



# FLORIDA STATE UNIVERSITY

## **PhD in Curriculum and Instruction**

### **Student Handbook**

**A guide to doctoral requirements for students in the Curriculum and Instruction Program  
within the College of Education,  
School of Teacher Education,  
at Florida State University**

**2023–2024**

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 revision required by the faculty of the program, the department, College, and University.

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# INTRODUCTION

## University Land Acknowledgement Statement

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Florida State University acknowledges that its Florida campuses are located on the ancestral and traditional homelands of the Seminole Tribe of Florida, the Miccosukee Tribe of Indians of Florida, the Apalachee, Seminole, and Muscogee Nations, the ancient Calusa, Uzita, and Tocobaga, and others. We pay respect to the resiliency of their tribal members, past and present, and to all Indigenous peoples.

The University honors its unique and collaborative friendship with the Seminole Tribe of Florida, together paying tribute to the Tribe's great history and rich culture. We encourage all to learn about the significance of Indigenous peoples in this region and throughout the nation. With a collective knowledge of the past, we are inspired to teach, live, and support a future that empowers all individuals.

## Florida State University

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### Mission

Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts. The university is dedicated to excellence in teaching, research, creative endeavors, and service. The university strives to instill the strength, skill, and character essential for lifelong learning, personal responsibility, and sustained achievement within a community that fosters free inquiry and embraces diversity.

### Vision

Florida State University will be among the nation's most entrepreneurial and innovative universities, transforming the lives of our students and shaping the future of our state and society through exceptional teaching, research, creative activity, and service. We will amplify these efforts through our distinctive climate—one that places a premium on interdisciplinary inquiry and draws from the rich intellectual and personal diversity of our students, faculty, staff, and alumni. These three forces—entrepreneurship, interdisciplinarity, and diversity—deepen FSU's impact and result in a powerful return to our students and the people of Florida for their continued support and trust.

### Core Values

Transformative Daring: We support thoughtful risk-taking that leads to successes that improve our world dramatically. And when we face challenges, we confront them with resilience, curiosity, and renewed desire to overcome hurdles to our goals.

Inspired Excellence: We achieve the highest levels of success by drawing strength and understanding from the talents of those around us and from our interactions with them.

Dynamic Inclusiveness: We believe the benefits of a richly varied community arise not only from the diversity of people it includes but more importantly, from intentional efforts to create a strong sense of belonging that encourages deep and high-quality connections.

Responsible Stewardship: We transform the resources we are given and the public's trust in us into powerful impact that better the lives of those around us, near and far.

Engaged Community: We uphold the traditions and history that create a small-college culture within a large university. This makes FSU a welcoming place where people discover others like themselves— while also connecting to and learning from classmates and colleagues of vastly different backgrounds and experiences.

## School of Teacher Education

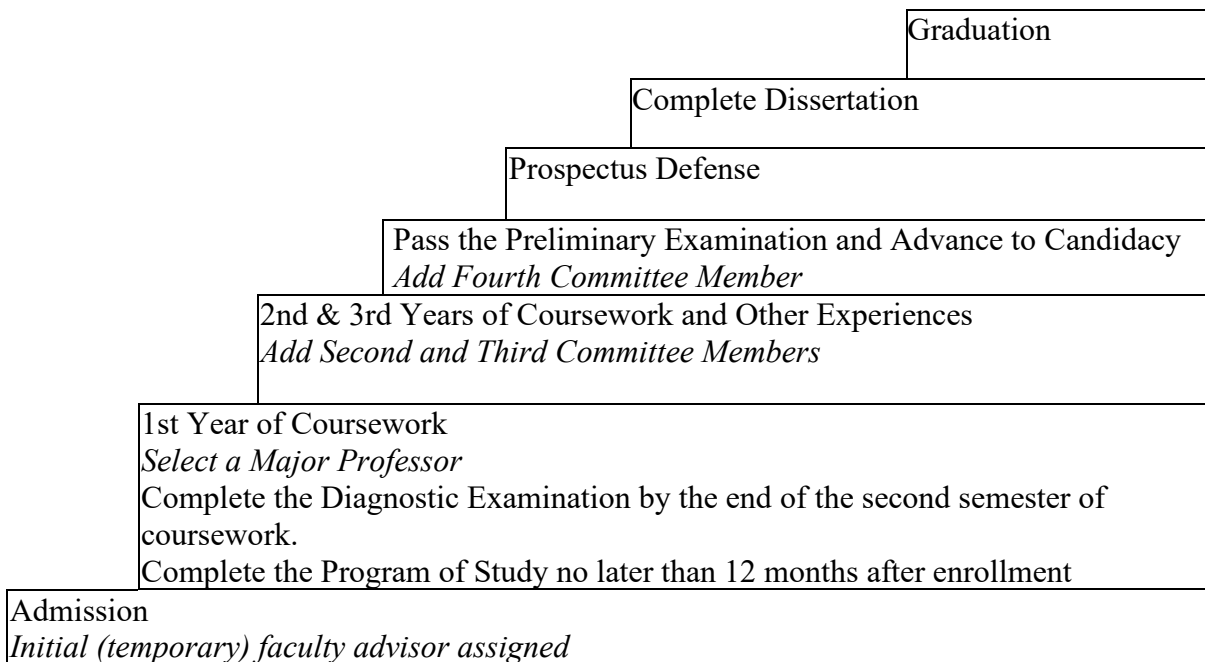
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### Mission Statement

Our mission is to provide exemplary leadership within and beyond traditional school settings. The School of Teacher Education prepares scholars to inform and influence the field by understanding and shaping scholarship and professional practice. Faculty are dedicated to mentoring doctoral students as they engage in scholarship, teaching and learning, and service.

### Introduction

Welcome to the Florida State University School of Teacher Education (STE), C&I doctoral program (C&I PhD). This handbook was developed to clarify departmental, college, and university requirements and procedures related to the C&I PhD degree program and is intended for students admitted to the doctoral program. Although students may be part-time, this handbook is organized chronologically, which would follow the annual progress of a typical full-time student. The following diagram depicts the general progression of a student through the PhD program after admission.



All doctoral students should also refer to the following publications or websites for details on other university requirements:

- *Florida State University General Bulletin, Graduate Edition*  
(<http://registrar.fsu.edu/bulletin/graduate/>)
- *Florida State University Student Handbook*  
(<https://dsst.fsu.edu/resources/student-handbook>)

The primary purpose of the C&I PhD program is to prepare graduates for university faculty positions, institutional researcher positions, and other leadership positions in education. The program takes a global perspective in all aspects of this preparation. The C&I PhD degree offers specializations in the following majors:

- Early Childhood Education
- Elementary Education
- English Education
- Foreign and Second Language Education
- Mathematics Education
- Reading Education and Language Arts
- Science Education
- Social Science Education
- Special Education

## **Title XI Statement**

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“No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX of the Education Amendments of 1972, and its implementing regulations at 34 C.F.R. Part 106 (Title IX).

In accordance with Title IX, as a recipient of Federal financial aid, FSU does not discriminate on the basis of sex/gender in education programs and activities. In 2020, the US Department of Education adopted new Title IX regulations defining sexual harassment and specifying procedures for the investigation and adjudication of allegations of sexual harassment. FSU has created a new policy (2-2a) to supplement current policy (2-2) in order to implement the new regulations; both policies can be found at: <https://regulations.fsu.edu/policies/office-president>. Effective 8/14/2020, under the [Title IX Compliance Policy](#), sexual harassment is defined as: sexual assault (including forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest, and statutory rape); dating violence; domestic violence; stalking; quid pro quo; and hostile environment. Additionally, other forms of sex discrimination and sexual misconduct not included in this definition are prohibited by law and continue to be included in the [Anti-Sexual Misconduct Policy](#).

Furthermore, the Florida Educational Equity Act prohibits discrimination in schools based on race, ethnicity, national origin, gender, disability, or marital status. FLA. STAT. § 1000.05 (2019). FSU’s commitment to addressing and eliminating all forms of discrimination on the basis of sex is reaffirmed in FSU’s [Anti-Sexual Misconduct Policy](#), which is applicable to all faculty, staff, students, visitors, applicants, and contractors.

The University’s Title IX Coordinator/Director is responsible for overseeing the development of sexual misconduct policies, ensuring compliance with Title IX and relevant federal and state regulations, and investigating Title IX complaints alleging student sexual misconduct. The Human Resources Deputy Coordinator will oversee investigations of alleged sexual misconduct by **employees and third parties**. The Athletics Deputy Coordinator will accept Title IX incident reports to forward to the Title IX Director and will ensure athletics equity compliance. The FSUS Deputy Coordinator(s) will oversee investigations of alleged sexual misconduct by **K–12 students**. Report regarding Title IX, as well as concerns about and complaints of non-compliance (including complaints of sexual harassment, sex discrimination, or other sexual misconduct), should be submitted to [report.fsu.edu](http://report.fsu.edu). Additionally, any questions may be directed to the Title IX Director/Coordinator or a Title IX Deputy Coordinator.

Complaints will be addressed following the University’s discrimination complaint procedures contained in its [Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy](#), [Title IX Compliance Policy](#), and the [Student Code of Conduct](#). Some acts of sexual harassment or misconduct may also constitute violations of criminal law and require mandatory reporting to the FSU Police Department, e.g., sexual battery, indecent exposure, sexual abuse. In such instances, refer to the University’s Anti-Sexual Misconduct Policy and contact the FSU Police Department at (850) 644-1234. Questions about the application of Title IX may also be directed to the Office for Civil Rights, US Department of Education.

[Website](#)

## **Diversity, Equity, and Inclusion**

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At Florida State University, we recognize that every competitive advantage begins with people. By valuing, celebrating, and leveraging the differences and similarities of our students, faculty, and staff, we inspire an environment of innovation and passion—one that enables us to create a teaching, research, and service environment that better reflects the needs of our students, faculty, staff, customers, constituents, communities, and other key stakeholders. As detailed in the [Strategic Plan](#) our approach starts with a belief that diversity is about more than a particular head count: it must reflect the quality and depths of our interactions. We remain focused on doing all that we can to ensure FSU is the university of choice for our faculty, staff, and students. By recognizing and embracing the differences and similarities within our community, we create a fertile environment for problem-solving—one that is more inventive and compassionate. We are proud that our cohesive community has become a signature of the FSU experience. But we can, and we will do more.

[Website](#)

## **Sexual Misconduct**

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Florida State handles sexual misconduct complaints sensitively and discreetly; we are all responsible for providing a supportive environment for those in need and for reporting misconduct. If you have experienced sexual misconduct or know someone who has, FSU is committed to providing support and resources to assist. We do not tolerate sexual misconduct.

- [Victim Advocate Program](#)
  - o (850) 644-7161 (24/7, including holidays)
  - o (850) 756-4320 (text)
  - o [Victims-advocate@fsu.edu](mailto:Victims-advocate@fsu.edu)
  - o If you cannot reach an advocate by phone, please call FSUPD at (850) 644-1234 and they will have an advocate respond as needed.
- [Refuge House](#) (Off-campus resource)
  - o (850) 681-2111



# GETTING STARTED AT FLORIDA STATE

## Human Resources

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- If applicable, obtain copies of relevant appointment paperwork – **Department Contact: Christine Lojan**
- If applicable, enroll in the new employee orientation presentation for OPS hires. [Enroll Here](#)
- Review the New Graduate Student Orientation [presentation](#).
- In order to register for classes at FSU requires all domestic full time, main campus students and international students with F or J visa types to show proof of health insurance coverage. For complete details on how to submit proof of insurance or to purchase student health insurance, please visit this [website](#).
- Obtain FSU identification card from FSU Card Center located across from the Student Union off Woodward Ave. Make sure you bring your photo ID/driver license. [Website](#)

## Transportation

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- Obtain FSU identification card from FSU Card Center located across from the Student Union off Woodward Ave. Make sure you bring your photo ID/driver license. [Website](#)
- Parking on campus interactive map: [website](#)
- Information about Transportation and Parking Services: [website](#)
- Tallahassee StarMetro Bus system: [website](#)

## Housing

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- [Center for Global Engagement \(CGE or The Globe\) Housing Options](#)
- [Graduate Student Housing](#)
- [Off-Campus Housing](#)
- [University Housing](#)

## Health and Wellness Services

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- [University Health Services](#)
- [University Counseling Center](#)
- [Center for Couple & Family Therapy](#)
- [Health Insurance Subsidy Benefit](#)
- [Victim Advocate Program](#)
- [Campus Recreation](#)

## Leadership and Student Involvement

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- [Congress of Graduate Students](#)
- [Student Organizations & Involvement](#)
- [Center for Global Engagement](#)
- [The Center for Leadership & Social Change](#)
- [Student Government and Advocacy](#)
- [Fraternity and Sorority Life](#)
- [Student Union](#)
- [Student Conduct & Community Standards](#)

## Career Services and Workshops

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- [Career Center](#)
- [Center for Academic & Professional Development](#)

[Professional Development Workshops](#)

- [University Libraries Orientation](#)

## **Important Phone Numbers and Emergency Information**

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School of Teacher Education front desk (850) 644-4880

FSU Information/Directory Assistance (850) 644-2525

### **FSU Police Department**

For immediate emergencies, call 911.

FSUPD Non-Emergency: (850) 644-1234

Tallahassee Police Department (850) 891-4200

Tallahassee Fire Department (850) 891-6600

Leon County Sheriff's Office (850) 606-3300

# FINANCIAL AID

## General Information

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- [Office of Financial Aid](#)
- [Student Business Services](#)
- [College of Education Scholarships and Aid Information](#)
- [Graduate School Fellowship and Grants](#)
- [Financial Support – The Graduate School](#)
- [External Fellowships](#)
- [Latin American-Caribbean Scholarship \(LAC\)](#)

## Assistantships

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Graduate assistantships are available to a limited number of qualified doctoral students who enroll full-time and are making progress in their degree programs. Graduate assistants are expected to contribute their time and energy to teaching, major research or service projects associated with the Department, affiliated centers, and individual faculty grant projects. Renewal of assistantships depends on adequate progress towards the degree, adequate funding provided to the STE, and quality of work in previous efforts.

STE has a limited number of tuition waivers and funding for graduate student stipends. Typically, not all students will receive support, and doctoral students receive priority assistance. **Students who receive an extended support package (ESP)** will be supported for four (4) academic years, are expected to be full-time, and must make themselves available for all work assigned during typical business hours (work associated with the ESP should contribute to the mission of the STE). Tuition waiver support should primarily be used to support students in completing an STE degree. Waivers shall not be used to cover certificate programs or students dually enrolled in other programs.

For students for whom Florida residency is a possibility, STE will only support out-of-state waivers for up to three semesters. STE will monitor those students and provide information for students to seek assistance from the University Registrar to change their residency.

Graduate students interested in support should make that interest known to their advisor and/or the program leader from their major area of study to make that request. Funding requests to the director should only come through those program leaders.

Per College of Education policy, doctoral students in pre-dissertation coursework can receive up to three academic years (9 semesters) of tuition waiver funding. A maximum of two academic years (6 semesters), or 54 credit hours of dissertation, can be funded for doctoral candidates. It is important to note that the three years pre-dissertation/2 years dissertation waiver funding rule applies regardless of the source of funding.

### Fall and Spring Semesters

Nine hours of coursework is the minimum required to receive a tuition and fee waiver in the fall or spring. Students must be registered for at least nine (9) hours by the time early registration closes, or they will lose the tuition and fee waiver. If you have questions regarding waivers, hours, or deadlines, see the STE Department Manager and/or Graduate Coordinator in G107 Stone Building (STB).

**Summer Semester**

Summer tuition and fee waivers depend on funding from The Graduate School. The number of hours covered is determined each spring. Full-time enrollment depends on the summer session or sessions in which courses are taken.

Summer A or B: 5 hours

Summer C: 9 hours

Summer Combination: 9 hours

# ADMISSIONS

## Requirements

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### Admissions Requirements – University

- A bachelor's degree with at least a 3.0 GPA – An earned bachelor's degree from a regionally accredited U.S. institution, or a comparable degree from an international institution, with a minimum 3.0 (on a 4.0 scale) grade point average (GPA) in all coursework attempted while registered as an upper-division undergraduate student working towards a bachelor's degree.
- A master's or specialist degree with at least a 3.0 GPA – An earned master's or specialist degree from a regionally accredited U.S. institution, or a comparable degree from an international institution, with a minimum 3.0 (on a 4.0 scale) grade point average (GPA) in all coursework attempted.  
*\*\*This requirement only applies to Early Childhood Education and Elementary Education.*
- GRE test scores.\* Official test results are required from the General Test of the Graduate Record Examination (GRE). These scores are considered official only when they are sent directly to the Office of Graduate Admissions from the testing agency. Examinee copies are not considered official. Graduate Record Examination (GRE): <http://www.ets.org/> FSU Institution Code: 5219. The Educational Testing Service (ETS) do not retain scores longer than five years. If your test scores are older than five years, you may have to retake the test to have official scores sent directly to FSU from the testing agency. If you have the report that was mailed to your home address for older scores, then FSU will accept that report. \*Please read the section above about GRE waivers.
- Transcripts\* – applicants must submit an official transcript from each college and/or university attended. Transcripts should be sent to the Office of Graduate Admissions electronically at [graduateadmissions@fsu.edu](mailto:graduateadmissions@fsu.edu) or via mail in a sealed envelope:  
Florida State University  
Office of Graduate Admissions  
314 Westcott Building  
P.O. Box 3061410  
Tallahassee, FL 32306-1410  
*\*We will review applications using unofficial transcripts; however, if admitted students must submit official transcripts. Admitted students may bring sealed copies directly to the Office of Admissions upon arrival in Tallahassee. Students have until the seventh week of classes to submit all official transcripts and test scores.*

### Admissions Requirements – School of Teacher Education

- Statement of Purpose. This should be at least two pages long describing your purpose for pursuing this degree program, why you chose Florida State University, qualifications, research interests, and long-term career goals.
- Writing Sample. Submitting a paper/published article outside of the subject area you are applying for is acceptable.
- Three letters of recommendation.
- Resume/Curriculum Vitae

## **Provisional Graduate Students**

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An academic program may recommend that a student be admitted to the University as a provisional graduate student. This requires that the program stipulate conditions that the student must meet during the initial semester/term of enrollment. The student will remain in this provisional category for only one semester/term and must meet all of the stipulated conditions during the initial semester/term to continue in the program. Students entering the University under this category register in the same manner as regular degree-seeking students. International students cannot be admitted into the provisional category.

A provisional graduate student must be reviewed by the academic program and the University at the end of the initial semester/term to determine whether the stipulated conditions were met.

While in provisional status, a graduate student must register for graded graduate-level coursework (5000-level or above; excludes S/U courses) commensurate with the load requirements of the program and must earn at least an average of 3.0 for all graduate-level coursework taken. A hold blocking future enrollment will be placed on the record of a student who fails to meet the stipulated conditions during the initial provisional semester/term; such students will be ineligible to continue in the academic program.

Students meeting the minimum requirements for admission to the University either initially or during the provisional semester but failing to meet the program-specific conditions may subsequently seek admission to a different academic program as a degree or non-degree seeking student.

A provisional student who does not earn at least a 3.0 average during the initial provisional term is not eligible for probationary status in the subsequent semester. Otherwise, a provisional graduate student is subject to the retention and dismissal regulations appropriate to a regular graduate student.

# DEGREE REQUIREMENTS

The C&I PhD is designed to allow students to achieve professional goals. Degree candidates are required to pass the Diagnostic Examination by the end of the second semester (for full-time students) or at the end of 18 hours (for part-time students) and the Preliminary Examination toward the completion of required coursework (before writing and defending the Prospectus of the proposed research to be conducted for the Dissertation or enrolling in dissertation hours).

The university has established policies regarding scholarly engagement and a minimum number of dissertation hours, and individual programs are planned to increase the likelihood that students will have gained sufficient mastery of their field to complete the examination successfully before they reach the Preliminary Examination. Thus, programs of study for a major are designed for the necessary depth and breadth of graduate study to ensure students have adequate grounding in research methods and discipline-based inquiry. The student must choose a major or specialization area of study.

## Credit Hour Requirement

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<b>Doctorate in Curriculum and Instruction</b>	<b>Minimum Required Hours</b>
<b>Interdepartmental Core*</b> Current Trends in Teacher Education (3) – EDG 6068 Learning Theory (3) Curriculum Theory (3) – EDG 6221	9
<b>Curriculum &amp; Instruction Seminars</b> C&I Seminar 1 – EDG 6008. Academic and Professional Identity C&I Seminar 2 – EDG 6009. Successful Transitions: Graduate School to Academic and/or Alt-Academic Professions	2
<b>Research Methods Core</b> (See Appendix B)	15
<b>Major Area Core</b>	15
<b>Diagnostic Examination</b> (EDG 6964)	0
<b>Preliminary Examination</b> (XXX 8964)	0
<b>Dissertation</b>	24
<b>Dissertation Defense</b> (XXX 8985)	0

\* EDG 6068 and EDG 6221 are required courses. When a student cannot fulfill these requirements, they must provide (via email communication to the Associate Director, to accompany the student’s submission of the program of study) an explanation and identify which courses on the Program of Study fulfill the requirements.

## **Interdepartmental Core**

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The three courses addressing this element of the degree are opportunities for students to gain insights from faculty, including those external to STE. Completion of these courses provides doctoral candidates with a more comprehensive view of professional education theory and best practices. Please see the list of courses below which may be used to fulfill this requirement.

### **Policy Studies (3 SCH):**

EDG 6068 Current Trends in Teacher Education

### **Learning Theory (3 SCH):**

(one of the following courses, or approved alternative)

EDP 5216 Theories of Learning and Cognition in Instruction

EDP 5217 Principles of Learner Motivation

EDP 5285 Group Processes in Instruction

EDG 6328 Alternate Views of Teaching and Learning

EXP 5642 Psychology of Language

SYP 5105 Theories of Social Psychology

SCE 6742 Modeling the Mind

### **Curriculum Theory (3 SCH):**

EDG 6221 Curriculum Theory

## **Curriculum and Instruction Seminars**

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The departmental doctoral seminars (1 semester hour for each, 2 semester hours required) are designed to provide opportunities for students to explore their professional identities at the beginning and end of their doctoral preparation. The seminars also provide for students from different majors across the department to interact. It is expected that the first seminar will be completed in the fall of the first year, and the second in the fall of the third year. The focus of the first seminar is to support doctoral students in exploring different facets of their professional identities. The second seminar will assist the students in representing their professional identities to others for the purpose of attaining employment.

C&I Seminar 1: EDG 6008 – Academic and Professional Identity

C&I Seminar 2: EDG 6009 – Successful Transitions



## Research Methods Core

A **minimum** of 15 semester hours of graduate coursework must be completed in the Research Methods Core. Through these courses, doctoral students will demonstrate knowledge and competence with various research designs, evaluation methods, and statistics. In addition, students will meet the research ethics training requirements. Examples of course content include but are not limited to the following: general linear modeling, multivariate statistics, nonparametric statistics, single-case research design, group research design, qualitative research methods, discourse analysis, qualitative data analysis, and test and measurement development.

*Additional courses may be identified by faculty as appropriate for addressing preparation for scholarly inquiry.*

Fall	Spring
EDF 5481 Methods of Educational Research	EDF 5481 Methods of Educational Research
EDF 5400 Descriptive & Inferential Statistics	EDF 5400 Descriptive & Inferential Statistics
EDF 5401 General Linear Models	EDF 5401 General Linear Models
EDF 5406 Multivariate	EDF 5402 ANOVA
EDF 5409 Causal Modeling	EDF 5406 Multivariate
EDF 5432 Measurement Theory 1	EDF 6937 Experimental/Quasi-Experimental Designs
EDF 5448 Scale & Instrument Development	EDF 5434 Measurement Theory 2
EDF 6499 Discourse & Conversation Analysis (every even year)	EDF 5498 Single Case Research Design for Educators
EDF 6486 Applied Research Methods	EDF 6475 Qualitative Methods in Educational Research
EDF 5935 Applied Regression	EDF 6937 Advanced Structural Equation Modeling
EDF 6937 Data Analysis	EDF 7418 Multilevel Modeling
EDF 6937 Longitudinal Data Analysis	EDF 5652 Policy Development in Education
EDF 6937 Survey Sampling	SPM 6700 Sport Management Research
EDF 7489 Meta-analysis	SPM 6746 Qualitative Inquiry in Sport and Physical Culture
SPM 6707 Applied Research in Sport Management	

## Major Area Core

Doctoral students will complete a **minimum** 15 semester hours of coursework in the Major Area (Early Childhood Education, English Education, Foreign & Second Language Education, Mathematics Education, etc.).

Students should consult with their temporary advisors or major professors for information on courses that satisfy the major. (Note: National accreditation agencies for higher education institutions generally require that faculty have a minimum of 18 graduate credit hours in their teaching discipline—as indicated by course prefix. Prior to employment in an institution of higher education, doctoral students should check their transcripts to make sure that their current and previous coursework total at least 18 graduate hours with the appropriate course prefix.)

## **Dissertation**

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After admission to candidacy, students must complete a minimum of 24 hours of dissertation credit. An oral and written defense of the Dissertation occurs upon completion of the dissertation work and requires enrollment in Dissertation Defense for 0 credit hours.

## TRANSFER CREDIT

Transfer of courses not counted toward a previous degree from another regionally accredited graduate school is limited to six (6) semester hours. Transfer of courses not counted toward a previous degree within Florida State University is limited to twelve (12) semester hours, except when the departmental course requirement exceeds the 32-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 approved institutions.

All transfer credits must: (1) be recommended by the major department; (2) be evaluated as graduate work by the evaluation section of the Office of Admissions of 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.

## RESEARCH AND TEACHING EXPERIENCES

Students have the opportunity to develop competencies in research and teaching. For example, students are expected to participate in different roles in ongoing research of the major professor and/or other STE faculty. More advanced doctoral students may take responsibility within a collaborative research project or may initiate a personal research project under the guidance of a faculty member. Students may also enroll in Supervised Research, and in some majors Supervised Research courses are a required part of the curriculum. Students can take a maximum of 5 credit hours of Supervised Research coursework.

Students also have an opportunity to demonstrate teaching competence by co-teaching or teaching a course. Standards for graduate teaching assistants have been defined by the university faculty and can be found in the document, "[Updated University-Wide TA Standards for Graduate Students](#)".

Information about teaching in higher education is found at <http://pie.fsu.edu/>. Depending upon program specialization requirements, prior to teaching a course, the student will: (1) attend the PIE fall conference; (2) complete departmental-specific training, if required; (3) attend the PIE workshop on Sexual Harassment; (4) complete training for English Speakers of Other Languages (ESOL) if required by the student's specialization area; and (5) satisfactorily co-teach a course with a faculty member (unless the student has had extensive teaching experience prior to entering the program). In addition, the competency may include supervision of practicum students. The student may elect to enroll in variable Supervised Teaching hours. When a student is either a teaching assistant or an instructor of record, evaluation forms must be completed. Instructors of record (IORs) should consult the department staff for current procedures of the **Student Perceptions of Courses and Instructors (SPCI)** evaluations or refer to <https://odl.fsu.edu/assessment-testing/course-evaluations>

### Instructional Support

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- [Academic Center for Excellence \(ACE\)](#)
- [Center for Intensive English Studies \(CIES\)](#)
- [Instruction at FSU: A Guide to Teaching and Learning Practices](#)

## CERTIFICATION OF SPOKEN ENGLISH FOR INTERNATIONAL GRADUATE TEACHING ASSISTANTS

All international graduate students who are not native speakers of English, and who are going to be TAs, should take the SPEAK test when they arrive on campus (as noted below, students who scored 26 or higher on the speaking portion of the IBTOEFL may be exempted from taking the SPEAK test). The Center for Intensive English Studies (CIES) administers and scores the SPEAK test, CIES also offers courses in spoken English (English for Academic Purposes (EAP) courses). The SPEAK test is administered several times in the week(s) prior to the beginning of each semester and the scores are available within three to four days of the date the test is administered. In addition, the SPEAK test is routinely administered as an end-of-term evaluation for students enrolled in EAP courses. TAs not enrolled in EAP courses may also take the test at that time. Course offerings, as well as test dates for SPEAK tests, are published in fliers distributed periodically to departments, as well as via email to TA coordinators. This information is also available on the [CIES Website](#).

□he standards for certification of spoken English for teaching assistants are as follows:

- A score of 50 or higher on the SPEAK test, or 26 or higher on the speaking portion of the

IBTOEFL, certifies a student to teach at any level (see <https://pie.fsu.edu/ta-standards> for descriptions of levels).

- A score of 45 on SPEAK, or 23–24 on the Speaking section of TOEFL iBT, certifies a student to teach at levels 1 & 2; and to teach at levels 3 & 4 for up to two semesters if also concurrently enrolled in an appropriate CIES English language course. By no later than the end of these two semesters, if the student’s skills have not improved sufficiently to achieve a score of 50 on the SPEAK Examination, the student will be eligible to only teach at levels 1 & 2. The student will only be allowed to teach at levels 3–7 by meeting at least one of the following two criteria:
  - Achieve a score of 50 on SPEAK.
  - Enroll in Advanced Spoken English for ITAs (EAP 4831) and score 90 or better in the course.
- Students scoring 40 or below on SPEAK should enroll in the appropriate CIES English language course(s) if the goal is to be a TA. Once a 45 on SPEAK is achieved such a student will be certified to teach at levels 1 & 2; and to teach at levels 3 & 4 for up to two semesters if also concurrently enrolled in an appropriate CIES English language course. By no later than the end of these two semesters, if the student’s skills have not improved sufficiently to achieve a score of 50 on the SPEAK Examination, the student will be eligible to only teach at levels 1 & 2. The student will only be allowed to teach at levels 3–7 by meeting at least one of the following criteria:
  - Achieve a score of 50 on SPEAK.
  - Enroll in Advanced Spoken English for ITAs (EAP 4831) and score 90 or better in the course.

In unique instances a Department Chair/Director or Dean may appeal the application of these standards by submitting a request to the Dean of The Graduate School. The Dean of The Graduate School will convene a committee to consider the request. The committee will consist of the Director of the FSU Center for Intensive English Studies; the Chair (or designee) of the Undergraduate Policy Committee; the person making the appeal; and the Dean of The Graduate School.

# DOCTORAL PROGRAM MILESTONES: PRE-CANDIDACY

## Selecting a Major Professor

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Upon acceptance into the doctoral program, students will be assigned a temporary advisor (as designated in the letter of acceptance). This person will act as an advisor for doctoral students until the student takes and passes the doctoral Diagnostic Examination (at the end of the second semester of coursework). After this point, students should identify, ask, and receive approval from a STE faculty member with Graduate Faculty Status (GFS) in the student's major to serve as the major professor.

The major professor should have special competence in the proposed area of research and/or major. Doctoral students will work closely with the major professor throughout the doctoral program and the major professor will help guide the dissertation work. The appointment must be mutually agreeable to the student, major professor, and the Director of STE. The student can request a change in the major professor for either the Doctoral Supervisory Committee, as long as the change is mutually agreeable to the student, new major professor, and the Associate Director of the STE.

## Diagnostic Examination

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A written and oral Diagnostic Examination is required of all students in STE. All students taking the exam are required to register for EDG 6964 in their second semester for full-time students and after the completion of 18 hours for part-time students. Prior to the exam, students should have already taken a course that supports students in becoming familiar with educational research methods, such as EDF 5400 and EDF 5481. The objective of the Diagnostic is to appraise the student's research aptitude and readiness to continue pursuing a doctoral degree and to facilitate counseling in the development of the student's program of study. Students must have completed the written component of the Diagnostic Examination by the end of the second semester in the program or the equivalent (e.g., upon completion of 18 hours) for part-time students.

The exam will test student comprehension, writing, and analytic skills. Depending on the requirements of each major area, the Diagnostic Examination can take different forms, including but not limited to written critique of an article, a review of relevant literature, or a research proposal. The student's Major Professor must provide or approve the assignment, assess the written product, and evaluate the oral examination (if applicable.) Along with the written exam, and at the discretion of the committee, the student may be asked to submit a vita, draft POS, and a statement of professional goals or objectives. The exams will be graded as Pass (P) or Not Pass (NP). OASIS must be notified of the results. If the student is graded as a 'Not Pass', the student may have a second opportunity to take the exam at the discretion of the Major Professor. If a 'Not Pass' is assigned a second time, the student will be dismissed from the program.

The Diagnostic Examination form is available [here](#), and must be uploaded in DocuSign, signed by the Major Professor, attending faculty members (if applicable) and sent to OASIS (via Matthew Lopez.) If you have questions about the form and submission, please contact your STE Graduate Coordinator.

If the student does not complete the written or oral Diagnostic Examination in the semester in which they were enrolled, the course must be dropped that semester, and the student will need to re-enroll the following semester. (Thus, students cannot receive an "I" (incomplete) for Diagnostic Examination.)

## **Program of Study**

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During the third semester of enrollment and after successful completion of the Diagnostic Examination, the student must present an approved program of study to fulfill all requirements for the PhD. A program of study is a tentative list and schedule of courses to be taken to ensure a timely completion of coursework and dissertation study. With the advice and approval of the Doctoral Supervisory Committee (including two members and the major professor), the student should prepare the program of study and have it approved by the supervisory committee and department chair. A signed, original copy of the POS (i.e., via DocuSign) must be submitted to OASIS by the end of the first full year of enrollment. (Please note that the third semester may occur in the summer.)

Courses for each category on the POS are to be listed in chronological order (past to present) to verify that university, department, and college requirements have been met. The departmental cover sheet for the program of study and the college POS (see working template in Appendix D) is found on the graduate student section of the OASIS website

([https://education.fsu.edu/sites/g/files/upcbnu3146/files/POSDoctoralPDF\\_rev.19July2021.pdf](https://education.fsu.edu/sites/g/files/upcbnu3146/files/POSDoctoralPDF_rev.19July2021.pdf)).

The Doctoral Supervisory Committee, as well as the student, must approve in writing all courses included on the POS.

The POS, once approved, should be viewed as an agreement between the student and the department which defines the minimal specific coursework that the student must complete for graduation. The student may make changes in the POS, but any changes must be approved by all Doctoral Supervisory Committee members on the POS. The student may be required to take additional coursework beyond that identified on the initial POS, as the nature of the student's research becomes clear. That said, students must complete courses specified on the program of studies for graduation. When changes are made, the student should complete a new program of study stating these changes. It is the student's responsibility to make sure that all degree requirements are met. Note that once the student determines the specific topic and methodology to be employed in the dissertation research, additional coursework (beyond the minimums established by the initial POS) may be required by the committee to allow the students to plan and conduct a successful research study.

## **Doctoral Supervisory Committee: Adding the Second and Third Members**

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After passing the Diagnostic Examination (required after the second semester of full-time coursework) and before taking the Preliminary Examination, in consultation with the major professor the student should invite two additional faculty from the STE or college to serve on a Doctoral Supervisory Committee. Ideally, at least one of these additional members should also be a member of the student's major. The other member can be any faculty member with GFS that has expertise in the area in which the student's research is situated.

## **Preliminary Examination**

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Toward the end of required coursework, students will complete a Preliminary Examination to determine if the student is: (1) ready to be admitted to candidacy, (2) considered to be a candidate for the doctoral degree, and (3) prepared to conduct dissertation research. The Preliminary Examination explores the student's knowledge of the major field and the ability to conceptualize components of a research study, based on meeting the following **five competencies**:

1. Write a scholarly review of the extant literature on a given topic or topics.
2. Prepare one or more research questions from the literature.
3. Identify and present an appropriate theoretical framework.
4. Demonstrate an understanding of a research design that is appropriate for the format selected for the written Preliminary exam.
5. Demonstrate academic writing skills that employ standards of formatting used in the field.

Formats for the written Preliminary Examination vary and may include: (1) a research study proposal, (2) a

draft manuscript that is suitable for submission in a peer-reviewed journal, (3) a grant proposal for a research study, or (4) a series of scholarly essays on given topics. The Doctoral Supervisory Committee may decide to include additional requirements. The Preliminary Examination culminates in an oral presentation of the work presented to the supervisory committee at a public defense. (Note the university representative may not yet be a member of the supervisory committee at this point.) Registration for the Preliminary Examination requires approval from the major professor. Approval is contingent on the major professor's assessment of the student's readiness to be successful with the task. In addition, prior to taking the Preliminary Examination the student must have met the following requirements:

- (1) completed at least 42 semester hours in coursework;
- (2) earned an overall grade point average (GPA) of 3.0 for all graduate work;
- (3) passed the departmental Diagnostic Examination; and
- (4) has an approved program of study.

Students must register for XXX 8964 Preliminary Examination (0 credits) during the semester in which they intend to complete the doctoral Preliminary Examination. Results of the Preliminary Examination must be provided to OASIS via the Doctoral Preliminary Examination Results form along with an Admission to Candidacy form. The forms can be found at <https://education.fsu.edu/oasis/graduate-students>.

Beginning Summer 2022, The Graduate School updated the FSU Preliminary Examination Policy, which is provided in its entirety below.

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

The Preliminary Examination is designed to test scholarly competence and knowledge and to afford the examiners the basis for constructive recommendations concerning the student's subsequent formal or informal study. The form and content of this examination will be determined by the department, college, school, or examining committee (typically, but not necessarily the same composition as the supervisory committee) administering the degree program. Prior to the examination, the student's examining committee will determine whether the student 1) has 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 re-examination must indicate the student either passed or failed. The results of the examination will be reported to the Office of the University Registrar for inclusion in the student's permanent record.

If a student fails the Preliminary Examination before being admitted to candidacy, then the student is ineligible to continue in the degree program unless a re-examination of the Preliminary Examination is offered by the student's supervisory committee or other relevant decision-making body within each department or unit, per that department or unit's doctoral student handbook. The Academic Dean's office should be notified of the outcome of any Preliminary Examination attempt.

Students can take the Preliminary Examination for admission to candidacy a maximum of only two times. A second failure on the Preliminary Examination makes the student ineligible to continue in the degree program. The second attempt at the Preliminary Examination shall occur no sooner than six full class weeks after the



results of the first attempt are shared with the student. For the purpose of this policy, a “full class week” is defined as a week with five days during which classes are held at FSU. Students must be registered separately for their first and second attempt, if necessary, within the same semester, and must receive either a “pass” or a “fail” grade for each attempt.

An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean’s Office by either the student or the supervisory committee. Students who allege that academic regulations and/or procedures were improperly applied for the re-examination of their Preliminary Examination may have their grievances addressed through the general academic appeals process.

### **Advancement to Doctoral Candidate**

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The term “doctoral candidate” indicates that the individual has successfully completed all necessary coursework and the Preliminary Examination required for a doctoral degree and is now engaged in their dissertation research. Note that after a student passes the Preliminary Examination, an Admission to Candidacy [form](#) must be submitted to the Office of the University Registrar. Only then is the student formally considered to be a “candidate” for the doctoral degree and eligible to register for dissertation credits. At this point, the last member of the Doctoral Supervisory Committee, the University Representative, is added.

All requirements for the Doctoral degree must be completed within five (5) calendar years from the time the student has been admitted to candidacy. In each semester (including Summer) upon entering candidacy, students must be registered for at least 2 semester hours of dissertation credits. If the candidate has not completed the dissertation after that 5-year period, passing a new Preliminary Examination will be required in order to continue in the program.

A student must have been 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 research. More realistically, the student should expect to spend a year or more of work on the dissertation.

Note that dissertation credits **may not be taken** until a student is formally admitted to candidacy by passing the Preliminary Examination. Students who fail their Preliminary Examination will have a block placed on the registration for dissertation hours until the Preliminary Examination is successfully passed. A student may not register for dissertation hours until passing the Preliminary Examination and being admitted to candidacy. If a student is registered for Directed Individual Study (DIS) hours in the term in which they pass the Preliminary Examination and submits (1) a passing Preliminary Examination results form and (2) an admission to candidacy form to OASIS before the end of the seventh week of classes (prorated in summer), then the student will be allowed to convert the DIS hours to an equal number of Dissertation hours (maximum 9 hours). This conversion of hours is not allowed for any course other than DIS. For term specific deadline dates, please refer to the “Academic Calendar” in the Registration Guide for a given semester.

# DOCTORAL PROGRAM MILESTONES: CANDIDACY THROUGH GRADUATION

## Doctoral Supervisory Committee: Adding the Fourth Member (University Representative)

University Representative of the faculty needs to be identified and included in the committee. The University Representative 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 University Representative must be free of conflicts of interest with other members of the committee, must be tenured, must not be a faculty member in the STE, and must have GFS. If any questions arise, these should be referred to the Dean of The Graduate School for resolution.

## Dissertation Guidelines

NOTE: Important University and College policies and procedures related to the dissertation process may be found in the handbooks and documents referenced in the Introduction of this handbook.

Upon advancement to candidacy, the student should begin working on the dissertation. The dissertation is the final requirement for the PhD. A student must be admitted to candidacy at least six months prior to the granting of the PhD. All requirements for the degree, including filing an approved dissertation, must be completed within five calendar years from the time the student is advanced for candidacy (i.e., passes the Preliminary Examination).

Students completing a PhD in C&I may take one of two approaches to the dissertation. The approach to the dissertation must be approved by the student's major professor and have agreement from the members of the supervisory committee. The first approach is the traditional document in which each chapter constitutes a portion of a larger research project (i.e., introduction, literature review, methods, results, discussion, and implications). The second is one document composed of a series of one to three (1–3) publishable manuscripts that are related through an organizing framework. If the latter choice is selected, each chapter or section should be a unique manuscript, while including a general introduction to the entire document describing the overall framework.

For either approach all work **must be** edited before copies are provided to the major professor, and the major professor must provide his/her approval before the document is distributed to the rest of the supervisory committee for review.

A student's dissertation must meet FSU guidelines to receive final approval. The University guidelines are set forth in the *FSU's Formatting Guidelines & Requirements for Electronic Theses, Treatises, and Dissertations (ETDs)*, available from The Graduate School, 408 Westcott Building, 850-644-3500 or at The Graduate School [website](#). Students are strongly advised to review the requirements and deadlines before they begin writing the dissertation.

The dissertation constitutes the fulfillment of the agreement between the student and his or her dissertation committee. Generally, dissertations in the Curriculum and Instruction PhD should be prepared in APA style (7<sup>th</sup> edition), unless otherwise specified by the dissertation committee. The submission process and formatting requirements for Electronic Theses and Dissertations (ETDs) are outlined in the *Guidelines & Requirements for Electronic Theses, Treatises, and Dissertations*. All students must electronically submit the dissertation.

Any committee member who was not a member of the original Doctoral Supervisory Committee needs to approve the dissertation. If the topic or methodology planned for the dissertation is significantly changed from the approved prospectus, the student must submit another prospectus for approval from the Doctoral Supervisory Committee. Revisions that are substantial in content but minor in scope need to be approved by the committee, but a new prospectus does not need to be prepared unless requested by the major professor. Such revisions can be approved at a committee meeting or by an e-mail memorandum sent by the student to committee members that delineates the revisions.

The student should keep the committee members informed of progress made on the dissertation over the course of the

study. The student should check with committee members to determine how much input each wants to have during the study. Generally, all chapters of the dissertation are reviewed by the major professor, revisions are made as needed, and the completed manuscript, with all chapters, is then distributed to the committee. However, committee members who have more involvement may be involved in reviewing chapter drafts. To move toward the defense, the major professor should review the document and its originality (e.g., Turnitin) report. Only after major professor approval will the document be distributed to all committee members for review. The committee must be given **at least four (4) weeks** to review the dissertation before the dissertation defense.

## **Language of the Dissertation**

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The typical language of the dissertation, treatise, or thesis is English. Under special circumstances the major professor, the Director of the STE, and the Doctoral Supervisory Committee may approve writing the body of the thesis/dissertation in a language other than English if doing so is essential for scholarly reasons. Lack of sufficient English competency is not an acceptable justification for using an alternative language. The major professor shall immediately notify the Dean of the College and the Dean of The Graduate School for all cases where such approval has been granted. Notification requires completion of the Electronic Theses and Dissertations (ETD) Alternative Language for the Dissertation/Treatise/Thesis Form. All committee members must be completely proficient in the alternative language. It is the responsibility of the major professor and the Doctoral Supervisory Committee to ascertain that the candidate's thesis/dissertation is written in acceptable English or an alternative language, in an appropriate scholarly style. All non-English-language dissertations, treatises, or theses must have the preliminary pages and main section headings in English. This would include the content of the title page, committee page, acknowledgments, abstract, and biographical sketch. All main section headings, including chapter and appendix headings, must be in English, but chapter/appendix titles may be in the chosen language.

## **Allowable Dissertation Timeframe**

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A student must be admitted to candidacy at least six (6) months prior to the granting of the degree. This ensures a minimal time lapse for effective work on the dissertation. Realistically, the student should expect to spend a year or more working on the dissertation.

All requirements for the doctoral degree must be completed within five (5) calendar years from the time the student passes the Preliminary Examination and is admitted to candidacy. Any extension of this rule must be approved by the Dean of The Graduate School. Prior to review by the Dean of The Graduate School, an extension request must be made by the major professor and supervisory committee and approved by the department chair and academic dean. An extension request must be submitted before a student's five-year candidacy period lapses. In requesting an extension, the major professor and supervisory committee must attest that the student has a legitimate reason for the delay (e.g., illness, new knowledge requiring a basic change in focus or methodology, data collection took longer than originally anticipated) and the student is making reasonable progress towards the completion of degree requirements. Such an extension of time may be made for up to one year. Forms can be found on The Graduate School website, <http://gradschool.fsu.edu/forms>.

If the student's extension request is denied or the period of an approved extension is exceeded, the student must register and pass a new Preliminary Examination. Any student who successfully passes the Preliminary Examination for a second time must complete all requirements for the degree within five calendar years from the date the second Preliminary Examination was passed.

## Dissertation Hours

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A student admitted to candidacy must register for dissertation credits each term (including summer) until the successful completion of the dissertation defense. A student who has completed the required coursework, passed the Preliminary Examination, 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 (2) dissertation hours per term. International students may be required to enroll in more than two (2) dissertation hours depending on their visa status. International students are expected to consult with their international student advisor in the Center for Global Engagement to determine the minimum hours required per semester. Students on a tuition waiver may also be required to register for more than two (2) dissertation hours. Doctoral students, after completion of the Preliminary Examination and twenty-four (24) credit hours of dissertation, must be enrolled for a minimum of three (3) credit hours per semester (of which at least two must be dissertation hours) until completion of the degree.

Very rarely a student may request to have the two-hour requirement waived for one semester (called an Exception Request). Speak with your major professor if you anticipate needing underload permission, and then speak with the Graduate Coordinator regarding eligibility.

Before registering for dissertation hours, the student must consult the major professor as to the proportion of time to be devoted to dissertation work. The number of hours listed will show the proportion of time to be devoted to the dissertation. The number of hours should not only reflect the effort of the student but should take into account the use of campus facilities/resources and faculty interaction/supervision.

Not all faculty are under contract during the summer months; however, doctoral candidates are required to register for a minimum of two dissertation hours each semester including the summer. Faculty who are not under contract are not allowed to offer dissertation hours. In these situations, doctoral advisors and doctoral candidates should make plans well in advance of summer semester to determine a suitable course of action so that the student has faculty support during the summer months. In the case that a student's major professor cannot be the IOR for a dissertation section in a summer semester (due to not being on contract or for other reasons), the STE Director (or designee) will serve as the IOR for the student's dissertation section so that continuous enrollment is possible.

Students must successfully complete a minimum of 24 dissertation hours for successful completion of a doctoral degree.

## Prior to Dissertation Data Collection

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Approvals of the prospectus by the Doctoral Supervisory Committee and the Florida State University's Office for Human Protection's Institutional Review Board (IRB) (and additional approval as required by school districts or other agencies) are required before students can begin collecting dissertation data. [No data can be collected before committee and IRB approval.] Prior to beginning the dissertation research, students must complete the Dissertation Research Approval form, which helps The Graduate School ensure students are in compliance with appropriate committee composition and Institutional Review Board (IRB) endorsement and/or Institutional Animal Care and Use Committee (IACUC) endorsement. IRB/IACUC approval must be obtained before any research involving human subjects and/or animals is undertaken and that approval must be made under the student's name. The dissertation clearance forms can be found on The Graduate School website under Thesis, Treatise, Dissertation: <https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>. Students must submit this form no later than the deadline to apply for graduation in the semester they plan to graduate.

Upon prospectus approval, the student must submit a Prospectus Clearance Form and an IRB Human Subjects Committee Verification Form (PDF) to OASIS. The University Representative also submits an evaluation of the prospectus and defense to OASIS. Forms can be found at <http://education.fsu.edu/oasis/graduate-students>. The Prospectus Clearance Form must be approved by the academic dean at least four months prior to the defense of the dissertation.

## Research Support

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- [Research and Scholarly Integrity](#)
- [Office for Human Subjects Protection](#)
- [Research and Creative Activity](#)
- [Reading-Writing Center](#)
- [Statistical Consulting Center](#)

## Dissertation Prospectus and Defense

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The dissertation prospectus is the first step in the writing of a dissertation, and students must have approval of their Doctoral Supervisory Committee before data collection for a dissertation can begin. The prospectus is prepared by the student under the guidance of the major professor and with the assistance of the committee, as appropriate. The prospectus, once approved, should be viewed as an agreement between the student and the committee defining what and how much the student will do for the dissertation.

The prospectus forms the first few chapters of the dissertation. However, the student should be aware that approval of the prospectus does not necessarily mean that the corresponding chapters of the dissertation have been approved. Furthermore, the research methodology or focus may shift slightly as progress is made on the dissertation study necessitating revisions prior to the dissertation. If the topic or methodology planned for the dissertation is significantly changed from the approved prospectus, the student must submit another prospectus for approval from the Doctoral Supervisory Committee.

The dissertation prospectus should include the following major components: (1) a title page mirroring that of the dissertation; (2) an abstract of no more than 350 words; (3) a critical review of relevant research supporting the need for the proposed research; (4) a statement of the research hypotheses or specific research objectives; (5) a description of the methods, including the proposed participants in the study, procedures used for data collection, and methods to be used in analyzing the data; and (6) a list of references cited. For research involving human subjects, approval through the university Institutional Review Board (IRB) (aka, "Human Subjects Committee") must be obtained in the student's name and is typically applied for well in advance of formal approval of the prospectus. Data collection cannot begin until after approval of the prospectus by the committee. It is possible that the student may have to amend or resubmit IRB depending on the committee decision or modifications suggested at the prospectus defense.

The major professor should review the prospectus and determine if it is ready to be sent to the committee. The student should provide each committee member with a hard copy of the dissertation prospectus, unless a committee member prefers an electronic copy. The committee should be given **at least two weeks** to review the prospectus prior to the scheduled defense. The major professor has the discretion of soliciting feedback from the committee prior to the defense. The committee may recommend postponement of the defense so that additional revisions can be made.

Typically, at the prospectus defense, the student presents a 15-minute summary of the dissertation prospectus, and the committee poses questions or discusses the proposed study. All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology.

The committee provides feedback and delineates any necessary changes in the prospectus. Every committee member must approve the dissertation prospectus, with any specified changes. If there are any recommended changes, the student should e-mail the committee after the prospectus defense and list these changes. Depending on the extensiveness of changes required, the student may be asked to defend their prospectus a second time. After the prospectus is approved and signed by each committee member, the prospectus and Prospectus Clearance Form must be submitted to the Associate Chair for review and approval. If the committee does not approve the prospectus after the second defense, the student will be dismissed from the program. The following documents must be reviewed by the major professor and the Doctoral Supervisory Committee, and submitted to the Associate Director of the STE: (1) a copy of the prospectus and (2) an originality report (e.g., through Turnitin).



**The Director / Associate Director will not approve prospectus defense paperwork until after these documents are reviewed.**

A copy of the College of Education Dissertation Prospectus Guidelines may be obtained at

<https://education.fsu.edu/oasis/graduate-students>

The prospectus must be approved by the academic dean at least four (4) months prior to the dissertation defense date.

## **Dissertation Defense and Defense Notice**

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Students must register for XXX 8985 Dissertation Defense (0 credit hours) during the semester in which they anticipate completion and defense of the dissertation. You must defend your dissertation no later than the final deadline set by The Graduate School. If the student does not defend that semester, the defense should be dropped and the student will reenroll in defense the subsequent semester when the defense is planned.

It is important to recognize that often revisions are required after a dissertation defense. Mindful of that when scheduling the defense, students working with their major professor should examine University, College and STE deadlines and schedule the defense well in advance to allow time for a thorough approach to the revision process.

Dissertation defenses are public events and are important opportunities for student scholarly engagement. At least two weeks prior to the dissertation defense, the student must submit an announcement of the dissertation title and the date and place of the defense to the following: (1) the Graduate Coordinator of the STE and (2) The Graduate School. Announcement of the student's defense must be made through The Graduate School's website under Thesis, Treatise, Dissertation.

The student should provide each committee member with a hard copy of the dissertation four weeks prior to the defense, unless the committee member prefers an electronic copy. All committee members and the student must attend the entire defense in real time, either by being physically present or participating via video conferencing technology.

The dissertation defense is usually scheduled for a two-hour period and begins with a public presentation. All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. Generally, the presentation is approximately 20 minutes and includes a summary of the purpose, methods, and major findings of the dissertation. The student's major professor will decide on the order in which questions are asked by the committee and any public questions regarding the presentation. However, it is important that the major professor clearly delineate when the public presentation is complete, when the defense begins, and when the defense is over. Questions from the public can occur either as part of the public presentation before the defense or after the defense is over. The public can attend the defense; however, only the members of the committee can ask questions during the defense. At the completion of the public presentation and defense, all will be asked to leave the room and the Doctoral Supervisory Committee will discuss the student's performance on the dissertation and defense.

Outcomes of the dissertation defense are Pass, Pass with Major Revisions, Re-Examine, or Fail. Definitions of each of the outcomes are provided in the current FSU Graduate Bulletin provided at [https://registrar.fsu.edu/archive/bulletin/graduate/2022\\_grad\\_bulletin.pdf](https://registrar.fsu.edu/archive/bulletin/graduate/2022_grad_bulletin.pdf) and are described in full below.

Each member must sign the online Defense Decision Form to substantiate the results of the defense. The oral examining committee will certify the results of the defense. The oral examining committee will certify the results of the examination as one of the following: Pass, Pass with Major Revisions, Re-Examine, or Fail.

**Pass.** To receive a Pass, the dissertation must be in its final form or require only minor revisions (e.g., grammar, typographical, clarifications, minor changes not requiring review by full committee) at the time of the defense, AND the student passed their oral defense. A decision 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 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

**Pass with Major Revisions.** This decision indicates that the dissertation requires major revisions (e.g., additional chapters, major restructuring, significant changes needing approval by either the major professor/chair or the full committee), AND the student passed their oral defense. Revisions must be completed and approved within 60 days of a successful defense, or a re-examination will be required per The Graduate School's 60-Day Deadline.

**Re-Examine.** The committee may determine a re-examination is necessary if the dissertation had significant flaws and major revisions are needed (i.e., the current research will take a substantial amount of work/time to correct), AND/OR the student's oral defense was unsatisfactory. This decision can only be given once. If the student completes a re-examination and does not pass with only minor revision required to the dissertation, they should be given a Fail.

**Fail.** In the case of a Fail, the dissertation had significant flaws to the point at which the committee believes the student should discontinue the program, or that a new research direction is required; AND/OR the student's oral defense was unsatisfactory, and another defense of the existing project will not be allowed. This decision should only be given when a committee/academic unit does not believe the student should continue in the program, or if the student will be required to move in an entirely new direction for their research. It is the committee's goal to prevent students from defending if their work is substantially flawed when they are reviewing it prior to defense. This decision is required if a student completes a re-examination and does not earn a Pass.

After approval by the oral examining committee (which includes or may be the same as the supervisory committee) and completion of the Final Content Approval Form in the Manuscript Clearance Portal, the student should electronically submit the post-defense, final content-approved version of the dissertation to the Manuscript Clearance Advisor. This submission must occur by the semester deadline or within 60 days of successful defense (whichever is earliest). The degree cannot be awarded until the required forms have been completed on The Graduate School's Manuscript Clearance Portal and the final version of the manuscript has been submitted to and approved by the Manuscript Clearance Advisor. If the appropriate deadline is missed, the student's semester of graduation may be delayed and/or they must be re-examined. Electronic manuscript/forms submission instructions and deadlines can be found on The Graduate School's website under Thesis, Treatise, and Dissertation.

The University Representative must complete a written critique of the conduct of the examination in defense of the dissertation on the University Representative Doctoral Defense Report form provided by the student at the defense. This form must be submitted to the appropriate Academic Dean and the Dean of The Graduate School within one week after the date of defense.

## Post Dissertation Defense

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

1. The student must electronically submit the final content-approved version of the dissertation to the **Manuscript Clearance Advisor** via the ProQuest ETD Administrator. Electronic submission instructions are found on The Graduate School's website under Thesis, Treatise, and Dissertation. This must be completed by 11:59 PM (Eastern Time in the US) on the published deadline for the last day for submission of final defended, content-approved thesis, treatise, or dissertation, and required forms.
2. Submit all other online forms to the **Manuscript Clearance Advisor**, via the Manuscript Clearance Portal, by the published deadline for the last day for submission of the post-defense, content-approved thesis, treatise, or dissertation, and required forms. Absolutely no exceptions will be given. *It is the student's responsibility to ensure that all required documents and online forms are submitted to The Graduate School.*
3. Students are required to complete the entire clearance process of the final manuscript within 60 days of the successful defense date, or you will have to re-defend. No exceptions will be made for this policy. Students are encouraged to make contact with the **Manuscript Clearance Advisor** early in the semester that you intend to

defend so that any problems in the manuscript format can be corrected.

All Electronic Thesis, Treatise, and Dissertation content and information can be located on The Graduate School website:  
<https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>.



# DOCTORAL DEGREE FINAL TERM CHECKLIST

[Current semester deadlines can be found here.](#)

## Graduation

1. Apply online for graduation in Student Central (my.fsu.edu) prior to the application deadline of the semester in which graduation is planned. Notify the COE Graduate Co-Director if you cannot complete the degree requirements during the semester for which you have applied.

See FSU [Academic Calendar](#) for current semester deadlines.

For instructions on applying online to graduate, follow the [How to Apply to Graduate steps](#). For more information, visit the Registrar's Graduation Information [website](#).

2. If you intend to participate in the Commencement Ceremony, arrange for your cap and gown through the [University Bookstore](#).
3. Ensure that you have submitted an accurate Program of Study to OASIS, signed by all required committee members and the department chair (or their designee). An accurate program of study must be on file in OASIS to be eligible for degree conferral.
4. Ensure that you have submitted the following forms to OASIS. If you have not, you will not be cleared to graduate.
  - a. Diagnostic/Qualifying Examination Results Form (in applicable programs)
  - b. Doctoral Preliminary Examination Results Form
  - c. Admission to Candidacy Form
  - d. Dissertation Prospectus Clearance Form (in applicable programs)
  - e. IRB Verification Form
  - f. An accurate Program of Study
5. Review Manuscript Clearance Guidelines and Requirements on The Graduate School [website](#) for all documents, deadlines, and forms required for final graduation clearance by The Graduate School.
6. Ensure you have completed a minimum of two (2) dissertation hours each semester of enrollment since admission to doctoral candidacy, *including summers and the final semester*, as part of the full-time enrollment. International students may have higher minimum requirements. Contact CGE for questions.
7. Ensure you have successfully completed a minimum of 24 dissertation hours during your semesters of graduate study.

Register for Dissertation Defense (0-credit) before the end of the first week of the semester. If you registered for Dissertation Defense in a previous semester and received an incomplete ("I"), **you must drop the defense from that term and register for defense again in the term in which you complete the requirement.**

## DOCTORAL STUDENT ANNUAL EVALUATIONS

The University requires each college or department/school to evaluate the progress of all doctoral students once per year. The Annual Review is due by June 30th and generally involves a meeting with the major professor and/or supervisory committee, either face-to-face or by telecommunication. (Note that some majors require a face-to-face (e.g., in person) meeting with all the faculty in the program.) At the time of this review, the student may be asked to present an updated vita and/or other evidence of progress in advance of completion of the review. The review will consist of an evaluation of the student in the following areas: academic accomplishments (students must maintain a GPA of 3.0 for coursework completed for the doctoral degree), professional dispositions, potential to contribute to the field upon completion of PhD, competence in teaching and research, and completion of the Scholarly Engagement Requirement (see below). A student must make adequate progress. Failure to make adequate progress may result in dismissal from the degree program. The completed Annual Review form will be kept on file in OASIS. Registration holds will be placed on the accounts of students who do not have an annual review on file in OASIS by July 1st.

The program-specific annual review forms can be found [here](#) under the “Doctoral Annual Evaluation Forms” (School of Teacher Education) subheading.

## SCHOLARLY ENGAGEMENT REQUIREMENT

The goal of the Scholarly Engagement Requirement is to prepare students to be doctoral students who can independently acquire, evaluate, and extend knowledge, as well as develop themselves as effective communicators and disseminators of knowledge. The purpose of the Scholarly Engagement requirement is to ensure that doctoral students are active participants in the scholarly community. NOTE: This is not the same as achieving State of Florida residency for tuition purposes.

Please consult the current Florida State University Graduate Bulletin for an overview of the Scholarly Engagement requirement for all doctoral students in the university. To meet the Scholarly Engagement requirement, doctoral students in the C&I program must:

Each year prior to candidacy, complete a minimum of nine (9) graduate credit hours in a consecutive 12-month period and submit to their major professor (or temporary advisor) evidence of a minimum of three (3) Scholarly Engagement activities. These activities may include attending students' defenses of their work (Preliminary Examination, prospectus and/or dissertation defenses) and attending or presenting in seminars, conferences, or workshops; engaging in research projects beyond the requirements of coursework; and other scholarly work as determined appropriate by the major advisor.

This requirement must be fulfilled each year, and undergraduate credit hours (4000-level or below) do not count towards this requirement. Students who do not meet this requirement will be required to make up their engagement in the following year.

## LEAVE OF ABSENSE POLICY

Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to three consecutive semesters (includes summer term). The circumstances justifying a leave include, but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request.

To apply for a leave of absence, a student must complete the Request for Leave of Absence Form (available on The Graduate School [website](#)) and submit it together with appropriate documentation to the major professor/advisor/Program Leader. If the major professor/advisor/Program Leader approves the application it should then be forwarded to the STE Associate Director and subsequently to the college dean for consideration. If approved at all of these levels, the college dean should notify the Registrar and the Dean of The Graduate School of the decision. The college dean should also notify the student of the decision (approved or denied). The Registrar will place a notation on the student's record and the student's access to University resources will be suspended during the Leave of Absence period. A student who is denied a request for leave at any step may appeal the decision to the Dean of The Graduate School. For more information about the Leave of Absence policy please read the University Graduate Student Handbook.

# 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 Florida State University and the School of Teacher Education 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 6C2R-3.004), which can be found in the *Florida State University Student Handbook* (or <https://sccs.fsu.edu/conduct-codes/student-conduct-codes>). Additional information on the Academic Honor Policy is available at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>.

(a) Academic Honor Code. The Academic Honor System of Florida State University is based on the premise that each student has the responsibility

1. to uphold the highest standards of academic integrity in the student's own work,
2. to refuse to tolerate violations of academic integrity in the University community, and
3. to foster a high sense of integrity and social responsibility on the part of the University community.

(b) Violations of the Academic Honor Code.

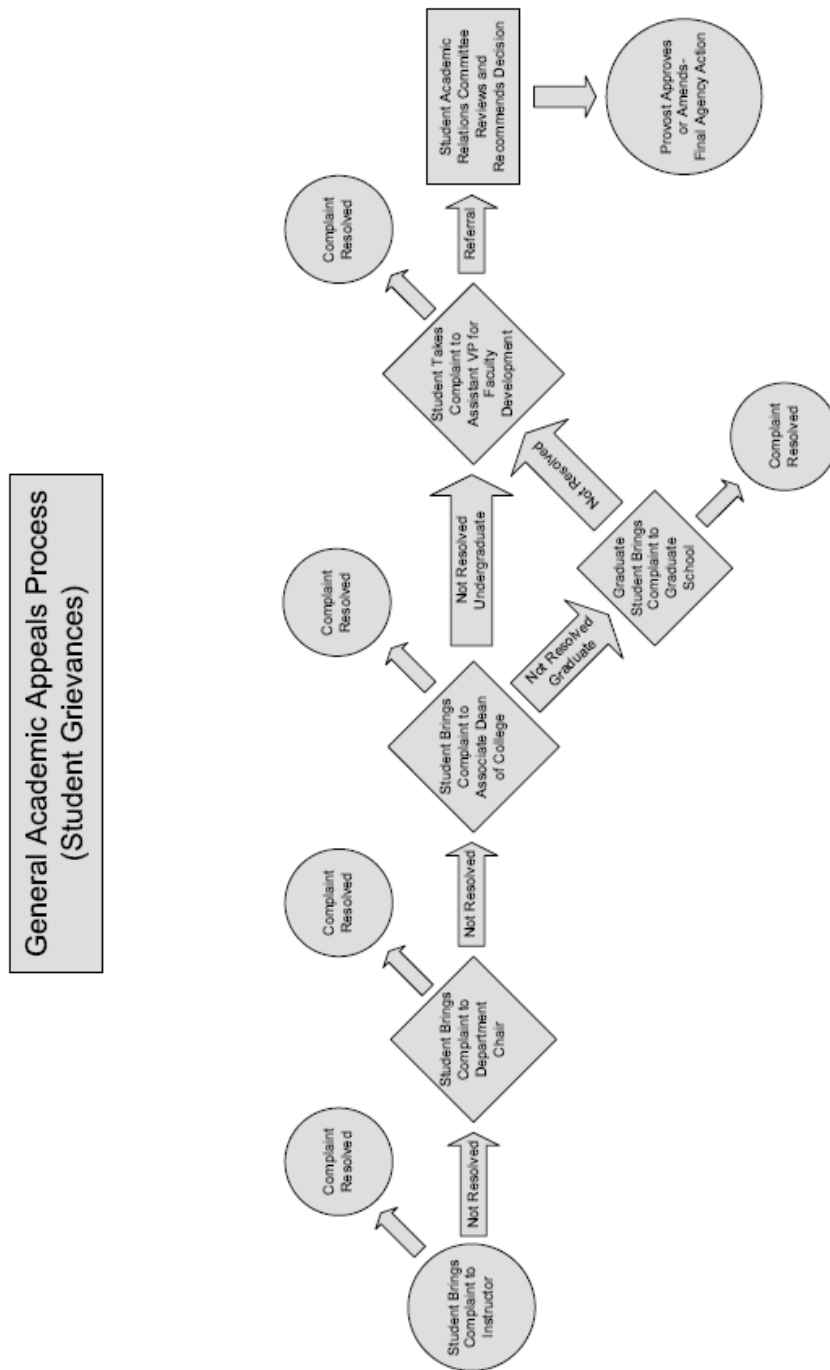
1. During examinations, violations of the Academic Honor Code shall include referring to information not specifically condoned by the instructor. It shall further include receiving information from a fellow student or another unauthorized source.
2. Regarding academic assignments, violations of the Academic 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. For example, plagiarism includes failure to use quotation marks or other conventional markings around material quoted from any source.
3. Violations of the Academic Honor Code shall include obtaining, distributing, or referring to a copy of an examination which the instructor/department has not authorized to be made available for such purpose.
4. Violations of the Academic Honor Code shall include any act which impedes the ability of other students to have fair access to materials assigned or suggested by the instructor. For example, removal or destruction of library or other source materials violates the Academic Honor Code.
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 Code 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 Code shall include assisting, attempting to assist, or conspiring to assist another student in committing the offenses as outlined above.
8. Violations of the Academic Honor Code shall include attempting to commit any offense as outlined above.

(c) Student Responsibilities.

1. Each student shall be responsible for abiding by the Academic Honor Code at all times. If required by the instructor, at the conclusion of each examination or submission of an assignment, each student shall sign a pledge that he or she has neither given nor received aid from any unauthorized source during the examination or in preparing the assignment.
2. Any student who violates the Academic Honor Code is expected to report the violation to the instructor and/or the University Judicial Officer.
3. If a student observes cheating during an examination, the student should consult with the instructor of the course as soon as reasonable so that the cheating may be stopped. If a student otherwise observes or learns of another student's violation of the Academic Honor Code, the student shall either ask the student to report the violation to the instructor of the course and/or the University Judicial Officer or report the violation to the instructor of the course and the University Judicial Officer. In the event that a student asks another student to report himself/herself and such student does not do so, then the student shall report, as soon as practicable, the violation to the instructor of the course and/or the University Judicial Officer. The student should provide the name of such student or students involved, if known, and furnish such evidence as is available to support his/her charge.

# STUDENT COMPLAINT PROCESS

Students who need to submit a Grade Appeal should review the process online here:  
<https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/grade-appeals-system>



## OASIS FREQUENTLY ASKED ADVISING QUESTIONS

### **I was not told I must meet XXX requirement/submit the XXX form. How was I supposed to know about this requirement?**

The first thing students are advised to do is become familiar with the Graduate Handbook of their academic program and the Graduate Bulletin of the University. In addition, students are advised to consult with the advisor/Major Professor to obtain information about department specific policies and requirements and follow the directions for planning the degree program. For additional questions, students are advised to contact the COE Graduate Director in OASIS.

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.

Additionally, a College-level “Requirements/Program Planning Information” informational packet for each degree level (Master’s, Doctoral, and Specialist) is available on the OASIS Graduate Student website. This packet is also provided to students by OASIS at their mandatory department orientation when the OASIS staff are invited to attend.

### **When can I register for classes?**

Students are referred to the appropriate semester’s academic calendar on the University Registrar’s website. Email reminders about registration/enrollment appointments are sent to the graduate student listserv several times each semester.

### **Where do I find the forms to take to my prospectus defense?**

The College prospectus guidelines and forms can be found on the OASIS “For Graduate Students” website: <https://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>.

### **Where do I find the forms to take to my dissertation/thesis defense?**

All Electronic Thesis, Treatise and Dissertation (ETD) content and information is found exclusively on The Graduate School’s website “[Thesis, Treatise, Dissertation](#).” All ETD content and information can be located in the “Manuscript Clearance” sub-menu, found on the left-hand side of the screen. This information is also posted on the OASIS “For Graduate Students” website, <https://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>.

Students are encouraged to attend the Manuscript Clearance Workshops offered by The Graduate School’s Manuscript Clearance Advisor. A schedule of workshops offered by The Graduate School is sent to the graduate student listserv each term. Additionally, the College hosts a Manuscript Clearance Workshop in the Stone Building each fall and spring semester.

### **How do I register for thesis/dissertation hours?**

The student is referred to the appropriate graduate staff person in the student’s academic department. STE students contact Veronica Houck at [vhouck@fsu.edu](mailto:vhouck@fsu.edu).



**I need to register for classes. Can you register me?**

No. OASIS staff cannot register students for classes or build courses.

The student is referred to the appropriate graduate staff person in the student's academic department. The STE contact is Veronica Houck [vhouck@fsu.edu](mailto:vhouck@fsu.edu).

**Am I required to register for dissertation hours in the summer semester?**

Yes. Per University policy, 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 until completion of the degree.

**How do I drop a class after the drop/add deadline?**

The student is referred to the instructor of record and the appropriate graduate staff person in the student's academic department. STE students contact Veronica Houck at [vhouck@fsu.edu](mailto:vhouck@fsu.edu).

Students are informed that they are tuition/fee liable if a course is dropped before the seventh week (prorated for summer) of the semester. Students are informed that they are tuition/fee and grade liable if a course is dropped after the seventh week (prorated for summer) of the semester.

**How do I request a withdrawal from the University?**

Students must meet with the Graduate Director in OASIS for information on withdrawal options and to discuss the implications and viability of withdrawing, as well as any alternative academic options that may exist.

**How do I submit my dissertation to OASIS for format review?**

OASIS does not review thesis and dissertations for formatting requirements. Students are referred to (<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-overview>) and the University Manuscript Clearance Advisor in The Graduate School.

# WELCOME TO TALLAHASSEE

Tallahassee is Florida's capital city and is commonly referred to as the "City of Seven Hills". With a population around 190,000 in the "city" and almost 300,000 in the metropolitan area, we may not feel like a big city, but we are the 7<sup>th</sup> largest in the state of Florida. In addition to being home of the state's Capitol (which means that you will notice a significant increase in traffic and people during Legislative Session each year), we are also the home to three major colleges and universities—Florida Agricultural & Engineering University (FAMU), Tallahassee Community College (TCC), and of course Florida State University (FSU).

[Tallahassee Visitors Guide](#)

## COCA – Council on Culture & the Arts Community Events

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Here in the Capital City, like the magnificent oak trees that provide canopies to our roads and line our beautiful parks, our arts and culture have very strong roots. Welcome to our town. COCA, the Council on Culture & Arts, is a non-profit organization that serves as the facilitator and voice for the arts and cultural industry in Florida's capital area. COCA provides information and promotes the arts and culture to both citizens and visitors.

Here is a link to their [website](#) for more information.

## Annual Tallahassee Events

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### January

Camellia Month Chili Fest  
First Christmas Celebration/DeSoto Camp  
First Day Hikes/State Parks  
Souper Saturday  
Three Kings Day Celebration  
Take Me Home Pet Adoption, North Florida  
Fairgrounds

### February

American Heart Association Wear Red Day  
BIG Event  
Capital Chordsmen Barbershop Harmony Chorus  
Daddy/Daughter Dance  
National High Magnetic Field Laboratory Open  
House  
Operation Valentine  
Random Acts of Kindness Week, 2nd week  
in February [Romantic Readings](#)  
Saturday Matinee of the Arts  
[Seven Days of Opening Nights](#) begins, usually lasts  
through April  
[Share the Love at Mission San Luis](#) Super Clean  
Sweep  
Urban Gorilla Bicycle Ride

### March/Spring

Abandoned Fields Race: Tom Brown Park  
Bradwell Bay Swamp Stomp  
Capital City Senior Games  
Community Forums Green Arts Fest  
[Jazz and Blues Festival](#)  
Jazz For Justice  
Jewish Food and Cultural Festival/Temple Israel  
Leon County Spring Home Expo  
[Red Hills Horse Trials](#)  
Saturday in the Park Tallahassee Film Festival  
Welcome Home Vietnam Veterans Women's  
History Month  
Word of South Festival

### April

[Chain of Parks Art Festival](#)  
Community Forums Family Safety Fair  
[FSU Flying High Circus](#)  
Garnet and Gold Spring Football Game  
Jazz Appreciation Month  
LeMoyne Chain of Arts Festival  
[POPS in the Park Pridefest](#)  
Regatta at Shell Point Stand Down  
USTA Tallahassee Tennis Challenge  
[Sopchoppy Festival/Worm Grunting](#)  
[Thomasville Rose Show & Festival](#)

Wild About Wakulla Week/Wakulla Wildlife Festival

### **May**

Bike Week  
Blue Crab Festival at Panacea  
Capital Cuisine Restaurant Week  
[Children's Week at the Capitol](#)  
[Emancipation Celebration](#)  
[Tour of Gardens](#)  
Wade Tract Birding Hike

### **June**

[African Dance Festival](#)  
Latin Dance Festival  
[Seventeenth-Century Military Muster](#)  
Southern Shakespeare Festival  
Sizzling Summer Concerts at Kleman Plaza begin--through the end of July

### **July**

Fourth of July: [Tom Brown Park](#) "Celebrate America"  
[Swamp Stomp](#)

### **September**

[Downtown Getdowns](#) begin, last during football season  
National Public Lands Event at Marianan Caverns  
Neighborhood Leadership Academy  
[North Florida Wine and Food Festival](#)  
Porch Fest at Quincy

### **October**

[Annual Farm Tour Asian Festival](#)  
[Blessing of Animals at Mission San Luis](#)  
Color the Town Pink/ Breast Cancer  
[Elder Care Services Oktoberfest](#)  
[Ghost Tours in Downtown Tallahassee](#)  
[Greek Food Festival](#)  
Halloween Howl  
Homecoming Games/FSU and FAMU  
Leon County Fall Home Expo  
Monarch Butterfly Festival/St. Marks  
[Pumpkin Patch](#) at several local churches  
Seacrest Wolf Preserve Howl-O-Ween  
[Swing Dancing in the Streets](#)  
[Blessing of the Animals](#)  
YMCA Trick or Trot 5 k  
Tallahassee Symphony Orchestra Spooktacular

Concert at Cascades Park

### **November**

[Bradley's Fun Day](#) at [Bradley's Country Store](#)  
[Big Bend Habitat for Humanity Festival of Trees](#)  
Bird Song after Thanksgiving hike  
[Camellia Christmas at Maclay Gardens](#)  
[Giving Thanks](#)  
Greek Food Festival  
Florida Seafood Festival, Apalachicola  
[LeMoyne Holiday Show](#)  
MatchDay  
North Florida Fair  
Plantation Wildlife Arts Festival, Thomasville  
Turkey Trot, Gulf Winds 5 k or 10k  
Whopping Cranes arrive at St. Marks

### **December**

Ability First Capital City Bikefest  
Alternative Christmas Markets  
Big Bend Community Based Care annual holiday party for foster children  
Blanket Day  
The city of Bristol, train rides ([Veterans Memorial RR](#))  
Deck The Halls, Senior Center  
[Downtown Winter Festival](#)  
[Commemorative First Christmas Mass](#)  
Elf Night/ Dorothy Owen Park  
Florida Historic Capitol Museum, annual Holiday Music Series  
Gift Giving  
Havana's Lawn Mower Parade  
[Jingle Jubilee](#)  
Just One More Art Show  
Laughing Stock (Fl.s Musically Twisted Political Cabaret) annual New Year's Eve show.  
[Market Days](#)  
New Years Eve Celebration/Kleman Plaza  
Pearl Harbor Remembrance/VFW  
Singing Christmas Tree  
Soul Santa, Frenchtown  
Tallahassee Symphony Orchestra/Ruby Diamond  
[Thomasville Victorian Christmas](#)  
Tour of Lights  
Urban Disturbance Obstacle Race  
[Winter Solstice at Mission San Luis](#)  
World Wide Candle Lighting for the children/Kleman Plaza  
Wreaths Across America

## Top 100 Things to do in Tallahassee (and surrounding areas)

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1. Take the Wakulla River “safari” boat cruise at Wakulla Springs State Park-for a close up of the alligators and manatees.
2. Bike or rollerblade the St. Mark’s Trail-only 16 miles! Bike Rentals available.
3. Spend a Saturday morning at the Tallahassee Flea Market.
4. Use your student discount at a movie theater.
5. Plan an outdoor adventure with the Outdoor Pursuits through The Seminole Reservation.
6. Visit the Florida Museum of Natural History.
7. Go canoeing at the Rez. (Remember to take your FSU Card!)
8. Visit the Maclay Botanical Gardens.
9. Attend a “Concert in the Park” at Maclay Botanical Gardens.
10. Make a beach trip to St. George Island and eat lunch at the Blue Parrot.
11. Rent a Jet Ski or sailboat at St. George Island.
12. Take a picnic to St. Marks State Park and view the historic lighthouse.
13. Shop for antiques and crafts in the quaint little town of Havana (approximately 20 minutes north of Tallahassee).
14. Participate in the “First Friday Gallery Tour” at Railroad Square.
15. Tour the Old Capitol Building & Museum.
16. Attend a play at the Mainstage or the Lab Theaters (FSU) or the Tallahassee Little Theater(Thomasville Rd.), or the Young Actors Theater (K-12).
17. Visit the historic site of the Battle of Natural Bridge in the town of St. Marks.
18. Observe the Legislative Session or a committee meeting at the Capitol (March-April).
19. Go for a Sunday afternoon drive on one of Tallahassee’s famous canopy roads (e.g., Miccosukee, Old St. Augustine, Meridian, Old Bainbridge, and Centerville)
20. Go for a walk around Lake Ella; visit on a Thursday for Food Truck Thursday!
21. Dance and sing the blues at the Bradfordville Blues Club.
22. Watch a FAMU football game and the world-famous “Marching 100” band.
23. Visit the Kirk Collection at the WFSU Broadcast Center. This museum contains 300 antiqueradios, televisions, microphones, and other sound equipment.
24. Spend a Saturday morning at the Farmer’s Market and Jazz in the Park (Ponce De Leon Park on Park Ave. and Monroe St.).
25. Tour the Pebble Hill Plantation (between Tallahassee and Thomasville).
26. Watch the Florida State Flying High Circus in action at one of their home shows.
27. Go hiking or swimming at the sinks in the Apalachicola National Forest (just south of Tallahassee)
28. Attend a concert at Cascades Park or The Moon.
29. Visit the FAMU Meek-Eaton Black Archives in the Carnegie Library (call 599-3020).
30. Enjoy the Tallahassee view from the 22<sup>nd</sup> floor of the new Capitol building.
31. Tailgate before watching the Florida State Seminoles “conquer” another football team
32. Go to the “Celebration of Lights” parade and street fair (early December).
33. Run or walk in the “Jingle Bell Run” right before the street fair (early December).
34. Visit one of our many science museums: The Odyssey Science Center in Kleman Plaza, or the Challenger Learning Center.
35. Attend an FSU symphony orchestra concert or a soloist performance.
36. Shop at the Bradley’s Country Store on Centerville Road (way out under the canopy oaks).
37. Play golf at Seminole, Hilaman, or Jake Gaither.
38. Hike at Tom Brown Park (Off NE Capital Circle).
39. Shop and eat dinner in Apalachicola (not far from St. George Island).

40. Go to Thomasville for dinner and the Rose Festival (April).
41. See the “Tucker” car at the Tallahassee Antique Car Museum (Mahan Drive).
42. Tour the grounds of the Goodwood Plantation (behind Tallahassee Memorial Hospital).
43. Attend “Downtown Getdown” on Friday evening before a home football game (Adams Street Commons).
44. Learn about the founding of Tallahassee at Mission San Luis.
45. Attend the Springtime Tallahassee parade and celebration
46. Go to the North Florida Fair (November).
47. See different forms of dance by FSU faculty and students at the annual “Twelve Days of Dance”(November).
48. Shop for fine arts and crafts at Market Days at the Fairgrounds (December).
49. See a free performance during the Southern Shakespeare Festival at Kleman Plaza (Spring).
50. Shop antiques and flea market finds at “Mule Days” in Calvary, Georgia (approximately 20 miles).
51. Watch fireworks over Tom Brown Park on the Fourth of July.
52. Tour the Governor’s Mansion when open to the public.
53. Eat Chili at the St. George Island chili cook-off.
54. Tour and take tea at the Knott House Museum—“the house that rhymes.”
55. Eat with FSU’s head football coach at the Booster Luncheon at the University Center (\$10 for lunch, each Monday after an FSU football game).
56. Tour the FSU High Magnetic Field Laboratory at Innovation Park.
57. Do a walking tour of the mansions in Quincy, Florida.
58. Hike through Torreya State Park and view the rare Torreya pine trees.
59. Watch a sailing regatta at the Stephen C. Smith Memorial Regatta at Shell Point.
60. Take in some art at the rotating exhibits at LeMoyné Gallery (125 N. Gadsen Street), the Museum of Fine Arts (FSU), the Airport Gallery, the 621 Gallery (621 Industrial Drive), the Signature Art Gallery (Capital Circle NE) and Nomads (Gaines St.).
61. Go horseback riding at Natural Bridge Stables.
62. Take a carriage ride in downtown Tallahassee (at the Saturday morning Farmer’s Market).
63. Hear the birds sing or go for a hayride at the Birdsong Nature Center (Meridian Rd. near Florida-Georgia border).
64. Go tubing on the Itchetucknee River of Ginnie Springs (near Gainesville).
65. Go canoeing “way down upon the Suwanee River.”
66. Visit the Suwanee River, State Park.
67. Go camping at the State Park at St. George Island.
68. See one of the “Broadway Series” productions at the Leon County Civic Center.
69. Attend the Florida Seafood Festival in Apalachicola (November).
70. See a ballet by the Tallahassee Ballet Company.
71. Spit seed at the Watermelon Festival in Monticello (June).
72. Go to Andrew’s Grille for Sunday Brunch (Downtown, Adams St.)
73. Check out what Tallahassee used to look like at the historical photo archives in the Museum of Florida History (R.A. Gray Building on Bronough Street).
74. Tour some of Tallahassee’s most beautiful homes on the annual Holiday Magic Tour of Homes. (Tickets are \$20, and the proceeds benefit Tallahassee Symphony Orchestra.)
75. Hear the local talent at performances by the Tallahassee Bach Parley (baroque music), the Tallahassee Boys Choir, and Tallahassee Community Chorus (Holiday Magic concert in December).
76. Take a walking tour of historic downtown Tallahassee with guidance from a free brochure from the Tallahassee Area Visitors and Convention Bureau.
77. Catch a Polo Match at the annual Red Hills Classic to benefit Capital Cultural Center.
78. Hit the batting cage, play miniature golf, or race cars at the Fun Station (N. Monroe Street).
79. Take a moonlit cruise on the Wakulla River and eat dinner at the Lodge (call 224-5950 for reservations).

80. Dress up your dog in costume and attend “Dogoween” at Tom Brown Park-win a prize (free dog food for a year!)
81. Watch the Florida Supreme Court in action.
82. Take a haunted tour of Tallahassee (contact Historic Tours of Tallahassee).
83. Take your parents to dinner at Angelo’s seafood restaurant in Panacea, Florida (approximately 45 minutes from Tallahassee on the way to St. George Island).
84. Attend the Capital City Chili Cook-Off in Market Square (February).
85. Hike around Lake Overstreet in Phipps/Maclay Park.
86. Try out your “green thumb” at Tallahassee Nurseries (Thomasville Rd.)
87. Explore Ancient Florida at the Museum of Florida History (Bronough St.).
88. Impersonate a Spanish Conquistador at San Marcos de Apalachee Historic State Park.
89. Support an FSU women’s athletic event – Soccer games are lots of fun!
90. Attend the Native American Heritage Festival at the Tallahassee Museum of History and Natural Science (September).
91. Listen to a lecture by someone famous as a part of the FSU Distinguished Lecture Series at the Leon County Civic Center.
92. Head down to the Food Trucks and live music at All Saints Courtyard/ Railroad Square First Friday.
93. Go rock climbing at Tallahassee Rock Gym and grab and bite and brew at Proof outdoor brewery.
94. Have an Ice Cream date at Lofty Pursuits in Market Square....don’t forget to bring your ownboard game!
95. Tour some of Tallahassee’s swankiest neighborhoods during the Tallahassee Parade of Homes(early spring).
96. Check out the Farmer’s Market downtown between March and November.
97. Attend the Greek Food Festival at Holy Mother of God Greek Orthodox Church.
98. Experience a movie as you have never before at the 3-D movie experience or IMAX.
99. Tallahassee loves Trivia! Join a trivia team (or start your own).
100. Walk the Labyrinth and tour the house and grounds of Lichgate Cottage.