

FLORIDA STATE UNIVERSITY

**DOCTORAL STUDENT
HANDBOOK**



Department of Educational Leadership
& Policy Studies

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The Florida State University HIGHER EDUCATION PROGRAM

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SECTION I: THE HIGHER EDUCATION PROGRAM OVERVIEW

Mission Statement

The mission of the higher education program is to prepare leaders who contribute solutions to the challenges facing higher education and society. The program provides a student centered learning community, promotes a culture of critical inquiry, emphasizes the discovery, integration, and application of knowledge about higher education, fosters a caring, collaborative, and inclusive environment, and encourages educational transformation and change.

Core Values

We value and have attempted to create a learning community in which students develop a framework of knowledge that enables them to think critically, articulate values, and put their knowledge and skills to use.

We value and seek to develop collaborative relationships in which faculty, students, staff, and practicing professionals identify and share in the realization of mutually valuable learning outcomes.

We value and try to create an open community based upon democratic ideals in which freedom of expression is protected, civility is affirmed, and appreciation and understanding of individual differences are honored and respected. In this light, we value a caring community in which the well-being of each person is important and a life-net supports every member.

General Information

Graduate study in higher education prepares individuals for careers in administration and leadership in public and private two-year colleges, four-year institutions, and universities. Graduates work in a variety of service, research, and teaching programs in education agencies and organizations throughout the United States and abroad. Their careers offer the satisfaction of serving human needs and realizing valued societal goals. Graduate study in higher education can also improve opportunities for advancement and mobility as well as offer intrinsic rewards that stimulate productivity, enhance expertise, and renew motivation.

At Florida State University, the Higher Education Program has earned a national reputation for excellence in professional training. Established in 1957, the FSU program consistently ranks among the top programs in the United States in popular press publications such as *U.S. News & World Report* and in reputation studies conducted among higher education leaders. Graduate study options lead to the Master of Science, Doctor of Education, and Doctor of Philosophy degrees.

A student's program of study is designed to combine elective and core courses with other learning experiences so students may pursue their unique educational and professional goals. In general, curricula are designed to provide a knowledge base about the professional field and a theoretical framework to guide research and career development in higher education.

The faculty provide a variety of expertise essential to the continuing development of higher education as a field of study. Graduates make similar contributions, and our alumni constitute an important network of individuals who serve nationwide in positions of leadership within higher education institutions research, and policy-making.

Degree Programs

The Higher Education Program at Florida State University (FSU) is located in the Department of Educational Leadership and Policy Studies within the College of Education. The Higher Education Program offers two tracks: one for practitioners and another for researchers. The practitioner degrees are the Master of Science (courses-only plan) and the Doctor of Education (Ed.D.). The principal research degree is the Doctor of Philosophy (Ph.D.).

Financial Assistance

Graduate Assistantships/Fellowships

Graduate assistantships are available to qualified doctoral students who enroll full-time. Graduate assistants are expected to contribute their time and energy to major research or service projects associated with the Department, affiliated centers, individual faculty grant projects, or various college and FSU offices. Additionally, a few doctoral fellowships are available campus-wide on a competitive basis for students with high GRE scores. Consult the *General Bulletin - Graduate Edition* for additional information on university scholarships, fellowships, and assistantships.

Florida State University requires graduate students to be enrolled full-time to qualify for assistantships or fellowships. A full-time student must carry 12 credit hours during the fall and spring terms, unless he/she is working as a graduate assistant, in which case 9 hours is the minimum. Graduate students financing their education with loans should note that most lenders require students to carry a full credit load, which would be 12 credit hours unless the student has an assistantship.

Tuition and Fee Waivers

Partial tuition and fee waivers are usually available in the fall and spring with most assistantships. Tuition and fee waivers are awarded through the College of Education. In some years funds may be limited, and every good faith effort is made to assign the money fairly and wisely. The funds available may not be sufficient to fully fund every student. Summer funding is very limited. It is the student's responsibility to find additional funding sources, usually through the Student Financial Aid Office.

Fall and Spring

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 hours by the time early registration closes or will lose the tuition and fee waiver. If you have questions about waivers, hours, or deadlines, see the ELPS Program Assistant in 113 Stone.

Students currently receiving tuition and fee waivers must register for the next semester during the current semester if they wish to receive waivers for the next semester. In other words, students would register for spring semester during fall semester, etc.

Summer

Summer tuition and fee waivers are determined each spring prior to the summer term. The number of hours needed for full-time enrollment depends on which summer session in which courses are taken and is shown below:

Session	Minimum Enrollment
A	9 hours
D or F	7 hours
B or C	5 hours
Combinations of above	9 hours

Academic Common Market

The academic common market is an interstate agreement among southern states for sharing academic programs. FSU permits in-state fees for students from states who are members of the Academic Common Market of the Southern Regional Education Board if that state recognizes the Higher Education Program at FSU. Currently these states accept one or more graduate degree programs in Higher Education from FSU: Arkansas, Kentucky, Louisiana, South Carolina, Tennessee, and West Virginia. To enroll as an academic common market student an applicant must obtain certification from the common market coordinator in the student's home state. For additional information interested parties should contact the state higher education office (e.g., Board of Regents, Commission on Higher Education) of the state in which they are a current resident. If a student's home state is not listed, he or she may

contact the appropriate state office and request it to participate and recognize the FSU Higher Education Program.

SECTION II: DOCTORAL DEGREE PROGRAMS

Outcomes of the Doctoral Degree Programs

Upon completion of the doctoral degree, graduates will have mastered a comprehensive body of knowledge related to the subject matter field of higher education. Doctoral graduates will have demonstrated knowledge and competence in utilizing the analytic skills of disciplined inquiry and the leadership skills associated with the management and administration of postsecondary institutions. The graduate will delineate a code of professional ethics and demonstrate knowledge and application of technologies used in administration, leadership, and research.

Doctor of Education (Ed.D.)

The Ed.D. student will demonstrate knowledge of policy and practice through the conduct of systematic inquiry in a defined arena of higher education, the development of an evaluation strategy based upon a clear understanding of current practice and professional standards, and the application of cultural and contextual variables to the unique institutional setting in which the inquiry is to occur.

Admission Requirements

An applicant for admission to the Ed.D. program must meet two of the following three requirements: (1) a GPA of 3.0 or better on a 4.0 scale for the last two years of undergraduate study, (2) a graduate GPA of 3.5 or better on a 4.0, or (3) a score of 1,000 or better on the combined verbal and quantitative sections of the GRE. A student who meets only the first two requirements must have a minimum combined score of no less than 850 on the verbal and quantitative sections of the GRE to qualify for admission to the Ed.D. program. Meeting minimum requirements is no guarantee of admission to the Ed.D. program.

Official TOEFL results are required of all international applicants whose native language is not English and who have not studied in an English-speaking country for at least one academic year. A minimum score of 550 on the paper-based test, 213 on the computer-based test, or 80 on the internet-based test is required for admission to the university, even with a master's degree from an American college, to be considered for admission to a doctoral program. Contact Office of Admissions for more information.

The Ed.D. program is highly selective, and meeting minimum requirements is not a guarantee of admission. Factors which are relevant to the admissions decision include, but are not limited to, management and leadership experience in higher education, high motivation to achieve personal and professional goals consistent with the program's mission, and evidence of outstanding written and oral communication skills. For example, it is strongly recommended that persons applying to the Ed.D. program have three to five years of work experience in a postsecondary institution or agency.

Degree Requirements

The Ed.D. degree requires a minimum of 52 semester hours of coursework beyond the master's degree with a 3.00 minimum GPA plus 24 hours of dissertation credit. The 52 semester hours must include 28 hours of higher education core courses, 19 hours of research courses, and 6 hours of electives.

Doctoral Residency

Each student must earn residency credits after being admitted to a doctoral program. Residency is a university requirement; the Dean of Graduate Study enforces it without exception. An Ed.D. student must accumulate 24 graduate semester hours of credit in 12 consecutive months or accumulate 30 graduate semester hours of credit in 16 consecutive months. These residency credits must be earned prior to admission to candidacy for the degree. A majority of the course credit earned as part of meeting residency must be graded credit.

Doctor of Philosophy (Ph.D.)

A Ph.D. student will demonstrate knowledge of theory and research through the composition of an integrated literature review of research, the development of testable hypotheses generated from deductive and inductive logic, and the elaboration of a research design that will meet rigorous methodological standards for theoretical and empirical research on a selected topic.

Admission Requirements

An applicant for admission to the Ph.D. program must have: (1) a GPA of 3.0 or better on a 4.0 scale for the last two years of undergraduate study, or (2) a graduate GPA of 3.5 or better on a 4.0 scale, and (3) a minimum score of 1050 or better on the combined verbal and quantitative sections of the GRE. Meeting minimum requirements is no guarantee of admission to the Ph.D. program.

Official TOEFL results are required of all international applicants whose native language is not English and who have not studied in an English-speaking country for at least one academic year. A minimum score of 550 on the paper-based test, 213 on the computer-based test, or 80 on the internet-based test is required for admission to the university, even with a master's degree from an American college, to be considered for admission to a doctoral program. Contact Office of Admissions for more information.

The Ph.D. program is highly selective, and meeting minimum requirements is not a guarantee of admission. Factors which are relevant to the admissions decision include, but are not limited to, management and leadership experience in higher education, high motivation to achieve personal and professional goals consistent with the program's mission, and evidence of outstanding written and oral communication skills. For example, it is strongly recommended that persons applying to the Ph.D. program have three to five years of work experience in a postsecondary institution or agency. All Ph.D. students are expected to be full-time students.

Ph.D. Degree Requirements

The Ph.D. degree requires a minimum of 60 semester hours of coursework beyond the master's degree with a 3.00 minimum GPA and 24 hours of dissertation credit. The minimum of 60 semester hours must include 14 hours of higher education core courses, 22 hours of research courses, 12 hours in an outside minor field, and 12 hours of higher education electives.

All Ph.D. students must complete 12 credit hours for an outside minor. A student should select a faculty member from an outside program or department and in consultation with this person select 12 credit hours for the outside minor. At least nine of these hours must be letter-graded (A, B, C). Research methods courses may not be used to satisfy this requirement.

All research courses must be completed before the preliminary examination can be taken. Additional substantive and/or research courses may be required by a supervisory committee, so that the doctoral candidate will be able to competently pursue his/her dissertation research. Again, research courses may not be counted toward completion of the outside minor.

Doctoral Residency

Each student must earn residency credits after being admitted to a doctoral program. Residency is a university requirement, intended to ensure that doctoral students contribute to and benefit from the complete spectrum of educational, professional, and enrichment opportunities provided on the campus of a comprehensive university. When establishing residency the student should interact with faculty and peers by regularly attending courses, conferences, or seminars, and utilize the library and laboratory facilities provided for graduate education.

Under FSU policy, after having finished thirty (30) semester hours of graduate work or being awarded the master's degree, a Ph.D. student must be continuously enrolled on the Tallahassee campus for a minimum of twenty-four (24) graduate semester hours of credit in any period of 12 consecutive months. Residency credits must be earned prior to admission to candidacy for the degree. A majority of the course credit earned as part of meeting residency must be graded credit.

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

Diagnostic Examination

A diagnostic examination will be administered to each new doctoral student. This examination is administered to new doctoral students in the fall of each academic year. The purpose of the diagnostic examination is to provide the faculty with information that will help in the design of a program of studies that will include the kind of coursework needed to upgrade important skills or fill knowledge gaps.

No preparation for the diagnostic examination is necessary; it is a closed-book, fixed-time, analytical exercise. Assessment will be recorded as a pass, pass conditionally, or fail. Doctoral students who have published in a refereed scholarly journal may be exempted from this examination.

Program of Study

Each student must file an approved program of study with the College of Education prior to registering for the preliminary examination. The program of study is a form listing coursework leading to the completion of the degree program and includes a student's anticipated timeline for award of a doctorate. A student's temporary advisor will help begin the planning for a program of study, but the program of study is completed with the advice of and approved by the chosen major professor and supervisory committee. The Department Chair and College of Education Academic Dean must also approve a student's program of study. Forms and guidelines for planning a program of study are available from the department and on the COE web site.

Major Professor

Students begin doctoral study under the guidance of an advisor assigned to assist in developing a program of study, but the student must ultimately select a major professor. The major professor works closely with the student throughout the latter stages of the doctoral program, and guides the student's dissertation work. The major professor must have doctoral directive status in the higher education program. The student must decide whom to invite to serve in this role, and ask that person to serve as major professor. It is expected that the student will make the selection of a major professor after the initial year of study in the program. The selection *must* be made prior to registering for the preliminary examination.

Supervisory Committee

Following the selection of the major professor, the student should select a supervisory committee. The selection of a supervisory committee should reflect the proper composition of expertise needed to direct the student's dissertation with particular attention to the selected dissertation topic. The student should make the selection of the supervisory committee with the assistance of the major professor.

The supervisory committee will consist of a minimum of four members, all of whom must be FSU faculty. *Three of the members must have doctoral directive status.* The major professor and one committee member from outside the Department of Educational Leadership and Policy Studies must have doctoral directive status. One or two additional members may be selected from the Department of Educational Leadership and Policy Studies. If only one additional member is selected from ELPS, the other member may come from the faculty at large.

Both Ph.D. and Ed.D. students select a major professor and supervisory committee. It is recommended that the student select an outside committee member only after taking a course with that faculty member. The outside member of the Ph.D. supervisory committee may come from the discipline or department in which the student will earn a minor or specialization.

It is the responsibility of the supervisory committee to annually assess the progress of the doctoral student and make the assessment available in writing to the student, the department chair, and the academic dean.

Research Courses

Four research courses are required of all doctoral students. These four courses are: EDF 5400, Basic Descriptive and Inferential Statistics; EDF 5481 Research Methods, EDA 6930 Literature Review and Professional Writing, and EDH 6935 Prospectus Development. *Additional elective research courses should have some relation to a contemplated dissertation project.*

The research courses are sequenced to assist the student in developing competence in the conduct of inquiry, knowledge of research methods related to educational leadership, skill in appraising research, and the ability to construct an integrative literature review and prospectus. The sequence is ordered as follows:

EDF 5400 Basic Descriptive & Inferential Statistics (4) Descriptive statistics, hypothesis testing, confidence intervals, correlational techniques, and introduction to general linear models.

EDF 5481 Research Methods (3) Surveys methodologies applicable to research in educational leadership and provides students with conceptual skills to critically evaluate a variety of published research studies. Students develop knowledge of the various approaches to the conduct of research and skill in the application and critical appraisal of research. *Note: Some sections of this course are designed for Educational Psychology majors only. Students must consult with their advisors before registering for this course.*

EDA 6930 Literature Review (3) Presents elements of the literature review. Students select an area of research interest, critique current research related to the area, prepare a synthesis of conceptual and research literature related to the research area, and propose other avenues for future research, including the development of their own research questions based on a thorough review of the literature in the area.

EDH 6935 Prospectus Development (3) Provides guidance on the development of the methods section of the prospectus/dissertation. Students further define their problem statement, research questions or objectives, and a purpose statement for the conduct of doctoral level research. They identify the significance of the proposed study and explicate a research design, including data collection and data analysis methods and instruments that are congruent with the proposed purpose of the study.

Developing a Specialization or Outside Minor

Graduate students in the Higher Education Program may pursue special areas of interest during their academic programs by utilizing the resources available in and around Florida State University. Under the guidance, direction, and encouragement of a major professor, each student may develop his/her special interests by:

1. Enrolling in core and elective courses which provide the foundations and context for various special subject areas in higher education;
2. Focusing term papers and course projects in whole or part on the special area of interest;
3. Enrolling in courses outside the higher education program in disciplines and fields of study which relate to the area of special interest;
4. Enrolling in relevant experimental or topical courses in higher education and other programs;
5. Enrolling in Directed Individual Study, Supervised Research, Internships, and other individual learning activities supervised by faculty (and practitioners) who are experts in the subject area of special interest;
6. Attending national and regional conferences of academic and professional associations both in Tallahassee, other cities in the South, and elsewhere in the United States and abroad;
7. Attending special programs presented by outside experts visiting the Higher Education Program, programs elsewhere in the university, and conferences held on campus;
8. Obtaining policy analysis papers from and attending meetings of the various executive and administrative committees of the Board of Governors, Division of Community Colleges and Workforce Education, State Board of Education, Department of Education, State Board of Independent Colleges and Universities, Articulation Coordinating Committee, and the various education, evaluation and appropriations committees of the State Legislature;
9. Creating a supervisory committee of faculty members who are expert in the area of special interest; and
10. Preparing literature reviews, mini-prospectus, research proposals, and a thesis or dissertation in the area of special interest.

Teaching Specialization

Doctoral students who wish to take enough courses to qualify to teach in a community college should take at least 18 credit hours in a subject area or academic discipline. Courses taken at the master's level may be counted toward this total. Students interested in teaching should also consider the College Teaching Certificate as additional preparation to teach at the college level. Information about this special program is available at the Higher Education Program website.

Research Specialization

Students with an adequate number of research methods courses may elect up to six semester hours of Supervised Research (EDH 5915) or Directed Individual Study (EDH 5906). *Graduate policy prohibits students from taking more than six hours of supervised research towards completion of the degree.* The program discourages use of the DIS because a DIS does not afford the student opportunity for interaction with other students engaged in the study of a particular subject, nor does this option permit award of

graded credit. Furthermore, a DIS does not result in the allocation of adequate student credit hours in relation to faculty effort and may operate to force cancellation of courses due to insufficient enrollment.

Internships

Another elective option for students is a Doctoral Internship (EDH 5942). For students needing practical experience internships can be valuable by providing opportunity for the application of theory to the problems of practice. With approval of the advisor internships may be arranged in various college offices or government agencies.

Preliminary Examinations

Clearance for the preliminary examination is done by the Graduate Coordinator for the College of Education. Clearance is only given if the student has met the following requirements: registration 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.

The preliminary examination is administered in the spring and summer semesters, typically before mid-term. The examination is prepared by a committee of higher education faculty from questions submitted by all faculty members who teach higher education courses. Pairs of faculty members evaluate answers for this examination.

This examination is administered in two four-hour sessions and consists of six sections incorporating questions on general higher education. Each section includes two questions, one of which the student must opt to answer. The sections are divided as follows: history and philosophy, organizational theory and change, organization and governance, educational policy and finance, student development, and multicultural understanding.

Students must successfully complete five of the six preliminary examination sections with a minimum score of 5 and a minimum overall total of 30. Scores for each section range from 1 to 9 points. If the examination is not passed, it may be repeated one additional time. If the student fails the examination on a second attempt, he or she may petition the faculty for a third, and final, opportunity to complete this requirement.

Admission to Candidacy

Upon passage 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, a new preliminary examination must be passed.

Dissertation credits may not be taken until a student is formally admitted to candidacy. Students who fail or receive an incomplete ("I") in 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 passing ("P"). If a student received an incomplete in a previous semester and completes the examination within the first 8 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.

Prospectus and Dissertation

The focus of the dissertation will differ according to the degree program. The Ed.D. dissertation may concentrate on the applied problems of administration, management, governance, or other areas of

higher education as they arise in the field. However, an Ed.D. student with the proper training in research methods may undertake a dissertation more typical of Ph.D. students. The Ph.D. dissertation is expected to involve original research constituting a significant contribution to knowledge that includes the study's implications for further research and theory development.

After a student has passed the preliminary examination and becomes a doctoral candidate, he/she may enroll for dissertation hours. Twenty-four hours of dissertation credit must be earned in this period before a student can defend the dissertation and be awarded the degree. A maximum of 12 dissertation hours can be taken in one semester. Students receiving assistantships must enroll for a minimum of 9 hours (of which 2 must be dissertation hours). Domestic doctoral students without an assistantship may opt for part-time status with the approval of their program, in which case they must enroll for a minimum of 2 dissertation hours.

While enrolled for dissertation hours, students are expected to demonstrate progress towards completion of the degree. Doctoral students must produce a product for review by the major professor that is commensurate with the number of dissertation hours in which the student is enrolled. This product will be evaluated by the major professor at the end of each semester in order to determine whether the student should receive a satisfactory grade for progress on dissertation research. The major professor and supervisory committee will consider these products in assessing student progress towards degree completion on an annual basis.

During this period of enrollment, a research prospectus must be prepared which follows the guidelines of the College of Education. A copy of the *Prospectus Guidelines and Clearance Procedures* may be obtained in the Department. A student should work closely with his/her major professor on the research prospectus for a dissertation study. A final draft of the prospectus will be examined by the supervisory committee and suggestions made for perfecting the proposal. The candidate will need to explain and defend the prospectus at the defense held with the members of the supervisory committee. The Department Chair and the Dean of the College of Education, using a form provided in the *Prospectus Guidelines and Clearance Procedures*, must then approve the prospectus.

After the prospectus is approved, the student may begin the independent research that will culminate in the dissertation. To conform to dissertation requirements set by the University, the student should obtain a copy of *Guidelines and Requirements for Thesis, Treatise, and Dissertation Writers* (see <http://www.gradstudies.fsu.edu>). Students will initially submit the final draft of the dissertation to the major professor for review. After the review by the major professor, the student will be advised on when to distribute copies of the manuscript to the supervisory committee and how to schedule the date, time, and place of the defense. Formatting and clearance guidelines for the final electronic submission copy may be accessed from the Office of Graduate Studies Web site, <http://www.gradstudies.fsu.edu> or by contacting the manuscript clearance adviser.

Defense of Dissertation

The defense of the dissertation will be oral, and 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 the 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 conducts the examination. At least two weeks prior to the date of the examination, the student and major professor will present an announcement of the dissertation title and the date and place of the examination to the Office of Graduate Studies. The Defense Announcement Form can be found online at https://campus.fsu.edu/bbcswwebdav/orgs/SCD_3757_org/gradguide/defense_announce_1.pdf. A written critique of the conduct of the examination in defense of dissertation should be submitted by the outside committee member 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 examination committee, the student should submit the final manuscript electronically to the manuscript clearance adviser.

Graduation

A student must be admitted to candidacy for at least six months prior the granting of the doctoral degree. An application for a diploma must be made in the Office of Records and Registration – Graduate Section, 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 contain graduation forms, must be obtained from the FSU Final Clearance Advisor.

SECTION III: SUPPLEMENTAL INFORMATION Higher Education Program

Ed.D. Program of Study⁺

Higher Education Core (28- 30 hours)

EDH 5051 Higher Education in America (3) (Fall)
 or EDF 5519 History of Higher Education in America (3) (Spring)
 EDH 5405 Legal Aspects of Higher Education Administration (3) (Fall)
 EDH 5054 American Community College (3) (Spring)
 EDH 6635 Organization and Governance of Higher Education (3) (Fall)
 EDH 6505 Finance of Higher Education (3) (Spring)
 EDH 6081 Leading Change in Higher Education (3) (Spring)
 EDH 6401 Public Policy in Higher Education (3) (Fall)
 EDH 6936 Seminar in Student Development Theories (3) (Spring)
 EDH 6067 International Perspectives in Higher Education (3) (Fall)
 or EDH 6046 Diversity in Higher Education (2) (Spring)
 EDH 5406 Seminar: Ethics and Inquiry (1) (Fall)

Research Core (19-22 hours)

EDF 5400 Basic Descriptive and Inferential Statistics (4) (Fall, Spring, Summer)
 EDF 5481 Methods of Educational Research (3) (Spring)
 EDA 6930 Literature Review (3) (Fall)
 EDH 6935 Prospectus Development (3) (Spring)
 (Two additional quantitative or qualitative courses are required.)

Higher Education or Related Electives (6 hours)

(See Course List and Descriptions, page 20.)

Dissertation (24 hours)

EDH 8964 Preliminary Examination (0) (Spring, Summer)
 EDH 6980 Dissertation Hours (24) (Fall, Spring, Summer)
 EDH 9985 Dissertation Defense (0) (Fall, Spring, Summer)

Ph.D. Program of Study⁺

Higher Education Core (16-18 hours)

EDH 5051 Higher Education in America (3) (Fall)
 or EDF 5519 History of Higher Ed in America (3) (Spring)
 EDH 6635 Organization & Governance of Higher Education (3) (Fall)
 EDH 6505 Finance of Higher Education (3) (Spring)
 EDH 6936 Seminar in Student Development Theories (3) (Spring)

Diversity/Multicultural Understanding Component

Possible courses:

EDH 5941 Diversity in Higher Education (2) (Spring)
 EDH 6067 Intl. Perspectives in Higher Education (3) (Fall)

Research Core (22-26 hours)

EDF 5400 Basic Descriptive and Inferential Statistics (4) (Fall, Spring, Summer)

⁺ Scheduled semester may vary. Check Department Listings.

EDF 5481 Methods of Educational Research (3) (Spring)
EDA 6930 Literature Review (3) (Fall)
EDH 6935 Prospectus Development (3) (Spring)
(Three additional quantitative or qualitative courses are required.)

Outside Minor (12 hours)

Higher Education Electives (12 hours)

(See Course List and Descriptions, page 20.)

Dissertation (24 hours)

EDH 8964 Preliminary Examination (0) (Spring, Summer)
EDH 6980 Dissertation Hours (24) (Fall, Spring, Summer)
EDH 9985 Dissertation Defense (0) (Fall, Spring, Summer)

Differences in the Ed.D. and the Ph.D.

	Ed.D.	Ph.D.
<u>Purpose</u>	Designed for the administrative practitioner	Designed for the researcher or policy analyst
<u>Admission</u> <i>The doctoral program is highly selective. Meeting minimum requirements is no guarantee of admission. Factors relevant to the admissions decision include, but are not limited to, management and leadership experience in higher education, high motivation to achieve personal professional goals consistent with the program's mission, and outstanding written and oral communication skills.</i>	Must meet two of the following three minimum requirements: (1) a GPA of 3.0 or better on a 4.0 scale for the last two years of undergraduate study, (2) a graduate GPA of 3.5 or better on a 4.0 scale, or (3) a score of 1000 or better on the combined verbal and quantitative sections of the GRE. A student who meets only the two GPA requirements must have a minimum score of 850 on the verbal and quantitative sections of the GRE.	Must meet the following minimum requirements: (1) a GPA of 3.0 or better on a 4.0 scale for the last two years of undergraduate study, <u>or</u> (2) a graduate GPA of 3.5 or better on a 4.0 scale. <u>and</u> (3) a 1050 or better on the combined verbal and quantitative sections of the GRE.
<u>Residency</u>	Must earn 24 graduate credit hours in 12 consecutive months <u>or</u> 30 graduate credit hours in 16 consecutive months May be a part-time student.	Must earn 24 graduate credit hours in 12 consecutive months. Expected to be a full-time student
<u>Supervisory Committee</u>	Four members, three of whom must have doctoral directive status and one of whom must have doctoral directive status outside the department of Educational Leadership and Policy Studies.	Four members, three of whom must have doctoral directive status and one of whom must have doctoral directive status outside the Department of Educational Leadership and Policy Studies. (The outside committee member may come from the discipline or department in which the student will earn a minor.)
<u>Degree Requirements</u>	Minimum 52 semester hours including 28 hours of higher ed. core courses, 19 hours of research courses, 6 hours of electives + 24 dissertation hours.	Minimum 60 semester hours including 14 hours of higher ed. core courses, 22 hours of research courses, 12 hours in an outside minor, 12 hours of higher education electives + 24 dissertation hours.
<u>Prospectus & Dissertation</u>	The purpose of the Ed.D. dissertation is to provide solutions to educational problems from the field & should be designed to deal with the problems of practice. However, an Ed.D. student with the appropriate research skills may conduct a dissertation study more typical of Ph.D. students.	The purpose of the Ph.D. dissertation is to reflect a level of research sufficient to produce critical scholarship. The Ph.D. dissertation must be a product reflecting original research that constitutes a significant contribution to knowledge.

Doctoral Program Checklist

1. Apply for Doctoral Study

2. Gain Admission to the Appropriate Doctoral Program

- Ed.D.: For the professional administrator/educator
- Ph.D.: For the scholar/researcher/educator

3. Determine Student Status and Financial Aid Eligibility

- Full time = 12 credit hours without an assistantship; 9 credit hours with an assistantship.
- In-state Residency: Consult with University Residency Coordinator and Department
- Fee waivers: Full or partial waiver with some assistantships; consult Department

4. Attend the Higher Education Program Orientation

Consult Program Coordinator for dates or check the web site.

5. Register

- Use the FSU Directory of Courses for course offerings each semester
- Select courses in sequence to complete degree based on Doctoral Handbook
- Check with temporary advisor or major professor for approval
- Register by phone or online (www.fsu.edu), using instructions in FSU Directory of Courses

6. Complete Diagnostic Examination

- First semester (date, time, and place-TBA)
- Format: Analysis and critique of a research article
- Assessment: Pass, Pass Conditionally, Fail

7. Plan for Doctoral Residency

- Ed.D.: 30 credits in 16 consecutive or 24 credits in 12 consecutive months
- Ph.D.: 24 credits in 12 consecutive months

8. Establish Supervisory Committee

- Minimum of four members of the FSU Graduate faculty
- Major professor: must have doctoral directive status
- One or two other Higher Education/Educational Leadership professors
- One or two members from outside Department of Educational Leadership
Ph.D. student's outside member should be from outside minor/specialty)
- Three must have doctoral directive status; including one outside member

9. Develop an Approved Program of Study

- Begin by selecting courses for current enrollment.
- Consult with current students and temporary faculty advisor.
- Negotiate options for transfer or substitution of post-masters course credits.
- Obtain from the Department: the College of Education Program Planning form.
- Follow the guidelines and check list in the packet for the entire program of study.
- Work out final draft of Program of Study with major professor.
- Complete program form and obtain signatures of committee members, department chair, and academic dean of the College of Education.
- Review requirements of the *Florida State University Graduate Bulletin* (see <http://registrar.fsu.edu/bulletin/>).
- Consider course requirements and when offered:
Most offered only once a year
Developmental sequence is recommended
Note required higher education and elective courses
- Select specialization/outside minor/elective courses:

Ed.D.: 6 hours of electives
 Ph.D.: outside minor (12 hours) and 12 hours of electives
 Enroll for a letter grade, i.e., A, B, C, for at least 9 hours

- Research requirements:
 Ed.D.: 19-20 hours
 Ph.D.: 22-24 hours

10. Complete the Program of Study

Ed.D.: 52 hours (minimum)
 Ph.D.: 60 hours (minimum)

11. Pass Preliminary Doctoral Examination

- Two four-hour sessions consisting of six sections on general higher education
- Read widely: use readings assigned for courses
- Complete required research courses before taking examinations
- Be in the last full term of coursework or have no more than 6 hours remaining in part-time study
- Enroll for EDH 8964 and seek clearance from the department

12. Prepare Prospectus of a Dissertation

- Enroll for a minimum of two dissertation hours per semester after passing all parts of Preliminary Examination
- Read the research literature for knowledge gaps
- Prepare term papers related to possible topics
- Consult with Committee members and experts for topics
 Ph.D. topic: original contribution to knowledge
 Ed.D. topic: analysis of a significant problem in the field of practice
- Write the Prospectus; use an appropriate style manual
- Defend the Prospectus

13. Complete the Dissertation

- Enroll for Dissertation hours--24 required, no less than 2 each term until completion
- Follow the research design in the approved Prospectus
- Conform to *Guidelines and Requirements for Thesis, Treatise, and Dissertation Writers* (see <http://www.gradstudies.fsu.edu>)
- Collect data and information
- Analyze the data and information
- Write up the findings and conclusions of the study
- Enroll for Dissertation Defense
- Defend the Dissertation

14. Graduate

- Apply to the FSU Registrar to graduate and pay fees (See check list in the Program Planning form for appropriate degree) Ceremony in May, August, or December.
- If you plan to attend, tell your major professor, so he/she may "hood" you
- Reserve cap, gown, and hood months before ceremony
- Order invitations through the FSU Bookstore

15. Celebrate!!!!

Informal Advice

- **Write!** Your writing skills will determine how quickly you complete your degree. Do everything you can to develop skill and fluency.
- **Calculate!** You will be required to take quantitative research methods courses, and much of the research literature requires interpretation of statistical data. Numeracy is important. Work on developing skills in this area.
- **Compute!** For word processing, library research, e-mail, connecting with the Internet, and more, computing skills are now part of a successful graduate student's repertoire. You should own a microcomputer, and you should get connected to an appropriate network. If you are not yet computer literate, you are disadvantaged!
- **Talk!** Talk with your advisor and your faculty often. Form your own support network with fellow students and be a contributing member and active participant in discussion and debate. There are many opportunities to improve presentation skills in the graduate environment, and much knowledge is often preceded by the right question.
- **Listen!** Active listening skills are important, not only for comprehending information, but also for developing understanding and appreciation for those with whom you work and learn. You are surrounded by opportunities for personal and professional development that require this skill, and you have a responsibility to your friends, peers, and professional colleagues to use it.
- **Relate!** You are entering a profession! Get into the professional association that most interests you. The more visible you are to your peers around the country, the easier it will be to find a job later! (There are other good reasons to become involved in professional associations, but this one grabs your attention!)
- **Think!** At the doctoral level, all the old formulas for success (memorize facts, regurgitate them, repeat the stuff you read in your papers, etc.) go out the window. You have to kick it up another level. We expect you to synthesize, analyze, question, and integrate material, and generally become an independent thinker. Learn to ask "WHY?" when you are reading or listening to new material and ideas.
- **Persist!** This race goes to those who persist. There are good days and bad ones, but the best one is when your committee invites you in after the dissertation defense and says "Congratulations, Dr.!" Keep that scene in mind and don't let the small stuff get to you. We do want everyone to finish--although there are days when it doesn't feel that way!
- **Laugh!** Life, and graduate school, is serious enough. You have to maintain your *joie de vivre* to keep your sanity!

College Teaching Certificate Program

This four course inter-departmental specialty is offered as an outside minor to students enrolled in any graduate degree program of the Florida State University. Special academic certification is available to those who successfully complete the course requirements. Individual courses are open to any higher education student interested in exploring an aspect of college teaching.

All graduate students considering this option should have completed a minimum of 18 hours in their principal discipline area and have the consent of their major advisor before beginning the four-course sequence. Both master's students whose professional objective is to teach in a two-year community college and doctoral students who plan to teach in a college or university may find this specialty of particular benefit.

Students may select from a variety of courses that emphasize the knowledge and practice of college teaching and the organizational culture of postsecondary education institutions. However, students must take EDH 5305 College Teaching Instruction (3) as one of the four courses required for the certificate, and may select either EDH 5051 Higher Education in America: Basic Understandings (3) or EDH 5054 Postsecondary Education: Survey and Overview (3) as a second required course. In addition to courses on effective teaching offered within the student's graduate discipline, the student may choose among several electives within the College of Education in completing the 12-hour certificate requirements.

EDH 5946 Internship in College and Community College Teaching (3) is a required course for those students who have not had previous experience in college teaching. *Students must have completed 18 graduate hours in their subject field and 9 hours in the certificate program before applying for an internship.* The intern will be expected to arrange the internship experience by securing the approval of the supervising teacher at the institution where the internship takes place.

To begin enrolling in the courses leading to the certificate, or to obtain further information on the program, contact the College Teaching Certificate Director, Dr. Joe Beckham. The specialty offers students the opportunity to complement their preparation in a subject discipline through an intensive and focused exploration of theories of college teaching and issues in the professional development of faculty members.

A description of admission requirements, course options, and procedures for obtaining a College Teaching certificate are described in the *General Bulletin - Graduate Edition*, in a brochure available from the Department of Educational Leadership and Policy Studies, and at the Higher Education website.

The Hardee Center for Leadership and Ethics in Higher Education

The Hardee Center for Leadership and Ethics in Higher Education is named for Dr. Melvene Hardee, a former FSU Professor of Higher Education who was an admired educator, mentor, and national leader on issues of gender equity, leadership, values, and professional development in the field of higher education. The Hardee Center [<http://www.fsu.edu/~elaps/hardee/>] supports the academic study and professional development of graduate students in the higher education program at Florida State University and promotes the "Life Net" of students, alumni, faculty, and friends. It also sponsors educational programs, research, and service activities that promote leadership and ethics in the field of higher education. The Center also conducts educational seminars, hosts national meetings and workshops, sponsors research projects, and provides consultation on issues related to higher education leadership and ethics.

The objectives of the Hardee Center for Leadership and Ethics in Higher Education are to:

- Support the professional development of graduate students in higher education through professional development seminars, speakers, travel grants, fellowships, research and publication opportunities, and mentoring programs.
- Foster the development of future higher education leaders who are committed to public service, ethical responsibility, social justice, and leadership with vision and purpose.
- Promote educational research and professional development in the areas of higher education gender equity, higher education leadership, and ethics.
- Host national professional meetings on issues related to higher education leadership, ethics, and gender equity.
- Assist in the development of graduate assistantships for students that offer a wide range of beneficial experiences in various higher education arenas.
- Promote the "Life Net" of students, alumni, faculty, and friends of the Florida State University Higher Education Program, as well as seek support for future endeavors.

- Provide consultation and professional services on issues related to the Center mission & objectives.

Higher Education Scholarships

Louis W. Bender Endowed Scholarship

The Louis W. Bender Endowed Scholarship was created in honor of Dr. Louis W. Bender; Professor Emeritus of higher education at The Florida State University. The scholarship is intended to recognize Dr. Bender's lifelong commitment to higher education, his dedication to his students, and his extensive scholarly contributions to theory and practice in the field of higher and postsecondary education.

The Louis W. Bender Endowed Scholarship is an academic assistantship awarded to a new doctoral student in higher education with two years of successful work experience in a two-year, degree-granting postsecondary institution and an aspiration to continue as an education leader in such an institution. The award recipient will assist the Higher Education program faculty in the development and implementation of various programs and projects during the award year.

The award is for the academic year, payable in two installments of approximately \$4,000–5,000 each. A scholarship award will normally include a full or partial waiver of tuition; however the extent of the waiver cannot be guaranteed until after the scholarship selection process has been completed.

For further information and an application, please see the program coordinator.

Maurice L. Litton Scholarship

The Maurice L. Litton Memorial Fund is a permanent endowed fund with earnings to be used to perpetuate the quality and national recognition of the higher education program as well as the memory of Professor Litton. Annual income from the fund is used to provide a scholarship award to a student enrolled in the program of higher education with a concentration in community college teaching, research, or leadership development. Students who are completing the certification program in college teaching will be considered enrolled in the program in higher education for the purpose of award eligibility. This scholarship will be awarded on the basis of the student's academic promise and commitment to the field of higher education and the American community college. A committee of program faculty and students, appointed by the program coordinator, will select the scholarship recipient from students nominated by department faculty.

The award varies in amount depending on the expendable interest in the fund, but typically provides between \$300 and \$500 to a single awardee. Candidates are nominated by department faculty; the student nominated is then asked to submit a letter to the committee, detailing his/her interest in American community colleges. This letter of interest should not exceed two single-spaced typewritten pages and should be accompanied with an up-to-date resume and a list of three references familiar with the candidate's professional background. The recipient of the scholarship is recognized at the FSU Homecoming Brunch in the College of Education.

W. Hugh Stickler Award for the Enhancement of Dissertation Research

The W. Hugh Stickler Memorial Fund was established through the generosity of Dr. Stickler's widow, Mrs. Margaret Stickler, their daughters, and other donors, including faculty colleagues, former students and friends. The award is named for the man who founded the Department of Higher Education, chaired it for twelve years, and served as senior professor for another five years. In addition to his many works and services, he was a founder of the first national organization of professors of higher education, now titled the Association for the Study of Higher Education. The awards from the fund honor his memory and his many successful efforts to institutionalize the study of higher education.

The primary purpose of the award is to help a doctoral candidate in higher education, particularly a full time student who is in need of financial assistance, so the quality of his/her dissertation research and writing may be enhanced beyond what would be possible without the award. The award is to give financial assistance, encouragement, and recognition to a candidate whose dissertation study is expected to add to knowledge about higher education. The recipient of the award must be: an active

doctoral student in the higher education program of the Department of Educational Leadership; at or near the final stages of completing the prospectus or just beginning dissertation research; and proposing research germane to the field of higher education.

A faculty award committee will review applications and make the selection when applications are pending during the academic year. The award is to cover research expenses, not to exceed five hundred dollars. In some cases, more than one award may be given. In recognition of Dr. Stickler's strong concern for a residential doctoral program, applicants who are enrolled full time will be given first priority in the evaluation process.

Faculty and students within the Department of Educational Leadership may nominate candidates, and an application for the award will be sent to eligible nominees. Application forms may be obtained from the program coordinator. The completed application form, a statement of how the research will be enhanced by the award, and a copy of the prospectus are required for a completed application.

For information and application materials related to scholarships available to FSU students, please contact the Department of Educational Leadership and Policy Studies or check the ELPS web site <http://www.fsu.edu/~elps>, the COE web site <http://www.coe.fsu.edu/finaid/>, or the Office of Graduate Studies <http://www.gradstudies.fsu.edu/funding.html>.

Course List and Descriptions

FSU Higher Education Program*

(Elective courses recommended for doctoral students are italicized. All others require consent of advisor or supervisory committee.)

EDH 5041 Special Problems in Higher Education: Intentional Interventions

This course is designed for future student affairs practitioners and is intended to promote understanding of how best to work with various groups of college students. Students explore and develop skills in advising student groups and organizations, counseling, team building and training.

EDH 5045 Student Development Theories

This course provides a survey of major theories and research on student development and learning in higher education. The relevance and use of student development theories in the work of student affairs professionals, faculty, and other higher education constituents are explored.

EDH 5051 Higher Education in America

5051 is a survey course designed to introduce students to the study of American higher education. It provides a base of knowledge that serves as a platform for continued learning and in-depth study of the field. Sections include the historic origins and contemporary status of American higher education, variations in institutional models and cultures, disciplined based perspectives on student life, management issues, academic life and the role of faculty, and external pressures for change and reform.

EDH 5054 American Community College

The purpose of this course is to develop student knowledge and understanding of the nature, philosophy, and historical evolution of the American community college. Students will gain a perspective on the social, economic, political, and educational forces that have influenced the development of this unique institution and those that are likely to shape its future. Attention will also be directed toward the

* Updated Spring 2008. This course list is subject to change. Please consult the Department of Educational Leadership and Policy Studies for current listings.

programs, services, current issues, reforms and innovations that are a part of the two-year educational institution.

EDH 5055 Introduction to Institutional Research

The course will provide an introduction to the theoretical and practical application of institutional research as a discipline in higher education. Institutional research is an embedded function with direct applications in all administrative and strategic processes within the institution. The course content is addressed within the context of organizational, administrative, political, and ethical issues in institutional research. Practical experience with research databases and insights from current practitioners in the field are integrated into the theoretical content of the course. The course consists of a six weeks of distance learning through a FSU Blackboard website.

EDH 5068 Outcomes of Undergraduate Education

Outcomes are the end product of a college education. This course is designed to explore the basics of assessing and evaluating the outcomes of undergraduate education. It helps students to develop a historical and theoretical foundation for understanding the outcomes of a higher education both in and out of the classroom. Problems and solutions in theory, techniques, and policies related to outcomes are also reviewed.

EDA 5227 The Role of the Woman Administrator in Education

This course is designed to provide students the opportunity to explore and study issues of concern to women administrators working in educational institutions. In addition to reviewing models and theories of leadership, students examine the research and professional literature on gender issues, especially as they pertain to an educational and administrative context, and explores issues of concern to woman administrators and their professional development.

EDH 5305 College Teaching: Instruction in Higher Education

This course is designed to introduce students to teaching methods and strategies, instructional design, and assessments appropriate to a postsecondary setting. Understanding the context and nature of college teaching will be combined with practical aspects of instruction. The purpose of this course is to develop the skills needed to effectively facilitate learning at the college level.

EDH 5405 Legal Aspects of College and University Administration

The legal context of American higher education is complex and constantly evolving. 5405 is designed to enable students to identify and apply legal principles that place limits on authority, define individual and corporate liability and inform standards of educational practice in public and private higher education institutions. Subject matter and content areas have been selected according to their relevance to contemporary concerns of postsecondary education leaders. The course includes case problems designed for small group and individual analysis, and a selection of judicial decisions emphasizing contemporary legal issues and their resolution.

EDH 5406 Ethics and Inquiry

Future leaders in higher education must be prepared to make informed judgments based upon ethical principles and ethical reasoning. This course offers an opportunity, within a controlled, affirming environment, to study ethical issues in the college setting, to analyze ethical dilemmas confronting higher education administrators and students, to gain experience in examining practical ethical problems confronted in professional work, and to clarify one's own professional ethical standards.

EDH 5504 College and University Institutional Advancement

EDH 5504 is designed to provide students with an overview of the nature and scope of a comprehensive

institutional advancement program for public or private, two-year or four-year colleges and universities. As this is an introductory course, students can expect to develop an understanding of the what, why and how regarding the growing trend among institutions to invest increasing amounts of resources in their institutional advancement programs. Course participants will gain an appreciation for the body of knowledge required to create, administer, and operate an institutional advancement program.

EDF 5519 History of Higher Education

Students review the history of American higher education from the 1600s to the present, examining the growth and development of higher education, the complexity and diversity of institutional types, and the social, political, and economic trends that have influenced their evolution.

SDS 5624 American College Student

The course is a study of traditional age American college students—who they have been, who they are, and who they will be—and of the organizations and subcultures of college students. Throughout the course, current information on contemporary college students, their defining characteristics, values, behaviors, and interests will be presented and discussed. Class members also study college peer culture and do an in-depth study of a student subculture using ethnographic techniques.

EDH 5630 Program Financial Management

5630 emphasizes the process of organizing available human and fiscal resources to meet institutional, program, and personal goals in an efficient, effective, ethical, and fiscally responsible manner. This course provides an overview of the process of organizing the personnel and financial resources needed to effectively meet institutional and student development concepts and skills. A major project of the course is the preparation of an operating budget for a new Student Affairs program or service. As part of the project students will prepare a preliminary grant proposal to assist with funding. The development of a professional electronic portfolio is also a requirement of this course.

EDH 5631 Academic Leadership

5631 provides an opportunity for detailed study of the structures, functions, politics and culture of academic departments. The interdependence of tasks and responsibilities of provosts, deans, and department chairs will be examined to assess how leadership styles at these different levels converge and translate into teaching, research, and service at the department level.

SDS 5804 Practicum in Student Personnel

The purpose of Practicum is to gain practical experience in student affairs. Through campus visits, analysis of contemporary issues in student affairs, case studies, developing a professional resume, and initiating a professional portfolio, students gain valuable professional experience in the practice of student affairs and higher education administration.

EDH 5931 Special Topics: Current Issues and Applications in College and University Business Administration

This course will focus on college and university business administration in the United States and the roles and responsibilities it plays in the overall higher educational process. The course will help students understand emerging trends and challenges faced by practitioners and will provide representative models of organizational structure that make up college and university finance and administration offices. These models will include mission statements, core values, functions and the interaction with both external and internal factors.

EDH 5931 Special Topics: Strategic Management in Higher Education

The purpose of this course is to help prepare students as potential supervisors and managers. The class will provide a theoretical grounding in management, but will focus on putting theory to practice. Students will be introduced to the essentials of frontline supervision and management as they apply within the higher education environment. Students will develop the ground level knowledge and application of necessary management skills and strategies in organizing, leading, controlling, planning, and understanding their work environment. Students will also have an opportunity to practice using management tools and techniques for decision making, managing work groups, managing change, managerial ethics, operational management, and aligning work teams with the strategic priorities of the organization.

EDH 5931 Special Topics: Student Success in College

The landscape of American higher education is changing dramatically as an increasingly diverse population gets ready to go to college. This change provides an exciting opportunity for the country to further strengthen its human resources. Meanwhile, given that the college graduation rate has been just around 50% for decades, one question common in the minds of public policy makers and institutional administrators is: How can the educational system effectively promote student success in college? This course examines the theories and research on student success and explores effective policies, programs, and practices that can be adopted to promote student success in higher education.

EDH 5941 Diversity in Higher Education

Colleges and universities are becoming more diverse in terms of race/ethnicity, cultural background, gender, sexual orientation, and class status. As this trend continues, future student affairs professionals must continue to increase their awareness about diverse groups and learn to work effectively with various populations of students, faculty, staff, and administrators. This one credit course is designed to increase awareness about the diverse society in which we live through critical reflection, dialogue, and self-exploration of ourselves in relation to the world around us.

EDH 6055 Finance in Higher Education

Higher education finance continues to be a major issue in higher education. The federal government and states can have substantial influences on students and the institutions through various financing strategies. Meanwhile, financial austerity and increasing calls for accountability force higher education administrators to manage institutional finance more wisely. This course is designed as a seminar to examine major issues in the financing of higher education in the United States. Literature of the economics of higher education will be reviewed, followed by the discussion of major policy issues, roles of the federal government and states, and institutional budgeting and financial management.

EDH 6067 International Perspectives in Higher Education

Many issues in higher education today are international in character. This course is intended to introduce the learner to the international and comparative dimensions of higher education. Topics include comparison of higher education systems based on their historical development, major participants (with a special focus on the academic professoriate and college students), exchange of people and ideas in the global age, and salient policy issues in higher education from a global perspective (such as access and finance, accountability and quality assurance, and the emergence of entrepreneurial universities).

EDH 6081 Leading Change in Higher Education

This course is a continuation of EDH 6635, Organization and Governance, as it makes a progressive shift from a “management” to a “leadership” orientation; from elements of organization culture to application of change strategies that address organizational culture; from rational and strategic planning to the role of

planning in organizational change; from current characteristics of higher education to the vision and future of higher education; from traditional human and organizational approaches to change and transformational processes; and from individual and group tasks/projects to collaborative approaches through the application of synergy, learning teams and learning communities.

EDH 6401 Public Policy and Higher Education

Higher education has profound influences on individuals and the society as a whole. Unfortunately, many issues, such as skyrocketing college costs, the disconnection between K-12 education and college, and the disparity in educational attainment, continue to threaten the optimal functioning of higher education and undermine the well-being of American society. This course is intended for graduate students to gain a greater understanding of the process of public policy making and the impact of public policy on higher education. The interaction between the states and the federal government and the interconnections between K-12 and higher education will be explored and discussed.

EDH 6635 Organization and Governance of Higher Education

Participants in this course examine theoretical perspectives on higher education organizations, the organization and administration of colleges and universities, and the governance systems that influence these institutions. The content includes an overview of selected organizational theories, an analysis of the functions associated with various administrative roles, an examination of governance systems at the institutional and state level, and the application of rational and strategic planning models in higher education settings.

EDA 6930 Seminar in Literature, Research and Professional Writing

This seminar is designed to provide guidance to advanced doctoral students who are in the process of developing a research proposal for the dissertation. Skills to be gained and/or enhanced in the seminar include the ability to analyze, synthesize, and integrate conceptual material from a variety of sources into a cohesive and coherent proposal which in turn will become a major portion of the dissertation. The seminar will also be useful and applicable to any research effort in which the research question, literature review, and integration of materials and methods of research are necessary.

EDH 6935 Prospectus Development

This course is the capstone for the doctoral research sequence. The focus of the course is on issues related to the development and refinement of the doctoral dissertation prospectus, including problem statement, literature review, and research design and method. Students in this course will be expected to have identified a research problem, have articulated working research questions, have developed a conceptual framework for the research, and have completed a draft literature review. The course is designed to help move advanced doctoral students from conceptualization to operational stages of the research design and implementation required for the dissertation. The primary outcome of this course is a draft prospectus to share with their major professor and research committee.

EDH 6936 Seminar on Student Development Theories

This course is a doctoral student seminar on student development theories and research. It provides doctoral students an opportunity to become acquainted with leading contemporary theories of college student development and how to analyze and evaluate their strengths and weaknesses as both theoretical and applied models for educational use in the higher education setting.

SECTION IV: SELECTED UNIVERSITY POLICIES

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 Florida State University recognizes 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 Florida State University Student Conduct Code (6C2-3.004), which can be found in the Florida State University Student Handbook.

Academic Honor Code

According to the FSU Student Handbook, 2006-07

The University aspires to excellence in its core activities of teaching, learning, research, creative expression, and public service and is committed to the integrity of the academic process. The Academic Honor Code is a specific manifestation of this commitment. Truthfulness in one's claims and representations and honesty in one's activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the education process (p. 76).

The FSU Academic Honor Policy outlines the University's expectations for students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process.

FSU Academic Honor Pledge

I affirm my commitment to the concept of responsible freedom. I will be honest and truthful and will strive for personal and institutional integrity at Florida State University. I will abide by the Academic Honor Policy at all times.

Academic Honor Violations

(Taken from the FSU Student Handbook, 2006-07)

Note: Instructors are responsible for reinforcing the importance of the Academic Honor Policy in their courses and for clarifying their expectations regarding collaboration and multiple submission of academic work. Examples have been provided for the purpose of illustration and are not intended to be all-inclusive.

1. **PLAGIARISM.** Intentionally presenting the work of another as one's own (i.e., without proper acknowledgement of the source).

Typical Examples Include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts or information without acknowledgement of the source.

2. **CHEATING.** Improper application of any information or material that is used in evaluating academic work.

Typical Examples Include: Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.

3. **UNAUTHORIZED GROUP WORK.** Unauthorized collaborating with others.

Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.

4. FABRICATION, FALSIFICATION, AND MISREPRESENTATION. Intentional and unauthorized altering or inventing of any information or citation that is used in assessing academic work. **Typical Examples Include:** Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.

5. MULTIPLE SUBMISSION. Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given.

Typical Examples Include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

6. ABUSE OF ACADEMIC MATERIALS. Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.

Typical Examples Include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)

7. COMPLICITY IN ACADEMIC DISHONESTY. Intentionally helping another to commit an act of academic dishonesty.

Typical Examples Include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.

8. ATTEMPTING to commit any offense as outlined above.

Academic 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 that shall constitute a violation of the Academic Honor Code. If 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.

ADA Compliance

Florida State University is committed to providing a quality education to all qualified students. The Student Disability Resource Center (SDRC) was established to serve as an advocate for FSU students with disabilities and ensure that reasonable accommodations are provided. As a primary advocate for students with disabilities, the SDRC works with faculty and staff to provide accommodations for the unique needs of students both in and out of the classroom. The SDRC offers an opportunity for students to achieve their academic and personal goals. Students are encouraged to take advantage of the wide array of services available from the SDRC. For further information, contact the Student Disability Resource Center at 644-9566 (voice); 644-8504 (TDD).

Grade Appeals System

The purpose of the grade appeals system is to afford an opportunity for an undergraduate or graduate student to appeal a final course grade under certain circumstances. Faculty judgment of students' academic performance is inherent in the grading process and hence should not be overturned except when the student can show that the grade awarded represents a gross violation of the instructor's own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or

discriminatory manner. The evaluation (grading) statement utilized during the grade appeals process is the one contained in the instructor's syllabus at the beginning of the semester. This system does not apply to preliminary or comprehensive exams or to thesis or dissertation defenses; these issues are reviewed by the Student Academic Relations Committee via the Dean of the Faculties. If you need further information, see the Dean of Faculties web site, <http://www.fsu.edu/~dof/gradeappeals.htm>, or contact Dr. Jennifer Buchanan in the Office of the Dean of the Faculties at 644-6876.

Graduate Academic Policies and Procedures (Office of the Dean of Graduate Studies)

The following websites reflect newly updated information on graduate-level academic policies at the Florida State University:

- the *Florida State University Graduate Bulletin* (see <http://registrar.fsu.edu/bulletin/>)
- the *Florida State University Graduate and Professional Student Handbook* (see http://gradstudies.fsu.edu/forms/graduate_handbook.pdf) and
- the *Guidelines and Requirements for Thesis, Treatise, and Dissertation Writers* (see <http://www.gradstudies.fsu.edu>)

Dissertation

A doctoral dissertation must be completed on some topic connected with the major field of study. To be acceptable it must be an achievement in original research constituting a significant contribution to knowledge and represent a substantial scholarly effort on the part of the student. 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 Web site, <http://www.gradstudies.fsu.edu>, or by contacting the manuscript clearance adviser.

A student who has completed the required course work, passed the preliminary examination and submitted an Application 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 of twelve (12) semester hours a minimum of two (2) dissertation hours per term. Those with underload permission must register for at least two (2) hours of dissertation credit per term. Underloads must be approved by the academic dean. Before registering for dissertation hours, the student must consult the major professor as to the proportion of time to be devoted to dissertation work. The number of hours listed will show the proportion of time to be devoted to the dissertation (with twelve [12] semester hours as an indication of fulltime status). For example, OCE 6980, four (4) semester hours, will indicate that the student expects to devote one-third of the time to 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.

The minimum number of dissertation hours for completion of a doctoral degree shall be twenty-four (24) semester hours.

For more specific information on final-term registration, see the residency requirements listed above. 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. As a condition of undertaking a dissertation program, the student agrees that the completed dissertation will be archived in the University Libraries system. The student will make the electronic dissertation available for review by other scholars and the general public by selecting an access condition provided by the Office of Graduate Studies.

Registration for Final Term

For doctoral students and master's students in a thesis-type program, registration shall be required in the final term in which a degree requiring a thesis, dissertation, or treatise is granted, in accordance with the policies stated in the 'Thesis' and 'Dissertation' sections of this chapter. If a student does not make the manuscript final submission deadline for a given term, but completes all degree requirements before the first day of the next term, it is possible to waive the registration requirement. To be eligible for this registration exemption, all degree requirements, including manuscript clearance, must be completed prior to the first day of the next term. The Office of Graduate Studies, (850) 644-3500, can provide information on this procedure.

Guidelines for Restrictions on the Release of Theses and Dissertations

The free and open dissemination of the results of research conducted at Florida State University is required if the University is to contribute effectively to the education of its students and to the body of human knowledge. Conflicts can develop among the interests of research sponsors, research directors, and the students doing the research. To ensure that the interests of all parties are protected, the following guidelines should be observed. An ETD must be made available in its complete and original format. It cannot be subdivided into chapters and disseminated under different distribution options.

Worldwide Distribution. Recommended to all of our students. This option makes the ETD freely available worldwide via the FSU ETD Digital Library. It should be noted that some publishers may see a conflict with this level of distribution prior to publication.

Embargoed Access (24 Months). Recommended to students who have a patent application in process or who want to restrict access to the ETD for a limited amount of time in order to pursue commercial interests or other publication. After the restricted time period, the document will be made freely available through worldwide distribution (option above).

The maximum delay in the release of a thesis, treatise, or dissertation to the university libraries and UMI/PQIL shall not exceed twenty-four (24) months from the date the thesis, treatise, or dissertation is approved by the FSU Office of Graduate Studies. In special circumstances, the Dean of Graduate Studies may grant an additional delay of twenty-four (24) months upon request if the case is made that the delay is in the best interests of all parties or if publication or commercial interest in the document is still ongoing. Such a request must be submitted at least one month prior to the expiration of the original period of delay. It should be recognized that adherence to this policy does not constitute a guarantee that information in the sequestered thesis or dissertation will not be disseminated by means other than the written thesis or dissertation. Information about particular access issues related to electronic theses, treatises, and dissertations may be obtained from the Office of Graduate Studies. A request for such a delay must be presented in writing to the Dean of Graduate Studies and carry the endorsement of the student, the major professor, the department or program chair, and the dean of the relevant college or school.

Note: Students should not suffer delays in their normal academic progress, including the final defense of the thesis or dissertation, as a result of a desire to delay release of the thesis or dissertation to the library.

Supervisory Committee

Upon the request of the major professor, the departmental chair will appoint the supervisory committee which will be in charge of the work of the student until the completion of all requirements for the degree. The supervisory committee will consist of a minimum of three members of the graduate faculty who have doctoral directive status, one of whom is a representative-at-large of the graduate faculty drawn from outside the student's department. However, for all interdisciplinary programs, the supervisory committee will consist of a minimum of three members of the graduate faculty who have doctoral directive status, one of whom is a representative-at-large of the graduate faculty drawn from outside the student's department and degree program. Additional members may be appointed if deemed desirable.* All additional members of the committee must hold at least master's directive status. Each year they will assess the progress of the student in writing and will make available copies of their assessment to the student, the departmental chair, and the academic dean.

The Dean of Graduate Studies, the academic dean, and the chair of the major department may attend committee meetings as nonvoting members. Notification of the final committee will be reported to the Dean of Graduate Studies. Non-graduate faculty may assist a student on a supervisory committee, but cannot vote or sign the dissertation. The graduate faculty 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 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.

* The College of Education requires four members.

SECTION V: PROGRAM FACULTY

Debra Austin, Ph.D., Florida State University

- *Clinical Professor*
- *Former Chancellor, State University System of Florida State University*
- *Former Provost, Florida Agricultural and Mechanical University*
- *Higher education administration, governance, state level policy*

Joseph Beckham, J.D., Ph. D., University of Florida

- *Allan Tucker Professor of Educational Leadership and Policy Studies,*
- *Higher Education Program Coordinator*
- *Law and education, educational policy and finance, organization and governance*

Jon C. Dalton, Ed. D., University of Kentucky

- *Associate Professor*
- *Director, Hardee Center for Leadership & Ethics in Higher Education*
- *Former Vice-President for Student Affairs, Florida State University*
- *Student affairs, college student development, moral and civic education*

Kathy Guthrie, Ph.D., University of Illinois

- *Assistant Professor*
- *Joint Appointment, FSU Center for Leadership and Civic Education*
- *Leadership skills and responsible citizenship in undergraduate students*

Shouping Hu, Ph.D., Indiana University

- *Associate Professor*
- *Finance, student engagement and experiences, student access and success*

Robert A. Schwartz, Ph.D., Indiana University

- *Associate Professor*
- *Director, Institutional Research Certificate Program*
- *Women and minorities in higher education, history of higher education, higher education administration*

T.K. Wetherell, Ph.D., Florida State University

- *Professor and President, Florida State University*
- *Former President, Tallahassee Community College*
- *Former Speaker, Florida House of Representatives*
- *Higher education policy and governance, politics of education, American community college*

Emeritus Faculty

Louis W. Bender, Ed.D., Lehigh University

Dale W. Lick, Ph.D., University of California-Riverside

Barbara A. Mann, Ph.D., Florida State University

John S. Waggaman, Ed.D., Indiana University

Adjunct Faculty

Tamara Bertrand, Ph.D., Florida State University

Research and evaluation, college students

Perry Crowell, Ed.D., Florida State University

University business administration

Juan Guardia, Ph.D., Iowa State University

Multicultural programs, diversity, college students

Annette Jones, Ph.D., University of Southern Mississippi

College teaching

Laura Osteen, Ph.D., University of Maryland College Park

Leadership, service and civic education

Mark Palazesi, Ph.D., Florida State University

Strategic planning, strategic management, human resources