MEMORANDUM

TO: Doctoral Degree Students  
College of Education

FROM: Damon Andrew, Professor and Dean 
College of Education

RE: 2020-2021 Degree Program Planning for Doctoral Students

Welcome to the College of Education!

These materials are designed to assist you in planning the work for your degree, including your academic program of study.

The first thing you are advised to do is become thoroughly familiar with the University Graduate Bulletin. The sections that you should be most concerned with are the portions dealing with Graduate Studies and the College of Education. In addition, consult with your advisor/major professor to obtain information about department policies and requirements and follow the directions for planning your degree program. If you have any questions regarding this information, contact the College of Education (COE) Co-Director for Graduate Studies, Lisa Beverly at lbeverly@fsu.edu or (850) 644-3760.

Deadline dates are online at https://education.fsu.edu/oasis/graduate-students and at https://registrar.fsu.edu/calendar/. You are advised to check the OASIS and Registrar's Office websites frequently as deadlines and dates are subject to change.

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

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DOCTORAL DEGREE
2020-2021 PROGRAM PLANNING INFORMATION

1. **Major Professor**: Early in the doctoral program, the student should consult with the department chair and with professors under whom the student may be interested in working and from whose areas of competency a dissertation topic could be selected. The department chair will appoint the major professor who must have Graduate Faculty Status (GFS) and special competence in the student’s proposed area of concentration. The appointment must be mutually agreeable to the student, major professor, and department chair.

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

   If the student wishes to revise the supervisory committee at any time before or after a program of study is submitted, a COE Graduate Supervisory Committee Revision form must be submitted to OASIS. The form can be found at https://education.fsu.edu/oasis/graduate-students.

3. **Program of Study**: A signed program of study must be submitted to the Office of Academic Services and Intern Support (OASIS) by the end of the first year after admission. It is necessary to list the semesters and years courses are to be taken in chronological order (past to present) to determine that university, department, and college requirements will be met.

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

   Program of study templates and supervisory committee revisions forms are found at https://education.fsu.edu/oasis/graduate-students. (See item 2, Supervisory Committee, for University supervisory committee composition requirements.)

   It is the student’s responsibility to make sure that all degree requirements are met.

4. **Course Requirements**: Programs and departments within the College are expected to design programs of study that will ensure the necessary depth and breadth of graduate study to ensure the student has an adequate grounding in methods of research and discipline-based inquiry. Individual programs of study should be developed by program and department faculty to increase the likelihood that when students reach the preliminary exam, they will have gained sufficient mastery of their field to complete the exam successfully.
Departments within the College may prescribe their own requirements for language, statistics, or other inquiry skill requirements pertinent to doctoral degrees. The procedures for determining proficiency and related requirements are set by the department prescribing the requirements.

5. **Diagnostic/Qualifying Exam:** Students admitted to a doctoral program within the College of Education may be required by their academic degree program to complete a departmentally administered diagnostic/qualifying exam*. Students enrolled in academic degree programs that require completion of a diagnostic/qualifying exam, must successfully complete the requirement before the end of the second semester of enrollment. The exam will be designed to appraise the student's ability to pursue a doctoral degree in the field. *Students should consult their major professor or review their academic program’s *Graduate Handbook* to determine if the exam is required.

6. **Preliminary Exam:** Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the doctoral 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 (maximum 9 hours). For term specific deadline dates, please refer to the "Academic Calendar" in the Office of the Registrar 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 reexamination 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, a re-examination may be 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 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.

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.

7. **Admission to Candidacy:** Students must submit a completed Admission to Candidacy Form to OASIS. A student who has passed the preliminary examination and has been certified by the Office of the University Registrar (with an admission to candidacy form) is considered a candidate for the doctoral degree and is eligible to register for dissertation credits.

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

8. **Prospectus:** After passing the preliminary exam, the student is required to submit to the major professor, supervisory committee, and department chair a prospectus on a research project suitable for a dissertation. Upon prospectus approval, the student must submit a Prospectus Clearance Form and an IRB Verification Form (PDF) to OASIS. The University Representative also submits an evaluation of the prospectus and defense to OASIS. The Prospectus Clearance Form must be approved by the Academic Dean at least four months prior to the defense of the dissertation. Forms can be found at https://education.fsu.edu/oasis/graduate-students.

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

It is the responsibility of the major professor to supervise the preparation of the prospectus and the dissertation. The manuscript must be prepared according to the style and form prescribed by the department and must conform to the University requirements regarding format. Before writing the dissertation, the student should become familiar with the University’s manuscript formatting and clearance requirements. The dissertation should be in the hands of the major professor and the examining committee at least four weeks before the date of the oral examination. At the same time, the dissertation should be submitted electronically to the
Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to the Graduate School’s formatting requirements. Electronic submission instructions can be found on The Graduate School’s website under Thesis, Treatise and Dissertation.

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 been cleared by the Manuscript Clearance office shall include in the required full-time load a minimum of two credit hours of dissertation per semester, including Summer term, until completion of the degree. A student must be enrolled in a minimum of two hours of dissertation in the semester of graduation. Before registering for dissertation hours, the student must consult the major professor as to the proportion of time to be devoted to dissertation work.

Prior to degree conferral, all doctoral students must have completed a minimum of twenty-four credit hours of dissertation. Once a doctoral candidate has completed 24 credit hours of dissertation, they must be enrolled for a minimum of three credit hours per semester (of which at least two must be dissertation hours) until completion of the degree. For more information on the full-time load for doctoral students, see the "Student Course Load" section of the Graduate Bulletin.

For more specific information on final-semester registration, see the section "Registration for Final Term" of the Graduate Bulletin.

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

10. **Dissertation Defense:** The defense of the dissertation will be oral. Responsibility for suggesting the time, designating the place, and presiding at the examination rests with the major professor. It is recommended that students defend no later than the eighth week of classes in the semester of intent to graduate. Students must meet all manuscript and online forms deadlines set by The Graduate School in the semester of graduation. Consult the Registration Guide for the manuscript submittal and online forms deadline dates.

Academic courtesy requires that the dissertation be submitted to each member of the supervisory committee at least four weeks before the date of the oral examination. At the same time, the dissertation should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to The Graduate School’s formatting requirements. Electronic submission instructions can be found on The Graduate School’s website under Thesis, Treatise and Dissertation.

The supervisory committee, the chair of the major department, and such other members of the faculty as may be appointed by the academic dean will conduct the examination. All members of the graduate faculty are invited to attend. At least two weeks prior to the date of the examination, the student will submit an announcement of the dissertation title, date, and place of the examination to The Graduate School. The announcement must be submitted electronically on The Graduate School’s Manuscript Clearance Portal and will be posted on the Defense Calendar
on The Graduate School’s website. Electronic submission instructions can be found on The Graduate School’s website under Thesis, Treatise, and Dissertation.

All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. Individual departments may impose stricter requirements on physical attendance, e.g., all members must be physically present. Departments and other degree-granting programs must publicize their policy on defense attendance in their Graduate Student Handbook and in the relevant section of the Graduate Bulletin. If exceptional emergency circumstances, e.g. medical or other emergency situations, prevent the participation of a committee member, then it may be necessary to arrange for an additional appropriately qualified colleague to attend the defense. If the University representative is unable to attend in real-time, then a new, appropriately qualified University representative must be selected to attend the defense. A minimum of four members with Graduate Faculty Status must participate.

The oral examining committee will certify the results of the examination: passed, failed, or to be reexamined. The report of results following a re-examination must indicate the student either passed or failed. To receive a passing grade, the written dissertation must be in final form or require only minor revisions at the time of the defense. A grade 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 grade of 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. If the student passes, each member must sign the online Manuscript Signature Form to substantiate the results of the defense. A written critique of the conduct of the examination in defense of the dissertation should be submitted by the University representative from the graduate faculty to The Graduate School’s Manuscript Clearance Portal within one week after the date of defense.

After approval by the oral examining committee and completion of the Final Content Approval Form by their major professor(s), the student should electronically submit the final content-approved version of the dissertation to the Manuscript Clearance Advisor. Electronic submission instructions can be found on The Graduate School’s website under Thesis, Treatise, and Dissertation. The post-defense, final content-approved version of the dissertation must be submitted to the Manuscript Clearance Advisor in The Graduate School within sixty days after the defense date or by the semester deadline (whichever is earliest). If the appropriate deadline is missed, the student must be re-examined. Consult the Registrar’s Registration Guide for the manuscript submission and forms deadline dates.

11. **Time Limit for Completion of Degree Requirements:** All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination and is admitted to candidacy. If the student’s major professor and/or Department Chair does not choose to either approve an Extension of Time (EOT) or require the student to take the preliminary exam and/or coursework again for readmission to candidacy, then the student may no longer be enrolled in that program or at Florida State University.

If an Extension of Time (EOT) is supported by the major professor(s), then the University Time Extension Request form must be completed and submitted for approvals. Forms can be found on The Graduate School website https://gradschool.fsu.edu/forms.

**Doctoral Tuition Waivers:** All College of Education academic program required coursework can be
completed in three years. Therefore, doctoral students in pre-dissertation coursework can receive up to three academic years of waiver funding. A maximum of 6 semesters, or 54 credit hours of dissertation, can be funded for doctoral candidates.

These guidelines are effective for newly admitted doctoral students with an admit term of Fall 2020. A two-semester grace period (Fall 2020 and Spring 2021) will be provided to students whose admit term was prior to Fall 2020. The guidelines will fully apply to all students with an admit term prior to Fall 2020 beginning Summer 2021. These guidelines do apply to tuition waivers being provided by grants.

In the College of Education, graduate assistantships and other funding opportunities are offered through the student’s academic department. For questions about the availability of graduate assistantships, please contact your major professor directly. For questions regarding tuition waivers or other departmental funding, please contact your academic department administrator.
DOCTORAL DEGREE FINAL
TERM CHECKLIST

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

Graduation

1. Apply online to graduate at http://registrar.fsu.edu/graduation/checklist prior to the application deadline of the semester in which degree completion is planned. Notify the COE Graduate Director as soon as possible if you will not complete the degree requirements during the semester for which you have applied to graduate.

For instructions on applying online to graduate, follow the How to Apply to Graduate steps.

2. If you intend to participate in commencement exercises, arrange for cap and gown through the University Bookstore: http://registrar.fsu.edu/graduation/cap_gown/.

3. Ensure that you have submitted the following to OASIS. If you have not, you will not be cleared to graduate.

   a. Program of Study signed by all committee members and department chair
   b. Diagnostic/Qualifying Exam Results Form (in applicable programs)
   c. Doctoral Preliminary Exam Results Form
   d. Admission to Candidacy Form
   e. Dissertation Prospectus Clearance Form
   f. IRB Verification Form


5. Ensure you have completed a minimum of two dissertation hours each semester of enrollment since admission to doctoral candidacy, including summers and the final semester. After completion of the preliminary exam and twenty-four credit hours of dissertation, doctoral students must be enrolled for a minimum of three credit hours per semester (of which at least two must be dissertation hours) until completion of the degree. International students may have higher minimum requirements.

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

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

8. Register for Dissertation Defense (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.
Dissertation Defense

1. At the beginning of the semester, consult with your major professor and schedule the date of your dissertation defense. You must defend your dissertation no later than the final deadline date set by The Graduate School.

2. Submit a defense announcement to The Graduate School at least two weeks prior to your scheduled defense: http://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation.

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

After Dissertation Defense

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

1. The student should electronically submit the final content-approved version of the dissertation to the Manuscript Clearance Advisor via the ProQuest ETD Administrator. Electronic submission instructions can be found on The Graduate School’s website under Thesis, Treatise, and Dissertation. This must be completed by 11:59 p.m. on the published deadline for the last day for submission of final defended, content-approved thesis, dissertation or treatise and required forms.

2. Submit all other online forms to the Manuscript Clearance Advisor, via the Manuscript Clearance Portal, on the published deadline for the last day for submission of the post-defense, content-approved thesis, dissertation or treatise and required forms. Absolutely no exceptions will be given. It is the student's responsibility to ensure that all required forms and documents 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. It is encouraged that you make contact with the Manuscript Clearance Advisor early in the semester that you intend to defend so that any problems in the manuscript format can be corrected.


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