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!

These materials are 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 Graduate Studies and the College of Education. In addition, consult with your advisor/major professor to obtain information about department policies and requirements and follow the directions for planning your degree program. If you have any questions regarding this information, contact the COE Graduate Director, Lisa Beverly at lbeverly@fsu.edu or (850) 644-3760.

Deadline dates are online at http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students. You are advised to check the OASIS website frequently as these dates 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.
1. **Major Professor:** Early in the doctoral program, the student should consult with the department chair and with professors under whom the student may be interested in working and from whose areas of competency a dissertation topic could be selected. The department chair will appoint the major professor who must have Graduate Faculty Status and special competence in the student’s proposed area of concentration. The appointment must be mutually agreeable to the student, major professor, and department chair.

2. **Supervisory Committee:** The supervisory committee should be formed within the first semester. When selecting members of the supervisory committee, the student needs to discuss with and have the consent of the major professor and department chair. The supervisory committee must consist of a minimum of 4 members of the faculty who have Graduate Faculty Status, one of whom is the university representative of the faculty. The university representative is drawn from outside the student’s department. For interdisciplinary programs the university representative is drawn from outside the student’s department and degree program. The university representative must be a tenured member of the faculty with Graduate Faculty Status and should be free of conflicts of interest with other members of the supervisory committee.

   If the student wishes to revise the supervisory committee at any time after a program of study is submitted, a COE Graduate Supervisory Committee Revision form must be submitted to The Office of Academic Services and Intern Support (OASIS). The form can be found at [http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students](http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students).

3. **Program of Study:** A signed program of study must be submitted to The Office of Academic Services and Intern Support (OASIS) by the end of the first academic year. It is necessary to list the semesters and years courses are to be taken in chronological order (past to present) to determine that university, department, and college requirements will be met. Program of study templates may be found at [http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students](http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students). It is the student’s responsibility to make sure that they have met all degree requirements.

4. **Course Requirements:** There is no minimum course credit requirement for the doctoral degree other than that implied in the residency requirement (see below). 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 when students reach the preliminary exam, they will have gained sufficient mastery of their field to complete the exam successfully.

5. **Related Requirements:** Departments within the College 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.

6. **Diagnostic Exam:** Every student admitted to a doctoral program within the College must, before the end of the second semester, complete a departmentally administered diagnostic exam. This exam will be designed to appraise the student’s ability to pursue a doctoral degree in the field.
7. **Residency:** After finishing 30 semester hours of graduate work or being awarded a master’s degree, a PhD student must be continuously enrolled on FSU’s Tallahassee campus for a minimum of 24 graduate credit hours in any period of 12 consecutive months. Students seeking the EdD degree may complete the residency requirement by enrolling in 30 graduate credit hours on FSU’s Tallahassee campus during a 16 month period.

8. **Annual Review:** Each year the supervisory committee, the major professor, or the student’s advisor prior to selection of a major professor will assess a student's progress in writing and provide an annual review to the student, the department chair, and OASIS. The forms can be found at [http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students](http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students).

9. **Preliminary Exam:** Satisfactory completion of a preliminary exam is required for admission to candidacy for the doctoral degree. A student may not register for dissertation hours until he/she passes the preliminary exam. If a student passes the preliminary exam within the first 7 weeks of the semester, the student will be allowed to swap DIS hours in that semester for an equal number of dissertation hours.

If a student registered for the preliminary exam in a previous semester and received an incomplete ("I"), he/she **MUST drop the course and register for it again in the term in which the requirement is completed.**

The form and content of the preliminary exam will be determined by the department and/or committee (be it supervisory or examining). Prior to the exam, the student’s committee will confirm that the student has a 3.0 average and has progressed sufficiently to begin independent research in the area of the proposed dissertation.

Results of the preliminary exam must be provided to OASIS via the Doctoral Preliminary Exam Results form along with an Admission to Candidacy form. The forms can be found at [http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students](http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students).

10. **Admission to Candidacy:** A student who has passed the preliminary exam is considered a candidate for the doctoral degree and is eligible to register for dissertation hours. A student must be admitted to candidacy at least 6 months prior to the granting of the degree. This ensures a minimal time lapse for effective work on the dissertation. Realistically, the student should expect to spend a year or more working on the dissertation.

11. **Time Limit for Completion of Degree Requirements:** All requirements for the doctoral degree **must be completed within 5 calendar years from the time the student passes the preliminary exam and is admitted to candidacy.** Any extension of this rule must be approved by the Dean of the Graduate School. Prior to review by the Dean of the Graduate School, an extension request must be made by the major professor and supervisory committee, and approved by the department chair and academic dean. An extension request must be submitted before a student’s 5 year candidacy period lapses. 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. Forms can be found on the Graduate School Blackboard website “GradSpace”.
If the student’s extension request is denied or the period of an approved extension is exceeded, the student must register and pass a new preliminary exam. Any student who successfully passes the preliminary exam for a second time must complete all requirements for the degree within 5 calendar years from the date the second preliminary exam was passed. If the student should fail to complete all requirements for the degree within the second 5 year period, the student must complete a minimum of 24 hours of course work. The course of study must be approved by the supervisory committee prior to administration of a third preliminary exam.

12. **Prospectus:** After passing the preliminary exam, the student is required to submit to the major professor, supervisory committee, and department chair a prospectus on a research project suitable for a dissertation. Upon prospectus approval, the student must submit a Prospectus Clearance Form, prospectus title page, IRB Verification Form, and copy of the prospectus (PDF) to OASIS. The forms can be found at [http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students](http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students).

A student cannot defend his/her dissertation earlier than 4 months from the date of the department chair’s signature on the Prospectus Clearance Form.

13. **Dissertation:** A doctoral dissertation must be completed on a topic connected with the major field of study. 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 on the Graduate School Blackboard website “GradSpace”, or by contacting the Manuscript Clearance Advisor.

A student who has been admitted to candidacy must register for a **minimum of 2 dissertation hours each semester of enrollment**. Those with underload permission must also register for at least 2 hours of dissertation credit per semester. The exact number of dissertation 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 is 24 semester hours.

Departments responsible for registering doctoral students for dissertation hours must monitor and enforce the requirement of a minimum 2 dissertation hours per semester. It is also the responsibility of the student to ensure that they are registered for at least 2 dissertation hours each semester of enrollment after passing the preliminary exam.

14. **Dissertation Defense:** Responsibility for suggesting the time, designating the place, and presiding at the defense rests with the major professor. Academic courtesy requires that a preliminary draft of the dissertation be submitted to each member of the supervisory committee at least 4 weeks prior to the defense. The supervisory committee, department chair, and other members of the faculty as may be appointed by the academic dean may conduct the defense. All members of the graduate faculty are invited to attend. At least 2 weeks prior to the defense, the student will submit a defense announcement to the Graduate School.

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

Following the defense, the student must submit a Manuscript Signature Form and Final Term Degree Clearance form to OASIS. The forms can be found at [http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students](http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students).
The final manuscript approved by the supervisory committee must be submitted electronically to the manuscript clearance advisor in the Graduate School within 60 days of the defense date or the student must re-defend.

**DOCTORAL DEGREE FINAL TERM CHECKLIST**

**See** http://education.fsu.edu/student-resources/student-academic-services/oasis/for-graduate-students for current semester deadlines. Graduation

1. Apply for graduation at http://registrar.fsu.edu/services/graduation/ during the FIRST TWO WEEKS of the semester in which graduation is planned. Notify the COE Graduate Director if you do not plan to graduate during the semester for which you have applied.

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

3. Ensure that you have submitted the following to OASIS. If you have not, you will not be cleared to graduate.
   a. Program of Study signed by all committee members and department chair
   b. Diagnostic Exam Results Form
   c. Doctoral Preliminary Exam Results Form
   d. Admission to Candidacy Form
   e. Dissertation Prospectus Clearance Form
   f. Dissertation Prospectus Title Page
   g. IRB Verficiation Form
   h. Copy of prospectus (PDF)
   i. Manuscript Signature Form
   j. Final Term Degree Clearance Form

4. Review Manuscript Clearance Guidelines and Requirements on the Graduate School Blackboard website “GradSpace” for all documents required for final graduation clearance by the Graduate School.

5. Ensure you have had a minimum of 2 dissertation hours each semester of enrollment since being admitted to candidacy.

6. Register for a minimum of 2 dissertation hours during the semester in which a degree is awarded. This is required even if you completed all degree requirements in a previous semester.

7. Ensure you have had a minimum of 24 dissertation hours during your semesters of graduate study.

8. Register for Dissertation Defense before the end of the first week of the semester. If you registered for Dissertation Defense in a previous semester and received an incomplete (“I”), **DO NOT register for it again.** When you complete the defense requirements, your major professor will change the “I” to a grade.

**Dissertation Defense**

1. At the beginning of the semester, talk with your major professor and schedule the date of your dissertation defense. You must defend your dissertation no later than the Format Approval
Deadline set by the Graduate School.

2. Submit a defense announcement to the Graduate School at least 2 weeks prior to your scheduled defense.

3. Submit a preliminary draft of the dissertation to each member of your committee members at least 4 weeks prior to the defense.

4. Submit the dissertation abstract to your committee for approval at least one week prior to the defense.

5. Prepare a Manuscript Signature Form and Final Term Degree Clearance Form for your committee to sign at the defense. The form can be found at http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students.

After Dissertation Defense

**Please remember it takes time for each of the following steps to be completed. Do not wait until the last few days prior to a deadline to submit your materials. Faculty and staff are quite busy and may not be able to meet immediate needs.

1. Submit the following for final approval to your **Department Chair**. One week should be allowed for this process:

   a. The Manuscript Signature Form with signatures of all committee members.
   b. The Final Term Degree Clearance Form, signed by your major professor. Your department chair must sign as well.

2. Submit the following to the **Graduate Director**, 2301 Stone:

   a. The Manuscript Signature Form signed by all committee members and department chair.
   b. The Final Term Degree Clearance form for the academic dean’s signature. The form must be signed by your major professor and department chair in order to obtain the academic dean’s signature. **NOTE:** the Graduate Director will not be able to provide the academic dean’s signature on the Final Term Degree Clearance form if all appropriate paperwork is not on file in OASIS.

3. Deliver the necessary paperwork to the **Manuscript Clearance Advisor**, 408 Westcott, no later than 5:00pm on the published deadline date for clearance. Absolutely no exceptions will be given. **Per the Graduate School, you are required to complete the entire clearance process of your final manuscript within 60 days of your defense date, or you will have to re-defend.** No exceptions will be made for this policy. It is encouraged that you make contact with the Manuscript Clearance Advisor early in the semester that you intend to defend so that any problems in the manuscript format can be corrected.

4. All Electronic Thesis, Treatise, and Dissertation content and information can be located in the “Manuscript Clearance” submenu on the Graduate School Blackboard website “GradSpace”.

**Remember to keep a copy of any document you submit to your department, the Graduate School, or OASIS.**