



FLORIDA STATE UNIVERSITY

COLLEGE OF EDUCATION

Department of Educational Psychology & Learning Systems

DOCTORAL HANDBOOK

Ph.D. in Instructional Systems & Learning Technologies

Instructional Systems & Learning Technologies Program
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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 revisions required by the faculty of the program, the department, College, and University.

Section 1. ABOUT THE INSTRUCTIONAL SYSTEMS & LEARNING TECHNOLOGIES PROGRAM

GENERAL INFORMATION

The field of Instructional Systems & Learning Technologies is concerned with the processes for creating effective, efficient, and engaging learning environments and with the improvement of educational and training programs through the application of research and technology.

This area of specialization incorporates principles from numerous disciplines including education, psychology, communications, and management with the practical aim of improving instruction, learning, and performance. The Florida State University Instructional Systems & Learning Technologies (ISLT) Program is distinctive in that it also provides you with the opportunity to learn the principles and practices of Human Performance Technology, which affords you an expanded set of employment opportunities. This area of professional practice provides a broad perspective on the identification of various causes of human performance problems and the kinds of improvement strategies that are available in addition to programs of instruction, training, and education.

More information on the FSU ISLT program can be found at education.fsu.edu/islt.

PROGRAM GOALS

The doctoral program in ISLT helps you build competencies in several areas, with the overall goal of developing a program of research based on an integrated understanding of inquiry and practice in a focused content area of interest.

1. ISLT Foundations

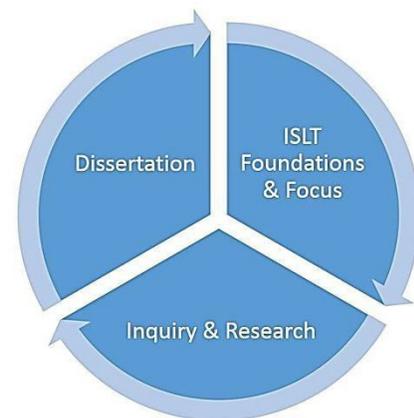
- a. Instructional design and development
- b. Human performance technology and instructional systems
- c. Learning and instructional theories and models
- d. Trends and current issues in the field
- e. Focus Area: specialization within instructional systems & learning technologies

2. Inquiry & Research

- a. Design and implementation of research studies
- b. Quantitative and qualitative data analysis and research methods
- c. Measurement, assessment, and evaluation

3. Dissertation

The culminating experience of the doctoral program includes the completion of a dissertation that requires the design and implementation of a research study within the instructional systems & learning technologies domain.



Section 2. INSTRUCTIONAL SYSTEMS & LEARNING TECHNOLOGIES DEGREE PROGRAMS

Students in the ISLT program study the theoretical basis for, and receive applied training in, the design, development, implementation, evaluation, and management of education and training programs. Skill areas range from needs assessment and job analysis through instructional design, multimedia development, and evaluation. The doctoral program differs from the master's program by its strong emphasis on research.

Section 3. MAJOR PROFESSOR/ACADEMIC ADVISING

“Early in the doctoral program, the student should consult with the professors under whom the student may be interested in working and from whose areas of competency a dissertation topic could be selected. The student should request that the selected faculty member serve as major professor. The departmental chair will approve the major professor who must be a member of the faculty with Graduate Faculty status (GFS) and have special competence in the student’s proposed area of concentration. The appointment must be mutually agreeable to the student, major professor, and departmental chair.” (*FSU Graduate Bulletin 2020-2021, page 85*)

Upon admission, you’ll be assigned an appropriate faculty member as your Major Professor. In appointing a Major Professor, the admissions committee considers such factors pertaining to the faculty member as (1) the match of interests with those of the student; (2) teaching and advising load; (3) percentage of faculty time allotted to Instructional Systems; and (4) specific requests by the student in his/her application. While most students work with the same major professor throughout their time at FSU, a change may be requested by the student, the major professor, or both. Occasionally, as student interests mature, students identify an area of specialization which differs from that of the major professor and a new appointment becomes desirable. You should not hesitate to request a change if you believe it is in your best interest. There is no stigma associated with such a decision.

Section 4. OFFICE OF ACADEMIC SERVICES AND INTERN SUPPORT (OASIS)

2301 Stone Building, (850) 644-3760

Office Hours: Monday – Friday, 8:00 AM – 5:00 PM

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

OASIS serves as the representative office for the academic dean of the College of Education, assisting graduate students in the steps and milestones required to achieve degree completion. OASIS maintains records for College of Education students, including all paperwork related to graduate study. OASIS serves as the primary liaison between prospective and current graduate students in the College of Education and the University Office of Admissions, the Office of the Registrar, the Center for Global Engagement and The Graduate School. OASIS staff members also assist the educator preparation programs throughout the University to coordinate internship placements and field-based experiences with PK-12 schools and students.

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.

OASIS STAFF CONTACTS



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Section 5. INSTRUCTIONAL SYSTEMS & LEARNING TECHNOLOGIES FACULTY/ & STAFF

FULL-TIME FACULTY



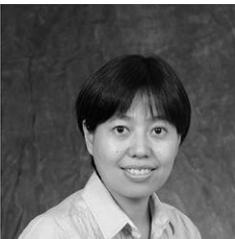
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Section 6: REGISTRATION

Questions? Jennifer Walsh, Email: jnwalsh@fsu.edu; Phone: (850) 644-8786

For questions or for assistance in registering for thesis/dissertation hours, DIS hours, defense courses, preliminary, comprehensive exams or other non-lecture courses, please contact Jennifer Walsh.

For general registration questions, contact the Office of the Registrar at registrar@admin.fsu.edu or (850) 644-1050.

REGISTRATION WINDOWS AND ACADEMIC CALENDARS

The University Office of the Registrar website provides information on registration, enrollment appointments, the course lookup system, and online fee payment at <http://registrar.fsu.edu/>.

If a student's enrollment appointment (registration window) is current, the student can add, drop or swap classes. For instructions on how to enroll in classes, visit <http://sc.my.fsu.edu/Students/How-To/Enroll-in-Classes-from-Your-Shopping-Cart>.

A detailed University Academic Calendar can be viewed, by semester/term, at <http://registrar.fsu.edu/calendar/>

The Extended Academic Calendar can be viewed at <http://registrar.fsu.edu/calendar/extended/>

REQUIRED FIRST DAY ATTENDANCE POLICY

(FSU Graduate Bulletin 2020-2021, page 71)

“University-wide policy requires all students to attend the first day of class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. It remains the student's responsibility to verify course drops and check that fees are adjusted. Please refer to ‘Class Attendance’ below for additional information. Note: Students who have received some or all of their financial aid prior to the end of drop/add for a term, may be subject to repayment of financial aid if there is a change in their financial aid eligibility. Examples of this may include, but are not limited to, reduction of course load below required levels, cancellation of schedule, failure to meet satisfactory academic progress requirements, and other conditions required to maintain financial aid eligibility.”

FULL-TIME STUDENT COURSE LOAD

(FSU Graduate Bulletin 2020-2021, page 72)

“The standard full-time load for graduate students is twelve credit hours per semester, unless the student is receiving a university assistantship or fellowship. Some departments may permit such students to enroll on a part-time basis.

A student who wishes to register for fewer than twelve credit hours per semester must have written approval from his/her academic dean prior to registration. For thesis-seeking master's students, after completion of the required coursework and six credit hours of thesis, master's students must be enrolled for a minimum of three credit hours per semester (of which at least two must be thesis hours) until completion of the degree. Doctoral students, after completion of the preliminary exam and twenty-four credit hours of dissertation, 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.”

DROP/ADD OR CHANGES OF SCHEDULE

(FSU Graduate Bulletin 2020-2021, page 73)

“During the first four days of classes, individual courses may be added, dropped, or sections of a course changed. Students are financially liable for all courses appearing on their schedule after the fourth day of classes. To add courses after the first four days of classes may require the academic dean's approval. Courses dropped during this period do not appear on the student's transcript. Courses may be dropped through the seventh week of classes with the exception

of courses involved in allegations of academic dishonesty; however, tuition charges remain. Approval by the student's academic dean[*] is required to reduce the academic load below twelve semester hours or increase an academic load above fifteen semester hours (to a maximum of twenty-one semester hours). Dean's approval[*] for an overload or underload must be submitted to the Office of the University Registrar. If the student is appointed as a graduate assistant or is supported on a fellowship, an underload request form must be completed and submitted to the Dean of The Graduate School for approval.

After the seventh week of classes, courses may be dropped only in exceptional circumstances. Approval is required by the advisor and the academic dean. Such courses will appear on the student's transcript with the notation "WD." Students who register for courses but who do not attend the classes will receive grades of "F" if the courses are not officially dropped."

**This must be done through OASIS for all College of Education students.*

Drop a Class from an Open Enrollment Term: <http://sc.my.fsu.edu/Students/How-To/Drop-a-Class-from-an-Open-Enrollment-Term-Current-or-Future>

Drop a Class from a Closed Enrollment Term: <http://sc.my.fsu.edu/Students/How-To/Drop-a-Class-from-a-Closed-Enrollment-Term-Current-or-Prior>

Section 7. PROGRAM OF STUDY

Questions? Contact your major professor and/or OASIS

"As soon as possible, the student, under the supervision of a designated advisor or major professor, should prepare and receive approval of a plan of courses to be taken. This Program of Study must be signed by the faculty advisor or major professor and the chair of the major department. A copy of the student's approved Program of Study is to be kept on file in the department. At the time of the annual review, changes to the plan should be noted and approved.

Once designated, the supervisory committee should be included as part of the approval process for any changes to the Program of Study." (*FSU Graduate Bulletin 2020-2021, page 85-86*)

Students must submit a signed program of study to The Office of Academic Services and Intern Support (OASIS) by the end of the third semester after admission to the program. Program of study templates may be found on the OASIS "For Graduate Students" website: <https://education.fsu.edu/oasis/graduate-students>.

It is the student's responsibility to make sure that he/she has met all degree requirements.

TENTATIVE PROGRAM PLAN FOR ISLT PH.D. STUDENTS

You should confer with your assigned major professor to formulate a first semester schedule. Later in the first or second semester you should prepare a tentative program plan for all of your course work. When you review the list of course requirements (see Curriculum and Course requirements), please be aware that there are some courses that should be taken in a proper sequence to ensure that you proceed efficiently and have completed prerequisite courses at the appropriate times.

FOCUS AREA FOR ISLT PH.D. STUDENTS

The Focus Area should consist of a set of four courses (12 credit hours) related to your research interests within Instructional Systems & Learning Technologies. The focus area must include at least one doctoral research seminar. Doctoral research seminars are offered on a regular basis, with different topics depending on the instructor. Some example focus areas may include courses related to: instructional design/development, learning sciences and technology, human performance technology, and program evaluation. Consult with your major professor to construct your program of study.

CURRICULUM OVERVIEW FOR ISLT PH.D. STUDENTS

The set of courses listed below meets all Program, College, and University requirements. The required coursework, inclusive of dissertation hours, totals 82 credit hours. However, the actual number of credit hours needed to successfully earn the degree can vary depending on individual circumstances and doctoral committee guidance. If you enter the doctoral program with a previous Master's degree you might be able to apply all or part of your previous work toward reducing the credit hours depending on its relevance to the required courses and elective options in this curriculum. Approval of prior coursework or waivers for specific course requirements are decided by your doctoral advisory committee based on the recommendations of your Major Professor. The minimum number of credit hours earned at FSU for this degree is 48 (24 in coursework and 24 dissertation hours). The maximum number of credit hours that may be completed for this degree is 150.

Instructional Systems Courses	15 credits
Instructional Systems, Theory, Design, Development	
EME5601 Intro. Instructional Systems	3
EME5603 Systematic Instructional Design	3
EME6677 Instructional Materials Development	3
EDP5216 Theories of Learning and Instruction	3
Trends and Current Issues	
EME5608 Trends/Issues	3
Inquiry and Research Core	31 credits
Quantitative data analysis/methods	
EDF5401 General Linear Model (Note: EDF5400 is a prerequisite for EDF5401)	4
Select 1 from:	
EDF5402 ANOVA	3
EDF5406 Multivariate Analysis	
EDF5409 Causal Modelling	
EME6937 Meta-Analysis (Note: EME6937 is a seminar number and can represent different courses in different semester)	
Qualitative data analysis/methods (e.g., EDF5464: Qualitative methods of evaluation)	3
Instructional System Research Methods	
EDF5481 Methods of Educational Research	3
EDG6362 Instructional Systems Research Seminar	3
EDG6363 Practicum in Experimental Learning Research	3
EME6665 Synthesis, Analysis, and Argumentation	3
Measurement (e.g., EDF5432 Measurement Theory)	3
Research Apprenticeship (Registered under EDF5910)	3
One additional inquiry course:	3
Foundations of Inquiry (e.g., EDF5710)	
Evaluation (e.g., EME6357 Evaluation of Training in HPT, or EDF5461 Program Evaluation)	
Quantitative or qualitative data analysis course	

Focus Area	12 credits
Preliminary Exam (<i>Note: Register for EDF8964 in the semester you take the Preliminary Exam</i>)	0
Dissertation (24 units)	24 credits
Total Credits (actual number will vary depending on your program):	82 credits

RESEARCH PAPER & APPRENTICESHIP REQUIREMENT FOR ISLT PH.D. STUDENTS

The purpose of the Research Paper requirement is to develop your ability to conduct an empirical study and write a peer-reviewed manuscript. This requirement must be completed *prior to* enrollment for dissertation work. To meet the requirement, you must have a paper accepted by a peer-reviewed conference or a peer-reviewed journal. If the paper is a *conference paper*, it must be empirical in nature, it must be a complete manuscript (i.e., not an abstract or extended abstract), and you must be the first author. If the paper is a *journal article*, a literature review is also acceptable. You must be the first or second author, and if you are the second author the first author must certify in writing that your contributions to the paper were substantial. In either case, your doctoral committee (Instructional Systems & Learning Technologies members) will determine whether the paper meets the criteria.

The required Research Apprenticeship provides an opportunity for you to complete the Research Paper requirement and to develop research/inquiry skills under the direction of a faculty member within the ISLT program. To complete the apprenticeship, you must find a faculty member within the ISLT program who will work collaboratively with you on an empirical study. You will register for EDF5910: Supervised Research (3 credit hours) with the faculty member.

 *Request for Direct Independent Study or Supervised Research Form can be found at <https://education.fsu.edu/oasis/graduate-students>*

Section 8. ACADEMIC POLICIES

Questions? Contact: OASIS or Mary Kate McKee, Email: mmckee@campus.fsu.edu, Phone: (850) 644-8792

For a listing of other important University academic regulations and policies, visit http://registrar.fsu.edu/bulletin/graduate/information/academic_regulations/

TRANSFER CREDIT

“Transfer of graduate courses not counted toward a previous degree from another nationally accredited U.S. graduate school (or comparable international institution) is limited to six semester hours, and transfer of graduate courses not counted toward a previous degree within Florida State University is limited to twelve semester hours, except when the departmental course requirement exceeds the thirty 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 official consortial institutions. All transfer credit must: 1) be recommended by the major department; 2) be evaluated as graduate work by the Records Audit and Analysis in the Office of the University Registrar at 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.”
(*FSU Graduate Bulletin 2020-2021, page 83*)

ACADEMIC STANDING: PROBATION, DISMISSAL, AND REINSTATEMENT

“A graduate student...whose cumulative grade point average for graduate courses (5000 and above) taken at Florida State University falls below 3.0 at the end of a term (not counting courses for which “S” or “U” grades may be given) will be considered not in good standing by the University and will be placed on academic probation. If a 3.0 cumulative

grade point average is not attained by the end of the next full term of enrollment, the student will be placed on academic dismissal. Academic dismissal constitutes a separation of the student from the University for academic reasons. Students on dismissal will not be permitted to register for graduate study, including registering as a non-degree student. However, at the time of dismissal, the major professor and/or department chair/director may petition the academic dean for consideration of special circumstances that the professor thinks constitute justification for an exception to this regulation, but under no circumstances will a student be allowed more than one additional term of probation after reinstatement. Owing to the differential uses of the designation, “academic probation” shall not appear on permanent records of regular graduate students. After one probationary period, however, a student whose average falls within the probationary range will receive automatic dismissal. Statuses of “academic warning,” “probation,” or “reinstated from dismissal” do not specifically prohibit a student from participating in extracurricular activities unless otherwise specified by University policy, rules, or by-laws governing the activity or organization. Consideration of the academic dismissal takes priority over any readmission application and must be resolved first. Students on dismissal are not eligible for readmission or the readmission appeal process unless they have first been reinstated by the academic dean. The academic dean is the final authority for reinstatement considerations.” (FSU Graduate Bulletin 2020-2021, page 76)

TIME LIMIT FOR COMPLETION OF DEGREE REQUIREMENTS

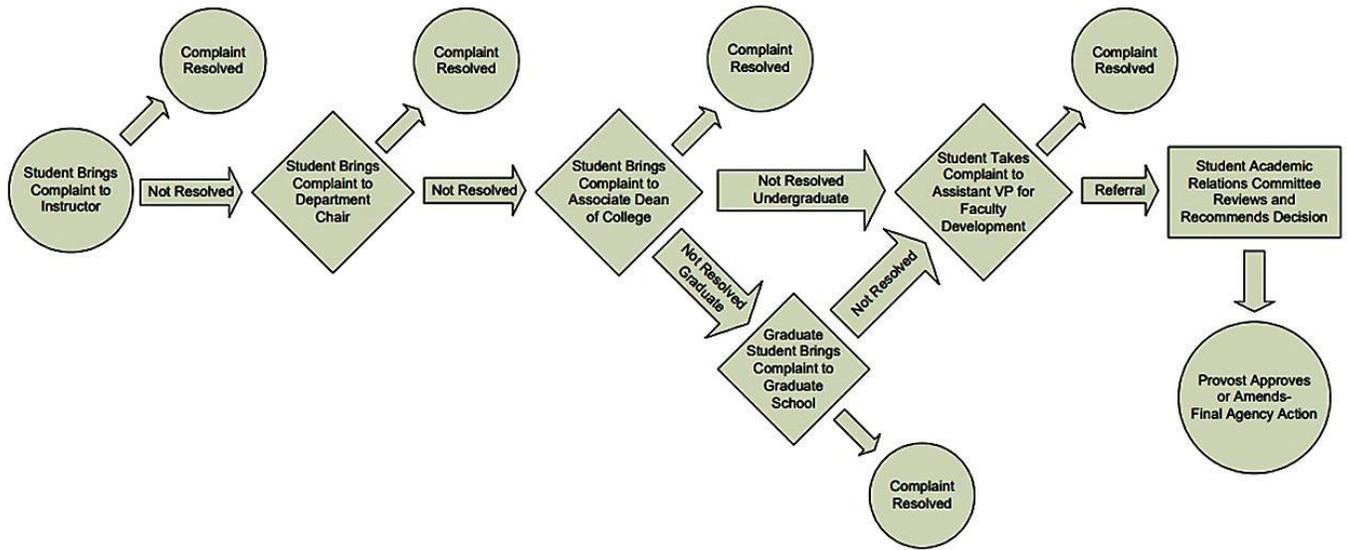
“All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination and is admitted to candidacy. If the student’s major professor and/or Department Chair does not choose to either approve an Extension of Time (EOT) or require 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.” (FSU Graduate Bulletin)

GRADE APPEALS SYSTEM

“The purpose of the grade appeals system is to afford an opportunity for an undergraduate or graduate student to appeal a final course grade under certain circumstances. Faculty judgment of students’ academic performance is inherent in the grading process and hence should not be overturned except when the student can show that the grade awarded represents a gross violation of the instructor’s own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or discriminatory manner. The evaluation (grading) statement utilized during the grade appeals process is the one contained in the instructor’s syllabus at the beginning of the semester. This system does not apply to preliminary or comprehensive exams or to thesis or dissertation defenses; these issues are reviewed by the Student Academic Relations Committee via the Vice President for Faculty Development and Advancement.” (FSU Graduate Bulletin 2020-2021, page 68)

GENERAL ACADEMIC APPEALS PROCESS (STUDENT GRIEVANCES)

(<http://fda.fsu.edu/content/download/21187/136867/file/Student%20Grievance%20Flowchart.pdf>)



Specific steps involved in the appeal process include the following:

Step 1: A graduate student is identified by his/her academic program/department as not making sufficient progress towards the degree, failing to complete the degree within the specified time-period, or whose academic performance is substandard, regardless of GPA.

Step 2: The graduate student meets with his/her major professor and/or program director to develop a remediation plan for the incomplete degree requirement or scholarly/behavioral objectives.

- The department should provide a written remediation plan or written academic “warning” to the student.
- The remediation plan/academic warning should be developed by the department/program for the individual student and documented accordingly. For doctoral students, the annual evaluation is one opportunity to document unsatisfactory progress.
- The academic dean, or appropriate designee, must also be notified of the situation, the deficiencies, and the remediation steps presented to the student.

Step 3: If the graduate student fails to resolve/remediate the specified and documented deficiency, the department may initiate a program termination. If the program chooses to terminate the academic progress of the student, the following steps must be completed *prior* to notification given to the student.

- The academic unit must consult with the academic dean (or designated individual) of the intent to pursue program termination. The consultation should include the remediation steps taken, the student’s efforts to date to resolve or address the deficiencies and the grounds for the program termination.
- At the time of dismissal, the major professor and/or department chair may petition the academic dean for consideration of special circumstances that the professor/department chair thinks constitute justification for an exception to this termination
- The academic dean’s office should inform the Registrar’s Office and the Graduate School of its intent to move forward with program termination. In conjunction, the three offices will tailor a letter specific to the circumstances of the student, including language and alternatives, if any.
- Programs may offer the student the opportunity at this point to change his/her degree program level within the same major/plan (i.e., PhD to EdS, PhD to MS, etc.) or change his/her academic plan to another degree program, but this is at the unit’s discretion.

Step 4: A written letter must be sent to the graduate student being dismissed which specifies the following information:

- The termination reasons,
- Benchmarks missed,
- The fact that an academic hold will be placed on registration on registration and effective date/semester,
- Dismissal from the program constitutes dismissal from the University,
- Any limitations on future enrollment in courses offered by the department/college, should the student reapply to the university in a different program,
- Alternatives a student could request, e.g., graduating with a master’s instead of Ph.D. (assuming coursework and degree requirements are met),
- Timeline to complete specific coursework, if any,
- Notification of the right to appeal and information about how to do so, and
- A deadline for any appeal submittal.

ACADEMIC HONOR POLICY

“The Academic Honor Policy is an integral part of the FSU academic environment. The policy outlines the University's expectations for students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process.” (*Office of Faculty Development and Advancement*, <http://fda.fsu.edu/Academics/Academic-Honor-Policy/>).

FSU ACADEMIC HONOR PLEDGE

“I affirm my commitment to the concept of responsible freedom. I will be honest and truthful and will strive for personal and institutional integrity at Florida State University. I will abide by the Academic Honor Policy at all times.”
(*FSU Graduate Bulletin 2020-2021, page 66*)

ACADEMIC HONOR VIOLATIONS

(*FSU Graduate Bulletin 2020-2021, page 66*)

“Note: Instructors are responsible for reinforcing the importance of the Academic Honor Policy in their courses and for clarifying their expectations regarding collaboration and multiple submissions of academic work. Examples have been provided for the purpose of illustration and are not intended to be all-inclusive.

- **PLAGIARISM.** Presenting the work of another as one's own (i.e., without proper acknowledgement of the source). Typical Examples Include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts or information without acknowledgement of the source; utilizing ghostwriting or pay-for-paper services.
- **CHEATING.** Improper access to or use of any information or material that is not specifically condoned by the instructor for use in the academic exercise. Typical Examples Include: Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.
- **UNAUTHORIZED GROUP WORK.** Unauthorized collaborating with others. Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.
- **FABRICATION, FALSIFICATION, AND MISREPRESENTATION.** Unauthorized altering or inventing of any information or citation that is used in assessing academic work. Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for a class absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.
- **MULTIPLE SUBMISSION.** Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given. Typical Examples Include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.
- **ABUSE OF ACADEMIC MATERIALS.** Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material. Typical Examples Include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)
- **COMPLICITY IN ACADEMIC DISHONESTY.** Intentionally helping another to commit an act of academic dishonesty. Typical Examples Include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.
- **ATTEMPTING to commit any offense as outlined above.”**

Section 9. DOCTORAL SUPERVISORY COMMITTEE

Questions? Contact your advisor.

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

The selection of a supervisory committee should reflect the proper composition of expertise needed to direct the student's dissertation with particular attention to the selected dissertation topic. The student should make the selection of the supervisory committee with the assistance of the major professor.

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

Section 10. DOCTORAL SCHOLARLY ENGAGEMENT REQUIREMENT

*Questions? Contact: Mary Kate McKee, Email: mmckee@campus.fsu.edu,
Phone: (850) 644-8792*

Scholarly Engagement

“The purpose of the Scholarly Engagement requirement is to ensure that doctoral students are active participants in the scholarly community. To meet the Scholarly Engagement requirement, doctoral students should interact with faculty and peers in ways that may include enrolling in courses; attending seminars, symposia, and conferences; engaging in collaborative study and research beyond the university campus; and utilizing the library, laboratories, and other facilities provided by the university. The goal 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.”

Scholarly engagement is an important part of being a successful doctoral student in the ISLT program. Coursework is an essential part of scholarly engagement, and in particular doctoral research courses are foundational to a student's development as a scholar. However, meeting course requirements alone does not satisfy the program's requirements for scholarly engagement. ISLT doctoral students are expected to participate in a combination of program, college, university, and professional activities.

Engagement should be appropriate to one's progress within the program. For example, first year doctoral students might focus primarily on attending events and establishing relationships with their advisors, the rest of the faculty, and their peers. Second year doctoral students will begin to be actively engaged in research projects with their advisors and peers, provide service at FSU and within the local community, and explore ways to be involved in both professional organizations and the dissemination of scholarly work. Doctoral candidates will likely focus most heavily on assuming leadership positions, disseminating research findings, and maintaining an active presence in professional organizations.

Each year, ISLT doctoral students will work with their advisors to set goals for scholarly engagement. Progress toward those goals will be assessed during the ISLT annual evaluation of doctoral students in the spring semester.

Sample activities that students may participate in include:

Program Level

- Participate in regular meetings with ISLT faculty and students (e.g., join a research group)
- Conduct collaborative research and development work with ISLT faculty and students
- Participate in events sponsored by the ISLT program
- Serve the ISLT program via participation in the Instructional Systems Student Association and volunteer work in support of ISLT initiatives and events

College/University Level

- Attend college events (e.g., COE Week, Marvalene Hughes Conference)
- Attend campus professional development events (e.g., Preparing Future Faculty, PIE, library-sponsored events, graduate school events, Digitech)

Profession/Community

- Attend and present at conferences
- Submit to and review for academic journals
- Attend events sponsored by local and national professional organizations
- Volunteer for local education-related events
- Serve on a committee or hold an office in a professional organization

Section 11. DOCTORAL STUDENT ANNUAL EVALUATIONS

*Questions? Mary Kate McKee, Email: mmckee@campus.fsu.edu,
Phone: (850) 644-8792*

“Each year, the supervisory committee, the major professor, or the student’s advisor prior to selection of a major professor will assess the progress of the student in writing and will make available copies of the annual review to the student, the departmental chair, and the academic dean.” (FSU Graduate Bulletin 2020-2021, page 76)

The evaluation form can be found at <https://education.fsu.edu/oasis/graduate-students>. The form must be signed by the student and the major professor(s) and it must be submitted to OASIS by July 1 annually.

Section 12. DOCTORAL DIAGNOSTIC/QUALIFYING EXAM

*Questions? Contact your major professor or Mary Kate McKee, Email: mmckee@campus.fsu.edu,
Phone: (850) 644-8792*

“The student who has been admitted to work toward the doctoral degree may, before the end of the second semester of post-baccalaureate study, be required to take a departmentally administered diagnostic examination. It will be designed to appraise the student’s ability to pursue the PhD degree in the field and to facilitate counseling in the development of the student’s program of study.” (FSU Graduate Bulletin 2020-2021, page 85)

Every student admitted to a doctoral program within the College of Education must, before the end of the second semester, complete a departmentally administered diagnostic exam. Students should consult with the major professor to schedule the exam. The Diagnostic/Qualifying Examination result form must be submitted to OASIS.

DOCTORAL DIAGNOSTIC EXAM FOR ISLT PH.D. STUDENTS

All full-time doctoral students will complete the qualifying exam during their second regular (Fall or Spring) term in the program:

Program Start Term	Qualifying Term
Fall	Spring
Spring	Fall
Summer	Spring

The *timeline* for qualifying is non-negotiable. The exam may not be deferred to a later term with the exception of truly exceptional circumstances. Permission to defer must be approved by a majority faculty vote at the faculty meeting prior to the qualifying exam. In the event of deferral due to last-minute emergency, the student must provide appropriate documentation related to the emergency and the exam will be rescheduled for later in the same semester.

The *purpose* of the qualifying exam is to provide an early, holistic assessment of student progress in the ISLT doctoral program. Students who are not making adequate progress in the program at this time may either be counseled out of the program or may be asked to complete certain coursework (e.g., intensive English courses) or gain certain experiences (e.g., complete an internship or participate in a research group) and return for re-assessment the following term.

The *components* of the qualifying exam consist of the following: (a) Portfolio, and (b) Portfolio defense.

The portfolio will be submitted to the faculty in electronic form (preferably a PDF file) two weeks prior to the defense date. The portfolio should consist of:

- Program of study*, completed to show all intended coursework (it is okay if you later need to make changes so long as your advisor approves the changes)
- Curriculum Vitae* (CV)
- Statement of research interest* (1-2 page statement indicating your specific research interests and your short-term (i.e., next 1-2 years) plan for working toward your research goals)
- Statement of career interest* (1-2 page statement of your future career objectives and how you plan to achieve that goal)
- Self-assessment* (1 page self-assessment of strengths/weaknesses related to program areas: instructional design skills, research skills, writing ability, technology skills; also identify how you might work on your weak areas)
- Summary of research activities* to date (completed and planned; indicate participation in research groups, projects worked on, projects planned, conferences and publications for which you are currently preparing submissions)
- Proposed timeline for degree completion*. Indicate each major milestone (last semester of coursework, preliminary exam, prospectus defense dissertation defense)

Portfolio defenses will be scheduled on 1-2 dates (depending on the number of students completing the qualifying exam) toward the end of the term. Defenses will last 20-30 minutes each.

Defenses will be structured as follows:

- Brief (5-10 minute) student presentation to faculty, providing overview of:
 - Research interests

- Research activities (to date and planned)
- Career interests
- Self-assessment
- 15-20 minute discussion of progress with faculty
- 5 minute faculty deliberation
- Oral communication of results to student

Post-defense, a formal, written summary of results will be provided to the student and placed in the student's academic record file.

Qualifying Exam Outcomes

There are three possible outcomes of the Qualifying Exam:

- *Pass* – the faculty recommend that the student continue in the ISLT doctoral program. Faculty may provide formative feedback to help students strengthen skills and engage in ongoing professional growth.
- *Return for Reassessment* – in the event that there is a major but readily addressed concern about student skills or professional abilities and disposition in one or more areas, the faculty will make recommendations to the student for how to improve in this area. The student will then return for reassessment during the QE process during the next term. The student will either pass or fail during the next term.
- *Fail* – in the event that there is a significant concern about the student's ability to succeed in the ISLT doctoral program or with the student's professional disposition, the student will be counseled out of the program. If the student is returning for reassessment, having taken the Qualifying Exam during the previous semester, and does not pass during this second try, the outcome will be fail.

💡 Upon receipt of the outcome, the *Diagnostic/Qualifying Exam Form* found at <https://education.fsu.edu/oasis/graduate-students> must be submitted to the Department Chair.

Section 13. DOCTORAL PRELIMINARY EXAM

Questions? Contact your major professor or Mary Kate McKee, Email: mmckee@campus.fsu.edu,
Phone: (850) 644-8792

“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 at least 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. The full preliminary exam policy as listed here must be added to all doctoral student handbooks.” (*FSU Graduate Bulletin 2020-2021, page 86*)

**Students must register for preliminary examination, and must receive either a “pass” or a “fail” grade for each attempt.*

***If a student passes the preliminary exam within the first 7 weeks of the semester (prorated in summer), the student will be allowed to swap DIS hours in that semester for an equal number of dissertation hours.*

***Results of the preliminary exam must be provided to OASIS by the department via the “Doctoral Preliminary Exam Results Form” along with an “Admission to Candidacy Form”. The forms can be found at <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>.

*** If a student fails the preliminary examination prior to admission to candidacy, a re-examination may be requested, but it must be recommended by the student’s supervisory committee and approved by the Academic Dean’s Office. Students can take the preliminary examination for admission to candidacy only two times. At least one semester of additional preparation is needed before the re-examination. A second failure on the preliminary exam makes the student ineligible to continue in the degree program.

PRELIMINARY EXAMINATION FOR ISLT STUDENTS

Preliminary Exams are *scheduled* during the early part of the Fall and Spring semesters. If you have completed, or have nearly completed, all required coursework in your program of study, you may enroll in EDF8964 (for 0 credits) to take the examination. In addition, you must comply with University requirements regarding GPA.

The *purpose* of the Preliminary Exam is for you to demonstrate your ability to synthesize knowledge from required instructional systems class, apply knowledge and skills from research design and methods courses, and demonstrate your ability to conduct independent research. Satisfactory completion of a Preliminary Exam is required for admission to candidacy for the doctoral degree.

The *two main parts* of the Preliminary Exam include: (a) a blind-reviewed essay test, and (b) a concept paper. The general timeline and procedures for completing the Prelim exam are detailed and posted at the Instructional Systems & Learning Technology Prelim Exam Canvas web site 3 months prior to the beginning of Spring and Fall semesters. Here are the general steps you will follow:

1. Register for EDF8964 for 0 credit hours
2. Access/download the Prelim Core Question from the web site at noon on the designated Friday and submit your response to the question before noon on the following Monday via the same Canvas web site. You will be informed of your results about 1-2 weeks after completing the exam.
3. Test for plagiarism by submitting your document via Canvas (TurnItIn) as many times as you like until the due date and time. Each time you submit the document, you can check the TurnItIn report to see if there are problem areas that need to be addressed.
4. Submit your response to the core question in a Word document at the ISLT Prelim Exam web site (there will be a link to submit the document there). If you try to submit past the deadline, the paper submission link in Canvas will be closed and you will not be able to submit your exam paper.
5. Submit your concept paper to your major professor no later than the end of the 8th week of the semester. Students must have a program of study on file and committee formed or identified in advance of submitting the concept paper. The concept paper will be at most 12 pages (double spaced, and not counting references, figures, tables, and other materials).
6. Schedule a date and time (1-hour duration) with your advisor and committee members to present an oral defense of your paper. Note: Before sending out a Doodle, find out when committee members (especially your advisor) are teaching and thus unavailable.
7. Retake the Prelim Exam if you receive a Revise on either the core question or concept paper.

Your response to the take-home assessment (core question) will go through a blind review by an instructional systems & learning technologies faculty examination committee and the results will be posted in the Prelim Exam Canvas course site. Your concept paper will be reviewed by your committee members. Each exam will be judged as (a) pass; (b) revise; or (c) fail.

- *Pass*: Pass both parts of the exam (concept paper and response to the core question) and also receive a positive vote from your advisory committee.
- *Revise*: If you receive a “revise” on one or both parts of the exam, you will be allowed between one to two weeks (at the most) to revise and resubmit them.
- *Fail*: If you receive a fail on any part of the exam, you must retake that part the next semester that the exam

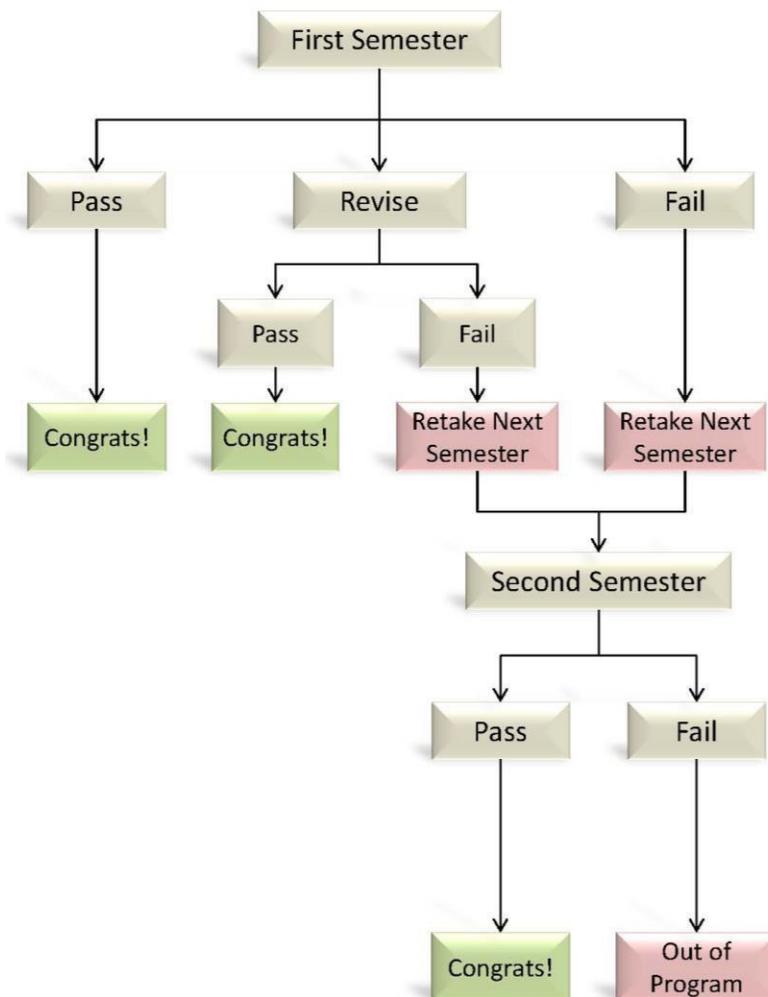
is offered or else receive a failing grade on the exam. You will be provided feedback for each section you do not pass. After retaking the designated part(s) of the exam, you will receive either a pass or fail. If you receive a failing grade on one or more parts of the exam even after a retake, it will result in a failing grade on the Preliminary Exam. Students who fail the exam will be terminated from the IS doctoral program. The process is shown in the figure on the next page.

The results will be communicated to your major professor who will share them with you and the doctoral advisory committee. These results are subject to review by your doctoral committee. In consultation with the examining committee, they might ask you questions about a particular exam response at your meeting with your doctoral committee before a final decision is made about a given exam. This would normally occur only in a borderline situation.

The overriding goal of this Preliminary exam is to predict your readiness to fulfill all of the expectations associated with preparing a dissertation and this includes the committee's judgment of your inquiry skills, knowledge base, and work habits. Thus, the committee will consider all of your work, not just the exam. It is normally expected that if you pass all parts of the exam you will pass the Prelim, but there can be rare occasions where there are exceptions.

When you pass the examination, the completed form indicating passage of the examination constitutes advancement to candidacy for the doctoral degree. There is a minimum of six months required between the Preliminary Exam and graduation. Results of the Preliminary Exam must be provided to OASIS via the Doctoral Preliminary Clearance and Results form along with an Admission to Candidacy form.

💡 The forms can be found at <https://education.fsu.edu/oasis/graduate-students>.



Flow chart of the Prelim Exam

Section 14. ADMISSION TO CANDIDACY

Questions? Contact Mary Kate McKee, Email: mmckee@campus.fsu.edu,
Phone: (850) 644-8792

(FSU Graduate Bulletin 2020-2021, page 86)

“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.”

Section 15. DISSERTATION

Questions? Contact your major professor or Mary Kate McKee, Email: mmckee@campus.fsu.edu,
Phone: (850) 644-8792

“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. Those with underload permission must register for at least two credit hours of dissertation per semester (or term). Underloads must be approved by the student’s academic dean. 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. **Doctoral students, after completion of the preliminary exam and twenty-four credit hours of dissertation, 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 this *Graduate Bulletin*.

For more specific information on final-semester registration, see the section “Registration for Final Term.” As a condition of undertaking a dissertation program, the student agrees that the completed dissertation will be archived in the University Libraries system. The student will make the electronic dissertation available for review by other scholars and the general public by selecting an access condition provided by The Graduate School.” (FSU *Graduate Bulletin 2020-2021, page 86*)

DISSERTATION FOR ISLT PH.D. STUDENTS

The design of dissertation work should be done with particular attention to feasibility. It is not uncommon for students to propose goals that would require excessive time, unavailable equipment, overly extensive space, or scheduling commitments when committee members are not available. For example, many faculty members are not available during the summer. Select your dissertation topic with the advice and concurrence of your committee. Legitimacy of the topic is determined by the committee according to the following criteria:

- Sufficient faculty expertise on the committee to provide adequate guidance, supervision, and evaluation.
- Dissertation must (1) be based on appropriate empirical data, and (2) contribute substantively to knowledge in an area that is subsumed under the interdisciplinary area of instructional systems. A variety of research approaches may be employed depending on the demands of the proposed study.
- Dissertation proposals that depart from these criteria may be proposed (for example, historical analysis). Such instances, when considered worthy by the student's committee, must be approved by a two-thirds vote of the Instructional Systems faculty. Should a dissertation topic be chosen which does not match the major professor's professional interests or areas of expertise, a request should be made for change of the major professor. Similar considerations apply to changes in the other members of the student's committees.

IRB APPROVAL

“Students are reminded to seek Institutional Review Board (IRB) and/or Animal Care and Use Committee (IACUC) approval prior to commencing any research involving human or animal subjects. The student’s name must appear on the IRB approval and/or application form as a PI or coPI for the period of time when the student’s research was conducted. Students must be listed on an ACUC protocol in order to conduct any animal research. Failure to be listed or obtain the required approvals may result in the dissertation being permanently embargoed and unpublishable in any form.” (*FSU Graduate Bulletin 2020-2021, page 86*)

Students must complete and submit the [COE IRB Verification Form](#) to the Office of Academic Services and Intern Support (OASIS) within 60 days of the defense of the prospectus. Failure to submit this form within 60 days of the prospectus defense will result in a registration hold. The academic dean will not approve the final manuscript clearance forms if the required IRB approvals are not obtained.

CONTINUOUS ENROLLMENT IN DISSERTATION HOURS

“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. Those with underload permission must register for at least two credit hours of dissertation per semester (or term). Underloads must be approved by the student’s academic dean. 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.” (*FSU Graduate Bulletin 2020-2021, page 86*)

DOCTORAL PROSPECTUS

“After passing the preliminary examination, the student may be required by the department to submit to the major professor, supervisory committee, and departmental chair a prospectus on a research project suitable for a doctoral dissertation.” (*FSU Graduate Bulletin 2020-2021, page 86*)

College of Education prospectus content and clearance procedure information can be viewed at https://education.fsu.edu/sites/g/files/upcbnu3146/files/Dissertation-Prospectus-Clearance-Form-rev.8.16.2018_0.pdf. Students should consult with the major professor regarding program specific prospectus requirements.

Upon prospectus approval, the student must submit a Prospectus Clearance Form, prospectus title page, prospectus signature page, a copy of the prospectus in PDF format, the University Representative Evaluation Form and an IRB Verification Form to OASIS. The prospectus approval form and IRB Verification form can be found at <https://education.fsu.edu/oasis/graduate-students>.

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

DISSERTATION PROSPECTUS DEFENSE FOR ISLT STUDENTS

After passing the Preliminary Exam, you are required to submit to the major professor, supervisory committee, and department chair a prospectus on a research project suitable for a dissertation. Your prospectus will describe the rationale, problem, procedure, and expected nature of results for your dissertation. It is reviewed by your major professor, and when approved, is submitted to your other committee members for review and approval. A copy of the prospectus is filed in your folder and one copy forwarded to the department head and a PDF copy of the prospectus should be sent via email to the Graduate Director in the Office of Academic Services and Intern Support (OASIS). A meeting (1.5 hour duration) of the committee is then scheduled for review of your prospectus.

The prospectus represents a general agreement between you and the committee as to the nature of the study to be conducted. It is understood that while developing and implementing the study, circumstances might necessitate changes to what was proposed. Normally, it is best to discuss changes to your conceptual foundation, hypotheses, and method with your major professor to determine if they are acceptable and if they will require explanation during your oral defense.

The format of the prospectus is not rigid but generally covers the statement of the problem, background literature, and research method. The primary emphasis should be on presenting a strong conceptual basis and describing the proposed research method. The literature review should reflect the general background of the problem and a sampling of the various literature sources that will appear in the dissertation. The statistical procedures to be used should be indicated. In many cases, additional analyses, which are not anticipated in the prospectus, will be employed in the dissertation.

Upon prospectus approval, the student must submit the Prospectus Clearance Form, prospectus title page, and a PDF copy of the Prospectus to OASIS. The Prospectus Clearance Form must be approved by the Academic Dean at least four months prior to the defense of the dissertation.

 *More information on Dissertation Prospectus Guidelines and the necessary forms can be found at <https://education.fsu.edu/oasis/graduate-students>.*

CONDUCTING THE DISSERTATION FOR ISLT PH.D. STUDENTS

In accordance with the approved prospectus, you independently design the specific procedure, develop materials, collect data, and analyze and interpret results. The major professor has the primary responsibility for providing advice to ensure that all aspects of dissertation work are conducted appropriately and adequately. The student may seek the advice of other committee members when required.

Writing the dissertation is an important part of the process and adequate time needs to be allocated for reviewing and revising. The final draft, prepared in accordance with the latest current edition of the Publication Manual of the American Psychological Association, is formally submitted to the committee and serves as the basis of the oral

defense. Final revisions are made following the defense. Determining and enforcing standards of quality for dissertation research is the prerogative and duty of the committee.

EXAMINATION IN DEFENSE OF DISSERTATION

“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 Web site. Electronic submission instructions can be found on The Graduate School’s Web site 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 Web site 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 *Registration Guide* for the manuscript submission and forms deadline dates.” (*FSU Graduate Bulletin 2020-2021, page 87*)

DISSERTATION DEFENSE FOR ISLT STUDENTS

Schedule for Dissertation Defense

When the semester arrives during which you will complete your dissertation and undergo an examination in defense of it, you register for EDF8985. An oral defense of the dissertation is conducted at a time and place suggested by the major professor, who presides at the examination. An announcement of the examination is published in an official University publication at least two weeks before the date of the examination based on information supplied by the major professor. In addition, the defense will be publicly announced on the ISLT program listserv. The defense is open attendance by all members of the graduate faculty, graduate students, and other guests (in other words, it is a public examination) and should be held in a large enough room. Plan to schedule a 2-hr period for your defense. You need to submit a defense announcement to the Graduate school at least two weeks prior to your scheduled defense.

Preliminary Draft

After receiving approval from your major professor regarding the content and format of your dissertation, you will submit printed and/or electronic copies as requested to all committee members at a designated time (at least 4 weeks) prior to the defense. If revisions are required following the defense, the final revised version of the dissertation must be reviewed and approved by your committee members, or by designated members as agreed upon at the meeting.

Dissertation Defense Result

Following the defense, the student must submit a [Manuscript Signature Form](#) and [Final Term Degree Clearance Form](#) to OASIS. The final dissertation version approved by the supervisory committee must be submitted electronically to the manuscript clearance advisor in the Graduate School within 60 days of the defense date or by the term-specific manuscript clearance deadline (whichever is sooner), or the student must defend anew. The examining committee completes and signs appropriate forms certifying to the Dean and the Graduate School the results of the examination: passed, failed, or to be re-examined. The report following a re-examination must be pass or fail. A Pass requires the approval of the majority of the committee.

Section 16. GRADUATION

*Questions? Contact Mary Kate McKee, Email: mmckee@campus.fsu.edu,
Phone: (850) 644-8792*

Students are required to apply for graduation whether or not the student intends to participate in the University Commencement Ceremony. Applying for graduation is quick and easy using the Student Central Graduation Application. If a student is eligible to graduate, follow the steps in the link below to begin the process. Students must apply for graduation online prior to the stated deadline for the term in which they plan to graduate. Instructions on how to apply for graduation are found at <http://sc.my.fsu.edu/Students/How-To/Apply-to-Graduate>.

Students who wish to participate in the Commencement Ceremony must arrange for cap and gown orders through the University Bookstore. The online order form is available at <http://www.herffjones.com/college/fsu>.

An approved Program of Study must be on file in OASIS in order to receive degree conferral approval from the College of Education. The Program of Study must be signed by all committee members, the department chair and the academic dean.

Additional information regarding applying for graduation, the University Commencement Ceremony and diplomas is found at <http://registrar.fsu.edu/graduation/>.

Section 17. FUNDING

Questions? Contact Bryan Richards, Email: brichards@fsu.edu, Phone: (850) 645-7976

COLLEGE OF EDUCATION FOUNDATION SCHOLARSHIPS

The application window for College of Education scholarships changes each year. Apply online at education.fsu.edu/scholarships. For specific questions about College of Education scholarships, please contact Ashley Milton at a.milton@fsu.edu.

ASSISTANTSHIPS AND FELLOWSHIPS

A limited number of graduate assistantships are available to qualified doctoral students who enroll full-time. Graduate assistants are expected to contribute their time and energy to research, teaching or service projects associated with the Department, affiliated centers, individual faculty grant projects, as well as various college and FSU offices or off campus agencies.

Additionally, highly selective doctoral fellowships and scholarships are available within the College of Education and the University. Consult the *General Bulletin - Graduate Edition* for information on University scholarships, fellowships and assistantships. Go to the following website for additional information on University fellowships and scholarships: <http://gradschool.fsu.edu/Funding-Awards>.

Florida State University requires graduate students to be enrolled full-time to qualify for assistantships or fellowships. A graduate assistant with a one quarter-time (ten hours or more) per week assistantship must carry a minimum of nine credit hours to qualify as full-time.

Graduate students financing their education through loan programs should note that most lenders require students verify that they are carrying a full-time credit load

TUITION WAIVERS

The COE recently approved a new policy regarding the length of time doctoral students and candidates can be funded by tuition waivers. The policy reads:

For doctoral students, completion of all pre-dissertation course work within 3 academic years; for doctoral candidates, maximum of 54 dissertation credits, or 6-semesters with a 2-semester warning at 36 credits.

This new policy is effective Fall 2020. Questions about tuition waivers and deadlines for registration and waiver applications should be directed to Bryan Richards, the Department's tuition waiver coordinator, in the Educational Psychology and Learning Systems suite – Stone 3210A (645-7976.). Full or partial tuition waivers are often available with qualifying graduate assistantships. These waivers are awarded on a semester-by-semester basis and may vary depending on the funding source of the assistantship.

Fall and Spring Semesters

Nine hours of coursework is the minimum required to receive a tuition and fee waiver in the fall or spring. Students must be registered for at least nine hours by the time early registration closes or will lose the tuition and fee waiver. If you have questions about waivers, hours, or deadlines, see Bryan Richards.

Summer Semester

Summer tuition and fee waivers are determined each spring prior to the summer term. The FSU Graduate School

makes this determination. In past years, the number of hours needed for full-time enrollment depended on the summer session or sessions in which courses are taken. Allocations in recent years are shown below to help students plan the program of study for the degree:

Session	Minimum Enrollment
A	9 hr
B	5 hr
C	5 hr
D	7 hr
F	7 hr

Combination of above 9 hr (e.g., B and C credits)

ADDITIONAL FUNDING INFORMATION

The College of Education Scholarships and Aid webpage provides a central location for information on distinguished scholarships, assistantships, fellowships, and university financial aid available to College of Education students. All students are encouraged to submit a Free Application for Federal Student Aid (FAFSA) regardless of their income. International Students from select countries, should consider applying for the Linkage Institutes' Out-of-State Tuition Exemption. You can find more information here <https://cge.fsu.edu/international-students/funding/linkage-institute>.

College of Education foundation scholarships. The application window for COE scholarships is December 1 – January 15 annually.

Graduate School Fellowships and Grants

- Career Counseling Scholarships (note: to qualify, applicants must have been admitted to the career counseling graduate program; please contact Dr. Robert Reardon at rreardon@fsu.edu for more information).
- The Paul & Daisy Soros Fellowship for New Americans
- P.E.O. (Philanthropic Educational Organization)
- Florida State University Office of Financial Aid
- Southern Scholarship Foundation
- FSU Veteran's Center Scholarships

MINORITY SCHOLARSHIPS

Information on the following minority scholarships can also be found at <http://education.fsu.edu/student-resources/scholarships-and-aid>

- The Florida Fund for Minority Teachers (FFMT)
- McKnight Doctoral Fellowships
- Ford Foundation Diversity Fellowships
- American Association of University Women Dissertation Fellowship
- Martin Luther King, Jr. Scholarship Fund
- Latin American – Caribbean Scholars
- Leslie N. Wilson - Delores Auzenne Fellowship

FUNDING INFO FOR ISLT PH.D. STUDENTS

Types of Financial Assistance

Financial assistance for qualified students may be available in the form of university and college fellowships, departmental scholarships, graduate teaching and research assistantships, and out-of-state tuition waivers. Priority will be given to applicants who submit their applications by the November 1 deadline.

One doctoral student is selected each year by the admissions committee to receive either the Gagne-Briggs Endowed Fund Scholarship or the Ruby Diamond Endowed Scholarship.

To serve as an assistant to a faculty member:

- SPEAK Test score of 45 or higher OR IBTOEFL speaking score (26 or higher)
- To teach your own undergraduate class:
- SPEAK Test score of 50 or higher OR IBTOEFL speaking score (26 or higher)
- 18 or more graduate credit hours in the area of the teaching assignment.

Applications

Applications for university and college scholarships and fellowships must be received by January. Graduate assistantships might be available depending on the availability of funding. Admitted students are encouraged to contact their advisor regarding availability of assistantships relevant to their research interests.

 *More information on financial assistance can be found at*
<http://gradschool.fsu.edu/Funding-Awards> and <http://education.fsu.edu/student-resources/scholarships-and-aid>.

Appendix A: SEXUAL MISCONDUCT RESOURCES



FLORIDA STATE UNIVERSITY

Sexual Misconduct Resources

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

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

Pertinent University Policies

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

Confidential Support

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

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

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

On Campus Complaint Resolution

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



FLORIDA STATE UNIVERSITY

Sexual Misconduct Resources

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

Additional On Campus Resources

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

Additional Off Campus Services

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

Appendix B: STUDENT DISABILITY RESOURCE CENTER

Resources & Partnerships

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

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

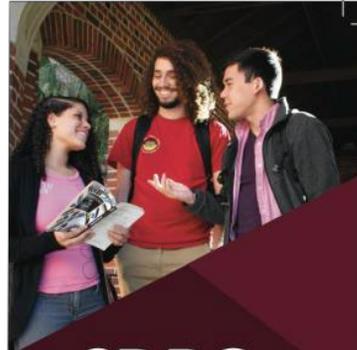
Hours of Operation

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

Testing Lab Hours*:
Monday - Thursday 8:00am to 5:30pm
Friday 8:00am to 4:30pm
* Hours may vary during Finals Week

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

Voice: (850) 644-9566
TDD: (850) 644-8504
Fax: (850) 644-7164



SDRC

STUDENT DISABILITY RESOURCE CENTER

Dean of Students Department

(850) 644 - 9566
sdrc@fsu.edu



dos.fsu.edu/sdrc

Available in alternative format.



Mission

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

Confidentiality

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

How to Register for Services

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

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

FSU Accessible Van

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

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

Academic Accommodations

- Including but not limited to:
- Alternative Testing Location
 - Extended Testing Time
 - Notetakers
 - Writers/Scribe
 - Alternate Text Conversion
 - Recorded lectures
 - Support for course substitution
 - Reduced courseload
 - Readers
 - Sign Language/Interpreting
 - Computer Lab
 - Priority Registration

Theodore & Vivian Johnson Adaptive Technology Lab

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



ADA Compliance

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

Appendix C. STUDENT RESOURCES

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

Career Services/Workshops	<u>Career Center</u> <u>Center for Academic & Professional Development Preparing Future Faculty (PFF) Program</u> <u>Preparing Future Professionals (PFP) Program Professional Development Workshops</u> <u>University Libraries Workshops</u>
FSU Recreation/Events	<u>Campus Recreation</u> <u>College of Music Concerts & Events</u> <u>Crenshaw Bowling Lanes</u> <u>Division of Student Affairs</u> <u>FSU Flying High Circus</u> <u>FSU Museum of Fine Arts</u> <u>Oglesby Union</u> <u>Opening Nights Events</u> <u>School of Dance Events</u> <u>Union Productions</u> <u>WVFS Tallahassee 87.9FM, "The Voice of Florida State"</u>
Funding Resources	<u>External Fellowships</u> <u>Latin American/Caribbean</u> <u>Scholarship Office of Financial Aid</u> <u>Student Business Services</u> <u>University Wide Fellowships & Grants</u>
Health & Wellness Services	<u>Center for Couple & Family Therapy</u> <u>Health Insurance Subsidy Benefit</u> <u>Student Disability Resource Center</u> <u>University Counseling Center</u> <u>University Health Services</u> <u>Victim Advocate Program</u>
Housing Options	<u>CGE Housing Options</u> <u>Graduate Student Housing</u> <u>Off-Campus Housing</u> <u>University Housing</u>
Instructional Support	<u>Academic Center for Excellence</u> <u>Center for Intensive English Studies</u> <u>Instruction at FSU: A Guide to Teaching & Learning Practices Program for Instructional Excellence</u>
Leadership & Diversity	<u>Center for Global Engagement</u> <u>Center for Leadership & Social Change</u> <u>Congress of Graduate Students</u> <u>Diversity & Inclusion</u> <u>FSU Student Organizations & Involvement</u>

Research Support	<u>Animal Care & Use Committee (ACUC)</u> <u>FSU RCR Course</u> <u>Human Subjects (IRB)</u> <u>Office of Research</u> <u>Reading & Writing Center</u> <u>Research & Scholarly Integrity</u> <u>Statistical Consulting Center</u>
Tallahassee Community	<u>City of Tallahassee</u> <u>Leon County</u> <u>Tallahassee News</u> <u>Tallahassee Online Visitor's Guide</u>
Transportation	<u>Parking on Campus</u> <u>Seminole Express</u> <u>StarMetro</u> <u>Transportation & Parking Services</u>

Top 10 Tips for FSU Grad Students -Advice from [The Graduate School](#) (note: consult the *Graduate Bulletin* for campus policies and program requirements - <http://registrar.fsu.edu/bulletin/> for more)

- 1) Stay connected through "[GradSpace](#)" on Canvas. Discover news, forms, and information.
- 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 - <https://gradschool.fsu.edu/professional-development/professional-development-workshops>
- 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 - <http://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 - <http://www.research.fsu.edu/>
- 10) Attend ETD workshops to learn how to prepare your Thesis or Dissertation well in advance - <http://www.gradstudies.fsu.edu/academics-research/thesis-treatise-dissertation>

Appendix D. ISLT DOCTORAL CANDIDATE STUDENT PROGRESS POLICY

Expectations

The ISLT program faculty expect that upon being admitted to doctoral candidacy, all students will actively make progress each term on their dissertation projects. All doctoral candidates (those who successfully complete preliminary exam) must be registered for dissertation credit hours each term until they graduate. Registration implies that the student will work on their dissertation project at a level commensurate with the number of credit hours for which the student has registered. A minimum of 2-3 hours of work per week per credit hour is considered reasonable.

Barring significant problems (e.g., a project falling through or serious medical conditions), full-time students are expected to defend a prospectus within one year of being admitted to candidacy. Part-time students are expected to meet this milestone within two years of being admitted to candidacy.

The length of time required to collect, analyze, and report data will naturally vary by project, but once a prospectus has been approved by the committee the student is expected to make continual progress each term. Once data collection is complete, the student is expected to submit drafts of their findings to the advisor for review. Full-time students should have a draft of findings submitted to their advisor by the end of the term after the one in which data collection was completed. Part-time students are expected to share early findings from the analysis during the term after data collection has been completed, and to have a draft of findings submitted by the end of the second term after the one in which data collection is completed.

Goal Setting and Reporting

All doctoral candidates (those who successfully complete preliminary exam) are required to submit to their advisor the following items each term: (1) By the end of week 2: Semester goal form; and (2) By Monday of the last week of classes: Semester progress report, including evidence that goals have been met. These forms will become a part of the student's official progress file, and information from these forms will be used in the annual review process and taken into consideration in the event that visa extensions or extensions of FSU's time clock are requested.

Additionally, all doctoral candidates are expected to set up and adhere to a regular reporting schedule with their advisors. These updates may be submitted via email, provided during face-to-face meetings, or in another format agreed upon by the student-advisor pair. Note that during the summer term students may be registered for dissertation credit hours under another advisor for administrative purposes. However, all goal setting and reporting activities will take place between student and advisor. During summer term, the advisor will report the grade to the faculty member on record.

Grading

There are 3 possible grades that may be assigned for dissertation hours.

S – student has made satisfactory progress. Student has achieved at least 2/3 of the semester goals* and has provided satisfactory evidence of achieving those goals to the advisor for assessment purposes.

U – student has made unsatisfactory progress. Student has achieved less than 2/3 of the semester goals* and/or has not provided satisfactory evidence of achieving their goals to the advisor for assessment purposes. Failure to regularly communicate with advisor also will result in a U grade. U grades will not be changed to an S when the goals are attained.

I – incomplete. Incompletes will only be recorded in two instances: (1) the student submits evidence of progress to the advisor very late during the term for which the I is being awarded and the advisor is unable to sufficiently assess the quality of work before the grading deadline, and (2) the student has experienced exceptional circumstances (e.g., seriously illness or injury) toward the end of the term that made it difficult for the student to submit evidence of goal attainment to the advisor.

* In some instances, circumstances beyond the student's control will delay progress (e.g., loss of a participant site or difficulties attaining IRB approvals). In these circumstances, so long as the student provides sufficient documentation of reasonable attempts to meet the semester goals (e.g., copies of dated correspondence with research sites and/or the IRB) the student will receive a grade of S.

Other Consequences of Failure to Progress or Slow Progress:

Students who fail to meet their program milestones and goals in a timely manner and/or who do not report their progress to their advisors will become ineligible to receive funding (e.g., GA/TA/RA stipend and/or waiver) from ISLT/EPLS until such time that the student has caught up and is making adequate progress. For example, students who do not defend a prospectus within one year of being admitted to candidacy will not be eligible for funding until successfully defending a prospectus. Also, failure to progress or slow progress will be noted in the student's annual review, conducted during the Spring semester.