

**Ph.D. Program**

# **Student Handbook**

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

# Doctoral Student Handbook

## *List of Topics*

- ELP Mission
- Doctoral Degree Program
- Application
- Admission
- Financial Assistance
  - Assistantships and Fellowships
  - Tuition Waivers
- Academic Advisor
- Diagnostic Examination
- Course Requirements
  - Core
  - Discipline
  - Research
  - Concentration
- Transfer of Courses
- Substitution of Courses
- Major Professor
- Supervisory Committee
- Program of Study
- Residency
- Preliminary Examination
  - Clearance and Registration
  - Format
  - Evaluation
  - Incomplete or Failing Grade
- Admission to Candidacy
- Dissertation Credits
- Prospectus
- Dissertation
- Dissertation Defense
- Time Limit for Completion of Degree
- Graduation
- Academic Honor System
  - Academic Honor Code
  - Violations of the Code
  - Responsibility
- Grade Appeals

The policies identified in this document are to be construed in light of existing University policies and with deference to the requirements imposed on graduate education by the University, the Board of Trustees of Florida State University, and the Governing Board of the State University System of Florida. The information outlined is subject to change and students should be alert to announced revisions required by the faculty of the program, the department, College and University. This document was adopted by the ELP faculty on January 8th, 2005.

### Mission

The Educational Leadership and Policy (ELP) program provides advanced/professional preparation and continuing development for those who are committed to leadership, policy and multi-cultural education at all levels of the educational system, both in the United States and internationally.

### Doctoral Degree Program

The Ph.D. in Educational Leadership and Policy is designed for individuals who seek preparation for positions in research, policy development and analysis, university or college teaching, and/or administration. The degree program includes a broad curriculum, encompassing the departmental core of courses, an interdisciplinary component, a research component, and an area of concentration related to one of three emphases: educational leadership, policy studies, and international, intercultural development education.

### Application

The following materials need to be submitted with the application obtained through the Office of Graduate Admissions:

- GRE scores
- If an international student, a TOEFL score
- Undergraduate and graduate (if applicable) transcripts.
- Three letters of recommendation
- Writing Sample (e.g. a paper submitted for coursework or a technical report)
- Letter of Intent

### Admission

Admission is governed by requirements stated in the “Admissions” chapter of the *Graduate Bulletin*, and by standards adopted by the program. It is expected that successful applicants will possess a Master’s degree from an accredited institution with a 3.5 GPA on a four-point scale (or equivalent). In exceptional circumstances, the requirement for a Master’s degree may be waived provided the applicant maintained a 3.0 in the last 60 hours of undergraduate work and can document relevant professional experience.

In addition to the grade point average requirement, successful applicants typically present a GRE score of 1050 that includes a verbal score of not less than 400. For international students, a TOEFL score of 550 or better is required in addition to the GRE score.

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

### Financial Assistance

#### *Assistantships and Fellowships*

Graduate assistantships are available to qualified doctoral students who enroll full-time. Graduate assistants are expected to contribute their time and energy to research, teaching or service projects associated with the Department, affiliated centers, individual faculty grant projects, or external agencies.

Additionally, highly selective doctoral fellowships and scholarships are available within the College of Education and the University. Consult the *General Bulletin - Graduate Edition* for information on University scholarships, fellowships and assistantships. Go to the following website for additional information on University fellowships and scholarships:

<http://www.fsu.edu/gradstudies/finances/index.html>

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

<http://www.coe.fsu.edu/finaid/>

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

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

#### *Tuition Waivers*

Full or partial tuition waivers are often available with graduate assistantships. These waivers are awarded on a semester to semester basis and may vary depending on the funding source.

Questions about tuition waivers and deadlines for registration and waiver applications should be directed to Jimmy Pastrano, the Department's tuition waiver coordinator, in the Educational Leadership and Policy Studies suite – Stone 113 (644-6781).

### Academic Advisor

Upon admission, the student will be assigned a temporary academic advisor to assist them in developing an initial program of study and counsel them on degree requirements. This role will ultimately be assumed by the major professor.

### Diagnostic Examination

Every student who has been admitted to work toward a doctoral degree within the department must, between the second and fourth week of the second semester after admission, complete a departmentally administered diagnostic examination. This examination will be designed to appraise the student's ability to pursue the doctoral degree in the field and to facilitate advising in the development of the student's program of studies.

### Course Requirements

The Educational Leadership and Policy program of study leading to the Ph.D. degree requires nine credits in the core curriculum, a minimum of twelve credits in disciplined based courses and fifteen credits in research. The student is also expected to complete requirements for an area of concentration and to register for a minimum of twenty-four of dissertation credit before receiving the degree.

#### *Core*

The three core courses required as a platform for advanced study include the following:

- EDF 5641: Introduction to Policy Studies in Education (3 credits)
- EDF 5652: Policy Development in Education (3)
- EDA 6101: Organizational Theory in Education (3)

#### *Discipline*

In addition to the core courses, students are expected to develop a discipline based perspective on the study of public policy and evaluation. Students must select a minimum of twelve credits from the following selection of courses.

- EDF 5517: History of Education in The United States (3 credits)
- EDF 5630: Sociology of Education (3)
- EDA 5288: The Politics of Education (3)
- EDF 5935: Special Topics, Economics of Education (3)
- EDF 5543: Introduction to Philosophy of Education (3)

## EDF 5612: Education and Culture (3)

### *Research*

Competence in inquiry and analysis includes knowledge of research methods. While the following list of courses is not intended to be exhaustive, students are required to take a minimum of fifteen credits in research, with emphasis on the courses below. Doctoral students specializing in disciplinary fields may substitute core research courses for appropriate courses in their discipline with the approval of the supervisory committee and the department chair. These disciplinary fields include anthropology, economics, history, philosophy, political science, psychology and sociology.

- EDF 5710: Special Topics, Proseminar in Inquiry and Research (3)
- EDF 5481: Methods of Educational Research (3)
- EDF 6475 Qualitative Methods in Educational Research (3) or
- EDF 5464 Qualitative Research and Evaluation Methods (3)
- EDF 5461: Introduction to Program Evaluation (3)
- EDF 5400: Basic Descriptive and Inferential Statistics (4)

### *Concentration*

The Program of Educational Leadership and Policy offers three concentrations:

- Educational Leadership/Administration
- Educational Policy Studies
- International/Intercultural Development Education.

Upon entering the program, the student should select a concentration and disciplinary/methodological approach closely aligned with her or his interests and professional development goals. Course requirements for each concentration are tailored to the unique needs of the individual student.

### *Transfer of Courses*

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

### *Substitution of Courses*

An additional six semester hours of relevant course credit may be *substituted* for courses required as part of the program of study for the doctoral degree,

provided the student received a grade of "B" or better and the courses were taken within five years of admission to the doctoral program, and are approved by a faculty member offering the course at Florida State University as equivalent in content to the course offered at Florida State University. In any case in which a course is *substituted* under this paragraph, the student must take the same number of semester hours in a course relevant to the program of study in higher education. Whenever a course is *substituted*, the student must select an alternative course or courses with the consent of the major professor.

Courses which are transferred or substituted will not count toward GPA or residency requirements for the doctorate.

### Major Professor

After the initial year of study, the student should consult with the chair of the Department and with the professors under whom the student may be interested in working and from whose areas of concentration a dissertation topic could be developed. After consultation, the student should invite a member of the faculty with expertise in the area in which he or she has an interest to serve as major professor and chair of the supervisory committee. If the professor consents, the departmental chair appoints the professor as chair. A faculty member who serves as chair of a student's supervisory committee must be a member of the graduate faculty with doctoral directive status and have competence in the student's proposed concentration. This appointment must be mutually agreeable to the student, major professor, and departmental chair.

### Supervisory Committee

Upon the request of the major professor, the departmental chair will appoint the supervisory committee that will be in charge of the student's work until the completion of all requirements for the degree. The appointment of the student's supervisory committee must be completed prior to registering for the preliminary examination. The membership of the supervisory committee will be reported to the Dean of Graduate Studies.

The supervisory committee will consist of a minimum of four members of the graduate faculty, three of whom must have doctoral directive status, one of whom is a representative-at-large of the graduate faculty drawn from outside the Department of Educational Leadership and Policy Studies. At least two members of the supervisory committee must be from the ELP program. Additional members may be appointed if deemed desirable. All members of the committee must hold at least master's directive status.

The representative-at-large is responsible for ensuring that University policies are followed, and that decisions made by the supervisory committee reflect the collective judgment of the committee. Therefore, the graduate faculty

representative must be someone who is free of conflicts of interest with other members of the committee. If questions arise they should be referred to the Dean of Graduate Studies for resolution.

### Program of Study

As soon as possible after notification of the appointment of the supervisory committee, the student, under the supervision of the major professor, should prepare for the approval of the supervisory committee a complete plan of courses to be taken. This program of study must be signed by each member of the committee and the chair of the major department. A copy of the student's approved program of study is to be kept on file in the department and the Office of Student Services.

Upon receipt of a departmentally approved program of study, the Office of Student Services will review the proposed program to insure compliance with the make-up of the supervisory committee and requirements for inquiry skills, residency, and transfer of course work. Forms for the doctoral program of study are available at <http://www.coe.fsu.edu/OAS/support.html#form>

### Residency

After having finished thirty (30) semester hours of graduate work or being awarded the master's degree, the student must be continuously enrolled in the Educational Leadership and Policy Ph.D. program on The Florida State University Tallahassee campus for a minimum of twenty-four (24) graduate semester hours of credit in any period of 12 consecutive months.

### Preliminary Examination

Satisfactory completion of a preliminary examination is required for admission to candidacy for the doctoral degree. No student may register for dissertation hours prior to the point in the semester in which the preliminary examination was passed. An admission to candidacy form must be completed and filed in the Office of the University Registrar prior to registration for dissertation/treatise hours.

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. 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 results of the examination will be reported to the Office of the University Registrar and the Office of Student Services for inclusion in the student's permanent record.

### *Clearance and Registration*

Clearance for the preliminary examination is completed by the Graduate Coordinator for the College of Education. Clearance is given only if the student has met the following requirements: registered for the preliminary examination; an overall GPA of 3.0 or better for all graduate work completed; an approved supervisory committee; an approved program of study on file in the graduate office, and completion of the diagnostic examination, residency, and research tool requirements. Students who register for the preliminary examination must be in their last semester of coursework for the doctorate or have no more than six hours of coursework remaining on the approved program of study.

### *Format*

The preliminary examination will take place over a period of six to eight weeks beginning in October, February and June of the respective fall, spring and summer semesters. The preliminary examination is typically administered between the sixth and the eighth week of the term.

The examination is in three parts:

- General Knowledge of Educational Leadership and Policy
- Concentration Area Content and Research Methods
- Oral Examination

Part I of the examination is prepared by a committee of faculty from questions submitted by all faculty members who teach Educational Leadership and Policy courses. Part I is administered in two four-hour sessions in each of two days and consists of four-sections incorporating questions on policy, organizational theory, disciplinary studies, and breadth of knowledge of research.

Part II is prepared by the supervisory committee and will be administered in accordance with guidelines established by the faculty within the area of concentration. This examination may be administered in house or as a take-home exercise. In addition to assessing competence in the concentration area, this examination should be designed by the committee to assess specific research competencies and may include the development of a research proposal.

Part III is an oral examination before the supervisory committee that covers the results of the written examinations, and anything else relevant to the supervisory committee's determination as to whether the student is prepared to undertake independent research.

### *Evaluation*

Each question in Part I will be evaluated by two members of the Educational Leadership and Policy doctoral faculty, one of whom will be the faculty member who wrote the question. Scores for each section range from 1 to 9 points. For Part I, students must successfully complete all sections with a minimum score of 5 for each section. Part II will be evaluated by the student's supervisory committee. If any part (I, II, or III) of the examination is not passed, that part may be repeated one additional time.

### *Incomplete or Failing Grade*

Students who fail or receive an incomplete ("I") on the preliminary examination will have a block placed on their registration for dissertation hours until the preliminary examination is successfully passed and the "I" grade is changed to a passing grade ("P"). If a student received an incomplete in a previous semester and completes the examination within the first 4 weeks of the next semester, the student will be allowed to complete a late drop/add and change course hours to dissertation hours. This process is not allowed for the same semester a student initially registers for the preliminary examination.

### *Admission to Candidacy*

Upon passage of all parts of the preliminary doctoral examination, the student is admitted to candidacy for the doctorate. A student must be admitted to candidacy for at least six months prior to the granting of the doctoral degree. All requirements for the doctoral degree, including a successful dissertation defense, must be completed within five calendar years from the time the student has been admitted to candidacy. After that time, the student's continued enrollment will be suspended and a new preliminary examination must be passed.

### *Dissertation Credits*

A student must earn a minimum of twenty-four dissertation credits in order to complete the doctorate. During this period, the student must be continuously enrolled and must take a minimum of two dissertation credits per semester up until the time of graduation.

### *Prospectus*

After passing the preliminary examination, the student will be required by the department to submit to the major professor, supervisory committee, and departmental chair a prospectus on a research project suitable for a doctoral dissertation.

The prospectus must be prepared according to the style and form prescribed by the department and the College of Education. Guidelines for the prospectus, clearance forms, and outside committee member evaluation forms can be found at <http://www.coe.fsu.edu/OAS/support.html#form>

### Dissertation

A doctoral dissertation must be completed on a topic relevant to the area of concentration. To be acceptable it must be an achievement in original research constituting a significant contribution to knowledge and represent a substantial scholarly effort on the part of the student.

The manuscript must be prepared according to the style and form prescribed by the department. Formatting and clearance guidelines for the final electronic submission copy may be accessed from the Office of Graduate Studies website,

<http://www.fsu.edu/gradstudies>

or by contacting the manuscript clearance advisor.

Before registering for dissertation hours, the student should consult the major professor as to the proportion of time to be devoted to dissertation work.

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

### Dissertation Defense

The defense of dissertation will be oral. Responsibility for suggesting the time, designating the place, and presiding at the examination rests with the major professor. The examination must be completed at least four weeks prior to the date on which the degree is to be conferred.

Academic courtesy requires that a preliminary draft of the dissertation be submitted to each member of the supervisory committee at least four weeks before the date of the oral examination. The supervisory committee, the chair of the major department, and such other members of the faculty as may be appointed by the academic dean will conduct the examination. All members of the graduate faculty are invited to attend. At least two weeks prior to the date of the examination, the student or major professor will present an announcement of the dissertation title and the date and place of the examination to the Office of Graduate Studies. Consult the *Registration Guide* for the deadline dates.

The content of the abstract of the dissertation should be submitted to the supervisory committee at least one week before the date of the defense. The abstract should conform to appropriate examples in *Guidelines and Requirements for Electronic Thesis, Treatise, and Dissertation Writers*.

The supervisory committee will certify in writing to the academic dean of the major department the results of the examination: passed, failed, or to be reexamined. The report of results following a reexamination must indicate the student either passed or failed.

A written critique of the conduct of the examination in defense of dissertation should be submitted by the representative-at-large from the graduate faculty to the appropriate academic dean and the Dean of Graduate Studies within one week after the date of defense.

After approval by the oral examining committee, the student should submit the final manuscript electronically to the manuscript clearance advisor. A manuscript processing fee is charged.

#### Time Limit for Completion of Degree

All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination, or the Department Chair and the ELP program faculty, acting in consultation with the student's supervisory committee, will require that a new preliminary examination be passed. If the student presents substantial evidence that they have maintained currency with the concentration through employment or other experience, then the supervisory committee may require the completion of a dissertation prospectus in order to receive a pass on the preliminary examination. However, if the student cannot present such evidence, then the format for the examination will involve the three parts described in this handbook.

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. Should the student fail to complete all requirements for the degree within this time limit, the student who wishes to continue must return to the university and complete a course of study designed to update their knowledge of the discipline or field in which the degree is sought. This course of study must, at a minimum, be tailored to meet residency requirements prior to the administration of a third preliminary examination.

#### Graduation

An application for a diploma must be made in the Office of Records and Registration - Graduate Section, 2352 University Center, the first two weeks of

the semester in which graduation is planned. A Final Term Clearance Form will be given to the student to complete. The University Clearance Guidelines, which contains graduation forms, must be obtained from the FSU Final Clearance Advisor.

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

### Academic Honor System

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

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

### *Academic Honor Code*

The academic honor system of the Florida State University is based on the premise that each student has the responsibility to:

- 1) Uphold the highest standards of academic integrity in the students own work,
- 2) Refuse to tolerate violations of academic integrity in the University community, and
- 3) Foster a high sense of integrity and social responsibility on the part of the University community.

### *Violations of the 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, violation of the Academic Honor Code shall include representing another's work or any part thereof, be it published or unpublished, as one's own. It shall also include presenting or submitting any academic work in a manner that impairs the instructor's ability to assess the student's academic performance.

- 3) Violations of the Academic Honor Code shall include obtaining, disturbing, or referring to a copy of an examination which the instructor/department has not authorized to be made available for such a purpose.
- 4) Violations of the Academic Honor Code shall include any act which impedes the ability of other students to have fair access to materials assigned or suggested by the instructor.
- 5) Academic dishonesty shall include tampering with another student's work or impairing in any way the instructor's ability to assess the academic performance of another student.
- 6) Violations of the Academic Honor 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 outlined above.
- 8) Violations of the Academic Honor Code shall include attempting to or committing any offenses as outlined above.

### *Responsibility*

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

### Grade Appeals

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

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

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

Step 3. A Departmental Board composed of three faculty members and two students appointed by the chairperson must be selected for each case. The Departmental Board must be appointed and its decision made within three weeks of the time the Student Advisory Board has reached a favorable decision on the grade appeal. A unanimous decision shall be final and binding on all parties concerned. A majority opinion may be appealed by the student or the faculty member to a college-wide board appointed by the dean of the college from nominees supplied by the faculty and student advisory committees respectively. The appeal from the decision of the Departmental Board must be made by the dissatisfied party within three weeks of the time that the written appeal has been filed with the dean of the college. The majority decision of this college-wide appeal board shall be final and binding on all parties concerned. Each committee and board is charged with hearing the instructor in question, if the instructor wishes.