

UNIVERSITY of **HOUSTON** | EDUCATION

**University of Houston
Ed. D. in Special Populations**

**Student Handbook 2020-2021
(Updated June 2020)**

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Executive Ed.D. Program in Special Populations

I. INTRODUCTION

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, policy, 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 Professional Leadership–Special Populations prepares graduates for Professional and Instructional Leadership positions in a variety of settings and provides them with the tools to meet the needs of ALL students.

Graduates are ready to assume positions as coaches, consultants, directors, and instructional leaders who grapple with the challenges faced by many students in the nation's schools. For example, students in schools often experience challenges related to language, learning, social interactions, and poverty. They are often classified as students with disabilities (Special Education), students with Gifts and Talents, English Language learners, Title 1, Under-represented minorities, or students who require greater levels of support (504). Leaders in applied educational settings assist with the identification and implementation of evidence-based interventions and assessments to help close achievement gaps, keep students in school, and successfully launch them into college and careers paths.

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 [UH Publications](http://publications.uh.edu/) (<http://publications.uh.edu/>).

Specifically: 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

Examinations

Low Grade Policy

Transfer Credit

Time Limitations on Completion of Degree Requirements

Dropping Courses

Leave of Absence

Plagiarism (Definition of)

Withdrawal

University of Houston Website

The [UH website](#) 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](http://www.uh.edu/education/student-services/graduate-office/) (<http://www.uh.edu/education/student-services/graduate-office/>).

Department of Educational Leadership and Policy Studies Website

Please visit the [DELPS website](http://www.uh.edu/education/departments/elps/) (<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.

The UH portal

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

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

MyAdvisor

The [MyAdvisor](https://www.coe.uh.edu/MyAdvisor/login.cfm) portal (<https://www.coe.uh.edu/MyAdvisor/login.cfm>) 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.

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

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](#) to access faculty and staff contact phone numbers and email addresses.

Core Faculty

Visit the [Ed.D. Professional Leadership – Special Populations](http://www.uh.edu/education/degree-programs/prof-lead-spec-pop-edd/) website for information about the core faculty (<http://www.uh.edu/education/degree-programs/prof-lead-spec-pop-edd/>).

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

Cohort Captain

Each incoming cohort will be assigned a Cohort Captain from within the cohort. This student will be selected by the DELPS Chair to serve as the primary representative for the particular cohort. Responsibilities include reporting any issues or concerns that arise within the cohort to the DELPS Chair or program staff.

II. COURSEWORK AND BENCHMARK REQUIREMENTS

The Professional Leadership-Special Populations is designed to be completed in less than three years. Specifically, students will take fifty-one (51) credit hours of coursework across eight (8) semesters to complete the degree. 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 course list is below.

COURSE LISTING

Research (9 credit hours required)
EDRS 8380: Research Methods in Education I EDRS 8381: Research Methods in Education II ELCS 8330: Statistical Analyses
Special Populations (6 credit hours required)
SPEC 7391: Collaborative Consultation and Coaching SPEC 8375: Research for Special Populations
Special Populations (6 credit hours required - Pick 2)
SPEC 7341: Assessment of Learning Difficulties SPEC 7343: Psychological Processes of Reading SPEC 8354: Seminar in Gifted and Talented Education SPEC 8360: Instructional Problems in Special Education SPEC 8365: Administration and Supervision of Special Education SPEC 8376: Research Methods for Low Incidence Populations CUIN 8304: Creativity, Research, Curriculum, and Development
Leadership (9 credit hours required - Refer to specific sub-plan)
ELCS 8325: Instructional Leadership, Curriculum, and Professional Development <i>ELCS 8340: Organization and Administration of Curriculum</i> <i>OR ELCS 8350: Human Resources Management</i> ELCS 8345: Legal and Financial Issues at the School and District
Supporting Cognate (9 credit hours required)
SPEC 8341: Seminar in Learning Science ELCS 8397: Professional Writing Methods CUIN 8303: Seminal Thinkers – Special Populations
Applied Research Components – (All courses required; 12 credits)
ELCS 8311: Laboratory of Practice I – 3 credits ELCS 8312: Laboratory of Practice II – 3 credits SPEC 8695: Doctoral Thesis – 6 credits

Course Information

UH Course Listing

The *UH Course Listing* (<http://www.uh.edu/academics/courses-enrollment/class-schedule/>) allows students to search for, and receive, information regarding available courses for each semester.

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 SPEC 8695). Students typically should be enrolled in 3 credits of doctoral thesis the semester they defend the proposal (SPEC 8395). The semester of the final defense, students must enroll for 3 credits of doctoral thesis (SPEC 8395). Students in need of financial aid must enroll in 6 credits of doctoral thesis (SPEC 8695).

In summary, students need to be enrolled in either SPEC 8395 or SPEC 8695 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 six (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 faculty advisor regarding questions related to course content, course sequence, and benchmarks.

Upon completing coursework and the candidacy; students will sign up for the Comprehensive Exam, or Comps. Candidacy is the completion of your first two chapters and requires Advisor approval and your entry of the approval into *MyAdvisor*. Comps is online and requires Advisor approval of the Degree Plan along with the completion of Comps. Students are responsible for entering information into *MyAdvisor* each step of the way. Further details regarding these topics are provided in the next section.

Course Registration via The UH portal Assistance

Contact Yonelly Gutierrez, Special Populations Program Coordinator (ygutier6@Central.UH.EDU), regarding assistance with course registration in the system. Students need to ensure to make payment in order to register if a financial hold is posted in *The UH portal*. Contact the [Office of Student Business Services](http://www.uh.edu/about/offices/enrollment-services/student-business-services/) (<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 visiting the [Enrollment Schedule](http://www.uh.edu/academics/courses-enrollment/enrollment-schedule/) website (<http://www.uh.edu/academics/courses-enrollment/enrollment-schedule/>).

Selected Benchmarks Explanations

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.

Written Comprehensive Exam

The comprehensive examination will be arranged by the DELPS Chair and the student's faculty advisor. 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.

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](http://www.uh.edu/research/compliance/irb/) (<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 on the [Division of Research IRB Committee 3](#) website. Contact your thesis chair with questions.

Students may pursue IRB as soon as the thesis chair agrees on the question. The proposal does not need to be defended prior to pursuing IRB.

Graduation and Commencement

Through *the UH portal*, 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. Graduation applications cannot be retracted. Once students submit a graduation application they must graduate if they meet the graduation requirements.

The application can be completed by logging in to the UH portal (<https://accessuh.uh.edu/login.php>). Application filing deadlines are included in the [UH Academic Calendar](#) (<http://publications.uh.edu/>) as well as the [College of Education: Graduation](#) website.

III. DEGREE PLAN, MY ADVISOR, AND DOCTORAL THESIS PROCESS

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.

For password assistance or to reset/change to a new password, please access the [UH IT help site \(https://www.uh.edu/infotech/\)](#) and follow the prompts. If you have questions about how to enter information in *MyAdvisor*, please contact Ms. Bernice Roberts in the College of Education Office of Graduate Studies (Farish Hall #256) at broberts2@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.

DELPS Doctoral Student Progress Report Form

Upon completion of defenses, this form must be completed and submitted by in *MyAdvisor*. Please contact your thesis chair if you need additional information. The form is included in the Appendix at the end of this handbook.

Doctoral Thesis Proposals and Defenses Information

Information is available at the [College of Education Graduate Studies Offices](#).

Sample Doctoral Thesis and Resources

The sample doctoral thesis is available at the [College of Education Training Library \(http://www.uh.edu/education/student-services/technology-services/training-library/\)](#) illustrates the University of Houston College of Education and APA manual page formatting standards. Use this sample to help organize or format your doctoral thesis. Resources include formatting tips, style guides, and more. You will also use your course materials (Research Methods books, APA Style Guide 6, Data Wise, etc.) as resources for the outline and the details.

IV. 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 \(http://publications.uh.edu/\)](http://publications.uh.edu/) to view transfer credit policy information.

V. ACADEMIC ADVISING, ANNUAL REVIEW, GRIEVANCE, AND DISMISSAL POLICIES

Advising and Valid Contact Information

Upon admission to the program, all students are assigned a 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.

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 advisors throughout their matriculation, keep their faculty advisors 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 UH accounts updated with their UH email address and/or destination email address, mailing address and telephone number that will enable the faculty advisor 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 Area Coordinator 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.

Ongoing and Annual Review

The overall progress of all doctoral students is evaluated annually by faculty 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.

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.

VI. 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
- Submit/Change Degree Plan
- Candidacy Report
- Application to take Doctoral Comprehensive Examination/Portfolio
- Appointment of Doctoral Thesis Committee
- Doctoral Thesis Abstract Submission
- Request Change of Advisor

This form must be completed online at *the UH portal*:

- Graduate Petition (e.g., used for transfer credit, leave of absence, etc.)
- Graduation Application

PLEASE NOTE:

UH forms/petitions requiring the DELPS Chair signature must be submitted to your academic advisor via email. Your advisor will ensure that the form is forwarded through the appropriate channels. Please check with your advisor in 72 business hours if you have not seen progress with the form.

VII. 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://publications.uh.edu/content.php?catoid=31&navoid=11767>

Center for Students with disABILITIES

The Center for Students with DisABILITIES helps to equalize our students' learning, discovery, and engagement by fostering self-advocacy, inclusion, and success.

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

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 Health Center

<http://www.uh.edu/healthcenter/insurance/student-health-insurance/index.php>

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/campus-life/resources/index.php>.

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.

VIII. 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*.

IX. 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/>

X. APPENDIX

Student Progress Report

Online survey link to be sent at specific intervals.

MyAdvisor “*How to*” Instructions

<https://www.coe.uh.edu/Myadvisor/login.cfm>

ANNUAL REPORT PROFESSIONAL LEADERSHIP – SPECIAL POPULATIONS
Sample Items

This data is collected at the end of each academic year

Student Name :	Semester/Year:
Current Mail Address (Evaluation letter will be sent to this address):	

PART I. PROGRAM MILESTONES		
For each activity, please underline Yes or No to indicate if you have already completed it or not. For each activity that you have completed, please provide the rest of the information requested.		
• Submitted and Approved Degree Plan		
Date Approved:	Semester: Spring	Year :
• Completed Comprehensive Exam		
Date Completed Comprehensive Exam	Semester	Year
• Completed Doctoral Thesis Proposal		
Date of Defense	Semester	Year
Title of Proposal		
Committee Members:		
• Completed Doctoral Thesis (Final Defense)		Chair:
	Semester	Year
Title of Thesis		
Committee Members (If any new members were added)		

PART II. COURSES COMPLETED TO DATE and GRADES

Research (9 credit hours required)	✓ Complete	To Do
EDRS 8380: Research Methods in Education I		
EDRS 8381: Research Methods in Education II		
ELCS 8330: Statistical Analyses		
Special Populations (6 credit hours required)		
SPEC 7391: Collaborative Consultation and Coaching		
SPEC 8375: Research for Special Populations		
Special Populations (6 credit hours required - Pick 2)		
SPEC 7341: Assessment of Learning Difficulties		
SPEC 7343: Psychological Processes of Reading		
SPEC 8354: Seminar in Gifted and Talented Education		
SPEC 8360: Instructional Problems in Special Education		
SPEC 8365: Administration and Supervision of Special Education		
SPEC 8376: Research Methods for Low Incidence Populations		
CUIN 8304: Creativity, Research, Curriculum, and Development		
Leadership (9 credit hours required - Refer to specific sub-plan)		
ELCS 8325: Instructional Leadership, Curriculum, and Professional Development		
ELCS 8340: Organization and Administration of Curriculum or ELCS 8350: Human Resources Management		
ELCS 8345: Legal and Financial Issues at the School and District		
Supporting Cognate (9 credit hours required)		
SPEC 8341: Seminar in Learning Science		
ELCS 8397: Professional Writing Methods		
CUIN 8303: Seminal Thinkers – Special Populations		
Applied Research Components – (All courses required; 12 credits)		
ELCS 8311: Laboratory of Practice I – 3 credits		
ELCS 8312: Laboratory of Practice II – 3 credits		
SPEC 8695: Doctoral Thesis – 6 credits		

* If any course was transferred in or waived indicate so in this column

** Note any outstanding Incompletes

PART III. PERSONAL NARRATIVE

Briefly comment on your progress through the Program over the past year. In particular, identify accomplishments/awards, teaching experiences, presentations (e.g., boards, conferences), publications, learning experiences, and areas for future professional growth. If appropriate, indicate how your experiences over the past year have influenced your long-term professional goals

Please respond to the following questions regarding your experiences in the program this year.

Satisfaction with program	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	N/A
The program's reputation						
The intellectual caliber of the faculty in my program						
Program's ability to keep pace with the recent developments in the field						
Adequacy of facilities						
Quality of technology support (CITE)						
Quality of library access						
Overall quality of graduate level teaching by faculty						
My relationships and interactions with other students in my cohort (Critical Friends)						
My relationships and interactions with other students in my program						
Quality of academic advising and guidance						
Helpfulness of staff members in the program's department: Educational Leadership and Policy Studies						
Helpfulness of staff members in the Office of Graduate Studies						
Overall Satisfaction with program						
Climate of the program	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	N/A
Students in my program are treated with respect by faculty/staff						
Faculty members are willing to work with me						
Rapport between faculty and students in the program is good						
My own relationships and interactions with faculty/staff are good						
Students in the program are collegial						
Overall the climate of the program is positive						
Program course work	Excellent	Very good	Good	Fair	Poor	N/A
Availability of the courses						
Rigor of the courses						
Relevance of the content						
Communication requirements of the program and timelines						
Degree to which faculty stretch/challenge my learning						
Degree to which faculty help me view issues from different perspectives						
Overall quality of coursework						

MYADVISOR “HOW-TO” INSTRUCTIONS

<https://www.coe.uh.edu/myadvisor/login.cfm>

Detailed instructions for using MYADVISOR follow after these screen shots of the online tasks.

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MyAdvisor

LOGIN

What is MyAdvisor?

MyAdvisor is the electronic interface for student services in the College of Education. In this application, you are able to fill out many of the forms dealing with the progress toward your degree, such as filing degree plans, changing your advisor, and other forms. Find the Graduate and Professional Student Petition at <http://www.uh.edu/graduate-school/forms/>.

Use of University of Houston computing and network resources requires prior authorization. Unauthorized use is prohibited. Usage may be subject to security testing and monitoring.

Misuse is subject to criminal prosecution. Users have no expectation of privacy except as otherwise provided by applicable privacy laws. A complete manual of security policies and procedures is available at <http://www.uh.edu/infotech>

Please use your CougarNet login.

Username:

Password:

LOGIN

Students/Alumni, need a login? Can't remember your password? [Reset your password](#)

Department: Educational Leadership and Policy Studies

Academic Level: Doctoral

Program: Doctorate in Professional Leadership
SubPlan: Prof Leadership Special Pops

Questions? Need help?

Need Academic Assistance or non-technical assistance, contact your Faculty Advisor.
For Assistance only, contact Bernice Roberts at bernice@Central.UH.EDU

IMPORTANT DATES

The date for Fall 2019 comps TBD
College Specific Convocation for the Fall semester, 2019: TBD

GRADUATE FORMS

Graduate and Professional Studies Petition

Students use the [Graduate and Professional Studies Petition](#) to request Withdrawal for a Program; Leave of Absence (with documentation); Late Graduation Application; Re-instatement from Medical Leave or Leave of Absence; Transfer Credit from another University/College; and Other.

Do not upload the Graduate and Professional Petition to your MyAdvisor account.

Take the complete signed document to your Academic Advisor for approval and processing.

Contact the Graduate Studies Office at coegrad@Central.UH.EDU, if you have additional questions.

Degree Plan

[Submit/Change Degree Plan](#)

Transfer Credit and Waived Courses

[Transfer Credit and Waived Courses Form](#)

Exam Application

[Doctoral Comprehensive Examination Application](#)
[Doctoral Portfolio Application](#)
[Doctoral Superintendent Application](#)

Candidacy Reports

[Candidacy Report](#)

Appointment of Dissertation Committee

[Appointment of Dissertation Committee](#)

Change of Advisor

[Request Change of Advisor](#)

DOCTORAL THESIS WORKFLOW

Your Doctoral Thesis Workflow

This section of MyAdvisor leads you through your dissertation process.

Your Next Step:

Submit Abstract to your Committee Chair

Your Roadmap

Proposal Defense Phase:
Step 1: Approved Proposal Abstract
Step 2: Scheduled of Proposal Defense
Step 3: Successful Proposal Defense

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Final Defense Phase:
Step 1: Approved Committee
Step 2: Approved Final Abstract
Step 3: Scheduled Final Defense
Step 4: Successful Final Defense

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Submission Phase:
Step 1: Approved Final Document
Step 2: Upload to Texas Digital Library
Step 3: Graduate Exit Survey Step 4: Final Approval by College

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You're finished.

STUDENT FILE UPLOADS

Please select a document type from the drop down menu below to upload your document. You can upload more than one document type after you submit the first one.

Do not use special characters such as forward slash (/), backward slash (\), plus sign (+), double or single quotation mark ("'), dollar sign (\$), ampersand sign (&), asterisk (), pound sign (#), etc. for your file name. Using underscore is the best choice (e.g. JohnSmith_Dissertation_Defense).*

----- select one ----- ▾

The next screenshot shows the menu/form that appears when you click on “Submit Abstract to your Committee Chair.”

DOCTORAL THESIS WORKFLOW

Your defense date must occur no earlier than ten business days from the date you are scheduling your defense.

You will need to know your date and time of the defense as well as the room in which you will be hold your defense. Contact your advisor or department for assistance in securing a room for your defense.

Earliest Defense Date: 09/02/2019

*Defense Date: (mm/dd/yyyy) You can choose any date later than the displayed date.

*Defense Time:

*Location: On Campus Off Campus

*Title:

Before you can copy and paste your document in MyAdvisor, you **must** copy your MS Word document and paste into **Notepad**. Then, you can copy it from the Notepad and paste your abstract in the input textbox below. Please submit your abstract in a maximum of 300 words.

*Abstract:

[Submit Abstract to Committee](#)

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----- select one -----

1. Submitting an Initial Degree Plan

Your path toward graduation begins with submitting your degree plan. Please review your degree plan requirements with your initial faculty advisor during your first academic semester as a doctoral student. Consult with your faculty advisor to obtain the degree plan.

Later, during your final graduation semester, review and edit the *Degree Plan* screen with updated information. Your thesis advisor, program chair, department chair, and the Office of Graduate Studies (OGS) will approve your degree plan.

2. Candidacy Report

As your progress continues, submit your *Candidacy Report*. For Executive Ed.D. students, your Candidacy Report constitutes your *advisor approved* Chapters 1 and 2. Once you complete your Candidacy approval, upload the “Statement of the Problem” or “Purpose of the Research” section into *MyAdvisor*. Typically, complete this submission by the end of Year One (1) of your academic study.

Your thesis advisor, program lead, department chair, and the OGS approve your report.

3. Application for Comprehensive Examination

The Final Examination is a degree requirement. Announcement of the exact dates for the exam and application deadlines occurs at the beginning of each academic year. Students must submit their *Application for Doctoral Comprehensive Exam* via *MyAdvisor* by the announced deadline.

4. Appoint Doctoral Thesis Committee

In general, the Doctoral Thesis Chair is the student’s academic advisor. Each student works with their advisor to select additional faculty members. Students choose three (3) additional faculty as committee members. Please confer with your thesis advisor for specific types of specialties required for your committee. Be sure to ask each of your potential committee members to serve on your committee *before* submitting your committee appointment. Additionally, it is good practice to contact all committee members after approval.

Students must have one committee member from outside the college. Students must attach a current CV for that committee member as proof of qualifications to serve. Failure to attach a CV will lead to the rejection of your committee member selection. Your thesis advisor, program chair, department chair, and the OGS approve committee appointments.

5. Submit Proposal Abstract

After completion of your literature review and methodology chapters, develop the content and

style of your abstract under the guidance of your thesis advisor and in accordance with the format outlined by the Office of Graduate Studies. Please be careful of spelling and grammar in your abstract. Your work is part of the College's record of your doctoral thesis write: Please write it with the same level of care and attention to detail as your thesis. Your thesis advisor approves your abstract prior to submission.

6. Schedule your Proposal Defense

Approval of your proposal abstract allows you to schedule your proposal defense. Your thesis advisor must approve your request for a proposal defense.

Before you submit your proposal defense request in *MyAdvisor*, please do the following: Contact your advisor to determine your readiness to propose your work; after you have approval by your advisor/chair, contact your committee to discuss a date for the defense; and after approval by your thesis chair, s/he will contact your department administrative assistant to schedule a room. Plan ahead in order to be sure your committee will be available and there is a room available.

Remember, by College Policy, you must schedule the defense in MyAdvisor at least 10 business/working days before it occurs.

After scheduling your defense, an email will go out to the entire faculty listing the date, time, and location of the defense. It also will include your proposal abstract and list your committee members. When your defense successfully occurs, your advisor will record your success in your *MyAdvisor* account. Your proposal defense will show as "APPROVED"...

7. Submit Final Abstract

Once your proposal defense successfully occurs and your final chapters approved, the system (i.e., after your thesis chair approval) will unlock the *final abstract submission*. Again, in consultation with your thesis advisor, you will prepare and submit the final abstract for your doctoral thesis. The final abstract format and content must comply with the requirements outlined by the Office of Graduate Studies. Please be sure you have no typographical errors in this submission, as again, it is a part of the College's record of your doctoral thesis.

Before you submit your final abstract, the system will ask you to affirm there are no changes in your doctoral thesis committee. If your committee changes, please follow the instructions in your *MyAdvisor* account for update your committee members.

Your thesis advisor approves your final abstract.

8. Schedule Final Defense

After your advisor/chair determines you are ready to defend your work, you will be permitted to set a final defense date. You must enter a final defense date to the *MyAdvisor* system at least 10 working/business days before your defense occurs. Again, after approval of your thesis advisor, you should choose a date all committee members agree upon and contact your department administrative assistant to schedule a room.

Once you schedule your defense, a notice goes out to all faculty informing them of the date, time, and location of the defense as well as the names of your committee members and a copy of your proposal abstract. After your successful defense, your thesis advisor confirms in *MyAdvisor* and your final defense will show as “*Approved.*”

9. Submission of Final Doctoral Thesis

After your final defense, and the completion of any corrections that the committee recommends, and all committee members and the college dean have signed your final document, it is time to upload your final doctoral thesis into *MyAdvisor*. Your *MyAdvisor* doctoral thesis must contain a signature page, signed by your committee, the Dean of the College of Education, and be in PDF format.

Before uploading your doctoral thesis, make an appointment with Ms. Bernice Roberts (broberts2@uh.edu). As the Office of Graduate Studies approves your final doctoral thesis submission, rejection will occur of any doctoral thesis uploaded without meeting with Ms. Roberts. Ms. Roberts must confirm appropriate APA formatting as well as give you information on how to upload to the Texas Digital Library.

10. Submission to the Texas Digital Library (TDL)

Your doctoral thesis must include a *blank* signature page, be in appropriate APA formatting, and saved as a PDF. The link in *MyAdvisor* takes you to the TDL website. Follow the instructions. The Office of Graduate Studies reviews and approves all TDL submission. Please ensure that you embargo your work for two years so that you have the opportunity to publish your findings in professional outlets.

Final Approval: With the successful submission of all documents and a final graduation audit, you will receive your final approval from the College.

Congratulations! You completed your doctoral thesis submission process!