

Graduate Student Handbook

2022



FLORIDA STATE UNIVERSITY
COLLEGE OF HEALTH AND HUMAN SCIENCES
Department of Human Development and Family Science

**STUDENT HANDBOOK
GRADUATE PROGRAMS
HUMAN DEVELOPMENT AND FAMILY SCIENCE
FLORIDA STATE UNIVERSITY
2022 - 2023**

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INTRODUCTION

Welcome to the Department of Human Development and Family Science (HDFS) and the College of Health and Human Sciences (CHHS) at Florida State University ("FSU")! This handbook is designed to provide you with information about the requirements of, and the steps toward successfully completing your graduate degree program. You are encouraged to assume responsibility for your progress, and the information contained in this handbook will help you. HDFS faculty and staff as well as those in the CHHS want you to succeed, but you need to be proactive and deliberate in planning your success. Do not assume that your advisor, other faculty members, or staff will remind or instruct you in every step of the process. All students should familiarize themselves with University regulations and policies for graduate students as described in the FSU General Bulletin, Graduate Edition. The information provided here adds college and program-specific information that is not contained in the FSU General Bulletin, Graduate Edition. New graduate students are advised to read this handbook in its entirety and to consult with their major professor or the Graduate Program Director if any of the requirements described in it are unclear. Marriage and Family Therapy (MFT) doctoral students should also refer to the MFT Program Handbook.

INFORMATION

Helpful Information

To facilitate a smooth transition into your program, we offer some links to important resources, helpful information on the FSU community and resources available, and a checklist of must-dos.

Links to Important Resources

- [New Graduate Student Checklist](#)
- [International Students](#) - The Center for Global Engagement (CGE) is the office assigned by the University to provide comprehensive immigration services and advising to international students, scholars, faculty and staff. Also, CGE staff plans and conducts various workshops and programs.

FSU Basics - Fundamentals for the Well-Informed Graduate Student

- [Graduate Student Handbook](#) - The Graduate Student Handbook contains information concerning resources at FSU, degree requirements, Electronic Thesis, Treatises, Dissertations Guidelines, and more.
- [Graduate Bulletin](#) - The Graduate Bulletin includes, but is not limited to, information on policies, degree requirements, graduate faculty, and academic programs.
- [Course Search](#) - Is it time to register for classes? Do you need to look up courses for next semester? Here is a helpful link detailing the process.
- [myFSU](#) - This is a centralized site that will enable you to register for classes, update your permanent address, and pay fees online.
- [Campus Map](#) - Here is an interactive campus map to help you find your way.

Must Dos

- [Health Insurance](#) - New full-time students (those taking at least nine graduate credit hours) and all international students entering FSU must show proof of health insurance. Select graduate assistants and fellows will be provided a health insurance subsidy towards the purchase of the university sponsored health insurance plan. The subsidy will be disbursed by semester (fall; spring; summer). Information on the health subsidy and a summary of the

health insurance plans are available at <http://www.gradschool.fsu.edu/funding-awards/subsidy-benefit>.

- **Residency** - It is essential that domestic students coming to Florida from other states claim Florida as their domicile and undertake the steps required to achieve in-state status immediately upon arrival.

Please see Appendix L for a list of other important campus resources.

Departmental Matters

Assistantships

The Department is committed to providing doctoral students with continuous financial support in the form of assistantships throughout their program. Specifically, it is our goal to provide four years of continuous financial support for students with a previous master's degree that have been admitted into one of our doctoral programs and five years of support for students admitted to the In-Flight (M.S./Ph.D.) Program. Assistantships are generally not provided to students pursuing a terminal master's degree.

Assistantships provide students with a financial stipend and tuition waiver for up to 12 credits/term, the financial value of which is the same regardless of assistantship type. Students assigned an assistantship are expected to work 20 hours/week for a half-time appointment (0.50 full-time equivalent) or 10 hours/week for a quarter-time appointment (0.25 full-time equivalent) in service to that assignment. If the workload of the assignment can be completed in less than the allotted time, the student is expected to discuss the best use of the remaining available time with the major advisor.

Assistantships are classified as 1) research assistantships or 2) teaching assistantships. Research assistantships are assignments wherein the student performs tasks on a research project under the direct supervision of a faculty investigator. Specific tasks vary from investigator to investigator and from project to project, but most involve working with data (collecting, entering, analyzing and interpreting), reading and writing summaries of previous research, and administrative activities like participating in lab meetings, copying and collating data collection forms, and filing and managing paper and electronic forms.

Graduate teaching assistants fall into three primary roles: "Online Mentor," "Assistant in Teaching" and "Instructor of Record." Each of these roles is described in detail in the ***Graduate Teaching Assistant Manual*** but is summarized here. The Online Mentor works under the supervision of a faculty or designee in executing the designed online course. Activities vary from course to course and instructor to instructor, but frequently include monitoring a caseload of students to help students stay on track and supporting the instructor in answering student questions and grading assignments. Assistants in Teaching typically engage in tasks like grading assignments or exams, supervising required activities like in-class exercises, and preparing and occasionally delivering lectures. The Instructor of Record role is where the teaching assistant assumes responsibility for the design and implementation of the entire course and may direct the activities of another graduate students serving as an Online Mentor or Assistant in Teaching.

Student Assignment of Assistantships

All assistantships are governed by the [Collective Bargaining Agreement](#) of Florida State University and the United Faculty of Florida, Florida State University, Graduate Assistants United. Student assignments are delivered in writing in a timely fashion - 30 days before the beginning of each academic semester, if possible.

Research assistantships are assigned to students based solely on faculty request. Faculty investigators select the doctoral student to receive the research assistantship. Usually, the faculty investigator will discuss the research project and expectations of the assistantship with prospective students before making a final selection. The faculty investigator selects the student to receive the assistantship and works with the Department Chair (or Assistant Department Chair) and the HDFS Office Administrator to issue the assignment. It is entirely appropriate for faculty investigators to prioritize their advisees when selecting a research assistant. Doctoral students are encouraged to ask faculty regularly about the availability of research assistantships and, if a research assistantship is desired, to make that desire known.

Online Mentor is the most common teaching assistant role assumed by HDFS doctoral students. All first-year doctoral students are typically assigned teaching assistantships in the role of Online Mentor. This practice reflects the Department's priority of creating a smooth entry for students into doctoral preparation as involvement in online courses frequently allows the most flexibility. Assignments to specific courses, either in the role of Online Mentor or Assistant in Teaching, are based on departmental need (the number of assistants needed for each course), and to the extent possible, students' stated preference and "fit" of the course within the students' broad area of professional interest and development. Students usually make their preferences known through an informal survey taken every semester.

The Department has a limited number of Instructor of Record assignments and these assignments are restricted to eligible students (please see the ***Graduate Teaching Assistant Manual*** for criteria). Eligible doctoral students can receive an Instructor of Record assignment for both online and traditional in-class formats of instruction. The Department strives to ensure all students are Instructor of Record for both an online course and a traditional course over the course of the degree program, but every student will have at least one Instructor of Record assignment to complete the program's teaching requirement. Instructor of Record assignments are based on departmental need and, to the extent possible, students' preference both in terms of subject and instructional format (online versus traditional). Students usually make their preferences known through an informal survey taken every semester. Students needing to complete the teaching requirement of their program are prioritized for Instructor of Record assignments.

Other Financial Support

The College of Health and Human Sciences (CHHS) offers a variety of competitive scholarships to graduate students in good standing. All scholarship opportunities are implemented through a centralized application system called FSU4U. For more information, please see <https://humansciences.fsu.edu/the-college/scholarships/>.

The FSU Graduate School maintains an [online fellowship application system](#) to enable participation in a variety of institutional awards. Finally, the [FSU Office of Graduate Fellowships and Awards](#) (OGFA) supports current graduate students in identifying and applying for external fellowships, scholarships, grants and awards.

Policies and Procedures

Conflicts of Interests

In selecting a major professor and members of the committee, any personal, professional, or financial relations involving the major professor, supervisory committee members, or the student must be avoided. Financial conflicts of interest would not include the typical practice of hiring a student on a university assistantship in the home unit. Immediate family members, domestic partners, and married couples are restricted from serving together on the same supervisory committee in any capacity as this could potentially lead to a perception of bias. For the purpose of

this policy, immediate family members are defined as a parent, grandparent, spouse, sibling, child or grandchild by blood, adoption or marriage. If any conflict of interest exists, it should be reported by the department chair to the student's academic dean's office and they will evaluate the situation for potential harm and take appropriate action. If questions or irregularities arise that cannot be resolved within the academic unit, the academic dean will contact the Dean of The Graduate School (or designee) for resolution.

Provisional Graduate Student Policy

As approved by the University Graduate Policy Committee (GPC), an academic program may recommend that a student be admitted to the University as a provisional graduate student. This requires that the program stipulate conditions that the student must meet during the initial semester of enrollment. The student will remain in this provisional category for only one semester and must meet all of the stipulated conditions during the initial semester to continue in the program. Students entering the University under this category register in the same manner as regular degree-seeking students. International students cannot be admitted into the provisional category. Provisional students may not be awarded an assistantship during that first semester.

A provisional graduate student in the Department of HDFFS must be reviewed by the HDFFS Graduate Curriculum Committee and the University at the end of the initial semester to determine whether the stipulated conditions were met. If the conditions were not met, the student will not be able to continue in the program. While in provisional status, a graduate student must register for graded graduate-level coursework (5000-level or above; excludes S/U courses) commensurate with the load requirements of the program and must earn at least an average of 3.0 for all graduate-level coursework taken.

A hold blocking future enrollment will be placed on the record of a student who fails to meet the stipulated conditions during the initial provisional semester; such students will be ineligible to continue in the academic program. Students who met the minimum requirements for admission to the University either initially or during the provisional semester, but failed to meet the program-specific conditions, may subsequently seek admission to a different academic program as a degree or non-degree seeking student.

A provisional student who does not earn at least a 3.0 average during the initial provisional term is not eligible for probationary status in the subsequent semester. Otherwise, a provisional graduate student is subject to the retention and dismissal regulations appropriate to a regular graduate student. For information on non-degree classification, see the subsection on 'Non-Degree Students' in the University graduate materials.

Anti-Discrimination and Grievance Policies

Florida State University, including the Department of Human Development and Family Science, is "committed to a policy of non-discrimination for any member of the University's community on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status" (from the University Equal Opportunity and Non-Discrimination Statement found at: http://www.hr.fsu.edu/PDF/Publications/diversity/EEO_Statement.pdf). Further, the University prohibits acts of harassment against students (or other members of the university community) based on membership in one of these protected groups. A student seeking to file a grievance may contact the Dean of Students Department, the Director of Multicultural Affairs, and/or the Office of Diversity and Compliance in University Human Resources.

Leave of Absence Policy

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

To apply for a leave of absence, a student must complete the Request for Leave of Absence Form (available on the Graduate School website) and submit it with appropriate documentation to the major professor and the Graduate Program Director. If the major professor and Program Director approve the application, it should then be forwarded to the Department Chair and subsequently to the Associate Dean for consideration. If approved at all of these levels, the associate dean's office will notify the Registrar and the Dean of the Graduate School of the decision. The Associate Dean will also notify the student of the decision (approved or denied). If approved, the Registrar will place a notation on the student's record. A student who is denied a request for leave at any step may appeal the decision to the Dean of The Graduate School.

An approved leave of absence preserves the student's academic status in his or her degree program, and the time off will not be counted against the time limits for awarding degrees. Consequently, registration is not allowed during the leave period and the student need not re-apply to the program to return to active status at the end of the approved leave period. A leave may be extended for additional consecutive semesters (includes summer term). A student should apply for the leave extension no later than four weeks prior to the end of the final semester/term of his or her initial leave to allow time to consider and process the request. Extension of a leave is subject to approval of the program, college, and the Graduate School. The cumulative number of consecutive leave semesters (including summer term) shall not exceed six. The total consecutive or non-consecutive leave time a student is not registered in the program shall not exceed 24 months. At the conclusion of the approved leave, a student must enroll at Florida State University and return to active status no later than the start of the next academic semester. Students cannot be on leave during their semester of graduation.

A student on a leave of absence may terminate the leave of absence at any time prior to the approved ending date. In such cases, the student would be immediately subject to the continuous enrollment and registration policies. Students returning from a leave of absence of more than one year will be required to disclose any legal or campus disciplinary charges that arose during the leave and provide updated contact and mailing address, residency documentation, and other biographical information as required by the University for reporting and processing purposes.

While on leave a student will not have access to campus facilities and personnel. This means a student will not have access to labs, libraries, and online resources that require an FSUID. Students on leave cannot remain in student housing. There is no guarantee that financial aid will be continued. Students with financial aid or student loans should confer with the Financial Aid Office and review their loan agreements prior to requesting a leave of absence to ascertain the consequences a leave will have on their loan status. University assistantship and fellowship support will be discontinued for the duration of the leave. Programs are not obligated to reinstate funding support that was provided prior to the leave though they are encouraged to do so if funds are available. Students receiving external support, e.g. an NSF Graduate Research Fellowship, should check the terms of the award to determine the impact of being on leave. In-state residency status may be impacted if the student moves out of the State of Florida, and then returns to resume the degree program. Students should seek guidance from the Registrar on the potential impact on in-state residency. International students should check with the Center for Global

Engagement to determine if a leave would adversely affect their visa status. Students should also consider other factors that might impact their circumstances upon their return to active status. For example, a major professor might depart from the university or a degree program might be suspended or terminated. The University has an obligation to provide a path to completion for enrolled students as well as students on a formally approved leave of absence.

MASTER'S PROGRAMS IN HDFS

Overview

The Department of Human Development and Family Science offers a Master's of Science (M.S.) degree program in HDFS. The M.S. program prepares students for careers in higher education, government agencies, and agencies and businesses in the private sector. Many students go on to pursue doctoral degree programs, and others pursue careers in postsecondary education, public policy and other agencies and organizations providing services to children and families.

Terminal M.S. Degree, students are admitted to the M.S. program non-thesis track (i.e., the coursework-only program). Students will complete a minimum of 30 credit hours, including a 3-credit hour capstone project (FAD 5970 Special Project) experience. There is also an M.S. program thesis track to which students may apply after their first semester if they are in good academic standing and have the support of their major professor.

M.S./PhD In-Flight Master's Degree, students are admitted to the thesis program. For the thesis track, a minimum of 30 credit hours is required, including 6-credit hours of thesis and a 0-credit hour thesis defense course. Students should select courses at the 5000 level; courses at the 6000 level may be selected with the approval of the instructor and major professor in advance of enrolling in the course. Be advised that courses designated as "advanced" assume some understanding of the field, and the content extends that of a baccalaureate degree.

Academic Guidance

All graduate students are assigned a **temporary advisor** upon acceptance into the program. If you do not know who your temporary advisor is, contact the Graduate Program Director. Every fall semester, students meet the HDFS faculty and learn about their research as part of CHD 5617: Professional Development in HDFS. Students are encouraged to identify a major professor during their first semester of enrollment.

If you are in the coursework-only master's program (terminal M.S. non-thesis track), you are only required to select a major professor. Thesis-track master's students (i.e., terminal M.S. thesis track and M.S./PhD In-Fight program) are required to have a major professor and at least 2 committee members from within the department.

Major Professor

Students are encouraged to select a major professor in consultation with either Department Chair or the Graduate Program Director. A major professor should be selected no later than prior to registering for the third semester. The major professor for a thesis track (master's terminal or in-flight) must hold Graduate Faculty Status. Students in the master's non-thesis track can select a major professor from any faculty member in the department who has competence in the student's proposed area of study or research. The designation as major professor must be mutually agreeable to the student, major professor, and Department Chair. If the selected major professor

does not have graduate teaching status (GTS), another faculty member who has GTS must be the instructor of record for the capstone project.

Committee Members

The major professor assists students in the thesis-track to identify two potential committee members. It is the responsibility of the student to secure agreement from each committee member. The master's thesis student's Supervisory Committee is established through the Master's Program of Study form. Members of the Supervisory Committee should be chosen for their potential contribution to the selection of appropriate content of study required to prepare the student for their professional goals. Members of the thesis Supervisory Committee must have Graduate Faculty Status. Any committee composition changes must be submitted through the Revised Master's Supervisory Committee Form.

Program of Study (POS)

Every student develops a Program of Study in consultation with the major professor, and for students in the thesis-track, their Supervisory Committee. Students are encouraged to focus their POS to reflect their professional goals.

You and your major professor should plan and submit a POS that includes only those courses required for degree completion (see Appendices A or B for your degree program). The POS should be completed as early as feasible, but no later than prior to the registration for the third semester.

Credit Requirements

1. A master's thesis student must have a minimum of 30 semester hours of graduate credit, at least 18 of these must be taken on a letter grade basis (A, B, C). See individual program curriculum sheet in the appendix.
2. A coursework-only (non-thesis) master's student must have a minimum of 30 semester hours of graduate credit, at least 21 of which must be taken on a letter grade basis. See individual program curriculum sheet in the appendix.
3. Graduate credit hours for the degree:
 - a. May include 3 hours in supervised teaching and a maximum of 3 hours in supervised research;
 - b. May include 6 semester hours of graduate credit (with grades of B or better) **earned as a non-degree seeking student, only if:**
 - (1) The student later qualifies for admission to a graduate degree program;
 - (2) The major department approves; and
 - (3) The credits were taken within the time limits prescribed for the degree program.
 - c. Students are required to earn 3 CHHS graduate credit hours, counting toward the degree, prior to graduation by attendance in at least one summer term.
4. Credit Hours per Semester: All master's students must be enrolled in at least 6 credit hours per semester to receive financial aid. The number of credit hours which a graduate student may carry without special permission is no more than 15 credit hours and no less than 3 credit hours. Special permission must be obtained before the first day of classes for that semester.

Program Approval

1. The program should be approved by the major professor (and committee, for thesis students), the department chair, and the academic dean. Students will not be allowed to register if the POS is not on file in the Office of the Associate Dean for Research and Graduate Studies prior to registration for the third semester.
2. A copy of the approved program is to be kept on file with the Major professor and the CHHS Academic Dean's Office.
3. Any subsequent changes in the student's POS must be approved by the same parties as listed above using the Program of Study Adjustment form. This form must be filed in the academic dean's office.

Students in the MS/PhD In-flight program must submit a POS form for the project master's program and another for the HDFS doctoral program. No course will be allowed to double-count.

Thesis master's students' Supervisory Committees vary on how they prefer to approve the Program of Study. Some major professors and committee members prefer a face-to-face meeting of all members and the student to discuss the Program of Study and determine the fit between what is proposed and the student's professional goals. Other committees prefer to provide approval without such a meeting. The major professor is expected to provide leadership in the process.

Evaluation

HDFS master's students receive evaluation and feedback through multiple mechanisms. First, students are evaluated in each course according to the syllabus for that course. Every student receives an annual performance evaluation by their major professor each Spring semester (see Appendix F).

Coursework-Only (Non-Thesis) Capstone Project

Proposal for a Capstone Project

The coursework-only student must identify an agency or program that works with individuals or families. The project offers an excellent opportunity to make a difference by fostering inclusion, embracing diversity, and empowering relationships in a variety of social contexts.

Next, the student must schedule an appointment with the Director of the agency. The aim of the appointment is to determine whether the agency is willing to host a Capstone Project undertaken by the student, and if so, to discuss the parameters of the project (e.g., objectives, timeline, resources if any, etc.). It is expected that at times the student may be doing some of the basic tasks of the agency or program, such as office work. However, the majority of the time should be spent engaged in activities and tasks that facilitate learning about the multifaceted elements of the agency or program. Part of the student's responsibilities should involve some opportunities for leadership, direction of activities, or development of materials and other ways to support diverse families/children. The Capstone Project should involve a minimum of 90 hours of service; however, many students report that spending additional time in this experience is valuable.

The student is required to write a 4- to 5-page proposal about a potential Capstone Project, including the following components:

- a) Introduction to the Capstone Project -- What is the importance of the problem and/or reason for doing this particular project? This includes a brief review of the relevant literature.
- b) Discussion of the agency or program -- What is the program? Who does it serve? Why does it service this population? When and how was it established?
- c) Discussion of the proposed Capstone Project -- What will the student do? What goals will be achieved? (Be specific.)
- d) Evaluation -- What is the format of the proposed evaluation (e.g., paper, seminar, letter of recommendation or evaluation from supervisor)?
- e) Conclusion -- How will this Capstone Project contribute to the student's professional development and knowledge of diverse families or children?

The proposal is to be submitted to the major professor. In instances when the major professor does not have GTS, the proposal will also be sent to the instructor of record for the capstone course. The proposal must be approved before any work begins on the Capstone Project.

Final Paper for the Capstone Project

The coursework-only master's student should enroll in "FAD5970: Special Project" for three credit hours the semester in which the Capstone Project is executed.

After completing the various activities involved in the Capstone Project, a 20- to 25-page paper is required. It should include the following components:

1. Introduction to Capstone Project -- What is the importance of the problem and/or reason for doing this project? Include a review of literature pertinent to the topic.
2. Discussion of Agency or Program
 - a. Description of the agency or program -- What is the program, who does it serve, and why? When and how was it established? What are the goals and objectives of the agency? How was the program funded? Who are the staff members (size, credentials, training, etc.)?
 - b. Evaluation of agency or program -- Analyze the strengths and weaknesses of the program. How could this program be improved? Be sure to discuss ways that diversity, equity, and inclusion are/are not addressed.
3. Discussion of your experiences in the Capstone Project
 - a. Description of your experiences -- What did you do in this project? How did you accomplish your goals?
 - b. Evaluation of your experiences -- Analyze the strengths and weaknesses of your involvement in the program? Discuss some of your successful experiences, as well as those which could have been better. What did you learn from your involvement in this experience?
4. Conclusion -- How did this Capstone Project contribute to your professional development and knowledge of family and child diversity?
5. Appendix -- Insert a letter of evaluation from your supervisor; include copies of any materials you developed that pertain to the program.

The student should type and submit this project report to the major professor. Because this is a professional paper, it should be written as such, attending to format and APA guidelines. After the major professor has reviewed and provided feedback on the paper, the student makes any necessary revisions before submitting to her/his major professor for final approval. Then, a PDF of the project report should be submitted to and acknowledged and filed by the Department Chair.

Thesis Master's Degree

For both the **terminal M.S.** thesis track and **M.S./PhD In-flight M.S.** program, a thesis is required for the degree program. It is the responsibility of the major professor to supervise (a) the preparation of the thesis prospectus, (b) the research, and (c) the preparation of the thesis document.

Thesis Prospectus

Master's thesis students work with their Supervisory Committee to design an acceptable thesis prospectus. This document will be a contract between the student and Supervisory Committee to be carried out within a limited time frame. Once the major professor has approved the prospectus, it should be sent to the other members of the Supervisory Committee. This committee should have at least **2 weeks** to read the prospectus prior to a committee meeting to discuss the proposal. It is the student's responsibility to schedule the proposal meeting when all members of the committee may be present. No more than one committee member may participate via distance technology. Student should be enrolled in FAD 5971.

Graduate students are encouraged to attend oral defenses of prospectus to support their colleagues, engage in department scholarly activities, and become familiar with oral defense meeting procedures. Graduate students in attendance must exit the examination room when the committee confers on its evaluation of the defense.

If the master's prospectus defense is not passed with a two-thirds vote, the major advisor will submit the signed and completed college's Master's Prospectus Results form to the Office for Research and Graduate Studies in a timely manner. The Master's Prospectus Results form will be retained the student's file. The major advisor will work with the student to resolve the failed prospectus attempt, ranging from possible separation from the program to developing and implementing a plan to strengthen the prospectus to facilitate completion of the degree.

If the master's prospectus defense is passed with a two-thirds vote, next steps depend on whether the prospectus requires minor revision. If the supervisory committee does not request minor revisions, the major advisor will submit the signed and completed Master's Prospectus Results form to the CHHS Office of Research and Graduate Studies in a timely manner. The student is responsible for submitting (email) a digital copy (word doc) of the approved prospectus along with any IACUC protocol and/or IRB Approval letter to the Academic Program Assistant in the CHHS Office for Research and Graduate Studies.

If minor revisions are required for a pass, then the supervisory committee must approve the changes before the major advisor submits the signed and completed Master's Prospectus Results form to the CHHS Office of Research and Graduate Studies. Prospectus revisions and submission of the Master's Prospectus Results form should be completed in a timely manner. Once the major advisor submits the Master's Prospectus Results form in a timely manner, the student is responsible for submitting (email) a digital copy (word doc) of the approved prospectus along with any IACUC protocol and/or IRB Approval letter to the Academic Program Assistant in the CHHS Office for Research and Graduate Studies.

Once the Office for Research and Graduate Studies has received a completed Master's Prospectus Results form indicating "pass" from the major advisor, and a digital copy (word doc) of

the approved prospectus along with any IACUC protocol and/or IRB Approval letter from the student, the Academic Program assistant will:

- a. Distribute the paperwork to the Department Chair and Associate Dean for review and signature. The Department Chair and Associate Dean will have a minimum of 6 business days to review the document. Any requested changes will be directed to the student and the major professor.
- b. Upon approval of the Department Chair and Associate Dean, the signed document will be filed, and the student and their major professor will be notified the research may proceed.

Thesis Defense Procedure

The student will submit a copy of the thesis approved by the major professor to Supervisory Committee members at least 10 days before the scheduled oral defense. The oral defense will be scheduled at discretion of the major professor. Student should be enrolled in the appropriate number of thesis hours (FAD5971) and the 0-hour thesis defense course (FAD 8976).

The student is responsible, with the approval of the major professor, for arranging the time, place, and date of the oral defense. The student is then responsible for completing the on-line scheduling form through The Graduate School's Manuscript Portal. In addition, students are required to announce the time, place, and date of their defense to the faculty and graduate students of the department. Students are encouraged to email the departmental office administrator with the following information at least 2 weeks prior to the oral defense so that an email invite to all departmental faculty and graduate students, as well as the Associate Dean and Dean, can be sent: student's full name, major professor's name, degree program (and specialization), location (or zoom link), and time (E.S.T.).

Graduate students are encouraged to attend oral defenses of theses to support their colleagues, engage in department scholarly activities, and become familiar with oral defense meeting procedures. Graduate students in attendance must exit the examination room when the committee confers on its evaluation of the defense.

The oral examining committee will certify the results of the examination: passed, failed, or to be reexamined (see Appendix K). The report of results following a re-examination must indicate the student either passed or failed. To receive a passing grade, the written thesis must be in the final form or require only minor revisions at the time of the defense. A grade of pass for the defense of thesis requires at least a majority approval of the committee. If the student passes, each member must sign the online Manuscript Signature Form to substantiate the results of the defense. The degree cannot be awarded until the required forms have been completed on The Graduate School's Manuscript Clearance Portal and the final version of the manuscript has been submitted to and approved by the Manuscript Clearance Advisor.

If the master's thesis defense is not passed (two-thirds vote), it will be noted in the Graduate School Manuscript Clearance Portal. The major advisor (possibly with the supervisory committee) will work with the student to resolve the failed thesis defense, ranging from possible separation from the program to developing and implementing a plan to strengthen the thesis or defense to facilitate completion of the degree.

If the master's thesis defense is passed (with a two-thirds vote), then the steps below should be completed in a timely manner. If minor revisions to the document are required for a pass, then the student's Master's Supervisory Committee must approve those changes before the following may take place. However, any edits should be minor and completed in a timely manner.

- a. The student must submit a digital copy (word document) of the final thesis manuscript to the Department Chair and the CHHS Associate Dean of Research and Graduate Studies for review and approval.
- b. These persons will have a minimum of 6 business days for the review of the thesis and any adjustments will be communicated directly to the student and major professor.
- c. Once approval is received, the major professor will confirm the "Format Clearance" in the online portal and the student will submit the thesis manuscript in accordance with posted Graduate School policy (see <http://www.gradstudies.fsu.edu/academics-research/thesis-treatise-dissertation> for procedures).

Application for Degree

During the first 3 weeks of the semester in which the student expects to receive a degree, they must apply online to the Office of Registrar through Student Central for the degree (see <http://registrar.fsu.edu> for deadlines). At that time, the student must have a B average (3.000 GPA) for the course of study attempted. For MS students in the thesis track, registration is required in the final term in which a degree is granted. The Graduate School requires master's thesis students to be enrolled in a minimum of 2 hours of thesis in the final semester as part of the full-time load.

If the student filed previously for a diploma but did not receive the degree, they must reapply. In case the student does not complete the requirements, they should delete their name from the graduation list by notifying the Academic Program Specialist in the CHHS Office of the Associate Dean before the date of intended graduation. The Department has established a three-year limit for students to complete their master's. Students who fail to do so will not be permitted to continue in the program.

Final Degree Clearance

The Academic Program Specialist will verify that the student has met all the program requirements. Verification. At a minimum, the student is responsible for:

1. Non-thesis master's students will submit the college's Non-Thesis Degree Clearance Form and associated documents to the major professor in a timely manner.
2. Thesis master's students will provide their final thesis manuscript digitally to the Department Chair and Associate Dean for review and will obtain clearance from The Graduate School Manuscript Clearance Advisor.

Dismissal

It is expected that students in the **In-flight** program complete the M.S. within 2 years of enrollment in the program. Students in the in-flight program must complete the M.S. within 3 years in order to remain in good standing in the Ph.D. program. If the master's degree (thesis or non-thesis) is not completed within seven years from the time the student first registers for graduate credit, and the program or Department Chair does not choose to approve an Extension of Time (EOT), then the student may no longer be enrolled in that program or at Florida State University.

DOCTORAL PROGRAMS IN HDFBS

Overview

The Department of Human Development and Family Science offers two programs leading to the Doctor of Philosophy (Ph.D.) degree; Human Sciences, with an emphasis in Human Development and Family Science (HDFS), and the other in Marriage and Family Therapy (MFT). Doctoral programs are designed for students who wish to conduct research and teach in institutions of higher education or work in government agencies or in the private sector as researchers and scholars. Graduates of these programs have secured careers in colleges and universities, child advocacy organizations, cooperative extension services, marriage and family therapy agencies, and organizations conducting policy research and program development and evaluation.

Coursework counted toward a master's program prior to admission to a doctoral program in the Department cannot be counted toward meeting the requirements of the doctoral program. The doctoral programs have different minimum requirements for credit hours. More than the minimum requirements are normally taken because the program of study is individually developed to assist each student to meet his or her professional goals. In addition to a broad range of subject matter courses, students are provided a strong foundation in research methods and statistics.

Research is an essential component of graduate study in the Department of Human Development and Family Science. Department faculty are actively involved in acquiring and carrying out funded and non-funded research projects, and there are ample opportunities for students to gain research experience and participate in various research teams.

Doctoral Student Scholarly Engagement Requirement

Please consult the current Florida State University (FSU) Graduate Bulletin for an overview of the Scholarly Engagement requirement for all FSU doctoral students. To meet the Scholarly Engagement requirement, doctoral students in the Department of Human Development and Family Science must submit evidence of Scholarly Engagement via the doctoral portfolio annual evaluation system. These activities may include presenting at conferences, preparing publishable manuscripts, submitting grant applications (see <http://ogfa.fsu.edu/> for opportunities and grant development resources), and other scholarly work determined as appropriate by the student's committee. Attending departmental and college guest lectures is also expected. Students are required to fulfill scholarly requirements each year. An action plan will be developed by the student's supervisory committee in instances when a student does not meet this requirement as indicated by an annual evaluation summary that is below "*satisfactory.*" The action plan will enumerate measurable benchmarks that must be completed by the student during the next academic year in order to achieve a satisfactory rating and consequences if those benchmarks are not achieved. This action plan will be signed by the student and major professor. If the benchmarks are not completed the following academic year, the student will not be allowed to progress to the next stage of the degree (e.g., sit for the preliminary exam, prospectus or dissertation defense) until concerns are resolved and benchmarks achieved.

Academic Guidance

All graduate students are assigned a **temporary advisor** upon acceptance into the program. Contact the Graduate Program Director if you are unsure of your temporary advisor. Every fall semester, students meet the HDFS faculty and learn about their research as part of CHD 5617: Professional Development in HDFS. Students are encouraged to identify a major professor during their first semester of enrollment.

Major Professor

Students are encouraged to select a major professor in consultation with Department Chair, Graduate Program Director, or Director of the MFT Program. A major professor should be selected no later than prior to registration for the third semester. The major professor must have Graduate Faculty Status and competence in the student's proposed area of study or research. The designation as major professor must be mutually agreeable to the student, major professor and Department Chair.

Supervisory Committee

After identifying a major professor, Ph.D. students and in-flight M.S./Ph.D. students assemble a doctoral supervisory committee during the first semester of enrollment. All doctoral students must have a major professor from within the department and at least 3 other committee members; 3 from the Department (including the major professor) and 1 from outside the College of Health and Human Sciences. The outside member must be tenured and serves as the University Representative. For MFT students, 1 of the required departmental members must be designated as MFT clinical faculty. The MFT faculty representative does not have to be the student's major professor. All committee members must hold appropriate Graduate Faculty Status (GFS) and free from conflicts of interest (see Policies and Procedures section).

The major professor assists the student in identifying potential members of the Program of Study Supervisory Committee. It is the responsibility of the student to secure agreement from each member and complete the necessary form designating the constituency of the Program of Study Supervisory Committee. The college's Doctoral Student Supervisory Committee form is then submitted to the Department Chair and the Associate Dean for Research and Graduate Studies for approval no later than prior to registration for the third semester. Students cannot register for their third semester if the Program of Study Supervisory Committee form is not on file in the CHHS Office of the Associate Dean for Research and Graduate Studies. Members of the Program of Study Supervisory Committee should be chosen for their potential contribution to the selection of appropriate content of study required to prepare the students for their professional goals.

Program of Study (POS)

Every doctoral student develops a Program of Study in consultation with their supervisor committee. Students are encouraged to structure their POS to reflect their professional goals. Note, students in the MS/PhD In-flight program must submit a POS form for the master's program and another for the HDFFS doctoral program. No course will be allowed to double-count.

A doctoral student, his or her major professor, and the committee members should plan and submit a POS that includes only those courses required for degree completion (see Appendices C, D and E for your degree program). The POS should be completed as early as feasible, but no later than prior to the registration for the third semester.

- A. A doctoral student should plan a POS with his/her major professor. The major professor in consultation with the supervisory committee shall determine the total number of hours required beyond the master's degree with approval by the Department Chair and the Associate Dean for Research and Graduate Studies. The number of hours should be determined by the individual student's academic needs and the requirements of the professional field. For guidance, please refer to the curriculum found in the appendices. Three semester hours of supervised teaching credit and no more than 3 semester hours of supervised research credit may be counted toward the doctoral degree.

- B. The POS should be completed as early as feasible, but no later than prior to registration for the third semester of study beyond the master's level. In-flight doctoral students are concurrently enrolled in both master's and doctoral degree courses and therefore must complete the POS no later than prior to registration for the third semester in their program. Students will not be allowed to register if the POS is not on file in the Office of the Associate Dean for Research and Graduate Studies prior to registration for the third semester.
- C. It is the responsibility of the major professor to see that the POS meets the approval of each member of the committee and the Department Chair. Any member may ask the major professor to call a meeting of the supervisory committee.
- D. All College of Health and Human Sciences doctoral students are required to take HOE 6366, Research Best Practices in Human Sciences, for 2 credit hours.
- E. Students must register for FAD 8964 or CHD 8964 (Preliminary Exam) and FAD 8985 or CHD 8964 (Dissertation Defense) for 0 credit hours in the term they expect to defend, and this must be listed on their POS form.
- F. Students are required to earn 6 CHHS graduate credit hours that count toward the degree, prior to graduation by attendance in one or more summer terms.
- G. Credit Hours Per Semester: All graduate students must be enrolled in at least 6 credit hours per semester to receive financial aid. All graduate students on assistantship (in-state students, out-of-state and international) must be enrolled in a minimum of 9 credit hours per semester. The number of credit hours which a graduate student may carry without special permission is no more than 15 and no less than 3.
- H. A copy of the student's approved POS is to be kept on file with the Major Professor and the CHHS Associate Dean for Research and Graduate Studies.
- I. Any changes in the student's program after it has been filed must be approved by the supervisory committee, the Department Chair and the Associate Dean for Research and Graduate Studies. The Dean's Office must be notified of modifications before the preliminary examination is given.

Supervisory Committees vary on how they prefer to approve the Program of Study. Some major professors and committee members prefer a face-to-face meeting of all members and the student to discuss the Program of Study and determine the fit between what is proposed and the student's professional goals. Other committees prefer to provide approval without such a meeting. The major professor is expected to provide leadership in the process.

Special Considerations for Students from of Non-COAMFTE Master's Programs

Graduates from MFT master's programs not accredited by the COAMFTE must complete the Foundational Curriculum. The MFT Program Director will review transcripts of students from non-accredited programs to determine what additional coursework is required. Students can request to count master's level courses toward the Foundational Curriculum requirements. To do so, students must complete a course substitution form available from the MFT Program Director and attach syllabi. The MFT Program Director will review these materials and determine which courses may be counted toward the Foundational Curriculum. No Foundational Curriculum course will be waived. Students will then prepare an initial Program of Study by the middle of their first semester that includes the additional required courses which may not be counted toward meeting the required minimum credit hours for the doctoral degree. Students must complete the Foundational Curriculum before taking the preliminary doctoral examination.

Special Considerations for Transferring Students

In cases where a graduate student is transferring to our graduate program, the student may request to transfer some graduate credit. Specifically, if graduate courses taken from another institution were not counted toward a previous degree and the student earned a "B" or better, the

student may request courses to be posted to his/her FSU transcript. The college limit on transfer credits is 6 hours. These courses will not count toward fulfilling minimum credit hour requirements or count in their GPA calculation. If the student previously earned a master's degree, the university requires the doctoral student to satisfy the scholarly engagement requirement, pass the preliminary exam, take a minimum of 24 dissertation hours, and pass the dissertation defense at FSU. In addition, the college requires that at least 6 credit hours, counting toward the degree and offered by the college, be taken in the summer semester(s) and successful completion of HOE 6366.

To transfer credits, students are encouraged to schedule a meeting with the Graduate Academic Program Specialist (i.e., Tara Hartman) to discuss the steps required to transfer credits. All decisions about transfer of credits and substitutions are made on a case-by case basis. These requests are to be submitted before the end of the student's first semester of HDFS graduate studies.

Additionally, if the content covered in the graduate course taken outside HDFS is similar to content addressed in an HDFS required course, as evidenced by the course syllabus and any other requested documentation, the student may request that the course substitute for an HDFS required course. To do this, the student should present the syllabus and any other supporting documentation to their major professor. If the major professor agrees the content is similar, the request is then brought to the student's supervisory committee for approval. If approved, the student will prepare a POS that reflects the approved substitution.

Evaluation

HDFS doctoral students receive regular evaluation and feedback through multiple mechanisms. First, students are evaluated in each course according to the syllabus for that course. Every student receives an annual performance evaluation by their major professor and supervisory committee, as required by the FSU Graduate Bulletin. That annual evaluation is guided by the Doctoral Portfolio rubric (see Appendix G). MFT doctoral students also receive clinical evaluation in each practicum from the practicum supervisor.

All doctoral students are evaluated through three milestone events described in detail in subsequent subsections. First, the preliminary examination, wherein success allows formal advancement to doctoral candidacy. The second milestone event is the completion and defense of your dissertation prospectus. The third and final milestone is completion and defense of your dissertation.

Doctoral Portfolio

A requirement for receiving the Ph.D. in HDFS or MFT is the satisfactory (i.e., "Meets Expectations") completion of the Ph.D. Student Graduation Portfolio. The portfolio covers the domains of teaching, research, and service. The portfolio will be evaluated each year by the Supervisory Committee at the time of the "Annual Review" (see Appendix G). Students will upload required documents to the portfolio evaluation system. The portfolio is developmental in that items are to be added when completed with the requirement that the portfolio be submitted in its entirety at least four weeks prior to the end of the semester in which the student plans to graduate. The annual review of the Portfolio will help you and your advisor keep track of your progress in the program.

Ph.D. Student Graduation Portfolio	
<i>Domain</i>	<i>Portfolio Item</i>
	Current curriculum vitae

Research	A draft of a grant application
	A publishable manuscript
	Evidence of research presentation at a national or international professional conference
	Statement of program of research
Teaching	Evidence of successful teaching in traditional format
	Evidence of successful teaching in an on-line format
	Statement of teaching philosophy
Multicultural Humility	Diversity Statement
Service	Evidence of service to the program, Department, College, University, or professional organization

Students should follow the instructions provided during the Spring semester for uploading their portfolio to a portfolio evaluation system.

Dismissal from a Graduate Program

Program terminations (dismissal) for a reason other than GPA may occur for several other reasons, including but not limited to:

1. Inability to conduct research in a fashion appropriate with the accepted norms of our discipline,
2. Inability to function within a team environment to the degree that it negatively affects the learning, practice and/or research of fellow graduate students,
3. Failure to meet one or more major milestone requirements (i.e., failing a retake of the preliminary exam), and
4. Failure to make progress towards the dissertation.

Dismissal Procedures

Step 1: A student is identified by the department as not making sufficient progress towards the degree, failing to complete the degree within the specified time-period, or whose academic performance is substandard, regardless of GPA.

Step 2: The graduate student meets with his/her major professor and the Graduate or MFT Program Director (for MFT Students) to develop a remediation plan for addressing insufficiencies or substandard performance. This should take place within the semester that a concern is identified.

- The department will provide a written remediation plan or written academic “warning” to the student.
- The academic dean will be notified of the situation, the deficiencies and the remediation steps presented to the student.

Step 3: If the graduate student fails to resolve/remediate the specified and documented deficiency in the period indicated in the remediation plan, the department may initiate a program termination. If the program chooses to terminate the academic progress of the student, the following steps will be completed prior to notification given to the student.

- The department will consult with the academic dean of the intent to pursue program termination. The consultation will include the remediation steps taken, the student's efforts to date to resolve or address the deficiencies and the grounds for the program termination.
- At the time of dismissal, the major professor and/or department chair may petition the academic dean for consideration of special circumstances that the major professor/department chair thinks constitute justification for an exception to this termination.
- The academic dean's office will inform the Registrar's Office and the Graduate School of its intent to move forward with program termination. In conjunction, the three offices will tailor a letter specific to the circumstances of the student, including language and alternatives, if any.
- HDFS Doctoral students with In-Flight Master's who have not yet been awarded the M.S. may be offered a chance to complete the master's program only, but this is at the department's discretion.

Step 4: A dismissal letter will be sent to the graduate student via mail and e-mail which specifies the following information:

- The termination reasons,
- Benchmarks missed,
- The fact that an academic hold will be placed on registration on registration and effective date/semester,
- Dismissal from the program constitutes dismissal from the University,
- Any limitations on future enrollment in courses offered by the department/college, should the student reapply to the university in a different program,
- Alternatives a student could request, e.g., graduating with only a master's instead of Ph.D. for HDFS In-Flight students (assuming coursework and degree requirements are met),
- Timeline to complete specific coursework, if any,
- Notification of the right to appeal and information about how to do so, and
- A deadline for any appeal submittal.

The Doctoral Preliminary Examination

For students admitted to a doctoral program after completing a master's degree, a preliminary examination is usually completed within 3 years but no longer than 5 years of beginning coursework. For students admitted to the Doctoral program with an In-Flight master's, a preliminary examination is usually completed within 4 years but no longer than 8 years of beginning course work. When the examination is completed, the student may be admitted to candidacy for the doctoral degree. No student may register for dissertation hours prior to passing the preliminary examination. The preliminary examination is designed to test scholarly competence and knowledge and to afford the examiners the basis for recommendations concerning the student's subsequent program of study and research activities (e.g., dissertation).

Preliminary Exam Eligibility Criteria

A. To be eligible to take the preliminary examination the student must:

1. Complete all but 9 hours of course work as indicated on the signed Program of Study.
2. Complete the language requirements and other research tool requirements, if applicable.
3. Attain a cumulative grade point average of 3.00 or better.
4. Ensure that any modifications to the Program of Study were filed in the CHHS Academic Dean's Office by the major professor.
5. Be registered for the preliminary examination course CHD 8964 or FAD 8964.

Prior to the examination, the student's Supervisory Committee will determine whether the student has progressed sufficiently in the study of the discipline and its research tools to begin independent research in the area of the proposed dissertation. This decision will be based at least on the recency and adequacy of the courses that the student has completed, given the current state of knowledge in the area of concentration.

B. The doctoral student, in consultation with his/her committee, will establish time, date, and place of each part of the preliminary examination. The major professor is responsible for the examination content and will preside over the entire exam.

1. The preliminary examination is given in two parts: written and oral.
2. The student's supervisory committee will determine the preliminary exam questions.
3. Progress toward the oral portion of the exam depends on "passing" the written portion of the exam. Therefore, the oral portion of the exam does not need to occur on the same date as the written portion of the exam, but students must "pass" the oral portion of the exam in the same academic term as the written portion. Content of the oral examination will ordinarily be related to the written part. However, since the preliminary examination is inclusive, the student should be prepared for questions in areas that may not have been covered by the written part of the preliminary examination.
4. Students cannot register for dissertation hours prior to passing both parts of the preliminary examination. An Admission to Candidacy Form must be completed and on file in the Office of the Academic Dean prior to registration for dissertation hours. After being admitted to candidacy, the student may be eligible to retroactively change other hours to dissertation hours for that semester in which the preliminary exam was completed. Retroactive changes are only permitted if the preliminary examination is passed by the mid-point (before the seventh week deadline) of the semester, as posted on the Registrar's calendar.

C. Preliminary examinations should be scheduled no later than September (to meet Spring graduation deadline), January (to meet Summer graduation deadline), or May (to meet Fall graduation deadline) in the semester prior to completion of the degree.

D. Students are expected to provide the department with the following information at least 2 weeks prior to the oral examination so that an email invite to all departmental faculty and graduate students, as well as the Associate Dean and Dean, can be sent: student's full name, major professor's name, degree program (and specialization), location and time (E.S.T.).

E. The supervisory committee serves as the examining committee. Others may be invited to participate in the oral as follows:

1. The department chair and the academic dean may attend any session of the supervisory or examining committee as a non-voting member.
2. A member may be appointed to the examining committee at the discretion or recommendation of the major professor.

F. Faculty who submit questions for the preliminary examination are to vote pass or fail for each part. A three-fourths majority committee vote renders the final disposition of each part of the preliminary examination. A three-fourths majority vote on both the written and oral parts of the examination means the student has "passed" the preliminary examination and is eligible for admission to doctoral candidacy.

G. The committee will report the outcome of each portion of the exam the examination on the college's Preliminary Examination Results Form. Possible dispositions for the written portion of the exam are "pass," "fail," and "additional work needed." Possible dispositions for the oral portion are "pass" and "fail." The appendix provides guidance for differentiating each disposition. The student's major professor will submit the Preliminary Examination Results Form to the CHHS Office of Research and Graduate Studies within three days of any disposition being assigned to any part of the preliminary examination.

1. If "additional work needed" is the majority disposition, a copy of a memo addressed to the student from the committee explaining the areas of additional work needed, along with the procedure and timeline for reevaluation, must accompany the Preliminary Examination Results Form submitted by the student's major advisor. Reevaluation following an "additional work needed" disposition must be completed in the same academic term as the original submission.
2. Passed and failed (P/F) examinations are reported to the registrar by the person under whom the student registers for 8964 for inclusion in the student's permanent record.
3. If a student receives a "fail," on either the written or oral portion of the preliminary examination, re-examination is permissible. However, re-examination is only granted with advance approval of the supervisory committee and the Association Dean of Research and Graduate Studies. Re-examination cannot occur in the same academic semester as the failed preliminary examination. Also, the re-examination cannot take place in less than six (6) full class weeks (defined as a week with five days during which classes are held) from when the results of the first attempt are shared with the student. Possible outcomes of reexamination are the same as those for all preliminary examinations; pass, fail, or additional work to be completed.
4. Students may attempt the preliminary examination for admission to doctoral candidacy twice. A second failure (F) of any type (e.g., two failures on the written component, a fail followed by a pass on a written component of a re-examination but fail on the oral component of the re-examination) makes the student ineligible to continue in the degree program.

H. After completion of preliminary examination and 24 hours of dissertation, full-time status requires that a doctoral student must enroll for a minimum of 3 hours per semester (of which at least 2 must be dissertation hours) until completion of the degree.

I. The time limit for completion of remaining requirements of the doctoral degree is no less than 6 months and no more than 5 calendar years from the time of passing the preliminary exam.

J. An approved prospectus must be on file in the Office of the Academic Dean before requesting a one time, one-year extension of the five-year limit. A student may file an Extension of Time Request (EOT) with the Graduate School. If the Graduate School denies the requested EOT, the major professor and Department Chair, in conjunction with the Associate Dean of Research and Graduate Studies, may allow the student to take specific additional coursework and retake the preliminary exam for possible readmission to candidacy. This will be decided on a case-by-case basis and, if granted, a written outline of expectations will be furnished and signed by all parties. If this option is not offered to the student, then the student may no longer be enrolled in that program or at Florida State University. If this option is offered and the student is not able to fulfill the requirements, the student may no longer be enrolled in that program at Florida State University.

The HDFS preliminary examination procedure is overviewed in the eight-steps defined next. The remainder of this section elaborates the procedure.

1. Meet with your major professor to determine the recency and adequacy of completed courses.
2. If all eligibility criteria have been met, register for FAD 8964r (0 credits).
3. Schedule the examination and reserve the room for the oral defense.
4. Sign a statement that you will work independently on the written responses.
5. Submit a prepared Preliminary Examination Results form to his/her major professor no later than the start of the oral portion of the preliminary exam. Students should not handle completed paperwork that records a vote.
6. Receive the questions from the major professor and confirm receipt.
7. Write and submit the written responses to the committee within 7 calendar days of question receipt.
 - *Note, there should be at least a two-week window between submitting the answers to your questions and the oral examination/defense.
8. Participate in the oral examination.

The Program of Study Supervisory Committee will design the examination questions covering 3 areas: Theory, Content, and Methods (i.e., the student's area of research). Department faculty who teach doctoral level courses may be invited to contribute to the writing of the exam questions. Because the preliminary examination is inclusive of the student's academic program, the student should be prepared for questions in areas that may not have been covered by the written part of the examination.

The major professor will electronically provide the 3 exam questions to the student. The student will confirm receipt of the questions and will then have one week (7 calendar days) to complete the written portion of the exam. The student may submit a reference list in advance for the major professor's input and approval; however, draft responses will not be reviewed by faculty. The student may rely on published materials, texts, and internet resources, but it is required that the student complete the exam independent of any outside assistance (see the Appendix), and the student will be required to sign a statement attesting to their understanding of this policy before taking the written exam. By 5pm EST on the 7th day, the student will email the written responses to all the committee members. The committee will have 2 weeks to review the exam before the oral defense date.

The Doctoral Program of Study Supervisory Committee serves as the examining committee. The Dean of the College of Health and Human Sciences, the CHHS Associate Dean of Research and Graduate Studies, the Chair of the Department of Human Development and Family Science, the Director of the MFT Program (if the student is in the MFT program) may attend any session of the Supervisory committee as a non-voting member, including the oral defense of the preliminary examination.

The preliminary examination is graded on pass/fail (P/F) scale.

Following successful completion of the preliminary examination, student responsibilities include:

1. Notifying the CHHS Office for Research and Graduate in a timely manner of their intent to switch courses to dissertation (see eligibility below) and will work with that office on paperwork to process that request.
2. Selecting a Dissertation Supervisory Committee for the dissertation.

The major professor will submit the exam and completed Prelim Results form (status selected and committee signatures obtained) to the Department Chair within 1 week, who will forward the form to the Associate Dean for Research and Graduate Studies. Upon receiving the Preliminary Examination Results Form marked as "passed," the CHHS Office for Research and Graduate Studies will present an Admission to Candidacy Form to the Department Chair for signature.

Once admitted to candidacy, the student may retroactively add dissertation hours during the semester in which the preliminary examination is passed, but this **MUST BE** done before the 7th week of classes. That is, students may receive credit toward the required 24 hours of dissertation by having enrolled in 1-12 hours of a directed independent study (DIS) and/or readings course and then convert those hours to dissertation hours. To do so, students must register for the DIS or Readings during the same semester they pass the exam, and all necessary forms must be completed no later than the 7th week of classes. These courses to be switched to dissertation must not separately be required for the completion of the degree (listed in the Doctoral Program of Study form on file).

Preliminary Exam Questions

Theory

Select two theories that explain [insert student's research area]. Describe each theory, including key concepts, propositions, and how it applies to [student's research area]. Justify why each theory fits the focal research. Identify the strengths and limitations of each theory in promoting an understanding of [student's research area]. Be explicit and use examples to clarify your points. For MFT students, at least one theory must be an MFT theory.

Content

This is your opportunity to demonstrate your depth of understanding in [student's research area] – as well as to communicate your ability to critically discern the literature. Please present a conceptual model that reflects [student's research area]. Critically review extant research and synthesize the literature to provide a description of the current state of knowledge. Your discussion of the strengths and limitations of research should include, but is not limited to, theory, design, variables (including potential mediators and moderators), measurement strategies, analytic strategies, and outcomes. Conclude by providing recommendations for future research.

Methods

Your area of research is [student's research area]. This question asks you to propose a "doable" study that should: (a) be designed such that it would meaningfully contribute to the literature; and (b) be feasible for a researcher to complete with limited resources (e.g., designing a "doable" dissertation).

Please complete the following:

1. Draw or describe your operational model. This model could be the whole or part of your conceptual model. Propose your hypotheses or research questions. Describe the motivating force that leads you to propose such a study.
2. Sample: Describe the features of the population to whom the scientific question is intended to generalize, including criterion for inclusion and exclusion as appropriate. How do you plan to obtain participants? What are the strengths and limitations of your plan? Provide information about the sample size and sample demographic characteristics relative to the target population (or characteristics essential for understanding the experiences of the population).

3. Measures: How will concepts of interest identified in your operational model be measured? If instruments or devices are to be used, how will you derive or construct variables reflecting those concepts? If appropriate, discuss the psychometric properties of your proposed measurement strategies.
4. Analysis: What specific approach will you use to test your hypotheses or answer your research questions? Provide a rationale and justification for the proposed approach.
5. Identify the potential limitations of the proposed study.

Please do not assume that the audience is knowledgeable about research design, qualitative methods or statistics - this is your opportunity to show us how much you know.

Appendices H and I of this handbook contain the Prelim Examination Statement of Independence and the Preliminary Grading Rubric.

Dissertation Supervisory Committee

The Dissertation Supervisory Committee usually includes the same members as the Program of Study Supervisory Committee. However, the student may decide to make a change in the Committee membership, or a faculty member may decline to continue. The student should make sure members of the Program of Study Supervisory Committee are willing and able to continue serving on the Dissertation Supervisory Committee, if that is the student's desire. If the Supervisory Committee composition will change, a revised and signed college Doctoral Supervisory Committee Form must be on file in the CHHS Office for Research and Graduate Studies as soon as possible.

Doctoral Dissertation

When all required course work has been completed and preliminary (written and oral) exam passed, formal application may be made for admission to candidacy for the doctoral degree. After the student has been admitted to candidacy, they must submit a research dissertation prospectus on a topic within the student's major field of study to the Dissertation Supervisory Committee. The dissertation must be an achievement of original research constituting a significant contribution to knowledge and represent a substantial scholarly effort on the part of the student. (Note: Pre-prospectus meetings are allowed but not required of students).

Doctoral students admitted to the program after earning a master's degree have a limit of 5 years from beginning coursework to be admitted to candidacy. Doctoral students admitted to the In-Flight master's program have a limit of 8 years from beginning course work to be admitted to candidacy. Once candidacy is conferred (passed the preliminary examination), students in all doctoral degree programs have a limit of 5 additional years to complete the degree program. Pursuit of a graduate degree must be continuous from the time of entry through the completion of all required course work including the dissertation. Thus, students must enroll in at least **THREE** credit hours each semester and summer when completing their dissertation work to maintain continuous enrollment. Failure to meet these time limits will result in termination from the program.

In accordance with University policies, the typical language of the dissertation, treatise, or thesis is English. Under special circumstances the Major Professor, the Academic Unit Head and the Supervisory Committee may approve writing the body of the thesis/dissertation in a language other than English if doing so is essential for scholarly reasons. Lack of sufficient English competency is

not an acceptable justification for using an alternative language. The Major Professor shall immediately notify the Dean of the College and the Dean of the Graduate School for all cases where such approval has been granted. Notification is accomplished by submitting the completed ETD Alternative Language for the Dissertation /Treatise/ Thesis Form to the appropriate parties. All committee members must be proficient in the alternative language. It is the responsibility of the Major Professor and the Supervisory Committee to ascertain that the candidate's thesis/dissertation is written in acceptable English or an alternative language, in an appropriate scholarly style. All non-English-language dissertations, treatises, or theses must have the preliminary pages and main section headings in English. This would include the content of the title page, committee page, acknowledgments, abstract and biographical sketch. All main section headings, including chapter and appendix headings, must be in English, but chapter/appendix titles may be in the chosen language. The defense will be conducted in English.

Doctoral Prospectus

Students work with their Dissertation Supervisory Committee to design an acceptable prospectus. This document will be a contract between the student and Supervisory Committee to be carried out within a limited time frame. Once the major professor has approved the prospectus manuscript, it should be sent to the other members of the Supervisory Committee. This committee should have at least 2 weeks to read the prospectus prior to a prospectus defense. It is the student's responsibility to schedule the proposal meeting when all members of the committee can be present. No more than one committee member may participate via distance technology, excluding the University Representative who must attend in person. Students are encouraged to email the departmental office administrator with the following information at least 2 weeks prior to the oral defense so that an invite to all departmental faculty and graduate students, as well as the Associate Dean and Dean, can be sent: student's full name, major professor's name, degree program (and specialization), location (or zoom link), and time (E.S.T.). Graduate students are encouraged to attend prospectus meetings to support their colleagues, engage in department scholarly activities, and become familiar with prospectus meeting procedures. Graduate students in attendance must exit the examination room when the committee confers on its evaluation of the defense.

The primary function of the prospectus defense is to evaluate the merits and feasibility of the proposed research. The committee also serves to provide conceptual and technical assistance on selected, limited aspects of the research, but not to help the student develop major aspects of the project from the beginning. After the prospectus has been approved by the Doctoral Supervisory Committee and signatures secured, it will be submitted to the Departmental Chair and the Associate Dean for review and signature. Data collection is not to occur prior to having a signed prospectus and approval of the Institutional Review Board (IRB) on research involving human subjects. The student's name must appear on the IRB approval and/or application form as a PI or associate/co-investigator for the period of time when the student's research was conducted.

An approved dissertation prospectus is considered a contract between the student and the Dissertation Supervisory Committee, as the representatives of the University. That is, once the committee approves the rationale, questions, proposed methods and proposed analyses, the committee must accept the outcomes of the research. This protects the student from additional, after-the-fact requirements, unless, the project was not conducted in accordance with the prospectus. A digital copy of the approved prospectus is kept on file in the CHHS Office of the Associate Dean for Research and Graduate Studies.

Dissertation Research Manuscript

The Dissertation Supervisory Committee will supervise the student's dissertation research. The student who has been admitted to candidacy must register for at least three (3) dissertation credits each semester until graduation (CHD 6980 or FAD 6980). The major professor shall determine the exact number of dissertation credit hours to be enrolled in per semester based on the proportion of faculty/staff time, facilities, and other resources needed to support the student. The minimum number of dissertation hours for completion of the doctoral degree is 24 semester hours. The student may not register for CHD 6980 or FAD 6980 before the semester in which the preliminary examination is passed.

The student is expected to keep the major professor informed as the dissertation progresses and to consult with the major professor and other committee members periodically. Oversight of the dissertation process is the responsibility of the major professor. Typically, the major professor decides when the written dissertation is sufficiently acceptable and defensible, before giving approval for the student to schedule a meeting of the entire committee. Note that time necessary to develop an acceptable dissertation varies across students and may exceed the student's preferred timetable. As with the proposal, the final dissertation should not, in the major professor's opinion, need major foreseeable revisions. On the other hand, the student should understand that what consider to be a final copy is still a draft and that revisions will almost certainly be forthcoming.

A copy of the dissertation must be submitted to the Dissertation Supervisory Committee **4 weeks** before the scheduled oral defense. Most faculty members are not on appointment during the summer months, as this time is dedicated to the completion of a number of other professional responsibilities. As such, faculty members are not expected to work with students during the summer months unless such an agreement has been discussed and agreed upon in advance. Further, students should not schedule their dissertation defense during this period, when faculty members are not required to be available to students. Careful planning is the responsibility of the student.

After the student has successfully completed the oral defense of his or her dissertation, and the dissertation has been signed by the Dissertation Supervisory Committee, it should be submitted to the Department Chair for review and to the Office of the Associate Dean for review (allow minimum of 6 business days). Once any requested changes have been made, the major professor will indicate content approval through The Graduate School's online portal.

Note: Students should obtain a copy of the Guidelines for Theses and Dissertations. This publication is available free from The Graduate School website <http://www.gradstudies.fsu.edu/academics-research/thesis-treatise-dissertation>. It specifies in great detail all of the university requirements for dissertations and graduation.

Dissertation Oral Defense Procedure

The student must register for the dissertation defense (CHD 8985 or FAD 8968) during the semester in which the dissertation is to be completed. At least 2 weeks prior to the date of the oral examination in defense of the dissertation, and after discussion with the major professor, the student will submit an announcement of the defense through The Graduate School online portal). In addition, students are required to announce the time (E.S.T.), location (or zoom link), date of their defense, student's full name, major professor's name, degree program (and specialization), to the faculty and graduate students of the department, as well as the Associate Dean and Dean. Students should email this information to the HDFS Office Administrator at least 2 weeks before the defense meeting and ask her to distribute this information to those persons.

The defense must be attended by all committee members and the student. No more than one committee member may participate via distance technology, excluding the University Representative who must attend in person. The previous requirement is currently waived due to COVID-19. Graduate students are encouraged to attend dissertation defense meetings to support their colleagues, engage in department scholarly activities, and become familiar with dissertation defense meeting procedures. Graduate students in attendance must exit the examination room when the committee confers on its evaluation of the defense.

It is the responsibility of the Dissertation Supervisory Committee to determine standards for passing the defense. Approval is based on established criteria for evaluating a dissertation at FSU and the overall scientific merit of the work (see Appendix K). Final approval of the dissertation by the Committee is a prerequisite to the awarding of the degree. If acceptable, the dissertation manuscript will be provided to the Department Chair and the Associate Dean for review.

Following a successful defense, the student is responsible for completing all items in The Graduate School's online portal as well as having any necessary forms on file in the Office of the Associate Dean for Research and submitting an electronic copy of the dissertation through ProQuest.

Dissemination of Dissertations. The results of dissertation research will be submitted to appropriate outlets so the academic, research, government, and family service communities will benefit from the knowledge gained through the research process. Publication of the dissertation research through journals is expected. At the time of the prospectus defense, students will identify several potential outlets for the proposed study. At that time, the Dissertation Supervisory Committee will evaluate the proposed project for its potential for being published, using criteria such as the fit of the proposed project to current publications in identified journals, attention to levels of statistical methods at least comparable to that used in the field currently, and the tightness of the proposed study for being able to assess the research questions.

For the findings to be released in a timely manner, students will be encouraged to submit their findings to an appropriate journal within one year of completion of the project. Authorship of the manuscript will be decided by the student and major professor, according to APA Guidelines.

With the written permission of the student, the major professor will have the option of preparing a manuscript for submission, if one has not been submitted for publication within one year of the student's successful defense of the project. Authorship of the manuscript will be decided by the student and major professor.

Application for Degree

During the first 3 weeks of the semester in which the student expects to receive a degree, they must apply to the Office of Registrar via Student Central for the degree (see <http://registrar.fsu.edu> for deadlines). At that time, the student must have a B average (3.000 GPA) for the course of study attempted. Registration is required in the final term in which a degree is granted. The Graduate School requires doctoral students to be enrolled in a minimum of 2 hours of dissertation in the final semester.

If the student filed previously for a diploma but did not receive the degree, they must reapply. In case the student does not complete the requirements, they should delete their name from the graduation list by notifying the Academic Program Specialist in the CHHS Office of the Associate Dean before the date of intended graduation.

Final Degree Clearance

The Academic Program Specialist will verify that the student has met all the program requirements. At a minimum, the student is responsible for providing their final dissertation manuscript digitally to the Department Chair and Associate Dean for review and obtaining clearance from The Graduate School Manuscript Clearance Advisor.

Commencement

All degree requirements must be met before a student will be allowed to participate in the commencement processional. Doctoral students can use the Ph.D. designation only after the degree has been officially conferred.

Revised 8/8/2022

APPENDIX A

M.S. in HDFS (Coursework-only) Curriculum

Required Core Courses: **7 credit hours**

CHD 5617	Professional Development in FCS	1
CHD 5266	Advanced Child Development	3
	OR	
FAD 5263	Advanced Family Studies	
CHD 6261	Theories of Child Development	3
	OR	
FAD 6436	Theories of Family Sciences	

Required Research Courses: **11 credit hours**

CHD 5915	Methods of Research I	4
FAD 5700	Applied Research in Human Sciences	4
FAD 5970	Special Project (s/u)	3

Elective Courses Within HDFS (examples):* **12 credit hours**

CHD 5618	Policy Development and Analysis in FCS	3
CHD 5919	Grant Writing in FCS	3
CHD 5940	Practicum in Child Development	3-9
CHD 5906	Directed Individual Study (topics vary) (s/u)	1-3
FAD 5906	Directed Individual Study (topics vary) (s/u)	1-3
FAD 5256	Parent and Child Relations	3
FAD 5261	Families in Crisis	3
FAD 5481	College Teaching in Family Sciences (s/u)	2-3
FAD 5900	Readings in FCS (topics vary)	3
FAD 5912	Supervised Research (s/u)	1-3
FAD 5942	Supervised Teaching (s/u)	3

* Courses are selected with approval from the Major Professor in developing the program of study.

TOTAL MINIMUM **30 credit hours**

Note: A minimum of 21 credit hours must be letter graded courses.

APPENDIX B

M.S. in HDFS (Thesis) Curriculum

Required Core Courses:		10 credit hours
CHD 5266	Advanced Child Development	3
CHD 5617	Professional Development in FCS	1
FAD 5263	Advanced Family Studies	3
CHD 6261	Theories of Child Development	
	OR	3
FAD 6436	Theories of Family Sciences	
Required Research Courses:		14 credit hours
CHD 5915	Methods of Research I	4
FAD 5700	Applied Research in Human Sciences	4
FAD 5971	Thesis (s/u)	6
FAD 8976	Thesis Defense	0
Elective Courses Within HDFS (examples):*		6 credit hours
CHD 5618	Policy Development and Analysis in FCS	3
CHD 5919	Grant Writing in FCS	3
CHD 5940	Practicum in Child Development	3-9
CHD 5906	Directed Individual Study (topics vary) (s/u)	1-3
FAD 5906	Directed Individual Study (topics vary) (s/u)	1-3
FAD 5256	Parent and Child Relations	3
FAD 5261	Families in Crisis	3
FAD 5481	College Teaching in Family Sciences (s/u)	2-3
FAD 5900	Readings in FCS (topics vary)	3
FAD 5912	Supervised Research (s/u)	1-3
FAD 5942	Supervised Teaching (s/u)	3
<i>* Courses are selected with approval from the Supervisory Committee in developing the program of study.</i>		
TOTAL MINIMUM		30 credit hours

Notes: A minimum of 18 credit hours must be letter graded courses, s/u = graded as satisfactory/unsatisfactory, For FAD 5971-Thesis the minimum credit hours required is 6 total)

APPENDIX C

Ph.D. in Human Sciences, HDFS Concentration, with In-Flight Master's

The Ph.D. In-Flight degree program in Human Sciences with a concentration in Human Development and Family Science (HDFS) is a post-Baccalaureate doctoral program in which students earn (1) a M.S. (thesis) in HDFS and (2) a Ph.D. in Human Sciences with a concentration in HDFS. It is expected that students in the **In-flight** program complete the M.S. within 2 years of enrollment in the program. Students in the in-flight program must complete the M.S. within 3 years in order to remain in good standing in the Ph.D. program. MS thesis students in the in-flight program should complete the thesis before taking the doctoral preliminary exam.

The Ph.D. portion of the degree program requires a minimum of 36 semester hours in coursework plus 24 semester hours in dissertation beyond the master's degree. Courses that were not included on the M.S. POS but that were taken prior to a student being awarded the M.S., may be included on the Ph.D. POS and counted toward the degree. At least 21 semester hours of graduate courses are selected within the Department, and no more than 6 credits of courses graded with S/U (not including thesis credits) are allowed.

Ph.D. in Human Sciences, HDFS with In-Flight Master's Curriculum

In-Flight Master's

Required Core Courses		7 credit hours
CHD 5266	Advanced Child Development OR	3
FAD 5263	Advanced Family Studies	
CHD 5617	Professional Development in FCS	1
CHD 6261	Theories of Child Development	3
Required Research and Statistics		14 credit hours
CHD 5915	Methods of Research I	4
FAD 5700	Applied Research in Human Sciences	4
FAD 5971	Thesis (s/u)	6
FAD 8976	Thesis Defense	0
Elective Courses within HDFS (examples)*		9 credit hours
CHD 5618	Policy Development and Analysis in FCS	3
CHD 5919	Grant Writing in FCS	3
FAD 5900r	Readings in FCS (topics vary)	3
FAD 5906r	Directed Individual Study (topics vary) (s/u)	1-3
CHD 5906r	Directed Individual Study (topics vary) (s/u)	1-3
TOTAL MINIMUM M.S. (includes thesis credits)		30 credit hour

* Courses are selected with approval from the Advisory Committee in developing the program of study.

Note. A minimum of 18 credit hours must be letter graded courses, r – repeatable course with different topics to specific limit indicated in the FSU Graduate Bulletin

Doctoral

Required Core Courses		13-14 credit hours
HOE 6366	Research Best Practices in Human Sciences	2
FAD 5481	College Teaching in Family Sciences (s/u)	2-3
CHD or FAD 5942	Supervised Teaching (s/u)	3
FAD 6436	Theories of Family Science	3
FAD 6266	Family Diversity	3

Required Research and Statistics		31-33 credit hours
FAD 5705	Qualitative Research in FCS	3
FAD or CHD 5912r	Supervised Research (s/u)	1-3
FAD 6917	Research Methods in FCS	3
FAD or CHD 8964r	Preliminary Doctoral Exam	0
FAD or CHD 6980	Dissertation (s/u)	24
FAD or CHD 8985r	Dissertation Defense Examination	0

Data Analytic Electives (examples)		15 credit hours
COM 5317	Content Analysis in Communication Research	3
EDF 5402	Adv. Topics in Analysis of Variance Apps.	3
EDF 5406	Multivariate Analysis Applications	3
EDF 5409	Causal Modeling	3
EDF 5410	Nonparametric Analysis Applications	3
FAD 6935r	Special Topics FCD: Dyadic Data Analysis	3
FAD 6935r	Special Topics FCD: Longitudinal Analysis	3
SOW 6407	Survey Research Methods	3
STA 5179	Applied Survival Analysis	3
STA 5856	Time Series and Forecasting Methods	3

HDFS Departmental Elective Courses (examples)*		3 credit hours
CHD 5618	Policy Development and Analysis in FCS	3
CHD 5919	Grant Writing in FCS	3
FAD 5900r	Readings in FCS (topics vary)	3
FAD 5906r	Directed Individual Study (topics vary) (s/u)	1-3
CHD 5906r	Directed Individual Study (topics vary) (s/u)	1-3

Non-repeatable courses may only be taken once to count for a degree. If a non-repeatable course was taken towards the master's degree, it cannot be taken again for the doctoral degree.

TOTAL MINIMUM Ph.D. (includes 24 credits for dissertation) 62 credit hours

TOTAL MINIMUM Ph.D. with In-Flight M.S. 92 credit hours

Note: r – repeatable course with different topics to specific limit indicated in the FSU Graduate Bulletin

* Courses are selected with approval from the Advisory Committee in developing the program of study.

APPENDIX D

Ph.D. in Human Sciences, Concentration in HDFS

The Ph.D. degree program in Human Sciences with a concentration in HDFS requires a minimum of 56 semester hours in coursework plus 24 semester hours in dissertation beyond the master's degree (minimum total = 80). At least 44 semester hours of graduate courses are selected within the Department, and no more than 9 credits of courses graded with S/U (not including dissertation credits) are allowed.

Ph.D. in Human Sciences, Human Development and Family Science Curriculum

Required Core Courses		17-18 credit hours
HOE 6366	Research Best Practices in Human Sciences	2
CHD 5617	Professional Development in FCS	1
FAD 5481	College Teaching in Family Sciences (s/u)	2-3
FAD 5942	Supervised Teaching (s/u)	3
CHD 6261	Theories of Child Development	3
FAD 6436	Theories of Family Science	3
FAD 6266	Family Diversity	3

Required Research and Statistics		39-41 credit hours
CHD 5915	Methods of Research I	4
FAD 5700	Applied Research in Human Sciences	4
FAD 5705	Qualitative Research in FCS	3
FAD 5912r	Supervised Research (s/u)	1-3
FAD 6917	Research Methods in FCS	3
FAD 8964r	Preliminary Doctoral Exam	0
FAD 6980	Dissertation (s/u)	24
FAD 8985r	Dissertation Defense Examination	0

Data Analytic Electives (examples)		12 credit hours
COM 5317	Content Analysis in Communication Research	3
EDF 5402	Adv. Topics in Analysis of Variance Apps.	3
EDF 5406	Multivariate Analysis Applications	3
EDF 5409	Causal Modeling	3
EDF 5410	Nonparametric Analysis Applications	3
SOW 6407	Survey Research Methods	3
FAD 6935r	Special Topics FCD: Dyadic Data Analysis	3
FAD 6935r	Special Topics FCD: Longitudinal Analysis	3

HDFS Elective Courses (examples)		14 credit hours
CHD 5618	Policy Development and Analysis in FCS	3
CHD 5266	Advanced Child Development	3
CHD 5919	Grant Writing in FCS	3
FAD 5263	Advanced Family Studies	3
FAD 5900r	Readings in FCS (topics vary)	3
CHD 5906r	Directed Individual Study (topics vary) (s/u)	1-3
FAD 5906r	Directed Individual Study (topics vary) (s/u)	1-3

TOTAL MINIMUM (includes 24 credits for dissertation)		82 credit hours
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APPENDIX E

Ph.D. in Marriage and Family Therapy

The Ph.D. degree program in Marriage and Family Therapy (MFT) requires a minimum of 85 credit hours of which 21 are clinical/supervision and 24 are dissertation.

Ph.D. in Marriage and Family Therapy Curriculum

Required Core Courses		17-18 credit hours
HOE 6366	Research Best Practices in Human Sciences	2
CHD 5617	Professional Development in FCS	1
FAD 5481	College Teaching in Family Sciences (s/u)	2-3
FAD 5942	Supervised Teaching (s/u)	3
FAD 6916	Outcome Research in MFT	3
FAD 6605	Advanced Clinical MFT Theory	3
FAD 6610	MFT Social Justice & Diversity	3
Required Research and Statistics		41 credit hours
CHD 5915	Methods of Research I	4
FAD 5700	Applied Research in Human Sciences	4
FAD 5705	Qualitative Research in FCS	3
FAD 6917	Research Methods in FCS	3
FAD 6706	Intervention Research in FCS	3
FAD 8964r	Preliminary Doctoral Exam	0
FAD 6980r	Dissertation (s/u)	24
FAD 8985r	Dissertation Defense Examination	0
Research and Data Analytic Electives (examples)		3 credit hours
FAD 6608	Effectiveness and Translation Research in MFT	3
EDF 5402	Adv. Topics in Analysis of Variance Apps.	3
EDF 5406	Multivariate Analysis Applications	3
EDF 5409	Causal Modeling	3
EDF 5410	Nonparametric Analysis Applications	3
FAD 6935r	Special Topics FCD: Dyadic Data Analysis	3
FAD 6935r	Special Topics FCD: Longitudinal Analysis	3
Clinical Practice Requirements		21 credit hours
FAD 6606	Supervision in MFT	3
FAD 6940r	Practicum in MFT	12
FAD 8944r	Internship in MFT	6
HDFS Elective Courses (examples)		5 credit hours
CHD 5266	Advanced Child Development	3
CHD 5919	Grant Writing in FCS	3
FAD 6436	Theories of Family Science	3
FAD 5263	Advanced Family Studies	3
FAD 5906r	Directed Individual Study (topics vary) (s/u)	1-3
TOTAL MINIMUM (includes 24 credits for dissertation)		87 credit hours

APPENDIX F

Annual Progress Review for Master's Students



FLORIDA STATE UNIVERSITY
COLLEGE OF HEALTH AND HUMAN SCIENCES

2022-2023
ANNUAL REVIEW FORM
for Master's Students

Form must be completed (typed) by Major Professor / Major Coordinator. Input may be sought from committee members. Please keep the original review form for your records and provide a copy to 1) the Academic Dean and 2) the Student.

Student First Name: _____ Last Name: _____

EMPLID: _____

Committee Members if Applicable:

This student's academic progress for the 2022-2023 academic year is:

- Satisfactory Cause for Concern* Unsatisfactory*

Comments:

**If the progress selected is "Unsatisfactory" or "Cause for Concern", please choose all reasons below that apply. In these cases, specifics must be included in the comments section provided above.*

- Class Attendance
- Course Performance
- Professional Manner (conduct displayed in class and/or lab)
- Thesis / Internship / Capstone Course (Special Project)
- Other

I, major professor (co-major professor) or major coordinator of the student, declare I have met with the student to discuss their progress and that the information listed above is true:

Signature: _____

Signature: _____

Major Professor Name: _____

Co-Major Name: _____

Date: _____

Date: _____

Digital signatures must be through DocuSign with the signature verification page attached.

Reminder: Major Professor / Major Coordinator is to provide a copy of this form to the student.

APPENDIX G

Annual Progress Review for Ph.D. Students

ANNUAL PROGRESS REVIEW FOR Ph.D. STUDENTS
Department of Human Development and Family Science
Florida State University

Student: _____ Major Professor: _____

First Semester in Program: _____ Expected Graduation Semester: _____

Year of Current Evaluation: 2022-2023

Portfolio Review:

The intent of the annual review is to assure that each student has the opportunity for scholarly engagement and continues to make timely progression toward completion of the degree program. Students are to be evaluated based on their stage in their degree program. Progress is assessed by the doctoral portfolio using the evaluation system below. After review of the portfolio, the appropriate box is to be marked.

Supporting materials must be submitted by the student to the annual evaluation portfolio system by March 1st of each year. A copy of the completed and signed report is due to the department chair and associate dean (1) prior to the end of classes of the graduating semester or (2) the Friday after spring grades post if the student is continuing in the same program. The major (or co-major) professor(s) should also submit a completed and signed copy to the student.

	Not yet applicable	Needs Improvement	Meets Expectations	Exceeds Expectations
1) Current CV		- CV not uploaded or - Low quality (e.g., Poorly formatted, lack of information, lack of detail, unnecessary information)	- CV uploaded - Complete information	- Up to date, thoroughly edited and organized with currently accepted formatting
Comments				

<p>2) Draft of a grant application (SLO 1.3) Students will produce a draft of a grant application relevant to their area of research</p>		<p>- Grant not uploaded <i>or</i> - Low quality, not suitable for submission</p>	<p>- Grant appropriate to student's research program - Ready for submission</p>	<p>- Grant appropriate to student's research program <i>and</i> was submitted</p>
<p>Comments</p>				
<p>3) Publishable Manuscripts (SLO 1.2) By graduation, students will submit at least 3 manuscripts for publication within a focused and systemic program of research, of which the student will be the lead author on at least of 1 of those publications</p>		<p>- Fewer than three manuscripts submitted to peer-reviewed scientific journals</p>	<p>- Three manuscripts submitted to peer-reviewed scientific journals of which the student is the lead author on at least 1</p>	<p>- More than three manuscripts submitted to peer-reviewed scientific journals and the student is the lead author on at least 1</p>
<p>Comments</p>				
<p>4) Research presentations (oral or poster) at a national or international professional conference (SLO 1.2) By graduation, students will submit at least 3 conference presentations within a focused program of research, of which the student will be the lead on at least of 1 of those presentations</p>		<p>- Fewer than three research presentations submitted to national or international professional conferences</p>	<p>- Three research presentations submitted to national or international professional conferences</p>	<p>- More than three research presentations submitted to national or international professional conferences</p>
<p>Comments</p>				

5) Statement of Program of Research		<ul style="list-style-type: none"> - Program of Research not uploaded <i>or</i> - Poorly written or organized 	<ul style="list-style-type: none"> - Program of Research uploaded with adequate writing - All elements present, clear statement of research 	<ul style="list-style-type: none"> - Focused program of research with exemplary writing and organization
Comments				
6) Evidence of successful teaching in a face-to-face or online format (if student was an instructor of record) (SLO 3.2) Students will successfully teach at least one undergraduate course in a traditional or online format and in doing so will demonstrate knowledge and skills of effective teaching in traditional or non-traditional instructional formats.		<ul style="list-style-type: none"> - SPCI mean rating of < 3.0 (if student was instructor of record) 	<ul style="list-style-type: none"> - SPCI mean ratings of > 3.0 (if student was an instructor of record) 	<ul style="list-style-type: none"> -SPCI mean ratings of > 4.0 (if student was an instructor of record) - Nomination for teaching award -PIE Teaching Training Recognition
Comments				
7) Statement of Teaching Philosophy		<ul style="list-style-type: none"> -Statement not uploaded <i>or</i> - Low quality, not suitable for submitting with a job application 	<ul style="list-style-type: none"> - Statement uploaded with adequate writing - All elements present, clear statement of teaching philosophy 	<ul style="list-style-type: none"> - Exemplary writing and organization
Comments				

8) Diversity Statement		-Statement not uploaded <i>or</i> - Low quality, not suitable for submitting with a job application	- Statement uploaded with adequate writing - All elements present, clear statement of teaching philosophy	- Exemplary writing and organization
Comments				
9) Evidence of service to the Department, College, University, or professional organization		-Not a member of at least one national professional / scientific association -No events / activities	-Member of at least one national professional / scientific association -Average of at least one service event/activity per year	-More than one event / activity <i>or</i> served as a journal reviewer-in-training <i>or</i> reviewer for conference presentations
Comments				
10) Other career-related applied activities		-Little or no activity	-Active in career-related activities/service in community	-Active in career-related activities/service in community and evidence of leadership (e.g., service award, officer, etc.)
Comments				
*Required for MFT Students 11) Clinical Development and Professionalism (SLO 2) Goal 2: Students will demonstrate advanced, multiculturally-informed clinical		-Below satisfactory practicum evaluation assessment on any domain criteria 1-7 on the practicum syllabus or below	- Satisfactory practicum evaluation assessments on domains 1-7 on the practicum syllabus or adequate quality performance	- Evaluation assessments of "very good" on practicum on domains 1-7 on the practicum syllabus or high-quality performance indicators on

practice competencies and supervision skills in meeting the needs of diverse individuals, couples, and families.		standard quality performance indicators on internship evaluations; -Inability to maintain requisite clinical load; -Behavior below standards of professional practice	indicators on internship evaluations; - Maintains requisite clinical load; -Behavior represents standards of professional practice	internship evaluations; - Maintains requisite clinical load; -Behavior exceeds standards of professional practice
Comments				

Overall Status of Student's Progress for Year (Required):

Unsatisfactory	Cause for Concern	Satisfactory

Additional Comments:

For Students in their 2nd Year or Beyond - Developmental Review:

Whereas an annual evaluation is required, the overall aim is to accrue and use information to assist in students' professional development through the program. The below criteria are to be used to provide an appraisal of the student's growth and trajectory.

1) Academic Progression	Academic Progression Apart from grades. Examples include but are not limited to: <ul style="list-style-type: none"> • Intentional development of POS • Informed decisions about coursework and opportunities • Capacity to integrate content from different courses to inform command of body of knowledge 		
	-No evidence of academic progression	-Some evidence of academic progression	- Clear evidence of academic progression

Comments			
2) Research Progression	Research Progression Apart from articulating a research program and submitting papers/conference abstracts. Examples include but are not limited to: <ul style="list-style-type: none"> • Independent articulation of research questions and hypotheses • Ability to independently test hypotheses, troubleshoot and manage data • Ability to articulate state of knowledge in research area • Demonstrated progress toward the development of a focused program of research • Articulation of the “so what” of their research program 		
	-No evidence of research progression	-Some evidence of research progression	-Clear evidence research progression
Comments			
3) Professional Development	Professional Development Apart from specific activities like service to the field, completing reviewer-in training. Examples include but are not limited to: <ul style="list-style-type: none"> • Effective time management • Work ethic • Professional conduct both within the FSU community and in the broader professional arenas • Successfully situating oneself for success in future aspirations 		
	-No evidence of growth toward professional aspiration	-Some evidence of growth toward professional aspiration	-Clear evidence of growth toward professional aspiration
Comments			

Program Milestones:

Passed Preliminary Exam	Passed Prospectus Defense	Passed Dissertation Defense
Comments:	Comments:	Comments:

Additional Comments:

Signatures below indicate that this progress report has been reviewed by both the student and the major professor(s) together.

Student Signature: _____ Date: _____

Printed Name: _____

Major Professor: _____

Date: _____

Printed Name: _____

Co-Major Professor: _____

Date: _____

Printed Name: _____

APPENDIX H

Preliminary Exam Statement of Independence

Statement of Independence

I, _____, as stated in the Departmental Graduate Student Handbook, will not receive or ask for assistance from anyone including faculty or students while writing responses to the preliminary examination. Submitted responses will be from my authorship or appropriately referenced.

Printed student's name

Signed student's name

Date

APPENDIX I

Preliminary Exam Grading Rubric

Expectation	Evaluation		
	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<i>Theory Performance Expectations:</i> Students will: (a) select and accurately describe theories appropriate for their area of research; and (b) demonstrate critical thinking by presenting a compelling description of the strengths and limitations of the selected theories or frameworks in relation to their program of research.			
Select and accurately describe theories appropriate for their area of research	The theory is clearly described, with central elements elaborated on in detail and free of conceptual error; the applications of the theories are appropriate and adequate	Justification is developed, central aspects of the theories are present but there are minor omissions or elements that are unclear, application to the research area is adequate or appropriate with minor inadequacy	Justification and/or aspects of the theories are underdeveloped or inaccurate, or application is not appropriate
Demonstrate critical thinking by presenting a compelling justification and description of the strengths and limitations of the selected theories or frameworks	The rationale and justification for the proposed theory is thoughtful and consistent with its origins or is a novel extension of the theory's origins; accurate and insightful description of the strengths and limitations of the selected theories	Description of the strengths and limitations of the selected theories is accurate, but there are omissions or need for additional clarification	Description of the justification or strengths and limitations of the selected theories is unclear, underdeveloped or inaccurate
<i>Content Performance Expectations:</i> Students will: (a) present and describe a conceptual model; (b) demonstrate the ability to critically review extant research; (c) synthesize extant research in their content area; (c) describe the current state of knowledge and recommendations for future research.			
Present and describe the conceptual model	The conceptual model is appropriate, and associations are clearly described	The conceptual model is appropriate, minor issues or need for additional clarification	The conceptual model is not appropriate, or the description is not clear
Demonstrate the ability to critically review extant research	Critical review depicts a comprehensive understanding of research methods and analyses	Critical review depicts an understanding of research methods and analyses but the support for critique(s) is limited	Critical review is unclear, underdeveloped, or inaccurate

Synthesis of extant research in their content area	Synthesis of extant research is well developed and reflective of the literature	Synthesis of extant research is well developed but there are minor omissions or need for additional clarification	Synthesis of extant research is unclear, underdeveloped, or there are key omissions or inaccuracies
Describe the current state of knowledge and recommendations for future research	Description is thoroughly developed and recommendations well supported	Description is developed and recommendations supported but there are minor omissions or need for additional clarification	Description is underdeveloped or there are key omissions or inaccuracies
<i>Methods Performance Expectations:</i> Students will demonstrate the ability to design a study by: (a) diagramming an operational model and writing sound research question(s); (b) designing a methodologically sound study; (c) identifying limitations of the proposed design.			
Describe model and research question(s)	The model is appropriate, and the research questions or hypotheses are well conceptualized and clearly follow from the operational model	The model is appropriate; the research questions are well conceptualized but are in need of refining	The conceptual model and/or research questions are unclear, underdeveloped or inappropriate
Design a methodologically sound study	Proposed methods are congruent with the research question, and feasible, and clearly described	Methods are congruent and feasible but there are areas that need of refining	Methods are underdeveloped and/or inappropriate
Identify limitations of the proposed design.	Limitations are clearly described and accurate	Limitations are clearly described but there are some omissions	Limitations are not clearly described
<i>Integration Expectations:</i> Students will demonstrate integration of ideas across responses to theory, content and methods.			
Demonstrate integration of ideas	Sophisticated integration of ideas across theory, content, and methods	Integration is well developed but there are minor inconsistencies, contradictions or omissions	Little integration of ideas across theory, content and methods, or there are significant inconsistencies, contradictions or omissions
<i>Writing Style Performance Expectations:</i> Students will demonstrate: (a) the ability to write at a scholarly level comparable to expectations of ISI ranked, peer-reviewed journals; and (b) consistently use an approved academic writing style (e.g., APA, MLA, Chicago).			
Ability to write at a scholarly level comparable to expectations of	Writing ability is comparable to expectations of ISI ranked, peer-reviewed journals	Writing ability comparable to expectations of ISI ranked, peer-reviewed journals with the	Writing ability is below standards of ISI ranked, peer-reviewed journals

ISI ranked, peer-reviewed journals		exception of minor areas that warrant additional clarification	
Writing style* *Style should be determined in consultation with the committee. APA is most common but other formats such as MLA, Chicago, etc. may be applied as appropriate.	Writing style format is accurately followed	Writing style format is mostly followed but there are minor errors	Writing style format is not followed
Oral Defense Performance Expectations: Students will demonstrate the ability to orally explain and defend their written work and related questions posed by the committee.			
Orally explain and defend their written work and related questions	Oral explanations are focused and accurate. Responses demonstrate an understanding of the doctoral exam content equivalent to a doctoral level of understanding	Oral explanations are focused and accurate but there are areas in which the communicated understanding is unclear or inaccurate	Oral explanations are unfocused and/or inaccurate

APPENDIX J

Defining Prelim Status

Term	Meaning
Pass	Pass is assigned to a preliminary examination wherein responses (written and oral) demonstrate proficiency in all, or nearly all, of the required elements. Students receiving a pass may be asked to do minor revisions to the preliminary exam. Minor revision is indicated by the presence of few circumscribed minor errors in logic, presentation of core ideas, coverage of previous research, or research design. Circumscribed minor errors are those that present little harm or threat to the internal integrity of the thinking.
Fail	Fail is assigned to a preliminary examination wherein responses (written or oral) demonstrate a weak or an incomplete understanding of one (substantially underdeveloped) or several (moderately underdeveloped) required elements. Weak or incomplete understanding is indicated by the presence of fatal flaws in logic, presentation of core ideas, coverage of relevant previous research, or research design.
Additional Work to be completed	Additional work to be completed is assigned to a preliminary examination wherein responses (written and oral) demonstrate proficiency in all required elements, but the written document requires meaningful elaboration or refinement. Additional work to be completed is indicated by the presence of one or more errors in logic, presentation of core ideas, coverage of previous research, or research design that compromise the integrity of the thinking but are not fatal flaws. Additional work to be completed must be completed in the same semester as indicated by committee consensus.

APPENDIX K

Defense Decision Definitions/Guidelines

Decision	Manuscript	Defense	
Pass	Minor revisions only (e.g., grammar, typographical, clarifications, minor changes not requiring review by full committee).	Passed oral defense.	
Pass with Major Revisions	Major revisions needed (e.g., additional chapters, major restructuring, significant changes needing approval by either the major professor/chair or the full committee). Revisions must be completed and approved within 60 days of successful defense or a re-exam will be required per The Graduate School's 60-Day Deadline.	Passed oral defense.	
Re-Exam	Manuscript had significant flaws. Major revisions needed. The current research will take a substantial amount of work/time to correct.	OR	Oral defense was unsatisfactory. Re-defense required.
Fail	Manuscript had significant flaws to the point at which the committee believes the student should discontinue the program, or that a new research direction is required.	OR	Oral defense was unsatisfactory. Re-defense of existing project will not be allowed.

Procedural Items:

Pass: If a committee member who suggested the minor edits other than the major professor wishes to review the revisions, this can be arranged separate from decisions in the Manuscript Clearance Portal. The major professor will be the one that provides Final Content Approval in the Portal though.

Re-Exam: This decision can only be given once. If the student re-defends and does not pass with only minor revisions required to the manuscript, they should be given a Fail.

Fail: This decision should only be given when a committee/academic unit does not wish for the student to continue in the program or they will be moving in an entirely new direction for their research. *It is the committee's goal to prevent students from defending if their work is substantially flawed when they are reviewing it prior to defense.* This decision is required if a student conducts a Re-Exam and does not earn a Pass.

APPENDIX L

University Resources

Student organizations:

Florida State University is richly diverse and has many organizations and groups that may be of interest including:

- The Black Graduate Student Association
<https://nolecentral.dsa.fsu.edu/organization/BGSA>
- Hispanic Graduate Student Association
<https://nolecentral.dsa.fsu.edu/organization/higsa>
- Pride Student Union
<https://nolecentral.dsa.fsu.edu/organization/pridestudentunion>
- InternatioNole
<https://nolecentral.dsa.fsu.edu/organization/internationole>
- The Diversity and Inclusion Institute
<https://nolecentral.dsa.fsu.edu/organization/cmpadice>
<https://sga.fsu.edu/dii.shtml>
- Panamanian Student Association
<https://nolecentral.dsa.fsu.edu/organization/ptyatfsu>
- Empowering Women Globally
<https://nolecentral.dsa.fsu.edu/organization/empoweringwomenglobally>
- The National Association for the Advancement of Colored People
<https://nolecentral.dsa.fsu.edu/organization/naacp>
- The Jewish Student Union
<https://nolecentral.dsa.fsu.edu/organization/thejewishstudentunion>
- Gender Odyssey
<https://nolecentral.dsa.fsu.edu/organization/genderodysseyatfsu>

With over 750 recognized student organizations, there so many opportunities to engage with others from our campus and surrounding communities. For a searchable list of organizations, please visit here: <https://union.fsu.edu/sac/involvement>.

Faculty/Staff groups:

- Association of Chinese Professors at FSU (ACP-FSU)
Contact: Ming Ye mye@fsu.edu
- Black Faculty and Staff Network
<https://diversity.fsu.edu/get-involved/affinity-groups/bfsn>
- Latinx Faculty & Staff Network
<https://diversity.fsu.edu/get-involved/affinity-groups/latinx>
- Queer Professionals Network
Contact: Paige Rentx prentz@fsu.edu
Karin Brewster brewster@admin.fsu.edu

- [South Asian Student Association](#)
Contact: Somnath Chatterjee somnath@admin.fsu.edu
- Veterans, Friends and Family Group
Contact: Bill Lamb BLamb@admin.fsu.edu
- The EDI Office is interested in supporting the formation of Affinity Groups for (1) faculty and staff with Native American/Indigenous identities and (2) Persons (faculty and staff) with a disability. If you are a faculty or staff member interested in participating in this effort, please contact our EDI Office at agrier@fsu.edu

Campus Centers

- [Center for Leadership & Social Change \(The Center\)](https://thecenter.fsu.edu/)
<https://thecenter.fsu.edu/>
- [Center for Global Engagement \(CGE\)](https://cge.fsu.edu/)
<https://cge.fsu.edu/>
- [Center for Academic Retention and Enhancement \(CARE\)](https://care.fsu.edu/)
<https://care.fsu.edu/>
- [Center for Intensive English Studies \(CIES\)](https://cies.fsu.edu/student-activities/intensive-english-program)
<https://cies.fsu.edu/student-activities/intensive-english-program>
- [Center for the Advancement of Human Rights](https://www.cahr.fsu.edu/)
<https://www.cahr.fsu.edu/>
- [Center for Autism Related Disabilities](https://fsucard.com/about/)
<https://fsucard.com/about/>
- [Pepper Institute on Aging and Public Policy](https://pepperinstitute.fsu.edu/)
<https://pepperinstitute.fsu.edu/>
- [Student Veterans Center](https://veterans.fsu.edu/)
<https://veterans.fsu.edu/>
- [Civil Rights Institute](#)