

2023-24

STUDENT HANDBOOK

Ed.D. in Professional Leadership – Special Populations



College of Education

UNIVERSITY OF HOUSTON

Updated August 2023

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Executive Ed.D. Program in Special Populations

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, 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 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 K–12 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 learners, Title 1, Underrepresented minorities, or students who require greater levels of support (504). Leaders in applied educational settings assist with identifying and implementing evidence-based interventions and assessments to help close achievement gaps, keep students in school, and successfully launch them into college and career 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: Students are responsible for being 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](#)

[Excused Absence](#)

[Low Grade Policy](#)

[Continuous Enrollment](#)

[Transfer Credit](#)

[Withdrawal](#)

[Termination of Enrollment](#)

[Leaves of Absence](#)

[Degree: Time Limitations](#)

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/>).

Department of Educational Leadership and Policy Studies Website

Please visit the [DELPS website](#) (<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 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 degree progress and submit required forms for approval. Please note that students must use their UH CougarNet credentials to log in.

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 and 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 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.

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.

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 8391: 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 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 8340: Organization and Administration of Curriculum

ELCS 8345: Legal and Financial Issues at the School and District

SPEC 8365: Administration and Supervision of Special Education

Supporting Cognate (9 credit hours required)

SPEC 8341: Seminar in Learning Science

SPEC 8301: Professional Writing for Special Populations

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 Dissertation in Practice – 6 credits

Course Information

The UH [Course Listing](http://www.uh.edu/academics/courses-enrollment/class-schedule/) (<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 Dissertation in Practice 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 SPEC 8695). Students typically should be enrolled in 3 credits of doctoral dissertation the semester they defend the proposal (SPEC 8395). The semester of the final defense, students must enroll for 3 credits of doctoral dissertation (SPEC 8395). Students in need of financial aid must enroll in 6 credits of doctoral dissertation (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 dissertation defense.

Students can take more than 6 doctoral dissertation 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 that doctoral dissertation 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. The Comprehensive Exam is online and requires Advisor approval of the Degree Plan and the Candidacy's completion. ***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

At the start of each academic year, you will be provided with the contact information for the Special Populations Program Coordinator regarding assistance with course registration in the system. Students need to make payments 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 DELPS Chair and the student's faculty advisor will arrange the comprehensive examination. 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 Dissertation in Practice 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 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 dissertation development, proposal, or doctoral dissertation MUST BE certified by the University of Houston Institutional Review Board (<http://www.uh.edu/research/compliance/irb/>)

Then, the student must fill out the appropriate IRB forms and receive approval PRIOR to collecting data. IRB training information is available on the Division of Research IRB Committee 3 website. Contact your dissertation chair with questions.

Students may pursue IRB as soon as the dissertation 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.

DEGREE PLAN, MY ADVISOR, AND DOCTORAL DISSERTATION IN PRACTICE 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 the Office for Student Equity, Belonging, and Success in the College of Education (Farish Hall #256) at coegrad@central.uh.edu.

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

Details regarding the doctoral dissertation process and completing the degree plan are available in the "MyAdvisor How To" instructions guide 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 dissertation chair if you need additional information. The form is included in the Appendix at the end of this handbook and on the program's SharePoint site.

Doctoral Dissertation in Practice Proposals and Defenses Information

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

Sample Doctoral Dissertation in Practice and Resources

The sample doctoral dissertation is available on our program's SharePoint site and

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. You will also use your course materials (Research Methods books, current APA Style Guide, Data Wise, etc.) as resources for the outline and the details.

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.

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 to officially recognize this change. 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.

Leave of Absence

Any doctoral or professional student who cannot enroll in a given term must apply for a leave of absence using a Graduate and Professional Student Petition to remain in good standing.

Leaves of absence may only be granted by the college dean for exceptional circumstances such as educational opportunities that will not require university resources, personal problems that temporarily interfere with the student's ability to continue in the program, or other such circumstances as the dean determines are extenuating.

Leaves of absence shall be granted for specific periods of time, e.g., one term, one year, etc., and may contain requirements for readmission into the program. A student who requests an extension of a current leave of absence shall have that request considered as a new request.

Upon return from the Leave of Absence, the student will work on a plan of action with their advisor to ensure a smooth transition. This plan of action must be completed and signed by the student and advisor before classes resume.

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 specified in the College of Education Student Grievance Policy and the UH Graduate Studies Catalog.

LIST OF COMMON PETITIONS

The student is responsible 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 Dissertation in Practice Committee
- Doctoral Dissertation in Practice 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.

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=42&navoid=15152>

Student Accessibility Center

The University of Houston System complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students who have a disability. In accordance with Section 504 and ADA guidelines, the Student Accessibility Center (uh.edu/accessibility) strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring academic adjustments/auxiliary aid, please call the Justin Dart, Jr. Student Accessibility Center at (713) 743-5400 or email them at JDCenter@central.uh.edu.

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

Information about these programs is 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)

Counseling and Psychological Services (CAPS) (uh.edu/caps) can help students who are having difficulties managing stress, adjusting to college, adjusting to the demands of an academic program, or feeling sad and hopeless. You can reach CAPS by calling 713-743-5454 during and after business hours. No appointment is necessary for the “Let's Talk” program (uh.edu/caps/outreach/lets-talk/), a drop-in consultation service at convenient locations and hours.

Problem-Solving Resources/Ombudservice

The ombudservice directly assists students in resolving problems or refers them to the office or person who can help resolve a particular problem. More information regarding the ombudservice can be found on 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

<https://uh.edu/healthcenter/>

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.

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

APPENDICES

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 <u>Yes</u> or <u>No</u> 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 Dissertation in Practice Proposal | | |

| | | |
|---|----------|--------|
| Date of Defense | Semester | Year |
| Title of Proposal | | |
| Committee Members: | | |
| • Completed Doctoral Dissertation in Practice (Final Defense) | | Chair: |
| | Semester | Year |
| Title of Dissertation in Practice | | |
| Committee Members (If any new members were added) | | |

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 8391: 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 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 8340: Organization and Administration of Curriculum | | |
| ELCS 8345: Legal and Financial Issues at the School and District | | |

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|---|--|--|
| SPEC 8365: Administration and Supervision of Special Education | | |
| Supporting Cognate (9 credit hours required) | | |
| SPEC 8341: Seminar in Learning Science | | |
| SPEC 8301: Professional Writing for Special Populations | | |
| 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: Dissertation in Practice – 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 screenshots of the online tasks.

The screenshot shows the MyAdvisor login interface. At the top, it reads "UNIVERSITY of HOUSTON | COLLEGE OF EDUCATION" and "MyAdvisor". Below this is a "LOGIN" section with the heading "What is MyAdvisor?". The text explains that MyAdvisor is an electronic interface for student services and provides a link to a manual of security policies. A central box contains a warning about unauthorized use of computing resources and a reminder to use CougarNet login. Below this are input fields for "Username:" and "Password:", followed by a "LOGIN" button. At the bottom, there is a link for "Reset your password" for students and alumni.

UNIVERSITY of **HOUSTON** | COLLEGE OF EDUCATION

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

↓

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

↓

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

↓

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: Hour Min AM/PM

*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](#)

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 foward 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 -----

Order of Program Benchmarks

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 dissertation advisor, program chair, department chair, and the Office of Graduate Studies (OGS) will approve your degree plan.

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

Application for Comprehensive Portfolio

The Final Examination is a degree requirement. Coursework should be completed before the comprehensive portfolio is approved. Students must submit their Application for Doctoral Comprehensive Exam via MyAdvisor by the announced deadline.

Appoint Doctoral Dissertation in Practice Committee

In general, the Doctoral Dissertation 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 dissertation 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 dissertation advisor, program chair, department chair, and the OGS approve committee appointments.

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 dissertation advisor and in accordance with the format provided 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 dissertation writing: Please write it with the same level of care and attention to detail as your dissertation. Your dissertation advisor approves your abstract prior to submission in MyAdvisor.

Schedule your Proposal Defense

Approval of your proposal abstract allows you to schedule your proposal defense. Your dissertation 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 from your advisor/chair, contact your committee to discuss a date for the defense; and after approval by your dissertation chair, s/he will contact your department administrative assistant to schedule a room. Plan ahead to ensure 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 defense's date, time, and location. It also will include your proposal abstract and list of 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."

Submit Final Abstract

Once your proposal defense successfully occurs and your final chapters approved, the system (i.e., after your dissertation chair approval) will unlock the final abstract submission. Again, in consultation with your dissertation advisor, you will prepare and submit the final abstract for your doctoral dissertation. 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 dissertation.

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

Your dissertation advisor approves your final abstract.

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 dissertation 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, the names of your committee members, and a copy of your proposal abstract. After your successful defense, your dissertation advisor confirms in MyAdvisor, and your final defense will show as “Approved.”

Submission of Final Doctoral Dissertation in Practice

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 dissertation into MyAdvisor. Your MyAdvisor doctoral dissertation 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 dissertation, make an appointment with the Office of Student Equity, Belonging, and Success (coegrad@central.uh.edu). As the Office of Student Equity, Belonging, and Success approves your final doctoral dissertation submission, rejection will occur of any doctoral dissertation uploaded without meeting with this office. The Office of Student Equity, Belonging, and Success must confirm appropriate APA formatting as well as give you information on how to upload to the Texas Digital Library.

Submission to the Texas Digital Library (TDL)

Your doctoral dissertation 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 submissions. 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 dissertation submission process!