

## **IT Program Review Specifics**

### **First Year Review**

(Due October 1 or March 1 of each year)

#### **Procedures and What to Submit**

At the conclusion of 18 semester hours of course work at UT Austin, the student will submit to the Program Area Coordinator the following evidence:

1. Completed “progrevform.pdf” (obtained from C&I Web site). No attachment is needed.
2. Completed “FirstYearReportForm” (obtained from IT Web site). Be sure to provide information for each item indicated on the form.
3. A screenshot or computer printout for the courses completed so far

(Note: to meet the research requirement of the Mid-Program Review, you must become involved in research early in your program.)

#### **Review Criteria**

Criteria to be employed in the first review include:

- Completion of 18 semester hours;
- No credit/no credit courses taken during the first 18 hours;
- No course grade lower than a B; with a GPA of 3.5 or higher;
- Acceptable plan for research;
- At least one course in research methodology;
- A minimum of 9 of the first 18 hours of course work is IT coursework.

#### **Decisions**

IT faculty will review student documents and vote to

Continue in program without conditions  
Continue in program with specified conditions  
Dismiss from the program

#### **Reporting Procedure**

The Review Decision will be sent to the student in writing by the Program Area Coordinator. The C & I Graduate Adviser’s office will be informed in writing of the area recommendation for each student.

If you don’t feel ready to do a particular review, you must write a letter to the I.T. faculty, explaining your reasons for requesting a one-semester deferral, and including a clearly-conceived

plan for how you will be prepared to submit the requested materials during the following long semester. If you decide to request another one-semester deferral during the following semester, you must write to the I.T. faculty again, stating your reasons for requesting an additional postponement, and again including a clear plan for how you will complete the review during the following long semester. Requests for deferral will be reviewed, discussed, and either accepted or denied by a consensus of the I.T. faculty at the same time that we are reviewing other students' submitted review materials. Our decision regarding your request will be communicated to you in writing.

If a student's deferral request is denied by the faculty, this will constitute a failure to pass the review. It is already our policy to permit all students who fail a review to submit revised materials for consideration by the faculty during the next long semester. In the unusual and unfortunate event of a student failing to pass their second review attempt, the student will be asked to leave the program.

**Mid-Program Review**  
(Due October 1 or March 1 of each year)

**Procedures and What to Submit**

The Mid-Program Review is scheduled after the student has completed 36 hours of course work. The student will submit to the Program Area Coordinator the following evidence:

1. Completed “progrevform.pdf” (obtained from C&I Web site). Use the version you submitted for 1<sup>st</sup> year review and continue to fill with the new information. No attachment is needed.
2. Completed “MPReportForm.doc” (obtained from IT Web site). Be sure to provide information for each item indicated on the form.
3. A screenshot or computer printout for the courses completed so far

**Review Criteria**

Criteria to be employed in the Mid-Program Review include:

- Completion of 36 hours including both UT courses and other coursework accepted toward the degree;
- No course grade lower than B with a GPA of 3.5 or higher;
- Acceptable program of work including specialization, research, and foundation courses;
- Acceptable documentation of research productivity (class papers, presentations, scholarly publications and projects);
- A research study report (completed individually or with a collaborator). When a co-author is involved, the student will document, in detail, her or his specific contributions to the research report.
- Acceptable plans to continue research and acquire research skills (typically described in a 2-3 page statement in the research report).
- The submitted conference proposal will be judged on its own merits and does not have to be accepted for consideration as evidence of scholar/professional involvement.

**Decisions**

A faculty committee will review student materials to recommend:

- Pass
- Pass with Conditions
- Fail

A decision of Pass means the student will be invited to continue work in the program as planned.

Either of the latter two decisions will be accompanied with explanatory information. Generally, a decision of Pass with Conditions means the student will be allowed to continue work in the program as long as certain conditions are met. The imposition of these conditions is intended to help the student strengthen areas that are of concern to the faculty.

A decision of Fail will either carry the recommendation that the student drop from the program or that the student redo the Mid-Program Review. In the case of a recommendation to redo, the student will be given specific suggestions.

**A Few Words of Advice** To ensure that you will be able to submit materials and pass both student reviews on time, you should:

- Plan with your advisor to take 3 or more I.T. courses during your *first 18 hours (6 courses)* of doctoral work.
- Be sure to choose a letter grading option for all courses taken during at least your *first 18 hours (6 courses)*.
- Plan with your advisor to take 2 or more research methods courses during your *first 36 hours (12 courses)*.
- Schedule your first 3-credit Directed Research course *no later than immediately following completion of 18 hours (6 courses)*.
- Complete the “Analysis of Research in IT” course within the *first 36 hours (12 courses)* of doctoral work.
- Get involved in research (faculty research projects, student research projects, or your own) as soon as possible.