

Saturday, December 18, 2004

TO: FSEHS Doctoral Students

FROM: Dr. Barbara Packer, Dean  
Office of Academic Affairs

Please disregard the email communication, summarizing the doctoral degree completion timeline/continuing dissertation services policy, sent on November 16, 2004. [FSEHS Policy 2.2 – Doctoral Program Completion Timeline](#) (below) – remains in effect and is also delineated on page 15 of the FSEHS Graduate Catalog (hard copy) and on page 21 (online version).

In the event that you need to request an extension – you may petition for additional time via the Student Online Support (SOS) system - <http://www.fgsnet.nova.edu/sswr/> Once you access SOS: click Request Assistance, complete the required fields, select Continuing Dissertation Services under Request Type, and provide the reason(s) for your request in the Request Description field.

---

## **FISCHLER SCHOOL OF EDUCATION AND HUMAN SERVICES POLICY**

**Effective Date:** November 3, 2003

**Issuing Department:** Office of the Provost

**Originating Department:** Office of Academic Support

**NSU Policy Ref.:** None

**Policy Number:** 2.2

**Policy Applies to:** All FSEHS Doctoral Students

**Subject:** DOCTORAL PROGRAM COMPLETION TIMELINE

### **POLICY:**

Formal coursework for all Fischler Graduate School of Education and Human Services doctoral programs is expected to be completed within a 24 to 36 month time frame, depending on the specific program. Continuing Services begins once coursework is completed OR students will automatically be placed in continuing services 36 months from program start date, whether or not coursework is

completed. Students must complete all program requirements including coursework and applied dissertation project within five (5) years of their start date. At the end of five years, students who have not yet completed the applied dissertation project may be granted a continuing service extension for one-year provided the student's proposal for their applied research project has been approved.

PLEASE NOTE: It is the responsibility of the student to request a one-year continuing services extension. Requests for a one-year continuing services extension must be made through the Office of Student Services. An *additional* one-year continuing services extension may be granted in *extraordinary circumstances* if approved by the Office of the Provost. It is the responsibility of the student to request the additional extension and provide evidence of extraordinary need.

NOTICE: *Correspondence sent from the Office of Internal Communication at Nova Southeastern University's Fischler School of Education and Human Services.12.17.04*