

Ed.D. RECORD OF PROGRESS
School of Education and Human Development
University of Virginia
(For students entering Fall, 2009 or later)

This is the official record of your progress toward the fulfillment of requirements for the Ed.D. area of study in which you are enrolled. You and your mentor should keep this form up-to-date, obtaining signatures where indicated. The completed form must be submitted to the Office of Admissions when you turn in your capstone paperwork for graduation.

Please note: All requirements must be completed within four years after passing comprehensive examinations and within seven years of admission to an Ed.D. program. More stringent timelines may be specified by a program area.

STEP 1: DEMOGRAPHIC INFORMATION

Name:

Program Area:

Mentor:

Co-Mentor (if applicable):

Date Admitted to Ed.D. Program:

STEP 2: PROGRAM OF STUDY: The Ed.D. degree requires a minimum of 24 semester hours of core requirements, 18 semester hours of coursework in research, and 12 semester hours in a supporting area. In addition students must complete 12 semester hours of internships; said placements will be determined in accordance with program-area requirements. Successful completion of a capstone project is required by deadlines specified in the Ed.D. Capstone Guidelines.

Students with a master's degree can apply up to 24 hours of credit to their Ed.D. program, provided that the mentor, program area coordinator, and director of doctoral studies agree that courses meet program requirements.

Major Area of Specialization:

LIST ALL CREDITS TRANSFERRING FROM MASTER'S DEGREE TOWARD DOCTORAL DEGREE

Course #	Title	Credit Hrs	Grade	Sem/Yr	Institution

LIST ALL PROGRAM COURSES YOU PLAN TO TAKE AT UVA

Course #	Title	Credit Hrs	Grade	Sem/Yr

ANTICIPATED SCHEDULE FOR CAPSTONE CREDIT: Minimum 12 hours of earned capstone credit. A student must be enrolled for capstone credit whenever resources (committee meetings, exams, defenses, faculty conferences) are used.

Course #	Title	Credit Hrs	Grade	Sem/Yr

SIGNATURES

Student

Mentor (s)

Program Coordinator

STEP 3: OUTCOME OF PRELIMINARY EXAMINATION (if applicable)

Outcome: _____ **Date:** _____

Signatures:

Mentor (s)

Program Coordinator

STEP 3A: FORMATION OF THE PROGRAM COMMITTEE:

NAME

DEPARTMENT

SIGNATURE

NAME

DEPARTMENT

SIGNATURE

NAME

DEPARTMENT

SIGNATURE

STEP 4: INTERNSHIP/PRACTICA: Full-time students will participate in an internship or practicum. The internship will occupy approximately 20 hours of each student's week over a two-year period. Paid employment in a school or other practice setting can be approved for internship or practicum credit, provided that the student receives supervision and training throughout the experience. Six hours of internship may be counted toward required coursework. An additional six hours of internship will be needed to complete program requirements.

Desired outcomes (to be completed with mentor; include expected completion dates):

Mentor (s):

Describe experiences, outcomes achieved, and inclusive dates:

STEP 5: COMPREHENSIVE EXAMS: Students must complete a written comprehensive examination that covers the knowledge base and methodology of their discipline and demonstrates their readiness to undertake the Ed.D. capstone project. The examination will be graded independently by at least two faculty members.

Major area:

Written comprehensive exam

Outcome:

Date:

Oral comprehensive exam (if applicable)

Outcome:

Date:

Signature of Mentor

Signature of Program Coordinator

Signature of Second Reader

STEP 6: APPOINTMENT OF CAPSTONE COMMITTEE: The capstone committee is composed of a minimum of 3 University of Virginia faculty members. At least two committee members must be Education faculty and at least one must be from the student's home program area to serve as the Chair or Co-Chair. Consistent with the University's policy for faculty membership, eligible faculty are those who are at the assistant professor rank or higher and who are not visiting faculty members from another university. A faculty member from another institution may be added as a fourth member only.

It is the student's responsibility to obtain signatures of a minimum of three University of Virginia faculty members to serve on the committee. These faculty members should sign this form and a Capstone Committee Appointment Card (download from the Education website). A fourth committee member (dean's representative) will be chosen by the director of doctoral studies from a list of three candidates that the student and capstone chair nominate on the Committee Appointment card. This person should also be a University of Virginia faculty member. The student and chair will be notified of the decision. (The fourth faculty member's signature should appear on this form; it does not need to be on the committee card.)

The Capstone Committee Card must be submitted to the Office of Admissions and Student Services at least **one month prior** to your scheduled proposal defense.

Signatures of Capstone Committee Members

Department or School

Chair:

Dean's Representative:

STEP 7: HUMAN SUBJECTS APPROVAL: All research involving human subjects must be reviewed and approved (or declared exempt) by the University Human Subjects Board. Please attach a copy of the letter from IRB approving your proposal.

STEP 8: PERIOD OF RESIDENCE: Minimum of 12 credits of coursework in one semester taught by resident faculty, exclusive of internship, practicum, independent study, and capstone credit.

Dates in residence:

_____ to _____

Signature of Mentor

Date

STEP 9: ANNOUNCEMENT OF CAPSTONE PROPOSAL: An announcement must be submitted to the Office of Admissions and Student Services at least 14 days ahead of the scheduled defense date. Include title of proposal, list of committee names, date, location, and time. The proposal defense is open to all faculty and students.

Title of proposal:

Signature of Authorized Representative in Admissions Office verifying that you have announced Proposal Defense:

Admissions Office

Date

STEP 10: PRESENTATION OF CAPSTONE PROPOSAL: An oral presentation of a written proposal must be heard by at least four members of the Capstone Committee and approved by all. The proposal should be distributed to each committee member at least 14 days before the defense date. All members of the committee must be present at the defense and approve the proposal. All previous requirements must be completed before the proposal defense.

Outcome of Proposal Defense:

Date:

Signatures of Capstone Committee Members

Chair:

MODIFICATION OF RESEARCH PLAN: If you and your chair feel that modification of your proposal research plan is necessary or desirable after it has been approved, please briefly describe all modifications:

Signature of Capstone Chair

Date:

STEP 11: APPLICATION FOR GRADUATION: Students must submit a graduation application to the Office of Admissions and Student Services by the following deadlines: **February 1 for May graduation, June 1 for August graduation, November 15 for January graduation.** Students must be registered for dissertation hours during the semester in which you intend to graduate.

Date submitted:

Anticipated graduation date:

STEP 12: ANNOUNCEMENT OF CAPSTONE DEFENSE: This announcement must be submitted by email to the Office of Admissions and Student Services at least 14 days before defense. Include title of capstone, committee members, date, location, time. The final copy of the capstone must be submitted to the Ed.D. committee members at least 14 days before the defense. The defense is open to all faculty and students. This defense serves as the final examination. *Students must defend successfully by April 1 for May graduation, July 1 for August graduation, and November 15 for January graduation.*

