



FLORIDA STATE UNIVERSITY

Ph.D. in Curriculum and Instruction

Student Handbook

*A guide to doctoral requirements for students in Curriculum and Instruction
within the School of Teacher Education at Florida State University*

2019-2020

The policies identified in this document 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. The information outlined is subject to change and students should be alert to announced revision required by the faculty of the program, the department, College and University.

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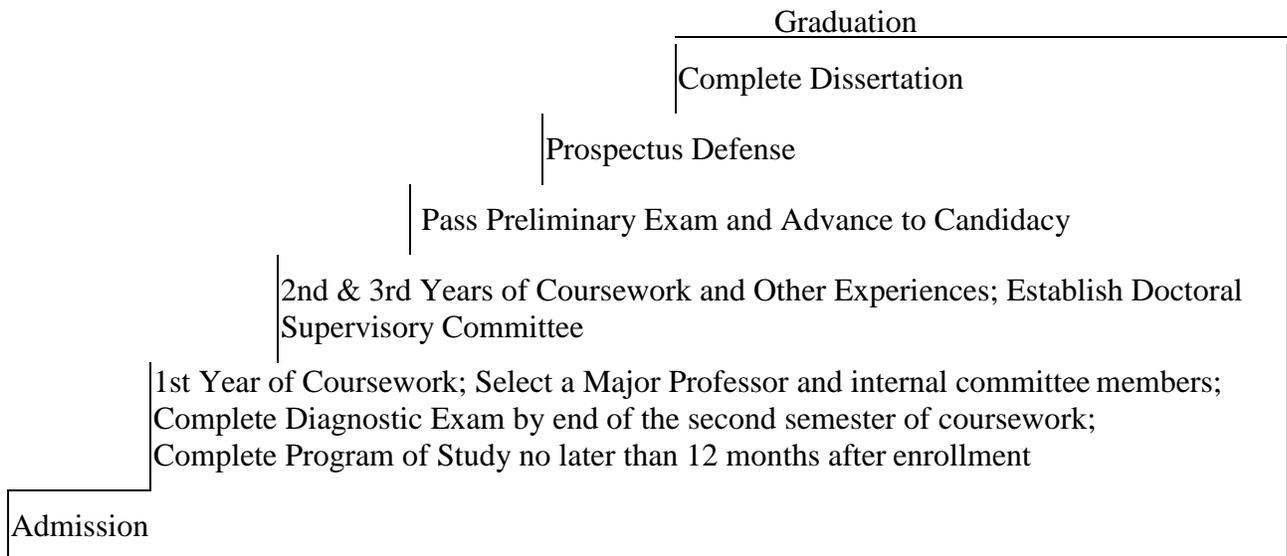
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Mission Statement

Our mission is to provide exemplary leadership both within and beyond traditional school settings. The School of Teacher education prepares scholars to inform and influence the field by understanding and shaping scholarship and professional practice. Faculty are dedicated to mentoring scholars as they engage in scholarship, teaching and learning, and service.

Introduction

Welcome to the Florida State University, School of Teacher Education (STE), Curriculum and Instruction doctoral program (C&I Ph.D.). This handbook was developed to clarify departmental, college, and university requirements and procedures related to the C&I Ph.D. degree program and is intended for the use of students admitted to the doctoral program. Although students may be part-time, this handbook is organized chronologically, which would follow annual progress of a typical, full-time student. The following diagram depicts the general progression of a student through the Ph.D. program after admission.



All doctoral students should also refer to the following publications or websites for details on other university requirements:

- *Florida State University General Bulletin, Graduate Edition* (<http://registrar.fsu.edu/bulletin/graduate/>)
- *Florida State University Student Handbook* (<https://dos.fsu.edu/resources/student-handbook>)
- *Graduate Student Handbook* (<https://gradschool.fsu.edu/sites/g/files/upcbnu761/files/media/Files/Grad%20Student%20Handbk/Graduate%20Student%20Handbook-%20Final2.pdf>)

The primary purpose of the C&I PhD program is to prepare graduates for university faculty positions, institutional researcher positions, and other leadership positions in education. The program takes a global perspective in all aspects of this preparation. The Curriculum and Instruction PhD degree offers curriculum in the following majors:

- Early Childhood Education
- Elementary Education
- English Education
- Foreign and Second Language Education
- Mathematics Education
- Reading Education and Language Arts
- Science Education
- Social Science Education
- Special Education

Provisional Graduate Students

An academic program may recommend that a student be admitted to the University as a provisional graduate student. This requires that the program stipulate conditions that the student must meet during the initial semester/term of enrollment. The student will remain in this provisional category for only one semester/term, and must meet all of the stipulated conditions during the initial semester/term to continue in the program. Students entering the University under this category register in the same manner as regular degree-seeking students. International students cannot be admitted into the provisional category.

A provisional graduate student must be reviewed by the academic program and the University at the end of the initial semester/term to determine whether the stipulated conditions were met. While in provisional status, a graduate student must register for graded graduate-level coursework (5000-level or above; excludes S/U courses) commensurate with the load requirements of the program, and must earn at least an average of 3.0 for all graduate-level coursework taken. A hold blocking future enrollment will be placed on the record of a student who fails to meet the stipulated conditions during the initial provisional semester/term; such students will be ineligible to continue in the academic program.

Students meeting the minimum requirements for admission to the University either initially or during the provisional semester, but failing to meet the program-specific conditions may subsequently seek admission to a different academic program as a degree or non-degree seeking student.

A provisional student who does not earn at least a 3.0 average during the initial provisional term is not eligible for probationary status in the subsequent semester. Otherwise, a provisional graduate student is subject to the retention and dismissal regulations appropriate to a regular graduate student. For information on non-degree classification, see the subsection on 'Non-Degree Students' in this chapter.

Degree Requirements

The C&I Ph.D. is designed to allow students to achieve professional goals. Degree candidates are required to pass a diagnostic examination by the end the second semester (for full time students) or at the end of 18 hours (for part time students), and a preliminary examination toward the completion of required coursework (prior to writing and defending a prospectus of proposed research to be conducted for the dissertation or enrolling in dissertation hours).

The university has established policies regarding scholarly engagement and minimum number of dissertation hours and individual programs are planned 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. Thus, programs of study for a major are designed for the necessary depth and breadth of graduate study to ensure students have adequate grounding in methods of research and discipline-based inquiry. The student must choose a major or specialization area of study.

Course Hour Requirements

Completion of the degree will include the following minimum 65 semester credit hours:

Doctorate in Curriculum and Instruction	Minimum Required Hours
Interdepartmental Core Current Trends in Teacher Education (3)—EDG 6068 Learning Theory (3) – See Appendix A Curriculum Theory (3)—EDG 6221	9
Curriculum & Instruction Seminars C&I Seminar 1 – EDG 6008. Academic and Professional Identity 1 C&I Seminar 2 – EDG 6008. Academic and Professional Identity 2	2
Research Methods Core	15
Major Area Core	15
Diagnostic Exam (EDG 6964)	0
Preliminary Exam (XXX 8964)	0
Dissertation	24
Dissertation Defense (XXX 8985)	0

Interdepartmental Core

The three courses addressing this element of the degree are opportunities for students to gain insights from faculty including those external to the School of Teacher Education. Completion of these courses provides doctoral candidates with a more comprehensive view of professional education theory and best practices. See Appendix A for examples of courses meeting the Learning Theory core element.

Curriculum and Instruction Seminars

The departmental doctoral seminars (1 semester hour for each, 2 hours required) are designed to provide an opportunity for students to explore their professional identify at the beginning and

end of their doctoral preparation. The seminars also allow students from different majors across the department to interact. It is expected that the first seminar will be completed in the fall of the first year, and the second in the spring of the third year. The focus of the first seminar is to support scholars in exploring different facets of their professional identity. The second seminar will assist scholars in representing their professional identity to others for the purpose of attaining employment.

Research Methods Core

A **minimum** of 15 semester hours of graduate credits must be completed in the Research Methods Core. Through these courses, doctoral students will demonstrate knowledge and competence with multiple research design and evaluation methods and statistics. In addition, students must meet the research ethics training requirement. Examples of course content includes, but is not limited to: general linear modeling, multivariate statistics, nonparametric statistics, single-case research design, group research design, qualitative research methods, discourse analysis, qualitative data analysis, and test and measurement development. Additional courses may be identified by faculty as appropriate for addressing preparation for scholarly inquiry. See appendix B for sample course offerings, and check the course catalog for additional offerings.

Major Core

Doctoral students will complete a **minimum** 15-hour major that reflects an individual specialty area (e.g., Early Childhood Education, English Education, Mathematics Education, etc.). Students should consult with their temporary advisors or major professors for information on courses that satisfy the major. (Note: National accreditation agencies for higher education institutions generally require that faculty have a minimum of 18 graduate hours in their teaching discipline. Prior to employment in an institution of higher education, doctoral students should check their transcripts to make sure that their current and previous coursework total at least 18 graduate hours in their discipline.)

Dissertation

After admission to candidacy students must complete a minimum of 24 hours of dissertation credit. An oral defense of the dissertation occurs upon completion of the study and requires enrollment in Dissertation Defense for 0 hours.

Transfer Credit

Transfer of courses not counted toward a previous degree from another regionally accredited graduate school is limited to six semester hours. Transfer of courses not counted toward a previous degree within Florida State University is limited to twelve semester hours, except when the departmental course requirement exceeds the 32 hour University-wide minimum requirement. In the latter case, additional transfer credit may be allowed to the extent of the additional required hours. In all cases, the majority of credit must be earned through Florida State University or its approved institutions.

All transfer credit must: 1) be recommended by the major department; 2) be evaluated as graduate work by the evaluation section of the Office of Admissions of Florida State University; and 3) have been completed with grades of 3.0 (“B”) or better. Grades earned at another institution cannot be used to improve a grade point average or eliminate a quality point

deficiency at Florida State University. The university does not accept experiential learning, or award credit for experiential learning. Transfer credit based on experiential learning from another institution will not be accepted.

Research and Teaching Experiences

Students have the opportunity to develop competencies in research and teaching. For example, students are expected to participate in different roles in ongoing research of the major professor and/or other STE faculty. More advanced doctoral students may take responsibility within a collaborative research project or may initiate a personal research project under the guidance of a faculty member. Students may also enroll in Supervised Research, and in some majors Supervised Research courses are a required part of the curriculum. Students can take a maximum of 5 credit hours of Supervised Research coursework.

Students also have an opportunity to demonstrate teaching competence by co-teaching or teaching a course. Standards for graduate teaching assistants have been defined by the university faculty and are found in Appendix B. Supportive information about teaching in higher education is found at <http://pie.fsu.edu/>. Depending upon program specialization requirements, prior to teaching a course, the student will: (1) attend the PIE fall conference or departmental equivalent; (2) attend the PIE workshop on Sexual Harassment; (3) complete training for English Speakers of Other Languages (ESOL) if required by the student's specialization area; and (4) satisfactorily co-teach a course with a faculty member (unless the student has had extensive teaching experience prior to entering the program). In addition, the competency may include supervision of practicum students. The student may elect to enroll in variable Supervised Teaching hours. When a student is either a teaching assistant or an instructor of record, evaluation forms must be completed. Instructors of record should consult the department staff for current ordering procedures of the **Student Perceptions of Courses and Instructors (SPCI)** evaluations or refer to <https://distance.fsu.edu/instructors/course-evaluations>.

Certification of Spoken English for Graduate Teaching Assistants

All international graduate students who are not native speakers of English, and who are going to be TAs, should take the SPEAK test when they arrive on campus (as noted below, students who scored 26 or higher on the speaking portion of the IBTOEFL may be exempted from taking the SPEAK test). The Center for Intensive English Studies (CIES) administers and scores the SPEAK test, CIES also offers courses in spoken English (English for Academic Purposes (EAP) courses). The SPEAK test is administered several times in the week(s) prior to the beginning of each semester, and the scores are available within three to four days of the date the test is administered. In addition, the SPEAK test is routinely administered as an end-of-term evaluation for students enrolled in EAP courses. TAs not enrolled in EAP courses may also take the test at that time. Course offerings, as well as test dates for SPEAK tests, are published in fliers distributed periodically to departments, as well as via email to TA coordinators. This information is also available on the CIES Website (<http://www.cies.fsu.edu>).

The standards for certification of spoken English for teaching assistants are as follows:

- A score of 50 or higher on the SPEAK test, or 26 or higher on the speaking portion of the IBTOEFL, certifies a student to teach at any level (see Appendix yz or <http://pie.fsu.edu/University-wide-TA-Standards/University-Wide-TA-Standards> for

descriptions of levels).

- A score of 45 on SPEAK, or 23-24 on the Speaking section of TOEFL iBT, certifies a student to teach at levels 1 & 2; and to teach at levels 3 & 4 for up to two semesters if also concurrently enrolled in an appropriate CIES English language course. By no later than the end of these two semesters, if the student's skills have not improved sufficiently to achieve a score of 50 on the SPEAK exam, the student will be eligible to only teach at levels 1 & 2. The student will only be allowed to teach at levels 3-7 by meeting at least one of the following two criteria:
 - Achieve a score of 50 on SPEAK.
 - Enroll in Advanced Spoken English for ITAs (EAP4831) and score 90 or better in the course.
- Student's scoring 40 or below on SPEAK should enroll in the appropriate CIES English language course(s) if the goal is to be a TA. Once a 45 on SPEAK is achieved such a student will be certified to teach at levels 1 & 2; and to teach at levels 3 & 4 for up to two semesters if also concurrently enrolled in an appropriate CIES English language course. By no later than the end of these two semesters, if the student's skills have not improved sufficiently to achieve a score of 50 on the SPEAK exam, the student will be eligible to only teach at levels 1 & 2. The student will only be allowed to teach at levels 3-7 by meeting at least one of the following criteria:
 - Achieve a score of 50 on SPEAK
 - Enroll in Advanced Spoken English for ITAs (EAP4831) and score 90 or better in the course.

In unique instances a Department Chair or Dean may appeal the application of these standards by submitting a request to the Dean of the Graduate School. The Dean of the Graduate School will convene a committee to consider the request. The committee will consist of the Director of the FSU Center for Intensive English Studies; the Chair (or designee) of the Undergraduate Policy Committee; the person making the appeal; and the Dean of the Graduate School.

Milestones to Dissertation

(Note: A checklist of key program milestones as well as professional development activities is provided in Appendix C.)

Selecting a Major Professor

Upon acceptance into the doctoral program, students will be assigned a temporary advisor (as designated in the letter of acceptance). This person will act as an advisor for doctoral students until the student takes and passes the doctoral diagnostic exam (at the end of the second semester of coursework). After this point, students should identify, ask, and receive approval from a STE faculty member with Graduate Faculty Status (GFS) to serve as the major professor.

The major professor should have special competence in the proposed area of research and/or major. Doctoral students will work closely with the major professor throughout the doctoral program and the major professor will help guide the dissertation work. The appointment must be

mutually agreeable to the student, major professor, and the Director of the School of Teacher Education. The student can request a change in the major professor for either the Doctoral Supervisory committee or the dissertation committee, as long as the change is mutually agreeable to the student, new major professor, and the Director of the School of Teacher Education.

Selecting Other Members of the Doctoral Supervisory Committee

The Supervisory Committee should include faculty with the necessary expertise to guide the student's selection of courses, judge the student's competence, and help shape the dissertation. The eventual supervisory committee will consist of a minimum of four members of the faculty with Graduate Faculty Status, two of whom are faculty in the Curriculum and Instruction program, and one of whom is the University Representative of the faculty. These members do not need to be identified at the outset of a student's program of studies, rather, members can be added gradually as the nature of the student's work becomes clear.

After the Diagnostic Examination until Preliminary Examination

After passing the diagnostic exam (required after the second semester of full time coursework) and before taking the preliminary exam, in consultation with the major professor the student should invite two additional faculty from the STE or college to serve on a Doctoral Supervisory Committee. Ideally, at least one of these additional members should also be a member of the student's major. The other can be any faculty member with GFS that has expertise in the area in which the student's research is situated.

After the Preliminary Examination until Degree Completion

After the student passes their preliminary examination, the "outside" committee member also known as the University Representative of the faculty needs to be identified and included in the committee. The University 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 University Representative must be someone who is free of conflicts of interest with other members of the committee, must be tenured, must not be a faculty member in the STE, and must have GFS. If any questions arise, these should be referred to the Dean of Graduate School for resolution.

Revisions to the supervisory committee may be made 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>.

Program of Study (POS)

At the end of one full year of enrollment (3 semesters if a full time student) and after the diagnostic examination, the student must present an approved program of study to fulfill all requirements for the Ph.D. A program of study is a tentative list and schedule of courses to be taken to ensure a timely completion of coursework and dissertation study. With the advice and approval of the Doctoral supervisory committee (including two members and the major professor), the student should prepare the program of study and have it approved by the

supervisory committee and department chair. A signed, original copy of the POS must be submitted to OASIS by the end of the first full year of enrollment. (Please note that the third semester may occur in the summer.)

Except with the Interdepartmental Core, courses for each category on the POS are to be listed in chronological order (past to present) to verify that university, department and college requirements have been met. The departmental cover sheet for the program of study and the college POS (see Appendix D) is found on the graduate student section of the OASIS website (<http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>) The Doctoral Supervisory Committee must approve in writing all courses included on the POS.

The POS, once approved, should be viewed as an agreement between the student and the department defining the minimal specific coursework that the student must complete for graduation. The student may make changes in the POS but any changes must be approved and initialed by all Doctoral Supervisory Committee members on the POS. The student may be required to take additional coursework beyond that identified on the initial POS, as the nature of the students' research becomes clear. That said, students must complete courses specified on the program of studies for graduation. When changes are made, the student should complete a new program of study stating these changes. It is the student's responsibility to make sure that all degree requirements are met.

Note, once the student determines the specific topic and methodology to be employed in the dissertation research, additional coursework (beyond the minimums established by the initial POS) may be required by the committee to allow the students to plan and conduct a successful research project.

Additional Course Offerings and Suggested Timeline

The table below provides a list of School of Teacher Education course offerings that are applicable to a number of majors in the School of Teacher Education. Make sure to check the course catalog for additional doctoral level courses in your major, specific content areas of interest (i.e., mathematics, science, reading, social science) as well as any available special topics or seminar courses.

Research Methods / Stats Courses

Course	Course Title	Semester	Instructor
EDG 5498	Single Case Design Research for Educators	Spring	Kelly Whalon
RED 6938	Doctoral Seminar in Reading and Language Arts: Research in Communities and Schools	Fall	Nicole

Scholarly Professional Development Courses

Course	Course Title	Semester	Instructor
EDG 6015	Grant Writing for Educational Research	Every Other	Laura Steacy
EDG 6950	Writing for Publication	Fall	Sonia Cabell

Policy Courses

Course	Course Title	Semester	Instructor
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EDG 6068	Current Trends and Issues in Teaching and Teacher Education	Fall	Jane Lo
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Disciplinary Courses

Course	Course Title	Semester	Instructor
RED 6938	Doctoral Seminar in Reading and Language Arts: Early Literacy Acquisition	Every Other Spring	Sonia Cabell
TSL 6371	Task-Based Language Learning	Spring	Shaofeng Li
EDG 6221	Curricular Theory	Spring	Elizabeth
EEX 5931	Special Topics in Special Ed: Trends in Reading Disability and Intervention	Every Other Spring	Laura Steacy
SCE 6369	Science Teacher Education	Spring	Miray Tekkumru-Kisa
TSL 6665	Instructed Second Language Acquisition	Spring	Phil Hiver
MAE 6938	Math Teacher Ed Seminar	Fall	Math Faculty
RED 6747	Theory and Research in Reading	Every Other Fall	Nicole Patton Terry
SCE 5895	Disciplinary Engagement in Science	Fall	Lama Jaber
SCE 6761	Researching Current Issues in Science Education	Fall	Lama Jaber
TSL 5660	Introduction to Second Language Acquisition	Fall	Phil Hiver

It is suggested in the fall semester of their first year, students enroll in the first doctoral seminar (EDG 6008) and Policy course (EDG 6068). Also, in their first two semesters, students are encouraged to take a general research methods course (i.e., EDF 5481 or equivalent) and a basic statistics course (i.e., EDF 5400) in preparation for the diagnostic exam. In the first spring semester, students are advised to take Curriculum Theory (EDG 6221).

Diagnostic Examination

A written diagnostic examination is required of all students in the School of Teacher Education. All students taking the exam are required to register for EDG 6964 section 1 in their second semester for full time students and after 18 hours for part time students. Prior to the exam, students should have already taken EDF 5400 and EDF 5481 (or a course that supports students in becoming familiar with educational research methods). The objective of the diagnostic is to appraise the student's research aptitude and readiness to continue pursuing a doctoral degree and to facilitate counseling in the development of the student's program of study. Students must have completed the written component of the diagnostic exam by the end of the second semester in the program or the equivalent for part-time students.

The exam will test student comprehension, writing and analytic skills. The diagnostic exam **consists of a written critique of an article and an oral defense of that critique.** At least two STE faculty members with knowledge of the student's area of interest and GFS or the student's supervisory committee (if formed) provide or approve the article, assess the critique, and evaluate the oral examination. The student will submit the written exam, a vita, tentative program of study, and a statement of professional goals or objectives two weeks before the time of a scheduled defense to faculty assessing the diagnostic. The written and oral responses will be graded as pass or fail. OASIS must be notified of the results. To 'pass', the majority of the committee must agree (e.g., 3 of 4 committee members). If the student is graded as 'fail', the student may have a second opportunity to take the exam. If a 'fail' is assigned a second time, the student will be dismissed from the program.

The diagnostic exam form is available at <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students> and will be signed by attending faculty and returned to the OASIS office. Appendix E includes samples of the exam description, department reporting form and college form. (Note, the supervisory committee may not be established by this point, and only those members already identified (at least 2) will participate in the diagnostic exam. Some majors will invite a number of faculty from the major to participate in this process.)

If the student does not complete the oral and/or written diagnostic exam in the semester in which they were enrolled, the course will be dropped that semester, and the student will need to re-enroll the following semester. (Thus, students should not receive an I for diagnostic examination.)

Annual Review of Progress

The University requires each college or department/school to evaluate the progress of all doctoral students once a year. The Annual Review is due by June 30th and generally involves a meeting with the major professor and/or supervisory committee, either face-to-face or by telecommunication. (Note, some majors require a face to face meeting with all the faculty in the program.) At the time of this review, the student may be asked to present an updated vitae and/or other evidence of progress in advance of completion of the review. The review will consist of an evaluation of the student in the following areas: academic accomplishments (note, students must maintain a GPA of 3.0 for coursework completed for the doctoral degree), professional dispositions, potential to contribute to the field upon completion of Ph.D., competence in

teaching and research, and completion of the Scholarly Engagement Requirement (see below). A student must make appropriate progress. Failure to make adequate progress may result in dismissal from the degree program. The completed Annual Review form will be kept on file in Oasis. Registration holds will be placed on the accounts of students who do not have an annual review on file by July 1st.

The program-specific annual review forms can be found at: <https://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students> under the “Doctoral Annual Evaluation Forms” subheading.

Scholarly Engagement Requirement

The goal of the Scholarly Engagement Requirement is to prepare students to be scholars who can independently acquire, evaluate, and extend knowledge, as well as develop themselves as effective communicators and disseminators of knowledge. The purpose of the Scholarly Engagement requirement is to ensure that doctoral students are active participants in the scholarly community. NOTE: This is not the same as achieving State of Florida residency for tuition purposes.

Please consult the current Florida State University Graduate Bulletin for an overview of the Scholarly Engagement requirement for all doctoral students in the university. To meet the Scholarly Engagement requirement, doctoral students in the C&I program must:

Each year prior to candidacy, complete a minimum of nine (9) graduate credit hours in a consecutive 12-month period AND submit to their (temporary) major professor evidence of a minimum of three (3) Scholarly Engagement activities. These activities may include attending students’ defenses of their work (preliminary examination, prospectus and/or dissertation defenses) and attending or presenting in seminars, conferences or workshops; engaging in research projects beyond the requirements of coursework; and other scholarly work as determined by the major advisor.

This requirement needs to be fulfilled each year, and undergraduate credit hours (4000-level or below) do not count towards this requirement. Students who do not meet this requirement will be required to make up their engagement in the following year.

Leave of Absence Policy

Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to three consecutive semesters (includes summer term). The circumstances justifying a leave include, but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request.

To apply for a leave of absence, a student must complete the Request for Leave of Absence Form (available on the Graduate School [website](#)) and submit it together with appropriate documentation to the major professor/advisor/Program Director. If the major professor/advisor/Program Director approves the application it should then be forwarded to the department head and subsequently to the college dean for consideration. If approved at all of these levels, the college dean should notify the Registrar and the Dean of the Graduate School of the decision. The college dean should also notify the student of the decision (approved or

denied). The Registrar will place a notation on the student's record and the student's access to University resources will be suspended during the Leave of Absence period. A student who is denied a request for leave at any step may appeal the decision to the Dean of The Graduate School. For more information about the Leave of Absence policy please read the University Graduate Student Handbook.

Preliminary Examination

Toward the end of required coursework, students will complete a Preliminary Examination to determine if (1) the student is ready to be admitted to candidacy, (2) is considered to be a candidate for the doctoral degree, and (3) is prepared to conduct dissertation research. The preliminary examination explores the student's knowledge of the major field and the ability to conceptualize components of a research study, based on meeting the following **five competencies**:

1. Write a critical review of the scholarly literature that identifies "gaps."
2. Prepare one or more research questions from the literature.
3. Identify and present an appropriate theoretical framework.
4. Demonstrate an understanding of a research design that is appropriate for the format selected for the written preliminary exam.
5. Demonstrate academic writing skills that employ standards of formatting used in the field.

Formats for the written preliminary exam that should meet these competencies are: (1) a research study proposal, (2) a draft manuscript that is suitable for submission in a peer-reviewed journal, or (3) a grant proposal for a research study. The supervisory committee may decide to include additional requirements. The preliminary examination culminates in an oral presentation of the work presented to the supervisory committee at a public defense. (Note the university representative may not yet be a member of the supervisory committee at this point.) An originality (TurnItIn or SafeAssign) report must be reviewed by the major professor and/or supervisory committee and submitted to the Director of the STE after passing the oral defense.

Registration for the preliminary exam requires approval from the major professor. Approval is contingent on the major professor's assessment of the student's readiness to be successful with the task. In addition, prior to taking the preliminary exam the student must have met the following requirements:

- 1) completed at least 42 semester hours in coursework,
- 2) earned an overall grade point average (GPA) of 3.0 for all graduate work,
- 3) passed the departmental diagnostic exam,
- 4) an approved program of study.

Students must register for xxx 8964 Preliminary Exam (0 credits) during the semester in which they will first attempt the doctoral preliminary examination. If the student does not complete the oral and/or written diagnostic exam in the semester in which they were enrolled, the course will receive an I, the student must drop the course, and register again for it the semester the requirement is completed. The results of the examination are submitted to the OASIS upon completion.

The preliminary examination can produce three outcomes: a pass, a conditional pass, or a fail. A **pass** will allow the student to be admitted to doctoral candidacy. For a **conditional pass**, the committee members will outline changes required in the oral or written work and set a due date for all needed modifications. Depending on the nature of the changes, a new oral defense may or may not be required. Failure to meet the conditions in the timeframe outlined by the committee will result in students failing their preliminary exam. If a student receives a **failing score** on their preliminary exam, they will have an opportunity to take the preliminary examination a second time. The student may be required to complete additional coursework or engage in additional professional experiences before that examination is administered. Students will be dismissed from the program if they fail the preliminary examination a second time.

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>.

Advancement to Doctoral Candidacy

The term “doctoral candidate” indicates that the individual has successfully completed all necessary coursework and the preliminary examination required for a doctoral degree, and is now engaged in their dissertation research. Note, after a student passes the preliminary examination, they will need to be certified to the Office of the University Registrar (with an admission to candidacy [form](#)). Only then is the student formally considered to be a “candidate” for the doctoral degree and eligible to register for dissertation credits. At this point, the last member of the supervisory committee, the University Representative, is added.

All requirements for the Doctoral degree must be completed within five (5) calendar years from the time the student has been admitted to candidacy. In each semester upon entering candidacy, students must be registered for at least 2 semester hours of Dissertation credits. If the candidate has not completed the dissertation after that 5 year period, passing a new preliminary exam will be required in order to continue in the program.

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 research. More realistically, the student should expect to spend a year or more of work on the dissertation.

Note that dissertation credits **may not be taken** until a student is formally admitted to candidacy by passing the preliminary. Students who fail their preliminary examination or receive an incomplete “I” in the preliminary exam will have a block placed on the registration for dissertation hours until the preliminary exam is successfully passed. Students must request that the preliminary exam in which they received an “I” grade be dropped and re-added in the semester that they will successfully complete the preliminary examination requirement. Grade changes should not be submitted. A student may not register for dissertation hours until passing the preliminary exam and being admitted to candidacy. If a student is registered for Directed Individual Study (DIS) hours in the term in which they pass the preliminary exam, submits (1) a passing preliminary exam results form and (2) an admission to candidacy form to OASIS before the end of the seventh week of classes (prorated in summer), then the student will be allowed to convert the DIS hours to an equal number of Dissertation hours (maximum 9 hours). This

conversion of hours is not allowed for any course other than DIS. For term specific deadline dates, please refer to the “Academic Calendar” in the Registration Guide.

Dissertation

NOTE: Important University and College policies and procedures related to the dissertation process may found in the handbooks and documents referenced in the Introduction to this handbook.

Upon advancement to candidacy, the student should begin working on the dissertation. The dissertation is the final requirement for the PhD. A student must be admitted to candidacy at least six months prior to the granting of the PhD. All requirements for the degree, including filing an approved dissertation, must be completed within five calendar years from the time the student is advanced for candidacy (i.e., passes the preliminary examination).

Students completing a PhD in Curriculum and Instruction may take one of two approaches to the dissertation. The approach to the dissertation must be approved by the student’s major professor and have agreement from the members of the supervisory committee. The first approach is the traditional document in which each chapter constitutes a portion of a larger research project (i.e., introduction, literature review, methods, results, discussions and implications). The second is one document composed of a series of 1-3 publishable manuscripts that are related through an organizing framework. If the latter choice is selected, each chapter or section should be a unique manuscript, while including a general introduction to the entire document describing the overall framework.

FOR EITHER APPROACH ALL WORK MUST BE EDITED BEFORE COPIES ARE PROVIDED TO THE MAJOR PROFESSOR, and the major professor must provide his/her approval before the document is distributed to the rest of the supervisory committee for review.

Language of the Dissertation

The typical language of the dissertation, treatise, or thesis is English. Under special circumstances the Major Professor, the Academic Unit Head and the Supervisory Committee may approve writing the body of the thesis/dissertation in a language other than English if doing so is essential for scholarly reasons. Lack of sufficient English competency is not an acceptable justification for using an alternative language. The Major Professor shall immediately notify the Dean of the College and the Dean of the Graduate School for all cases where such approval has been granted. Notification requires completion of the ETD Alternative Language for the Dissertation /Treatise/ Thesis Form. All committee members must be completely proficient in the alternative language. It is the responsibility of the Major Professor and the Supervisory Committee to ascertain that the candidate's thesis/dissertation is written in acceptable English or an alternative language, in an appropriate scholarly style. All non-English-language dissertations, treatises, or theses must have the preliminary pages and main section headings in English. This would include the content of the title page, committee page, acknowledgments, abstract and biographical sketch. All main section headings, including chapter and appendix headings, must be in English, but chapter/appendix titles may be in the chosen language.

Dissertation Prospectus

The dissertation prospectus is the first step in the writing of a dissertation, and students must have approval of their supervisory committee before data collection for a dissertation can begin. The prospectus is prepared by the student under the guidance of the major professor and with the assistance of the Supervisory Committee, as appropriate. The prospectus, once approved, should be viewed as an agreement between the student and the Supervisory Committee defining what and how much the student will do for the dissertation.

The prospectus forms the first few chapters of the dissertation. However, the student should be aware that approval of the prospectus does not necessarily mean that the corresponding chapters of the dissertation have been approved. Furthermore, the research methodology or focus may shift slightly as progress is made on the dissertation study necessitating revisions prior to the dissertation. If the topic or methodology planned for the dissertation is significantly changed from the approved prospectus, the student must submit another prospectus for approval from the Doctoral Supervisory Committee.

The dissertation prospectus should include the following major components: 1) a title page mirroring that of the dissertation; 2) an abstract of less than 350 words, 3) a critical review of relevant research supporting the need for the proposed research, 4) a statement of the research hypotheses or specific research objectives, 5) a description of the methods, including the proposed participants in the study, procedures used for data collection, and methods to be used in analyzing the data; and 6) a list of references cited. For research involving human subjects, approval through the university Institutional Review Board (IRB) (aka, “Human Subjects Committee”) must be obtained in the students’ name and is typically applied for well in advance of formal approval of the prospectus. Data collection cannot begin until after approval of the prospectus by the committee. It is possible that the student may have to amend or resubmit IRB depending on the committee decision or modifications suggested at the prospectus defense.

Dissertation Prospectus Defense

The major professor should review the prospectus and determine if it is ready to be sent to the committee. The student should provide each committee member with a hard copy of the dissertation prospectus, unless a committee member prefers an electronic copy. The committee should be given at least two weeks to review the prospectus prior to the scheduled defense. The chair has the discretion for soliciting feedback from the committee prior to the defense. The committee may recommend postponement of the defense so that additional revisions can be made.

Typically at the prospectus defense, the student presents a 15 minute summary of the dissertation prospectus and the committee poses questions or discusses the proposed study. The committee provides feedback and delineates any necessary changes in the prospectus. Every committee member must approve the dissertation prospectus, with any specified changes. If there are any recommended changes, the student should e-mail the committee after the prospectus defense and list these changes. Depending on the extensiveness of changes required, the student may be asked to defend their prospectus a second time. If the committee does not approve the prospectus after the second defense, the student will be dismissed from the program. The following documents must be reviewed by the major professor, supervisory committee, and submitted to the director of the STE: (1) a copy of the prospectus and (2) an originality (TurnItIn or SafeAssign) report must be reviewed by the major professor and/or supervisory committee.

The Director will not approve prospectus defense paperwork until after these documents are reviewed.

A copy of the College of Education Dissertation Prospectus Guidelines may be obtained at <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>. The prospectus must be approved by the academic dean four (4) months prior to the dissertation defense date.

Prior to Dissertation Data Collection

Approvals of the prospectus doctoral supervisory committee AND the Florida State University Human Subjects Committee (and additional approval as required by school districts or other agencies) are required before students can begin collecting dissertation data. [No data can be collected before committee and IRB approval.] Prior to beginning the dissertation, students must complete the Dissertation Research Approval form, which helps the Graduate School ensure students are in compliance with appropriate committee composition and Institutional Review Board (IRB) endorsement and/or Institutional Animal Care and Use Committee (IACUC) endorsement. IRB/IACUC approval must be obtained before any research involving human subjects and/or animals is undertaken and that approval must be made under the student's name. The dissertation clearance forms can be found on The Graduate School website under Thesis, Treatise, Dissertation: <https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation> Students **MUST** submit this form no later than the deadline to apply for graduation in the semester they plan to graduate.

Upon prospectus approval, the student must submit a Prospectus Clearance Form and an IRB Verification Form (PDF) to OASIS. The University Representative also submits an evaluation of the prospectus and defense to OASIS. Forms can be found at <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduatestudents>. The Prospectus Clearance Form must be approved by the Academic Dean at least four months prior to the defense of the dissertation.

A copy of the IRB Human Subjects Committee Verification Form can be obtained at <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>.

Dissertation Hours

A student admitted to candidacy must register for dissertation credits each term (including summer) until the successful completion of the dissertation defense. A student who has completed the required coursework, passed the preliminary examination, submitted an Application to Candidacy form to the Office of the Registrar, and continues to use campus facilities and/or receives faculty supervision, but has not made a final dissertation submission shall include in the required full-time load a minimum of two (2) dissertation hours per term. International students may be required to enroll in more than two (2) dissertation hours depending on their visa status. International students are expected to consult with their international student advisor in the Center for Global Engagement to determine the minimum hours required per semester. Students on a tuition waiver may also be required to register for more than two (2) dissertation hours.

Very rarely a student may request to have the two hour requirement waived for one semester. This is entitled an underload permission. Speak to your major advisor if you anticipate needing underload permission, and then speak to the Graduate Coordinator regarding eligibility.

Before registering for dissertation hours, the student must consult the major professor as to the proportion of time to be devoted to dissertation work. The number of hours listed will show the proportion of time to be devoted to the dissertation. The number of hours should not only reflect the effort of the student, but should take into account the use of campus facilities/resources and faculty interaction/supervision.

Not all faculty are under contract during the summer months, however, doctoral candidates are required to register for a minimum of 2 dissertation hours each semester including the summer. Faculty who are not under contract are not allowed to offer dissertation hours. In these situations, doctoral advisors and doctoral candidates should make plans well in advance of summer semester to determine a suitable course of action so that the student has faculty support during the summer months.

Students must successfully complete a minimum of 24 dissertation hours for a successful completion of a Doctoral degree.

Dissertation Guidelines

A student's dissertation must meet FSU guidelines to receive final approval. The University guidelines are set forth in the [Guidelines and Requirements for Thesis, Treatise, and Dissertation Writers](#), available from the Graduate School, 408 Westcott Building, 850-644-3500 or at The Graduate School website. Students are strongly advised to review the requirements and deadlines before they begin writing the dissertation.

The dissertation constitutes the fulfillment of the agreement between the student and his or her dissertation committee. Generally, dissertations in the Curriculum and Instruction PhD should be prepared in APA style, unless otherwise specified by the dissertation committee. The submission process and formatting requirements for Electronic Theses and Dissertations (ETDs) are outlined in the Guidelines and Requirements for Theses, Treatises, and Dissertations. ALL students must electronically submit the dissertation. For more information on ETDs @FSU, visit the FSU Library's Electronic Thesis and Dissertation website.

Any committee member who was not a member of the original Doctoral Supervisory Committee needs to approve the dissertation prospectus. Revisions to the prospectus will have to be made if required by the new member. If the topic or methodology planned for the dissertation is significantly changed from the approved prospectus, the student must submit another prospectus for approval from the Doctoral Supervisory Committee. Revisions that are substantial in content but minor in scope need to be approved by the committee but a new prospectus does not need to be prepared unless requested by the major professor. Such revisions can be approved at a committee meeting or by an e-mail memorandum sent by the student to committee members that delineates the revisions.

The student should keep the committee members informed of progress made on the dissertation over the course of the study. The student should check with committee members to determine how much input each wants to have during the study. Generally, all chapters of the dissertation are reviewed by the major professor, revisions are made as needed, and the completed manuscript, with all chapters, is then distributed to the committee. However, committee members who have more involvement may be involved in reviewing chapter drafts. To move toward the defense, the major professor should review the document and originality (TurnItIn or SafeAssign) report for the document. Only after major professor approval will the document be distributed to all committee members for review. The committee must be given at least 4 weeks

to review the dissertation before the dissertation defense.

Registration for Final Term and Final Term Degree Clearance Form

During the first two weeks of the term in which a candidate expects to receive a degree, application must be made for graduation by visiting their Student Center on myFSU. Instructions for applying for graduate may be found at <http://sc.my.fsu.edu/Students/How-To/Apply-to-Graduate>. For additional information, contact the Office of the Registrar, Graduation Section, (850) 644-5850, or visit <http://registrar.fsu.edu/graduation/>. If graduation is postponed, the student must reapply within the appropriate period of the following semester (or the semester of graduation).

Candidates must be enrolled in at least 2 semester hours of dissertation credit up through and including the term in which the degree is conferred. All policies regarding final term degree clearance may be found in the Graduate School's *Graduate and Professional Student Handbook* on [The Graduate School website](#).

Dissertation Defense and Defense Notice

Students must register for xxx 8985 Dissertation Defense (0 credits) during the semester in which they anticipate completion of the dissertation. If the student does not defend that semester, the defense should be dropped and the student will reenroll in defense the subsequent semester when the defense is planned.

It is important to recognize that often revisions are required after a dissertation defense. Mindful of that when scheduling the defense, students working with their major professor should examine University, College and STE deadlines and schedule the defense well in advance to allow time for a thorough approach to the revision process.

Dissertation defenses are public events and are important opportunities for student scholarly engagement. At least two weeks prior to the dissertation defense, the student must submit an announcement of the dissertation title and the date and place of the defense to the following: (1) the graduate coordinator of the STE and (2) the Graduate School. Announcement of the student's defense must be made through The Graduate School's website under Thesis, Treatise, Dissertation.

The student should provide each committee member with a hard copy of the dissertation four weeks prior to the defense, unless the committee member prefers an electronic copy. All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology.

The dissertation defense is usually scheduled for a two-hour period and begins with a public presentation. Generally, the presentation is approximately 20 minutes and includes a summary of the purpose, methods, and major findings of the dissertation. The student's major professor will decide on the order in which questions are asked by the committee and any public questions regarding the presentation. However, it is important that the major professor clearly delineate when the public presentation is complete, when the defense begins, and when the defense is over. Questions from the public can occur either as part of the public presentation before the defense or after the defense is over. The public can attend the defense, however, only the members of the committee can ask questions during the defense. At the completion of the public presentation and

defense, all will be asked to leave the room and the Doctoral Supervisory Committee will discuss the student's performance on the dissertation and defense.

Outcomes of the dissertation defense are pass, fail, or to be reexamined. (A grade of PASS for the defense of the dissertation requires at least a majority approval of the committee.) The student will then be brought back in to receive feedback from the committee. During the feedback, the student and major professor should take notes detailing all revisions that the student must make before filing the dissertation. The student should then organize this list and distribute it to all committee members. Members of the committee may choose to not sign the Manuscript Signature Form until corrections and revisions have been made to their approval. Depending on the extent of the changes, the committee may request a reexamination. If the student does not pass after two examinations, he/she will be dismissed from the program.

The University Representative must complete a written critique of the conduct of the examination in defense of the dissertation on the University Representative Doctoral Defense Report form provided by the student at the defense. This form must be submitted to the appropriate Academic Dean and the Dean of the Graduate School within one week after the date of defense.

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.

Dissertation Clearance Procedures

Early in the writing stage, each student must review and complete the relevant forms found on the Manuscript Clearance submenu on [The Graduate School website](#). All policies and procedures regarding completion and submission of the final dissertation manuscript are found on that page. It is the responsibility of the doctoral candidate to periodically check this site for any changes or updates.

Once all committee members have signed the manuscript signature form, A PDF copy of the dissertation and an originality (TurnItIn or SafeAssign) report must be submitted to the Director of the STE. The Department Chair must review the completed dissertation paperwork before approving the document. Students should allow for a minimum of 4 working days for this review. Failure to do so may delay graduation.

All manuscript clearance documents will be completed through the Manuscript Clearance Portal online at: <https://clearance.fsu.edu>

Allowable Dissertation Timeframe

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.

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 five 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 for up to one year. Forms can be found on The Graduate School website, <http://gradschool.fsu.edu/forms>.

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 five 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 five 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.

Academic Honor System

A major concern of any educational institution, ranking with its concern for the advancement and dissemination of knowledge, is the maintenance of high standards of integrity and responsibility in the academic community. The Florida State University and the department recognize the responsibility of both faculty and students in developing and maintaining these standards. The legal foundation for the coordinated efforts of faculty and students to uphold academic integrity and combat academic dishonesty is provided in the Student Conduct Code (FAC 6C2R-3.004), which can be found in the *Florida State University Student Handbook* (or <http://srr.fsu.edu/Student-Conduct-Code/Student-Conduct-Code-PDF>). Additional information on the Academic Honor Policy is available at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>

(a) Academic Honor Code. The Academic Honor System of Florida State University is based on the premise that each student has the responsibility

1. to uphold the highest standards of academic integrity in the student's own work,
2. to refuse to tolerate violations of academic integrity in the University community, and
3. to foster a high sense of integrity and social responsibility on the part of the University community.

(b) Violations of the Academic Honor Code.

1. During examinations, violations of the Academic Honor Code shall include referring to information not specifically condoned by the instructor. It shall further include receiving information from a fellow student or another unauthorized source.
2. Regarding academic assignments, violations of the Academic Honor Code shall include representing another's work or any part thereof, be it published or unpublished, as one's own. It shall also include presenting or submitting any academic work in a manner that impairs the instructor's ability to assess the student's academic performance. For example, plagiarism includes failure to use quotation marks or other conventional markings around material quoted from any source.

3. Violations of the Academic Honor Code shall include obtaining, distributing, or referring to a copy of an examination which the instructor/department has not authorized to be made available for such purpose.
4. Violations of the Academic Honor Code shall include any act which impedes the ability of other students to have fair access to materials assigned or suggested by the instructor. For example, removal or destruction of library or other source materials violates the Academic Honor Code.
5. Academic dishonesty shall include tampering with another student's work or impairing in any way the instructor's ability to assess the academic performance of another student.
6. Violations of the Academic Honor Code shall include alteration of grades or any other records related to the academic performance of students. This shall also include submitting any false records in order to gain admission to the University.
7. Violations of the Academic Honor Code shall include assisting, attempting to assist, or conspiring to assist another student in committing the offenses as outlined above.
8. Violations of the Academic Honor Code shall include attempting to commit any offense as outlined above.

(c) Student Responsibilities.

1. Each student shall be responsible for abiding by the Academic Honor Code at all times. If required by the instructor, at the conclusion of each examination or submission of an assignment, each student shall sign a pledge that he or she has neither given nor received aid from any unauthorized source during the examination or in preparing the assignment.
2. Any student who violates the Academic Honor Code is expected to report the violation to the instructor and/or the University Judicial Officer.
3. If a student observes cheating during an examination, the student should consult with the instructor of the course as soon as reasonable so that the cheating may be stopped. If a student otherwise observes or learns of another student's violation of the Academic Honor Code, the student shall either
 - (a) ask the student to report the violation to the instructor of the course and/or the University Judicial Officer, or
 - (b) report the violation to the instructor of the course and the University Judicial Officer. In the event that a student asks another student to report himself/herself and such student does not do so, then the student shall report, as soon as practicable, the violation to the instructor of the course and/or the University Judicial Officer. The student should provide the name of such student or students involved, if known, and furnish such evidence as is available to support his/her charge.

Graduate Student Support

Graduate assistantships are available to a limited number of qualified doctoral students who enroll full-time and are making progress in their degree program. Graduate assistants are expected to contribute their time and energy to teaching, major research or service projects associated with the Department, affiliated centers, individual faculty grant projects. Renewal of assistantships is dependent on adequate progress towards degree, adequate funding provided to the School of Teacher Education, and quality of work in previous efforts.

The STE has a limited number of tuition waivers and funding for graduate student stipends. Typically, not all students will receive support and doctoral students receive priority assistance. **Students that receive extended support packages (ESP)** will be supported for no more than 4 academic years, are expected to be full time, and must make themselves available for all work assigned during typical business hours (work associated with the ESP should contribute to the mission of the STE). Tuition waiver support should primarily be used to support students in the completion of an STE degree. Waivers shall not be used to cover certificate programs or students who are dual enrolled in other programs.

For students for whom Florida residency is a possibility, STE will only support out of state waivers for up to three semesters. STE will monitor those students and provide information for students to seek assistance with the University Registrar to change their residency.

Graduate students interested in support should make that interest known to their advisor and/or the program leader from their major area of study to make that request. Funding requests to the director should only come through those program leaders.

Financial Aid

Additionally, a few doctoral fellowships are available campus-wide on a competitive basis for students with high GRE scores. Additional information may be found at the FSU Graduate School website: <http://gradschool.fsu.edu/Funding-Awards>

The Office of Graduate Fellowships and Awards (OGFA) provides services to help FSU's graduate students successfully compete for external grants and fellowships. Services include introduction to fellowship opportunities, individual assistance with the application process, and workshops on specific opportunities and applications preparation. OGFA's website has more information: <http://ogfa.fsu.edu>

FSU requires graduate students to be enrolled full-time to qualify for assistantships or fellowships. A full-time student must carry 12 credit hours during the fall and spring terms, unless working as a graduate assistant, in which case 9 credit hours is the minimum.

Partial tuition and fee waivers are usually available in the fall and spring with most assistantships. Tuition and fee waivers are governed by the policies of the FSU Graduate School and are awarded through the College of Education. In some years funds may be limited, and every good faith effort is made to assign the money fairly and wisely. The funds available may not be sufficient to fully fund every student. Summer funding is very limited. It is the student's responsibility to find additional funding sources, usually through the Student Financial Aid Office.

Fall and Spring Semesters

Nine hours of coursework is the minimum required to receive a tuition and fee waiver in the fall or spring. Students must be registered for at least nine hours by the time early registration closes or will lose the tuition and fee waiver. Any questions regarding waivers, hours, or deadlines, see the STE the Office Manager and/or Graduate Coordinator in G107 Stone.

Summer Semester

Summer tuition and fee waivers are dependent on funding received from the Graduate School. The number of hours covered is determined each spring. Full-time enrollment depends on the summer session or sessions in which courses are taken.

Summer A – 9 hours | Summer B or C – 5 hours | Summer Combination – 9 hours

Appendix A Courses for Core Elements

Courses listed for the first two elements have been recommended by faculty from the departments offering the courses. Other courses may be considered and are subject to the approval of the committee and department chair.

Policy Studies (3 SCH):

EDG 6068: Impact of Educational Policy on Teaching and Teachers

Learning Theory (3 SCH): (one of the following courses, or approved alternative)

EDP 5216. Theories of Learning and Cognition in Instruction

EDP 5217. Principles of Learner Motivation

EDP 5285. Group Processes in Instruction

EDG 6328. Alternate Views of Teaching and Learning

EXP 5642. Psychology of Language

SYP 5105. Theories of Social Psychology

SCI XXXX. Modeling the Mind

EEX XXXX. Advanced ABA

Curriculum Theory (3 SCH):

EDG 6221 Curriculum Theory

Appendix B

There are several options of courses that satisfy the research methods core. EDF 5400 and EDF 5401 are basic statistics courses that provide prerequisite knowledge for subsequent statistics coursework. The below table provides examples of course options, and additional offerings are listed in the course catalog. The College of Education also offers a Certificate in Measurement and Statistics. For more information see: <https://education.fsu.edu/degrees-and-programs/measurement-and-statistics-certificate>

Fall	Spring
EDF 5481 Methods of Educational Research	EDF 5481 Methods of Educational Research
EDF 5400 Descriptive & Inferential Statistics	EDF 5400 Descriptive & Inferential Statistics
EDF 5401 General Linear Models	EDF 5401 General Linear Models
EDF 5406 Multivariate	EDF 5402 ANOVA
EDF 5409 Causal Modeling	EDF 5406 Multivariate
EDF 5432 Measurement Theory 1	EDF 6937 Experimental/Quasi-Experimental Designs
EDF 5448 Scale & Instrument Development	EDF 5434 Measurement Theory 2
EDF 6499 Discourse & Conversation Analysis (every even year)	EDF 5498 Single Case Research Design for Educators
EDF 6486 Applied Research Methods	EDF 6475 Qualitative Methods in Educational Research
EDF 5935 Applied Regression	EDF 6937 Advanced Structural Equation Modeling
EDF 6937 Data Analysis	EDF 7418 Multilevel Modeling
EDF 6937 Longitudinal Data Analysis	EDF 5652 Policy Development in Education
EDF 6937 Survey Sampling	SPM 6700: Sport Management Research
EDF 7489 Meta-analysis	SPM 6746: Qualitative Inquiry in Sport and Physical Culture
SPM 6707: Applied Research in Sport Management	

	*Dissertation (Minimum 24 hours; Must continuously enroll in dissertation hours once admitted to candidacy ; Must register for at least 2 hrs. in final term.)		
	Dissertation Defense (must register)		
	Subtotal		

Form fields must be typed.

*Dissertation hours and term/year of enrollment must be listed on this form.

FSU Non-Degree Student/Transfer Coursework (Only 12 hours may be used – Grade must be a “B” or better in order to be used towards the degree.)			
Prefix and No.	Course Name	Semester Hours	Year and Semester Taken (List in chronological order, past to present)
Subtotal			
Semester in Which Graduation is Planned			
Total Graduate Hours + Dissertation			
Exams/Defenses			
Non- Degree Seeking Student/Transfer Credits			
Final Total			
Exam/Defense Schedule		Projected Date of Completion	Actual Date of Completion
Diagnostic/Qualifying Exam (required)			
Preliminary Examination (required)			
Prospectus/Pilot Study Defense (required)			
Dissertation Defense (required)			
Scholarly Engagement Policy			
Effective fall 2016, the doctoral residency requirement was replaced with the Scholarly Engagement requirement. Doctoral students are still required to complete a minimum of 24 dissertation hours and many students complete far more than this minimum. The Continuous Enrollment policy also still applies. The Scholarly Engagement requirement ensures that doctoral students are active participants in the scholarly community. Each academic unit with a doctoral program will include a program specific statement in its Graduate Handbook describing how its students can meet the Scholarly Engagement requirement annually.			
Supervisory Committee			
A minimum of 4 members who hold Graduate Faculty Status (GFS) at FSU is required – 2 members, including the major professor, must be from the major in which the student will receive a degree. One member, the University Representative, shall represent the graduate faculty at-large. Additionally, the University Representative must be a tenured member of the FSU faculty.			

**Committee Members (Signed and Typed)	Department/Major	Directive Status
Major Professor:		GFS <input type="checkbox"/>
Typed Name:		
Member:		GFS <input type="checkbox"/>
Typed Name:		
Member:		GFS <input type="checkbox"/>
Typed Name:		
University Representative:		GFS <input type="checkbox"/> TENURE <input type="checkbox"/>
Typed Name:		
Department Chair:	Date:	
Academic Dean:	Date:	

rev. 4.28.2017

**** College of Education
 Doctoral Student Program of Study
 Revised Deadlines – March 2017**

1. A doctoral student will submit to OASIS, no later than 12 months after enrollment, a completed Program of Study that includes the Major Professor and Department Chair signatures.
2. The two departmental committee member names and signatures must be submitted to OASIS in the semester in which the doctoral student is registered for the Preliminary Exam via the College of Education Supervisory Committee Revision Form.
3. The name and signature University Representative must be submitted to OASIS with the doctoral student's Dissertation Prospectus Clearance Form via the College of Education Supervisory Committee Revision Form.

Appendix D

STE & COE Resources for Students

STE Resources

STE Graduate Coordinator — housed in the G113STE, Academic Specialist Britni DeZerga (b.dezerga@fsu.edu, 644-2122) is available M-F to assist students with navigating the procedural demands of the doctoral Degree.

The School of Teacher Education Graduate Student Association — is a group designed to provide a relaxed, student-only, space where we can develop a supportive community in which we productively share our ideas, get feedback, and learn from each other.
<https://nolecentral.dsa.fsu.edu/organization/STEGSA>

Individual major student organizations — For associations affiliated with the primary majors, students should check with their major professor.

COE resources

Learning Resource Center —The LRC serves students, faculty and staff by providing technological support services, lab and classroom facilities, and multimedia equipment. Recently renovated and as part of the Stone Building expansion project, the LRC also offers students a quiet study area with individual carrels as well as private rooms that can be reserved for group study sessions.

<https://education.fsu.edu/student-resources/learning-resource-center>

Office of Academic Services and Intern Support (OASIS): Provides students with all of the tools and support needed to succeed. OASIS resources include:

- Serving as the representative office for the academic dean of the College of Education assisting students in the steps and milestones required to achieve degree completion
- Maintaining records for College of Education students, including all paperwork related to graduate and undergraduate study
- Serving as the primary liaison between prospective and current students in the College of Education and the University Office of Admissions, the Office of the Registrar, The Dean of Undergraduate Studies and The Graduate School
- Working with the educator preparation programs throughout the University to coordinate internship placements and field-based experiences with PK-12 schools and students

<https://education.fsu.edu/student-resources/student-academic-services-oasis>

Tech Sandbox: Located in located in STB 320 the Tech Sandbox is a dynamic learning environment where College of Education students can learn and practice using various

instructional technologies and tools and have clear understanding on how they can be embedded into real life teaching, learning, assessment, and research.

<https://education.fsu.edu/about/faculty-staff-resources/oit/tech-sandbox>

Need Help?

Get Plugged in!

Healthy choices can be hard, but with the support of these campus resources, it's easier to make choices that will point you in a more positive direction.

Contact one of the agencies below to take the first step towards a healthier life for you or to help a friend.

Academic Advising

Undergraduate Studies (Lower Division)
(850) 644-2451
Upper Division - Contact advisor in your dean's office.

Assessment For Learning Disabilities and ADHD

Adult Learning Evaluation Center
(850) 644-3611
FSU Psychology Clinic
(850) 644-3006
Multidisciplinary Evaluation and Consultation Center (For children and adolescents under the age of 18)
(850) 644-2222

Career Counseling/Advising

The FSU Career Center
(850) 644-6431



Campus Resources (cont'd)

For more detailed information about available services, please visit: <http://counseling.fsu.edu>

Counseling

FSU Psychology Clinic (850) 644-3006	FSU Victim Advocate Program (850) 644-7161
FSU Counseling Center (850) 644-2003	Employee Assistance Program at FSU (For current employees of FSU) (850) 644-2288
Center for Couple and Family Therapy (850) 644-1588	Anxiety and Behavioral Health Clinic (850) 645-1766
Human Services Center (850) 644-3857	
UHS Psychiatry Clinic (850) 644-0579	

Greek Life

Office of Greek Life
(850) 644-9574

International Students

Center for Global Engagement
(850) 645-2112

LGBTQ students

PRIDE Student Union
sga.fsu.edu/pride or (850) 644-8804
SafeZones are located and labeled in each department and/or Academic Unit

Nutrition Counseling

University Health Services
(850) 644-8871

Student Veterans

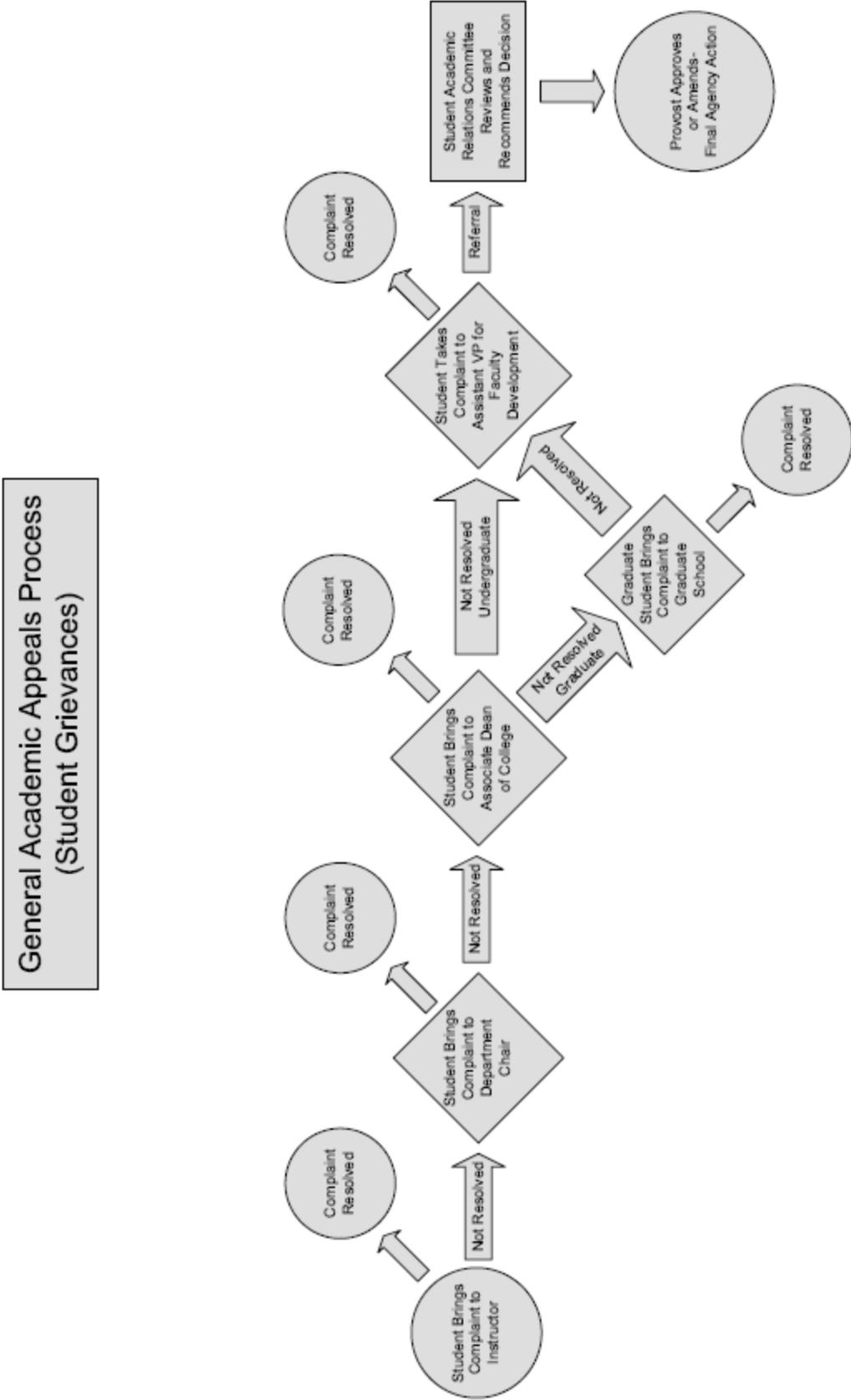
Student Veterans Center
(850) 645-9867

Students With Disabilities

Student Disability Resource Center
(850) 644-9566 (voice)
(850) 644-8504 (TDD)

Questions? Call The Counseling Center (850) 644-2003

Appendix E Student Complaint Routes



Appendix F

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 online for graduation at <http://registrar.fsu.edu/graduation/checklist> prior to the application deadline 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: http://registrar.fsu.edu/graduation/cap_gown/.
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. IRB Verification Form
 - g. Manuscript Signature Form
 - h. Final Degree Clearance Form
4. Review Manuscript Clearance Guidelines and Requirements on The Graduate School website (<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-overview>) 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 the degree is awarded. This is required even if you completed all other degree requirements in a previous semester.
7. Ensure you have successfully completed 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”), **you must drop the defense from that term and register for defense again in the term in which you complete the requirement.**

9. 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.
10. Submit a defense announcement to Britni DeZerga (b.dezerga@fsu.edu) and the Graduate School (<https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>) least 2 weeks prior to your scheduled defense.
11. Submit a preliminary draft of the dissertation to each member of your committee members at least 4 weeks prior to the defense.
12. Submit the dissertation abstract to your committee for approval at least one week prior to the defense.
13. Prepare a Manuscript Signature Form and Final Degree Clearance Form for your committee to sign at the defense. The forms can be found at <http://gradschool.fsu.edu/forms>.

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 **must be allowed** for this process or you may not graduate that semester:
 - a. The Manuscript Signature Form with signatures of all committee members.
 - b. The Final Degree Clearance Form, signed by your major professor. Your department chair must sign as well.
 - c. A pdf of the dissertation.
 - d. A turn-it-in report that has been reviewed by the major professor/committee members for approval.
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 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 Degree Clearance form if all appropriate paperwork is not on file in OASIS.
3. Deliver the necessary paperwork to the **Manuscript Clearance Advisor**, 314 Westcott, no later than 5:00pm on the published deadline date for clearance. Absolutely no exceptions will be given. *It is the student's responsibility to submit all required forms and documents to The Graduate School. 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 *Doctoral Handbook 2017-2018*

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 website:
<https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>

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

rev. 2018

Appendix G

Oasis Frequently Asked Graduate Advising Questions

I was not told I must meet XXX requirement/submit the XXX form. How was I supposed to know about this requirement?

The first thing students are advised to do is become familiar with the Graduate Handbook of their academic program and the Graduate Bulletin of the University. In addition, students are advised to consult with the advisor/Major Professor to obtain information about department specific policies and requirements and follow the directions for planning the degree program. For additional questions, students are advised to contact the COE Graduate Director in OASIS.

OASIS utilizes a graduate student email listserv to inform students of important dates and deadlines and other academic opportunities. Per the University Graduate Bulletin, the official method of communication at Florida State University is the FSU student e-mail account. In order to stay informed and aware, students are required to set up and maintain their account and check it three times per week. If a student chooses to have the official FSU account forwarded to another e-mail account, the student is still held responsible for all information distributed by the University to the FSU account.

Additionally, a College-level “Requirements/Program Planning Information” informational packet for each degree level (Master’s, Doctoral, and Specialist) is available on the OASIS Graduate Student website. This packet is also provided to students by OASIS at their mandatory department orientation when the OASIS staff are invited to attend.

When can I register for classes?

Students are referred to the appropriate semester’s academic calendar on the University Registrar’s website. Email reminders about registration/enrollment appointments are sent to the graduate student listserv several times each semester.

Where do I find the forms to take to my prospectus defense?

The College prospectus guidelines and forms may be found on the OASIS “For Graduate Students” website: <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>.

Where do I find the forms to take to my dissertation/thesis defense?

All Electronic Thesis, Treatise and Dissertation content and information is found exclusively on the Graduate School's website (<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-overview>) All ETD content and information can be located in the "Manuscript Clearance" sub-menu, found on the left-hand side of the screen. This information is also posted on the OASIS “For Graduate Students” website, <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>.

Students are encouraged to attend the Manuscript Clearance Workshops offered by the Graduate School’s Manuscript Clearance Advisor. A schedule of workshops offered by the Graduate School is sent to the graduate student listserv each term. Additionally, the College hosts a Manuscript Clearance Workshop in the Stone Building each fall and spring semester.

The two manuscript clearance forms that require the Academic Dean’s signature are also posted on the OASIS “[For Graduate Students](#)” website for the convenience of the student. Students should take these two forms to OASIS to obtain the Academic Dean’s signature.

How do I register for thesis/dissertation hours?

The student is referred to the appropriate graduate staff person in the student's academic department. STE students contact Britni DeZerga at b.dezerga@fsu.edu.

I need to register for classes. Can you register me?

No. OASIS staff cannot register students for classes or build courses.

The student is referred to the appropriate graduate staff person in the student's academic department. STE students contact Britni DeZerga at b.dezerga@fsu.edu.

Am I required to register for dissertation hours in the summer semester?

Yes. Per University policy, a student who has completed the required coursework, passed the Preliminary Examination and submitted an Admission to Candidacy form to the Office of the Registrar, and continues to use campus facilities and/or receives faculty supervision, but has not made a final dissertation submission shall include in the required full-time load a minimum of two credit hours of dissertation per semester until completion of the degree.

How do I drop a class after the drop/add deadline?

The student is referred to the instructor of record and the appropriate graduate staff person in the student's academic department. STE students contact Britni DeZerga at b.dezerga@fsu.edu.

Students are informed that they are tuition/fee liable if a course is dropped before the seventh week (prorated for summer) of the semester. Students are informed that they are tuition/fee and grade liable if a course is dropped after the seventh week (prorated for summer) of the semester.

How do I request a withdrawal from the University?

Students must meet with the Graduate Director in OASIS for information on withdrawal options and to discuss the implications and viability of withdrawing, as well as, any alternative academic options that may exist. Distance learning program students and students who do not reside in the Tallahassee area can receive withdrawal counseling via email and by phone.

Can I take undergraduate coursework in my graduate program?

MS and EDS students must complete the following minimum requirements, per College policy:

Course Track

32 graduate level hours total

21 graduate level hours must be letter grade

Thesis Track

30 graduate level hours total

18 graduate level hours

must be letter grade 6 hours
of thesis

There is no minimum course credit requirement for the doctoral degree other than that implied in the University residency requirement and minimum dissertation hours requirement.

A maximum of 6 hours of 4000 level credits may be included in the program of study. However, undergraduate level coursework cannot be used to meet the College minimum graduate hours requirement or the University minimum GPA requirement.

How do I submit my dissertation to OASIS for format review?

OASIS does not review thesis and dissertations for formatting requirements. Students are referred to (<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-overview>) and the University Manuscript Clearance Advisor in the Graduate School.

How do I obtain my ID badge for my field experience/student teaching?

Students are provided with a handout on the procedures for fingerprinting and how to obtain an ID badge

Appendix H

Sexual Misconduct Resources



FLORIDA STATE UNIVERSITY

Sexual Misconduct Resources

Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, & stalking), and all other forms of sex discrimination are violations of University policy and contrary to the University's values, which recognize the dignity and worth of each person. They are also illegal. Sexual misconduct will not be tolerated by Florida State University, whether by faculty, staff, students, visitors, or others.

If you have experienced sexual misconduct, FSU wants to help. The University has policies and services available to support you.

Pertinent University Policies

- **Title IX Statement:** outlines FSU's Title IX obligations and identifies FSU's Title IX Coordinator.
- **Non-Discrimination Policy:** prohibits sex discrimination (adverse treatment or the creation of a hostile environment based on a person's sex). Sexual misconduct, sexual harassment, and sexual violence are all prohibited forms of sex discrimination.
- **Sexual Harassment Policy:** provides detailed guidance about the University's prohibition against sexual harassment, which includes sexual misconduct and sexual violence as prohibited conduct.
- **Sexual Battery Policy:** gives specific guidance to support victims of sexual violence, to apprehend perpetrators, and to outline special reporting obligations for employees with knowledge of this crime.

Confidential Support

If you have experienced sexual misconduct, you may want to discuss your options on a completely confidential basis. While FSU handles sexual misconduct complaints sensitively and discretely, many University employees including faculty and supervisors are required to report sexual misconduct to University administrators. If you are unsure whether someone can maintain complete confidentiality ask them *before* you give details about your situation.

Staff members at the following on and off campus offices can maintain complete confidentiality and provide support:

FSU Victim Advocate Program	850-644-7161 or 850-644-2277 nights/weekends 850-644-1234, ask for advocate on call	victimadvocate.fsu.edu
	Confidential, 24-hour, free support services for victims of sexual violence and other crimes. Services include: crisis counseling, emotional support, assistance with academic alterations, temporary safe lodging, and assistance during medical and legal proceedings (including obtaining orders of protection) and on-campus complaint processes.	
FSU Counseling Center	850-644-TALK(8255)	counseling.fsu.edu
	Confidential, free, mental-health counseling and referrals for FSU students. Hosts survivor support groups.	
FSU Employee Assistance Program	850-644-2288	vpfa.fsu.edu/Employee-Assistance-Program
	Confidential, free, mental-health counseling, referrals, and other support services for employees.	
Refuge House	850-681-2111	refugehouse.com
	Confidential, 24-hour hotline, information and referral, crisis intervention, advocacy and accompaniment: medical and legal, support groups, medical referrals and follow-up, victim/survivor follow-up, shelter, and emergency financial assistance. Assistance in filing for protective injunctions (restraining order) through the Refuge House office at the Leon County Courthouse.	
211 Big Bend	211	211bigbend.net
	Confidential, 24-hour crisis helpline and referral services for the Tallahassee community.	

On Campus Complaint Resolution

FSU Police Department	850-644-1234 or 911	police.fsu.edu
	Emergency response, crime reporting (including sexual violence), and investigation of crimes occurring on campus. The University encourages survivors to simultaneously pursue both a criminal investigation with the police and a University sexual misconduct complaint investigation.	
Title IX Director Jennifer Broomfield	850-644-6271	https://smr.fsu.edu/documents/TitleIXStatement.pdf
	Oversight of University Title IX compliance (including sex discrimination, sexual harassment, and sexual violence complaint supervision) and information about University policies and complaint procedures.	



FLORIDA STATE UNIVERSITY

Sexual Misconduct Resources

Dean of Students Department	850-644-2428	dos.fsu.edu
Responsible for resolution of sexual misconduct complaints against students (including sexual violence and sexual harassment complaints).		
Equal Opportunity & Compliance	850-645-6519	compliance.hr.fsu.edu
Responsible for resolution/investigation of sexual misconduct complaints against faculty, staff, visitors, contractors, and any other non-students (including sexual violence and sexual harassment complaints).		
FSU EthicsPoint Hotline	855-231-7511	fsu.ethicspoint.com
Anonymous discrimination and sexual misconduct (including sexual harassment & sexual violence) reporting hotline.		

Additional On Campus Resources

University Health Services	850-644-6230	healthcenter.fsu.edu
Healthcare services for students (including emergency contraception through the Women's Clinic).		
Seminole Allies and SafeZones	850-645-0908	safezone.fsu.edu
Support network and resources for lesbian, gay, bisexual, and transgender students and employees.		
FSU Measure Up		FSUmeasureup.com
Campaign devoted to correcting misconceptions regarding sexual violence and creating a campus culture that is less victim-blaming and more proactive in intervening to prevent sexual assault.		
M.A.R.C. (Men Advocating Responsible Conduct)		sga.fsu.edu/marc/
Student group devoted to peer education regarding sexually responsible behavior.		

Additional Off Campus Services

Tallahassee Police Department	850-891-4200 or 911	talgov.com/tpd/tpdhome.aspx
Law enforcement authority for reporting and investigating crimes occurring off campus (in the city of Tallahassee).		
Leon County Sheriff's Office	850-606-3300 or 911	leoncountyso.com
Law enforcement authority for reporting and investigating crimes occurring off campus (in Leon County).		
Tallahassee Memorial Hospital	850-431-0911	tmh.org
Emergency room services and SAE sexual assault exams for evidence collection ("rape kit").		
Tallahassee Police Department Victim Advocacy	850-891-4432	talgov.com/tpd/tpd-victim.aspx
24-hour victim advocate services including: on scene assistance (crime scene, hospital etc.) crisis counseling, support during the legal process, and emergency legal assistance (obtaining protective injunctions).		
Leon County Sheriff's Office Victim Advocate	850-606-3478	leoncountyso.com/divisions/criminal-investigations/victim-advocate
24-hour victim advocate services including: on scene assistance (crime scene, hospital etc.) crisis counseling, support during the legal process, and emergency legal assistance (obtaining protective injunctions).		
Florida Bar Lawyer Referral Service	1-800-342-8011	floridabar.org
Referral service to find legal representation in Florida.		
Florida Council Against Sexual Violence	1-888-956-7273	fcasv.org
State-wide information and resources for sexual violence.		
Florida Coalition Against Domestic Violence	850-425-2749	www.fcadv.org
State-wide information and resources for domestic and dating violence.		
National Domestic Violence Hotline	1-800-799-7233 or TTY 800-787-3224	www.thehotline.org
24/7 support, crisis intervention, and referral service for victims of domestic violence.		
RAINN (Rape, Abuse, & Incest National Network)	1-800-656-4673	rainn.org
Rape recovery support services.		

Appendix I After Hours Health Care

The medical professionals at University Health Services are passionate about student health and committed to helping students perform at their best. Many of our medical professionals hold board certifications in specialty areas of medicine such as gynecology, family practice, internal medicine, pediatrics and psychiatry. For detailed information on the services that University Health Services offers, visit: www.uhs.fsu.edu.

Fall & Spring Hours:

Monday - Saturday: 8 a.m. to 4 p.m.

Summer Hours:

Monday - Friday: 8 a.m. to 4 p.m.

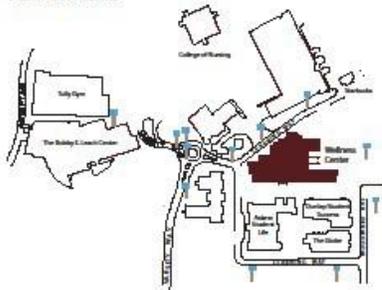
Visit uhs.fsu.edu or call (850) 644-6230 for information regarding holiday and semester break hours of operation.

University Health Services is closed! What should I do?

If University Health Services is closed, there are several ways to receive care after hours. In the event of a life-threatening medical emergency:

CALL 9-1-1

If you are threatened, see anything suspicious or require ANY type of police assistance quickly, call the FSU Police.



After Hours Care Information

For other after-hours healthcare needs, call or go to a walk-in clinic (listed below) or head to the nearest Urgent Care Center, such as TMH Urgent Care.

In the case of a **life-threatening emergency**, head to the nearest Emergency room (see inside map for details).

- | | |
|---|--|
| <p>Lake Ella (near Publix)
Open daily: 8 a.m. - 10 p.m.
1690 North Monroe Street
Tallahassee, FL 32303
Phone: 850-385-2222</p> <p>North Monroe
Mon - Fri 8 a.m. - 6 p.m.
3258 North Monroe St.
Tallahassee, FL 32303
Phone: 850-562-2010</p> <p>Appleyard Dr.
Mon - Fri 8 a.m. - 6 p.m.
505 Appleyard Drive
Tallahassee, FL 32304
Phone: 850-576-8988</p> <p>Apalachee
Mon - Fri 8 a.m. - 5 p.m.
1160 Apalachee Parkway
Tallahassee, FL 32301
Phone: 850-878-8843</p> | <p>Kerry Forest
Mon - Fri 8 a.m. - 8 p.m.
Sat - Sun: 9 a.m. - 6 p.m.
2907 Kerry Forest Parkway
Tallahassee, FL 32309
Phone: 850-668-3380</p> <p>Mahan
Mon - Fri 8 a.m. - 8 p.m.
Sat: 8 a.m. - 6 p.m.
1705 East Mahan Drive
Tallahassee, FL 32308
Phone: 850-877-7164</p> <p>Raymond Diehl
Mon - Fri 8 a.m. - 8 p.m.
Sat: 9 a.m. - 6 p.m.
3401 Capital Circle NE
Tallahassee, FL 32308
Phone: 850-386-2266</p> |
|---|--|

The cost of care at an outside facility is not covered by the student health fee.

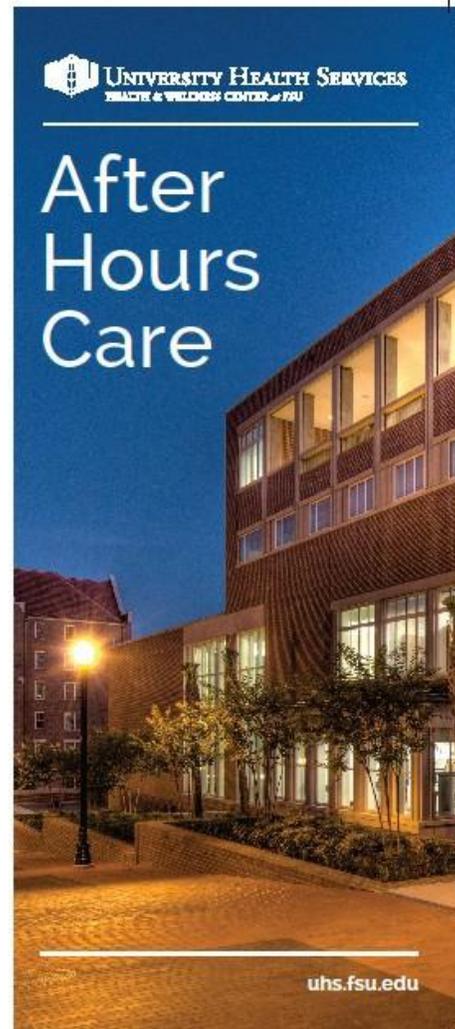


University Health Services

Florida State University
Health & Wellness Center
960 Learning Way
Tallahassee, Florida 32306

Appointments	-1 850 644 4567
Information	-1 850 644 6230
TDD	-1 850 644 2383

uhs.fsu.edu be well. do well.



Appendix J

Student Disability Resource Center

Resources & Partnerships

- Mentorship program
- Academic coaching
- Florida Division of Blind Services
- Vocational Rehabilitation Services
- Campus Support Services for the Blind Lighthouse Orientation and Mobility

Scholarship Information is available on our website dos.fsu.edu/sdrc

Hours of Operation

Office Hours:

Monday - Friday 8:00am to 5:00pm

Testing Lab Hours*:

Monday - Thursday 8:00am to 5:30pm

Friday 8:00am to 4:30pm

* Hours may vary during Finals Week

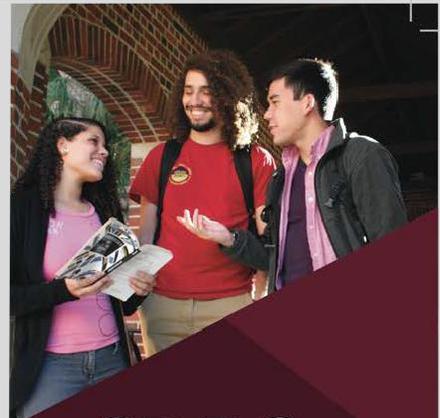
Address:

874 Traditions Way
108 Student Services Building
Tallahassee, FL 32306-4167

Voice: (850) 644-9566

TDD: (850) 644-8504

Fax: (850) 644-7164



SDRC

STUDENT DISABILITY RESOURCE CENTER

Dean of Students Department



(850) 644 - 9566
sdrc@fsu.edu



dos.fsu.edu/sdrc

Available in alternative format.

Mission

As a resource on campus for students with disabilities, the SDRC works with faculty and staff to provide accommodations for the unique needs of students both in and out of the classroom.

Confidentiality

Student names and the nature of disabilities are kept confidential and used solely for the purpose of providing accommodations.

How to Register for Services

Students who choose to disclose their disability to receive accommodations must provide documentation and make an appointment to register for services. Guidelines for documentation are on SDRC website. Staff members will determine reasonable accommodations.

Note: Students must be admitted to the University to register for services. Contact the SDRC office for more information.

FSU Accessible Van

The SDRC van provides on-campus transportation for students, faculty and staff with mobility impairments.

Note: Individuals requiring this service should contact the SDRC two class days prior to needing services. The van operates when classes are in session.

Academic Accommodations

Including but not limited to:

- Alternative Testing Location
- Extended Testing Time
- Notetakers
- Writers/Scribe
- Alternate Text Conversion
- Recorded lectures
- Support for course substitution
- Reduced courseload
- Readers
- Sign Language/Interpreting
- Computer Lab
- Priority Registration

Theodore & Vivian Johnson Adaptive Technology Lab

Equipment/Software available:

- CCTV/digital magnifiers
- Computers w/ internet access
- Voice recognition software
- MAGic screen magnifier
- Read & Write Gold-literacy software
- Braille embossing services
- Scanner
- JAWS screen reader
- Laptop computers (for emergency rental)
- Smart Pen rental
- FM system



ADA Compliance

Florida State University is committed to providing a quality education to all qualified students. The Student Disability Resource Center (SDRC) was established to serve as an advocate for FSU students with disabilities and ensure that reasonable accommodations are provided. As a primary advocate for students with disabilities, the SDRC works with faculty and staff to provide accommodations for the unique needs of students both in and out of the classroom. The SDRC offers an opportunity for students to achieve their academic and personal goals. Students are encouraged to take advantage of the wide array of services available from the SDRC. For further information, contact the Student Disability Resource Center at 644-9566 (voice); 644-8504 (TDD).

Appendix K University Student Resources

There are numerous opportunities and activities on and off campus that are available to graduate students throughout the year. Visit the following links to view the numerous events, activities, and resources that are available to graduate students.

Career Services/Workshops	<u>Career Center</u> <u>Center for Academic & Professional Development</u> <u>Preparing Future Faculty (PFF) Program</u> <u>Preparing Future Professionals (PFP) Program</u> <u>Professional Development Workshops</u> <u>University Libraries Workshops</u>
FSU Recreation/Events	<u>Campus Recreation</u> <u>College of Music Concerts & Events</u> <u>Crenshaw Bowling Lanes</u> <u>Division of Student Affairs</u> <u>FSU Flying High Circus</u> <u>FSU Museum of Fine Arts</u> <u>Oglesby Union</u> <u>Opening Nights Events</u> <u>School of Dance Events</u> <u>Union Productions</u> <u>WVFS Tallahassee 87.9FM, "The Voice of Florida State"</u>
Funding Resources	<u>External Fellowships</u> <u>Latin American/Caribbean Scholarship Office of Financial Aid</u> <u>Student Business Services</u> <u>University Wide Fellowships & Grants</u>
Health & Wellness Services	<u>Center for Couple & Family Therapy Health Insurance Subsidy</u> <u>Benefit Student Disability Resource Center University</u> <u>Counseling Center University Health Services</u>

	<u>Victim Advocate Program</u>
Housing Options	<u>CGE Housing Options</u> <u>Graduate Student Housing</u> <u>Off-Campus Housing</u> <u>University Housing</u>
Instructional Support	<u>Academic Center for Excellence</u> <u>Center for Intensive English Studies</u> <u>Instruction at FSU: A Guide to Teaching & Learning Practices</u> <u>Program for Instructional Excellence</u>
Leadership & Diversity	<u>Center for Global Engagement</u> <u>Center for Leadership & Social Change</u> <u>Congress of Graduate Students</u> <u>Diversity & Inclusion</u> <u>FSU Student Organizations & Involvement</u>
Research Support	<u>Animal Care & Use Committee (ACUC)</u> <u>FSU Responsible Conduct in Research</u> <u>Human Subjects (IRB)</u> <u>Office of Research</u> <u>Reading & Writing Center</u> <u>Research & Scholarly Integrity</u> <u>Statistical Consulting Center</u>
Tallahassee Community	<u>City of Tallahassee</u> <u>Leon County</u> <u>Tallahassee News</u> <u>Tallahassee Online Visitor's Guide</u>
Transportation	<u>Parking on Campus</u> <u>Seminole Express</u> <u>StarMetro</u> <u>Transportation & Parking Services</u>

Appendix L

Top 10 Tips for FSU Grad Students – Advice from the Graduate School

1. Consult the Graduate Bulletin for campus policies and program requirements - <http://registrar.fsu.edu/bulletin/>
2. Stay connected through “[GradSpace](#)” on Blackboard. Discover news, forms, and information.
3. Find out about the Health Insurance requirement for all graduate students - <http://studentinsurance.fsu.edu/>
4. Participate in Professional Development Workshops from The Graduate School on topics like job preparation, research, and publishing - <http://gradschool.fsu.edu/professional-development>
5. Contact the Program for Instructional Excellence for training as a Teaching Assistant (TA)- <http://pie.fsu.edu/>
6. Enhance your academic portfolio through the Preparing Future Faculty Program - <http://gradschool.fsu.edu/Professional-Development/Preparing-Future-Faculty-PFF/>
7. Compete for Graduate School Awards - <http://gradschool.fsu.edu/Funding-Awards>.
8. Craft applications for off-campus awards with The Office of Graduate Fellowships & Awards - <http://ogfa.fsu.edu/>
9. Receive training in standards for the Responsible Conduct of Research - <http://www.research.fsu.edu/research-compliance/rcr/>
10. Seek approval before starting research on Human Subjects or Animals from the FSU committees - <http://www.research.fsu.edu/>
11. Attend ETD workshops to learn how to prepare your Thesis or Dissertation well in advance - <http://www.gradstudies.fsu.edu/academics-research/thesis-treatise-dissertation>