Checklist for the Doctorate (Ph.D., Ed.D.)
Department of Curriculum and Instruction

☐ Gain admission to Graduate School.

☐ Discuss coursework in consultation with your Program Area Adviser.

☐ Begin coursework.

All students must meet the following requirements prior to graduating:

a) Maintain a minimum 3.0 (B) cumulative GPA
b) Take at least 18 hours of coursework in the major area (EDC courses)
c) Take at least 6 hours of out-of-department coursework
d) Take the core curriculum courses: Foundation and Research Sequence*

Note: All courses required for the Doctorate must be completed within a six-year period.

Additional course options:

a) You may take 20% of your coursework (2 courses) on a CREDIT/NO CREDIT basis. These will not factor into your GPA.
b) 50% of your coursework must be taken at UT Austin
c) EDC 396V Independent Study constitutes less than 25% of your coursework
d) You may transfer a maximum of 6 graduate hours from another institution with approval from the Graduate Adviser, Graduate Studies Committee [foundation* and research sequence* courses only], and the Graduate School.

• Meet with Adviser to see if transfer is appropriate
• Transfer course must be graduate level courses taken for a letter grade
• Submit the transfer request to your Program Adviser
• Submit supporting documents to Adviser if attempting to substitute a course for a foundation* or research sequence* requirement
  o Unofficial transcript
  o Course description
  o Explanation of the course numbering and grading systems
• Program Adviser will forward your request and supporting documents to the appropriate GSC Committee

Note: Approved transfer courses never appear on a UT grade report.

*Doctoral documents and forms are accessible on the department website:
http://www.edb.utexas.edu/education/departments/ci/students/current/forms/

Graduate Coordinator (current students): Alicia Thomas – alithomas@austin.utexas.edu or (512) 232-4080
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☐ Schedule First-Year Review.
   a) Review your Program Review and Qualifying Exam Guide* for the First-Year Review process.
   b) Schedule your review with area faculty after completion of approximately 18 hours. Each area usually schedules first-year reviews twice a year, early in the fall and spring semesters.
   c) Complete the C&I Doctoral Program Review form*.
      • Additional materials may be required for the review.
      • Contact your Program Area Adviser to make sure you have completed all required form(s).
   d) Area faculty will notify you and the C&I Graduate Adviser of the results of the first review.

☐ Participate in research projects.

☐ Complete a preliminary copy of the Program of Work (POW).
   a) Download the appropriate Program Area POW template form* from the department website and begin entering coursework in the appropriate sections for meeting degree requirements.

☐ Schedule Mid-Program Review.
   a) Review your Program Review and Qualifying Exam Guide* for the Mid-Program Review process.
   b) Schedule your review with area faculty after completion of 27-36 semester hours. Each area usually schedules mid-program reviews twice a year, early in the fall and spring semesters.
   c) Complete the C&I Doctoral Program Review form*.
   d) This review typically consists of presentation of research report or research proposal and, in some cases, an interview. Specifics vary according to area of specialization.
   e) Area faculty will notify you and the C&I Graduate Adviser of the results of the first review.

☐ Begin thinking about your dissertation.
   a) Think about a possible dissertation topic.
   b) Decide which faculty you might want to serve on your qualifying exam and dissertation committees.
   c) Talk to faculty; solicit feedback and foster relationships.

☐ Professional Development.
   a) Consider attending, and possibly presenting, at annual meetings of professional associations and learned societies.

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Schedule and take your Qualifying Exams.

a) Schedule and take Doctoral Qualifying Examinations after coursework has been substantially completed.
   • Complete the Intent to Take Doctoral Qualifying Exams form* and turn it in to the Graduate Coordinator (SZB 436) to schedule your exams.
   • Exam rooms must be scheduled with Graduate Coordinator.

   Bilingual/Bicultural Education and Social Studies Education
   Qualifying exam consists of two parts: The first part is a four-hour take-home written exam and the second part is an oral defense based on the written exam.

   Cultural Studies in Education
   Qualifying exam consists of two parts: The first part is a two-week take-home written exam, and the second part is an oral defense based on the written exam.

   Early Childhood Education, Instructional Technology, Language & Literacy Studies, and Physical Education Teacher Education
   Qualifying exams consist of two parts: The first part is a written specialization exam in your area of concentration and the second part is an oral defense based on the written exam.

b) Qualifying exam committee submits to the Graduate Adviser one of the following recommendations:
   • advance to candidacy now (with or without conditions)
   • do not advance to candidacy until listed conditions are met
   • drop from program

Note: Consult your Program Review and Qualifying Exam Guide* for detailed information on the qualifying exam procedures and rules regarding make-up of qualifying committee.

Obtain approval of your Program of Work (POW).

a) Submit a final copy of your POW* to Graduate Coordinator for review by the department’s Graduate Studies Committee (GSC).
   • Must be done in your last semester of required coursework before you can advance to candidacy.
   • Must advance to candidacy before beginning dissertation.

b) Settle on dissertation topic (if you have not already done so).
   • Confer with prospective dissertation supervisor regarding scope of dissertation and appropriate faculty to ask to serve on your committee.

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☐ Apply for Doctoral Candidacy.
   a) Once you have met conditions for candidacy (if any) submit the online Application for Doctoral Candidacy through the Office of Graduate Studies website:  http://www.utexas.edu/ogs/pdn/
   b) The application gets routed electronically for approvals by the following:
      • Supervisor - approves your description of proposed dissertation
      • Graduate Adviser - verifies departmental standing
      • GSC Chair - certifies academic credentials
      • Dean of Graduate Studies - approves topic and formally appoints members to your committee

☐ Defend dissertation proposal.
   a) Formally defend your dissertation proposal to your dissertation committee in the first semester you are registered for the dissertation course.
      • Find a date/time when your committee members may attend
      • Check the C&I room scheduling site to check availability and request a room. http://community.edb.utexas.edu/conf_rooms/node/27
      • Return signed Approval of Dissertation Proposal form to Graduate Coordinator

☐ Secure approval to conduct research with human subjects (if necessary).
   • Log onto the UT Human Subjects/IRB website to determine what forms are needed and to submit your proposal electronically: www.utexas.edu/research/rsc/humanresearch
   • Contact Gail Seale, the COE Coordinator of Human Subjects Research Review, if you have any questions about the approval or submission process. 512-232-6202; gails@austin.utexas.edu.

☐ Conduct research; complete the dissertation and any remaining coursework.

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☐ Prepare for graduation.
  a) Review the graduation deadlines and submission information on the Graduate School (OGS) website. [http://www.utexas.edu/ogs/pdn/]
  b) File Degree Candidate form with Graduate School at the beginning of semester you plan to finish.

☐ Schedule Final Oral Dissertation Defense.
  a) Gain agreement of dissertation committee members on a time and date for oral defense.
  b) Schedule room for defense via C&I Room Scheduling: site:[http://community.edb.utexas.edu/conf_rooms/node/27]
  c) Turn in the Request for Final Oral Defense form and all required paperwork according to the deadlines and submission instructions posted on the OGS website.
    • Request for Final Oral Defense form.
      o Must be printed on pink paper.
      o Reserve a room with the Graduate Coordinator or department staff in SZB 406.
      o Take form to Graduate Coordinator to obtain signature of the Graduate Adviser.
  d) The Doctoral Degree Evaluator will email your dissertation committee formally notifying them of the date, time, and place of the oral defense.

☐ Conduct Final Oral Defense.
  a) After the defense, your dissertation committee members will need to sign two different signature sheets:
    • The Report of Final Oral (goldenrod)
      o Is sent to your committee chair along with the memo from the Graduate School and is usually signed by the committee at the conclusion of the oral defense.
      o You or your chairperson submit the form to the Graduate Coordinator after defense.
      o The Graduate Coordinator will obtain the signature of the GSC Chair, and see that it is hand-carried to the Graduate School.
    • Committee Certification of Approved Version

  Note: The signature page for the dissertation can be signed at the conclusion of the defense, or, if revisions are necessary, when those revisions have been completed to the satisfaction of the committee. It is your responsibility to acquire these signatures.

☐ Upload dissertation and required paperwork by designated deadline.

☐ Celebrate!!!

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