

Program Handbook

Measurement and Statistics

Department of Educational Psychology & Learning
Systems

College of Education, Health, and Human Sciences



Florida State University

Update: Summer 2024

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Chapter 1: General Information

Welcome to the Measurement and Statistics (M&S) Program at Florida State University. This handbook describes the basics of our program, which offers two degrees: Master of Science (M.S.) and Doctor in Philosophy (Ph.D.). M&S is housed within the program area known as Educational Psychology, in the Department of Educational Psychology & Learning Systems in the College of Education, Health, and Human Sciences (CEHHS).

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

Mission of the M&S Program

The Measurement & Statistics (M&S) program prepares leaders in educational research to serve in various types of professional positions related to collecting, analyzing, and interpreting educational statistics. Our mission is to prepare you for an array of professional positions – as future professors of measurement and statistics at colleges and universities; psychometricians who may work in commercial testing firms; educational-measurement and/or educational-statistics specialists employed by test publishers, regional educational laboratories, or governmental licensing, certification, or assessment units; and directors of measurement activities for schools and school systems.

We also serve the CEHHS and Florida State University by teaching education researchers and social-science researchers from other domains to use quantitative approaches appropriately in their areas of application.

Core Values

Graduates from our program are expected to understand and uphold the core professional values of the key professional organizations to which they will belong, including the American Educational Research Association (AERA), National Council on Measurement in Education (NCME), Psychometric Society, the American Statistical Association (AmStat), and the American Psychological Association (APA). In particular we expect our students and graduates to:

- Design test and assessments that are fair, reliable, and valid for the purposes to which they will be put.
- Analyze data in a way appropriate to the purpose of the analysis and respectful of the limitations of how the data were collected.

- Honestly report limitations and bounds on inferences when using estimates drawn from data, by including standard errors and noting possible biases.
- Store, prepare, analyze, and report on data about human participants in a way that respects their privacy and dignity.
- Meet the needs of as many stakeholders as possible in any decision process, subject to the above constraints.

Faculty in the Measurement & Statistics Program

- Russell G. Almond, Ph.D.
- Huan Kuang, Ph.D.
- Yanyun Yang, Ph.D.
- Qian Zhang, Ph.D. (program coordinator)

- Salih Binici, Ph.D. (adjunct faculty)
- Suleyman Olgar, Ph.D. (adjunct faculty)
- Ying Zhang, Ph.D. (adjunct faculty)

- Betsy J. Becker, Ph.D. (Professor Emeritus)

Program Staff

Angela Lanier
 Academic Support Assistant
 (850) 644-8786
sal21a@fsu.edu
 3210E Stone Building

Bryan Richards
 Sr. Administrative Specialist
 (850) 645-7976
brichards@admin.fsu.edu
 3210A Stone Building

OASIS, FSU Graduate School, and M&S Canvas Site

The CEHHS Office of Academic Services and Intern Support (OASIS) is very helpful. Important guidelines and the forms described in this handbook are available via links on the OASIS website: <https://cehhs.fsu.edu/OASIS>. The FSU Graduate School also has many important resources and useful forms at <http://gradschool.fsu.edu/>. You can find additional information and announcements on the M&S Canvas site (new requests to be added to the Canvas site should be sent to Dr. Russell Almond at ralmond@fsu.edu), which can be accessed by logging into your FSU account at <https://canvas.fsu.edu>.

It is always important for graduate students to consult with their major professor (advisor), OASIS, and the Graduate School for the latest requirements, deadlines, and forms. Things can change and deadlines are often earlier than you think!

OASIS Staff Contacts

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| Lisa Beverly Co-Director for Graduate Studies (850) 644-7914 lbeverly@fsu.edu 2301 Stone Building | Bernadine Thompson Graduate Academic Program Specialist (850) 644-7913 bathompson@fsu.edu 2301 Stone Building |
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Financial Aid

Financial aid for qualified graduate students is available in the form of university and college fellowships, graduate teaching and research assistantships, and tuition waivers. Applications for university and college fellowships must be received by January 5. The deadlines for assigning graduate assistantships depend in part on the research commitments and schedules of faculty. In general, assistantship applications for the fall term should be received by March 15. Prospective students are encouraged to contact the department regarding availability of assistantships relevant to their research interests.

College of Education, Health, and Human Sciences (CEHHS) Foundation Scholarships

The application window for CEHHS scholarships changes each year. Apply online at <https://cehhs.fsu.edu/scholarships>. For specific questions about CEHHS scholarships, please contact CEHHS-Awards@fsu.edu.

University Scholarships and Fellowships

Highly selective doctoral fellowships and scholarships are available at the University level. Consult the General Bulletin - Graduate Edition for information on University scholarships, fellowships, and assistantships. The University website has additional information on University fellowships and scholarships at <http://gradschool.fsu.edu/funding-awards/graduate-school-fellowships-and-grants>.

Florida State University requires graduate students to be enrolled full-time to qualify for assistantships or fellowships. A graduate assistant with a quarter-time (ten hours) or more per week assistantship must carry a minimum of nine credit hours to qualify as full-time. Graduate students financing their education through loan programs should note that most lenders require students to verify that they are carrying a full-time credit load.

Graduate Assistantships in M&S

A limited number of graduate assistantships are available to qualified M&S doctoral students who enroll full-time. At least one of the courses taken in the semester during which they are appointed on the assistantships should be on the program of study for their M&S degree. This does not include courses for any outside dual-degree program. Graduate assistants are expected to contribute their time and energy to research, teaching, or service projects associated with the Department, affiliated centers, individual faculty grant projects. Some students hold other positions in various college and FSU offices or off campus agencies. Assistantships or hourly work paid through FSU, which total 30 or more hours per week, will not be approved by the department. International students on F1 visa are not allowed to work for more than 20 hours per week.

The number and nature of assistantships available in M&S varies from semester to semester. Although the M & S faculty try to find assistantships for every student who wants one, the actual positions available each term depend on a number of factors including availability of assistantships, the match of the student's skills to the requirements of the job(s), and the student's academic performance. Students who are interested in an assistantship should make sure that their major professor and the program coordinator are aware of their desire.

In order to receive an assistantship, a student must be in good academic standing and making adequate progress towards their degree as judged by the program faculty. Also, the student's performance on previous assistantships is taken into account in the award decision. Here are details of some specific M&S assistantship opportunities:

- Service to the Program, Department, or College. These positions have no special requirements, but the number of such jobs is limited. Some positions require excellent English communication skills. Generally, no special application is needed, but the program faculty will forward names to department staff who have such open positions. The duties of these positions vary; they may require helping to prepare various reports or performing clerical duties.
- Teaching Assistants (TAs). Teaching assistants typically help faculty members with grading homework and other assignments, and hold office hours to help students understand the content of the class. The number of TA positions varies with the enrollment of courses. In order to be a TA,
 - (1) the student must have completed the Program for Essential Policies & Practices for TAs training. For details see <https://teaching.fsu.edu/required-training/>,
 - (2) the student must have earned high marks in the course they wish to grade for, or in an equivalent course at a different university, and
 - (3) an international student must score at least 50 on the SPEAK test (students who scored 26 or higher on the speaking portion of the IBTOEFL may be exempted from taking the SPEAK test). In addition to the SPEAK exam, the Center for Intensive English Studies allows for Category 5 TAs to meet the English Proficiency Requirement by

achieving a 90 or better in their Advanced Spoken English for ITAs Course (EAB5835).

Undergraduate Instructors. As the M&S program has no undergraduate courses, we have no undergraduate instructor positions to offer. A limited number of instructor jobs may be available from other programs within the department (particularly, Learning & Cognition is responsible for EDF 4430 Classroom Assessment). Before teaching an undergraduate course, students usually need to be trained by observing an instructor teaching the course. Talk to the coordinator for the course you want to teach (currently, Dr. Jeannine Turner is the coordinator for EDF 4430). This position requires excellent spoken communication and interpersonal skills, as well as Essential Policies & Practices for TAs training, and a SPEAK score of 50 for international students.

These are University-wide standards that any graduate student must meet prior to assuming one of the various instructional roles. These are meant to be university-wide minimum standards; departments may adopt additional or more stringent standards. They are meant to cover the formal use of graduate teaching assistants (TAs) in course instruction. The details of graduate assistantship job code, minimum requirements for different categories of instruction, University-wide Standards for teaching assistants, and certification of spoken English for graduate teaching assistants can be found at FSU Graduate Bulletin (<https://registrar.fsu.edu/bulletin/graduate/>) and the Center for the Advancement of Teaching (<https://teaching.fsu.edu/required-training/>).

- **Statistical Consultant.** In this graduate-assistant role the student provides advice on experimental design and statistical analyses to professors or other students doing thesis or dissertation research. Statistical consultants also supervise the research/teaching computers in Room 3207. A student must have completed most of their coursework to be eligible for this position. This position also requires excellent spoken communication and interpersonal skills.
- **Graduate Assistantships (GA positions).** These positions are highly variable and mostly depend on internal and external grant funding. Expertise in particular project areas is typically needed. Generally, these positions are assigned by a faculty member (including tenure-earning faculty, and the principal investigator, co-principal investigator, or co-investigator on grant) depending on their research needs and students' qualification. However, other faculty occasionally need assistance with statistical analyses and will contact M&S faculty for suggestions. Attending research groups and volunteering for independent research projects are generally good ways to get one of these assistantships.
- **Florida Department of Education (FLDOE) Internships.** The FLDOE funds several interns from the M&S program who assist with statistical analyses related to administering the official Florida state tests. The job has demanding deadlines but is rewarding in that it provides valuable experience for students interested in a career in the testing industry. Generally, this position is open only to students who have completed all required advanced measurement coursework, in particular, EDF 5434 Item Response Theory, EDF 5435 Theory of Scaling and Equating, and EDF 6057 Large Scale Assessment. M&S faculty

forward names of students who may be suitable to FLDOE staff who make the final selections.

- Other positions around the university. A large number of other positions are not controlled inside the department, but may be suitable for M&S students (in particular, work at various offices around the university, such as the ACE Learning Center which offers tutoring). To find out more about these jobs ask students who currently hold them how they applied and what the requirements are. (In particular, look for students who are about to graduate, leaving a vacancy.)

Tuition Waivers

Questions about tuition waivers and deadlines for registration and waiver applications should be directed to Bryan Richards (brichards@fsu.edu) in the Educational Psychology and Learning Systems suite – Stone 3210 (850-645-7976).

Full or partial tuition waivers are granted with qualifying graduate assistantships. These waivers are awarded on a semester-by-semester basis and may vary depending on the funding source of the assistantship.

For each semester, nine hours of coursework is the minimum required to receive a tuition waiver. Students must be registered for at least nine hours by the time early registration closes or they will lose the tuition waiver.

Minority Scholarships

Information on the following minority scholarships can also be found at

- The Florida Fund for Minority Teachers (FFMT)
- McKnight Doctoral Fellowships
- Ford Foundation Diversity Fellowships
- American Association of University Women Dissertation Fellowship
- Martin Luther King, Jr. Scholarship Fund
- Latin American – Caribbean Scholars
- Leslie N. Wilson - Delores Auzenne Fellowship

Documentation

- 1) Because of FERPA regulations, all faculty need students' explicit permission before they send out letters of recommendation (e.g., for summer internship opportunities, or job applications). This permission can be given in the form of:
 - a) A signed letter,
 - b) A scanned and emailed letter, or
 - c) An email from your FSU account (non-FSU accounts such as gmail and yahoo accounts are not acceptable).

The letter should indicate which parties or institutions faculty can release information to, and what information faculty can discuss. Please give faculty at least 2 weeks' notice.

- 2) All students must check their FSU email regularly. Faculty use this for important announcements. Also, due to FERPA regulations, faculty can discuss certain matters ONLY over FSU email but not via your Hotmail/Gmail/yahoo account.
- 3) Thesis and prospectus documents must be submitted to all committee members at least two weeks before the defense. Final dissertation must be submitted to the committee at least four weeks before the oral examination unless all members of the examination committee agree to a shorter reading period.
 - a) Except in extraordinary circumstances, revised versions of the document will not be accepted during that period.
 - b) If the document is not ready in time, the defense will be rescheduled.

Graduate Academic Regulations and Procedures

FSU implements policies and procedures on the information about the Office of the University Registrar, types of credit, registration, first day attendance, full-time student course load, drop/add or change of schedule, grades, and withdrawal policies. Students should refer to graduate bulletin (<https://registrar.fsu.edu/bulletin/graduate/>) for details of policies and procedures.

Institutional Review Board (IRB)

FSU's Office for Human Subjects Protection website is another very important resource for you (<https://www.research.fsu.edu/research-offices/ohsp/>). IRB (Institutional Review Board) application and approval is required for ALL research involving human participants you might conduct at any stage during your time at FSU. It is required not just for thesis or dissertation research, but for research involving human subjects for many research projects that take place outside of class contexts. Rules for assessing whether your project involves human subjects are found at the website above but in short, if it involves data on humans and you intend to disseminate the findings at research conferences or in publications, it likely requires IRB approval. Even research involving secondary analysis of existing data sets that have already been collected as part of a previously approved study (or that are available online, etc.) must have IRB approval! Two exceptions to IRB rules are meta-analyses and simulation studies. The online IRB approval process can take weeks or months, so do not delay starting the application process.

Chapter 2: Master's Program in Measurement and Statistics

The M&S master's program offers a M.S. degree in Measurement and Statistics. You may take one of the two tracks toward the degree: thesis track or non-thesis track. The M&S also offers an online M.S. degree (non-thesis track).

- Master's Thesis Track requires:
 - A minimum of 30 credit hours of coursework; at least 21 of the hours must be letter-graded (e.g., A, B, C; in particular, these credits cannot be earned via directed independent study which is graded U/S).
 - A minimum of 6 thesis hours
 - Passing the thesis prospectus defense
 - Passing the thesis defense
- Master's Non-thesis Track (both face-to-face and online degrees) requires:
 - A minimum of 30 credit hours of coursework; at least 21 of the hours must be letter-graded (e.g., A, B, C, in particular, these credits cannot be earned via directed independent study which is graded U/S)
 - Passing grade on the Comprehensive Exam in the form of composing a portfolio
 - Courses taken more than 7 years prior to the comprehensive exam may not be counted towards these numbers

In order to be eligible for conferral of a degree, the university requires that your cumulative grade point average be at least 3.0 in formal graduate courses. No course hours with a grade below "C-" will be credited on the graduate degree; all grades in graduate courses except those for which grades of "S" or "U" are given or those conferred under the provision for repeating a course will be included in computation of the average. In addition, you are expected to earn a grade of B or better in all M&S required graduate courses. Grades earned at another institution cannot be used to improve a Grade Point Average (GPA) at Florida State University.

Coursework

Students majoring in Measurement and Statistics must take at least nine credit hours per semester to have full-time status. Graduate-level courses in the M&S program are numbered in the 5000 through 7000 course codes under EDF. You are encouraged to take relevant courses offered by the Statistics Department, as well as by other programs in Educational Psychology and Learning Systems, Educational Leadership and Policy Studies, Economics, and Psychology. You may also want to participate in directed individual studies and seminars, and we strongly hope you will become involved in a personal program of research soon after starting your coursework.

In addition to courses, you are expected to attend the M&S Colloquium, which is usually held every other Friday during the Fall and Spring semesters at 12pm.

Required Courses

- EDF 5400 Descriptive/Inferential Statistics Applications (4 hrs)
- EDF 5401 General Linear Models Applications (3 hrs)
- EDF 5402 Advanced Topics in ANOVA (3 hrs)
- EDF 5406 Multivariate Analysis Applications (3 hrs)
- EDF 5432 Measurement Theory I (3 hrs)
- EDF 5448 Scale/Instrument Development (3 hrs)
- EDF 5481 Methods of Educational Research (3 hrs)
- EDF 5916 Research Proposal Writing (1 hr extra with EDF 5481)
- EDF 5484 ED Data Analysis (3 hrs)
- EDF 7418 Multilevel Modeling (3 hrs)
- EDF 5971 Thesis (Thesis track) (at least 6 hrs)
- EDF 8966 Comprehensive Exam (Non-thesis track)

Recommended Courses

- EDF 5404 Bayesian Data Analysis (3 hrs)
- EDF 5409 Structural Equation Modeling (3 hrs)
- EDF 5431 Classroom Assessment (3 hrs)
- EDF 7489 Meta-Analysis (3 hrs)
- EDF 6937 (Advanced seminars)

Major Advisor

Your advisor or major professor is the person who signs your paperwork and works with you to help you make decisions during your time at FSU. Upon admission to the Master's program, you will be assigned a major advisor who will assist you in selecting courses and planning your study. The student and faculty advisor jointly develop the program of studies that best combines the student's experience, areas of interest, and career goals. If you choose the non-thesis track, the major advisor will guide you through all stages of your study. For the thesis track, your advisor also supervises your research. Usually, a master's student would only change advisors if thesis topic differs from the interest area of your advisor.

Supervisory Committee and Program of Study

You and your major professor will select a three-person supervisory committee, which must include your major advisor; at least one of the other two faculty members should be from the Measurement & Statistics program. All committee members should have Graduate Faculty Status. The supervisory committee will formally approve your program of study and supervise your thesis (if you choose the thesis track).

During your first year of study, you and your advisor should draft your Master's Program of Study. Program of Study Forms are available online through OASIS website (<https://cehhs.fsu.edu/oasis/graduate-students>) and must be completed by the end of your first year. If necessary, you can make revisions before applying for graduation.

Recommended Timetable

A suggested roadmap to a Master's Degree in M&S can be found in Appendix A.

Year 1: Enroll in courses (e.g., EDF 5400; EDF 5401; EDF 5402); Begin core coursework; Complete and turn in a Program of Study in the second term.

For the thesis track, begin to plan the thesis topic.

Year 2 (and beyond, if needed): For non-thesis-track students, prepare for the comprehensive exam; Take the comprehensive exam during the last semester.

For thesis-track students, take thesis hours, prepare and defend the prospectus and final thesis.

Master's Comprehensive Exam (Non-thesis Track)

Comprehensive Exam

The Comprehensive exam is required for Master's students pursuing a Master's degree via the non-thesis track who have completed or almost completed their coursework. The purpose of the exam is to ensure that graduate students have acquired the knowledge to practice Measurement & Statistics at the Master's level. Students must demonstrate competence in

- EDF 5400 Descriptive/Inferential Statistics Applications
- EDF 5401 General Linear Models Applications
- EDF 5402 Advanced Topics in ANOVA
- EDF 5406 Multivariate Analysis Applications
- EDF 5448 Scale and Instrument Development
- EDF 5432 Measurement Theory I
- EDF 5481 Methods of Educational Research

Students must officially register for a zero-credit hour course for the Comprehensive Exam (EDF 8966) during the semester when taking the exam. Students take the exam in the form of submitting a portfolio no later than the 8th week of the semester. The portfolio consists of the Program of Study and two papers evidencing the student's knowledge of practice in Measurement & Statistics at the Master's level. One paper should be in the Measurement area, and the other should cover topics in Statistics. Papers may be coauthored, but students must document how they have made a major contribution to the work in each paper. The papers could be:

- 1) Based on expanded projects from classes with substantial measurement and statistics content,
- 2) Conference papers,
- 3) Journal articles submitted for publication.

Evaluation Procedure and Grades

The student's committee or provisional committee (if the final committee has not been formed) will evaluate the portfolio and assign a Pass/Fail grade. In case they need additional information, the committee may schedule an oral exam that covers the submitted portfolio. In such scenarios, the oral exam normally occurs 2-3 weeks after submitting the portfolio, and the Pass/Fail grade is made at the end of the oral exam. The official Pass/Fail grade will be recorded for EDF 8966, the Master's Comprehensive Exam course. The student should also submit the Master's Comprehensive Exam Results Form (<https://cehhs.fsu.edu/oasis/graduate-students>) after receiving the Pass/Fail notification.

Retake Policy

If you fail the Master's Comprehensive Exam, you may take it during the next semester. Failing the exam twice leads to termination from the degree program.

Thesis Defense (Thesis Track)

Students are expected to write and defend both a prospectus and final thesis to their committee. M&S committees must be formed according to the rules of College and the Graduate School. The defenses can be held with the assistance of distance technology (e.g., Skype, Zoom). A grade of Pass for the defense of the thesis requires at least a majority approval of the committee. Since revisions to your final document are usually required by the committee and then must be approved by your committee/advisor, it is very important to defend early in the semester you want to graduate. Please carefully follow the Graduate School's deadlines for defense meetings, final document submission, and graduation application so that your plans to graduate are not impeded. The deadline for submitting master's prospectus and thesis documents to the committee is two weeks prior to the defense date. Faculty serve on multiple committees, and thus may be scheduled for many meetings around the time the thesis is due to the Graduate School. Thus, it is best to make sure that both (a) the document is ready well before the defense date, and (b) the defense date is scheduled well in advance.

BEFORE scheduling a defense, the document should be approved by your advisor. Your advisor will only approve the document when he or she thinks it has a reasonable probability of passing the committee with few changes. In particular, it does no good to rush a defense because of personal reasons or an impending deadline if the document is not ready. Students should keep in regular touch with their advisor about draft documents and hand in documents with sufficient time for review before scheduling a defense.

Passing the prospectus defense and gaining IRB approval for your study (if the research involves human subjects including secondary data analyses) are required before you begin to

collect data. Students who performed Human Subjects or Animal Subjects Research will need to attach/include their IRB or IACUC documentation in the Manuscript Clearance Portal. Such information also needs to be included in the back matter (appendix) of their final, content-approved manuscript prior to the post-defense deadline.

You do not need to register for the prospectus defense per se, but after defending the prospectus your committee members will need to sign an approval form for you. For your defense of the prospectus and final thesis, you must provide the committee with your document 2 weeks prior to the meeting date. Before sending your prospectus or final document to the committee, however, be sure to check your document for plagiarism using the Turnitin portal on the Educational Psychology and Learning Systems Student Canvas site (called EPLS Students) AND to have your advisor's approval. Also, you must register for the EDF 8976 Thesis Defense course as well as for two EDF 5971 Thesis hours during the semester of your final defense.

Chapter 3: Doctoral Program in Measurement & Statistics

Doctoral requirements for CEHHS can be found at <https://cehhs.fsu.edu/oasis/graduate-students>. You can find additional information and announcements at the College's academic services website and on both the Measurement & Statistics (M&S) and Graduate Studies Canvas (GradSpace) sites, accessed by logging into your account (<https://canvas.fsu.edu>).

The requirements for the doctoral degree in M&S are slightly less structured than those for the Master's degree. This enables students who enter the program with varying backgrounds and degrees of knowledge to tailor their own program to their needs. Ph.D. students who do not hold a Master's degree in M&S are encouraged to take the required coursework to ensure that they acquire a suitable foundation. Also, the M&S Master's degree can be earned "in flight" to the doctoral degree, by students who do not have a prior master's in the area. The principal requirements for the doctoral program are:

- Completing required coursework, as outlined in the Program of Study
- Passing the qualifying examination
- Passing the preliminary examination
- Passing the dissertation prospectus
- Passing the dissertation defense

In order to be eligible for conferral of a degree, the university requires a cumulative grade point average of at least 3.0 in formal graduate courses. No course hours with a grade below "C-" will be credited on the graduate degree; all grades in graduate courses except those for which grades of "S" or "U" are given, or those conferred under the provision for repeating a course, will be included in computation of the average. In addition, you are expected to earn a grade of B or higher in all M&S required graduate courses. Grades earned at another institution cannot be used to improve a Grade Point Average (GPA) or eliminate a grade-point average deficiency at Florida State University.

If you have a Master's degree in a related field or have graduate work from an accredited university, you may want to consult your faculty advisor about waiving some courses that are required for the Ph.D. program.

Doctoral students should take at least one course every semester from their program of study. In addition to the coursework, exams, and dissertation, doctoral students are expected to meet the scholarly engagement requirement of Florida State University. This involves showing ongoing engagement with research and scholarship outside of the classroom in a variety of ways. These are described below.

Doctoral Scholarly Engagement Requirement

Florida State University has instituted a Scholarly Engagement requirement for doctoral students. Its goal is to encourage students to become independent scholars who participate in the global scholarly community. Doctoral students in Measurement and Statistics can meet the Scholarly Engagement requirement by fulfilling either items 1 and 2, OR items 1 and 3, shown below.

- (1) Doctoral students should attend the bi-weekly M&S colloquia meeting unless an excused absence is provided. Excused absences include documented illness, deaths in the immediate family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities.
- (2) Doctoral students in the first two years of study should attend a professional conference (e.g., American Educational Research Association, American Psychological Association, American Statistical Association, or Florida Educational Research Association) that is related to their program of study. Doctoral students in their third year of study and beyond should give one or more presentation(s) related to their program of study, such as being a (co)-author of a professional conference presentation.
- (3) Doctoral students should be involved as authors or coauthors in preparing, submitting, or publishing research paper(s) in scholarly outlets (e.g., journals, book chapters).

Each doctoral student will be evaluated for their engagement activities at the end of each academic year during the Annual Evaluation, as described in Chapter 4 in this handbook.

Coursework

Students majoring in Measurement and Statistics must take at least nine credit hours per semester to have full-time status. Graduate-level courses in the M&S program are numbered 5400 and above under EDF. Students are encouraged to take relevant courses offered by the Statistics Department, as well as other programs in Educational Psychology and Learning Systems, Educational Leadership and Policy Studies, Economics, and Psychology. Students are also encouraged to participate in directed individual studies and seminars and to become involved in a personal program of research.

Required Courses

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| EDF 5400 | Descriptive/Inferential Statistics Applications (4 hrs) |
| EDF 5401 | General Linear Models Applications (3 hrs) |
| EDF 5402 | Advanced Topics in ANOVA (3 hrs) |
| EDF 5406 | Multivariate Analysis Applications (3 hrs) |
| EDF 5409 | Structural Equation Modeling (3 hrs) |
| EDF 5431 | Classroom Assessment (3 hrs) |
| EDF 5432 | Measurement Theory I (3 hrs) |
| EDF 5434 | Item Response Theory (3 hrs) |
| EDF 5435 | Theory of Scaling and Equating (3 hrs) |

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| EDF 5448 | Scale/Instrument Development (3 hrs) |
| EDF 5481 | Methods of Educational Research (3 hrs) |
| EDF 5916 | Research Proposal Writing (1 hr extra with EDF 5481) |
| EDP 5035 | Introduction to Educational Psychology (3 hrs) |
| EDF 7418 | Multilevel Modeling (3 hrs) |
| EDF 6980 | Dissertation (24 hrs) |

Elective Courses

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| EDF 5404 | Bayesian Data Analysis (3 hrs) |
| EDF 5484 | ED Data Analysis (3 hrs) |
| EDF 5419 | Missing Data Analysis (3 hrs) |
| EDF 5456 | Introduction to Categorical Data Analysis (3 hrs) |
| EDF 6057 | Large-scale Assessment (3 hrs) |
| EDF 6482 | Experimental/Quasi Experimental Design (3 hrs) |
| EDF 7489 | Meta-Analysis (3 hrs) |
| EDF 6937 | Advanced Meta-Analysis (3 hrs) |
| EDF 6413 | Advanced Structural Equation Modeling (3 hrs) |
| EDF 6937 | Bayesian IRT (3 hrs) |
| EDF 6937 | Bayesian Network (3 hrs) |
| EDF 6937 | Longitudinal Data Analysis (3 hrs) |
| EDF 6937 | Measurement Invariance Analysis (3 hrs) |
| EDF 6937 | Mediation and Moderation (3 hrs) |
| EDF 6937 | Multidimensional IRT (3 hrs) |
| EDF 6937 | Survey Research (3 hrs) |

Required to take at least one statistics or math course from other programs such as Statistics Department and Scientific Computing. Students need to work with their major advisor to select the course(s) on their program of study.

Required to take at least one course from one of the programs outside of M&S. These courses must represent an area of application of measurement and statistics, and not merely be methodological courses from a different department. Example programs include Program Evaluation, Learning & Cognition (excluding already required courses), Instructional Systems and Learning Technologies, Psychology, and Sociology. Students need to work with their major advisor to select the course(s) on their program of study.

Directed Independent Studies (EDF 5906) or Supervised Research (EDF 5910).

Directed Independent Studies (DIS) and Supervised Research classes allow students to pursue research projects under the supervision of a faculty member. DIS credits earned in the semester during which the student passes the Preliminary Exam (before the deadline; normally mid-semester) can be converted to Dissertation hours.

Students who have previously taken a course substantially similar to one of the required courses may waive the requirement upon approval from their major advisor and the corresponding course instructor. Students may substitute a different course for one of the required courses with approval from their committee.

Major Professor

Your advisor or major professor is the person who signs your paperwork and works with you to help you make decisions during your time at FSU. Upon admission to the doctoral program, you will be assigned an advisor who will assist you in selecting courses and planning your study. You and your advisor jointly develop the program of studies that best combines and furthers the your experience, areas of interest, and career goals. Your major advisor will supervise your research. You may change your major advisor at any time, but when you change the major advisor, consider both your research interests and the faculty members' expertise, time, and availability to take new students.

Supervisory Committee and Program of Study

The supervisory committee should be formed within the first semester. When selecting members of the supervisory committee, the student needs to discuss with and have the consent of the major professor and the department chair. The full supervisory committee must consist of a minimum of four (4) members of the faculty who have Graduate Faculty Status, one of whom is the major professor, and another of whom serves as the university representative of the faculty. The university representative is drawn from outside the student's department. The university representative must be a tenured faculty member and should be free of conflicts of interest with other members of the supervisory committee. Many M&S students select an outside representative from the Department of Statistics; this fourth member can be added after the initial three (internal) members are chosen during the first year.

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

If the student wishes to revise the supervisory committee at any time after a program of study is submitted, a Graduate Supervisory Committee Revision form must be submitted to The Office of Academic Services and Intern Support (OASIS). The form can be found at <https://cehhs.fsu.edu/oasis/graduate-students>.

Recommended Timetable

A suggested roadmap to a Ph.D. Degree in M&S can be found in Appendix B.

Year 1: Enroll in core courses; Begin supervised research; Complete and turn in a Program of Study in the second term; Take Qualifying Exam.

Year 2: Enroll in advanced courses, complete disciplinary specialization, and take Preliminary Exam. The Preliminary Exam may be taken after year 2 in cases where additional coursework is desirable.

Year 3 (and up): Begin dissertation research; Prepare dissertation prospectus; Conduct dissertation research; defend final dissertation.

Qualifying and Preliminary Exams

Qualifying Exam

Every doctoral student must, before the end of the second semester, complete a departmentally administered diagnostic exam. Students should consult with the major professor to schedule the exam. The results must be submitted by the department to OASIS, but no specific course enrollment is required when taking the exam.

The purpose of the Qualifying Exam in M&S is to ensure that students can analyze and write about statistical issues. In addition, the exam is a formative assessment to assist with advising. Students must demonstrate competence in

- EDF 5400 Descriptive/Inferential Statistics Applications
- EDF 5401 General Linear Models Applications
- EDF 5402 Advanced Topics in ANOVA
- EDF 5481 Methods of Educational Research

During the second semester in the degree program, the student needs to find an existing dataset, design relevant research questions, and propose appropriate statistical analyses that address those research questions. The dataset and research questions need to be approved by the major advisor. Students should write a document about 6-8 pages long plus necessary tables, figures, and references. The document should be submitted to the major advisor at least two weeks before the end of the semester. Your major advisor will then coordinate with the student's committee to schedule an oral exam. At the oral exam, the student must also provide:

- Diagnostic/Qualifying Examination Form (<https://cehhs.fsu.edu/oasis/graduate-students>)
- Current vita, including a tentative statement of career plans
- A draft of the Program of Study
- Description of area of research interests

The description of research interests is often fairly general since this is an early exam, but to the extent possible students should include a rationale for their research interests and an overview of the methodology they expect to use or study.

For students who wrote a thesis for a Master's degree from a program equivalent to Measurement & Statistics, with permission from their advisor, they may submit their thesis as an alternative to qualifying exam paper. In either case, the student meets their committee to approve the Program of Study.

Preliminary Exam

Each doctoral student must pass a preliminary examination for admission to candidacy for the PhD degree.

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

The preliminary examination is designed to test scholarly competence and knowledge and to afford the examiners the basis for constructive recommendations concerning the student’s subsequent formal or informal study. The form and content of this examination will be determined by the department, college, school, or examining committee (typically, but not necessarily the same composition as the supervisory committee) administering the degree program. Prior to the examination, the student’s examining committee will determine whether the student 1) has a 3.0 average, and 2) has progressed sufficiently in the study of the discipline and its research tools to begin independent research in the area of the proposed dissertation.

The chair of the major department, the academic dean, and the Dean of The Graduate School may attend any session of the supervisory or examining committee as nonvoting members. A member may be appointed to the examining committee at the discretion of the academic dean or Dean of The Graduate School or on recommendation of the major professor. Normally, the examining committee will be identical with the supervisory committee.

The examining committee will report the outcome of the examination to the academic dean: passed, failed, additional work to be completed, or to be re-examined; the report following the reexamination must indicate the student either passed or failed. The results of the examination will be reported to the Office of the University Registrar for inclusion in the student’s permanent record.

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

Students can take the preliminary examination for admission to candidacy a maximum of only two times. A second failure on the preliminary exam makes the student ineligible to

continue in the degree program. The second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. For the purpose of this policy, a “full class week” is defined as a week with five days during which classes are held at FSU. Students must be registered separately for their first and second attempt, if necessary, within the same semester, and must receive either a “pass” or a “fail” grade for each attempt.

An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean’s Office by either the student or the supervisory committee. Students who allege that academic regulations and/or procedures were improperly applied for the re-examination of their preliminary exam may have their grievances addressed through the general academic appeals process. The full preliminary exam policy as listed here must be added to all doctoral student handbooks.” (FSU Graduate Bulletin, 2024-2025, p.107)

The Preliminary Exam is for Ph.D. students who have passed the Qualifying Exam and completed (or nearly completed) the required coursework. This exam assesses whether you are ready to conduct independent research, to write the dissertation, and to express ideas clearly. Students must demonstrate competence in

- EDF 5400 Descriptive/Inferential Statistics Applications
- EDF 5401 General Linear Models Applications
- EDF 5402 Advanced Topics in ANOVA
- EDF 5406 Multivariate Analysis Applications
- EDF 5409 Structural Equation Modeling
- EDF 5432 Measurement Theory I
- EDF 5434 Item Response Theory
- EDF 5448 Scale/Instrument Development
- EDF 5481 Methods of Education Research + EDF5916 Research proposal writing
- EDF 7418 Multilevel Modeling

Students are required to take the zero-credit hour of EDF8964 *Preliminary Doctoral Examination* in the semester they are taking the prelim exam. Students are encouraged to take a DIS course with their advisor in the same semester. The exam schedule is somewhat flexible, but students need to discuss the timeline with their advisor.

The prelim exam consists of written and oral portions. For the written portion,

- (1) Students prepare a one-page document summarizing the general ideal of research topics/questions.
- (2) Students submit the one-page summary to their major advisor. Upon approval by the advisor, students submit the summary to the committee (not including the University Representative) or provisional committee if the final committee has not been formed.
- (3) In two weeks, the committee writes three questions based on the student’s research topics/questions.

- (4) Upon receiving the exam questions, students have 2 weeks to prepare written responses. Written responses to each question should be 3-9 double-spaced pages long accompanied with tables, figures, appendix, references.

The oral portion is scheduled in about 2-3 weeks after the committee receives the written responses. The oral exam is used to discuss and evaluate issues revealed by the written responses. To avoid delaying in the process, the oral portion should be scheduled prior to the last week of the class.

Evaluation Procedure and Grades

For both the Qualifying and Preliminary exams, written answers are reviewed by the student's committee or provisional committee (if the final committee has not been formed). Evaluations are made based on the student's performance in both the written and oral portions. At the end of the oral exam, the faculty discuss the performance and make a pass/fail decision, immediately notifying the student. A Pass/Fail grade will be noted on the Diagnostic/Qualifying Examination Form for the qualifying exam and the Doctoral Preliminary Exam Results Form for the preliminary exam. An official Pass/Fail grade will be recorded in your transcript for the Preliminary Exam. Upon passing the Preliminary Exam, you are officially admitted to Candidacy, for which the Admission to Candidacy Form should be filed (both forms are available at <https://cehhs.fsu.edu/oasis/graduate-students>). Students who are taking directed independent study (DIS) credits may convert them to dissertation hours if the preliminary examination is passed before the deadline in the same semester set by the University; students who wish to do this should prepare this form as well.

Retake Policy

Qualifying Exam. Students have a maximum of two attempts to pass the Qualifying Exam. If a student fails the qualifying exam, they may take it again during the next semester the exam is offered. Two failures on the Qualifying Exam lead to termination from the degree program.

Preliminary Exam. If a student fails the Preliminary Examination, a re-examination may be requested by submitting a Doctoral Preliminary Exam Retake Request form, but it must be recommended by the student's supervisory committee and approved by the Academic Dean's Office. Students can take the Preliminary Examination for admission to candidacy only two times. The second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. A "full class week" is defined as a week with five days during which classes are held at FSU. Students must be registered separately for their first and second attempts, if necessary within the same semester, and must receive either a "pass" or a "fail" grade for each attempt. A second failure on the preliminary exam makes the student ineligible to continue in the degree program. Except for special circumstances, students who failed the prelim exam on the first attempt are expected to retake it the next semester when it is offered.

M.S. Degree In-flight to Ph.D.

Doctoral students who have not received a Master's degree in the Measurement & Statistics field can be awarded an M.S. degree in Measurement & Statistics in the semester they pass the preliminary exams. Students must have completed at least 30 credit hours of coursework toward the Master's degree (see the list in Chapter 2) and passed the Preliminary Exams. Students who are interested in applying for an M.S. degree in-flight to Ph.D. should work with their major advisor to prepare all necessary documents, ideally prior to the semester when they are taking the preliminary exam so that the in-flight degree can be added to their degree plan. They should also register for the zero-credit hour course EDF 8966 (Comprehensive Exam) in the same semester.

Admission to Candidacy

The FSU Graduate Bulletin states: "After completing the required coursework, passing the Preliminary Examination, submitting an Admission to Candidacy to the Office of the Registrar, and continuing to use campus facilities and/or receiving faculty supervision, but not yet having been cleared by the Manuscript Clearance Office, a full-time student shall register for a minimum of two credit hours of dissertation per semester, including Summer term, plus additional credit hours adding up to the required full-time load, until completion of the degree. A student also must be enrolled in a minimum of two hours of dissertation in the semester of graduation as part of any full-time load or underload (FSU Graduate Bulletin 2024-2025, pp. 86-87).

Doctoral Prospectus

After passing the preliminary examination, the student is required to submit to the major professor, supervisory committee, and departmental chair a prospectus on a research project suitable for a doctoral dissertation. Appendix C provides the flowchart of a typical prospectus. Students are reminded to seek Institutional Review Board (IRB) and/or Animal Care and Use Committee (IACUC) approval prior to commencing any research involving human or animal subjects.

CEHHS prospectus content and clearance procedure information can be viewed at <https://cehhs.fsu.edu/oasis/graduate-students>. Students should consult with their major professor regarding program-specific prospectus requirements.

Measurement and Statistics students must make sure that both

- 1) the document is ready well before the defense date (and distributed at least two weeks in advance), and
- 2) the defense date is scheduled well in advance.

BEFORE scheduling a defense, the document should be approved by the major professor. Faculty will only approve a document for defense when they think it has a reasonable probability of passing the committee without too many changes. Students should not "rush" or insist on holding a defense because of personal reasons or impending deadlines if the document

is not ready. Students should keep in regular touch with their advisor about draft documents and give documents to their advisor with sufficient time for review before scheduling any defense.

Upon prospectus approval, the student must submit a Prospectus Clearance Form, and an IRB Verification Form to OASIS. The prospectus approval form and IRB Verification form can be found at <https://cehhs.fsu.edu/oasis/graduate-students>. The University Representative Evaluation Form will be completed by the outside representative on the committee. Because many of these electronic forms also require approval of the Department Chair, they will need to be processed by the Department Office. Details are provided at the OASIS web site (<https://cehhs.fsu.edu/oasis/graduate-students>).

In addition to the other University requirements, EPLS requires that students verify that each document is free from plagiarism by

- 1) submitting it to Turnitin ® and
- 2) working with their advisor to ensure compliance with university rules and ethical considerations.

After working with the advisor and making needed revisions, the student can then share their originality report with the EPLS Department chair. Two Turnitin portals (one for thesis/dissertation documents and another for checking for inadvertent plagiarism in any other work products) can be found in the EPLS Students Canvas group.

The Prospectus Clearance Form must be approved by the Academic Dean at least four months prior to the defense of the dissertation.

Dissertation

Following admission to doctoral candidacy, students are required to complete a minimum of twenty-four credit hours of dissertation credit on some topic connected with the major field of study. After completion of the twenty-four credit hours of dissertation, students must be enrolled for a minimum of three credit hours per semester (of which at least two must be dissertation hours) until completion of the degree. See the “Student Course Load” section of this Graduate Bulletin for more information on the full-time load for doctoral students.

Appendix D provides the flowchart of a typical final dissertation in M&S. For your defense of the final dissertation, you must provide the committee with your document 4 weeks prior to the meeting date unless all members of the examination committee agree to a shorter reading period. You must advertise the defense meeting (visit the Manuscript Clearance Portal in Graduate School’s website) at least two weeks prior to the date of the defense examination. Except in extraordinary circumstances, revised versions of the document will not be accepted during the month-long period between the turn-in deadline and the defense. If a document is not ready in time, the defense will be rescheduled. Before sending your document to the committee, however, you must have checked your document for plagiarism using the Turnitin portal on the Educational Psychology and Learning Systems Students Canvas site AND have

your advisor's approval. You will also need to register for the 0-credit hour dissertation defense course (EDF 8985) in the semester in which you plan to defend your dissertation. You must announce your defense in the Manuscript Clearance Portal, which should be at least two weeks prior to the date of the defense examination. Students who performed Human Subjects or Animal Subjects Research will need to attach/include their IRB or IACUC documentation in the Manuscript Clearance Portal. Such information also needs to be included in the back matter (appendix) of their final, content-approved manuscript prior to the post-defense deadline.

Defense Decision Definitions (*FSU Graduate Bulletin, p.109*)

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

Pass. To receive a Pass, the thesis, treatise, or dissertation must be in its final form or require only minor revision (e.g., grammar, typographical, clarifications, minor changes not requiring review by full committee) at the time of the defense, and the student passed their oral defense. A decision of Pass for the defense of thesis, treatise, or dissertation requires at least a majority approval of the committee. Students who defend successfully with a "Pass" but miss the defense semester's Manuscript Clearance submission deadlines will need to register for an additional semester and meet the Manuscript Clearance deadlines of the semester following the original defense semester. Students who fail to graduate in their original defense semester and the semester after their original defense semester are required to re-defend their thesis, treatise, or dissertation and meet Manuscript Clearance deadlines during the second semester since their original defense semester (e.g., original defense F24, required re-defense Su25). Students who re-defend and do not earn a "Pass," should be given a "Fail." The transcript will reflect a "Pass" once the student submits their successfully defended document. Exception requests for extenuating circumstances can be submitted by the unit's academic dean to the Dean of The Graduate School (or designee) for consideration. Individual departments/units may impose stricter requirements for what constitutes a Pass or the timing of a re-defense. Departments and other degree-granting programs must publicize their policy on these issues in their Graduate student Handbook and in the relevant section of the *Graduate Bulletin*.

Pass with Major revisions. This defense decision category is a sub-category of the "Pass" category. This decision indicates that the thesis, treatise, or dissertation requires major revisions (e.g., additional chapters, major restructuring, significant changes needing approval by either the major professor/chair or the full committee), and the student passed their oral defense. Students who defend successfully with a "Pass with Major revisions" but miss the defense semester's Manuscript Clearance submission deadlines will need to register for an additional semester and meet the Manuscript Clearance deadlines of the semester following the original defense semester. Students who fail to graduate in their original defense semester and the semester after their original defense semester are required to re-defend their thesis, treatise, or dissertation and meet Manuscript Clearance deadlines during the second semester since their original defense semester (e.g., original defense F24, required re-defense Su25). Students who re-defend and do not earn a "Pass," should be given a "Fail." The transcript will reflect a

“Pass” once the student submits their successfully defended document. Exception requests for extenuating circumstances can be submitted by the unit’s academic dean to the Dean of The Graduate School (or designee) for consideration.

Re-Defense. The committee may determine that a re-examination in defense of thesis, treatise, or dissertation is necessary if the thesis, treatise, or dissertation has significant flaws and major revisions that are needed and/or the student’s oral defense is unsatisfactory. This decision can only be given once. If the student re-defends and the manuscript requires more than only minor revisions to pass, they should be given a Fail. It is the committee’s goal to prevent students from defending if their work is substantially flawed when they are reviewing it prior to defense.

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

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

Please carefully follow the Graduate School’s deadlines for defense meetings, final document submission, and graduation application (i.e., you must apply for graduation in the first 2 weeks of the semester you wish to graduate!) so that your plans to graduate are not impeded.

Important Note on Doctoral Credit Hours

Once you have completed your coursework and been admitted to doctoral candidacy by passing the Preliminary Exam (completion of required coursework and Preliminary Exam usually occur simultaneously), the University requires that you enroll each semester for two hours of dissertation credit. If you do not do so, after two semesters your status is deactivated and you must undergo a cumbersome process for readmission!

Additionally, in order to be eligible for conferral of a degree, the university requires that your cumulative grade point average be at least 3.0 in formal graduate courses. No course hours with a grade below “C-“ will be credited on the graduate degree; all grades in graduate courses except those for which grades of “S” or “U” are given or those conferred under the provision for repeating a course will be included in computation of the average.

Chapter 4: Annual Evaluations

To assist you in making timely progress through your program and in obtaining valuable research, teaching, and service experiences (contributions to our professional community) while at FSU, the M&S faculty has developed some tools and procedures for monitoring your progress and supporting your completion of the requirements for your degree. All graduate (both M.S. tracks and Ph.D.) students will participate in an annual evaluation process to assess their progress in the program.

The M&S Annual Review Questionnaire is available in Qualtrics. An email containing the link to the Questionnaire will be sent to you, typically in May. The goal is to identify any areas in need of extra support or remediation and to make determinations about eligibility for assistantships. In addition to the expectation of high academic performance, you are expected to progress through your program in a timely manner (see recommended timetables in Chapters 2 and 3). Besides the recommended timetables that the M&S faculty has developed, you have to meet University requirements as well:

- 1) The work for the master's degree must be completed within seven years from the time the student first registers for graduate credit. Any graduate work transferred from another institution must have commenced not more than seven years prior to completion of the degree for the credits to be applicable to the master's degree.
- 2) All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination, or the student's supervisory committee will require the student to retake the preliminary exam.

More information regarding these specific policies and other University-wide policies regarding graduate education can be found online in the Graduate Student Bulletin: <https://registrar.fsu.edu/bulletin/graduate-bulletin>.

For all doctoral students, in accordance with University and College policy, the doctoral supervisory committee must annually assess, in writing, the academic progress of each doctoral student (form available at <https://cehhs.fsu.edu/oasis/graduate-students>). The due date for submitting the review form to OASIS is typically July 1. Before submitting evaluations to OASIS, the faculty will meet to discuss students' evaluation materials and students' progress. Students are also strongly encouraged to meet with their advisors to discuss their progress and future plans during this time. In the event that a student shows inadequate progress, the faculty advisor will intervene and (with the student and other program faculty) will develop a plan of remediation in order to assist the student with managing progress. This may result in ineligibility for teaching and research assistantships, as those positions are generally reserved for students in good standing.

Chapter 5: Academic Policies

This chapter lists a number of important academic policies. For a listing of other important University academic regulations and policies, visit <https://registrar.fsu.edu/bulletin/graduate-information/academic-regulations-procedures>.

Transfer of Courses

The FSU Graduate Bulletin states: “Transfer of graduate courses not counted toward a previous degree from another regionally accredited U.S. graduate school (or comparable international institution) is limited to six semester hours, and transfer of graduate courses not counted toward a previous degree within Florida State University is limited to twelve semester hours, except when the departmental course requirement exceeds the thirty hour University-wide minimum requirement. In the latter case, additional transfer credit may be allowed to the extent of the additional required hours. In all cases, the majority of credit must be earned through Florida State University or its official consortial institutions. All transfer credit must: 1) be recommended by the major department; 2) be evaluated as graduate work by the Records Audit and Analysis in the Office of the University Registrar at Florida State University; and 3) have been completed with grades of 3.0 (“B”) or better.” (FSU Graduate Bulletin 2024-2025, page 102)

Transferring official credit for a course (so it appears on the FSU transcript) is different from waiving a course requirement. If a student has taken a course at a different university which is similar to one of the required courses, that student may waive the requirement by taking a copy of the course syllabus to the faculty member who teaches the course, who will then make a decision about whether or not to waive the course, and then will send an email to the student’s major professor about the student. Waiving a course only releases the student from the requirement to list that course on the program of study; unlike transferring a course, it does not reduce the credit hours required for the degree.

Example: A Master’s student has previously obtained a Master’s degree in Psychology, which included an introductory graduate-level statistics course similar to EDF 5400. She takes the syllabus for her course to Dr. Almond, who is currently the faculty member in charge of EDF 5400. He reviews the syllabus and discusses the course and then sends a letter to her advisor saying that she may waive the course. She may then start directly with EDF 5401 or EDF 5402 (which require EDF 5400 as a prerequisite). In place of EDF 5400, she needs to substitute 4 other credit hours (possibly recommended courses and/or DIS) on her program of study.

Academic Standing and Retention Policies

The FSU Graduate Bulletin (2024-2025, p.93-94) states: “The University reserves the right to exclude at any time a student whose conduct is deemed improper or prejudicial to the interest

of the University community or whose academic performance is substandard, regardless of GPA. Students in graduate or professional degree programs, excluding College of Law students and MD candidates in the College of Medicine, whose cumulative grade point average for graduate courses (5000 and above) taken at Florida State University falls below 3.0 at the end of a term (not counting courses for which “S” or “U” grades may be given) will be considered not in good standing by the University and will be placed on academic probation. If a 3.0 cumulative grade point average is not attained by the end of the next full term of enrollment, the student will be placed on academic dismissal. Academic dismissal constitutes a separation of the student from the University for academic reasons. Students on dismissal will not be permitted to register for courses, including registering as a non-degree student.”

"At the time of dismissal, the major professor and/or department chair/director may petition the academic dean for consideration of special circumstances that the professor thinks constitute justification for an exception to this regulation. If approved for reinstatement, the student will have one term to earn a cumulative GPA of 3.0 and return to good academic standing. The academic dean is the final authority for reinstatement considerations.

Note. Under no circumstances will a student be allowed more than one additional term of probation after reinstatement. Owing to the differential uses of the designation, “academic probation” shall not appear on permanent records of regular graduate students. Statuses of “academic warning,” “probation,” or “reinstated from dismissal” do not specifically prohibit a student from participating in extracurricular activities unless otherwise specified by University policy, rules, or by-laws governing the activity or organization. Consideration of the academic dismissal takes priority over any readmission application and must be resolved first. Students on dismissal are not eligible for readmission or the readmission appeal process unless they have first been reinstated by the academic dean.”

Procedures for Dismissing a Graduate Student

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) are generally identified by the faculty with support from the Department Chair (or unit head) in the department/unit or single-unit college level and may occur for a number of different reasons, including but not limited to:

- Inability to conduct research in a fashion appropriate with the accepted norms of a discipline,
- Inability to function within a team environment to the degree that it negatively affects the learning, practice and/or research of fellow graduate students,
- Behavior that does not meet the professional standards of a discipline (typically clinical, social work or school settings, but also including Motion Picture Arts, internship work, etc.).
- Failure to be approved for an Extension of Time (EOT).
- Failure to complete important degree milestone requirements within a reasonable period of time.
- Inability to pass the doctoral diagnostic exam, preliminary exam for admission to candidacy in, etc.
- Failure to complete the doctoral degree or make timely progress towards the research or writing of their dissertation.
- Failure to complete the master's degree or make timely progress towards the research or writing of their thesis, or the production of their thesis-equivalent creative project.

In addition, please note that 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 from 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 (see next page) if they have evidence that academic regulations and procedures have been improperly applied.

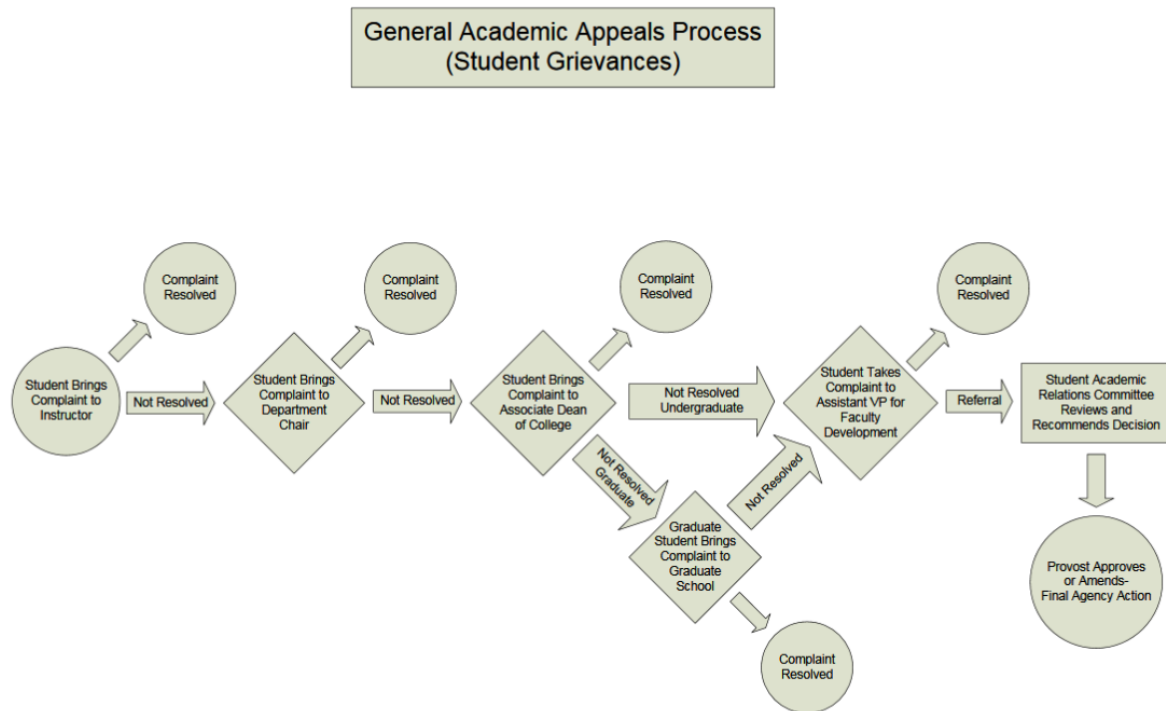
Time Limits for Completion of Degree Requirements

“The work for the master’s degree must be completed within seven years from the time the student first registers for graduate credit. Any graduate work transferred from another institution must have commenced not more than seven years prior to completion of the degree for the credits to be applicable to the master’s degree. If the master’s degree is not completed within seven years from the time the student first registers for graduate credit, and the program and/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” (FSU Graduate Bulletin, 2024-2025, p. 102).

“All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination and is admitted to the candidacy. If the student’s major professor and/or Department Chair does not choose to either approve an Extension of Time (EOT) or require the student to take the preliminary exam and/or coursework again for readmission to candidacy, then the student may no longer be enrolled in that program or at Florida State University” (FSU Graduate Bulletin, 2024-2025, p. 107).

General Academic Appeals Process (Student Grievances)

FSU has an appeals system that is in place so that students can address concerns and problems in courses and grading. The flowchart found below can be seen online at <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/general-academic-appeals-student-grievances>



Academic Honor Policy

The FSU web site states: “The Academic Honor Policy is an integral part of the FSU academic environment. The policy outlines the University's expectations for students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process.” (Office of Faculty Development and Advancement, <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>).

FSU Academic Honor Pledge

The FSU Graduate Bulletin states: “I affirm my commitment to the concept of responsible freedom. I will be honest and truthful and will strive for personal and institutional integrity at Florida State University. I will abide by the Academic Honor Policy at all times.” (FSU Graduate Bulletin 2024-2025, page 76)

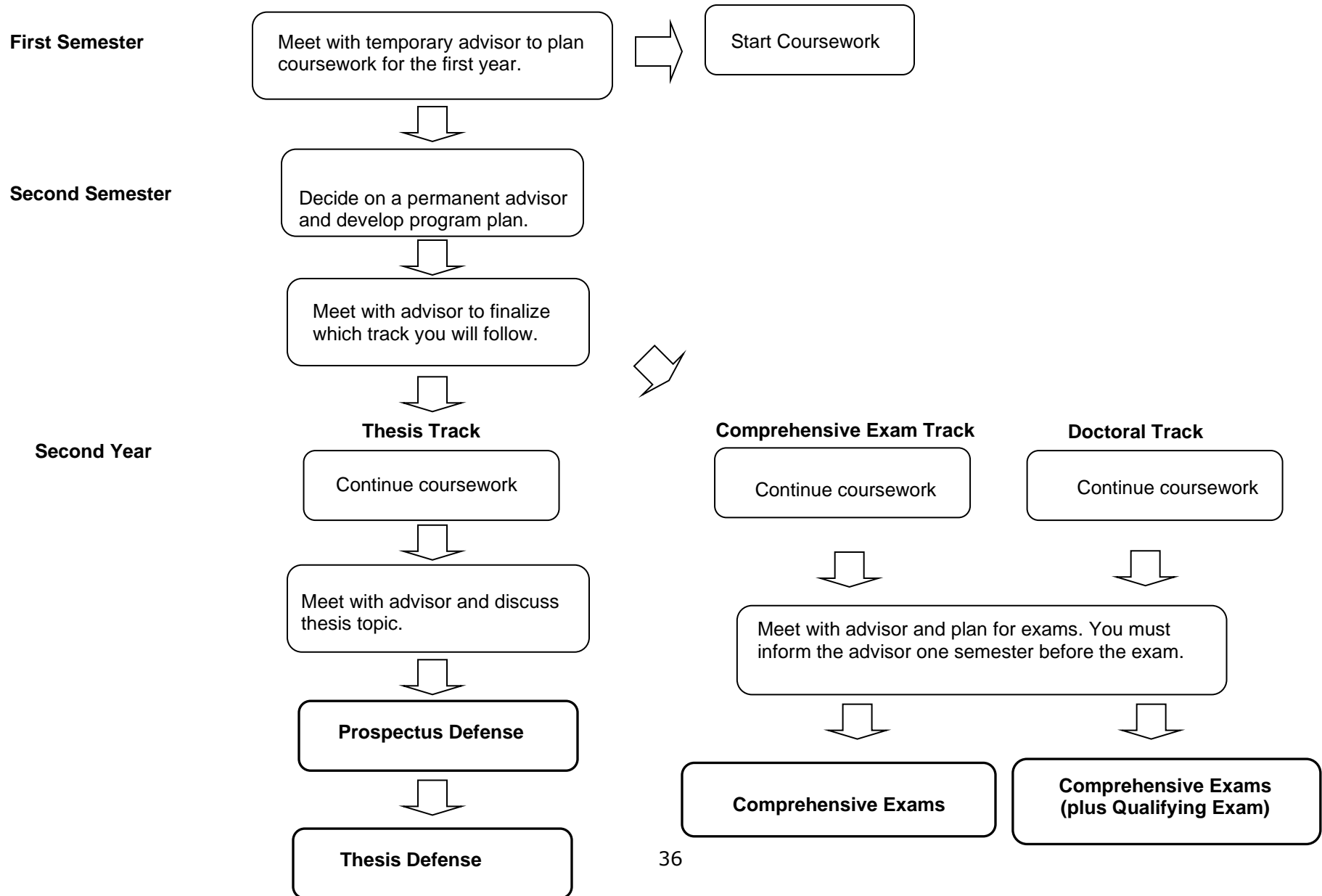
Academic Honor Violations

The FSU Graduate Bulletin (2024-2025, pp. 76-77) states: “Instructors are responsible for following and reinforcing the importance of the Academic Honor Policy in their courses and for clarifying their expectations regarding collaboration and multiple submission of academic work. Examples have been provided for the purpose of illustration and are not intended to be all-inclusive. All charges include attempting to commit the alleged violation. Failed violation attempts will be construed as similar to completed violations in determining charges and sanctions.

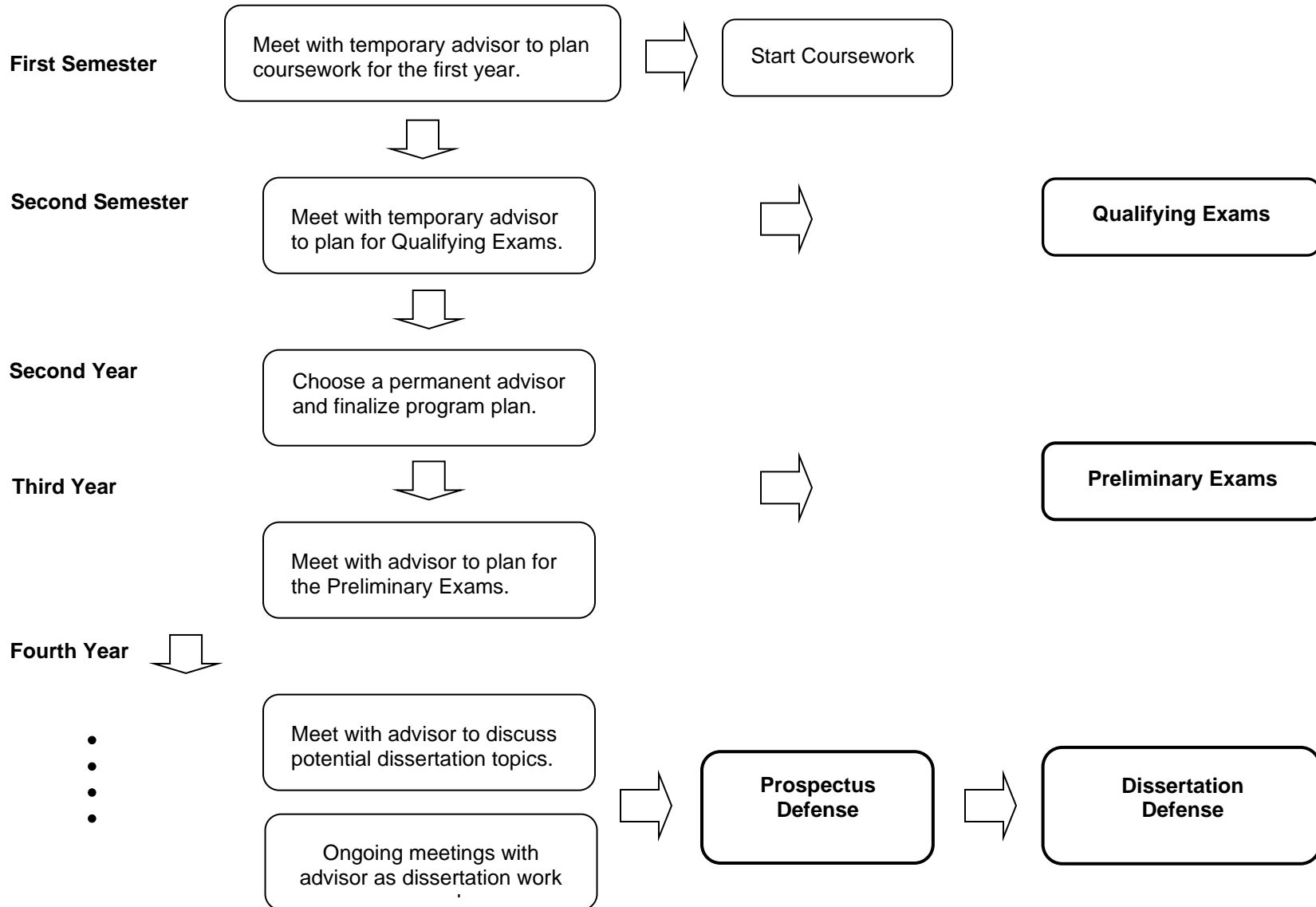
1. **PLAGIARISM. Presenting the work of another as one’s own (i.e., without proper acknowledgement of the source).** Typical examples include using another’s work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts, or information without acknowledgement of the source; utilizing ghostwriting or pay-for-paper services; or submitting another’s work through online thesaurus software.
2. **CHEATING. Improper access to or use of any information or material that is not specifically condoned by the instructor for use in the academic exercise.** Typical examples include copying from another student’s work or receiving unauthorized assistance during a quiz, test, or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams. This includes unauthorized actions taken on any social media platform.
3. **UNAUTHORIZED GROUP WORK. Unauthorized collaborating.** Typical examples include working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor. This includes unauthorized actions taken on any social media platform.
4. **FABRICATION, FALSIFICATION, AND MISREPRESENTATION. Unauthorized altering or inventing of any information or citation that affects grades given for academic work or attendance.** Typical examples include inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for a class absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.
5. **MULTIPLE SUBMISSION. Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor’s responsibility to make expectations regarding whether students may incorporate existing work into new assignments clear in writing.** Typical examples include submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.
6. **ABUSE OF ACADEMIC MATERIALS. Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.** Typical examples include stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student’s notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)

7. COMPLICITY IN ACADEMIC DISHONESTY. **Intentionally helping another commit an act of academic dishonesty.** Typical examples include knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information."

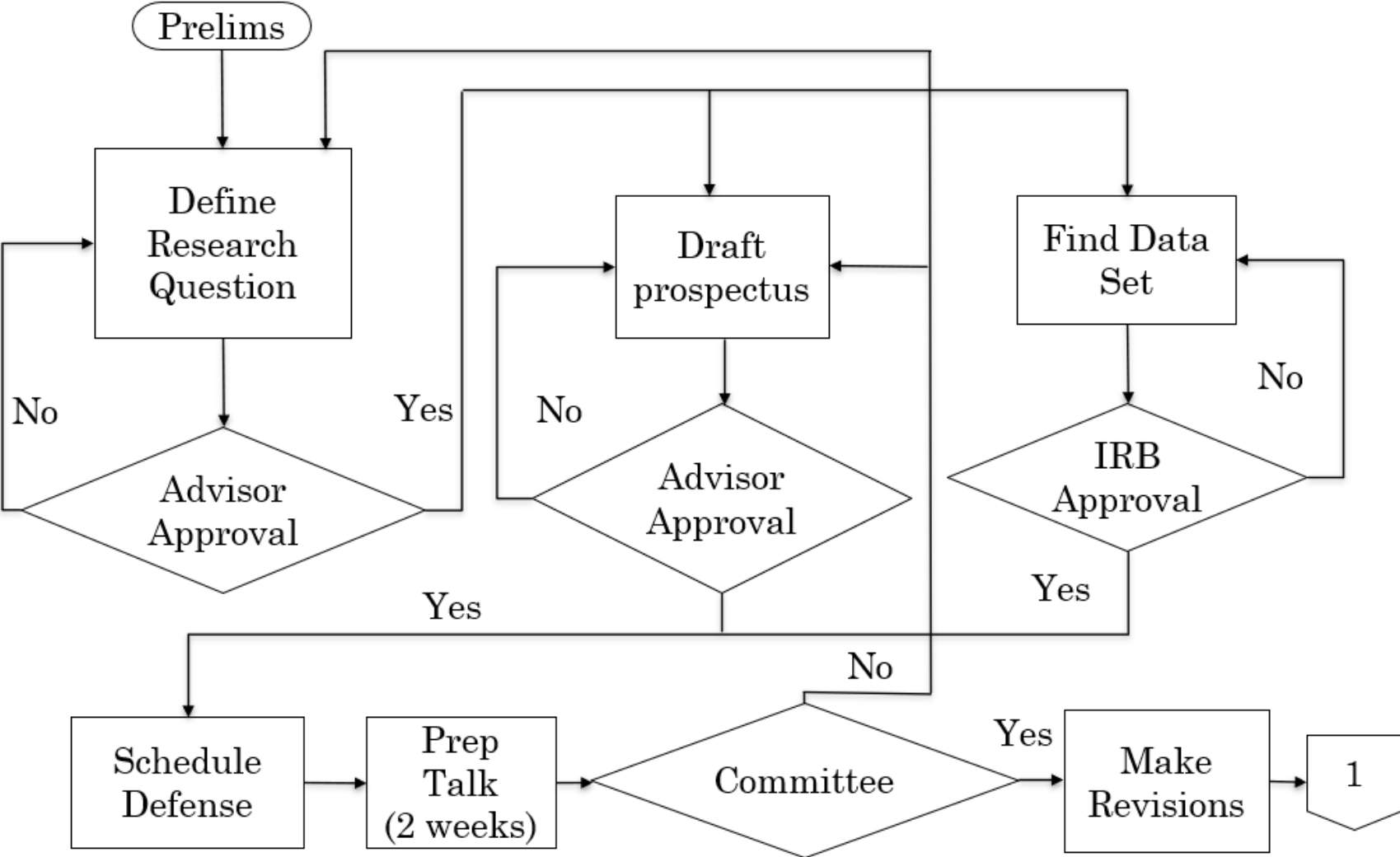
Appendix A: Roadmap to a Master's Degree in M&S



Appendix B: Roadmap to a Ph.D. Degree in M&S



Appendix C: Prospectus Flowchart



Appendix D: Final Dissertation Flowchart

