



FLORIDA STATE UNIVERSITY

Ph.D. in Curriculum and Instruction

Student Handbook

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

2022–2023

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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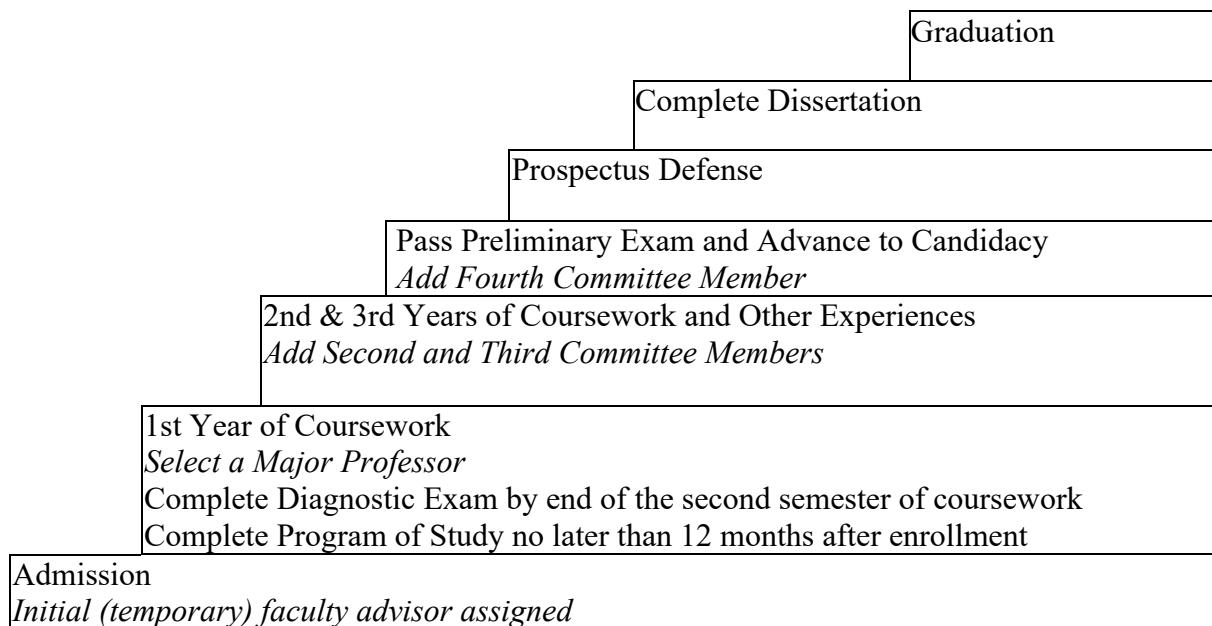
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School of Teacher Education Mission Statement

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 PhD). This handbook was developed to clarify departmental, college, and university requirements and procedures related to the C&I PhD 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 PhD 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://dsst.fsu.edu/resources/student-handbook>)

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.

Degree Requirements

The C&I PhD is designed to allow students to achieve professional goals. Degree candidates are required to pass a diagnostic examination by the end of 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 examination they will have gained sufficient mastery of their field to complete the examination 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.

Credit Hour Requirements

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

| Doctorate in Curriculum and Instruction | Minimum Required Hours |
|---|------------------------|
| Interdepartmental Core¹ Current Trends in Teacher Education (3) – EDG 6068 Learning Theory (3) – See Appendix A for courses which may be used to fulfill this requirement Curriculum Theory (3) – EDG 6221 | 9 |
| Curriculum & Instruction Seminars C&I Seminar 1 – EDG 6008. Academic and Professional Identity C&I Seminar 2 – EDG 6009. Successful Transitions: Graduate School to Academic and/or Alt-Academic Professions | 2 |
| Research Methods Core (See Appendix B) | 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 courses meeting the Learning Theory core element.

¹ EDG 6068 and EDG 6221 are required courses. In circumstances where a student cannot fulfill these requirements, they must provide (via email communication to the Associate Director, to accompany the student's submission of the program of study) an explanation and identify which courses on the Program of Study fulfill the requirements.

Curriculum & 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 identity at the beginning and end of their doctoral preparation. The seminars also provide an opportunity for 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 fall 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 Area 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 dissertation work 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 (6) semester hours. Transfer of courses not counted toward a previous degree within Florida State University is limited to twelve (12) 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 can be found in the document, “**Updated University-Wide TA Standards for Graduate Students**”, at <https://policy.gradschool.fsu.edu/students>. 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; (2) complete departmental-specific training, if required; (3) attend the PIE workshop on Sexual Harassment; (4) complete training for English Speakers of Other Languages (ESOL) if required by the student’s specialization area; and (5) 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 (IORs) should consult the department staff for current ordering procedures of the **Student Perceptions of Courses and Instructors (SPCI)** evaluations or refer to <https://odl.fsu.edu/assessment-testing/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 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 <https://pie.fsu.edu/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 (EAP 4831) and score 90 or better in the course.
- Students 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 (EAP 4831) and score 90 or better in the course.

In unique instances a Department Chair/Director 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 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 students' program of studies; rather, members can be added gradually as the nature of the student's work becomes clear. Students are required to formally establish their committee as they progress in the program. With each new committee member, students should submit a [COE Supervisory Committee Revision Form](#) to keep their committee in compliance with university requirements.

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 examination (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) in the student's major 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, as long as the change is mutually agreeable to the student, new major professor, and the Associate Director of the School of Teacher Education.

Adding the Second and Third Committee Member

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 member can be any faculty member with GFS that has expertise in the area in which the student's research is situated.

Adding the Fourth Committee Member/University Representative

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 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 The Graduate School for resolution.

As previously stated, 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 <https://education.fsu.edu/sites/g/files/upcbnu3146/files/COE-Supervisory-Committee-Revision-Form-13June2019.pdf>.

Program of Study (POS)

During the third semester of enrollment and after successful completion of the diagnostic examination, the student must present an approved program of study to fulfill all requirements for the PhD. 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 (i.e., via DocuSign) 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.)

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 working template in Appendix D) is found on the graduate student section of the OASIS website (https://education.fsu.edu/sites/g/files/upcbnu3146/files/POSDocitoralPDF_rev.19July2021.pdf).

The Doctoral Supervisory Committee, as well as the student, 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 which defines 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 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 student's 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 that 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 study.

Additional Course Offerings and Suggested Departmental Core Courses

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.

| Fall | Spring |
|-----------------------------------|---|
| EDG 6950: Writing for Publication | EDG 6015: Grant Writing for Educational Research |
| | EDF 5498: Single Case Research Design for Educators |

It is suggested that 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 (e.g., EDF 5481 or equivalent) and a basic statistics course (e.g., EDF 5400) in preparation for the diagnostic exam. In the first or second spring semester, students are advised to take Curriculum Theory (EDG 6221). In the fall semester of their third year, students should enroll in the second doctoral seminar (EDG 6009).

Diagnostic Examination

A written and oral 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 in their second semester for full-time students and after the completion of 18 hours for part-time students. Prior to the exam, students should have already taken a course that supports students in becoming familiar with educational research methods, such as EDF 5400 and EDF 5481. 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 (e.g., upon completion of 18 hours) for part-time students.

The exam will test student comprehension, writing, and analytic skills. The diagnostic exam consists of either a written critique of an article or a review of relevant literature, along with an oral defense. At least two STE faculty members with knowledge of the student's area of interest and GFS or the student's Doctoral Supervisory Committee (if formed) provide or approve the assignment, assess the written product, and evaluate the oral examination. Along with the written exam, and at the discretion of the committee, the student may be asked to submit a vita, draft POS, and a statement of professional goals or objectives prior to the time of a scheduled defense to faculty assessing the diagnostic. The written and oral responses will be graded as Pass (P) or Not Pass (NP). 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 a 'Not Pass', the student may have a second opportunity to take the exam at the discretion of the committee. If a 'Not Pass' is assigned a second time, the student will be dismissed from the program.

The diagnostic exam form is available at:

https://education.fsu.edu/sites/g/files/upcbnu3146/files/Diagnostic_qualifying_Exam_Form_10Aug2017.pdf

and will be signed by attending faculty and returned to the OASIS office. (Note that it is possible the Doctoral Supervisory Committee may not be established by this point, and therefore, only those members already identified (at least 2) will participate in the diagnostic exam. Some majors will invite a number of the faculty from the major to participate in this

process.)

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

Preliminary Examination

Toward the end of required coursework, students will complete a Preliminary Examination to determine if the student is: (1) ready to be admitted to candidacy, (2) considered to be a candidate for the doctoral degree, and (3) 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 scholarly review of the extant literature on a given topic or topics.
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 vary and may include: (1) a research study proposal, (2) a draft manuscript that is suitable for submission in a peer-reviewed journal, (3) a grant proposal for a research study, or (4) a series of scholarly essays on given topics. The Doctoral 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.) 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; and
- (4) has an approved program of study.

Students must register for XXX 8964 Preliminary Exam (0 credits) during the semester in which they intend to complete the doctoral preliminary examination. 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 <https://education.fsu.edu/oasis/graduate-students>.

Beginning Summer 2022, The Graduate School updated the FSU Preliminary Exam Policy, which is provided in its entirety below.

Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the PhD degree. No student may register for dissertation hours prior to the point in the semester in which the preliminary examination was passed. An admission to candidacy form must be completed and filed in the Office of the University Registrar prior to registration for dissertation hours. After completion of the admission to candidacy process, the student may retroactively add dissertation hours for that semester in which the preliminary examination was completed. Retroactive changes are only permitted if the preliminary examination is passed by the end of the seventh week of the semester. For term specific deadline dates, please refer to the “Academic Calendar” in the Registration Guide.

The preliminary examination is designed to test scholarly competence and knowledge and to afford the examiners the basis for constructive recommendations concerning the student's subsequent formal or informal study. The form and content of this examination will be determined by the department, college, school, or examining committee (typically, but not necessarily the same composition as the supervisory committee) administering the degree program. Prior to the examination, the student's examining committee will determine whether the student 1) has a 3.0 average, and 2) has progressed sufficiently in the study of the discipline and its research tools to begin independent research in the area of the proposed dissertation.

The chair of the major department, the academic dean, and the Dean of The Graduate School may attend any session of the supervisory or examining committee as nonvoting members. A member may be appointed to the examining committee at the discretion of the academic dean or Dean of The Graduate School or on recommendation of the major professor. Normally, the examining committee will be identical with the supervisory committee.

The examining committee will report the outcome of the examination to the academic dean: passed, failed, additional work to be completed, or to be re-examined; the report following the re-examination must indicate the student either passed or failed. The results of the examination will be reported to the Office of the University Registrar for inclusion in the student's permanent record.

If a student fails the preliminary examination before being admitted to candidacy, then the student is ineligible to continue in the degree program unless a re-examination of the preliminary examination is offered by the student's supervisory committee or other relevant decision-making body within each department or unit, per that department or unit's doctoral student handbook. The Academic Dean's office should be notified of the outcome of any preliminary exam attempt.

Students can take the preliminary examination for admission to candidacy a maximum of only two times. A second failure on the preliminary exam makes the student ineligible to continue in the degree program. The second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. For the purpose of this policy, a "full class week" is defined as a week with five days during which classes are held at FSU. Students must be registered separately for their first and second attempt, if necessary, within the same semester, and must receive either a "pass" or a "fail" grade for each attempt.

An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean's Office by either the student or the supervisory committee. Students who allege that academic regulations and/or procedures were improperly applied for the re-examination of their preliminary exam may have their grievances addressed through the general academic appeals process.

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 that after a student passes the preliminary examination, an Admission to Candidacy [form](#) must be submitted to the Office of the University Registrar. 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 Doctoral 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 (including Summer) 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 have been 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 will have a block placed on the registration for dissertation hours until the preliminary exam is successfully passed. 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 and 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 for a given semester.

For students receiving graduate tuition waivers from the department, please see page 23 for additional information.

Dissertation

NOTE: Important University and College policies and procedures related to the dissertation process may be found in the handbooks and documents referenced in the Introduction of 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, discussion, and implications). The second is one document composed of a series of one to three (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 Director of the STE, and the Doctoral 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 Electronic Theses and Dissertations (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 Doctoral 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 Doctoral 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 committee, as appropriate. The prospectus, once approved, should be viewed as an agreement between the student and the 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 no more 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 student's 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 major professor has the discretion of 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. 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 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. After the prospectus is approved and signed by each committee member, the prospectus and Prospectus Clearance Form must be submitted to the Associate Chair for review and approval. 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 and the Doctoral Supervisory Committee, and submitted to the Associate Director of the STE: (1) a copy of the prospectus and (2) an originality report (e.g., through Turnitin).

The Director / Associate 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

<https://education.fsu.edu/oasis/graduate-students>

The prospectus must be approved by the academic dean at least four (4) months prior to the dissertation defense date.

Prior to Dissertation Data Collection

Approvals of the prospectus by the Doctoral Supervisory Committee and the Florida State University's Office for Human Protection's Institutional Review Board (IRB) (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 research, 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 Human Subjects Committee 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/oasis/graduate-students>. The Prospectus Clearance Form must be approved by the academic dean at least four months prior to the defense of the dissertation.

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 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 (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. Doctoral students, after completion of the preliminary exam and twenty-four (24) credit hours of dissertation, must be enrolled for a minimum of three (3) credit hours per semester (of which at least two must be dissertation hours) until completion of the degree.

Very rarely a student may request to have the two-hour requirement waived for one semester (called an Exception Request). Speak with your major professor if you anticipate needing underload permission, and then speak with 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 two 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. In the case that a student's major professor cannot be the IOR for a dissertation section in a summer semester (due to not being on contract or for other reasons), the STE Director (or designee) will serve as the IOR for the student's dissertation section so that continuous enrollment is possible.

Students must successfully complete a minimum of 24 dissertation hours for 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 *FSU's Formatting Guidelines & Requirements for Electronic Theses, Treatises, and Dissertations (ETDs)*, 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 (7th edition), unless otherwise specified by the dissertation committee. The submission process and formatting requirements for Electronic Theses and Dissertations (ETDs) are outlined in the *Guidelines & Requirements for Electronic Theses, Treatises, and Dissertations*. All students must electronically submit the dissertation.

Any committee member who was not a member of the original Doctoral Supervisory Committee needs to approve 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. 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 its originality (e.g., Turnitin) report. Only after major professor approval will the document be distributed to all committee members for review. The committee must be given **at least four (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 graduation may be found at <https://registrar.fsu.edu/training/graduation/apply/>. 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 two (2) semester hours of dissertation credit up through and including the term in which the degree is conferred.

Dissertation Defense and Defense Notice

Students must register for XXX 8985 Dissertation Defense (0 credit hours) during the semester in which they anticipate completion and defense of the dissertation. You must defend your dissertation no later than the final deadline set by The Graduate School. 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 video conferencing technology.

The dissertation defense is usually scheduled for a two-hour period and begins with a public presentation. All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. 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, Pass with Major Revisions, Re-Examine, or Fail. Definitions of each of

the outcomes are provided in the current FSU Graduate Bulletin provided at https://registrar.fsu.edu/archive/bulletin/graduate/2022_grad_bulletin.pdf and are described in full below.

Each member must sign the online Defense Decision Form to substantiate the results of the defense. The oral examining committee will certify the results of the defense. The oral examining committee will certify the results of the examination as one of the following: Pass, Pass with Major Revisions, Re-Examine, or Fail.

Pass. To receive a Pass, the dissertation must be in its final form or require only minor revisions (e.g., grammar, typographical, clarifications, minor changes not requiring review by full committee) at the time of the defense, AND the student passed their oral defense. A decision of Pass for the defense of dissertation requires at least a majority approval of the committee. Individual departments may impose stricter requirements for what constitutes a Pass. Departments and other degree-granting programs must publicize their policy on this issue in their Graduate Student Handbook and in the relevant section of the Graduate Bulletin

Pass with Major Revisions. This decision indicates that the dissertation requires major revisions (e.g., additional chapters, major restructuring, significant changes needing approval by either the major professor/chair or the full committee), AND the student passed their oral defense. Revisions must be completed and approved within 60 days of a successful defense, or a re-examination will be required per The Graduate School's 60-Day Deadline.

Re-Examine. The committee may determine a re-examination is necessary if the dissertation had significant flaws and major revisions are needed (i.e., the current research will take a substantial amount of work/time to correct), AND/OR the student's oral defense was unsatisfactory. This decision can only be given once. If the student completes a re-examination and does not pass with only minor revision required to the dissertation, they should be given a Fail.

Fail. In the case of a Fail, the dissertation had significant flaws to the point at which the committee believes the student should discontinue the program, or that a new research direction is required; AND/ OR the student's oral defense was unsatisfactory, and another defense of the existing project will not be allowed. This decision should only be given when a committee/academic unit does not believe the student should continue in the program, or if the student will be required to move in an entirely new direction for their research. It is the committee's goal to prevent students from defending if their work is substantially flawed when they are reviewing it prior to defense. This decision is required if a student completes a re-examination and does not earn a Pass.

After approval by the oral examining committee (which includes or may be the same as the supervisory committee) and completion of the Final Content Approval Form in the Manuscript Clearance Portal, the student should electronically submit the post-defense, final content-approved version of the dissertation to the Manuscript Clearance Advisor. This submission must occur by the semester deadline or within 60 days of successful defense (whichever is earliest). The degree cannot be awarded until the required forms have been completed on The Graduate School's Manuscript Clearance Portal and the final version of the manuscript has been submitted to and approved by the Manuscript Clearance Advisor. If the appropriate deadline is missed, the student's semester of graduation may be delayed and/or they must be re-examined. Electronic manuscript/forms submission instructions and deadlines can be found on The Graduate School's website under Thesis, Treatise, and Dissertation.

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.

Dissertation Clearance Procedures

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

this site for any changes or updates.

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

After Dissertation Defense

Please remember that 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 complete/submit your requirements. Faculty and Manuscript Clearance staff are quite busy and may not be able to meet immediate needs.

1. The student must electronically submit the final content-approved version of the dissertation to the **Manuscript Clearance Advisor** via the ProQuest ETD Administrator. Electronic submission instructions are found on The Graduate School's website under Thesis, Treatise, and Dissertation. This must be completed by 11:59 PM (Eastern Time in the US) on the published deadline for the last day for submission of final defended, content-approved thesis, treatise, or dissertation, and required forms.
2. Submit all other online forms to the **Manuscript Clearance Advisor**, via the Manuscript Clearance Portal, by the published deadline for the last day for submission of the post-defense, content-approved thesis, treatise, or dissertation, and required forms. Absolutely no exceptions will be given. *It is the student's responsibility to ensure that all required documents and online forms are submitted to The Graduate School.*
3. Students are required to complete the entire clearance process of the final manuscript within 60 days of the successful defense date, or you will have to re-defend. No exceptions will be made for this policy. Students are encouraged to make contact with the **Manuscript Clearance Advisor** early in the semester that you intend to defend so that any problems in the manuscript format can be corrected.

All Electronic Thesis, Treatise, and Dissertation content and information can be located on The Graduate School website: <https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>.

Allowable Dissertation Timeframe

A student must be admitted to candidacy at least six (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 five (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.

Annual Review of Progress

The University requires each college or department/school to evaluate the progress of all doctoral students once per 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 that some majors require a face-to-face (e.g., in person) meeting with all the faculty in the program.) At the time of this review, the student may be asked to present an updated vita 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 (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 PhD, competence in teaching and research, and completion of the Scholarly Engagement Requirement (see below). A student must make adequate 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 in OASIS 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” (School of Teacher Education) 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 major professor (or temporary advisor) 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 appropriate by the major advisor.

This requirement must 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 Leader. If the major professor/advisor/Program Leader approves the application it should then be forwarded to the STE Associate Director 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.

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 School of Teacher Education 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 <https://sccs.fsu.edu/conduct-codes/student-conduct-codes>). 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 Funding 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 who receive an extended support package (ESP)** will be supported for four (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.

Per College of Education policy, doctoral students in pre-dissertation coursework can receive up to three academic years (9 semesters) of tuition waiver funding. A maximum of two academic years (6 semesters), or 54 credit hours of dissertation, can be funded for doctoral candidates. It is important to note that the 3 years pre-dissertation/2 years dissertation waiver funding rule applies regardless of source of funding.

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 (9) hours by the time early registration closes or they will lose the tuition and fee waiver. Any questions regarding waivers, hours, or deadlines, see the STE Department Manager and/or Graduate Coordinator in G107 Stone Building (STB).

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 or B: 5 hours

Summer A: 9 hours

Summer Combination: 9 hours

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 appropriately. 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.

Appendix A: Courses for Departmental Core Elements

Policy Studies (3 SCH):

EDG 6068 Current Trends in Teacher Education

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

SCE 6742 Modeling the Mind

Curriculum Theory (3 SCH):

EDG 6221 Curriculum Theory

Appendix B: Course Options for Research Methods Core

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 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/measurement-stats-cert>.

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

Appendix C: Doctoral Program Checklist and Sample Timeline

Student: _____

Term First Enrolled: _____

PROGRAM MILESTONES

| Milestone | ✓ | Date & Notes |
|-----------------|---|--------------|
| Diagnostic Exam | | |
| Residency | | |
| Prelim Exam | | |
| Prospectus | | |
| Dissertation | | |

PROFESSIONAL DEVELOPMENT & SCHOLARLY ENGAGEMENT*

| CV/Resume | ✓ | Date & Notes |
|---|---|--------------|
| Memberships in Professional Associations | | |
| Conference Presentations | | |
| Teaching | | |
| Other Activities | | |

*To meet the University's Scholarly Engagement requirement, doctoral students in the C&I program must submit to their faculty advisor evidence of additional Scholarly Engagement activities: Each year prior to candidacy, complete a minimum of nine (9) graduate credit hours in a consecutive 12-month period and submit to their major professor evidence of a minimum of three (3) Scholarly Engagement activities in consultation with the major advisor. These activities may include:

- attending students' defenses of their work (preliminary examination, prospectus and/or dissertation defenses);
- 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. 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.

A sample timeline for the various milestones on the path to a PhD are given below (for a full-time student).

| Action/Activity | Timeline | Notes |
|-------------------------------|--|---|
| Form Supervisory Committee* | 1 st semester | Discuss with Major Professor |
| Program of Study | Before end of 3 rd semester of enrollment | Submit to department; see directions on the website |
| Diagnostic Exam | 2 nd semester | Complete before end of semester |
| Residency | Three (3) consecutive semesters | Continuously enroll for 24 credits |
| Preliminary Exam | After completion of required coursework | Discuss with Major Professor. Submit results to department; see directions on the website |
| Admission to Candidacy | After passing Preliminary Exam | Submit Admission to Candidacy form to department; see directions on the website |
| Prospectus | After passing Preliminary Exam | Submit Prospectus Clearance form and required items to department; see directions on the website |
| Dissertation | After candidacy | May take a year or more |
| Dissertation Draft | At least 4 weeks prior to Defense | Submitted to each committee member |
| Defense Announcement | At least 2 weeks prior to Defense | Submit Defense Announcement Form on the Manuscript Clearance Portal |
| Dissertation Defense | At least 4 months after Prospectus is approved | All signatures and forms now managed via the Manuscript Clearance Portal (e.g., Manuscript Signature form, Final Degree Clearance form) |
| Final Dissertation Manuscript | Within 60 days after defense | Submitted to The Graduate School |
| Apply for Graduation | Within first 2 weeks of term in which graduation is anticipated | |
| Graduation | Completed within 5 years after Candidacy, but, at least 6 months after Candidacy | |

* See Milestones to Dissertation for information on when to add each committee member.

Appendix D: Draft of Program of Study Organized by Course Elements

Students are responsible for using the official Program of Study form provided at:
<https://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>

This document is to be used as a planning draft only.

| | | |
|---|----------------|---|
| Name: | FSUSN/EMPL ID: | |
| Current E-mail: | Major: | |
| Doctorate in Curriculum and Instruction | Term | Minimum Required Student Credit Hours (65 SCH) |
| Interdepartmental Core <i>Policy Studies</i> (3 SCH): EDG 6068. Current Trends in Teacher Education <i>Learning Theory</i> (3 SCH): See Appendix A for approved alternatives <i>Curriculum Theory</i> (3 SCH): EDG 6221. Curriculum Theory | | 9 |
| Seminars C&I Seminar 1 – EDG 6008. Academic and Professional Identity C&I Seminar 2 – EDG 6009. Successful Transitions: Graduate School to Academic and/or Alt-Academic Professions | | 2 |
| Research Methods Core See Appendix B (or Major Professor) for possible options | | 15 |
| Major Area Core | | 15 |
| Diagnostic Exam | | 0 |
| Preliminary Exam | | 0 |
| Dissertation | | 0 |
| Dissertation Defense | | 24 |

Appendix E: STE, COE, and University Resources for Students

STE Resources

- **STE Academic Specialist (Graduate Coordinator):** Veronica Houck (vhouck@fsu.edu, 644-2122) is available Monday through Friday during business hours to assist students with navigating the procedural demands of the doctoral degree. Her office is located in G113 STB in the ground floor STE suite, G107.
- **The School of Teacher Education Graduate Student Association (STEGSA):** STEGSA is a group designed to provide a relaxed, student-only space to develop a supportive community in which ideas can be shared and students can receive support and learn from student colleagues.
- **Individual Major Student Organizations:** For associations affiliated with the majors, students should consult with their Major Advisor.

COE Resources

- **Learning Resource Center (LRC)** (<https://education.fsu.edu/current-students/technology-resources/learning-resource-center-lrc>): The LRC serves students, faculty, and staff by providing technological support services, lab and classroom facilities, and multimedia equipment. 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. The LRC is located on the first floor of the Stone Building.
- **Office of Academic Services and Intern Support (OASIS)** (<https://education.fsu.edu/OASIS>): OASIS, located on the second floor of the Stone Building, 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 COE 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; and
 - Appendix H contains a list of frequently asked questions about graduate study along with answers to the questions.
- **Tech Sandbox:** Located in STB 3201, the Tech Sandbox is a dynamic learning environment where COE 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. For more information, visit <https://education.fsu.edu/coe-tech-sandbox>.

University Resources

- **Graduate School** (<http://gradschool.fsu.edu/>). The FSU Graduate School provides a number of resources for graduate students. The resources are identified on the website for The Graduate School. Additional tips from The Graduate School are provided in Appendix M.
- **Office of Accessibility Services (OAS)** (<https://dsst.fsu.edu/oas>): The OAS was established to serve as an advocate for FSU students with disabilities and ensure that reasonable accommodations are provided.

If a student has a disability requiring accommodations, they should contact the OAS.

- **University Health Services** (<http://healthcenter.fsu.edu/>): Basic and specialty medical services (including dental) are available to enrolled FSU students and their dependents (spouse and/or children over the age of 13). Services are provided at the **Health and Wellness Center** is southwest of Oglesby Union, north of the Student Life Building and the Dunlap Success Center, and west of Parking Garage #2. The street address is 960 Learning Way. Students with appointments at the Health and Wellness Center may park in the gated lot just north of the Health Center during their appointments only. Clinic hours of operation are 8 AM–4 PM, Monday–Friday. The Health Center is not open on Saturday or Sunday, but after hours care is available.
- **Psychiatric Services** (<https://uhs.fsu.edu/health-care/clinical-services/psychiatry-clinic>): Psychiatric services, located on the 5th floor of the Health and Wellness Center, are offered through University Health Services and includes Victim Advocate Program (<https://dos.fsu.edu/vap/>), Psychology Clinic (<https://psy.fsu.edu/php/about/communityservice/psychologyclinic/psychologyclinic.php>), and the University Counseling Center.
- **University Counseling Center** (850-644-0579) (<https://counseling.fsu.edu/>): Offers counseling to those currently enrolled at FSU in a variety of ways: through one-on-one sessions, couples sessions, group sessions, and walk-in services for urgent situations. The University Counseling Center is available on the second floor of the Askew Student Life Center, should anyone need to speak with a counselor.

In Case of Emergency

- *During Business Hours:* During business hours (M–F, 8:00 AM–4:00 PM), students in crisis can be seen an on-call counselor the same day to manage the crisis or to be referred, as appropriate.
- *After Hours:* In case of a mental health emergency after regular business hours and/or on weekends, please call our after hours hotline at (850) 644-TALK (8255). If you are in crisis and need to speak with someone in person, please go to the Tallahassee Memorial Hospital Behavioral Health Access Center at 1616 Physicians Drive, Tallahassee, FL 32308 (the entrance is at the back of the building and has a green awning; their phone number is (850) 431-5100. See Appendix J for additional “after hours” health care information.

Additional Campus Resources

Students will find access to ample campus resources at the following websites.

Division of Student Affairs:

<https://studentaffairs.fsu.edu/resources/resources-for-students>

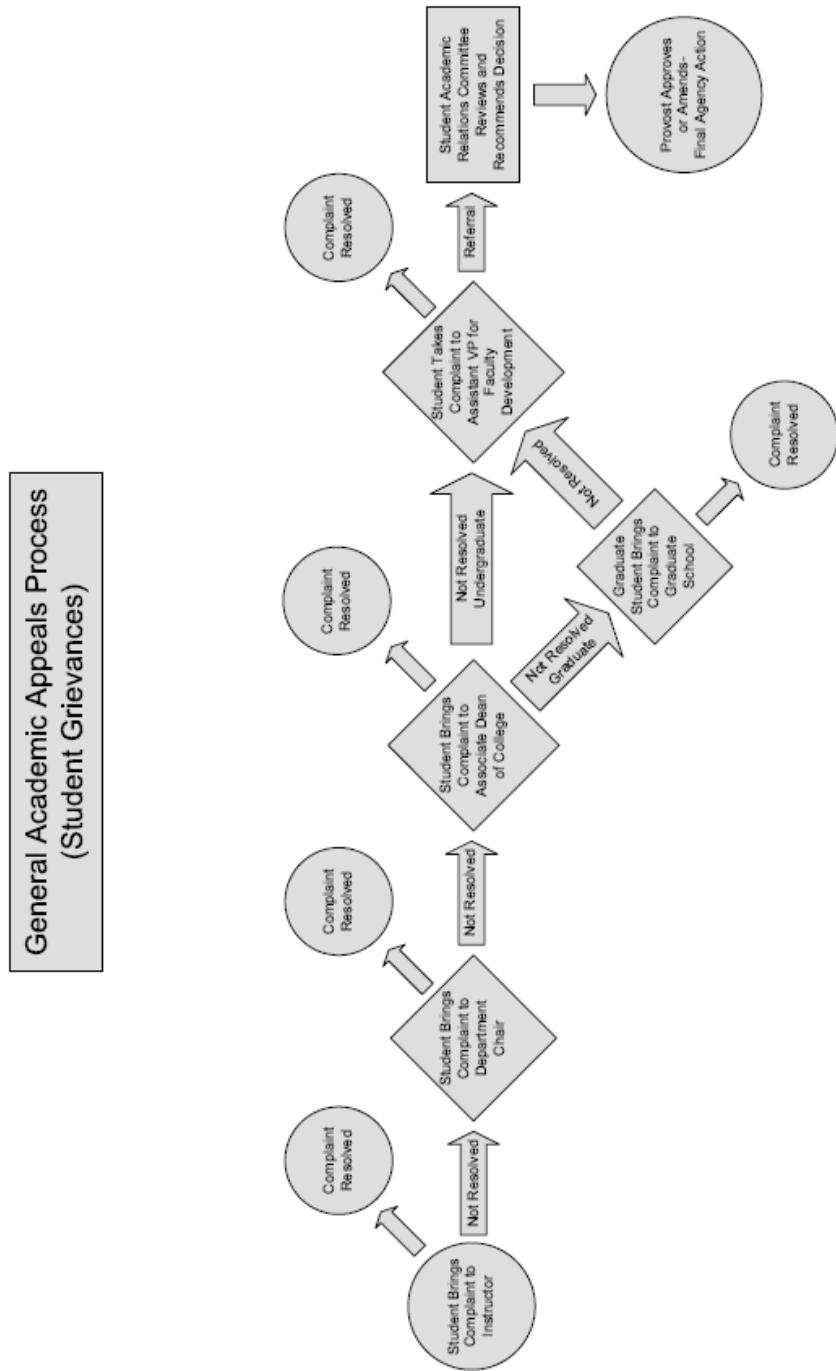
Counseling & Psychological Services at Florida State University:

<https://counseling.fsu.edu/students/self-help/resources>

Appendix F: Student Complaint Process

Students who need to submit a Grade Appeal should review the process online here:

<https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/grade-appeals-system>



Appendix G: Doctoral Degree Final Term Checklist

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

Graduation

1. Apply online for graduation in Student Central (my.fsu.edu) prior to the application deadline of the semester in which graduation is planned. Notify the COE Graduate Co-Director if you cannot complete the degree requirements during the semester for which you have applied.

See <https://registrar.fsu.edu/calendar/> for current semester deadlines.

For instructions on applying online to graduate, follow the [How to Apply to Graduate steps](#). For more information, visit the Registrar's Graduation Information website, <http://registrar.fsu.edu/graduation/checklist>.

2. If you intend to participate in the Commencement Ceremony, arrange for your cap and gown through the University Bookstore: http://registrar.fsu.edu/graduation/cap_gown.
3. Ensure that you have submitted an accurate Program of Study to OASIS, signed by all required committee members and the department chair (or their designee). An accurate program of study must be on file in OASIS to be eligible for degree conferral.
4. Ensure that you have submitted the following forms to OASIS. If you have not, you will not be cleared to graduate.
 - a. Diagnostic/Qualifying Exam Results Form (in applicable programs)
 - b. Doctoral Preliminary Exam Results Form
 - c. Admission to Candidacy Form
 - d. Dissertation Prospectus Clearance Form (in applicable programs)
 - e. IRB Verification Form
 - f. An accurate Program of Study
5. Review Manuscript Clearance Guidelines and Requirements on The Graduate School website (<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation>) for all documents, deadlines, and forms required for final graduation clearance by The Graduate School.
6. Ensure you have completed a minimum of two (2) dissertation hours each semester of enrollment since admission to doctoral candidacy, *including summers and the final semester*, as part of the full-time enrollment. International students may have higher minimum requirements. Contact CGE for questions.
7. Ensure you have successfully completed a minimum of 24 dissertation hours during your semesters of graduate study.
8. Register for Dissertation Defense (0-credit) 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.**

Appendix H: 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 can be found on the OASIS “For Graduate Students” website: <https://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 (ETD) content and information is found exclusively on The Graduate School’s website “Thesis, Treatise, Dissertation.” 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, <https://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.

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 Veronica Houck at vhouck@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 Veronica Houck at vhouck@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 Veronica Houck at vhouck@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.

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

Appendix I: Sexual Misconduct Resources

Florida State handles sexual misconduct complaints sensitively and discreetly; we are all responsible for providing a supportive environment for those in need and for reporting misconduct. If you have experienced sexual misconduct or know someone who has, FSU is committed to providing support and resources to assist. We do not tolerate sexual misconduct.

Get Help Now (* *Confidential*)

FSUPD

(850) 644-1234

For emergencies call 911

UNIVERSITY COUNSELING CENTER

(850) 644-TALK (8255) * (24/7)

VICTIM ADVOCATE PROGRAM

(850) 644-7161 * (24/7, including holidays)

* If for some reason you are unable to reach an advocate by calling (850) 644-7161, please call FSUPD at (850) 644-1234 and they will have an advocate respond as needed.

REFUGE HOUSE (OFF-CAMPUS RESOURCE)

(850) 681-2111 *

Appendix J: 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.

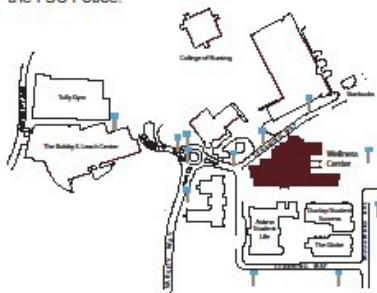
Visit uhs.fsu.edu or call (850) 644-6230 for information regarding holiday and semester break hours of operation.

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).

| | |
|--|---|
| Lake Ella (near Publix) | Kerry Forest |
| Open daily: 8 a.m. - 10 p.m. 1690 North Monroe Street Tallahassee, FL 32303 Phone: 850-386-2222 | 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 |
| North Monroe | Mahan |
| Mon - Fri: 8 a.m. - 6 p.m. 3258 North Monroe St. Tallahassee, FL 32303 Phone: 850-562-2010 | Mon - Fri: 8 a.m. - 8 p.m. Sat: 8 a.m. - 6 p.m. 1705 East Mahan Drive Tallahassee, FL 32308 Phone: 850-877-7154 |
| Appleyard Dr. | Raymond Diefel |
| Mon - Fri: 8 a.m. - 6 p.m. 605 Appleyard Drive Tallahassee, FL 32304 Phone: 850-576-8988 | 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 |
| Apalachee | |
| Mon - Fri: 8 a.m. - 6 p.m. 1160 Apalachee Parkway Tallahassee, FL 32301 Phone: 850-878-8843 | |

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



University Health Services

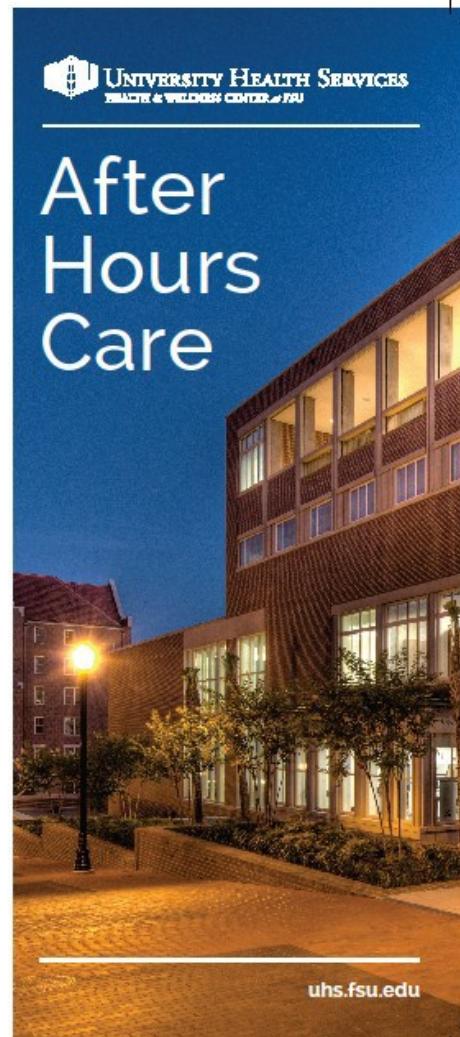
Florida State University
Health & Wellness Center
960 Learning Way
Tallahassee, Florida 32306

Appointments
Information
TDD

+1 850 644 4567
+1 850 644 6230
+1 850 644 2383

uhs.fsu.edu

be well. do well.



UNIVERSITY HEALTH SERVICES
HEALTH & WELLNESS CENTER, uhs.fsu.edu

After Hours Care

A photograph of a modern, multi-story brick building with many lit windows, likely the Health & Wellness Center, is shown at night with streetlights illuminating the area.

uhs.fsu.edu

Appendix K: Office of Accessibility Services

Florida State University is committed to providing a quality education to all qualified students and does not discriminate on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression or any other legally protected group status. Providing services to more than 5000 students, the Office of Accessibility Services (OAS) is committed to ensuring universal access for each Florida State University student. The OAS creates an environment of success through the provision of academic, housing, & dining accommodations, testing support, assistive technologies, and space for students to feel they are part of the FSU community.

Main Location:

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

General Office Hours:

Monday–Friday
8:00 AM–5:00 PM

Testing Center Hours:

Monday–Thursday
8:00 AM–7:30 PM
Friday
8:00 AM–5:00 PM

Phone

850-644-9566

Fax

850-645-1852

VRS for D/deaf

850-270-5370

Skype (for D/deaf/HoH)

OAS FSU

Email

oas@fsu.edu

Facebook:

facebook.com/FSUOAS/

Appendix L: 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.

Funding Resources

External Fellowships: <https://ogfa.fsu.edu/>

Latin American-Caribbean (LAC) Scholarship:

<https://gradschool.fsu.edu/funding-awards/financial-support-general-information/latin-america-caribbean-lac-scholarship>

Office of Financial Aid: <http://financialaid.fsu.edu/>

Student Business Services: <https://controller.vpfa.fsu.edu/services>

FSU Graduate School Fellowships and Grants:

<http://gradschool.fsu.edu/Funding-Awards/Graduate-School-Fellowships-and-Grants>

Career Services/Workshops

Career Center: <https://career.fsu.edu/>

Center for Academic & Professional Development: <https://learningforlife.fsu.edu/>

Preparing Future Faculty (PFF) Program:

<http://gradschool.fsu.edu/Professional-Development/Preparing-Future-Faculty-PFF>

Preparing Future Professionals (PFP):

<https://gradschool.fsu.edu/professional-development/preparing-future-professionals-pfp>

Professional Development Workshops:

<http://gradschool.fsu.edu/professional-development/professional-development-workshops>

University Libraries Workshops: <http://www.lib.fsu.edu/scholars-commons/workshops>

Research Support

Animal Care & Use Committee (ACUC):

<https://gradschool.fsu.edu/academics-research/research-and-scholarly-integrity>

Research and Scholarly Integrity: <https://gradschool.fsu.edu/academics-research/research-and-scholarly-integrity>

Office for Human Subjects Protection:

[https://www.research.fsu.edu/research-offices/ohsp/ - :~:text=The Mission of the Office,the protection of human subjects.](https://www.research.fsu.edu/research-offices/ohsp/)

Research and Creative Activity: <https://www.research.fsu.edu/>

Reading-Writing Center: <https://wr.english.fsu.edu/reading-writing-center>

Statistical Consulting Center: <http://stat.fsu.edu/consulting-center>

Instructional Support

Academic Center for Excellence (ACE): <http://ace.fsu.edu/>

Center for Intensive English Studies (CIES): <https://cies.fsu.edu/>

Instruction at FSU: A Guide to Teaching and Learning Practices:

<https://odl.fsu.edu/sites/g/files/upcbnu2391/files/media/I%40FSU.pdf>

Program for Instructional Excellence (PIE): <http://pie.fsu.edu/>

Leadership & Diversity

Center for Global Engagement: <http://cge.fsu.edu/>

The Center for Leadership & Social Change: <https://thecenter.fsu.edu/>

Congress of Graduate Students: <http://sga.fsu.edu/cogs.shtml>

Diversity & Inclusion: <https://diversity.fsu.edu/>

Student Organizations & Involvement: <https://union.fsu.edu/sac/involvement>

FSU Recreation/Events

Division of Student Affairs: <https://studentaffairs.fsu.edu/>

Oglesby Union Events: <http://union.fsu.edu/events/>

College of Music Concerts & Events: <https://music.fsu.edu/>

School of Dance Events: <https://dance.fsu.edu/news/events/>

Opening Nights Events: <http://openingnights.fsu.edu/>

Union Productions: <http://up.union.fsu.edu/>

FSU Museum of Fine Arts: <https://mofa.fsu.edu/>

WVFS Tallahassee 87.9FM, "The Voice of Florida State": <http://wvfs.fsu.edu/>

Crenshaw Bowling Lanes: <http://union.fsu.edu/crenshaw/>

Campus Recreation: <http://fsu.campusrec.com/>

FSU Flying High Circus: <http://circus.fsu.edu/>

Health & Wellness Services

Center for Couple & Family Therapy:

<https://healthandhumansciences.fsu.edu/human-development-family-science/centers-institutes/ccft/>

Health Insurance Subsidy Benefit: <http://gradschool.fsu.edu/Funding-Awards/Subsidy-Benefit>

Department of Student Support and Transitions (OAS): <https://dsst.fsu.edu/oas>

University Counseling Center: <http://counseling.fsu.edu/>

University Health Services: <https://uhs.fsu.edu/>

Victim Advocate Program: <http://victimadvocate.fsu.edu/>

Transportation

Parking on Campus: <http://campus.map.fsu.edu/index.aspx>

Seminole Express: <https://transportation.fsu.edu/bus>

Transportation & Parking Services: <https://transportation.fsu.edu/>

StarMetro: <https://www.talgov.com/starmetro/starmetroHome.aspx>

Housing Options

CGE Housing Options: <http://cge.fsu.edu/living-tallahassee/housing>

Graduate Student Housing: <https://housing.fsu.edu/future-residents/graduate-and-non-traditional-student-housing>

Off-Campus Housing: <http://offcampushousing.fsu.edu/>

University Housing: <http://www.housing.fsu.edu/>

Tallahassee Community

City of Tallahassee: <http://www.talgov.com/Main/Home.aspx>

Leon County: <http://cms.leoncountyfl.gov/>

Tallahassee Democrat (local newspaper): <https://www.tallahassee.com/>

WCTV (local CBS affiliate news channel): <https://www.wctv.tv/>

Tallahassee Online Visitor's Guide: <http://www.visit-tallahassee.com/>

Appendix M: Tips for FSU Graduate Students – Advice from The Graduate School

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