The University of Texas at Tyler
EdD in School Improvement
Milestones Agreement Form

This form is provided for the purpose of informing students about the academic milestones that they will be expected to reach in order to earn their EdD degree as well as when they are expected to complete these milestones. Students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program.

Academic Advising

Upon entering the EdD in School Improvement program, all students will be assigned an initial advisor. The initial advisor is one of the two program directors. During the first year in the program, an advisor is assigned by the program director based on the students anticipated program of research and faculty expertise. The advisors will be members of the program department.

Academic advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program. Advisors are responsible for the following:

• Ensuring that reviews between student and advisor occur every semester. The results of this review will be included in the program’s annual doctoral progress report.
• Ensure the student is following the degree plan and registering for courses in the correct order.
• Reviewing the student’s Degree Plan to determine if the student is making progress consistent with the expectations of the program and reaching milestones according to the timeline provided on this form; working with the Doctoral Studies Committee and student to determine if modifications are necessary.
• Clarifying the timetable for completing any remaining course requirements, examinations, and other requirements
• Providing the student with assistance in understanding the requirements for successful completion of dissertation.
• Providing the student with assistance in assembling a dissertation committee.
• Providing the student with experiences and information that will optimize the student’s career opportunities and success.
<table>
<thead>
<tr>
<th>Requirements for all Students in the EdD in School Improvement Program Milestone</th>
<th>Expected Time of Achievement</th>
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<tbody>
<tr>
<td>Review of student’s progress with advisor</td>
<td>At least every summer but more frequently if needed</td>
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<tr>
<td>Participate in the Annual Summer Workshops</td>
<td>Every summer</td>
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<tr>
<td>Successful completion of six 1-credit dissertation courses</td>
<td>Every semester starting in the second semester of the program.</td>
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<tr>
<td>IRB approval</td>
<td>By the end of the first year in the program</td>
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<tr>
<td>Coursework successfully completed</td>
<td>Within three years of beginning program</td>
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<tr>
<td>Dissertation Committee appointed and approved by Graduate School</td>
<td>By the beginning of the second year in the program</td>
</tr>
<tr>
<td>Successful proposal oral defense (Summer after 2nd year)</td>
<td>Following successful completion of research and dissertation courses (within three years of beginning program)</td>
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<tr>
<td>Student admitted to doctoral candidacy</td>
<td>Following successful completion of the oral defense (within four years of beginning program)</td>
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<tr>
<td>Dissertation proposal completed and approved</td>
<td>Within one year of entering candidacy</td>
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<tr>
<td>Dissertation completed, successfully defended, and approved by Committee</td>
<td>Within one year of dissertation proposal approval</td>
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<tr>
<td>Student completes and files all paperwork required for graduation</td>
<td>Semester prior to graduation</td>
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<tr>
<td>Dissertation accepted by Graduate School</td>
<td>Within three months of successful final defense</td>
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<tr>
<td>Exit interview completed and submitted to Survey of Earned Doctorates (SED)</td>
<td>Prior to graduation</td>
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ED.D. PROGRAM COMPLETION CHECKLIST

Completion Date

__________ Participate in Summer Orientation/EdD Workshop prior to the beginning of the first fall semester.

__________ Complete Milestones Agreement Form with your advisor no later than the last class day of the first semester.

__________ Maintain active student status by registering for courses every fall, spring and summer semester.

__________ Complete all required coursework in the required sequence.

__________ Participate in Annual EdD Summer Workshops, including at least one summer trip to Austin.

__________ Appointment of Dissertation Chair(s). The department facilitates a matching process, based upon research topic and methodology, to support you in identifying your dissertation chair.

__________ Form your dissertation committee in consultation with your advisor and dissertation Chair, and have your committee approved by program Graduate Studies Committee and Graduate School.

__________ Meet Research Course Requirements. Five research classes are scheduled in the cohort sequence and are required for students to be eligible for candidacy.

__________ Meet Dissertation Course Requirements. Six 1-credit hour courses are schedule in the cohort sequence and are required for students to be eligible for candidacy.

__________ Prepare for Proposal Oral Defense after gaining approval from your major advisor.

__________ Schedule and successfully complete required proposal oral defense.

__________ Download and use checklist from Candidacy and Dissertation Manual.

__________ Apply for Advancement to Candidacy.

__________ Obtain Admission to Candidacy Status. After core courses and candidacy are passed, and all research courses are completed, the student’s advisor will file a Notification of Admission to Candidacy form.

__________ Enroll in required dissertation hours (EDSI 6360) to complete your dissertation.

__________ Prepare and successfully present your dissertation proposal.

__________ Successfully complete the Dissertation Oral Defense.

__________ Prepare and schedule the defense after gaining approval from your major advisor.

__________ Submit required documentation to the Graduate School for completion and graduation.

I have read this form and have had the opportunity to discuss the information contained in it with my advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the EdD in School Improvement program, as well as the expected timeline for completing these milestones.

Student Name (print) ___________________________ Student’s Signature ___________________________ Date ____________

Advisor’s Signature ___________________________ Date ____________