



Learning Design and Performance Technology  
Online Ed.D. Program

# Student Handbook

*A guide to doctoral requirements for students in Instructional Systems & Learning Technologies with major in Learning Design & Performance Technology at Florida State University*

**2021-2022**



*Instructional System & Learning Technologies Program*

Department of Educational Psychology and Learning Systems

College of Education, Florida State University

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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 INSTRUCTIONAL SYSTEMS AND LEARNING TECHNOLOGIES

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 <https://education.fsu.edu/islt>*

## Section 2. LEARNING DESIGN & PERFORMANCE TECHNOLOGY DEGREE PROGRAM

The Instructional Systems and Learning Technology provide three types of degree programs: Master, Ph.D., and online Ed.D. program. The online Ed.D. program in Learning Design and Performance Technology offers advanced preparation with both theoretical and practical experience for individuals who want to become leaders in providing data-based solutions to learning and performance problems. Upon completion of this three-year program, students will develop the knowledge and skills to reach new levels in their career.

The online Learning Design and Performance Technology Ed.D. program allows students to continue their career while earning their doctoral degree in Instructional Systems and Learning Technologies. During coursework, students will learn how to use a variety of inquiry methods to examine and evaluate learning and performance problems, as well as design theories and tools that will help them develop and implement appropriate solutions. The Learning Design and Performance Technology Ed.D. program culminates in an applied dissertation project that allows students to demonstrate their ability to use inquiry skills to address an authentic problem in a real-life setting.

Students will progress through the program within a cohort to encourage support, professional network building, and a sense of community. Additionally, cohorts will have an annual on-campus meeting to enable face-to-face interactions among the cohort and our award-winning faculty. These meetings will coincide with our annual ISLT conference and will include opportunities for networking with our campus students and our highly accomplished alumni.

The demand for highly skilled Learning Design and Performance Technology leaders continues to grow across a wide variety of settings, including business, higher education, healthcare, government, military, and K-12 education. Graduates from online Ed.D. program will lead these fields with learning design, training, and performance systems. The online Ed.D. program differs from Ph.D. program by its strong emphasis on practical research to solve real world problems.

## Section 3. MAJOR PROFESSOR/ACADEMIC ADVISING

For the first three semesters, the EdD Program Academic Director will serve as advisor for all EdD students. During Semester 3, when EdD students complete the Qualifying Exam, dissertation advisor assignments will be made. The assignment of advisors will be done with consideration of student interests (topical, methodological) and advisor capacity.

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. 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. LEARNING DESIGN & PERFORMANCE TECHNOLOGY FACULTY/STAFF

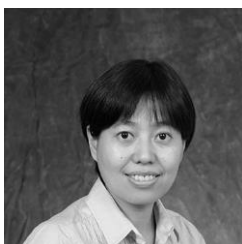
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## Section 6: REGISTRATION

*Questions? Jennifer Walsh, Email: [jnwalsh@fsu.edu](mailto: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](mailto: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/>.

Registration Guide - [https://registrar.fsu.edu/registration\\_guide/](https://registrar.fsu.edu/registration_guide/)

Class Search - [https://registrar.fsu.edu/class\\_search/](https://registrar.fsu.edu/class_search/)

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 <https://registrar.fsu.edu/calendar/>.

The Extended Academic Calendar can be viewed at <https://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 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.”

## 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. Individual 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. Note: Students who have a bachelor’s degree and return for a second bachelor’s degree may petition for a late drop within the same semester timelines as noted above.”

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

Drop a Class from an Open Enrollment Term: <https://sc.my.fsu.edu/students/how/drop-class-open-enrollment-term-current-or-future>

Drop a Class from a Closed Enrollment Term: <https://youtu.be/izmirPLzQjs>



## 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*)

In the EdD program, the program of study will be completed concurrent with taking the Qualifying Exam, during Semester 3 of enrollment. A template will be provided to students in the EME6920 course that term.

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

### TENTATIVE PROGRAM PLAN FOR LDPT ED.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.

### CURRICULUM OVERVIEW FOR LDPT ED.D. STUDENTS

The set of courses listed below meets all Program, College, and University requirements. The required coursework, inclusive of dissertation hours, totals 66 credit hours. Students who have completed one or more of these courses for a prior degree (e.g., MS in ISLT) will replace the course listed below with an alternate based on the permission and guidance of the EdD Program Academic Director. Occasionally, all members of the cohort may be given a choice between a course on this list and a similar and equally suitable alternate course if such a course is offered without disruption to the students' on-time completion of course requirements. These options, when available, will be made known to the cohort by the EdD Program Academic Director.

The minimum number of credit hours earned at FSU for this degree is 66 (42 in coursework and 24 dissertation hours). The maximum number of credit hours that may be completed for this degree is 78.

<b>Instructional Systems Courses</b>	<b>15 credits</b>
<b>Instructional Systems, Theory, Design, Development</b>	
EME5603 Systematic Instructional Design	3
EME6677 Instructional Materials Development	3
EDP5216 Theories of Learning and Instruction	3
EME6920 Learning Design & Performance Technology Colloquium	3
EME6697 Entrepreneurship, Consulting & Leadership	3
<b>Inquiry and Research Core</b>	<b>27 credits</b>
<b>Instructional Systems Research Core</b>	
EDF5489 Applied Research Methods in Learning Design and Performance Technology	3
EDG6362 Instructional Systems Research Seminar	3
EDG6363 Practicum in Experimental Learning Research	3
EME6665 Synthesis, Analysis, and Argumentation	3
<b>Inquiry Methods Core</b>	
EME6064 Application of Research Methods in Learning Design and Performance Technology	3
EME6356 Learning & Web Analytics	3
EME6357 Evaluation of Training in HPT	3
EME6476 Internet-based Inquiry	3
EME6XXX Research Proposal Development	3
Preliminary Exam ( <i>Note: Register for EDF8964 in the semester you take the Preliminary Exam</i> )	0
<b>Dissertation (24 units)</b>	<b>24 credits</b>
<b>Total Credits (actual number will vary depending on your program):</b>	<b>66 credits</b>

## Section 8. ACADEMIC POLICIES

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

For a listing of other important University academic regulations and policies, visit [https://registrar.fsu.edu/bulletin/graduate/information/academic\\_regulations/](https://registrar.fsu.edu/bulletin/graduate/information/academic_regulations/)

### TRANSFER OF COURSES

“Transfer of graduate courses not counted toward a previous degree from another nationally accredited 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 85*)

## 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

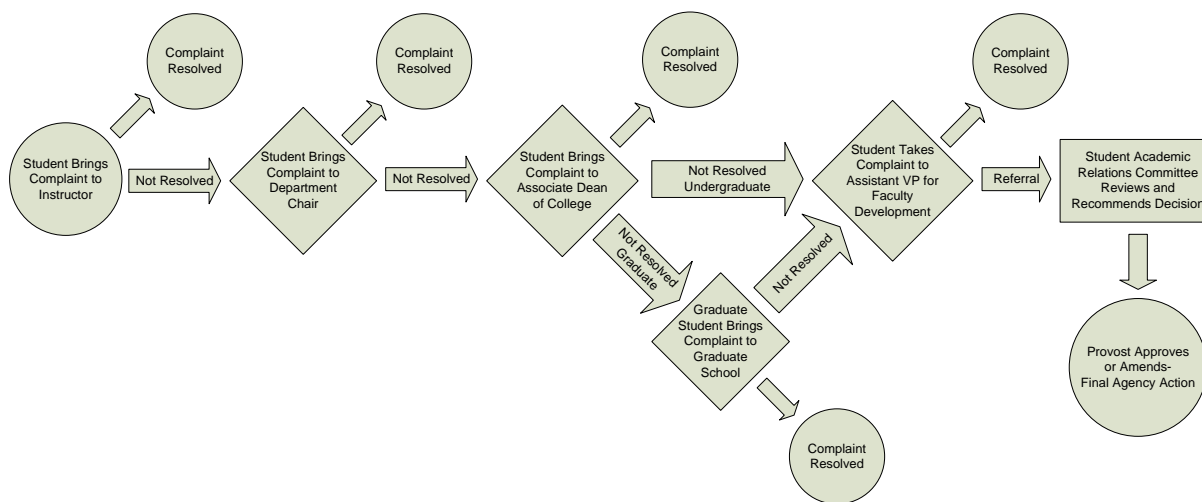
“All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination and is admitted to candidacy, or the student’s supervisory committee will require the student to take the preliminary exam and/or coursework again for readmission to candidacy, then the student may no longer be enrolled in that program or at Florida State University.” (*FSU Graduate Bulletin 2020-2021, page 86*)

## 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>)



## 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; or 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 during the student's fifth semester of enrollment (Fall Semester #2). The student's major professor will assist with forming the doctoral supervisory committee.

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.

If the student needs 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](mailto:mmckee@campus.fsu.edu),  
Phone: (850) 644-8792*

*(FSU Graduate Bulletin 2020-2021, page 85)*

### 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 Instructional Systems and Learning Technologies (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@fsu.edu](mailto:mmckee@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 85*)

The evaluation form can be found at <https://education.fsu.edu/oasis/graduate-students>. The form will be completed by the major professor and submitted to the student via Docusign for signing. 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@fsu.edu](mailto:mmckee@fsu.edu),  
Phone: (850) 644-8792*

All EdD students will complete the qualifying exam during the **semester 3** in the program. A date will be set by the program faculty and announced during the first two weeks of the semester. The exam may not be deferred to a later term. In the event of a 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 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.

### **Purpose**

The purpose of the Qualifying Exam is to provide an early, holistic assessment of student progress in the LDPT EdD program. It also facilitates the process of matching students with their dissertation advisors.

Students who are not making adequate progress in the program at this time may either be asked to address major deficiencies and return for re-assessment the following term or counseled out of the program.

### **Exam Components and Procedures**

The Qualifying Exam consists of the following components:

1. Portfolio
2. Portfolio Presentation
3. Program of Study

The portfolio will be submitted to the faculty in electronic form (preferably as a PDF file), along with the URL to your presentation.

### **Portfolio**

The portfolio should consist of:

1. Statement of scholarly interest (1-2 page statement indicating your scholarly interests in general and the area(s) you are thinking about for your dissertation)
2. Statement of career interest (1 page statement of your future career objectives and how your scholarship will help you achieve that goal)
3. Self-assessment (1 page self-assessment of strengths/weaknesses related to program areas: communication, research, collaboration and leadership, design and technology; also identify how you might work on your weak areas)
4. Current CV

## **Portfolio Presentation**

The portfolio presentation, which provides an overview of your scholarly interests and dissertation ideas, will be submitted as a Voicethread with video comments and should be 5 minutes long. Please do not exceed 5 minutes. It is acceptable to be in the 3-5 minute range. The voicethread should make use of well-designed slides and the narration should be planned or scripted. Both content and professionalism matter, and this is considered a professional presentation.

## **Program of Study**

A completed program of study form.


## **Exam Submission and Feedback**

1. Students submit portfolios and presentation URLs to the EdD Advisor through the EME6920 Canvas site.
2. The EdD Advisor will share the portfolios and presentations with the faculty.
3. The faculty will review each portfolio independently.
4. The faculty will meet and watch the presentations together, and will discuss each student's portfolio.
5. Comments will be left for each student on their Voicethread presentation.
6. Post-defense, a formal, written summary of results will be provided to the student and placed in the student's academic record file.

## **Exam Outcomes:**

There are three possible outcomes of the Qualifying Exam:

1. 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.
2. 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 next term. The student will either pass or fail during the next term.
3. Fail – in the event that there is a significant concern about the student's ability to succeed in the 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 must be submitted to the Department Chair through OASIS.

## Section 13. DOCTORAL PRELIMINARY EXAM

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

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

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

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

The examining committee will report the outcome of the examination to the academic dean: passed, failed, additional work to be completed, or to be re-examined; the report following the 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.” (*FSU Graduate Bulletin 2015-2016, page 76-77*)

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

*\*\*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>.*

## PRELIMINARY EXAMINATION FOR LDPT ED.D. STUDENTS

Preliminary Exams are generally scheduled during the early part of the **Spring term of your second year (semester 6)** in the program. You will 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 students to clearly articulate their scholarly development and professional goals, provide a well-aligned and feasible proposed study, apply knowledge and skills to implement theoretical and empirical underpinnings of their work, and demonstrate professionalism throughout the dossier. Satisfactory completion of a Preliminary Exam is required for admission to candidacy for the doctoral degree.

The three main parts of the Preliminary Exam include: (a) written statements of your interest, (b) research alignment table and management plan, and (c) research concept presentation. The general timeline and procedures for completing the Prelim exam are detailed and posted at the Learning Design & Performance Technology Prelim Exam Canvas web site prior to the beginning of Spring semesters.

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 the Preliminary Exam Results Form.*

## Section 14. ADMISSION TO CANDIDACY

*Questions? Contact Mary Kate McKee, Email: [mmckee@fsu.edu](mailto:mmckee@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@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 two credit hours (dissertation hours) per semester 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. Examination in Defense of Question.” (*FSU Graduate Bulletin 2020-2021, page 86*)

*\*Via OASIS for College of Education students*



## DISSERTATION FOR LDPT ED.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.

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) address a problem of practice through a systematic process of data collection and analysis. A wide 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 associate/co-investigator for the period of time when the student’s research was conducted (i.e., data collections and analyses). 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

“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.” (*FSU Graduate Bulletin 2020-2021, page 83*)

## 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 Dissertation Prospectus Guidelines. 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 LDPT ED.D. 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 of the committee may be 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 LDPT ED.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 86-87)

## DISSERTATION DEFENSE FOR LDPT 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 (or virtually under certain circumstances). 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.

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

## Section 16. GRADUATION

*Questions? Contact Mary Kate McKee, Email: [mmckee@fsu.edu](mailto:mmckee@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 <https://sc.my.fsu.edu/students/how/apply-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://colleges.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 <https://registrar.fsu.edu/graduation>.

## Section 17. FUNDING

*Questions? Contact Bryan Richards, Email: [brichards@fsu.edu](mailto: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 <https://fsu.academicworks.com/>. For specific questions about College of Education scholarships, please contact Ashley Milton at [a.milton@fsu.edu](mailto:a.milton@fsu.edu).

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### ASSISTANTSHIPS AND FELLOWSHIPS

EdD students enroll in seven credit hours per term and thus are not typically qualified for assistantships and fellowships. 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

## 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 U.S. 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 information about tuition at FSU [here](#).

- College of Education foundation scholarships: The application window for COE scholarships is December 1 – March 1 annually.
- Graduate School Fellowships and Grants
- Career Counseling Scholarships: In order to qualify for these scholarships, applicants must have been admitted to the career counseling graduate program. *For more information, please contact Dr. Robert Reardon at [rreardon@fsu.edu](mailto:rreardon@fsu.edu).*
- 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
- And more...

## MINORITY SCHOLARSHIPS

Information on the following minority scholarships can also be found at <https://education.fsu.edu/scholarships>

- 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

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





# 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:

<b>FSU Victim Advocate Program</b>	850-644-7161 or 850-644-2277	<a href="http://victimadvocate.fsu.edu">victimadvocate.fsu.edu</a>
	nights/weekends 850-644-1234, ask for advocate on call	

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.

<b>FSU Counseling Center</b>	850-644-TALK(8255)	<a href="http://counseling.fsu.edu">counseling.fsu.edu</a>
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Confidential, free, mental-health counseling and referrals for FSU students. Hosts survivor support groups.

<b>FSU Employee Assistance Program</b>	850-644-2288	<a href="http://vpfa.fsu.edu/Employee-Assistance-Program">vpfa.fsu.edu/Employee-Assistance-Program</a>
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Confidential, free, mental-health counseling, referrals, and other support services for employees.

<b>Refuge House</b>	850-681-2111	<a href="http://refugehouse.com">refugehouse.com</a>
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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.

<b>211 Big Bend</b>	211	<a href="http://211bigbend.net">211bigbend.net</a>
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Confidential, 24-hour crisis helpline and referral services for the Tallahassee community.

### On Campus Complaint Resolution

<b>FSU Police Department</b>	850-644-1234 or 911	<a href="http://police.fsu.edu">police.fsu.edu</a>
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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.

<b>Title IX Director</b> Jennifer Broomfield	850-644-6271	<a href="https://smr.fsu.edu/documents/TitleIXStatement.pdf">https://smr.fsu.edu/documents/TitleIXStatement.pdf</a>
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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

<b>Dean of Students Department</b>	850-644-2428	<a href="http://dos.fsu.edu">dos.fsu.edu</a>
Responsible for resolution of sexual misconduct complaints against students (including sexual violence and sexual harassment complaints).		
<b>Equal Opportunity &amp; Compliance</b>	850-645-6519	<a href="http://compliance.hr.fsu.edu">compliance.hr.fsu.edu</a>
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).		
<b>FSU EthicsPoint Hotline</b>	855-231-7511	<a href="http://fsu.ethicspoint.com">fsu.ethicspoint.com</a>
Anonymous discrimination and sexual misconduct (including sexual harassment & sexual violence) reporting hotline.		

### Additional On Campus Resources

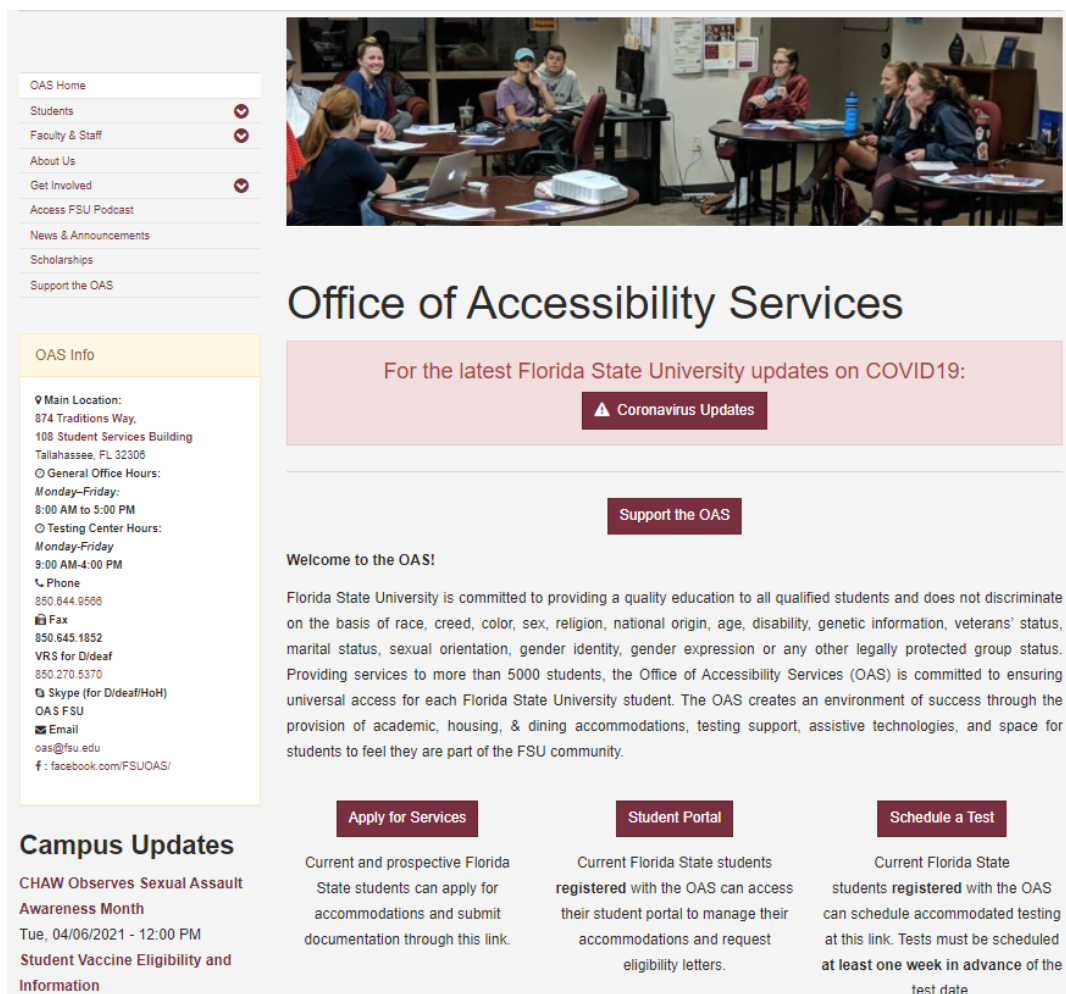
<b>University Health Services</b>	850-644-6230	<a href="http://healthcenter.fsu.edu">healthcenter.fsu.edu</a>
Healthcare services for students (including emergency contraception through the Women's Clinic).		
<b>Seminole Allies and SafeZones</b>	850-645-0908	<a href="http://safezone.fsu.edu">safezone.fsu.edu</a>
Support network and resources for lesbian, gay, bisexual, and transgender students and employees.		
<b>FSU Measure Up</b>		<a href="http://FSUmeasureup.com">FSUmeasureup.com</a>
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.		
<b>M.A.R.C. (Men Advocating Responsible Conduct)</b>		<a href="http://sga.fsu.edu/marc/">sga.fsu.edu/marc/</a>
Student group devoted to peer education regarding sexually responsible behavior.		

### Additional Off Campus Services

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

## Appendix B: OFFICE OF ACCESSIBILITY SERVICES

OAS (<https://dsst.fsu.edu/oas>)



OAS Home

Students

Faculty & Staff

About Us

Get Involved

Access FSU Podcast

News & Announcements

Scholarships

Support the OAS

OAS Info

Main Location:  
874 Traditions Way,  
108 Student Services Building  
Tallahassee, FL 32306  
General Office Hours:  
Monday–Friday:  
8:00 AM to 5:00 PM  
Testing Center Hours:  
Monday–Friday  
9:00 AM–4:00 PM  
Phone  
850.644.9566  
Fax  
850.645.1852  
VRS for D/deaf  
850.270.5370  
Skype (for D/deaf/HoH)  
OAS FSU  
Email  
oas@fsu.edu  
Facebook: facebook.com/FSUOAS/

Office of Accessibility Services

For the latest Florida State University updates on COVID19:

Coronavirus Updates

Support the OAS

Welcome to the OAS!

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

Apply for Services

Current and prospective Florida State students can apply for accommodations and submit documentation through this link.

Student Portal

Current Florida State students registered with the OAS can access their student portal to manage their accommodations and request eligibility letters.

Schedule a Test

Current Florida State students registered with the OAS can schedule accommodated testing at this link. Tests must be scheduled at least one week in advance of the test date.

Campus Updates

CHAW Observes Sexual Assault Awareness Month  
Tue, 04/06/2021 - 12:00 PM  
Student Vaccine Eligibility and Information

### ADA Compliance

The Americans With Disabilities Act (ADA) provides that no qualified individual with a disability be denied access to or participation in services, programs, and activities at Florida State University. This act applies to virtually all aspects of campus activities, including employment, student programming, and services provided to the community at large. As part of the University's campus-wide ADA compliance program, the links on this webpage provide you with many ADA and disability-related resources. As a student at FSU, you can access services through the Office of Accessibility Services (OAS), <http://dsst.fsu.edu/oas/> and the website link on the Department of Student Support and Transitions page. Any questions pertaining to faculty and staff with disabilities can be addressed through Human Resources by the Assistant Director of Human Resources, Ms. Amber Wagner is the Florida State ADA Coordinator. For further information, contact the Office of Accessibility Services (OAS) 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	Career Center Center for Academic & Professional Development Preparing Future Faculty (PFF) Program Preparing Future Professionals (PFP) Program Professional Development Workshops University Libraries Workshops
FSU Recreation/Events	Campus Recreation College of Music Concerts & Events Crenshaw Bowling Lanes Division of Student Affairs FSU Flying High Circus FSU Museum of Fine Arts Oglesby Union Opening Nights Events School of Dance Events Union Productions WVFS Tallahassee 87.9FM, "The Voice of Florida State"
Funding Resources	External Fellowships Latin American/Caribbean Scholarship Office of Financial Aid Student Business Services University Wide Fellowships & Grants
Health & Wellness Services	Center for Couple & Family Therapy Health Insurance Subsidy Benefit Student Disability Resource Center University Counseling Center University Health Services Victim Advocate Program
Housing Options	CGE Housing Options Graduate Student Housing Off-Campus Housing University Housing
Instructional Support	Academic Center for Excellence Center for Intensive English Studies Instruction at FSU: A Guide to Teaching & Learning Practices Program for Instructional Excellence
Leadership & Diversity	Center for Global Engagement Center for Leadership & Social Change Congress of Graduate Students



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

### **Top 10 Tips for FSU Grad Students -Advice from The Graduate School**

- Consult the *Graduate Bulletin* for campus policies and program requirements - <http://registrar.fsu.edu/bulletin/>
- Stay connected through "GradSpace" on Canvas. Discover news, forms, and information.
- Find out about the Health Insurance requirement for all graduate students - <http://studentinsurance.fsu.edu/>
- Participate in Professional Development Workshops from The Graduate School on topics like job preparation, research, and publishing - <http://gradschool.fsu.edu/Professional-Development/Professional-Development-Workshop-Series>
- Contact the Program for Instructional Excellence for training as a Teaching Assistant (TA) - <http://pie.fsu.edu/>
- Enhance your academic portfolio through the Preparing Future Faculty Program - <http://gradschool.fsu.edu/Professional-Development/Preparing-Future-Faculty-PFF/>
- Compete for Graduate School Awards - <http://gradschool.fsu.edu/Funding-Awards>.
- Craft applications for off-campus awards with The Office of Graduate Fellowships & Awards - <http://ogfa.fsu.edu/>
- Receive training in standards for the Responsible Conduct of Research - <http://www.research.fsu.edu/research-compliance/rcr/>
- Seek approval before starting research on Human Subjects or Animals from the FSU committees - <http://www.research.fsu.edu/>
- Attend ETD workshops to learn how to prepare your Thesis or Dissertation well in advance - <http://gradschool.fsu.edu/Academics-Research/Manuscript-Clearance>

## Appendix D. ISLT DOCTORAL CANDIDATE STUDENT PROGRESS POLICY

### Expectations:

The Instructional Systems and Learning Technologies (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:

By the end of week 2: Semester goal form

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:

Failure to progress or slow progress will be noted in the student's annual review, conducted during the Spring semester.