

PH.D. RECORD OF PROGRESS
School of Education and Human Development
University of Virginia
(For Students Entering Fall 09 or later)

This is the official record of your progress toward the fulfillment of the requirements of the PhD program 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 and Student Services (Ridley Hall) when you turn in your dissertation paperwork for graduation.

***Please note:** The Ph.D. program requires continuous enrollment. If your enrollment lapses for a semester, you must reapply for admission into the program. All requirements must be completed within four years after passing comprehensive examinations and within seven years of admission to a Ph.D. program. More stringent time lines may be specified by a program area.*

STEP 1: DEMOGRAPHIC INFORMATION

Name:

Program Area:

Mentor:

Co-Mentor (if applicable):

Date Admitted to Ph.D. Program:

STEP 2: PROGRAM OF STUDY: The PhD program requires successful completion of a minimum of 72 credits, although programs may require more. Students must complete at least 54 credits of content-based courses, research methodology courses, and research apprenticeships (up to 3 credits per semester). Internship and dissertation credits do not count toward this 54 credit requirement. At least 36 course and apprenticeship credits must be completed after admission to the program. Students can apply up to 12 credits of dissertation work towards the total of 72.

Students entering the PhD program with a master's degree can apply up to 24 hours of credit to their PhD program, provided that the mentor, program area coordinator, and Director of Doctoral Studies agree that the 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
<p>LIST ALL RESEARCH COURSES YOU PLAN TO TAKE AT UVA. All Ph.D. students will take Research Foundations, and take Stats I and Qual I, except under two circumstances: (1) the student has completed comparable coursework elsewhere; or (2) program areas makes the case that their discipline does not require one of these courses. Individual program areas will require, in addition to the introductory courses above, several additional courses in research design, methods, measurement, and/or statistics that prepare the student to carry out research comparable to first-rate publications in the student's field of study.</p>				
Course #	Title	Credit Hrs	Grade	Sem/Yr
<p>ANTICIPATED SCHEDULE FOR DISSERTATION CREDIT: Minimum 12 hours of earned dissertation credit. A student must be enrolled for dissertation credit whenever resources (committee meetings, exams, defenses, faculty conferences) are used.</p>				
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 4: RESEARCH APPRENTICESHIP: Ph.D. students will participate in a research apprenticeship with their faculty mentors. This apprenticeship will occupy approximately 10 hours a week during the first and second years of study and may increase during the third and fourth years. During this apprenticeship, the student will assist with the mentor's research and scholarship, which may include data collection, data analysis, library research, presentations, writing for publication, and other related activities.**Desired outcomes (to be completed with mentor; include expected completion dates):**

Mentor (s):**Describe experiences, outcomes achieved, and inclusive dates:**

STEP 5: PRE-DISSERTATION MANUSCRIPT OR QUALIFYING PAPER: Under the guidance of program faculty, students will complete a pre-dissertation research project that results in a manuscript submitted for publication in a peer-reviewed journal or an alternative scholarly publication consistent with the program area discipline. The manuscript must be *submitted* before the student undertakes dissertation work. There is no requirement that the paper be accepted for publication, but students are encouraged to revise manuscripts if resubmission is likely to result in publication. Mentors are encouraged to work with students to shape these papers toward eventual publication; co-authored papers are acceptable.**Title of manuscript:****Authors:****Journal:****Date of submission:****Status of manuscript:**

STEP 6: RESEARCH COMPETENCIES: All Ph.D. students must demonstrate research competency by completing a research apprenticeship, a pre-dissertation manuscript, and research course requirements determined by their program area and department. All research competency requirements must be completed before the dissertation proposal may be defended.**Description of requirements:**

Date Completed:**Signatures:**

Mentor (s)

Program Coordinator

STEP 7: 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 PhD dissertation research. 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 8: PRACTICUM OR INTERNSHIP (IF REQUIRED)

Describe experiences and inclusive dates

Signature of Mentor

Signature of Program Coordinator

STEP 9: APPOINTMENT OF DISSERTATION COMMITTEE: The Ph.D. dissertation committee is composed of a minimum of 4 University of Virginia faculty members. At least two of these 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 fifth member only. See the Dissertation Manual for Guidelines for Preparation of Dissertation.

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 Dissertation Committee Appointment Card (download from the 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 dissertation 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 Dissertation Committee Card must be submitted to the Office of Admissions and Student Services in Room 106- Ridley Hall at least **one month prior** to your scheduled proposal defense.

Signatures of Dissertation Committee Members **Department or School**

Chair: _____

Dean's Representative:

STEP 10: 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 giving approval of proposal.

STEP 11: PERIOD OF FULL-TIME RESIDENCE: Minimum of three full-time years (12 hrs/semester) beyond master's

Dates in residence: _____ to _____

Signature of Mentor

Date

STEP 12: ANNOUNCEMENT OF DISSERTATION 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. Proposal 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 13: PRESENTATION OF DISSERTATION PROPOSAL: An oral presentation of a written proposal must be heard by at least four members of the Dissertation 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 Dissertation 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 Dissertation Chair

Date:

STEP 14: 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, October 1 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 15: ANNOUNCEMENT OF DISSERTATION 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 dissertation, committee members, date, location, time. The final copy of the dissertation must be submitted to the PhD 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 by April 1 for May graduation, July 1 for August graduation, and November 15 for January graduation.***

STEP 16: DISSERTATION DEFENSE: All other requirements must be satisfied before the defense. All members of the dissertation committee must be present at the defense. In no case will a defense be held without at least 4 members, including the chair and “outside” member. All committee members must verify successful defense on Record of Progress but should not sign until satisfactory completion of required revisions.

Title of dissertation: _____

Outcome: **Pass** **Provisional Pass** **Fail**

Date: _____ **Date of Change to Pass** _____

Signatures of Dissertation Committee Members:

Chair:

STEP 17: APPROVAL AND INSPECTION OF DISSERTATION, RECORD OF PROGRESS, AND IRB APPROVAL LETTER (See the Dissertation Manual for Guidelines for Preparation of Dissertation)

Signature of Approved Representative: _____

Date: _____