January 7, 2014

Dear Doctoral students in EDA,

The Mid Program Review is now effective as a requirement of all doctoral students in EDA (excluding those who have already taken the Comprehensive Exams) as of 2015. The following is a Q and A about the new process. Please read the attached document titled “Process for Mid Program Review” for the full details on the process.

Please contact Dr. Jennifer Holme, Hortensia Palomares, or Dr. Angela Valenzuela with any questions.

**What is the Mid Program Review?**
The Mid Program Review replaces the Comprehensive Exam as a requirement for graduation in all EDA Ph.D. and Ed.D. programs. The Mid Program Review was adopted to provide a meaningful, holistic assessment of student progress by the end of the student’s second year in the program, and to provide an opportunity for intervention and support if needed. (See the “Mid Program Review Process” document for details on the process.)

**How does the Mid Program Review Process Work?**
When students are at the appropriate juncture in their program (at the end of their 2nd year in the program), they will make an appointment with their faculty advisor. (Note: the faculty advisor is the student’s assigned advisor in their respective program area. This is *not* the EDA Graduate Advisor.) Two weeks prior to the appointment, the student will submit a portfolio that includes: a writing sample, a program plan with courses completed and grades received, a detailed plan for completing remaining milestones, and a Curriculum Vita (CV). The faculty will evaluate the materials and meet with the student to discuss the review and to convey their assessment (see the “Mid Program Review Process” document).

**How is the Mid Program Review graded?**
Students are graded according to a rubric (see “Mid Program Review Rubric”). This rubric is intended to serve as a guide to both students and faculty regarding expectations for progress. Students will be evaluated holistically, using the multiple sources of evidence about their progress (program of work, grades, CV, and writing sample). Based on these materials, the student’s faculty advisor will assign the student a rating of “Satisfactory,” “Needs Improvement,” or “Unsatisfactory/Consider Termination.” The rubric serves as a guide, but the ultimate decision about a student’s rating is up to their faculty advisor.

**What if I receive a “Needs Improvement” rating?**
Students who receive a “Needs Improvement” rating will be provided with remediation steps by their faculty advisor that must be completed with a re-assessment date.
Remediation steps could include: attending sessions at the Graduate Writing Center; re-taking a course; taking an additional course as deemed necessary, etc. Those students who fail to complete those remediation steps by the set date may be given an “Unsatisfactory/Consider Termination” rating. Students must be found to have made satisfactory progress to be able to proceed with the Specialization Paper/SQE milestone.

**What if I have already taken the Comprehensive Exam? Do I need to also do the Mid Program Review?**
Students who have already completed the Comprehensive Exam do not need to complete this process. Students who have not yet completed the Comprehensive Exam will now be required to complete the mid-program review at the appropriate point in their program.

**When will I be required to complete the Mid Program Review?**
Students should complete their Mid Program Review by the end of the second year of their doctoral program of studies (after 4 long semesters). At that point, they are to make an appointment with their advisor to conduct the review.

**What if I am past the 2nd year in my program and have not taken the Comprehensive Exams or completed the Mid Program Review?**
There are a number of students in EDA who are past their 2nd year (4th long semester) in their program and have not taken the Comprehensive Exams because the Comprehensive Exams were suspended as a requirement in the Spring 2014, pending the adoption of this new Mid Program Review process. Those students should complete their Mid Program Review as soon as possible, and no later than the end of the Spring 2015 semester.

**What are the consequences of failing to complete the Mid Program Review in a timely fashion?**
Students will not be eligible to submit their Specialization Qualifying Exam (SQE or “specialization paper”) unless they have both completed the Mid Program Review process and found to have made satisfactory progress during their Mid Program Review.

**Can I opt to take the old Comprehensive Exams instead of the Mid Program Review?**
If any student wishes to complete their program of study by completing the Comprehensive Exam (now discontinued), they can certainly opt to do so. Students should consult with their faculty advisor on this matter.

**Where can I find all relevant Mid Program Review Documents?**
These documents (the process, rubric, and form) can all be found on the [EDA home page](#) under the Student Information link in "Forms and Documents."