



THE FLORIDA STATE UNIVERSITY

COLLEGE OF EDUCATION

Office of Academic Services and Intern Support

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MEMORANDUM

TO: Doctoral Degree Students
College of Education

FROM: Marcy P. Driscoll, Professor and Dean
College of Education

RE: Degree program planning for Doctoral students

Welcome to the College of Education!

The attached material is designed to assist you in planning the work for your degree, including your academic program of study.

The first thing you are advised to do is become thoroughly familiar with the University Catalog. The sections that you should be most concerned with are the portions dealing with The Graduate School and the College of Education. In addition, consult with your advisor to obtain information about department policies and requirements and follow the directions for planning your degree program as they are stated in these materials. If you have any questions regarding them, contact the Graduate Coordinator, (850) 644-3760.

Deadline dates are online at www.coe.fsu.edu/OAS/support.html. You are advised to check with your major professor periodically about these dates as they are subject to change.

It must be emphasized that preparing and following a correctly planned degree program is the **responsibility of each graduate student**. The major professor, committee members, and the others are eager to give all assistance possible, but the responsibility rests with the student.

The Doctoral Core Requirements

*College of Education
Florida State University*

Background

At the beginning of a student's doctoral program, it is customary for the student and the major advisor to collaborate in the selection of courses that comprise the Program of Study. To support this process, the College encourages development of Program of Study with a broad intellectual scope that will ultimately serve as a foundation for scholarly research. Accordingly, the College recommends such programs include courses that reflect study in each of three knowledge domains: 1) Psychological and Social Sciences in Education, 2) Normative Studies, and 3) Inquiry Skills. A brief description of each category follows:

Psychological and Social Sciences in Education

This area of competence encompasses the study of human behavior in educational settings and draws up on the appropriate supporting disciplines the social sciences. Topics areas include: educational psychology, organizational psychology, sociology in education, anthropology in education, economics of education, and political science of education.

Normative Studies

This category refers to the ideological, philosophical, and historical basis of education. It provides skill in criticizing and creating policies, aims, and standards, and in the integration of ends and processes. It includes: philosophy of education, logic and inference, history of education, policy studies in education, system theory in application, change management, comparative education, and human diversity.

Inquiry Skills

This area provides the critical and investigative skills necessary for conducting inquiry and for being a critical consumer of the research literature. Topics include: methods of educational research (general, qualitative, quantitative), descriptive and inferential statistics, tests and measurements, evaluations design, historiography, methods of philosophical inquiry, literacy methods of inquiry.

These categories represent analytical frameworks and intellectual resources from which educators have traditionally draw upon in conducting there inquires. As a guide in developing the Program of Study, the frameworks are intended to facilitate selection of courses that, along with specific competencies within a given discipline, will benefit inquiry at the doctoral level. Perspectives gained from coursework in these areas will advance the research endeavors of our doctoral students by providing them within a diversity of theoretical issues in education. In implementing these guidelines, it is important to remember that courses compromising the program of study may be chosen from anywhere in university-not just the college granting the degree. Keeping this is mind will promote more creative and effective planning as advisors and students work

together to construct a Program of Study that fosters the greatest scholarship and intellectual growth possible.

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Requirements of Doctoral Study

Source: The following policies represent recommendations for doctoral level graduate education made by the Academic Quality Committee and approved by the Faculty Council on April 2, 2004. Except for those policies that are already identified as University requirements and expressly noted in the Florida State University *Graduate Bulletin*, these policies will take effect upon approval by the Dean of the College. The policies identified below are to be construed in light of existing University policies and with deference to the requirements imposed on graduate education by the University, the Board of Trustees of Florida State University and the Governing Board of the State University System of Florida.

Requirements for Doctoral Degrees

Admission

In addition to those requirements imposed by minimum standards stated in the “Admissions” chapter of the Graduate Bulletin and requirements imposed by the College of Education, departments and programs are encouraged to establish and disseminate additional criteria for selection and admission in order to insure that only those applicants who appear clearly qualified for studies at the advanced graduate level are admitted.

Diagnostic Examination

Every student who has been admitted to work toward a doctoral degree within a department or program of the College **must, before the end of the second semester of postbaccalaureate study**, complete a departmentally administered diagnostic examination. This examination will be designed to appraise the student's ability to pursue the doctoral degree in the field and to facilitate counseling in the development of the student's program of studies.

The department will notify the Office of Academic Services and Intern Support and the Office of the University Registrar if the diagnostic examination is failed and the student's program is to be terminated.

Residence

After having finished thirty (30) semester hours of graduate work or being awarded the master's degree, the student **must be** continuously enrolled on The Florida State University Tallahassee campus for a minimum of twenty-four (24) graduate semester hours of credit in any period of 12 consecutive months. Alternately, students seeking the

Doctor of Education degree may complete the residency requirement by registering for thirty (30) credits during a 16-month period. Residency requirements must be completed prior to admission to candidacy for the doctoral degree.

Residency requirements may differ from the foregoing only with the approval of the Graduate Policy Council and the Dean of The Graduate School. Students in such programs should check residence requirements with their departmental chairs or program coordinators.

Course Requirements

There is no minimum course requirement for completion of the doctoral degree other than that implied in the residency requirement, however, programs and departments within the College are expected to design programs of study that will insure the necessary depth and breadth of graduate study to insure the student has an adequate grounding in methods of research and discipline-based inquiry. Individual programs of study should be developed by program and department faculty to increase the likelihood that prior to students reaching the preliminary examinations they will have gained sufficient mastery of their field to complete them successfully.

Programs and departments offering both the Ed.D. and Ph.D. must develop and disseminate information distinguishing the degrees by the nature of specific training (although there may be a core of studies common to the two curricula) and by the requirements for the dissertation.

Major Professor

Early in the doctoral program, the student should consult with the chair of the department and with the professors under whom the student may be interested in working and from whose areas of competency a dissertation topic could be selected. The departmental chair will appoint the major professor who must be a member of the graduate faculty with doctoral directive status and have special competence in the student's proposed area of concentration. The appointment must be mutually agreeable to the student, major professor, and departmental chair.

Supervisory Committee

Upon the request of the major professor, the departmental chair will appoint the **supervisory committee that will be in charge of the work of the student** until the completion of all requirements for the degree. The supervisory committee will **consist of a minimum of four members** of the graduate faculty, three of whom must have doctoral directive status and **two** of whom **must be from the program major**. The representative-at-large of the graduate faculty must be drawn from outside the student's department and hold doctoral directive status. Additional members may be appointed if deemed desirable. All members of the committee must hold at least master's directive status.

Once constituted, the supervisory committee will annually assess the progress of the student in writing and will make available copies of their assessment to the student, the departmental chair, and the academic dean. The Dean of The Graduate School, the academic dean, and the chair of the major department may attend committee meetings as nonvoting members. Notification of the final committee will be reported to the Dean of The Graduate School. Nongraduate faculty may assist a student on a supervisory committee, but cannot vote or sign the dissertation.

The graduate faculty representative is responsible for ensuring that University policies are followed, and that decisions made by the supervisory committee reflect the collective judgment of the committee. Therefore, the graduate faculty representative must be someone who is free of conflicts of interest with other members of the committee. If questions arise they should be referred to the Dean of The Graduate School for resolution.

[As a consequence of mergers between units of the College, students who have completed all courses required as part of an approved program of study prior to the adoption of these guidelines may request to continue the composition of committees that met the requirements for representative-at-large under the structure of academic units prior to unit mergers. In requesting a continuance, the chair of the supervisory committee must certify that the student has completed all course requirements under the approved program of study and is making reasonable progress towards remaining degree requirements. The request for continuance must be approved by the Department Chair and Dean of the College before being forwarded to the Dean of The Graduate School for final approval.]

Program of Study

As soon as possible after notification of the appointment of the supervisory committee, the student, under the supervision of the major professor, **should prepare for the approval of the supervisory committee a complete plan of courses** to be taken. This program of study must be signed by each member of the committee and the chair of the major department. A copy of the student's approved program of study is to be kept on file in the department and the Office Academic Services and Intern Support.

Upon receipt of a departmentally approved program of studies, the Office of Academic Services and Intern Support will review the proposed program to insure compliance with the make-up of the supervisory committee and requirements for inquiry skills, residency, and transfer of course work.

Related Requirements

Departments within the College of Education may prescribe their own requirements for language, statistics, or other inquiry skill requirements pertinent to doctoral degrees. The procedures for determining proficiency and related requirements are set by the department prescribing the requirements. **Departments must adopt and disseminate**

their requirements and provide the Office of Academic Services and Intern Support with this information.

Preliminary Examination

Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the doctoral degree. No student may register for dissertation or doctoral treatise hours prior to the point in the semester in which the preliminary examination was passed. An admission to candidacy form must be completed and filed in the Office of the University Registrar prior to registration for dissertation/treatise hours. After completion of the admission to candidacy process, the student may retroactively add dissertation hours for that semester in which the preliminary examination was completed.

Dissertation credits may not be taken until a student is formally admitted to candidacy (i.e. passed the preliminary examination). Students who fail or receive an incomplete for the preliminary examination will have a block placed on their registration for dissertation hours until the preliminary examination is successfully passed and the incomplete grade is changed to “pass.” If a student receives an incomplete for the preliminary examination and that incomplete is changed to a pass for the examination within the first eight weeks of the next semester, then the student **will be allowed to drop** supervised research or another suitable course **in that semester** and add an equal number of dissertation hours. This option is not permitted in the same semester in which the student registered for the preliminary examination and is only applicable in the first semester subsequent to administration of the preliminary examination.

The preliminary examination is designed to test scholarly competence and knowledge and to afford the examiners the basis for constructive recommendations concerning the student's subsequent formal or informal study. **The form and content of this examination will be determined by the department, college, school, or committee (be it supervisory or examining) administering the degree program.** Prior to the examination, the student's examining committee will determine whether the student 1) has a 3.0 average, and 2) has progressed sufficiently in the study of the discipline and its research tools to begin independent research in the area of the proposed dissertation.

The supervisory or examining committee **will report the outcome of the examination to the academic dean:** passed, failed, additional work to be completed, or to be reexamined; the report following the reexamination must indicate the student either passed or failed. The **results** of the examination **will be reported to the Office of the University Registrar and the Office of Academic Services and Intern Support** for inclusion in the student's permanent record.

Time Limit for Completion of Degree Requirements

All requirements for the doctoral degree **must be completed within five calendar years from the time the student passes the preliminary examination,** unless the Dean of The Graduate School approves an extension of this rule. Any request for extension must be

made by the major professor and supervisory committee, and requires approval from the Department Chair and Dean of the College before the request will be considered by the Dean of The Graduate School. In requesting an extension, the major professor and supervisory committee must attest that the student has a legitimate reason for the delay (e.g. illness, new knowledge requiring a basic change in focus or methodology, data collection took longer than originally anticipated) and the student is making reasonable progress towards the completion of degree requirements. Such an extension of time may be made one semester at a time for up to one year.

If the student's request for an extension is denied or the period of an approved extension is exceeded, then the student's supervisory committee will require that a new preliminary examination be passed. Any student who successfully passes the preliminary examination for a second time must complete all requirements for the degree within five calendar years from the date this preliminary examination was passed. If the student should fail to complete all requirements for the degree within this second five-year period, then the student must complete a minimum of twenty-four hours of course work designed to update his or her knowledge of the discipline or field in which the degree is sought. This course of study must be approved by the current supervisory committee prior to administration of a third preliminary examination.

The Office of Academic Services and Intern Support will monitor student progress and notify the Dean and Department Chair of all students who are within one semester of reaching the end of the initial five-year period. The Dean will notify the student and major professor of the end of the five-year period, and impose a restriction on further registration unless the student is granted an extension of time by the Dean of The Graduate School or registers for the preliminary examination.

Prospectus

After passing the preliminary examination, the student will be required by the department to submit to the major professor, supervisory committee, and departmental chair a prospectus on a research project suitable for a doctoral dissertation.

Admission to Candidacy

A student who has passed the preliminary examination and has been certified to the Office of the University Registrar (on an admission to candidacy form) is considered a candidate for the doctoral degree and is eligible to register for dissertation credits.

A student must be admitted to candidacy at least six months prior to the granting of the degree. The purpose of this requirement is to ensure a minimal lapse of time for effective work on the dissertation after acquisition of the basic competence and after delineation of the problem and method of attack. More realistically, the student should expect to spend a year or more of work on the dissertation.

Dissertation

A doctoral dissertation must be completed on some topic connected with the major field of study. To be acceptable it must be an achievement in original research constituting a significant contribution to knowledge and represent a substantial scholarly effort on the part of the student.

The manuscript must be prepared according to the style and form prescribed by the department. Formatting and clearance guidelines for the final electronic submission copy may be accessed from The Graduate School website, <http://www.fsu.edu/gradstudies>, or by contacting the manuscript clearance advisor.

The student who has been admitted to candidacy must register for dissertation credits each term in which a substantial amount of work is being done on the dissertation. A student who has completed the required course work and continues to use campus facilities and/or receive faculty supervision but who has not made a final dissertation submission shall include in the required full-time load of twelve (12) hours a minimum of two (2) dissertation hours per term. **Those with underload permission must also register for at least two (2) hours of dissertation credit per term.** The exact number of hours shall be determined by the major professor based on the proportion of faculty/staff time, facilities, and other resources needed to support the student. The minimum number of dissertation hours for completion of a doctoral degree shall be twenty-four (24) semester hours.

Before registering for dissertation, the student should consult the major professor as to the proportion of time to be devoted to dissertation work. Final approval of the dissertation by the entire supervisory committee is prerequisite to the awarding of the degree. This is true no matter how many hours a student has completed in dissertation or what grades have been recorded for the dissertation hours.

Departments responsible for registering doctoral students for dissertation hours must monitor and enforce the requirement for a minimum of two (2) dissertation hours per semester up until the term of graduation.

Examination in Defense of Dissertation

The defense of dissertation will be oral. Responsibility for suggesting the time, designating the place, and presiding at the examination rests with the major professor. The examination must be completed at least four weeks prior to the date on which the degree is to be conferred.

Academic courtesy requires that a preliminary draft of the dissertation be submitted to each member of the supervisory committee at least four weeks before the date of the oral examination. The supervisory committee, the chair of the major department, and such other members of the faculty as may be appointed by the academic dean will conduct the examination. All members of the graduate faculty are invited to attend. At least two

weeks prior to the date of the examination, the student or major professor will present an announcement of the dissertation title and the date and place of the examination to The Graduate School. Consult the Registration Guide for the deadline dates.

The content of the abstract of the dissertation should be submitted to the supervisory committee at least one week before the date of the defense examination for approval. The abstract should conform to appropriate examples in Guidelines and Requirements for Electronic Thesis, Treatise, and Dissertation Writers.

The oral examining committee will certify in writing to the academic dean of the major department the results of the examination: passed, failed, or to be reexamined. The report of results following a reexamination must indicate the student either passed or failed.

A written critique of the conduct of the examination in defense of dissertation should be submitted by the representative-at-large from the graduate faculty to the appropriate academic dean and the Dean of The Graduate School within one week after the date of defense.

After approval by the oral examining committee, the student should submit the final manuscript electronically to the manuscript clearance advisor. A manuscript processing fee is charged.

DOCTORAL DEGREE FINAL TERM CHECKLIST

Graduation

1. File for Graduation at <http://registrar.fsu.edu/services/graduation/> during the **FIRST TWO WEEKS** of the semester in which graduation is planned. Follow the steps as indicated on the Final Term Degree Clearance. The Cashier's stamp must be affixed before requesting signatures from your major professor or department chair.
2. Thesis students should review Thesis Guidelines and Requirements ([Blackboard Organization "GradSpace"](#)) for all documents required for final graduation clearance. All fees relating to the packet of graduation forms must be paid at the Cashier's Office before the defense.
3. If you have not registered for Defense of Dissertation and at least two (2) hour of dissertation credit, this should be done before the end of the second week of the semester. If you have registered for defense in a previous semester and received an incomplete (I) **do not register for it again**. However, you must still register for at least two (2) hour of dissertation credit.

PLEASE NOTE

Registration shall be required in the final term in which a degree is granted and shall consist of a minimum of two semester hours of dissertation credit even if the student has completed the requirements for the degree in previous semesters. This is to reimburse the University for the administrative costs of manuscript clearance and final degree clearance.

4. If you intend to participate in commencement exercises, arrange for cap and gown through the University Bookstore.

After Defense of Dissertation

1. Submit the following for final approval **to the department chair. One full-week should be allowed for this process:**
 - a. A signed copy of the COE Doctoral Defense Clearance/Results form
 - b. The Final Term Degree Clearance form, stamped by the Cashier's Office and signed by the major professor and department chair.

Please note that at least one of the signature pages presented to the Final Clearance Advisor must have original signature (black ink only). Signatures by proxy are **ILLEGAL**.

2. Return the following to the **Graduate Coordinator, 2301 Stone:**
 - a. Defense Results form signed by committee members, and
 - b. The Final Term Degree Clearance Form for the academic dean's signature. (Form must be signed by major professor and department chair and, stamped fees paid by Cashier's Office prior to obtaining Academic Dean's signature.)
3. Deliver the necessary paperwork to the **Final Clearance Advisor, 408 Westcott**, no later than 4:00p.m. of the published deadline date for clearance. **Absolutely no exceptions will be given.** It is encouraged that you make appointments with the Final Clearance Advisor early in the semester that you intend to defend so that any problems in the manuscript format can be corrected. **Please remember it takes time for all the steps to be completed.**
 - a. All Electronic Thesis, Treatise, and Dissertation content and information can now be found exclusively on The Graduate School Blackboard websites. Students should access the "[GradSpace](#)" webpage. All ETD content and information can be located in the "Thesis, Treatises & Dissertations" submenu, found on the left-hand side of the screen.