Student Handbook

A guide to doctoral requirements for students in Educational Leadership and Policy within the Department of Educational Leadership and Policy Studies at Florida State University

2018-19

Approved _____

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 College of Education, 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.
# Doctoral Student Handbook

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**Mission**

The Educational Leadership and Policy Program aspires to be a world leader in the promotion of social progress and educational advancement through cutting-edge research, both pure and applied, and challenging graduate-level instruction which addresses questions of educational policy as they affect our communities at the local, state, national and international levels. We value a culture of academic freedom, intellectual curiosity, open communication, and academic rigor as well as the institutional supports necessary to sustain such a culture.

**Online Doctoral Degree Program**

The Online Ed.D. in Educational Leadership and Policy is designed for individuals who seek preparation for such positions as senior-level educational leaders, policymakers, and policy researchers both domestically and internationally. The degree program includes a broad curriculum, encompassing the departmental core of courses, an interdisciplinary component, a research component, and a major area related to Educational Leadership and Administration (EDA). Please note: **the online Ed.D. in Educational Leadership and Policy Studies does not provide professional certification in Educational Leadership. If you are interested in our state approved program for professional certification in Educational Leadership, please consider the Educational Leadership Specialist Degree Program.**

**Application**

If a prospective student aspires to join our intellectual community, the following materials need to be submitted with the online application available through the Office of Graduate Admissions (https://admissions.fsu.edu/gradapp/):

- Statement of Purpose
- Problem of Practice Research Statement
- GRE scores (verbal, quantitative, writing)
- If an international student, a TOEFL/IELTS score
- Undergraduate and graduate (if applicable) transcripts.
- Three letters of recommendation, two of which must be academic references

**Admission**

Admission is governed by requirements stated in the “Admissions” chapter of the Graduate Bulletin, and by standards adopted by the program. It is expected that successful applicants will possess a Master’s degree from an accredited institution with a 3.5 GPA on a four-point scale (or equivalent).

In addition to the grade point average requirement, successful applicants typically present competitive GRE scores. All GRE scores must be within a recent five-year period. For international students, a TOEFL score of 550 for paper based test, Internet based TOEFL
score of 80, or an IELTS score of 6.5 or better is required in addition to the GRE scores. All TOEFL or IELTS scores must be within a recent two-year period.

Please note that the online doctoral program is highly selective and enrollment is limited on a yearly basis. Meeting minimum requirements is no guarantee of admission. Other factors that are central to the admissions decision include, but are not limited to, leadership, policy and/or international experience in education or related areas, relevant work experience, high motivation to achieve personal and professional goals consistent with the program’s mission, and outstanding written and oral communication skills. The admissions process is intended to establish a culturally diverse learning community that will promote a culture of critical inquiry and encourage educational transformation and change.

**Major**

The Program of Educational Leadership and Policy offers one major for the online EdD:

Educational Leadership/Administration (EDA)

Upon application for admission to the program, the student should identify a disciplinary/methodological approach closely aligned with her or his interests and professional development goals.

**Financial Assistance**

Graduate assistantships are not available to online Ed.D. doctoral students. The following link will provide you with more information on financial assistance:

http://www.gradstudies.fsu.edu/Funding-Awards

Go to the following website for additional information on College of Education scholarships:

http://explorefsucoe.com/scholarships-and-aid

**Annual Reviews**

Each year the student’s temporary advisor or major professor will assess the progress of the student in writing and the department will provide their assessment to the student, the department chair and the academic dean.

**Academic Advisor**

After admission, the student will be assigned a temporary academic advisor to assist them in developing an initial program of study and counsel them on degree requirements. This
role will ultimately be assumed by the major professor. A checklist of key program milestones as well as professional development activities is provided in Appendix A. The program of study form is available on the College of Education’s Office of Academic Services & Intern Support – Graduate Support website https://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students and is also provided in Appendix B.

**Diagnostic Examination**

Every student who has been admitted to work toward a doctoral degree within the department must, by the fourth week of the second semester after enrollment, complete a departmentally administered diagnostic examination. This examination will be designed to appraise the student’s ability to pursue the doctoral degree in the field and to facilitate advising in the development of the student’s program of studies. Specific to the Online EdD program, the diagnostic evaluation serves as a summative evaluation of the student’s work to date on identifying a Problem of Practice (PoP) that can be researched through their Dissertation in Practice (DiP).

It is the student’s responsibility to work with the temporary advisor to schedule the diagnostic exam.

**A. Content & Format**

There are two components to the diagnostic exam. The first component is an eight-page essay on the PoP the student intends to study for their DiP. Students complete a draft of this essay during the PLEP 1 course in Summer 1 and have the option to revise the draft as necessary, based on instructor feedback, prior to submitting the final version for the diagnostic exam. The second component is a defense of the essay conducted synchronously with the advising team.

**B. Evaluation**

Faculty members evaluate the degree to which the essay adequately addresses the following elements: (1) a formal statement of the PoP, (2) a brief discussion of the local context in which the PoP resides, (3) a brief discussion on the larger education policy and previous research context in which the PoP is situated, (4) a set of draft research questions, (5) a list of the local stakeholders related to the PoP. Faculty members will also evaluate the extent to which the proposed PoP is adequately motivated, situated, and focused to support a feasible research design that could be completed during length of the program.

Students will either receive a **pass** or **conditional continuance** on their first attempt of the exam. A **pass** is awarded to students who adequately address all, or nearly all, of the required elements, and whose PoP is appropriate and feasible to study. Students receiving a pass may be asked to do minor revisions to the essay. A **conditional continuance** is awarded to students who fail to adequately address several of the required elements of the essay and/or are unable to clearly articulate an appropriate and feasible PoP.
If students receive a *conditional continuance*, they will have 4 weeks to rewrite their exam using the feedback provided by the advising team. Students will then receive a pass or conditional continuance on their second attempt. Students who receive a conditional continuance on their second attempt will retake their diagnostic exam in full in the following semester (spring 1). Students will receive either a pass or fail on their third attempt. If students receive a failing grade, they will not be able to continue in the program.

**C. Process**
Students submit the written component of the diagnostic exam by the end of the first week of the Fall 1 semester via Canvas. Faculty members review all diagnostic exams for their advising group. Faculty members work with the students in their advising group to schedule 15-minute blocks of time for each student no later than the fourth week of the semester, preferably back-to-back for all of the students in their advising group. The 15-minute defense serves the purpose of providing feedback to the student, raising questions, and providing the student with the opportunity to pose additional questions to the advising group.

**Preliminary Exam**
Every student who has been admitted to work toward a doctoral degree within the department must pass the preliminary exam in order to advance to doctoral candidacy. Per FSU Graduate School policy: *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*. Specific to the Online EdD program, the preliminary examination serves as an evaluation of whether a student has mastered the relevant subject area knowledge and is ready to pursue independent research on the DiP.

**The Preliminary Exam Details**

**A. Content & Format**
The preliminary exam is a formal written document consisting of three sections: a full draft of DiP Chapter 1, a full draft of DiP Chapter 2, and brief overview of a feasible methodology that could be utilized as part of the DiP research (roughly 1-2 pages). The methodological overview should also discuss the potential data source(s) that may be used, and the extent students will have access to these data. Students will submit this document before the end of the second week of the semester in Spring 2 via canvas.

**B. Evaluation**
Faculty members on the DiP team evaluate the degree to which the sections 1 and 2 adequately address the required elements for Chapter 1 and 2 as specified in this document. For section 3, faculty members evaluate whether the proposed design is feasible and will answer the research questions.
Students will either receive a *pass* or *fail* on their first attempt of the preliminary exam. A *pass* is awarded to students who adequately address all, or nearly all, of the required elements. Students receiving a *pass* may be asked to do minor revisions to the document. A *fail* is awarded to students who fail to adequately address several of the required elements of the written document.

If students receive a *fail* on the first attempt, they will have 4 weeks to rewrite their exam using the feedback provided by the advising team. Students will then receive a *pass* or *fail* on their second attempt. If students receive a failing grade on the second attempt, they will not be able to continue in the program.

**C. Process**

Students submit the written component of the preliminary exam by the second week of the Spring 2 semester via Canvas. Advising team members will review the document and provide written feedback (including a pass/fail recommendation) to the major professor. The major professor reviews the feedback and, in consultation with the EdD Director as needed, renders a pass/fail decision by the end of the fifth week of the Spring 2 semester. Major professors will communicate these results to the student and will provide the student with written feedback (cc: EdD Director and instructor of the Lab of Practice 2 course). Students passing the preliminary exam should also complete an admission to candidacy form.
Course Requirements

The Educational Leadership and Policy Program of Study (POS) leading to the Ed.D. degree consists of sixty-nine (69) credit hours, of which twenty-four (24) are required dissertation hours. With a strong emphasis on policy, the coursework is clustered into three areas: (1) Foundations/Policy, (2) Methodological Approaches, and (3) Intensive Academic Immersion Experiences that encourage students to think critically about their DiP. Students will also take at least two courses of their choosing as major electives; lists of possible courses will be provided each term. The following table lists the required courses, term/year.

Year 1: Foundations
Summer (9 credits)
- EDF 6486: Applied Research Methods
- EDF 5743: Foundations of Education
- EDF 6485: Professional Learning for Educational Practitioners (PLEP) 1
Fall (6 credits)
- EDA 6061: Educational Administration and Organizational Practice
- EDF 5461: Introduction to Program Evaluation
Spring (6 credits)
- EDA 6425: Literature Review for Educational Research
- EDA 6105: Laboratory of Practice 1

Year 2: Research Tools & Policy Context
Summer (9 credits)
- EDF 6480: Applied Quantitative Methods
- EDF 5641: Introduction to Policy Studies
- EDF 6493: Professional Learning for Educational Practitioners (PLEP) 2
Fall (6 credits)
- EDF 5464: Qualitative Research and Evaluation Methods
- EDF 6576: Policy to Practice
Spring (6 credits)
- EDA 6108: Laboratory of Practice 2
  - Major Elective

Year 3: Original Research in Practice
Summer (9 credits)
- Major Elective
  - Dissertation Hours (6 credits)
Fall (9 credits)
- Dissertation Hours (9 credits)
Spring (9 credits)
- Dissertation Hours (9 credits)
**Transfer of Courses**

A student may *transfer* up to six semester hours of relevant course credit into the doctoral program, provided the courses were earned with a grade of "B" or better, are approved by the student's advisor and were taken after the completion of the master's degree and within five years of admission to the doctoral program. These *transfer* hours may be counted toward the completion of the program of studies leading to the doctoral degree if approved by the student's academic advisor.

**Continuous Enrollment**

All students must be continuously enrolled over the course of their graduate studies, meaning that they must register for courses as the online Ed.D. curriculum outlines. If a student does not do so, they will be considered inactive and must reapply to the program. The reapplication materials must include a letter of reference from their temporary advisor or major professor who is familiar with the student's circumstances as well as an updated letter of intent that includes a proposed timeline for completion of graduate studies. This is a cohort program, students must the curriculum outlined.

Clearance for continuous enrollment is completed by the online Ed.D. program director. Clearance is given only if the student has met the following requirements: successfully completed course prerequisites; an overall GPA of 3.0 or better for all graduate work completed with no incomplete grade; an approved supervisory committee; an approved program of study on file in the graduate office, and completion of the diagnostic examination, and research tool requirements.

Please note due to the accelerated nature of this doctoral program students will not be allowed to progress through the program with more than one incomplete grade at a time. Students must demonstrate mastery of the content of each course in order to move forward with their cohort. If a student falls behind, a meeting with the program director and department chair should be arranged to organize an appropriate plan of action to help the student remain on track. In addition, from the Florida State University *Graduate Bulletin*:

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

Upon acceptance into the program, students are primarily advised by the EdD Director. By end of the Summer 1 term, students are placed into advising groups based on their interests. Currently, there are three advising groups: (1) Curriculum, instruction, and assessment; (2) Postsecondary readiness; and (3) Equity. Each team consists of a core group of faculty with shared research expertise. The advising team is the main body that will evaluate students’ diagnostic exams during the Fall 1 semester. Shortly after the diagnostic exam, students will be assigned a major professor who will ultimately advise the DiP. At the same time, students will also be assigned to at least two other professors within their advising team who will continue to work with the student throughout the rest of their DiP research; together with the major professor, this group forms the DiP team that will evaluate the preliminary exam. Eventually, students will be assigned an additional faculty member from outside the department who will serve as the university representative—a requirement of all doctoral students at FSU.

**Supervisory Committee**

The supervisory committee or advising team will be in charge of the student’s work until the completion of all requirements for the degree. The appointment of the student’s supervisory committee must be completed by the end of the first academic year. The membership of the supervisory committee will be reported to the Dean of Graduate Studies.

The supervisory committee will consist of a minimum of four members of the graduate faculty, all of whom must have Graduate Faculty Status, one of whom is a representative-at-large of the graduate faculty drawn from outside the Department of Educational Leadership and Policy Studies and who is tenured. At least two members of the supervisory committee must be from the ELP program. Additional members may be appointed if deemed desirable.

The representative-at-large is responsible for ensuring that University policies are followed, and that decisions made by the supervisory committee reflect the collective judgment of the committee. Therefore, the graduate faculty representative must be someone who is free of conflicts of interest with other members of the committee. If questions arise they should be referred to the Dean of Graduate Studies for resolution.

**Program of Study**

The student should prepare a complete plan of courses to be taken under the supervision of the major professor based on the online Ed.D. curriculum. This program of study must be signed by each member of the committee and the department chair. A signed program of study must be submitted to the Office of Academic Services and Intern Support (OASIS) by the end of the first academic 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. It is the student’s responsibility to make sure that he/she has met all degree requirements.
Upon receipt of a departmentally approved program of study, the Office of Student Services will review the proposed program to insure compliance with the make-up of the supervisory committee and requirements for inquiry skills. Forms for the doctoral program of study are available at http://www.coe.fsu.edu/OAS/support.html#form

**Face-to-Face**

A student must participate in the three day long professional learning seminar in Tallahassee during Summer semester for each year they are enrolled. This Face-to-Face series takes place around the third week of June each year.

**Dissertation Credits**

A student must earn a minimum of twenty-four dissertation credits and adhere to the continuous enrollment policy in order to complete the doctorate.

**Prospectus**

Prior to beginning their DiP research, EdD students must pass a prospectus defense and acquire IRB approval. The prospectus defense is a major milestone and will be evaluated by the full DiP committee. Every student who has been admitted to work toward a doctoral degree within the department must pass the prospectus defense before engaging in dissertation research. Specific to the Online EdD program, the prospectus defense serves an evaluation of whether the student has designed an appropriate research study that can be effectively executed in pursuit of the EdD.

**The Prospectus Defense Details**

**A. Content & Format**

There are five components to the prospectus defense:

1. A two-page (single-spaced) summary of DiP chapters one and two [focusing on the purpose, significance, and research questions associated with the study],
2. A full draft of DiP chapter three,
3. A pre-recorded presentation (10-12 minutes) highlighting the major components of DiP chapter three,
4. A projected timeline, organized by month, for completing the full DiP, and

**B. Evaluation**

Faculty members on the full DiP committee will evaluate the degree to which the components, particularly component (2), adequately address the required components specified above. DiP committee members will review components (1) – (4) prior to meeting synchronously with the student to conduct component (5).

Students will either receive a *pass* on their first attempt of the prospectus defense, or will be required to revise and re-defend at a later date. The full DiP committee, led by the major professor, has final discretion on this matter and the associated timeline for any re-defense.
Students receiving a *pass* may still be required to revise DiP chapter three based on the committee’s feedback. Students will not be able to begin conducting DiP research until a passing grade is received on the prospectus defense, and IRB approval has been obtained.

**C. Process**

Students will submit final versions of components (1) – (4) by the end of week 12 in Spring 2 via Canvas. The full DiP committee will review these components in advance of a synchronous defense that will take place ideally during week 14. As noted, this is only a projected timeline. Students will advance to the prospectus defense only when the major professor has determined the student has submitted and satisfactory prospectus. Upon successful completion of the prospectus defense, students should apply for IRB approval through the FSU Office of Human Subjects.

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**Dissertation in Practice**

A doctoral dissertation in practice must be completed on a problem of practice relevant to the area of major. 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.

The dissertation in practice represents a public statement of doctoral quality research. Its designation as a dissertation in practice report emphasizes its practitioner based research focus. Unlike a traditional Ph.D. dissertation that are often written for a restricted community of scholars the DiP is directed at a wider audience, one that is focused on practitioners. In other words, your findings will have real world applicability for professional working in varied educational settings. As a scholar practitioner, you will produce a report that demonstrates both scholarly rigor and practitioner relevance. Therefore, the DiP adheres to specific research standards and protocols that insure the integrity of your work and the reputation of Florida State University.

The manuscript must be prepared according to the style and form prescribed by the department and must be submitted through TurnItIn. Formatting and clearance guidelines for the final electronic submission copy may be accessed from the Office of Graduate Studies website: [http://www.fsu.edu/gradstudies](http://www.fsu.edu/gradstudies) or by contacting the manuscript clearance advisor.

The minimum number of dissertation hours for completion of an Ed.D. doctoral degree is 24 semester hours.

Final approval of the dissertation by the entire supervisory committee is prerequisite to the awarding of the degree. This is true no matter how many hours a student has completed in dissertation or what grades have been recorded for the dissertation hours.

Please refer to the *Online Ed.D. Program Guide* for more details on the DiP template.
**Dissertation in Practice Defense**

The final milestone of the EdD program is the DiP Defense.

A. Content & Format

There are four components to the DiP defense:

1. a full draft of DiP chapter four,
2. a pre-recorded presentation (10-12 minutes) highlighting the major components of DiP chapter four,
3. a four-page executive summary of the DiP, suitable for sharing with key stakeholders, projected timeline, organized by month, for completing the full DiP, and
4. a synchronous oral defense of components 1-3.

B. Evaluation

The full DiP committee will receive components 1 – 3 at least two weeks before the synchronous DiP defense. During the defense, the full DiP committee will determine the extent to which students have adequately met the requirements as specified in this document.

Students will either receive a *pass* on their first attempt of the DiP defense or will be required to revise and re-defend at a later date. The full DiP committee, led by the major professor, has final discretion on this matter and the associated timeline for any re-defense. Students receiving a *pass* may still be required to revise the DiP based on the committee’s feedback.

C. Process

The timeline for the DiP defense is determined by the student and the major professor. Students are advised to adhere to any deadlines specified by the Graduate School, including deadlines to submit the pre-defense DiP draft for initial formatting review, and the post-defense, fully revised DiP for final review.

*Time Limit for Completion of Degree*

It is University policy that all requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination or the student must pass a new preliminary examination.

It is the policy of the Department of Educational Leadership and Policy Studies that any doctoral student who exceeds the five-year time limit for completion of the doctoral degree and who has exhausted any extension of time provided by the Dean of Graduate Studies may seek readmission to the degree program.

Within ten years following initial admission to candidacy, a former student seeking readmission must provide substantial evidence that he or she has maintained currency in the field of study through regular employment or scholarship and submit a prospectus and
proposed timeline for completion that the major professor considers defensible and reasonable, respectively. Upon readmission, the student’s supervisory committee shall require that the student register for the preliminary examination and set a date for the defense of the prospectus. Once the supervisory committee approves this prospectus, the student will be awarded a “pass” for the preliminary examination. The student must then remain continuously enrolled (see section on Continuous Enrollment) by completing a minimum of two dissertation hours while completing all requirements for the doctoral degree within five years from the new date of admission to candidacy.

If the former student is either (a) ten years beyond the date of initial admission to candidacy or (b) is within the ten years, but cannot present substantial evidence that he or she has maintained currency in the field since leaving the University, then readmission will be contingent on the student returning to the University to complete core courses essential to preparation for the regularly administered preliminary examination. These core courses will be identified by the supervisory committee and approved by the department chair. Once the courses are completed, the student will be required to pass the standard preliminary examination administered to all current students seeking admission to candidacy in the particular degree program.

**Graduation**

The student must apply for graduation at [http://registrar.fsu.edu/graduation/](http://registrar.fsu.edu/graduation/) during the first two weeks of the semester in which graduation is planned. If the student decided not to graduate during the semester after submitting an application, the student must notify the COE Graduate Director.

Students must be registered for a minimum of two hours of dissertation credit in the semester in which they apply for graduation.

**Academic Honor Policy**

A major concern of any educational institution, ranking with its concern for the advancement and dissemination of knowledge, is the maintenance of high standards of integrity and responsibility in the academic community. The program, Department and University recognize the responsibility of both faculty and students in developing and maintaining these standards.

The legal foundation for the coordinated efforts of faculty and students to uphold academic integrity and combat academic dishonesty is provided in the Student Conduct Code (FAC C22-3.04), which can be found in the *Florida State University Student Handbook*.

**Academic Honor Policy**

The academic honor policy of the Florida State University is based on the premise that each student has the responsibility to:
1) Uphold the highest standards of academic integrity in the students’ own work,
2) Refuse to tolerate violations of academic integrity in the University community, and
3) Foster a high sense of integrity and social responsibility on the part of the University community.

Violations of the Policy

1) During examinations, violations of the Academic Honor Policy shall include referring to information not specifically condoned by the instructor. It shall further include receiving information from a fellow student or another unauthorized source.
2) Regarding academic assignments, violation of the Academic Honor Code shall include representing another’s work or any part thereof, be it published or unpublished, as one’s own. It shall also include presenting or submitting any academic work in a manner that impairs the instructor’s ability to assess the student’s academic performance.
3) Violations of the Academic Honor Policy shall include obtaining, disturbing, or referring to a copy of an examination which the instructor/department has not authorized to be made available for such a purpose.
4) Violations of the Academic Honor Policy shall include any act which impedes the ability of other students to have fair access to materials assigned or suggested by the instructor.
5) Academic dishonesty shall include tampering with another student’s work or impairing in any way the instructor’s ability to assess the academic performance of another student.
6) Violations of the Academic Honor Policy shall include alteration of grades or any other records related to the academic performance of students. This shall also include submitting any false records in order to gain admission to the University.
7) Violations of the Academic Honor Policy shall include assisting, attempting to assist, or conspiring to assist another student in committing the offenses outlined above.
8) Violations of the Academic Honor Policy shall include attempting to or committing any offenses as outlined above.

Responsibility

Each student shall be responsible for abiding by the Academic Honor Policy at all times. The instructor may further define in writing in the syllabus or other documents, the instructor’s specification of the acts which shall constitute a violation of the Academic Honor Policy. Of required by the instructor, at the conclusion of each examination or submission of an assignment, each student shall sign a pledge that the student has neither given nor received aid from any unauthorized source during the examination or the assignment. Any student who observes cheating or violates the Academic Honor Policy is expected to report the violation to the instructor and/or the University judicial officer.
**Grade Appeals**

The purpose of the grade appeals system is to afford an opportunity for a student to appeal a grade if the student feels that the grade was inequitably awarded in that it involved a gross violation of the institution's own specified grading standards.

Step 1. The student must approach the instructor in question to discuss the grade and attempt to resolve any differences. A student not in residence for the succeeding term, or a resident student who is unable to resolve the differences with the instructor, must file an appeal with the instructor's program or department chairperson, whichever is appropriate, within sixty days following the assignment of the disputed grade.

Step 2. If still dissatisfied, the student may, after filing a written statement with the program or department chairperson explaining the basis for the appeal, appear before a board composed of three students nominated by the program or departmental student advisory committee or its counterpart. A negative decision by the board will end the appeal. A favorable decision will be referred to the Departmental Board described in Step 3. The Student Advisory Board acts only as a screening body and determines solely whether the appeal is consonant with the criteria indicated above. The Student Advisory Board must be appointed and its decision made within three weeks of the time that the written statement has been filed with the program or department chairperson.

Step 3. A Departmental Board composed of three faculty members and two students appointed by the chairperson must be selected for each case. The Departmental Board must be appointed and its decision made within three weeks of the time the Student Advisory Board has reached a favorable decision on the grade appeal. A unanimous decision shall be final and binding on all parties concerned. A majority opinion may be appealed by the student or the faculty member to a college-wide board appointed by the dean of the college from nominees supplied by the faculty and student advisory committees respectively.

The appeal from the decision of the Departmental Board must be made by the dissatisfied party within three weeks of the time that the written appeal has been filed with the dean of the college. The majority decision of this college-wide appeal board shall be final and binding on all parties concerned. Each committee and board is charged with hearing the instructor in question, if the instructor wishes.
## Appendix A

**Online Ed.D. Program Checklist**

**Student:**

**Term First Enrolled:**

### PROGRAM MILESTONES

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Appendix B

FLORIDA STATE UNIVERSITY
COLLEGE OF EDUCATION
Program of Study
Doctoral Degree

Name:  
EMPLID:  

Mobile Phone:  
Work Phone:  

Current Mailing Address:  

Current FSU E-mail:  

Department:  
Major/Academic Plan:  

### Degrees Earned

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<th>Institution</th>
<th>Degree</th>
<th>Date</th>
<th>Major</th>
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### Graduate Courses to Be Taken For Doctoral Degree*

<table>
<thead>
<tr>
<th>Prefix and No.</th>
<th>Course Name</th>
<th>Semester Hours</th>
<th>Year and Semester Taken (List in chronological order, past to present)</th>
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**Diagnostic/Qualifying Exam** (required)

**Preliminary Exam** (must register)

**Prospectus/Pilot Study Defense** (required)
*Dissertation* (Minimum 24 hours; Must continuously enroll in dissertation hours once admitted to candidacy; Must register for at least 2 hrs. in final term.)

<table>
<thead>
<tr>
<th>Dissertation Defense (must register)</th>
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<tbody>
<tr>
<td>Subtotal</td>
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</table>

*Form fields must be typed.*

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

---

**FSU Non-Degree Student/Transfer Coursework**
(Only 12 hours may be used – Grade must be a “B” or better in order to be used towards the degree.)

<table>
<thead>
<tr>
<th>Prefix and No.</th>
<th>Course Name</th>
<th>Semester Hours</th>
<th>Year and Semester Taken (List in chronological order, past to present)</th>
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Subtotal

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<tr>
<th>Semester in Which Graduation is Planned</th>
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<tbody>
<tr>
<td>Total Graduate Hours + Dissertation</td>
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<tr>
<td>Exams/Defenses</td>
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</tbody>
</table>

Non-Degree Seeking Student/Transfer Credits

<table>
<thead>
<tr>
<th>Final Total</th>
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</table>

**Exam/Defense Schedule**

<table>
<thead>
<tr>
<th>Exam/Defense Schedule</th>
<th>Projected Date of Completion</th>
<th>Actual Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagnostic/Qualifying Exam (required)</td>
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<tr>
<td>Preliminary Examination (required)</td>
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<tr>
<td>Prospectus/Pilot Study Defense (required)</td>
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<tr>
<td>Dissertation Defense (required)</td>
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</table>

**Scholarly Engagement Policy**

Effective fall 2016, the doctoral residency requirement was replaced with the **Scholarly Engagement** requirement. Doctoral students are still required to complete a minimum of 24 dissertation hours and many students complete far more than this minimum. The Continuous Enrollment policy also still applies.

The **Scholarly Engagement** requirement ensures that doctoral students are active participants in the scholarly community. Each academic unit with a doctoral program will include a program specific statement in its Graduate Handbook describing how its students can meet the Scholarly Engagement requirement annually.

**Supervisory Committee**

A **minimum of 4 members who hold Graduate Faculty Status (GFS) at FSU is required** – 2 members, including the major professor, must be from the major in which the student will receive a degree. One member, the University Representative, shall represent the graduate faculty at-large. Additionally, the University Representative must be a tenured member of the FSU faculty.
**Committee Members (Signed and Typed)  Department/Major  Directive Status

<table>
<thead>
<tr>
<th>Major Professor:</th>
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<th>GFS ☐</th>
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<tr>
<td>Typed Name:</td>
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<td>Member:</td>
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<td>GFS ☐</td>
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<td>Typed Name:</td>
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<td>University Representative:</td>
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<td>GFS ☐ TENURE ☐</td>
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<td>Typed Name:</td>
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</tbody>
</table>

Department Chair: Date:

Academic Dean: Date:

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

1. A doctoral student will submit to OASIS, no later than 12 months after enrollment, a completed Program of Study that includes the Major Professor and Department Chair signatures.

2. The two departmental committee member names and signatures must be submitted to OASIS in the semester in which the doctoral student is registered for the Preliminary Exam via the College of Education Supervisory Committee Revision Form.

3. The name and signature University Representative must be submitted to OASIS with the doctoral student’s Dissertation Prospectus Clearance Form via the College of Education Supervisory Committee Revision Form.
Appendix C

Incomplete Grade Agreement

Florida State University

Incomplete Grade Agreement
Revised 4/28/2015

Department of ________________________________

(A copy of this form must be completed for each “I” grade given)

Note: Incompletes (“I”) grades should be recorded only in exceptional cases when a student, who has completed a substantial portion of the course and who is otherwise passing, is unable to complete a well-defined portion of a course for reasons beyond his or her control.

Student Information

First Name ___________________________ Middle Name ___________________________ Last Name ___________________________

FSU Email Address ___________________________ DEPUID ___________________________

Class Information

Instructor Name: _____________________________________________ Phone: ___________

Instructor Email: ___________________________________________

Full Course Number and Section: _____________________________ Semester/Year Taken: ________ / ________

Work to be completed by the end of: ___________________________ (Semester) ___________ (Year)

Default grade to be assigned if student does not complete academic work: ___________________________________________

Specific work to be completed:

_______________________________________________________________________________________________

The “I” grade will be changed to the default grade if the work listed above is not satisfactorily completed by the semester indicated by instructor. Incomplete grades cannot be changed once a degree is posted.

By signing below, the student has agreed to complete the work by the time specified, without further prompting from the instructor. If the work is not submitted by the due date, the grade will be changed to the default grade listed above.

Student Signature: ___________________________________________ Date: ___________

[Include: email of agreement if student not available]

Instructor Signature: ___________________________________________ Date: ___________

cc: Instructor – Original
    Student
    Student’s Academic Dean
    Department Chair (offering the course)

Office of Admissions and Records Room A3900 UCA 1 (850) 644-1050 (Phone) 1 (850) 644-1597 (Fax)
Appendix D

Doctoral Preliminary Exam Results Form

DOCTORAL PRELIMINARY EXAM RESULTS

Directions:
- Please type
- Submit one original to OASIS
- Submit one copy to student’s department
- Student should retain one copy for his/her personal records
- Attach completed FSU Admission to Candidacy Form

TYPE OF EXAM:
Doctoral Preliminary

Exam/Defense for:

Student’s Name

EMPLID

Choose one (drop down menu):
Department

Academic Plan/Major

Major Professor – printed name & signature

Exam Completion Date: ___/___/___

EXAMINATION FORMAT:

☐ Written ☐ Oral

EXAMINATION RESULTS:

☐ Passed ☐ Failed ☐ Conditional

Consenting Members:

printed name & signature

printed name & signature

printed name & signature

Dissenting Members:

printed name & signature

printed name & signature

Conditions (if any):

rev. 4/25/2017

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Appendix E

Admissions to Candidacy Form

ADMISSION TO CANDIDACY FORM
Florida State University
Office of Admissions and Records
282 Champions Way A3900

Form fields must be typed.

Last Name
First Name
Middle Initial
FSU EMPLID required
FSUSN

The above named student has completed the following requirements for admission to candidacy including:

1. Enrollment for the preliminary examination on:
   Semester/Year
   Course Prefix/Number

2. Passing the preliminary examination on:
   Date

Choose One (Drop Down Menu):
   Program/Department
   Department Chairperson Signature

Registrar’s Office Notes:

Registrar Action Student Data Posted:
   Date/Initial