



**MID-POINT
REVIEW
POLICIES
&
PROCEDURES
FOR THE DOCTORATE**

Updated

5/08

Organizational Learning and Instructional Technology

Mid-Point Review Policy

For the Doctorate

I. Rationale for the Mid-Point Review

- A. To re-assess the admission decision.
- B. To review the student's program and performance from the time of admission to the doctoral program.
- C. To provide a formal mechanism for accommodating changes in goals and aspirations.
- D. To formalize the Program of Studies.
- E. Criteria; The Program has identified six factors by which the decision for continuation, remediation or termination shall be made. The following factors should be documented in every student's Mid-Point Presentation and will be reviewed carefully by the faculty committee.

- Factors:
- 1. Intellectual/academic performance
 - 2. Communication skills
 - 3. Analytical skills (synthesis)
(Higher order/critical thinking)
 - 4. Professional commitment/responsibility
 - 5. Collaborative learning skills
 - 6. Self-direction and motivation

II. Timing of the Mid-Point Review

After completion of not less than 12 hours, (including a minimum of six hours from the OLIT Concentration) and before the completion of 30 hours following admission to the doctoral program, the student and his or her advisor will initiate a Mid-Point Review.

III. Student Responsibilities

The student will prepare and provide the following:

- _____ 1. An up-to-date vita.
- _____ 2. A listing of all graduate courses that are to be applied to the doctoral degree, as follows: (a) graduate courses completed prior to admission, (b) graduate work completed since admission, (c) remaining graduate work to be completed. The listing in (a) and (b) above shall include grades earned, dates, number of semester hours earned, and instructors' names. (An up-to-date, typed, tentative degree plan will satisfy this requirement.)

- ___ 3. **A Proposal for Continuance specifying:**
 - a. **Current professional goals and aspirations.**
 - b. **Proposed emphasis for Program of Studies, including the major and minor (in narrative form, not course listings)**
 - c. **Projected time schedule for completion of work and dissertation. (List remaining courses by semester.)**

- ___ 4. **A brief statement identifying the Program of Studies Committee with whom the student has been working, and the initial direction that has been set relative to his or her Program of Studies. [Program of Studies Committee membership shall consist of the chairperson (from the OLIT faculty), a second OLIT member, and a faculty member in the minor area. A fourth member may be selected if desired.]**

- ___ 5. **The student will present copies of the material described above to his or her Program of Studies Committee Chairperson. Each member of the review panel must have a complete copy at least one week in advance.**

IV. Procedures:

- A. It is the responsibility of the Program of Studies Committee Chairperson to facilitate the preparation of the review materials with the student. It is the student's responsibility to contact all committee members in a timely fashion, to provide written notification of date, time and place of meeting to the Program Office. All members of the Program of Studies Committee must be present for the review.**

- B. The format for the Mid-Point Review shall be as follows:**
 - 1. The Committee may elect to meet without the student prior to the formal review.**

 - 2. The student shall give a short oral review of his or her plans to the panel. Discussion relative to the formalization of the student's goals and plans shall be followed by a review of the student's plans for completing the degree.**

 - 3. The student shall then be excused from the review meeting in order to allow the panel to reach a decision.**

- C. The Program of Studies Committee Chairperson, upon completion of material, shall communicate in writing (Mid-Point Review form) the**

Panel's decision to the student (within one week following the review meeting).

- D. If reconsideration of the Panel's decision is desired, the student must submit to the Program of Studies Committee Chairperson and the Office of Graduate Studies, a written petition within two weeks following the review. The petition will be reviewed by the Department Chair, the Program Coordinator and the Office of Graduate Studies, and a final decision will be made. The disposition of the petition shall be communicated to the student and the Program of Studies Committee within one week of receiving the petition.**

- E. When a positive decision for continuance is reached by the Mid-Point Review, the student shall go on to complete the Comprehensive Examination successfully. Once this has been accomplished, the official Application to Candidacy form shall be signed by the Program of Studies Committee members, the Program Coordinator and the Department Chair and be forwarded to the Office of Graduate Studies for processing, along with the Comprehensive Examination forms.**

- F. A copy of the final Mid-Point Review packet shall be submitted to the Program Office for the student's file, along with the Results of the Mid-Point Review form.**

(Updated 9/13/06)