Dean Nancy Marcus is pleased to announce that the Graduate School is offering a program that allows graduate students the opportunity to request a tuition waiver for one course outside of their home College that will contribute to their degree progress.

1. **Number/Type of Awards:** This tuition waiver program will be on a first come, first serve basis for qualifying students for the Spring 2016 semester.

2. **Eligibility:** For any fully-admitted FSU Doctoral, Master’s, Specialist, or Professional student who is full-time and currently receiving a tuition waiver through an assistantship or fellowship in the Spring 2016 semester. Applicants must be in good academic standing, and the course requested must be outside of the student’s home College, must count towards the degree progress of the student, must be a course that is covered under general waiver guidelines (no X type courses, auxiliary, or online non-fundable), and must be offered and taken in the Spring 2016 semester. Please note this program only covers the tuition waiver for a graduate level class, and the student is responsible for the associated fees. If a student is funded on a grant, local, or auxiliary project, this waiver must be for hours beyond the 9 charged to the grant (example: this must be for credits 10-12). Once the application is submitted, the student may not change the course or substitute another course for the one listed in the application.

3. **Tenure/Terms of Award:** 1 course during the Spring 2016 for each awarded student. Please note that this waiver will only cover the course that you list on your application, substitutions will not be allowed after the application is submitted.

4. **Award Amount:** The Graduate School will provide an in-state tuition waiver and an out-of-state tuition waiver (for international or out-of-state students) for the class requested.

5. **Employment:** Recipients who have an assistantship with their home academic unit must stay in good standing with their employers during the Spring 2016 semester.

6. **Academic Standing:** Applicants must be in good academic standing with the University and their home academic unit for the Spring 2016 semester (and at the time of application).

**Application Submission Instructions**

The Graduate Schools’ online application system will be utilized for this program.

Step 1) This program will begin with the student requesting the tuition waiver for a specific class. To do this the student shall visit:

https://fsu.qualtrics.com/SE/?SID=SV_9ytGsdKUtj4ZQyx

Please complete the application form following the instructions in the form.

**The student’s application is due by 5pm on November 30, 2015.**

Step 2) After the student has submitted their application to the Graduate School, the Graduate School will send a synopsis of the application and a request of certification to the home academic Chair of the student.

**The Chair’s certification is due by 5pm on December 4, 2015.**

Step 3) The Graduate School will notify each student as to whether or not they were funded for the course by December 11, 2015.

Step 4) The student will register for the course no later than January 7, 2016: 5pm.

Step 5) The Graduate School will enter the waiver for the course by January 10, 2016: 5pm.