

Florida State University

Art Education Program
Doctoral Student
Handbook



Table of Contents

General Information	3
Key Purpose and Objectives of the Doctoral Program	4
Faculty Information.....	5
Doctoral Admission Requirements and Procedures.....	6
Academic Honor System	7
Residency Requirements.....	8
Time Requirements.....	8
Fees and Financial Aid.....	8
Responsibilities Required First Year of the Doctoral Program	10
Selecting Coursework.....	11
Responsibilities Required Upon Completion of Coursework	12
The Dissertation Process.....	14
Timeline of Doctoral Degree Program Requirements	16
Appendix C.....	22
Appendix D.....	27
Appendix E	28

Please note: This handbook is used to supplement the information provided by the Florida State University's Graduate and Professional Student Handbook. This can be found here:

<https://goo.gl/sUfM4R>

General Information

The doctoral program, which may lead to either the Doctor of Philosophy or Doctor of Education degree, consists of three subspecialties or areas of concentration: Art Education, Arts Administration, and Art Therapy. Many of the recipients of the doctoral degree are now teaching on the faculties of colleges and universities throughout the United States or internationally, are administering programs in educational and arts institutions and hospitals and human service agencies or are in therapeutic practice.

Our Purpose: As a comprehensive education and research program for art education, art therapy, and arts administration, we strive to effect positive change in the community, the university, and our respective professions.

Our Business: We conduct diverse, accessible, comprehensive graduate and undergraduate programs and research in art education, art therapy and arts administration.

Our Values: We believe in the intrinsic value of art and its importance as a social good and as a catalyst for the development of the individual.

We continue to abide by our ever---strengthening identity of *Art for Life*, which directly reflects this mission. The core of all that we do continues to support the theoretical and practical application of art to bring about social justice and change.

Key Purpose and Objectives of the Doctoral Program

The program is designed to produce leaders in instruction, research, and administration in Art Education, Arts Administration, and Art Therapy. The purpose is to encourage students to make significant contributions to the body of knowledge that constitutes the teaching/learning, therapeutic, and administrative processes in art. The objectives of the program are sought through:

- Selective admission procedures,
- A curriculum that is interdisciplinary and adaptive to deepening knowledge in a particular subspecialty,
- Continuous evaluation to ascertain achievement level and potential of the student for further development,
- Research opportunities and support, and
- Close faculty-student relationships.

Faculty Information

On July 1, 1965, the Board of Regents of the Florida State University system established a doctoral program in Art Education in the Department of Art Education, Florida State University. The first doctoral students were accepted in January 1966.

The Florida State University Department of Art Education is the oldest department of its kind in the South. At this time there are fewer than 15 universities with doctoral programs in art education in the United States. The distinguished faculty in the Department of Art Education is composed of 9 members, each of whom holds the doctoral degree:

David Gussak, Professor and Chair

Research Interests: Art therapy in prisons and correctional settings, art therapy with aggressive and violent clients, forensic art therapy, the interaction of theory and practice and art of the Holocaust.

Jeff Broome, Associate Professor

Research Interests: Multi-age models of art education, caring approaches to art curriculum, and cultural diversity.

Antonio Cuyler, Assistant Professor

Research Interests: Arts Administration Education, Arts Administration Theory & Practice, and Cultural Policy.

Rachel Fendler, Assistant Professor

Research Interests: Critical theory, visual culture, youth studies, learning mobilities, nonformal learning, arts-based and arts informed research methodologies

Ann Rowson Love, Assistant Professor

Research Interests: Collaborative Curation Museum Program Evaluation and Visitor Studies Interpretation Strategies Select Scholarly/Creative

Sara Scott-Shields, Assistant Professor

Research Interests: Qualitative research methodologies, arts based methodologies, artful learning in higher education, practitioner research, curriculum and pedagogy, visual journaling, visual thinking, teacher identity development, teacher education.

Theresa Van Lith, Assistant Professor

Research Interests: The practice and development of art therapy, art making in mental health and social justice, integrating arts-based learning in higher education, art therapy with particular populations, multicultural art therapy.

Pat Villeneuve, Professor

Research Interests: Art museum education, particularly the constructivist museum and guided interaction, use of developmental theory in understanding viewer response.

Doctoral Admission Requirements and Procedures

The doctoral admissions requirement and procedures are subject to all regulations specified for graduate studies in the University's Graduate Bulletin for the academic year in which the doctoral student first matriculates.

Specifically, admission requirements include achieving a 3.5 GPA on 4.0 scale on a master's degree from an accredited institution *and* a percentile ranking of 55% on the Verbal and 25% on the Quantitative portions of the GRE [Please contact the department for further details]. The baccalaureate degree must be from a nationally accredited college or university in art, art education or related fields. Deficiencies may be made up. The applicant must be in good standing in the institution of higher education last attended.

Steps Required to Apply

Individuals interested in applying for admission to the doctoral program should complete the following steps:

1. Complete the application form for admission to the University found at the Office of Admissions website: <https://admissions.fsu.edu/gradapp/>.
2. Provide the Admissions Office with certified copies of transcripts of all undergraduate and previous graduate courses.
3. Take the Graduate Record Examination [GRE]. See the Department's current requirements for GRE scores and admission requirements. Consideration may be given to applicants who do not meet all of these requirements. Deficiencies may be made up. The applicant must be in good standing in the institution of higher education last attended.
4. The Test of English as a Foreign Language [TOEFL] is required of all international students with a minimum score of 80.
5. Submit three letters of recommendation; at least two of these three letters must be academic in nature [i.e., professor, advisor, etc.]. Personal recommendations [i.e., family member, friend or loved one], etc.] will not be accepted as part of these three.
6. Provide the department with evidence of recent creative work on a CD (not necessary for students who wish to pursue a degree in arts administration) Evidence of teaching excellence through student production and/or educational performance (visuals) may also be included.
7. Please provide an academic or scholarly writing sample. Already published materials may be submitted to fulfill this expectation.
8. Demonstrate a record of at least two years of experience related to the area of concentration (recommended).

9. Submit a 1000 word written statement on a personal philosophy on art(s) education, art therapy, arts administration or museum education.
10. Arrange an interview with the appropriate program director at least one term prior to admission. Plan enough time to review the facilities available for your work. Interviews are required for the art therapy program.
11. All items indicated above will be submitted online except of the CD portfolio as indicated in item 6 which will be submitted directly to the department. Please address this to:

Victoria Barr
Department of Art Education
1032 William Johnston Building
PO Box 3061232
Florida State University
Tallahassee, FL 32306-1232

12. The decision of the Department is returned to the FSU Admissions office. In turn, Admissions officially notifies the applicant.
13. **Optional:** For those who wish to compete for the graduate assistantships available, complete the assistantship supplied by the Department of Art Education. This form can be found in the departmental application packet at the website address above.

Academic Honor System

The Department of Art Education vigilantly enforces the University's Academic Honor Policy. (Review at: <https://goo.gl/Aq3Mst>)

There are serious consequences for violations, including possible dismissal from the University. To avoid the appearance of plagiarism when preparing papers, cite all sources in accordance with the latest edition of the Publication Manual of the American Psychological Association.

Academic Tracking

Students are responsible for adhering to the guidelines communicated in this document. Faculty will also monitor student progress, but the student is ultimately responsible for fulfilling the curriculum requirements for the doctoral degree. Lack of timely progress through a doctoral program can result in loss of funding and/or dismissal from the department.

Students writing dissertations are expected to develop a research proposal in consultation with faculty and their major professor. It is the student's responsibility to initiate and refine this proposal until it is at a level of proficiency that professional exchange and mentoring can take place. It is not the responsibility of major professors or committee members to compose dissertation proposals for students.

Residency Requirements

Residency requirements for the doctor of philosophy degree (Ph.D.) & doctor of education degree (Ed.D.): After earning a master's degree, the student must be continuously enrolled on the University campus or in one of its teaching centers for a minimum of 18 graduate semester hours in any period of 12 consecutive months.

The remaining years of study for either the Ph.D. or Ed.D. need not be continuous, but students who miss more than a semester, including summer, must reapply to the program. The Department must approve doctoral readmissions, and readmitted students may be required to do additional coursework and/or re---take the comprehensive exam, at the discretion of the major supervisor and/or supervisory committee.

To maintain full time status, the student must take 9 credit hours per semester the student is enrolled.

A student who has completed the required coursework, passed the Comprehensive Examination and submitted an Admission to Candidacy form to the Office of the Registrar, and continues to use campus facilities and/or receives faculty supervision, but **has not been cleared by Manuscript Clearance** shall include in the required full---time load a minimum of two credit hours of dissertation per semester until completion of the degree. Before registering for dissertation hours, the student must consult the major professor as to the proportion of time to be devoted to dissertation work.

Time Requirements

Three academic years of graduate study beyond the baccalaureate degree are usually the minimum requirement. All requirements for the doctoral degree must be completed within 5 calendar years from the time the student passes the comprehensive examination or the committee will set a new comprehensive examination.

Fees and Financial Aid

Graduate students are charged tuition on the basis of Florida residency or non-residency. A limited number of out-of-state tuition waivers are available to regular, full-time graduate students who hold teaching or research assistantships or fellowships.

The current schedule of charges may be obtained at:

<https://studentbusiness.fsu.edu/waivers>

The University offers a wide range of financial support to graduate students including fellowships, teaching and research assistantships, as well as various service assistantships. The Department is an equal---opportunity employer, and special financial assistance opportunities exist for women and minorities. A partial list of support opportunities

follows. (For a full list, see <http://arted.fsu.edu/about-the-department/assistantships/>) Students should be aware that only minimum qualifications are listed and the selection process is frequently highly competitive. In general, deadlines for application occur early in January for the following academic year but students are urged to make specific inquiry to each program, with reference to both deadline and eligibility. Teaching assistantships in the Department of Art Education are available in limited number. Applications submitted will be considered after the student has been accepted in the program.

University Fellowship. Information can be obtained at:

<https://www.gradstudies.fsu.edu/funding-awards/graduate-school-fellowships-and-grants>

Leslie N. Wilson – Delores Auzenne Assistantship Program. Information for newly enrolling and returning African American graduate students can be obtained at:

<http://www.gradstudies.fsu.edu/funding-awards/graduate-school-fellowships-and-grants/fsu-fellowship-recipient-members-fellows-6>

McKnight Black Doctoral Fellowship Program. Information for newly enrolled black American students can be obtained at:

<http://www.gradstudies.fsu.edu/funding-awards/graduate-school-fellowships-and-grants/fsu-fellowship-recipient-members-fellows-7>

Department Teaching Assistantships, Research Assistantships, and Other Awards. The award carries a stipend of \$8,500 and can be renewed for a second year, based on performance. In addition to the stipend, students receive a waiver for at least 9 credit hours for the matriculation portion of course fees each semester. Graduate Assistants must enroll in a full course load of 12 hours of approved art education credits each semester. Additionally, students must do 10 hours of work for the department weekly. The application form for assistantships is in the departmental application packet, which can be found at: <http://arted.fsu.edu/internal-resources/>

Departmental and College Fellowships and Service Assistantships. Email the Chair for the Department of Art Education if you have an interest in these programs.

Loan Programs. Call or write to the Office of Financial Aid, The Florida State University, Tallahassee, FL 32306-1023, (904) 644-5871, <https://financialaid.fsu.edu>

Academic Common Market. Contact the Board of Regents in your home state for information regarding out-of-state tuition waivers. Please read about the Academic Common Market Place at: <http://fda.fsu.edu/academic-resources/academic-policies/academic-common-market>

Financial Aid. Awards vary according to need. Details about student loan and work-study opportunities at the University at <https://financialaid.fsu.edu/types-aid/federal-work-study>

Responsibilities Required First Year of the Doctoral Program

Semester 1

After admission to the program, the student will meet with the appropriate program director for a general orientation. This orientation will include a consideration of the student's interests, background, and possible areas of concentration in doctoral study. On the basis of this initial conference, the program director will schedule the student's first semester coursework.

Students will be expected to keep a Record of Doctoral Studies (See Appendix A or <http://arted.fsu.edu/about/internal-resources/>) and university forms can be found at: <http://gradschool.fsu.edu/Forms>.

During the first semester, students are encouraged to become acquainted with each faculty member within the Department and to share career interests and current research projects with them.

Diagnostic Examination. Taken at the start of the first semester of doctoral work, it assesses the student's ability to analyze and synthesize information, to contrast and compare, to demonstrate critical thinking, and to write clearly and logically. In addition, the diagnostic examination is designed to assess the depth of knowledge of the field and acquaintance with current and past literature and main issues. The mandatory examination is a diagnostic tool to assess the student's academic progress.

A department faculty member will arrange the exam. The department faculty will then evaluate the examination and notify the student of the results. The results are used to guide the selection of further coursework for the student. The grade scale includes: pass, a conditional pass (with conditions listed), or fail (doctoral study is terminated, and student is not permitted to continue in the program).

Semester 2

It is the student's responsibility to plan the course work for their second semester with the assistance of the program director based on a review of progress in first-semester courses. During the second semester the student will also participate in the diagnostic examination and arrange the supervisory committee.

Supervisory Committee. During the second semester, and in consultation with the appropriate program director, the student chooses a major professor from the Department of Art Education to direct the dissertation and assume further advising responsibilities. The major professor must be a member of the graduate faculty with graduate status and tenure, and have special competence in the student's proposed area of

concentration. The decision must be mutually agreed upon with the student and the faculty concerned, to then be approved by the chair upon completion of the Doctoral Advisory Committee form.

(See Appendix B & C or see forms at: <http://arted.fsu.edu/about/internal-resources/>)

The major professor and student then organize a supervisory committee consisting of a minimum of 4 faculty members with graduate status. One member with graduate status from a different department serves as the outside committee member. The names of the supervisory committee will be reported to the Dean of Graduate Studies.

After the supervisory committee has been appointed, the student, in consultation with the major professor, prepares a report of the student's program of study and writes an initial research interest paper. These items, along with a current CV, and Doctoral Program of Studies forms are submitted to each committee member about two weeks prior to the first supervisory committee meeting.

(See Appendix B & C or see form at: <http://arted.fsu.edu/about/internal-resources/>)

During the meeting, the program of studies is discussed and recommendations are made for changes. The Dean of Graduate Studies, the academic dean, chair of the major department, and any faculty may attend committee meetings as non-voting members. After approval, each member signs the form, and it is submitted to the Chair of the Department for a signature. The original is kept in the Department student files; a copy is forwarded to the Dean of Graduate Studies.

Toward the end of the first committee meeting, the major professor discusses possible comprehensive exam questions with other committee members and establishes a tentative date for the exam.

Selecting Coursework

The Program of Studies

The student may choose a concentration in art education, arts administration, or art therapy. With the major professor, the doctoral student will plan a program of studies designed to use strengths, make up deficiencies, and provide knowledge required for the accomplishment of original research. A minimum of 30 semester hours of course work beyond the master's degree and exclusive of the hours earned in dissertation credit is required. (See section of Doctoral Degree Programs, in the University Bulletin for important detailed information about general regulations.)

All doctoral students in the Department of Art Education must include in their programs of study:

- ARE 6937 Structure in Art Education (Philosophical Foundations)
- ARE 6937 Social Foundations
- ARE 6380 Teaching and Learning (Psychological Foundations)
- Additional concentration requirements vary by area

Research Method Requirements. Students are offered several options for meeting research method requirements and the student and his/her supervisory committee decide what courses best suit individual needs. A minimum of 12 hours of research methods is required including: ARE 5745 Research Survey and a qualitative research methods class of choice. Doctoral students must also take a four-hour statistics course (EDF 5400 is recommended).

Related Coursework. Coursework should be pursued within and outside the department, in related areas including curriculum, philosophy, psychology, history, administration, assessment, and others, as appropriate to their programs of study. Students should plan this portion of their programs with their committee chair and members. Students with assistantships need to plan ahead to avoid taking more than one course outside the college each semester.

Responsibilities Required Upon Completion of Coursework

Comprehensive Examination. The comprehensive examination is administered at or near the completion of course work to determine whether or not a student:

- Has mastered program content acquired through course work and individual reading
- Can apply this knowledge in a complex, creative, and orderly manner
- Uses theory and research to support statements
- Presents ideas effectively in writing and speaking

*Please Note: Comprehensive examinations will not normally be given during the summer.

The examination consists of a written and an oral component.

The **written examination** consists of 4 questions and is completed during a 30-day period. The student is responsible for distributing the entire exam to all committee members at the end of the examination period. The written exams are then read and evaluated.

Next, an **oral defense** is scheduled. For the oral exam, the student will be questioned on aspects of the written exam that warrant further explanation. In addition, the student will be examined on his/her ability to communicate pertinent information in an effective manner.

An extra member may be appointed to the examining committee at the discretion of the Academic Dean, Dean of Graduate Studies, or on recommendation of the major professor. The Department Chair, the academic dean, the Dean of Graduate Studies, or other faculty may attend the oral exam as non---voting members. After the examination, the examining committee (major professor) submits a report regarding the outcome to the academic dean: Pass, fail --- additional work to be completed, or to be re---examined. In addition, a form recording the results is placed in the student's departmental file.

Examination results are also reported to the Office of the Registrar for the student's permanent record and also certified to the Graduate Dean on an Admission to Candidacy form. *Satisfactory completion of a Comprehensive Examination is a requirement for admission to candidacy. No student may register for dissertation hours prior to the point in the semester in which the Comprehensive Examination was passed.*

Once the examination is passed, please communicate this to the department's Staff Services Associate or any departmental representative, and Admission to Candidacy form will be completed and signed by the chair. This form will then be sent to the Academic Dean to be filed in the Office of the Registrar prior to registration for dissertation hours. It is the student's responsibility to make sure this is completed.

After completion of the Admission to Candidacy process, the student may retroactively add dissertation hours for that semester in which the Comprehensive Examination was completed, provided the student has been admitted to candidacy prior to the mid-point of the semester.

In order to do this, the student registers for DIS hours at the beginning of the semester. After taking the comprehensive examination and after the admission to candidacy form has been filed, the major professor contacts the Registrar's Office to convert the DIS hours to dissertation hours. Although the student must be admitted to candidacy at least 6 months prior to the granting of the degree, normally the student should expect to spend a year or more of work on the dissertation.

The Dissertation Process

Prospectus

After passing the comprehensive examination, the doctoral candidate begins the dissertation phase of doctoral study. The doctoral candidate prepares a prospectus under the direction of the major professor and submits it to the supervisory committee. The committee meets to review the prospectus and question the student. Upon approval by the supervisory committee, the prospectus is submitted to the Department Chair for review and signature.

The Dissertation

It is a requirement that the dissertation for the Ph.D. represents original research and be a significant contribution to the literature of the field as well as a scholarly endeavor.

The dissertation for the Ed.D. is a practice-based dissertation for professionals who typically expect to work in school settings. The major professor, in consultation with the committee, prescribes the form and style of the dissertation. University requirements are explained in the 'Guidelines and Requirements for Thesis Writers' that are available from the Graduate Research Office, 408 Westcott.

The candidate must register for a minimum of 24 semester hours of dissertation credit (Dissertation ARE 6980) and be registered continuously for at least 2 hours of credit each semester (required by University) after passing the comprehensive examination, including the semester in which the dissertation is defended. The student is expected to work closely with his or her major professor throughout the dissertation process. Final approval of the dissertation by the entire supervisory committee and Department Chair is prerequisite to the awarding of the degree.

Examination in Defense of the Dissertation

The defense of the dissertation is an oral examination in which the candidate presents the completed study and responds to questions from the supervisory committee and other members of the graduate faculty.

Academic courtesy requires that a preliminary draft of the dissertation including the abstract be submitted to each member of the supervisory committee *at least 4 weeks before the date of the oral examination.*

At least 2 weeks prior to the date of the examination, the major professor will present an announcement of the date and data to the Office of Graduate Studies and Research.

It is recommended that students defend no later than the 8th week of classes in the semester of intent to graduate. Students must defend by no later than the Initial Format Submission and Defense Deadline in the semester they intend to graduate.

Students must also allow time to complete the manuscript clearance process. (Please refer to: <http://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation> on the Florida State University's Graduate School webpage for a comprehensive overview of the manuscript clearance procedure).

The major professor will schedule a formal presentation of the dissertation to which students and public are invited. This presentation may precede the oral examination (same day), but will be a separate function. Those attending the presentation may ask clarification questions of the candidate regarding the study, but must leave prior to the official beginning of the oral defense.

The supervisory committee, the Department Chair, and such other members of the faculty as may be appointed by the academic dean, will conduct the examination.

Only members of the graduate faculty are invited to attend the oral exam and participate in the questioning. Only members of the supervisory committee may vote in determining the outcome of the exam.

The examining committee will certify in writing to the department chair and the academic dean the results of the examination. A written critique of the conduct of the examination in defense of dissertation should be submitted by the representative-at-large from the graduate faculty to the appropriate academic dean *within 1 week after the date of the defense*.

Students must complete the entire manuscript clearance process of their final manuscript within 60 days of the defense date, or they will have to re-defend. (For information on manuscript clearance, see: <http://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation/manuscript-clearance-formssurveys>)

Publication of the dissertation through standard media for scholarly work is encouraged.

Final Term Degree Clearance

During the first 2 weeks of the semester in which the candidate expects to receive the doctorate, he or she should apply at the Office of the Registrar for a diploma after verifying likely completion with his/her major professor.

Timeline of Doctoral Degree Program Requirements

Note: Per Department policy, no committee meetings, examinations, or defenses may be scheduled during the last 2 weeks of classes in any semester.

1st Year: Student Orientation, Coursework, and Diagnostic Exam

1. Program/course advisement and program orientation for new students with guidance from the program director.
2. Materials: Doctoral Student Handbook and Record of Doctoral Studies

1st Semester - 3rd Semester: Selection of Advisory Committee and First Committee Meeting

1. Diagnostic examination (1st semester).
2. Selection of major professor and advisory committee.
3. After confirmation by the chairperson, the major professor prepares the student for the 1st committee meeting. Student is required to complete: Program of studies form, research interest paper, and vita.
4. First committee meeting held, with the main purpose to determine the student's program of studies in relation to the student's research interest.

At or Near Completion of Course Work: Comprehensive Examination

1. Two key components are required: Written examination (1 month) and oral examination (1 or 2 hour's duration taken 2-4 weeks after the written exam).
2. Questions for the written examination will cover content in the field that all doctoral students are expected to know from their doctoral seminars as well as content specific to the student that relates to the student's areas of interest and research.
3. The required forms to be filled out include:
 - a) Comprehensive Doctoral Examination Question Evaluation (See Appendix D)
 - b) Doctoral Comprehensive Examination form certifying that the student has passed the examination (See Appendix E)
 - c) Admission to Candidacy Form –To be completed by department's Staff Services Associate; form will be completed and signed by Dept. Chair, and sent to Academic Dean to be filed in the Office of the Registrar

Candidacy: Prospectus and Dissertation

1. Student prepares a prospectus under the direction of the major professor and submits it to the committee for approval. Signatures are to be provided on cover.
2. Defense of prospectus.
3. After the approval of the Supervisory Committee, the prospectus is submitted to the Department Chair for review and signature.
4. Student begins research and dissertation writing working closely with the major professor.

Final Phase: Defense of the Dissertation

1. Preliminary draft of the dissertation is submitted to the supervisory committee and the Department Chair *at least 4 weeks prior* to the defense.
2. Announcement of the examination is made *two weeks prior* to the date to the Office of Graduate Studies and Research.
3. The defense consists of a general oral presentation for the committee and other interested parties in which the candidate presents the completed study and responds to questions from the committee and graduate faculty. An oral examination by the supervisory committee follows.
4. Defense must be completed by the Initial Format Submission and Defense.
5. Deadline in the semester of intent to graduate, although an earlier defense is recommended. (A defense at the deadline may make it difficult for the student to complete necessary revisions and gain manuscript clearance in time for graduation in the desired semester.)
6. Representative-at-large submits a written critique of the conduct of the examination.
7. The Doctoral Dissertation Defense form is signed by the committee for department files.

Incomplete grades: A student who is passing a course but has not completed all of the required work in the course at the end of the term may, in exceptional cases and with the permission of the instructor, be assigned a grade of "I". This may include excused absences from final examinations. Grades of "I" are not assigned to any courses if a student withdraws from the University and should be used only in those exceptional cases when a student, for reasons beyond his or her control, has failed to complete a well-defined portion of the course. An "I" or an "NG" not removed by the end of the next term in which the student is enrolled will be recorded as "IE" or "GE". Both "IE" and "GE" compute as an "F" in grade point average calculations. Students may not reregister for courses in which incomplete grades ("I") or no grade ("NG") have been received. If they do so, the original

"I" or "NG" will automatically be changed to "F". This "F" grade is not repeatable and is so indicated on the student's permanent record.

An "I" will be changed to a final grade at the time the student completes the required work. Make sure the instructor submits a change of grade form.

If you are enrolled in the semester after you received an Incomplete, and you anticipate that you will **not** complete the work needed to makeup your Incomplete before this next semester ends, please see the instructor and ask them to submit an Incomplete Extension form. If you do not submit this form, your grade will revert to an "F" equivalent, and jeopardize your GPA.

APPENDIX A
ART EDUCATION
THE FLORIDA STATE UNIVERSITY
RECORD OF DOCTORAL STUDIES

STUDENT _____ DEGREE: Ph.D. ___ Ed.D. ___
LOCAL
ADDRESS _____ TELEPHONE _____

_____ FIRST TERM AT F.S.U.
(date)

_____ RESIDENCE REQUIREMENTS COMPLETED
(date)

_____ HOURS TRANSFERRED AND APPROVED TOWARD DEGREE
(date)

_____ DIAGNOSTIC EXAMINATION PASSED
(date)

_____ COMMITTEE CHAIR DETERMINED
(date)

SUPERVISORY COMMITTEE

_____ Departmental Advisor

_____ University Representative

_____ FIRST COMMITTEE MEETING
(date)

_____ OTHER COMMITTEE MEETINGS
(date)

_____ TENTATIVE PROGRAM OF STUDIES APPROVED
(date)

_____ RESEARCH TOOL REQUIREMENT APPROVED
(date)

_____ COMPREHENSIVE EXAMINATION PASSED
(date)

_____ FINAL DATE FOR DEGREE COMPLETION
(date) (5 years after comprehensive examination)

_____ APPROVAL OF DISSERTATION PROSPECTUS
(date)

_____ ORAL DEFENSE OF DISSERTATION PASSED
(date)

_____ FINAL TERM CHECK
(date)

Appendix A
DOCTORAL ADVISORY COMMITTEE FORM

Student _____

Preliminary discussion with Art Education Coordinator of Graduate Studies regarding committee composition and selection process.

Coordinator of Graduate Studies

(date)

Committee Members:

Major Advisor

(date)

University Representative

Confirmation of Committee Members:

Department Chair

(date)

Appendix C
Doctoral Program of Studies
Department of Art Education

Name _____

Address _____

Phone _____

Undergraduate Degree _____ Institution _____

Date Conferred _____ Undergraduate Major _____

Graduate Degree _____ Institution _____

Date Conferred _____ Graduate Major _____

Particular Research Interests:

Professional Experience:

Candidate for _____

Date _____ Major Professor _____

Supervisory Committee:

University Representative

(2) Graduate Courses Taken Elsewhere Not Applied Toward the Doctorate

Institution Name	Course #	Title of Course	Instructor	Grade	Qtr/Semester/Hours	Date
TOTAL HOURS						

Graduate Courses Taken Elsewhere to be Applied Toward the Doctorate

Institution Name	Course #	Title of Course	Instructor	Grade	Qtr/Semester/Hours	Date
TOTAL HOURS						

*List hours both ways if original work was done under the quarter system

Total Planned Semester Coursework Hours in Residence _____

Semester Hours in Residence to Date _____

Transfer Hours _____

Dissertation Hours _____

Total Program Hours _____

***List hours both ways if original work was done under the quarter system**

Appendix D

Comprehensive Doctoral Examination Question Evaluation

TO:

FROM:

DATE:

STUDENT: _____

QUESTION AREA: _____

Please evaluate and return this form and the examinee's response using the following:

_____ OUTSTANDING RESPONSE. UNQUALIFIED PASS.

_____ GOOD RESPONSE. PASS.

_____ NOT ESPECIALLY GOOD, BUT PASSING.

_____ NOT ACCEPTABLE.

PLEASE HAVE CANDIDATE RE-WRITE ACCORDING TO THE INSTRUCTIONS.

COMMENTS:

Thank you for your time and effort on behalf of this process

Appendix E

DOCTORAL COMPREHENSIVE EXAMINATION

THIS IS TO CERTIFY THAT _____ HAS PASSED THE
WRITTEN AND ORAL SECTIONS OF THE COMPREHENSIVE EXAMINATION
FOR THE _____ DEGREE IN ART EDUCATION.

COMMITTEE _____

ADVISOR

CHAIR

DATE

Declaration of Understanding

By signing this form I am acknowledging that I have received the Florida State University Department of Art Education Doctoral Student Handbook and that I understand it is my responsibility to read and review its contents. I also acknowledge that the content of this handbook may be updated or changed at anytime and that it is my responsibility to remain current with its contents. I also understand that the handbook is available online at <http://arted.fsu.edu/about/internal---resources/>

If I have any questions regarding the content in this handbook I will speak with my major professor, immediate supervisor or the Department Chair.

Name (Please Print): _____

Signature: _____

Date: _____

