



FLORIDA STATE UNIVERSITY
COLLEGE OF EDUCATION
Office of Academic Services and Intern Support

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MEMORANDUM

TO: Doctoral Degree Students
College of Education

FROM: Damon Andrew, Professor and Dean
College of Education

RE: Degree Program Planning for Doctoral Students

Welcome to the College of Education!

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

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

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

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

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DOCTORAL DEGREE PROGRAM PLANNING INFORMATION

1. **Major Professor:** Early in the doctoral program, the student should consult with the department chair and with professors under whom the student may be interested in working and from whose areas of competency a dissertation topic could be selected. The department chair will appoint the major professor who must have Graduate Faculty Status (GFS) and special competence in the student's proposed area of concentration. The appointment must be mutually agreeable to the student, major professor, and department chair.
2. **Supervisory Committee:** When selecting members of the supervisory committee, the student needs to discuss with and have the consent of the major professor and department chair. The supervisory committee must consist of a minimum of 4 members of the faculty who have Graduate Faculty Status, one of whom is the university representative of the faculty. The university representative is drawn from outside the student's department. For interdisciplinary programs the university representative is drawn from outside the student's department and degree program. The university representative must be a tenured member of the faculty with Graduate Faculty Status and should be free of conflicts of interest with other members of the supervisory committee. If the student wishes to revise the supervisory committee at any time before or after a program of study is submitted, a COE Graduate Supervisory Committee Revision form must be submitted to OASIS. The form can be found at <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>.
3. **Program of Study:** A signed program of study must be submitted to the Office of Academic Services and Intern Support (OASIS) by the end of the first year. It is necessary to list the semesters and years courses are to be taken in chronological order (past to present) to determine that university, department, and college requirements will be met.
 - a. A doctoral student will submit to OASIS, no later than 12 months after enrollment, a completed Program of Study that includes the Major Professor and Department Chair signatures.
 - b. The two departmental committee member names and signatures must be submitted to OASIS in the semester in which the doctoral student is registered for the Preliminary Exam via the College of Education Supervisory Committee Revision Form.
 - c. The name and signature University Representative must be submitted to OASIS with the doctoral student's Dissertation Prospectus Clearance Form via the College of Education Supervisory Committee Revision Form.

Program of study templates and supervisory committee revisions forms are found at <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>. (See item 2, *Supervisory Committee*, for University supervisory committee composition requirements.)

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

4. **Course Requirements:** There is no minimum course credit requirement for the doctoral degree other than that implied in the dissertation hours' requirement (see below). However, programs and departments within the College are expected to design programs of study that will insure the necessary depth and breadth of graduate study to insure the student has an adequate grounding in methods of research and discipline based inquiry. Individual programs of study should be developed by program and department faculty to increase the likelihood that when students reach the preliminary exam, they will have gained sufficient mastery of their field to complete the exam successfully.

5. **Related Requirements:** Departments within the College may prescribe their own requirements for language, statistics, or other inquiry skill requirements pertinent to doctoral degrees. The procedures for determining proficiency and related requirements are set by the department prescribing the requirements.
6. **Diagnostic/Qualifying Exam:** Students admitted to a doctoral program within the College of Education may be required by their academic degree program to complete a departmentally administered diagnostic/qualifying exam*. Students enrolled in academic degree programs that require completion of a diagnostic/qualifying exam, must successfully complete the requirement before the end of the second semester of enrollment. The exam will be designed to appraise the student's ability to pursue a doctoral degree in the field. *Students should consult their major professor or review their academic program's *Graduate Handbook* to determine if the exam is required.
7. **Residency:** Effective fall 2016, the University doctoral residency requirement is no longer in effect. (See Scholarly Engagement.)
8. **Scholarly Engagement (effective fall 2016):** 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. The purpose of the Scholarly Engagement requirement is to ensure that doctoral students are active participants in the scholarly community. Each academic unit with a doctoral program includes a program specific statement in its *Graduate Handbook* describing how its students can meet the Scholarly Engagement requirement.
9. **Annual Review:** In accordance with University policy, each year the supervisory committee, the major professor, or (prior to the selection of a major professor) the student's advisor will assess a student's academic progress and scholarly engagement in writing and provide an annual review to the student, the department chair, and OASIS. The program-specific annual review forms can be found at <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students> under the "Doctoral Annual Evaluation Forms" subheading. *Due July 1 annually.*
10. **Preliminary Exam:** Satisfactory completion of a preliminary exam is required for admission to candidacy for the doctoral degree. A student may not register for dissertation hours until he/she passes the preliminary exam. If a student passes the preliminary exam within the first 7 weeks of the semester (prorated in summer), the student will be allowed to swap DIS hours in that semester for an equal number of dissertation hours (maximum 9 hours).

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

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

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

11. **Admission to Candidacy:** Students must submit a completed Admission to Candidacy Form to the Registrar's Office. A student who has passed the preliminary exam and who is considered a candidate for the doctoral degree is eligible to register for dissertation hours. A student must be admitted to candidacy at least 6 months prior to the granting of the degree. This ensures a minimal time lapse for effective work on the dissertation. Realistically, the student should expect to spend a year or more working on the dissertation.
12. **Prospectus:** After passing the preliminary exam, the student is required to submit to the major professor, supervisory committee, and department chair a prospectus on a research project suitable for a dissertation. Upon prospectus approval, the student must submit a Prospectus Clearance Form and an IRB Verification Form (PDF) to OASIS. The University Representative also submits an evaluation of the prospectus and defense to OASIS. Forms can be found at <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>.

The Prospectus Clearance Form must be approved by the Academic Dean at least four months prior to the defense of the dissertation.

13. **Dissertation:** A doctoral dissertation must be completed on a 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: <https://gradschool.fsu.edu/academics-research/thesis-treatise-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. For more information on the full-time load for doctoral students, see the "Student Course Load" section of the *Graduate Bulletin*.

Departments responsible for registering doctoral students for dissertation hours must monitor and enforce the requirement of a minimum 2 dissertation hours per semester. It is also the responsibility

of the student to ensure that they are registered for at least 2 dissertation hours each semester of enrollment after passing the preliminary exam.

14. **Dissertation Defense:** The defense of the dissertation will be oral. Responsibility for suggesting the time, designating the place, and presiding at the defense 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 forms deadlines set by The Graduate School in the semester of graduation.

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 University 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.

The supervisory committee, department chair, and other members of the faculty as may be appointed by the academic dean will conduct the defense. All members of the graduate faculty are invited to attend. At least two weeks prior to the date of the examination, the student must present an announcement of the dissertation title and the date and place of the examination to The Graduate School. The defense date must be submitted electronically to The Graduate School and will be posted on the Defense Calendar on The Graduate School's Web site. 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.

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.

The final manuscript, approved by the supervisory committee, must be electronically submitted to The Graduate School via the UMI/PQIL (ProQuest) Web site. Students are required to submit the final manuscript by the last day to submit for pre-defense format review in the semester of graduation or within the 60-Day Deadline, whichever is earlier. All manuscripts must be cleared **within sixty days after a successful defense** or the student must re-defend. If a student defends early in the semester of graduate, or in a semester prior to graduation, the manuscript clearance deadline that applies is the sixty-day deadline.

Following the defense, the student must submit a Manuscript Signature Form and Final Term Degree Clearance form to OASIS. The forms can be found on <http://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation/manuscript-clearance-formssurveys>.

15. **Time Limit for Completion of Degree Requirements:** All requirements for the doctoral degree **must be completed within 5 calendar years from the time the student passes the preliminary exam and is admitted to candidacy.** Any extension of this rule must be approved by the Dean of The Graduate School. Prior to review by the Dean of The Graduate School, an extension request must be made by the major professor and supervisory committee, and approved by the department chair and academic dean. An extension request must be submitted before a student's five-year candidacy period lapses. In requesting an extension, the major professor and supervisory committee must

attest that the student has a legitimate reason for the delay (e.g. illness, new knowledge requiring a basic change in focus or methodology, data collection took longer than originally anticipated) and the student is making reasonable progress towards the completion of degree requirements. Such an extension of time may be made for up to one year. Forms can be found on The Graduate School website <https://gradschool.fsu.edu/forms>.

If the student's extension request is denied or the period of an approved extension is exceeded, the student must register and pass a new preliminary exam. Any student who successfully passes the preliminary exam for a second time must complete all requirements for the degree within five calendar years from the date the second preliminary exam was passed. Individual departments may impose stricter requirements. If the student should fail to complete all requirements for the degree within the second five-year period, the student must complete a minimum of 24 hours of course work. The course of study must be approved by the supervisory committee prior to administration of a third preliminary exam.

DOCTORAL DEGREE FINAL TERM CHECKLIST

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

Graduation

1. Apply online for graduation at <http://registrar.fsu.edu/graduation/checklist> prior to the application deadline of the semester in which graduation is planned. Notify the COE Graduate Director if you do not plan to graduate during the semester for which you have applied.
2. If you intend to participate in commencement exercises, arrange for cap and gown through the University Bookstore: http://registrar.fsu.edu/graduation/cap_gown/.
3. Ensure that you have submitted the following to OASIS. If you have not, you will not be cleared to graduate.
 - a. Program of Study signed by all committee members and department chair
 - b. Diagnostic/Qualifying Exam Results Form
 - c. Doctoral Preliminary Exam Results Form
 - d. Admission to Candidacy Form
 - e. Dissertation Prospectus Clearance Form
 - f. IRB Verification Form
 - g. Manuscript Signature Form*
 - h. Final Degree Clearance Form*

*Subject to change with the implementation of the online manuscript clearance portal.
4. Review Manuscript Clearance Guidelines and Requirements on The Graduate School website <http://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation> for all documents and forms required for final graduation clearance by The Graduate School.
5. Ensure you have had a minimum of 2 dissertation hours each semester of enrollment since admission to doctoral candidacy. International students may have a higher minimum.
6. Register for a minimum of 2 dissertation hours during the semester in which the degree is awarded. This is required even if you completed all other degree requirements in a previous semester.
7. Ensure you have successfully completed a minimum of 24 dissertation hours during your semesters of graduate study.
8. Register for Dissertation Defense before the end of the first week of the semester. If you registered for Dissertation Defense in a previous semester and received an incomplete (“I”), **you must drop the defense from that term and register for defense again in the term in which you complete the requirement.**

Dissertation Defense

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

2. Submit a defense announcement to The Graduate School at least 2 weeks prior to your scheduled defense: <http://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>.
3. Submit a final draft of the dissertation to each member of your committee members at least 4 weeks prior to the defense.
4. Prepare a Manuscript Signature Form and Final Degree Clearance Form for your committee to sign at the defense. The forms can be found at <http://gradschool.fsu.edu/forms>.

After Dissertation Defense

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

1. Submit the following for final approval to your **Department Chair**. One week should be allowed for this process:
 - a. The Manuscript Signature Form with signatures of all committee members.*
 - b. The Final Degree Clearance Form, signed by your major professor. Your department chair must sign as well.*

*Subject to change with the implementation of the online manuscript clearance portal
2. Submit the following to the **Graduate Director, 2301 Stone***:
 - a. The Manuscript Signature Form signed by all committee members and department chair.
 - b. The Final Degree Clearance form for the academic dean's signature. The form must be signed by your major professor and department chair in order to obtain the academic dean's signature. NOTE: The Graduate Director will not be able to provide the academic dean's signature on the Final Degree Clearance form if all appropriate paperwork is not on file in OASIS.

*Subject to change with the implementation of the online manuscript clearance portal
3. Submit all requirements to the **Manuscript Clearance Advisor**, 314 Westcott, no later than 5:00pm (Eastern US) on the published deadline date for clearance. Absolutely no exceptions will be given. *It is the student's responsibility to submit all required forms and documents to The Graduate School. Students are required to complete the entire clearance process of the final manuscript within 60 days of the successful defense date, or you will have to re-defend.* No exceptions will be made for this policy. It is encouraged that you make contact with the Manuscript Clearance Advisor early in the semester that you intend to defend so that any problems in the manuscript format can be corrected.
4. All Electronic Thesis, Treatise, and Dissertation content and information can be located on The Graduate School website <http://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>.

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