FSU | HUMAN DEVELOPMENT & FAMILY SCIENCE

# Graduate Student Handbook 2026-2027

# GRADUATE STUDENT HANDBOOK
# DEPARTMENT OF HUMAN DEVELOPMENT AND FAMILY SCIENCE
# FLORIDA STATE UNIVERSITY
# 2026 - 2027

## Contents


INFORMATION ..... 4

Helpful Information ..... 4

Departmental Matters ..... 5

Policies and Procedures ..... 7

MASTER'S PROGRAMS IN HDFS ..... 9

Overview ..... 9

Academic Guidance ..... 10

Program of Study ..... 10

Coursework-Only (Non-Thesis) Capstone Project ..... 11

Thesis Master's Degree ..... 13

Application for Degree ..... 16

Final Degree Clearance ..... 16

Dismissal ..... 16

DOCTORAL PROGRAMS IN HDFS ..... 16

Overview ..... 17

Academic Guidance ..... 17

Program of Study ..... 18

Special Considerations for Students from of Non-COAMFTE Master's Programs ..... 19

Evaluation ..... 20

The Doctoral Preliminary Examination ..... 21

Preliminary Exam Questions ..... 24

Doctoral Dissertation ..... 25

Application for Degree ..... 29

Final Degree Clearance ..... 29

Commencement ..... 29
**M.S. in HDFS (Coursework-only) Curriculum** ..... 30
**APPENDIX B** ..... 31
**M.S. in HDFS (Thesis) Curriculum** ..... 31
**APPENDIX C** ..... 32
**Ph.D. Direct Option in Human Sciences, HDFS Concentration** ..... 32
**APPENDIX D** ..... 35
**Ph.D. in Human Sciences, Concentration in HDFS** ..... 35
**APPENDIX E** ..... 36
**Ph.D. in Marriage and Family Therapy** ..... 36
APPENDIX F ..... 37
Annual Progress Review for Ph.D. Students ..... 37
APPENDIX G ..... 45
Preliminary Exam Statement of Independence ..... 45
APPENDIX H ..... 46
Preliminary Exam Grading Rubric ..... 46
APPENDIX I ..... 49
Defining Prelim Status ..... 49
APPENDIX J ..... 50
University Resources ..... 50

INTRODUCTION

Welcome to the Department of Human Development and Family Science (HDFS) and the Anne Spencer Daves College of Education, Health, and Human Sciences (Anne's College) 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 Anne's College 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 *Bulletin*. The information provided here adds college and program-specific information that is not contained in the *Bulletin*. 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.
- Bulletin - The *Bulletin* includes, but is not limited to, information on policies, degree requirements, graduate faculty, and academic programs.
- myFSU - This is a centralized site that will enable you to register for classes, update your permanent address, and pay fees online.
- **Campus Map** - Florida State University - 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 https://studentinsurance.fsu.edu/

- 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 J 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 who have been admitted into one of our doctoral programs and five years of support for students admitted to the M.S./Ph.D. Direct Option. 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 member 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 (IOR) 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 student serving as an Online Mentor or Assistant in Teaching.

**Anne Spencer Daves College of Education, Health, and Human Sciences Doctoral Funding Policy**.

For doctoral students, tuition waivers may be used for pre-dissertation coursework for three academic years. For doctoral candidates, tuition waivers may be used for a maximum of 54

dissertation credits, or 6 semesters, with a 2-semester warning at 36 credits. Both of these limits to doctoral tuition waiver funding apply regardless of funding source.*

*Some departments may have stricter requirements.

***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 IOR 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 IOR for both an online course and a traditional course over the course of the degree program, but every student will have at least one IOR assignment to complete the program's teaching requirement. IOR 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***

Anne's College 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://annescollege.fsu.edu/resources/scholarships-and-aid

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 Interest*

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 (OASIS) 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 domestic 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 HDFS must be reviewed by the HDFS 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 as a 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: https://hr.fsu.edu/sections/equal-opportunity-compliance-engagement/make-complaint). 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, and/or the Office of Equal Opportunity Compliance and Engagement.

***Leave of Absence Policy***
In accordance with University policies, under special circumstances, graduate students may apply for a leave of absence (LOA) from the university for a specific period of time.

To learn more about a LOA please see https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/course-drops-withdrawals-and-leave.

An approved LOA 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. While on leave, a student will not have access to campus facilities and personnel. Retroactive LOA are not permissible. LOA for the semester of admission or readmission are not permissible.

**Dismissal from a Graduate Program for Reasons Other than GPA**

The University reserves the right to dismiss graduate students and terminate their enrollment in an academic program based on a number of different criteria, beyond that of GPA alone. Oversight is provided by The Graduate School, Office of Faculty Development and Advancement, and Office of the Registrar. Additional details on the steps involved in the process are available for faculty and administrators from the Office of Faculty Development and Advancement and for graduate students at the Graduate School.

Dismissed students will not be permitted to register for further graduate study, including registering as non-degree students, in the degree program or college from which they had enrollment terminated.

Graduate students who have been dismissed from one degree program may seek admission to another degree program but will not be readmitted or allowed to add the dismissed degree program back as a second major or degree. This includes seeking admission into a different degree program that shared a joint pathway with the dismissed degree 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. Behavior that does not meet the professional standards of a discipline (typically clinical or school settings, internship work, etc.).
4. Failure to be approved for an Extension of Time (EOT).

5. Failure to complete important degree milestone requirements (i.e., failing to pass the preliminary exam), and
6. Failure to complete the master's degree/doctoral degree or make timely progress towards the research or writing the thesis/dissertation.

In addition, please note that the suspension or expulsion from the university may result if a student is found responsible in a formal Academic Honor Policy (AHP) hearing for an egregious AHP violation, or as an outcome of a Student Conduct Code charge for which a student is found responsible.

Students who are dismissed for reasons other than grades may follow the General Academic Appeals process if they have evidence that academic regulations and procedures have been improperly applied.

The University Academic Standing and Retention Policy is found at https://bulletin.fsu.edu/policy/acad-regs/standing-retention#graduate-academic-standing-and-retention.

## 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.

**Combined BS/MS Pathway,** undergraduate students at FSU majoring in Human Development and Family Sciences are eligible to apply to the pathway. If admitted to the pathway, the student may enroll in up to 10 hours of certain graduate-level courses while a BS student, which will count toward satisfying both the bachelor's and the master's degree requirements. A pathway student must graduate with the bachelor's, be admitted to the master's program HDFS, and enroll in the first semester of coursework before requesting those specified courses (earning B or better) to be posted to the graduate transcript. The pathway student will be pursuing the non-thesis track. Please see the master's program curriculum sheet for combined BS/MS pathway students in the appendix.

**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. International students must consult CGE to determine their eligibility prior to applying for a change of major to the thesis-track M.S.

**PhD Direct Option**, students are admitted to the doctoral program and, after the first semester, may apply for dual enrollment in the HDFS master's thesis program.* For the thesis track master's degree, 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.

*International students must first consult with their CGE advisor prior to applying for dual enrollment to determine their eligibility begin a degree program not listed on their I-20 or begin a degree program at a lower level.

**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 (GPD). 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 PhD Direct Option dual enrolled master’s) 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 GPD. A major professor should be selected before the end of the second semester. The major professor for a thesis track (master’s terminal or PhD Direct Option dual enrolled master’s) 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 holds a minimum of permanent GTS and 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.

***Committee Members***
The major professor assists students in the thesis-track to identify two potential committee members. The student is responsible for securing agreement from each committee member. The master’s thesis student’s Supervisory Committee is established through the Master’s Program of Study form or the Anne’s College Supervisory Committee Revision 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 Supervisory Committee Form.

**Program of Study**

Every student develops a Program of Study (POS) 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 before the end of the second semester.

***Credit Requirements***

1. A master's thesis student must successfully complete a minimum of 30 graduate credit hours, at least 18 of these must be taken on a letter grade basis (A, B, C). See the individual program curriculum sheet in the appendix.
2. A coursework-only (non-thesis) master's student must successfully complete a minimum of 30 graduate credit hours, at least 21 of which must be taken on a letter grade basis. See the 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.
4. Credit Hours per Semester: The number of credit hours which a HDFS master's student may carry without special permission is no more than 15 credit hours (course overload) and no less than 9 credit hours (course underload), as long as it is not in conflict with other obligations (e.g., financial, visa, etc.). Enrollment underload permission must be obtained before the first day of classes for that semester via the appropriate department underload permission form. Students receiving financial aid: Consult the Office of Financial Aid for minimum enrollment requirements for eligibility.

***Program Approval***

1. The POS must be approved by the major professor (and committee, for thesis students), the department chair, and the academic dean (or delegate). Students will not be allowed to register if the POS form is not on file in OASIS at the end of the second semester.
2. A copy of the approved POS will be kept on file with the Major professor and OASIS.
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 OASIS.

Students in the PhD Direct Option must submit a POS form and materials for a dual enrollment application for the thesis master's program. A separate POS for the HDFS doctoral program is required. No coursework or credit hours will be allowed to double-count between the two degree programs.

Thesis master's students' Supervisory Committees vary on how they prefer to approve the POS. Some major professors and committee members prefer a face-to-face meeting of all members and the student to discuss the POS 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.

**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 involvement, 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 agency/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. The proposal must be approved, signed by the major professor and acknowledged by the department chair, before any work begins on the Capstone Project. The approved document must be kept on file in the Department. If the student is working with an agency outside of FSU, he or she will need to work with the College's Director of Student Teaching and Internships to ensure that FSU has an approved affiliation agreement with that agency on file, before the student begins work on the Capstone Project.

***Final Paper for the Capstone Project***

The coursework-only master's student must enroll in "FAD5970: Special Project" for three credit hours during 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?
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 capstone project paper to the major professor. Because this is a professional paper, it must 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 it to her/his major professor for final approval. Then, a PDF of the signed final capstone project paper (major professor approved and department chair acknowledged) should be provided to the HDFS Academic Program Specialist.

**Thesis Master's Degree**

For both the **terminal M.S.** thesis track and **PhD Direct Option** dual enrolled master's, 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.

In accordance with University policies, the typical language of the dissertation, treatise, or thesis is English. The defense will be conducted in English.

***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. All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. Student must be enrolled in FAD 5971.

Graduate students are encouraged to attend the oral defense of prospectuses 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 or HDFS Academic Program Specialist will submit results via the signed and completed Anne's College Master's Prospectus Clearance Form to OASIS for approval in a timely manner. The Master's Prospectus Clearance Form will be retained in 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 or HDFS Academic Program Specialist will submit the signed and completed Master's Prospectus Clearance Form for approvals in a timely manner. The student is also responsible for submitting (email) a digital copy (Word doc) of the approved prospectus to the Academic Program Specialist in HDFS.

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 Clearance Form to OASIS. Prospectus revisions and submission of the Master's Prospectus Clearance form should be completed in a timely manner. Once the major advisor submits the Master's Prospectus Clearance form in a timely manner, the student is responsible for submitting (email) a digital copy (Word doc) of the approved prospectus to the Academic Program Specialist in HDFS.

Once OASIS has received a completed Master's Prospectus Clearance form indicating "pass" from the major advisor, the HDFS Academic Program Specialist will:

a. Distribute the documents to the Department Chair for review. The Department Chair 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, the signed form and manuscript will be filed, and the student and their major professor will be notified.
c. Request documentation for the completion of the College's IRB-ACUC Approval Verification Form.

Within 60 days of the prospectus defense, the approved Anne's College IRB-ACUC Approval Verification Form, along with appropriate documentation, must be on file with OASIS. The Master's Prospectus Clearance Form must be on file no later than the close of the graduation application window in the semester the student plans to graduate.

***Thesis Defense Procedure***

The student will submit a copy of the thesis approved by the major professor to Supervisory Committee members at least 10 business days before the scheduled oral defense. The oral defense will be scheduled at the discretion of the major professor. The student must be enrolled in the appropriate number of thesis hours (FAD5971) and the 0-hour thesis defense course (FAD 8976). All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology.

The student is responsible, with the approval of the major professor, for arranging the time, place, and date of the oral defense. No later than two weeks prior to the thesis defense date, the student is required to submit the University Defense Announcement Form through The Graduate School's Manuscript Clearance Portal. In addition, students are required to announce the time, place, and date of their defense to the faculty and graduate students of the HDFS department. Students are encouraged to email the departmental office administrator with the following information at least 2 weeks before the oral defense so that an email invite to all departmental faculty and graduate students, as well as the Associate Dean for Academic Affairs 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 re-defense (see Appendix J). The report of results following a re-defense 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 master's thesis defense is not passed, it will be noted in the Graduate School Manuscript Clearance Portal. The major advisor, in consultation 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 student passes, each member must sign the online Manuscript Signature Form to substantiate the results of the defense. The degree cannot be awarded unless the required forms have been completed in 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 by the posted semester deadline. Students who successfully pass the defense, but miss the defense semester's Manuscript Clearance deadlines, will need to register for an additional semester of thesis hours and meet the Manuscript Clearance Deadlines of the semester following the original defense semester. Students who successfully defend their dissertation are **not** required by University policy to re-defend if they do not graduate in the semester of the defense or the following semester, or if they miss the manuscript clearance deadline for the semester in which they defended. Students who miss a manuscript clearance deadline should consult the Graduate School regarding the requirements and deadlines for graduation in the subsequent semester. The transcript will reflect a "pass" once the student successfully defended a document. Students who redefend and do not earn a "pass," should be given a fail.

If the master's thesis defense is passed (with a majority 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 for review and approval. Please copy the Academic Program Specialist in HDFS.
b. The Department Chair will have a minimum of 6 business days for the review of the thesis. Any adjustments will be communicated directly to the student and major professor.
c. Once Committee 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 https://gradschool.fsu.edu/current-students/thesis-treatise-and-dissertation for procedures).

### Application for Degree

**In the semester in which the student expects to complete the degree, they must apply online to graduate through Student Central (my.fsu.edu)** (see https://registrar.fsu.edu/bulletins/calendar for semester application window and deadline). At that time, the student must have a minimum cumulative 3.00 graduate GPA. For MS students in the thesis track, registration is required in the final term in which a degree is granted. The University 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 does not complete the requirements, they should withdraw their graduation application by notifying the Assistant Director for Graduate Studies in OASIS 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.

Students are allowed to apply to graduate late with a written request from the student to the Assistant Director for Graduate Studies. The request will be for  if deemed eligible for degree conferral in that term.

HDFS master's programs are offered on a full-time basis (9 credits). With approval of the Major Professor/Advisor and Department Chair, a master's student is allowed to enroll in fewer than 9 credits per semester (course underload) as long as it does not conflict with other requirements (e.g., visa, funding).

### Final Degree Clearance

The College's Assistant Director for Graduate Studies will verify that the student has met all the degree requirements. At a minimum, the student is responsible for:

1. Submitting the Departmental Student Information form to the HDFS Academic Program Specialist at least a week before the graduation ceremony.
2. Non-thesis master's students will submit the Department Non-Thesis Degree Clearance Form and the final paper for the Capstone Project to the major professor in a timely manner to the HDFS Academic Program Specialist.
3. Thesis master's students must obtain clearance from The Graduate School Manuscript Clearance Advisor by the stated semester deadlines.

### Dismissal

It is expected that students admitted to the **PhD Direct Option** and dual enrolled in the master's complete the M.S. within 2 years of enrollment in the program. These students must complete the M.S. within 3 years to remain in good standing in the Ph.D. program.  If a 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 HDFS

## 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, 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 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 POS 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 in the annual evaluation. The action plan will enumerate measurable benchmarks that must be completed by the student during the next academic year 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 (GPD) if you are unsure of your temporary advisor. Every fall semester, students meet the departmental 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, GPD, or Director of the MFT Program. A major professor should be selected by the end of the second semester. The major professor must have Graduate Faculty Status (GFS) and competence in the student's proposed area of study or research. The designation of a 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 Ph.D. Direct Option 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 member from outside of the HDFS department and the degree program, to serve as the University Representative . The University Representative on the committee must be a tenured FSU faculty member who holds GFS. 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 be free from conflicts of interest (see Policies and Procedures section).

The major professor assists the student in identifying potential members of the Doctoral 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 Doctoral Supervisory Committee. The College's Supervisory Committee Revision Form is provided to the HDFS Academic Program Specialist who will submit it for signature (approval). The Doctoral Supervisory Committee form must be on file in OASIS by the end of the second semester. Students cannot register for their next semester if the Doctoral Supervisory Committee form is not on file. Members of the Doctoral 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**

Every doctoral student develops a Program of Study (POS) in consultation with their supervisory committee. Students are encouraged to structure their POS to reflect their professional goals. Note, students in the PhD Direct Option must submit a POS form for the master's program and another POS form for the HDFS doctoral program. No course or credit hours will be allowed to double-count between the two degree programs.

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 must be completed before the end of the second 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 Academic Affairs (or delegate). 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 (3) semester hours of supervised teaching credit and no more than three (3) semester hours of supervised research credit may be counted toward the doctoral degree.
B. The doctoral POS must be completed by the end of the second semester (e.g., a fall 2026

admitted student must have an approved program of study by the end of the spring 2027 semester). Direct Option doctoral students are concurrently enrolled in both master's and doctoral degree courses; dual enrollment. Therefore, these students must complete the doctoral POS by the end of the second semester of their program. Students will not be allowed to register if the POS is not on file in OASIS by the deadlines provided above.

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 doctoral students in HDFS 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. Credit Hours Per Semester: 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 (course overload) and no less than 9 (without course underload permission). These are reviewed on a case-by-case basis via the appropriate form. Students receiving financial aid must consult the Office of Financial Aid for minimum enrollment requirements for financial aid eligibility.
G. A copy of the student's approved POS is to be kept on file with the Major Professor and OASIS.
H. 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 Academic Affairs (or delegate). OASIS must be notified of modifications before the preliminary examination is given.

Supervisory Committees vary on how they prefer to approve the POS. Some major professors and committee members prefer a face-to-face meeting of all members and the student to discuss the POS 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 POS 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.

Transfer Credit
Transfer of graduate courses not counted toward a previous degree from another regionally accredited graduate school (or comparable international institution) and transfer of graduate courses not counted toward a previous degree within Florida State may be requested. Specifically, if graduate courses taken from another institution or as a non-degree seeking student at FSU were not counted toward a previous degree and the student earned a grade of "B" or better, the student

may request courses to be posted to his/her FSU transcript. The department limit on transfer credits is 6 hours. Transfer of graduate courses from outside of FSU will not count in their GPA calculation. If the student previously earned a master's degree, the university requires a doctoral student to have a minimum cumulative graduate GPA of 3.00, satisfy the scholarly engagement requirement, pass the preliminary exam, take a minimum of 24 dissertation hours, and pass the dissertation defense at FSU, and complete the doctoral degree within five years of admission to doctoral candidacy.

To request transfer credits, students are encouraged to schedule a meeting with the Academic Program Specialist to discuss the steps required to transfer credits. All decisions about transfer of credits and substitutions are made on a case-by-case basis. The University Registrar's Office must approve all transfer credit applications. These requests are to be submitted before the end of seventh week of the 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 must 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 corresponding syllabus. Every doctoral student receives an annual performance evaluation by their major professor and supervisory committee, as required by the university (FSU Bulletin). That annual evaluation is guided by the Doctoral Portfolio rubric (see Appendix F). 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 F). 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** |
|---|

| *Domain* | *Portfolio Item* |
|---|---|
| | 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 | Cultural Competence |
| 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.

**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 no previous master's (Direct Option), a preliminary examination is usually completed within 4 years but no longer than 8 years of beginning coursework. When the examination is passed, the student will 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 coursework as indicated on the signed POS.
2. Complete research tool requirements, if applicable.
3. Attain a cumulative grade point average of 3.00 or better.
4. Ensure that any modifications to the POS were filed with OASIS.
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 semester as the written portion. The 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 with OASIS and the University Registrar prior to registration for dissertation hours. After being admitted to candidacy, the student may be eligible to retroactively change up to 9 hours (DIS course as Preliminary Exam preparation) 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 seventh week deadline of the semester (prorated in summer), 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. Please also see the doctoral prospectus section of this handbook for additional information on the minimum time to graduation.

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 Associate Dean for Academic Affairs 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 major professor will report the outcome of the examination to OASIS via the college's Preliminary Examination Results Form. A copy of this form will be provided to the department chair. Possible dispositions for the exam as a whole are "pass" and "fail." The exam is composed of a written portion and an oral portion. The appendix provides guidance for differentiating each disposition. The Preliminary Examination Results Form will be submitted to OASIS within 1 week of the completion of the exam.

1. 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.

2. 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 Academic Affairs via a Preliminary Examination Retake Request Form. Re-examination will not 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 re-examination are the same as those for all preliminary examinations; pass or fail.
3. Students may attempt the preliminary examination for admission to doctoral candidacy only 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, a doctoral student must enroll in at least 2 hours of dissertation per semester as part of full-time enrollment, 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. A student may submit an Extension of Time Request (EOT) with the Graduate School. If an EOT is denied, the major professor and Department Chair, in conjunction with the Associate Dean of Academic Affairs, 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 (Appendix G).
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 Doctoral 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 5:00 pm EST on the 7th day, the student will email the written responses to all the committee members. The committee will have two weeks to review the exam before the oral defense date.

The Doctoral Supervisory Committee serves as the examining committee. The Dean of the College, the College's Associate Dean of Academic Affairs, 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 (Appendix I).

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

1. Notifying the HDFS Academic Program Specialist in a timely manner of their intent to switch DIS courses to dissertation (see eligibility below), who will work with OASIS on paperwork to process that request.
2. Selecting a new Supervisory Committee for the dissertation if it is to be different than the previously established Doctoral Supervisory Committee. As soon as possible, will work with HDFS Academic Program Specialist to complete paperwork for revised committee composition.

The major professor will provide the Prelim Results form to the HDFS Academic Program Specialist within 1 week, who will coordinate the completion of the form. Upon receiving the Preliminary Examination Results Form marked as "passed," the HDFS Academic Program Specialist will present an Admission to Candidacy Form to the student, the Department Chair, and OASIS for signature via DocuSign.

Once admitted to candidacy, the student may retroactively add dissertation hours during the semester in which the preliminary examination is passed, but the exam **MUST BE** passed before the end of the 7th week of classes (prorated in summer). That is, students may receive credit toward the required 24 hours of dissertation by having enrolled in up to 9 hours of a directed independent study (DIS) and then convert those hours to dissertation hours. To do so, students must register for the DIS during the same semester they pass the exam, and all necessary forms must be completed no later than the 7th week of classes. These Preliminary Exam preparation courses to be switched to dissertation must not separately be required for the completion of the degree (listed in the Doctoral POS 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 G and H of this handbook contain the Prelim Examination Statement of Independence and the Preliminary Grading Rubric.

**Doctoral Dissertation**

When all required coursework 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 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. PhD Direct Option students have a limit of 8 years from beginning coursework to be admitted to candidacy. Once admission to candidacy is conferred by the Registrar's Office (passed the preliminary examination), students in all doctoral degree programs have a limit of 5 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 coursework. Doctoral candidates must enroll in at least **TWO** credit hours of dissertation, as part of their full-time enrollment each semester, including summer and the final term. 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. The defense will be conducted in English.

***Doctoral Prospectus***

Students work with their Doctoral 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. All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. 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 for Academic Affairs 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.

If the doctoral prospectus defense is not passed with a majority vote, the major advisor will submit results via the signed and completed college's Doctoral Prospectus Clearance Form to OASIS in a timely manner. The Master's Prospectus Clearance Form will be retained in 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.

After the prospectus has been approved by the Doctoral Supervisory Committee, the student should submit the manuscript to the Departmental Chair for review and copy the HDFS Academic Program Specialist. The HDFS Academic Program Specialist will assist with the completion of the Prospectus Clearance Form through which the committee reports the results. An approved dissertation prospectus is considered a contract between the student and the 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.

The Prospectus Clearance Form must be approved by the Academic Dean (or representative) at least four (4) months prior to the date of the defense of the dissertation.

The University Representative also submits an evaluation of the prospectus and defense to OASIS within seven days of the prospectus defense date. The student must initiate this form after the defense. The form can be found at https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/graduate-students.

Within 60 days of the prospectus defense date, the Anne's College IRB-ACUC Approval Verification Form, along with appropriate documentation, must be on file with OASIS. The student's name must appear on the IRB approval as a PI or associate/co-investigator for the period of time when the student's research was conducted.

***Dissertation Research Manuscript***

The Supervisory Committee will supervise the student's dissertation research. The student 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 credit hours.

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 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 several 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.

Note: Students should obtain a copy of the Guidelines for Theses and Dissertations. This publication is available on The Graduate School website https://gradschool.fsu.edu/current-

students/thesis-treatise-and-dissertation. It specifies in great detail all of the university requirements for dissertations as it applies to graduation. Students are encouraged to utilize the Manuscript Clearance Canvas training module.

***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 must 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 for Academic Affairs 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. All committee members and the student must attend the entire defense in real-time, either by being physically present or participating via distance technology. 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.

The Supervisory Committee is responsible for determining 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 J). Final approval of the dissertation by the Committee is a prerequisite to the awarding of the degree. After the student has successfully completed the oral defense of his or her dissertation, and the manuscript has been approved by the Supervisory Committee, it should be submitted to the Department Chair for review (allow a minimum of 6 business days). Once the student has made any requested changes by the Department Chair, the major professor will indicate content approval through The Graduate School's online portal.

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 with OASIS and submitting an electronic copy of the dissertation through ProQuest. Students who successfully pass the defense but miss the semester's Manuscript Clearance submission deadlines, are required register for an additional semester and meet the Manuscript Clearance Deadlines of the semester following the original defense semester. Students who successfully defend their dissertation are **not** required by University policy to re-defend if they do not graduate in the semester of the defense or the following semester, or if they miss the manuscript clearance deadline for the semester in which they defended. Students who miss a manuscript clearance deadline should consult the Graduate School regarding the requirements and deadlines for graduation in the subsequent semester. The transcript will reflect a "pass" once the student successfully defended a document. Students who redefend and do not earn a "pass," should be given a fail.

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 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**

**In the semester in which the student expects to complete the degree, they must apply online to graduate through Student Central (my.fsu.edu)** (see https://registrar.fsu.edu/bulletins/calendar for semester application window and deadline). At that time, the student must have a minimum cumulative 3.00 graduate GPA. Registration is required in the final term in which a degree is granted. The University requires doctoral students to be enrolled in a minimum of 2 hours of Dissertation in the final semester as part of the full-time load.

If the student does not complete the requirements, they should withdraw their graduation application by notifying the Assistant Director for Graduate Studies in OASIS before the date of intended graduation.

Students are allowed to apply to graduate late with a written request from the student to the Assistant Director for Graduate Studies, if deemed eligible for degree conferral in that term.

All programs are offered on a full-time basis (9 credits). With approval of the Major Professor/Advisor and Department Chair, a student is allowed to take fewer than 9 credit hours as long as it does not conflict with other requirements (e.g., visa, funding). If a student wants to take less than 9 credits, it will be reviewed on a case-by-case basis through the submission of an Enrollment Underload Request form to the Major Professor/Advisor.

**Final Degree Clearance**

The HDFS Academic Program Specialist and the Assistant Director for Graduate Studies in OASIS will verify that the student has met all the program requirements. At a minimum, the student is responsible for obtaining clearance from The Graduate School Manuscript Clearance Advisor and for submitting a Departmental Student Information Form to the department.

**Commencement**

Participation in the University Commencement Ceremony (Doctoral Hooding Ceremony) is not a guarantee of degree conferral. Doctoral students can use the Ph.D. designation only after the degree has been officially conferred.

Revised August 2026

APPENDIX A

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

| **Required Core Courses:** | | **7 credit hours** |
|---|---|---|
| CHD 5617 | Professional Development in HDFS | 1 |
| CHD 5266 | Advanced Child Development | |
| | OR | 3 |
| FAD 5263 | Advanced Family Studies | |
| CHD 6261 | Theories of Child Development | |
| | OR | 3 |
| FAD 6436 | Theories of Family Sciences | |

| **Required Research Courses:** | | **9 credit hours** |
|---|---|---|
| CHD 5915 | Methods of Research I | 3 |
| FAD 5700 | Applied Research in Human Sciences | 3 |
| FAD 5970 | Special Project (S/U) | 3 |

| **Elective Courses Within HDFS (examples):*** | | **14 credit hours** |
|---|---|---|
| CHD 5618 | Policy Development and Analysis in HDFS | 3 |
| FAD 5702 | Grant Writing in Human Development and Family Science | 3 |
| CHD 5940 | Practicum in Child Development | 3-9 |
| CHD 5906 | Directed Individual Study (topics vary) (S/U) | 1-3 |
| CHD 6264 | Assessment Techniques for Children and Families | 3 |
| CHD 6636 | Development of Social Withdrawal, Inhibition, Shyness, and Anxiety from Childhood to Young Adulthood | 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 HDFS (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 5617 | Professional Development in HDFS | 1 |
| CHD 5266 | Advanced Child Development | 3 |
| FAD 5263 | Advanced Family Studies | 3 |
| CHD 6261 | Theories of Child Development | |
| | OR | 3 |
| FAD 6436 | Theories of Family Sciences | |

| **Required Research Courses:** | | **minimum 12 credit hours** |
|---|---|---|
| CHD 5915 | Methods of Research I | 3 |
| FAD 5700 | Applied Research in Human Sciences | 3 |
| FAD 5971 | Thesis (S/U) | 6 |
| FAD 8976 | Thesis Defense | 0 |

| **Elective Courses Within HDFS (examples):*** | | **8 credit hours** |
|---|---|---|
| CHD 5618 | Policy Development and Analysis in HDFS | 3 |
| FAD 5702 | Grant Writing in Human Development and Family Science | 3 |
| CHD 5940 | Practicum in Child Development | 3-9 |
| CHD 5906 | Directed Individual Study (topics vary) (S/U) | 1-3 |
| CHD 6264 | Assessment Techniques for Children and Families | 3 |
| CHD 6636 | Development of Social Withdrawal, Inhibition, Shyness, and Anxiety from Childhood to Young Adulthood | 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 HDFS (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 Supervisory Committee in developing the program of study.*

| **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. Direct Option in Human Sciences, HDFS Concentration**

The Ph.D. Direct Option 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 **Direct Option** program complete the M.S. thesis within 2 years of enrollment in the program. These students must complete the M.S. within 3 years to remain in good standing in the Ph.D. program. Dual enrolled MS thesis students in this program must complete the thesis before taking the doctoral preliminary exam.

The Ph.D. portion 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. Direct Option in Human Sciences, HDFS Curriculum***

**Dual Enrolled Master's Thesis**

| **Required Core Courses** | | **10 credit hours** |
|---|---|---|
| CHD 5617 | Professional Development in HDFS | 1 |
| CHD 5266 | Advanced Child Development | 3 |
| FAD 5263 | Advanced Family Studies | 3 |
| CHD 6261 | Theories of Child Development | |
| | OR | 3 |
| FAD 6436 | Theories of Family Sciences | |

| **Required Research and Statistics** | | **minimum 12 credit hours** |
|---|---|---|
| CHD 5915 | Methods of Research I | 3 |
| FAD 5700 | Applied Research in Human Sciences | 3 |
| FAD 5971 | Thesis (S/U) | 6 |
| FAD 8976 | Thesis Defense | 0 |

| **Elective Courses within HDFS (examples)*** | | **8 credit hours** |
|---|---|---|
| CHD 5618 | Policy Development and Analysis in HDFS | 3 |
| FAD 5702 | Grant Writing in HDFS | 3 |
| CHD 6264 | Assessment Techniques for Children and Families | 3 |
| CHD 6636 | Development of Social Withdrawal, Inhibition, Shyness, and Anxiety from Childhood to Young Adulthood | 3 |
| FAD 5900r | Readings in HDFS (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 |

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

| **TOTAL MINIMUM M.S. (includes thesis credits)** | **30 credit hour** |
|---|---|

*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, For FAD 5971-Thesis the minimum credit hours required is 6 total.*

**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 6266 | Family Diversity | 3 |
| FAD 6436 | Theories of Family Science | |
| | OR | 3 |
| CHD 6261 | Theories of Child Development | |

| **Required Research and Statistics** | | **minimum 31-33 credit hours** |
|---|---|---|
| FAD 5705 | Qualitative Research in HDFS | 3 |
| FAD or CHD 5912r | Supervised Research (S/U) | 1-3 |
| FAD 6917 | Research Methods in HDFS | 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 6701 | Adv Longitudinal Model in FS | 3 |
| FAD 6935r | Special Topics FCD: Dyadic Data 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 HDFS | 3 |
| FAD 5702 | Grant Writing in HDFS | 3 |
| CHD 6264 | Assessment Techniques for Children and Families | 3 |
| CHD 6636 | Development of Social Withdrawal, Inhibition, Shyness, and Anxiety from Childhood to Young Adulthood | 3 |
| FAD 5900r | Readings in HDFS (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. Direct Option with dual enrolled M.S. 92 credit hours**

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

** Courses are selected with approval from the Advisory Committee in developing the program of study. Courses can be substituted with qualifying graduate-level courses within the College.*

**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 HDFS | 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** | | **minimum 37 credit hours** |
| CHD 5915 | Methods of Research I | 3 |
| FAD 5700 | Applied Research in Human Sciences | 3 |
| FAD 5705 | Qualitative Research in HDFS | 3 |
| FAD 5912r | Supervised Research (S/U) | 1-3 |
| FAD 6917 | Research Methods in HDFS | 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 6701 | Adv Longitudinal Model in FS | 3 |
| FAD 6935r | Special Topics FCD: Dyadic Data Analysis | 3 |
| | | |
| **HDFS Elective Courses (examples)*** | | **14 credit hours** |
| CHD 5618 | Policy Development and Analysis in HDFS | 3 |
| CHD 5266 | Advanced Child Development | 3 |
| FAD 5702 | Grant Writing in HDFS | 3 |
| CHD 6264 | Assessment Techniques for Children and Families | 3 |
| CHD 6636 | Development of Social Withdrawal, Inhibition, Shyness, and Anxiety from Childhood to Young Adulthood | 3 |
| FAD 5263 | Advanced Family Studies | 3 |
| FAD 5900r | Readings in HDFS (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)** | | **80 credit hours** |

**Courses can be substituted with qualifying graduate-level courses within the College.*

**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 HDFS | 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 | Contextual and Systemic Foundations of MFT | 3 |
| **Required Research and Statistics** | | **minimum 39 credit hours** |
| CHD 5915 | Methods of Research I | 3 |
| FAD 5700 | Applied Research in Human Sciences | 3 |
| FAD 5705 | Qualitative Research in HDFS | 3 |
| FAD 6917 | Research Methods in HDFS | 3 |
| FAD 6706 | Intervention Research in HDFS | 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 6701 | Adv Longitudinal Model in FS | 3 |
| FAD 6935r | Special Topics FCD: Dyadic Data Analysis | 3 |
| **Clinical Practice Requirements** | | **minimum 21 credit hours** |
| FAD 6606 | Supervision in MFT | 3 |
| FAD 6624r | Advanced Supervision in MFT | 1-3 |
| 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 |
| FAD 5702 | Grant Writing in HDFS | 3 |
| CHD 6264 | Assessment Techniques for Children and Families | 3 |
| CHD 6636 | Development of Social Withdrawal, Inhibition, Shyness, and Anxiety from Childhood to Young Adulthood | 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)** | | **85 credit hours** |

**Courses can be substituted with qualifying graduate-level courses within the College.*

## APPENDIX F

### Annual Progress Review for Ph.D. Students

FSU | ANNE SPENCER DAVES COLLEGE OF EDUCATION, HEALTH, AND HUMAN SCIENCES

**ANNE SPENCER DAVES COLLEGE OF EDUCATION, HEALTH, AND HUMAN SCIENCES**
**DOCTORAL ANNUAL EVALUATION**

Academic Year: _____

Department: _____ Academic Plan/Major: _____

## Doctoral Student Annual Review

In accordance with University and College policy, each year, the supervisory committee, the major professor, or the student's advisor prior to selection of a major professor, will assess the progress of the student in writing and will make available copies of the annual review to the student, the departmental chair, and the academic dean.

The department/program will forward the form to OASIS (oasis-grad@fsu.edu) via DocuSign for completion.

***Form fields must be typed. Authenticated digital signatures (Adobe or DocuSign) are required.***

Student Name: _____EMPLID: _____

Program Entry Term/Year: _____ Major Professor/Advisor: _____

Term/Year Diagnostic Exam Anticipated*: _____or Term/Year Diagnostic Exam Passed*: _____
**If applicable*
Term/Year Prelim Exam Anticipated: _____or Term/Year Prelim Exam Passed: _____

Projected Date of Graduation: _____

### Portfolio Review:

*The intent of the annual review is to ensure 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 boxes are to be marked.*

*The student must submit supporting materials to the annual evaluation portfolio system before July 1st of each year. A copy of the completed and signed report is to be on file with OASIS (1) prior to the end of classes for those graduating in the spring semester or (2) July 1st if the student is continuing in the same program. The major (or co-major) professor(s) should also provide a completed and signed copy to the student.*

| | Not yet applicable | Needs Improvement | Meets Expectations | Exceeds Expectations |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| **1) Current CV** | | | | |
| | | - CV not uploaded *or*<br>- Low quality (e.g., Poorly formatted, lack of information, lack of detail, unnecessary information) | - CV uploaded<br>- Complete information | - Up to date, thoroughly edited and organized with currently accepted formatting |
| **Comments** | | | | |
| **2) Draft of a grant application (SLO 1.3)**<br>Students will produce a draft of a grant application relevant to their area of research | | | | |
| | | - Grant not uploaded *or*<br>- Low quality, not suitable for submission | - Grant appropriate to student's research program<br>- Ready for submission | - Grant appropriate to student's research program *and* was submitted |
| **Comments** | | | | |
| **3) Publishable Manuscripts (SLO 1.2)**<br>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 | | | | |
| | | - Fewer than three manuscripts submitted to peer-reviewed scientific journals | - Three manuscripts submitted to peer-reviewed scientific journals of which the student is the lead author on at least 1 | - More than three manuscripts submitted to peer-reviewed scientific journals and the student is the lead author on at least 1 |
| **Comments** | | | | |
| **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 | | - Fewer than three research presentations submitted to national or international professional conferences | - Three research presentations submitted to national or international professional conferences | - More than three research presentations submitted to national or international professional conferences |
| **Comments** | | | | |
| **5) Statement of Program of Research** | | | | |
| | | - Program of Research not uploaded *or*<br>- Poorly written or organized | - Program of Research uploaded with adequate writing<br>- All elements present, clear statement of research | - 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 | | | | |
| | | - SPCI mean rating of < 3.0 (if student was instructor of record) | - SPCI mean ratings of > 3.0 (if student was an instructor of record) | -SPCI mean ratings of > 4.0 (if student was an instructor of record)<br>- Nomination for teaching award<br>-PIE Teaching Training Recognition |

| | | | | |
|---|---|---|---|---|
| demonstrate knowledge and skills of effective teaching in traditional or non-traditional instructional formats. | | | | |
| **Comments** | | | | |
| **7) Statement of Teaching Philosophy** | | | | |
| | | -Statement not uploaded *or*<br>- Low quality, not suitable for submitting with a job application | - Statement uploaded with adequate writing<br>- All elements present, clear statement of teaching philosophy | - Exemplary writing and organization |
| **Comments** | | | | |
| **8) Cultural Competency Statement** | | | | |
| | | -Statement not uploaded *or*<br>- Low quality, not suitable for submitting with a job application | - Statement uploaded with adequate writing<br>- 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<br>-No events / activities | -Member of at least one national professional / scientific association<br>-Average of at least one service event/activity per year | -More than one event / activity *or* served as a journal reviewer-in-training *or* 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 practice competencies and supervision skills in meeting the needs of diverse individuals, couples, and families. | | | | |
| | | -Below satisfactory practicum evaluation assessment on any domain criteria 1-7 on the practicum syllabus or below standard quality performance indicators on internship evaluations;<br>-Inability to maintain requisite clinical load;<br>-Behavior below standards of professional practice | - Satisfactory practicum evaluation assessments on domains 1-7 on the practicum syllabus or adequate quality performance indicators on internship evaluations;<br>- Maintains requisite clinical load;<br>-Behavior represents standards of professional practice | - Evaluation assessments of "very good" on practicum on domains 1-7 on the practicum syllabus or high-quality performance indicators on internship evaluations;<br>- Maintains requisite clinical load;<br>-Behavior exceeds standards of professional practice |
| **Comments** | | | | |

**<u>For Students in their 2nd Year or Beyond - Developmental Review:</u>**

*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**<br>Apart from grades. Examples include but are not limited to: |

| | | | |
|---|---|---|---|
| | • Intentional development of POS<br>• Informed decisions about coursework and opportunities<br>• 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**<br>Apart from articulating a research program and submitting papers/conference abstracts. Examples include but are not limited to:<br>• Independent articulation of research questions and hypotheses<br>• Ability to independently test hypotheses, troubleshoot and manage data<br>• Ability to articulate state of knowledge in research area<br>• Demonstrated progress toward the development of a focused program of research<br>• 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**<br>Apart from specific activities like service to the field, completing reviewer-in training. Examples include but are not limited to:<br>• Effective time management<br>• Work ethic<br>• Professional conduct both within the FSU community and in the broader professional arenas<br>• 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** | | | |

Current Academic Year Scholarly Engagement Requirement Completed:_____Yes _____No

Satisfactory Progress: _____ Unsatisfactory Progress (Official Concern) _____

Please briefly summarize the student's progress over the past 12 months. Please note any special problems that have occurred. *Please attach a separate page if additional space for comments is needed.*

_____

_____

_____

_____

_____

_____

Signature of Student: _____Date: _____

Signature of (Co-)Major Professor: _____Date: _____

Signature of (Co-)Major Professor: _____Date: _____

Initial of OASIS Staff Member: _____ Date Received in OASIS: _____

*This form is a college template that may be adapted for department/program use.*
*Rev. Nov. 2024*

**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 in an annual evaluation summary. The action plan will enumerate measurable benchmarks that must be completed by the student during the next academic year 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.

**APPENDIX G**

**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 H**

**Preliminary Exam Grading Rubric**

| **Expectation** | **Evaluation** | | |
|---|---|---|---|
| | Exceeds Expectations | Meets Expectations | Does Not Meet Expectations |
| *Theory Performance Expectations*: 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 |
| *Content Performance Expectations*: 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 |
| *Methods Performance Expectations*: 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 |
| *Integration Expectations*: 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 |
| *Writing Style Performance Expectations*: 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*<br>**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 |
| <u>*Oral Defense Performance Expectations*</u>: 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 I**

**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. |

**APPENDIX J**

**University Resources**

**Student organizations:**
Florida State University has many organizations and groups that may be of interest including:

- The Black Graduate Student Association
  https://fsu.campuslabs.com/engage/organization/bgsa
- Hispanic Graduate Student Association
  https://fsu.campuslabs.com/engage/organization/higsa
- Pride Student Union
  https://fsu.campuslabs.com/engage/organization/pride
- InternatioNole
  https://fsu.campuslabs.com/engage/organization/internationole
- Panamanian Student Association
  https://fsu.campuslabs.com/engage/organization/ptyatfsu
- Empowering Women Globally
  https://fsu.campuslabs.com/engage/organization/empoweringwomenglobally
- The National Association for the Advancement of Colored People
  https://fsu.campuslabs.com/engage/organization/naacp
- The Jewish Student Union
  https://fsu.campuslabs.com/engage/organization/thejewishstudentunion
- Gender Odyssey
  https://fsu.campuslabs.com/engage/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
- Queer Professionals Network
  Contact: Paige Rentx prentz@fsu.edu
  Karin Brewster brewster@admin.fsu.edu
- South Asian Student Association
  Contact: Somnath Chatterjee
- 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 & Service (The Center)
  https://thecenter.fsu.edu/
- Center for Global Engagement (CGE)
  https://cge.fsu.edu/
- Center for Academic Retention and Enhancement (CARE)
  https://care.fsu.edu/
- Center for Intensive English Studies (CIES)
  https://cies.fsu.edu/student-activities/intensive-english-program
- Center for the Advancement of Human Rights
  https://www.cahr.fsu.edu/
- Center for Autism & Related Disabilities
  https://fsucard.com/about/
- Pepper Institute on Aging and Public Policy
  https://pepperinstitute.fsu.edu/
- Student Veterans Center
  https://veterans.fsu.edu/
- Civil Rights Institute
  https://cosspp.fsu.edu/cri/