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- My Advisor How-To Instruction
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.

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:

<table>
<thead>
<tr>
<th>Academic Honesty</th>
<th>Dropping Courses</th>
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<tbody>
<tr>
<td>Examinations</td>
<td>Leave of Absence</td>
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<td>Low Grade Policy</td>
<td>Plagiarism (Definition of)</td>
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<td>Transfer Credit</td>
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<tr>
<td>Time Limitations on Completion of Degree Requirements</td>
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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.

Department of Educational Leadership and Policy Studies Website
Please visit the DELPS website 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.

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 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 website for information about the core faculty.

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

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

UH Course Listing
The UH Course Listing 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 1) coursework and 2) the candidacy; students will sign up, with approval from the advisor the 3) 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. Once the first three items are completed and approved, the student moves to the completion of the 4) Doctoral Thesis.

Course Registration via MyUH Assistance
Contact Isabelle Soifer, Special Populations Program Coordinator, at issoifer@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 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 website.
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.

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 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. 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 myUH (https://my.uh.edu). Application filing deadlines are included in the UH Academic Calendar 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 semester in which the student takes his/her comprehensive exam. 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 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.

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 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 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 myUH 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. The evaluation is completed online and each student will receive an email with the link to the annual review form and the deadline for completing the form.

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 FORMS

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
- Submission of Abstract
- Submission of Thesis Proposal
- Submission of Thesis Defense
- Request Change of Advisor

These forms typically should be completed by the student and submitted to his/her advisor:

- Graduate Petition (examples for use listed below)
  - Transfer of Credits
  - Leave of Absence

This form must be completed online at myUH:

- Graduation Application
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.

**Academic Calendar**
http://catalog.uh.edu/content.php?catoid=22&navoid=6057

**Academic Accommodations.** When possible, and in accordance with 504/ADA guidelines, we will attempt to provide reasonable academic accommodations to students who request and require them. Please call the Center for Students with DisABILITIES at ext. 3-5400 for more assistance.

**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/](http://www.uh.edu/about/offices/enrollment-services/student-business-services/).

**Counseling and Psychological Services (CAPS).** CAPS can help students who are having difficulties managing stress, adjusting to college, or feeling sad and hopeless. You can reach CAPS (www.uh.edu/caps) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. [http://www.uh.edu/caps/](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/](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/](http://www.law.uh.edu/clinic/). Contact the Legal Clinic at 713-743-2094.

**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/](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/](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/](http://uh.edu/infotech/).
**UH Security Escorts:** The University offers Police Escorts to your vehicle upon request. You may make the request through the REDLINE app on your phone or call the UH Police line at 713-743-3333 for this service.

**UH General Overview of Resources and Quick Links:**
Please visit [http://www.uh.edu/students/index.php](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:
X. APPENDIX

Annual Progress Form – completed online at the end of the academic year.

MyAdvisor “How to” Instructions for all forms and petitions
# Annual Report Professional Leadership – Special Populations

## Student Name: ____________________________  Semester/Year: ________________

**Current UH E-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.

<table>
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<tr>
<th>Activity</th>
<th>Date Approved</th>
<th>Semester</th>
<th>Year</th>
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<td>Submitted and Approved Degree Plan</td>
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<td>Completed Comprehensive Exam</td>
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<td>Completed Doctoral Thesis Proposal</td>
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<td>Date of Defense</td>
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<td>Title of Proposal</td>
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<td>Completed Doctoral Thesis (Final Defense)</td>
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<td>Title of Thesis</td>
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Committee Members (If any new members were added)
# COURSE LISTING

**Research (9 credit hours required)**
- EDRS 8360: Research Methods in Education I
- EDRS 8361: Research Methods in Education II
- ELCS 8330: Statistical Analyses

**Special Populations (6 credit hours required)**
- SPEC 7391: Collaborative Consultation and Coaching
- SPEC 8376: Research Methods for Low Incidence 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 8375: Research for Special Populations
- SPEC 8304: Creativity, Research, Curriculum, and Development

**Leadership (9 credit hours required; You may pick between 8340 and 8350)**
- 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 (formerly Adult Learning Theory)
- ELCS 8397: Professional Writing Methods
- CUIN 8303: Seminal Thinkers – Special Populations

**Applied Research Components – (All courses required; 12 credits)**
- ELCS 8311: Laboratory of Practice - Literature Review Development – 3 credits
- ELCS 8312: Laboratory of Practice - Research Methods Development – 3 credits
- SPEC 8695: Doctoral Thesis – 6 credits
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.

Complete document online. After submission and review, your advisor will schedule a meeting with you to discuss your progress.

Following this individual meeting, your advisor will send you a formal review letter.

Date of student-advisor annual review meeting: ______________________

Student signature: ____________________________________________
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

For Executive Ed.D. students, the Candidacy Report is completed upon the final review and approval of your Doctoral Thesis Chapters 1 and 2. Once your advisor has provided his/her approval, complete the Candidacy Report on MyAdvisor by completing the required information (Statement of the Problem or Purpose of the Research). Typically, this report is completed after the end of the first year of your academic study.

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

*Candidacy Report Screen Cap*
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.

Examination Screen Cap

This form must be filled out within one hour. If you attempt to submit it after an hour has passed, the submission will fail.

Please answer all of the questions below:

Number of hours completed or in progress on doctoral program (minimum of 36 hours required):

Is this the first time you have taken the Doctoral Comprehensive Examination? Yes No

Please indicate the semester/year in which you want to take the exam:

Areas to be tested (include instructor name and course if applicable):

You can scan and upload any files that you'd like to include in this form request.

Please DO NOT upload any documents containing your social security number. Use your MyUH (PeopleSoft) number instead. If you are scanning an official transcript that contains your social security number, please cover, black out, or otherwise obscure the number before you scan the document.
4. Appoint Doctoral Thesis Committee

Students must meet with his/her thesis chair (advisor) to select three (3) additional faculty to serve 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 after approval by your advisor AND 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.

**Note:** The first step is for the student to email the CV to the department chair for initial review and approval.
5. Submit Proposal Abstract

After completion of your literature review and methodology chapters, develop the content and style of your abstract in accordance with the UH COE Policy. 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.

Proposal Submission Screen Cap
6. Schedule your Proposal Defense

Approval of your proposal abstract allows you to schedule your proposal defense. However, your thesis advisor approves your request for a proposal defense.

Before you submit your proposal defense request in MyAdvisor, please do the following:

- 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.

Defenses are open to the public therefore, an email will go out to the entire faculty and graduate student via the listserve and provide information regarding 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”...

Schedule Defense Screen Cap
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, you must use the approved format (found in #5 above) to prepare and submit the final abstract for your doctoral thesis. 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
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, 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.

**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!