



FGCU COLLEGE OF EDUCATION
GRADUATE STUDENT HANDBOOK OF
POLICIES AND PROCEDURES



The purpose of this handbook is to provide candidates with information about admissions, advisement, enrollment, progress, retention and graduation from a graduate program in the College of Education at Florida Gulf Coast University.

The information contained in this handbook is current and true as of the date of publication. The University and College reserve the right to update and revise policies, procedures and programs. Candidates are responsible for checking with advisors, faculty, University catalogs, websites (www.fgcu.edu), and other materials to ensure that they have the most current information.

Candidates are responsible for reading and understanding this document.

Additionally, candidates are expected to abide by the University Code of Conduct, and the [General Graduate Academic Policies](#) document.

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COLLEGE OF EDUCATION MISSION AND VISION

“Learners and leaders of today and tomorrow”

Vision

We envision our graduates, and those they influence, as the learners and leaders of today and tomorrow. As learners, our graduates will continue to grow and develop into leaders within their fields. As leaders, they will build upon the diverse backgrounds and *perspectives* they encounter to ensure that all individuals are able to construct the understandings necessary to become successful.

Mission

Our mission is to provide diverse environments of excellence that support dynamic learning experiences. In these environments, faculty and students reflect upon and engage in the applications of theory, research, and emerging technologies. These environments support the construction of knowledge, skills, and attitudes through collaboration and inquiry. As a result, faculty and students are empowered to create an enhanced quality of life within their respective communities.

*Approved by the College of Education Faculty
April 2004*

COLLEGE OF EDUCATION GRADUATE PROGRAMS

Eunsook Hyun, Ed.D., Dean

Department of Leadership, Technology & Research

- C&I Educational Technology (M.A.)
- Educational Leadership (M.Ed.)
- Educational Leadership (M.A.)
- Doctor of Education (Ed.D.)

Department of Curriculum, Instruction, and Culture

- Curriculum and Instruction (M.Ed.)
- Special Education (M.Ed.)

UNIVERSITY AND COLLEGE ACCREDITATION

Florida Gulf Coast University is accredited by the National Council for Accreditation of Teacher Education (NCATE)... now the Council for Teacher Education (CAEP) and the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award Associate, Baccalaureate, Master's, Educational Specialist, and Doctorate of Education degrees.

The College of Education is committed to quality programs and graduates. Educational Leadership is an approved initial certification program by the Florida Department of Education (FLDOE) and allows graduates to be eligible for certification upon graduation. Candidates who seek advanced study from other graduate programs can submit their transcripts directly to FLDOE for individual review for endorsements or certifications at any time.

FGCU GRADUATE STUDENT LEARNING OUTCOMES

Graduates of advanced degree programs at Florida Gulf Coast University will:

- Demonstrate excellence in critical thinking, problem solving, analysis, and strategic planning.
- Demonstrate effective use of a variety of communication skills and modalities.
- Exhibit professional and technical expertise consistent with discipline and/or content area accrediting or licensing bodies.
- Be prepared for leadership roles in professional and occupational areas and in communities in which they live and work.
- Demonstrate the capacity for continuing learning, growth, and scholarly activity in their respective disciplines and fields of study.

SELECTED UNIVERSITY POLICIES AND INFORMATION

The following policies are selected from the FGCU catalog and are not intended to be comprehensive. For complete information about University policies and procedures, consult the most current FGCU catalog.

Campus Environment

A unique attribute of our campus is the over 300 acres of wetland and upland preserves, home to a variety of wildlife - including turkeys, deer, alligators, hogs, bald eagles, indigo snakes, gopher tortoises, raccoons, opossums, and even an occasional panther or bear. The University endeavors to protect all wildlife, but in particular the wildlife species that are designated as endangered or protected by federal and state law and regulations. Warning notices of protected species are posted at various locations throughout campus. Wild animals must not be fed or approached. Unfortunately, some

animals have become accustomed to the presence of people and are attracted to waste receptacles, dumpsters, or food spilled or left uneaten at outside tables. Please warn people not to approach wildlife and notify campus police if you observe wildlife approaching people. The University will relocate or remove wild animals if necessary. Finally, please observe all posted speed limits to minimize collisions with wildlife. Thank you for helping keep the University's wildlife healthy and wild - and people safe!

Diversity Statement

Florida Gulf Coast University is committed to building and maintaining a diverse, accessible, civil, and supportive learning community. It fosters respect and understanding among all cultures and all individuals who work, study, live, and teach within this community. Bigotry, expressions of hatred or prejudice, behaviors that infringe upon the freedom and respect that every individual deserves, and harassment of any kind transgress the university's vision, mission and guiding principles. Just as learning benefits from the interplay of teaching and scholarship in a variety of disciplines, so does the university community learn and profit from diverse cultures and perspectives. Florida Gulf Coast University will continue to pursue its aspirations by fostering a welcoming environment through diversity and inclusion.

Drug-Free Workspace and Drug-Free Schools Policy

This is a statement of the standards of conduct and disciplinary sanctions to be imposed for the unlawful possession, use, or distribution of illicit drugs and alcohol by FGCU students and employees on FGCU property or as part of any of its activities. The unlawful sale, purchase, manufacture, distribution, dispensation, possession, or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in and on FGCU owned and controlled property or as part of any of its activities. Any FGCU employee or student determined to have violated this policy shall be subject to disciplinary action for misconduct, which action may include termination/expulsion and referral for prosecution. No employee/student is to report to work/class or any university activity while under the influence of illegal drugs or alcohol. Violation of these policies by an employee/student will be reason for evaluation/treatment for drug/alcohol use disorder and/or for disciplinary action up to and including termination/expulsion, and/or referral for prosecution consistent with local, state, and federal law.

Non-Discrimination and Anti-Harassment Complaint Policy and Procedure

Florida Gulf Coast University (FGCU) is committed to providing prompt and effective resolution of allegations of discrimination and harassment for members of the university community. Therefore, members of the FGCU community have the right to file complaints of discrimination and harassment. Complaint investigations will be conducted in a fair, respectful and consistent manner. Click here for the full policy and procedure: http://www.fgcu.edu/generalcounsel/files/policies/PLCY_1_006_NonDiscrimination_AntiHarassment_02_12_10.pdf

Ombudsman

Pursuant to [FGCU Regulation 4.004 Student Grievances](#) and [FGCU Policy 1.010 Student Course & Credits Grievance Policy](#) students with concerns regarding their access to courses and credits granted toward a degree may seek assistance from the Student Ombudsman.

Financial Assistance

The Office of Financial Assistance & Scholarships offers a comprehensive financial aid program for candidates, including scholarships, grants, loans and work-study employment. Many graduate candidates also apply for Tuition Waivers. Graduate candidates may receive in-state or out-of-state graduate tuition waivers and/or a graduate assistantship. Graduate assistantships are hourly-waged or stipend employment opportunities. Graduate assistantships are available through academic departments and administrative units within the University and are funded by external agencies or through OPS funds.

Each form of financial assistance has a set of rules, procedures, and deadlines to which candidates must respond. For more information about availability, deadlines, and eligibility for graduate financial aid, please go to the following website:
<http://www.fgcu.edu/AS/FinancialAid/Graduate/contact-us.html>.

Academic Behavior Standards and Academic Dishonesty

All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found in the FGCU Student Guidebook under the *Student Code of Conduct* and *Policies and Procedures* sections. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at <http://studentservices.fgcu.edu/judicialaffairs/new.html>

Incomplete (I) Grade

A candidate who is passing a course but who has not completed all of the required coursework by the end of the term may be assigned, with appropriate justification and permission of the instructor, a grade of 'I'. A grade of I is not calculated as a part of a candidate's GPA.

An incomplete grade cannot be assigned to a course if the candidate fails to attend the course, drops the course after the drop/add period, or withdraws from the university. A candidate who registers for a course but fails to meet the course requirements, without officially dropping the course, will receive a grade of F in that course.

To initiate consideration for a grade of 'I', a candidate must contact the instructor before grades are reported. The decision to award a grade of I is based on College policy and is solely the decision of the instructor. Should an instructor decide to assign an 'I' grade, both the candidate and the instructor must complete and retain a copy of an Incomplete Grade Agreement Form. The maximum amount of time to complete coursework to remove a grade of I is one year from the ending date of the semester for which the grade was assigned or at graduation, whichever comes first. The instructor has the discretion to restrict that period to a lesser amount of time for the candidate to complete the

coursework. After one year, a grade of 'I' will be automatically changed to an 'F' if no grade change has been recorded. A student may not re-register for a course in which he or she currently has an incomplete (I) grade.

Final Grade Reports

Grades are available via Gulflink at <http://gulflink.fgcu.edu>. The university does not mail final grade reports. Candidates needing written verification of grades should submit a request for an unofficial or official transcript to the Office of the Registrar.

Change of Grade

A request for a change of grade will be considered only during the term immediately following the term in which the grade was assigned. The only exception is for grades assigned during the spring semester, which may be changed during the following summer or fall terms. All *Change of Grade* forms must be submitted to the college dean or his or her designee for approval with supporting justification.

Grades will not be changed after a degree or certificate has been awarded. For grade appeal procedures, refer to the Catalog under Graduate Academic Policies and Procedures.

Grade Point Average Calculation

The GPA is the average number of grade points per semester hours attempted and is computed by dividing the total number of grade points by the total number of semester hours attempted, less 'W', 'X', 'I', 'S', 'U', and 'NR' grades. Grades earned at other institutions are not calculated in the Florida Gulf Coast University GPA and are not averaged with grades received at FGCU for the purpose of meeting university GPA requirements. For additional information:

<http://www.fgcu.edu/Catalog/regdetail.asp?FMID=Registration+and+Records&page=18>

Note that any required course in which a candidate receives less than a B grade (i.e., a B-grade or less) must be repeated. If a candidate receives a grade less than a B in an elective, that course will not be counted towards their graduation requirements. All grades are utilized in the calculation of a candidate's GPA.

Technology Requirements

Self-Assessment

It is expected that each candidate will take personal responsibility for developing the skills necessary to use basic computing applications.

The first step is to "know yourself." Whether you are new to computers or have been using them for years, you will want to assess your FGCU survival skills and be certain that you have mastered those tasks that are needed in your role as a student. This self-assessment survey takes 3 to 5 minutes to complete and will help you identify areas where you need to get help, and provide information on where help is available. After submitting your responses, you will receive a score for each section and suggestions to help you master the skills necessary to succeed.

The self-assessment survey is located at: <http://www.fgcu.edu/support/Tech Support>

To assist you, each of the University's public computing labs have candidate lab assistants who can answer questions when you are on campus. You may also call (239) 590-1188 for additional tech support related to software, Gulflink, and Eagle email. For assistance with the online learning management system (currently Angel), call (239) 590-7100.

In addition, a tutorial site for student support is available at <http://www.fgcu.edu/support>. It includes a variety of online tutorials and information for e-mail, web skills, library technology, and Microsoft Office products.

For more on Technology support and resources at FGCU, go to the [FGCU Technology Resources](#) webpage.

Recommended Minimum Hardware Configuration

A computer with a high-speed Internet connection and the software necessary to use the Internet to communicate and access information/resources are fundamental to participating effectively as a distance learner.

FGCU's Computing Services department maintains a Student Computer Recommendation list at <http://www.fgcu.edu/distance/dlhandbook3.asp>. Use this list to assess a computer that you own, or if you are considering the purchase of a new computer.

If you are considering the purchase of a new computer, shop and compare among the name brands. Educate yourself and become a smart shopper. The key features to compare are:

- Amount of Random Access Memory (RAM)
- Capacity of the hard drive
- Internet/network connectivity
- CD/DVD read and write capability
- Wireless capability
- Monitor size
- USB and Fire-wire (IEEE) ports
- Technical support plans and warranty policies

Internet Connectivity

It is advisable to conduct a browser test on your computer by going to <http://www.fgcu.edu/support/browser/>. An Internet Service account is needed. Options include Cable (check with your local cable provider), DSL (check with your local phone service provider), and Dish/Satellite. Compare services and prices.

Software

Microsoft Office is the standard software used in conjunction with all FGCU courses. Some vendors bundle Microsoft Office with the computer when they are purchased new.

The bookstore carries the version currently being used and offers educational discounts to candidates. Special software may be required for a course. Search for your course(s) in the Online Course Syllabus at https://gulfline.fgcu.edu/pls/fgpo/szkschd.p_showform to see what textbook, software, or other materials may be required. The instructor for the course and the bookstore can also provide this information.

E-Mail

When you become an FGCU student, an FGCU Student E-Mail account is established for you. Instructions for activating and using your Email account can be found at <http://www.fgcu.edu/support/email.html>. It is an expectation that students regularly check their university email accounts, as this is the means that faculty and the university use to communicate with students. The FGCU email account (or the Canvas email for course related inquiries) must be utilized for all official communications with the candidate's instructor.

Student Computer Labs

Technology support staff are located in the student computer labs (which are open approximately 90 hours a week) and can provide one-on-one assistance. Students also can schedule an appointment for software training and register for workshops that are offered periodically through the computer labs. Students can use computers in the open labs to:

- Send e-mail messages to professors and other students.
- Use word processing, prepare spreadsheets, or create databases.
- Complete course assignments.
- Conduct Internet-based information searches.
- Use multimedia courseware, such as simulated scientific experiments; or complete course projects that require the production of digitized media.

Virtual Computer Lab

FGCU's virtual computer labs were established to give you a convenient way to access course-specific software on your own Mac or PC based laptops - or iPad or Android Tablets - from anywhere on campus! These virtual labs offer you an alternative to physical labs for completing homework assignments and other tasks related to furthering your educational goals. For additional information, click here:

<http://aets.fgcu.edu/vlab.asp>

Electronic Resources

Gulfline. “Username” is the University Identification number (UIN) which appears highlighted on the Eagle ID Card; PIN is provided at the time of acceptance to the University or through the Office of Registration and Records. Gulfline can be accessed at <https://gulfline.fgcu.edu>.

Canvas. Canvas is the current FGCU learning management system and can only be accessed after activating a student account. Log on at <http://canvas.fgcu.edu> using the same username and password used for email and network access.

College of Education Via Policy.

The College of Education has adopted the use of Via software to provide for the improvement of student performance and program quality. Students are responsible for purchasing a membership to Via during their first course in FGCU’s College of Education. A Via membership remains active for seven years from date of purchase. **This is a one-time only purchase. Via is the latest version of LiveText, so if you already have purchased LiveText, there is no cost to you.** Complete instructions for Via use is available on the COE website under the EXPLORE Tab – Via Resources.

All students will be required to submit critical tasks to Via where scores will be used to help monitor demonstration of the standards, receive feedback from faculty on progression toward meeting them, and certify demonstration of all the required standards and competencies needed. Documented success on these tasks can contribute to a portfolio that showcases your learning for current and future employers. The College also uses the data for program improvement purposes, looking at trends across students, making curriculum changes, and reporting on the college’s data-driven improvements to the Florida Department of Education, (FDOE), the Council for Accreditation of Educator Preparation (CAEP), and the Southern Association of Colleges and Schools (SACS).

Degree Works.

Degree Works organizes a student’s course work in an easy to read report (degree audit) summarizing completed and missing requirements for a degree, as defined in the Florida Gulf Coast University catalog. The Degree Works audit is **UNOFFICIAL** and does not

take the place of regular academic advising. Students should discuss their progress toward degree completion with their advisor after reviewing their degree audit. Some key features of Degreeworks are listed below:

- Track progress toward graduation
- Prepare for a meeting with your advisor
- View courses, grades, and academic standing
- Identify courses needed to complete your degree
- Plan your semester schedule
- Calculate various GPA scenarios
- Create What-If degree audits to explore changing majors

COLLEGE OF EDUCATION POLICIES AND PROCEDURES

Master's Degree Requirements

The following sections describe the requirements established by the University for the Master's degree. However, individual programs may establish additional or more stringent requirements. Generally, these additional requirements are set out in the descriptions for each program. Candidates are responsible for being aware of all requirements for their degree.

All programs have plans of study that are co-developed with candidates and their advisor and are expected to be followed. If the plan of study is revised, a copy signed by the candidate and a program faculty member should be in the candidate's electronic and/or hardcopy file.

Graduate candidates cannot enroll for more than 18 credit hours in any semester without written permission from the college dean.

Modifications in degree program requirements are made when program faculty, responding to evaluation results, program improvement processes, or external requirements, determine that additional or different requirements for graduation are warranted. Sometimes these changes are in response to mandates from the Florida Department of Education and go into effect immediately. Program faculty make recommendations for changes to the Department Chair and College Curriculum Team and are ultimately endorsed by the College Dean and submitted to the University Graduate Curriculum Team for approval and inclusion in the next University catalog. While the catalog of entry or exit generally governs student requirements for degrees, changes may be made between printings that affect student requirements. When changes to program catalogs are made, candidates may, with advice and consent with their advisor, opt to change their catalog year to the then current one.

Dual Master's Degree

Candidates may wish to pursue two masters' degrees simultaneously. Upon approval by the Dean, a prescribed number of courses required for one degree can be applied to another degree that requires the same courses, without repetition or alternative courses.

Admissions Policies

Program Coordinators review all application materials to ensure candidates meet minimum admissions standards. Any program that has admissions requirements that exceed the College of Education minimum must list them in writing in its program details found on the college Website (<http://coe.fgcu.edu/>) and/or catalog. Exceptions to admissions policies may originate from candidates with the help of program faculty and/or appeals committee after consultation with the program faculty. Such exceptions are approved by the appropriate Department Chair prior to admissions decisions being finalized.

All applications not meeting minimum standards are denied. Denial letters will outline steps that candidates may take to improve the possibility of future approval and a referral to the Department Chair for questions and assistance.

Non-Degree Seeking Student Status

Candidates who do not choose to enter graduate degree programs may apply for non-degree seeking status in order to enroll in graduate courses in the College of Education on a space available basis and as long as they meet prerequisites set by the Office of graduate Studies and course requirements. Candidates who wish to be considered graduate non-degree seeking status must complete an application (<http://www.fgcu.edu/Catalog/gadmissionsdetail.asp?FMID=Graduate+Admissions&page=10>) and submit it in accordance with all University policies and procedures. Selection of a catalog, for program of study, does not begin until the student is accepted into a program.

If a candidate has formally applied to FGCU and is in the process of completing the application process, the candidate may take up to nine graduate hours of study with approval from the Department Chair. Courses taken while a non-degree seeking candidate do not assure admittance to a graduate program. Grades earned while in a non-degree status will be taken into consideration when applying to graduate programs and may be applied to that candidate's program of study once he or she has been admitted.

Advising Policies and Procedures

Orientation. The University Office of Graduate Studies schedules several orientations each academic year. In addition, the college offers program orientations.

Advisor and Plan of Study. An advisor will be appointed during the candidate's first term. Candidates are responsible for meeting with their advisor at least once a semester. Candidates and advisors will complete a plan of study. A copy of the approved plan is maintained in the candidate's file or in electronic form. Candidates and advisors may meet periodically on an individual basis to monitor progress and adjust the plan if needed.

Transfer of graduate credit from other regionally accredited institutions is limited to a maximum of twelve (12) graduate credit hours or three (3) courses (to take into consideration for instances where the courses being transferred in were four credit courses).

All transfer credits must:

- be approved by the college or program concerned;
- have been completed with a grade of "B" or better; and
- have been completed within seven (7) years prior to admission.

These credits will be evaluated and transferred prior to the date of enrollment as an admitted student by seeking the advice of an assigned advisor and/or program coordinator.

The evaluation of transfer graduate courses is initiated by the candidate and the candidate's advisor and approved by the Program Leader. These decisions are made based upon a review of course descriptions and syllabi. Advisors will consult with faculty who regularly teach courses they are seeking to substitute, waive, or transfer prior to finalizing decisions. (Courses completed with a B or higher using a common course number within the State University System of Florida are automatically accepted toward the degree but are limited to nine (9) hours or three (3) courses and time limits.)

Course substitution and waivers of degree requirements.

Courses substituted for degree requirements must be approved by the candidate's advisor and the Program Leader. Documentation will be placed in each affected candidate's file and noted on his/her program of study. These course substitutions will also be submitted to the Registrar's Office by the advisor to be included in the candidate's transcripts at the time of substitution.

College of Education Graduate Grading System

It is the option of the instructor to use all, some, or none of the plus/minus grades in assigning candidate grades in a course, as long as the grading system is communicated to candidates at the beginning of the course in the course syllabus. Numerical ranges

corresponding to letter grades are established for each course according to the professional judgment of the instructor.

In required courses, grades below a 'B' will not meet credit requirements for graduation. A grade of 'B-' does not satisfy the requirement of a minimum grade of B. Credit hours are not earned in courses with grades of 'F', 'I', 'U', 'W', 'WF', 'X', and 'Z' ([see definitions](#)). A grade of 'NR' are automatically posted for grades not reported by the instructor. A 'NR' grade will be converted to an 'F' at the end of the following semester.

Retention, Probation, and Progress towards Degree

Candidates must earn a minimum grade of a 'B' in all courses and continuously maintain a cumulative GPA of 3.0 or higher. All non- 'S' or 'Z' grades will be counted in computing the overall average.

Each term the graduate Department Chairs will review a list sent by the Registrar of candidates who have earned less than a 'B' or a 'U' (unsatisfactory) and/or whose cumulative grade point averages have dropped below a 3.0. Those candidates may be placed on Probation. Department Chairs will notify the Program Coordinators and/or advisor.

Those candidates placed on probation will be notified in writing and will have one semester to rectify the situation. Notification of probation shall be made to the candidate in writing by the Department Chair, with a copy to the Dean. At the end of the probationary period, the Department Chair will notify the candidate and the Dean, in writing, of one of three alternatives: (1) removal of probation; (2) continued probation; or (3) dismissal from degree program. Advisors and candidates will develop with their candidate an improvement plan and place a copy in the candidate's file. Tracking of candidates on probation is the responsibility of the Department Chair and Program Coordinator.

Student Responsibilities

Candidates are responsible to study and progress in their intellectual development while taking advantage of the many opportunities provided in a university environment for personal growth, development and maturation. To accomplish their personal, educational and professional goals, candidates are expected to observe all University and College policies regarding admissions, advising, academic performance and honesty, program requirements, and deadlines for admissions, registration, and graduation.

Candidates are expected to stay in continuous contact with their advisors. In addition, candidates should review the catalog under which they were admitted and program handbooks for program requirements.

When candidates are unable to follow their plan of study, they must meet with an advisor to make revisions. This revised plan of study will be placed in the candidate's file or maintained in electronic form.

Professional Behavior and Conduct

When a candidate displays behaviors inconsistent with professional standards and practices, canons of ethics, or the law, he or she may be placed on probation, dismissed, or otherwise deprived of graduation regardless of other successful academic performance.

Doctor of Education (EdD) Degree Requirements

Admissions Policies

The Doctoral Admissions and Policy Committee (DAPC) reviews all applications to the Ed.D. program. This committee reviews applications, conducts interviews, and recommends admission to the programs. Applicants not meeting minimum standards are denied admission. Denial letters include steps that candidates may take to improve their applications.

Applicants denied admission may appeal the decision by submitting a request for reconsideration to the Program Coordinator within 30 days of the date of denial. The request must present additional evidence of potential for academic success and contain reasons why reconsideration is warranted.

The College of Education's Doctoral Admissions and Policy Committee will review and evaluate its admission policies and procedures annually. Recommended changes to the policies and procedures will be forwarded to the faculty for discussion and decision.

Please see the admission requirements on the FGCU College of Education website.

Non-Degree Seeking Students or Students from Other Degree Programs Status

Candidates not choosing to enter a degree program: The Ed.D. programs is built on a cohort model and non-degree seeking candidates may not enroll in Ed.D. courses unless given permission by the Program Coordinator and the appropriate Department Chair.

Advising Policies and Procedures

Orientation. Each program shall orient its newly admitted candidates. The FGCU Office of Graduate Studies schedules several orientations each academic year. The Program

Coordinator for the EdD degree will schedule an orientation meeting with all candidates at the beginning of the first semester of the program.

Major Professor/Advisor. An advisor will be appointed during the candidate's first term. The advisor provides support for the candidate including approval of transfer credits, assistance in planning his/her program of study, and approval of the final program of study. The candidate and advisor may meet periodically on an individual basis to monitor progress.

Plan of Study. Each candidate shall have an advisor and have a signed plan to complete a program of study as a degree seeking candidate. Each program has a plan of study form that will be completed, and placed in a candidate's file or maintained in electronic form.

Transfer Credits. The evaluation of transfer graduate courses is initiated by the candidate and the candidate's advisor and approved by the Program Coordinator. These decisions are made based upon a review of course descriptions and syllabi. Advisors will consult with faculty who regularly teach courses they are seeking to substitute, waive, or transfer prior to finalizing decisions. For details on transfer credits to the EdS and EdD degree, see the appropriate graduate catalog under which you were admitted.
<http://www.fgcu.edu/Catalog/graduate.asp>

Course Substitution and Waivers of Degree Requirements. Courses substituted for degree requirements must be approved by the candidate's advisor and the Program Coordinator and Department Chair. Documentation will be placed in each affected candidate's file and noted on his/her program of study.

College of Education Graduate Grading System

It is the option of the instructor to use all, some, or none of the plus/minus grades in assigning student grades in a course, as long as the grading system is communicated to candidates at the beginning of the course in the course syllabus. Numerical ranges corresponding to letter grades are established for each course according to the professional judgment of the instructor.

In required courses, grades below a B will not meet credit requirements for graduation. Credit hours are not earned in courses with grades of F, I, U, W, WF, and ([see definitions](#)). A grade of NR will be posted for grades not reported by the instructor. A NR grade will be converted to an F at the end of the following semester.

Retention, Probation, and Progress towards Degree

Graduate candidates Master's programs must maintain an overall average of 3.0 (B) in all courses and must have earned a cumulative GPA of 3.0 or higher for graduation. Candidates in Post Master's programs must maintain an overall average of 3.5 ('B') in all courses and must have earned a cumulative GPA of 3.5 or higher for graduation.

Each term the graduate Department Chairs will request and receive from the University Registrar a list of candidates who have earned less than a 'B' or a 'U' (unsatisfactory) and/or whose cumulative grade point averages have dropped below a 3.0 or 3.5. Department Chairs will notify the Program Coordinator and/or advisor for further action. These candidates will also have registration holds placed on their registrations to trigger an advisor contact.

Candidates whose cumulative GPA falls below the minimum GPA will be placed on probation for one semester. Notification of probation shall be made to the candidate in writing by the program, with a copy to and the College Dean. At the end of the probationary semester, the faculty advisor notifies the candidate and the Program Coordinator, in writing, of one of three alternative dispositions: (1) removal of probation; (2) continued probation; or (3) dismissal from degree program. Concerted effort will be made during the probationary period to aid the candidate in reestablishing good standing. Advisors and candidates develop improvement plans and place a copy in the candidate's file. If the candidate is unable to reestablish this standing, the candidate may be dismissed from a degree-seeking status after one semester of probation. Tracking of candidates on probation shall be the responsibility of the program coordinator and department chair.

Student Responsibilities

Candidates are responsible to study and progress in intellectual development while taking advantage of the many opportunities provided in a university environment for personal growth, development and maturation. To accomplish their personal, educational and professional goals candidates are expected to observe all University and College regulations regarding admissions, advising, academic performance and honesty, program requirements, and deadlines for admissions, registration, and graduation.

Candidates are expected to stay in contact with their advisors at least once a semester. In addition, candidates must review the catalog under which they were admitted and program handbooks for program requirements.

The EdD program is a cohort program and all candidates are expected to take courses with their cohort. When candidates are unable to follow their plan of study, however, they must meet with an advisor to make revisions. This revised plan of study will be placed in the candidate's academic file or kept in electronic form.

Professional Behavior and Conduct

When a candidate displays behaviors inconsistent with professional standards and practices, canons of ethics, or the law, that candidate may be placed on probation, dismissed, or otherwise deprived of graduation regardless of other successful academic performance.

GENERAL POLICIES APPLICABLE TO ALL COE GRADUATE PROGRAMS

Due Process

Access to Files

Candidates may request, in writing, to review the materials contained in their college files. The written request should be sent to their advisor, which includes a request to make an appointment to review these materials. Their advisor or designee will be present during this review.

Appeals

The University and College each have processes by which graduate candidates can appeal specified actions regarding their academic status. For an appeal regarding departmental actions the candidate appeals first to his or her advisor, then Department, then to the Appeals Committee, and finally to the Dean of the College.

The College's Appeals Committee will address written appeals that pertain to admittance to programs and issues with academic grades and academic standing. This committee does not deal with gaining admission to practica, internships, or classes without first meeting prerequisite requirements, and independent studies, which are all controlled by individual programs.

Field Experiences

A program may have a field experience manual and/or set of written policies and procedures regarding field experiences, practicums and/or internships. Candidates with certain misdemeanors or felonies on their records may be denied access to field experience or internship sites, and would therefore be unable to complete the program requirements for graduation. If candidates' internships are performed inside K-12 schools background checks will be required unless they are already employed by that school district. See program, website, or faculty for more information.

Graduation Standards

Candidates must satisfactorily complete the minimum number of credit hours as specified by their degree program. A grade of B or higher must have been earned in all College of Education graduate courses. Master's degree candidates must maintain an overall GPA of 3.0 for Master's Degree programs. Candidates in the Ed.D. program must maintain an overall GPA of 3.5.

Candidates must satisfactorily complete a culminating competency at the end of their program (see above for details on culminating experiences). These can include

comprehensive examinations, Florida State Certification Examinations, portfolios, special practicum projects, and/or research projects.

Specific graduation requirements for all degrees are located on the College of Education website.

Applications to Graduate

Candidates are responsible to apply for graduation through Gulflin at the beginning of the semester in which they wish to graduate (see Academic Calendar for deadlines). All applications to graduate are reviewed by Program Coordinators. Student records are reviewed for any pending requirements. Candidates are responsible for knowing appropriate graduation requirements and application deadlines.

It is the candidate's responsibility to clear all incomplete (I) grades and to provide official transcripts of all transferred coursework needed for graduation prior to the application deadline. Candidates taking an incomplete (I) in any course during the semester in which they have applied to graduate will be denied graduation for that semester. Grade changes and transfer work received after the degree statement has been posted to the transcript will not be incorporated into the degree.

Length of Time to Earn Degrees

See the program websites for specific information on length of time to earn degrees.

Testing and Other Requirements for Admissions, Certification and/or Graduation

Candidates are advised to review requirements specific to their programs of study on the university website for updates/specifics. The following information are general guidelines to provide a general scope and sequence.

All candidates seeking admission to Master's degree programs must present credentials for admission that include transcripts from all institutions attended to date and one form of aptitude testing (Graduate Record Examination [GRE] or Miller Analogies Test). All candidates seeking admission to Educational Specialist degree program and Doctor of Education must present credentials for admission that include transcripts from all institutions attended to date and the GRE.

Enrollment During Final Term

Candidates must be enrolled for a minimum of one hour of graduate credit hour in the discipline during the semester in which they intend to graduate.

Culminating Experiences

Prior to clearance for the degree, candidates must perform satisfactorily on a culminating project. Those projects are determined by program faculty and may include course-based and non-course-based activities. Examples include comprehensive examinations, capstone experiences, theses, dissertations, field-based projects, portfolios, or other such designated projects.

Comprehensive Examination

Criteria for successful completion of any comprehensive examination, if applicable, will be developed by the program faculty in the candidate's major area. Information concerning the time of administration, procedures for applying to take the comprehensive exam, and the format of the exam is available from faculty in the major area. Comprehensive exams are designed to meet the needs of specific disciplines and will not necessarily be consistent across programs.

Portfolio

If a graduation portfolio is required in a candidate's major area, it must conform to the guidelines established by program faculty. Information concerning form and content can be obtained from program faculty. Candidates will be required to meet the enrollment policy defined above for the semester in which the portfolio is submitted for evaluation. Portfolios are designed to meet the needs of specific disciplines and will not necessarily be standardized across program areas.

Thesis

If a thesis is required, it must conform to guidelines provided by the program, College or University. In the semester in which graduation is to occur, candidates must enroll in at least one thesis hour and submit a thesis by the date established for submission.

If candidates elect to submit a thesis after the submission deadline, but on or before the first day of the upcoming semester, they will not be required to register for one thesis credit hour for graduation in the upcoming semester, provided they were registered for such in the preceding semester. The candidate will be considered a graduate of the upcoming semester, and must therefore apply for graduation in that semester. If final copies are submitted after the first class day, the candidate must enroll in one thesis hour and apply for graduation for that semester.

Dissertation

Candidates in the Ed.D. program will complete a dissertation that complies with the guidelines set forth by the FGCU Graduate Affairs Team, the College of Education Post Master's Admissions and Policy Committee, and the candidate's Dissertation Committee.

Other Graduation Requirements

Some programs include additional graduation requirements, such as state certification exams. All requirements are listed in the Graduate Catalog by program.