Doctoral Advising UPDATE of Milestones and Timeline

This checklist is designed to be a general update guide and timeline for students and advisors. It is up to the student to ensure all requirements are completed in the timeframes established by the Department and Graduate School. Submit this form to the Committee Chair at the beginning of each semester or more often.

Provide date below when each milestone is met

Date for this UPDATE of milestones? __________________________ Name __________________________

Before Completing 30 Hours:

_____ Date screened and accepted into the C&I Doctoral Program
_____ Meet several times with committee chair in planning Doctoral Course of Study form
_____ Complete FTF CIE 693: Doctoral Seminar (offered fall semester only) Statement of purpose assessed for dispositions by CIE 693 instructor
_____ Establish program planning committee (to help fill out program of study)
_____ Discuss doctoral core and major areas with advisor and/or program planning committee. Each doctoral core class instructor assesses using Course Paper Rubric
_____ Program of Study (POS) must be filled out, committee approved, signed, and sent to department chair
_____ Residency application completed and turned in
_____ Other or comment

Between 30 and 75 Hours:

_____ Residency completed (according to "traditional" or "alternative" guidelines)
_____ Educational research (BER) courses have been completed (if not how many completed? and needed?)
_____ Foundations of Professional Studies (BEF/BEP etc.) courses have been completed (if not how many completed? and needed?)
_____ With chair, discuss potential dissertation topics. List two possible directions.
_____ Comprehensive examination discussed with committee chair
_____ Comprehensive examination taken and passed Each comprehensive exam scorer fills out Comprehensive Exam Rubric for Outcome Assessment
_____ Based on dissertation topic, doctoral dissertation committee is formed (program committee members do not have to serve as the dissertation committee)
_____ Meet (several times) each semester with committee chair to discuss progress

After passing doctoral comprehensive examination:

_____ Meet (several times) each semester with committee chair to discuss progress
_____ Dissertation prospectus written (Chapters 1-3) and Prospectus meeting with committee held (optional)
_____ Dissertation proposal written (Chapters 1-3)
_____ Proposal defense date selected
_____ Proposal manuscript must be sent to committee at least 2 weeks prior to the Proposal meeting
_____ Proposal passed by committee at meeting Each committee member fills out Prospectus Proposal rubric for Outcome Assessment.
_____ Application to Candidacy Form submitted
_____ IRB forms approved
_____ Dissertation defense arranged with committee (try to make this at least 6 weeks before due date)
_____ Dissertation defense announcement sent to appropriate C&I secretary
_____ Apply to graduate (MUST be done during first week of the semester in which student graduates)
_____ Dissertation manuscript must be sent to committee at least 2 weeks prior to the Defense
_____ Dissertation defended at oral defense meeting Each committee members fills out Dissertation Rubric for Outcome Assessment
_____ Completion of Oral Defense Acceptance form
The final dissertation version must be uploaded to the graduate school by due date (at least 6 weeks prior to the end of the semester) in which candidate plans to graduate

Other or comments

For up to date information, see the Graduate School website for a timeline and forms that must be completed (http://graduate.ua.edu/academics/doctoral.html#checklist).
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NOTE: RESIDENCY COVER PAGE MUST ACCOMPANY PROGRAM OF STUDY

The University of Alabama

Program of Study
DOCTOR OF PHILOSOPHY (Ph.D. Degree)
Department of Secondary, Curriculum,
Teaching, and Learning

College of Education

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student#:</th>
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<tr>
<td>Area:</td>
<td>Program:</td>
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<td>Previous Degree(s):</td>
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<td>Title</td>
<td>Institution</td>
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<td>Title</td>
<td>Institution</td>
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<tr>
<td>Major Field:</td>
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<td>Minor Field:</td>
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<td>Date Admitted to Graduate School:</td>
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Program Planning should __________ Should not __________ include additional Class A __________ Class AA __________ Certification

__________________________
Student's Signature

__________________________
Note: Appropriate prior Alabama certification at Class B or A level is a necessary prerequisite for additional certification at the Class A or Class AA Level.

Program conforms to state approved certification requirements: ____________________________

__________________________
Assistant Dean for Student Services

__________________________
Date

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<thead>
<tr>
<th>COURSES COMPLETED</th>
<th>COURSES TO BE COMPLETED</th>
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<tbody>
<tr>
<td>COURSE#</td>
<td>TITLE</td>
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<tr>
<td>Major Field (Minimum of 24 semester hours):</td>
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<tr>
<td>(CSE/CH/CRD)</td>
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<tr>
<td>Minor Field (Minimum of 24 semester Hours):</td>
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<td>(relevant to content/discipline/subject specific/teaching field relevant toward scholarly development and professional goals)</td>
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NOTES:
1. List on back courses from the above program or previous graduate work which meet doctoral, research, and foundations of professional studies requirements.
2. Use asterisk (*) on front and back of form to indicate graduate credit transferred from other institutions.
3. No courses can be listed twice.
### COURSES FROM GRADUATE PROGRAM MEETING DOCTORAL REQUIREMENTS IN RESEARCH

**Minimum of 15 semester hours**

<table>
<thead>
<tr>
<th>Qualitative Concepts (3 semester hours)</th>
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<tbody>
<tr>
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<tr>
<th>Additional Research Courses, including research methods (9 semester hours)</th>
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**COURSES FROM GRADUATE PROGRAM MEETING FOUNDATIONS OF PROFESSIONAL STUDIES REQUIREMENTS** (12 semester hours) — Must include three semester hour graduate-level course in the history and/or philosophy of education and an additional nine semester graduate hours from the state approved list of Foundations of Education courses or course work outside the College of Education in disciplines which are foundational to the student major.

### SIGNATURES

Doctoral program planning committees require a minimum of five members, including a representative for each doctoral minor. One committee must be from the outside Department in which the student is enrolled.

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<td>Student</td>
<td>Date</td>
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<td>Program Committee Chairperson</td>
<td>Date</td>
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<td>Program Committee Member</td>
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<td>Program Committee Member</td>
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<tr>
<td>Program Committee Member from Minor Field</td>
<td>Date</td>
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<tr>
<td>Program Committee Member from outside department</td>
<td>Date</td>
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This program of study meets all Graduate School and College of Education requirements.

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<table>
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<tr>
<td>Department Head</td>
<td>Date</td>
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**GRADUATE SCHOOL PH.D. MINIMUM REQUIREMENTS**  
*Minimum of 48 semester hours of course credit (not to include dissertation research credit).  
*Minimum of 24 semester hours of dissertation research credit.  
*Time limits: 6 years before admission; 7 years after admission.  
*Transfer rule: up to one-half of course credit (not to include dissertation research credit).

<table>
<thead>
<tr>
<th>Distribution:</th>
<th>Committee Chairperson</th>
<th>Committee Members</th>
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<tbody>
<tr>
<td>Graduate School</td>
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<td>Department Head</td>
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<tr>
<td>(102 Rose)</td>
<td></td>
<td>Student</td>
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<tr>
<td>Assistant Dean</td>
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<td>Carmichael)</td>
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<td>(201 Carmichael)</td>
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Revised 9-21-06
### COURSES COMPLETED

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<td>Subject Field (Minimum of 24 semester hours):</td>
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### GRADUATE SCHOOL Ed.D. MINIMUM REQUIREMENTS

- Minimum of 60 semester hours of course credit (not to include dissertation research credit).
- Minimum of 12 semester hours of dissertation research credit.
- Time limits: 6 years before admission, 7 years after admission.
- Transfer rule: up to one-half of course credit (not to include dissertation research credit).

Distribution:

**Committee Chairperson**  
Graduate School (102 Rose)  
Assistant Dean of Student Services (104 Carnichael)  
Associate Dean (201 Carnichael)

**Committee Members**  
Department Head  
Student

Revised 2009
<table>
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<tr>
<th></th>
<th>Fall 14</th>
<th>Spring 15</th>
<th>Summer 15</th>
<th>Fall 15</th>
<th>Spring 16</th>
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REVISED February 11, 2015
COLLEGE OF EDUCATION  
The University of Alabama  

MEMORANDUM

Date: ______________________

Subject: ( ) Appointment/Change of Doctoral Ed.D./Ph.D. Program Advisory Committee  
( ) Change of Doctoral Ed.D./Ph.D. Program Advisory Committee  
( ) Appointment/Change of Doctoral Ed.D./Ph.D. Dissertation Committee  
( ) Change of Doctoral Ed.D./Ph.D. Dissertation Committee

POLICY: The Ed.D. program advisory committee consists of a minimum of three members, one of whom is from outside the Area of the College in which the student is majoring. The Ph.D. program advisory committee consists of a minimum of five members, and includes one member from outside the Area of the College in which the student is majoring and two members each representing one of the minor areas of study. Ed.D. and Ph.D. dissertation committees consist of a minimum of five members, one of whom is from outside the Area of the College in which the student is majoring.

To: Dr. Peter Hlebowitsh  
   College of Education

From: __________________________ Department Chair  
       __________________________ Department

Student: __________________________ CWID # __________________________

Address: __________________________

COMMITTEE:  

NAME  
Initial*

Chairperson: (1) __________________________

Members: (2) __________________________
(3) __________________________
(4) __________________________  
[Represents Minor, if Ph.D. Program Committee]
(5) __________________________  
[Represents Minor, if Ph.D. Program Committee]
(6) __________________________

Add: __________________________

Delete: __________________________

*Initial indicates approval and/or agreement to serve on Committee.

Distribution:  
Dean, Graduate School (870118)**  
Committee Chairperson and Members  
Department Head  
Dean of College (201 Carmichael)  
Student and Student File  
College of Education Student Services

**Copy only for Appointment or Change of Dissertation Committee

Revised 7/16/04
Application for Major Doctoral Examination
Secondary Education

Complete and submit this form at least 3 weeks in advance of the time you intend to take your exam. After you obtain the necessary signatures, turn this form into Secondary Curriculum, Teaching, and Learning; Box 870232; Tuscaloosa, AL 35487-0232.

Name: __________________________________________

Address: _________________________________________

Phone: __________________________________________

CWID#: __________________________________________

Email: ____________________________________________

If you are applying to take your Major exam, list the doctoral core courses you have completed and those in which you are currently enrolled.

_________________________________________________________________________________________

_________________________________________________________________________________________

You must satisfy these requirements to be eligible to take the doctoral comprehensive exams.

__ 1. All coursework must be completed in your major area.
__ 2. 80% of all coursework must be completed.
__ 3. A program of study must have been completed and be on file in the program office.
__ 4. Your Doctoral Committee Advisory form must be completed and on file in the program office.

The questions and responses must be returned within ten (10) days. FAILURE TO TURN IN RESPONSES TO ANY QUESTION BY 4:00 PM ON THE DUE DATE WILL RESULT IN AUTOMATIC FAILURE ON THE COMPREHENSIVE EXAMINATION.

Date to receive exam ___________________________ Date to return exam _________________

Student Signature ________________________________ Date ___________________________

Program Planning committee Chair
(or Co-Chair, where applicable)

Date ___________________________

Program Planning committee
(or Co-Chair, where applicable)

Date ___________________________

Department Chair ________________________________ Date ___________________________

Please list the members of your Program Advisory committee:

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

Revised February, 2009
DEPARTMENT OF CURRICULUM AND INSTRUCTION
DOCTORAL COMPREHENSIVE EXAMINATION GUIDELINES

Grading
The Secondary faculty who are members of the student's doctoral planning committee will read and grade the exam.

Results
When all questions receive a grade of "pass," the comprehensive exam is considered to be passed. Students may retake the exam if all questions are not passed. Any student failing one or more questions will be required to retake only the part of the exam that was not passed.

Students may not retake any portion of the exam until the next regularly scheduled exam (which would be the next academic semester). Students have only one chance to retake any part of the exam. Students will receive a letter approximately four (4) weeks after completion (excluding summer exams and/or holiday periods), indicating the results of the exam.

INSTRUCTIONS

1. Make a cover sheet for your response to each question

2. Responses must be typed or word-processed, using APA publication style, 6th edition. Good quality printers must be used. Responses to each part of a question are recommended to not exceed ten (10) pages, and four (4) copies of each response must be submitted.

3. References must be clearly cited and included in a reference list with one list per response. Your responses should include references, so cite your references carefully and thoroughly.

4. Number your pages in each response.

5. Do not lift material directly from texts, articles, or other material. The purpose of the exam is to measure your understanding of the concepts. Lifting material from other sources constitutes academic misconduct.

6. Assistance from another individual also constitutes academic misconduct. Do not communicate with anyone else about the exam; talk, for clarification purposes only, with the faculty member who wrote the question.

7. The University of Alabama Academic Misconduct Policy will be followed by Curriculum and Instruction in the event of suspected academic misconduct.
DEPARTMENT OF CURRICULUM AND INSTRUCTION
COMPREHENSIVE EXAMINATION PROCEDURES

GOALS
The goals of the comprehensive examinations are to (a) give students an opportunity to reflect on and integrate the knowledge and skills they have acquired from the program in the context of a useful educational activity, and (b) give the faculty the opportunity to evaluate students' ability to show sufficient breadth and depth of knowledge and skills in their fields.

ELIGIBILITY
Students are eligible to take the examination when (a) all coursework in the major has been completed; and (b) at least 80% of total coursework has been completed. Students must make application indicating their desire to take the examination within the first 4 weeks of the semester; first week in the summer term. Applications are available in the Program Office located in 201 Graves Hall. (Note: Applications can be transmitted electronically via email when students provide an account address.)

GUIDELINES
Students will be provided with questions that are to be completed independently. The questions and responses must be returned within ten (10) days. Each question will include appropriate subsections to ensure that all areas of study are assessed. It is anticipated that responses will be of better quality and more comprehensive given the time allotted. Faculty members from Secondary Education will write the questions and can assist students by clarifying any details about the questions. NO ADDITIONAL ASSISTANCE CAN BE OBTAINED FROM FACULTY MEMBERS OR ANY OTHER INDIVIDUALS.

Students are required to give numerous and appropriate references to the sources they use and to include a reference section in their papers. Plagiarism on the exam will be considered academic misconduct, resulting in automatic failure and possible termination from the program. Students who are unclear about what constitutes plagiarism or the improper or the improper paraphrasing of others' work are advised to ask for guidelines from program faculty. Students wishing additional clarification on a question can approach the faculty member who wrote the question. An optional oral exam may be required at the discretion of the student's exam committee.

The written responses for each question should be comprehensive. Response to each part of a question is not to exceed ten (10) typed, double spaced pages with one-inch margins.

FAILURE TO TURN IN RESPONSES TO ANY QUESTION BY 4:00 PM ON THE DUE DATE WILL RESULT IN AUTOMATIC FAILURE ON THE COMPREHENSIVE EXAMINATION.
<table>
<thead>
<tr>
<th></th>
<th>Outstanding (4)</th>
<th>Very Good (3)</th>
<th>Acceptable (2)</th>
<th>Unacceptable (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Methodology</td>
<td>Well done; original, novel, carefully and comprehensively documented, lays out every step; indicates why the method was used; used appropriately; makes and justifies judgments about the methods; identifies limitations and potential weaknesses; flows naturally from theory; integrates the theory.</td>
<td>Applies methods in appropriate, logical, and creative ways; describes why he/she is using a particular method, what it does, and how it fits with the question; clear logic of inquiry. Properly and carefully selects and cites seminal and relevant sources.</td>
<td>Shows competence in research design; methods fit the problem; follows the accepted norms for samples, measures, and analyses. Properly cites relevant sources.</td>
<td>Shows developing, but basic competence in research design. Logic of inquiry may be underdeveloped in one area. Properly cites relevant sources.</td>
</tr>
<tr>
<td>Theory/Content</td>
<td>Comprehensive, creative, original, simple, elegant, tidy; logically consistent and internally coherent; has clever arguments; aligns well with the question/topic; provides sophisticated explanatory power over question at hand; artfully compares and cites competing theories/organisms of content and weaves them into an expanded theoretical orientation.</td>
<td>Review of the relevant theories that bear directly on the topic of the paper. Sophisticated knowledge of and ability to use relevant theories and discriminate between rival theories. Creatively and insightfully compares and cites competing theories.</td>
<td>Shows competence in using theory to explain problems, hypotheses, or empirical data. Properly cites seminal and relevant sources.</td>
<td>Shows developing but basic competence in appropriating theory for his/her topic. Theory may not be critically scrutinized or cogently articulated, but it shows a burgeoning competence in the explanatory power of theory. Cites relevant sources.</td>
</tr>
<tr>
<td>Writing/Thinking</td>
<td>Formulates ideas: clearly, precisely, comprehensively; with insight and creativity; organization elegantly supports the focused content; writing moves the reader along effortlessly by providing transitions, summaries, and other cohesive ties that unify the work. Thinking is agile, novel, and generative.</td>
<td>Formulates ideas: clearly and precisely; with insight and creativity; in a comprehensive fashion. Well-focused and well-organized. Writing flows and student provides transitions, summaries, and other cohesive ties that make reading pleasurable and easy.</td>
<td>Formulates ideas clearly with a burgeoning sense of precision in language choices. Is comprehensive, well organized, and provides appropriate cohesive ties so that the reader doesn’t have to work too hard.</td>
<td>Ideas aren’t formulated clearly and lack a sense of standards for scholarly writing and thinking. At this point, the reader may have to supply missing information or may have to make inferences that represent serious flaws in writing/thinking.</td>
</tr>
<tr>
<td>Technical Criteria</td>
<td>Perfection in technical areas of: grammar, punctuation, spelling, APA format (citations, headings, subheadings, tables, figures, etc.), and scholarly tone.</td>
<td>Minor mistakes in a single area: grammar, punctuation, spelling, APA format (citations, headings, subheadings, tables, figures, etc.), and scholarly tone.</td>
<td>Few mistakes in one or more technical areas.</td>
<td>Some work is needed in one or two technical areas.</td>
</tr>
</tbody>
</table>

This rubric pulls from three sources:
3) Gonzaga University’s rubrics for outcomes assessments.
TO THE DEAN OF THE GRADUATE SCHOOL:

We, the undersigned, report that as a committee we have examined

STUDENT NAME: ____________________________ CWID: __________

upon the work completed in the subjects assigned, namely:

MAJOR: __________________________________________

and find that the student's attainments______are such______are not such that the student be recommended for the

DEGREE: ______________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I dissent from the foregoing report:

________________________________________________________________________

________________________________________________________________________

Date of Exam: ________________________
PROSPECTUS and PROPOSAL ACCEPTANCE FORM
Curriculum and Instruction

To: Graduate School
Box 870118
Tuscaloosa, AL 3548700118

We, the undersigned, have reviewed the dissertation prospectus or proposal (circle one) for:

_________________________________________________________________________ and

_________________________________________________________________________

recommend that she/he proceed with the study of the proposed dissertation.

Chairperson/Co-Chairperson:

_________________________________________ Date: ________________

_________________________________________

Committee Members:

Printed Name

Printed Name

Printed Name

Printed Name

Printed Name

Printed Name

Printed Name

Printed Name

cc: Graduate School, Student File; Advisor; Student

Revised 6/25/13
THE UNIVERSITY OF ALABAMA GRADUATE SCHOOL

ADMISSION TO CANDIDACY FOR DOCTORAL DEGREE

PART I: Applicant Information

Full Name: ___________________________ CWID: ____________
    (Last) (First) (Middle)

E-mail: ___________________________________________
Mailing Address: ___________________________________

Dates of Passing Qualifying/Major/Preliminary Examinations: Written: ____________ Oral: ____________

Major Subject: ___________________________________________
Dissertation Subject: ______________________________________

I hereby petition the Dean of the Graduate School for admission to candidacy for the degree of Doctor of

    ___ Philosophy    ___ Nursing Practice
    ___ Education     ___ Musical Arts

I hold the following degrees:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Granted by</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

_________________________ _______________________
Signature of Candidate    Date

PART II: Approval

SUPERVISORY COMMITTEE: We, the undersigned, certify that the above named candidate has passed his/her qualifying/major/preliminary examination for the degree of Doctor of ___ Education ___ Philosophy ___ Nursing Practice ___ Musical Arts. We approve the Dissertation Subject. We recommend the applicant to the Graduate Dean for admission to candidacy for the degree.

_________________________ _______________________
Chairperson               Date

We, the undersigned, record our dissenting vote:

_________________________ _______________________
_________________________ _______________________

Approval by
Graduate Dean

_________________________ _______________________
Dean of College          Date of Approval

This form must be signed by ALL committee members AND your College Dean.
***Also, please attach a current copy of your approved program of study.***
TO THE DEAN OF THE GRADUATE SCHOOL:

We, the undersigned, report that as a committee we have examined

STUDENT NAME: _______________________________   CWID: __________

upon the work completed in the subjects assigned, namely:

MAJOR: ________________________________________

and find that the student’s attainments_____ are such_____ are not such that the student be
recommended for the

DEGREE: ________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I dissent from the foregoing report:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date of Defense: __________________________
Committee Acceptance Form for Electronic Thesis or Dissertation

This form serves as the official record of manuscript approval by the student’s advisory committee and is submitted to the Graduate School with the final manuscript paperwork. It is not included in the electronic publication (ETD). The form must have original signatures of the advisory committee chair and all members. A dissenting member should put the word “dissent” between the Name and Signature lines when signing below.

Name of Candidate (print) __________________________ CWID (print) __________

Degree Level (e.g., Ph.D.) __________ Date of Defense ________________

Degree Program (e.g., Higher Education Administration) ________________________________

Manuscript Title ____________________________________________________________________

The undersigned confirm that we have reviewed this document and examined the student regarding its content. We agree that this document conforms to acceptable standards of scholarly presentation in scope and quality and that the attainments of this student are such that we recommend the conferral of degree.

Thesis or Dissertation Committee:
Name (print) (Chair) Signature

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Signature of Department Chair or Graduate Program Director

Review and Acceptance of the ETD: I have reviewed the final electronic version (PDF) of the above-mentioned document and determined that it is an accurate representation of the content of the document reviewed and accepted by the committee and that its form and style are ready for publication.

(Signature of Student) __________________________ (Print Name and Date) __________________________

(Signature of Thesis or Dissertation Committee Chair) __________________________ (Print Name and Date) __________________________

The student must mail or deliver the completed form to the Graduate School, 102 Rose Administration Building.

Graduate School Administrator __________________________ Date Signed __________

Graduate Dean __________________________ Date Signed __________