FLORIDA STATE UNIVERSITY

FSU GRADUATE SCHOOL

Graduate and Professional Student Handbook

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A Message from the Dean of the Graduate School

Dear Graduate Students,

Florida State University's Graduate School is dedicated to fostering academic excellence, graduate student success, and a vibrant community of scholars. Our graduate students and faculty work together to advance knowledge and make meaningful contributions to the State of Florida and beyond.

FSU's graduate students enjoy a supportive academic environment allowing them to develop the knowledge, skills, and professional networks needed to thrive as researchers, creators, educators, and leaders in their fields. Whether preparing for employment in industry, government, nonprofits, or academia, our graduate students pursue ambitious goals, contribute to their communities, and address emerging scientific, technological, cultural, and societal challenges.

FSU is committed to continually enhancing the graduate student experience through investments in competitive stipends and tuition support, funding for conference travel and professional development, and recognizing outstanding scholarly achievement.

This handbook serves as a practical resource to support this work. It brings together key policies, procedures, contacts, and best practices that will help you navigate your many responsibilities. Whether you are new or an experienced graduate student here, I hope you will find it useful.

Together, our graduate community enriches Florida State University and creates discoveries, innovations, and leadership that have a lasting impact on our state, nation, and world.

Sincerely,

Gregory Bell
Dean of the Graduate School
Florida State University

Preface

This handbook contains information that has been assembled from many sources to assist students in pursuing their graduate education at Florida State University. It is not exhaustive concerning the policies and procedures affecting graduate education at Florida State University. The Graduate Bulletin should be consulted as the official reference on any such graduate policies and procedures. Additional information for graduate students can be found on the Graduate School website. Graduate students are also a key part of the broader student community at FSU, including but not limited to student services and other supports. Therefore, see also the Student Handbook developed by the Department for Student Support and Transitions (DSST), resources for graduate students from The Career Center, and also the Graduate Student Resource Center (GSRC).

Please note: The Graduate Bulletin is not a contract, either expressed or implied, between the university and the student, but represents a flexible program of the current curriculum, educational plans, offerings, and requirements that may be altered from time to time to carry out the administrative, academic, and procedural purposes and objectives of the university. The university specifically reserves the right to change, delete, or add to any provision, offering, academic curriculum, program, or requirement at any time within the student's period of study at the university. The university further reserves the right to withdraw a student from the university for just cause at any time. Students are on notice that admission to the university or registration for a given semester does not guarantee the availability of a course at any specific time. Likewise, admission to the university or registration for a given program of study within the university, or a department or college of the university, is not a guarantee of a degree or of certification in a program.

Graduate School Mission and Vision

Mission

The mission of the Graduate School is to advance the quality, integrity, and success of graduate students and education at Florida State University.

Vision

The Graduate School aspires to be a transformative leader in graduate education, fostering a culture of student success, scholarly excellence, academic integrity, and professional growth that prepares graduates to make meaningful contributions in Florida, the nation, and the world.

Academic Integrity and Grievances

Academic Freedom at Florida State University

Academic freedom is an integral part of the university experience for faculty and students alike. Florida State University's statement on values and moral standards serves as a guide to all members of the University Community.

At Florida State University, our standard of excellence is captured in the three torches of our seal. These aren't just symbols on a diploma. They are the blueprint for a life of integrity. To be a Seminole is to carry these torches with honor in the classroom, the lab, the internship, and the community.

> **Vires (Strength)** is the moral fortitude to do what is right, even when the pressure to take a shortcut is high.
>
> **Artes (Skill)** is the commitment to mastery. We believe that true knowledge is cultivated, ensuring your skill is a genuine reflection of how deeply you engage with your discipline.
>
> **Mores (Character)** is the foundation of our community. Our shared integrity ensures that an FSU degree remains a prestigious mark of trust and respect.

Academic Integrity is the fuel that keeps these three torches lit. Whether you are a student seeking guidance on doing your work with integrity or an instructor fostering a culture of honesty and ethics in your course, you are a guardian of these flames.

Academic Honor Policy

Maintaining academic integrity is about building a foundation of trust and personal excellence that will follow you throughout your career. Our Academic Honor Policy is an educational tool to support the development of these values, ensuring that every grade earned and every degree granted reflects true individual achievement. Resources to support your commitment to honest scholarship and your understanding of the policy and procedures can be found here.

A responsible student recognizes that freedom means the acknowledgement of responsibility to the following: to justice and public order; to fellow students' rights and interests; to the University, its rules, regulations, and accepted traditions; to parents, teachers, and all others whose support makes one's advanced education possible; to city, state, and national laws; to oneself; and to the opportunity for specialized training and continuing education toward the ends of personal fulfillment and social service. Students are urged to use their freedom in the University community to develop habits of responsibility that lead to the achievement of these personal and social values. Responsible student behavior requires observance of the Student Conduct Code, which is based on respect for the dignity and worth of each person and the requirements for successful community life.

The Academic Honor 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. The Academic Honor Policy Committee may take direct jurisdiction of a case under extraordinary circumstances when it is determined by a majority vote of the committee that taking direct jurisdiction is appropriate. Students in the College of Law and the College of Medicine are governed by the academic integrity policies and procedures of their respective colleges, which are subject to approval by the Academic Honor Policy Committee.

FSU Academic Honor Pledge

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, including but not limited to ethical citation processes and ethical use of artificial intelligence.

University Notifications

Required First Day Attendance Policy

University-wide policy requires all students to attend the first-class meeting of all classes for which they are registered. Students who do not attend the first-class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. **It remains the student's responsibility to verify course drops and check that fees are adjusted.** Note: Students who have received some or all of their financial aid prior to the end of drop/add for a term, may be subject to repayment of financial aid if there is a change in their financial aid eligibility. Examples of this may include, but are not limited to, reduction of course load below required levels, cancellation of schedule, failure to meet satisfactory academic progress requirements, and other conditions required to maintain financial aid eligibility.

Conflicts of Interest

The following policy concerning conflicts of interest applies to graduate students who are being supervised or evaluated by faculty as well as graduate students who are serving as teaching assistants and thus supervising or evaluating undergraduates.

Sexual relationships between faculty members/graduate assistants and students where a direct supervisory or evaluative relationship exists are fraught with the potential for exploitation. The respect and trust accorded a faculty member by a student, as well as the power exercised by the faculty member in a direct supervisory or evaluative role, make voluntary consent by the student suspect. In their relationships with students, faculty members are expected to be aware of their professional responsibilities and to avoid conflict of interest, favoritism, or bias.

1. When any direct supervisory or evaluative role exists, a consensual sexual relationship between a student and a faculty member/graduate assistant is a conflict of interest.
2. Any situation of direct supervision or evaluation will be ended immediately when a consensual sexual relationship between a student and a faculty member/graduate assistant exists.
3. Any such relationship must be disclosed to the faculty member/graduate assistant's supervisor immediately.
4. Direct supervision includes any type of evaluative role. Examples of direct supervision of the student include teaching the student's class, serving as a thesis or dissertation director, instructor of record, member of the student's thesis or dissertation committee, member of the student's comprehensive or doctoral exam committee, member of other committees where the focus is evaluation or supervision of the student's academic competence or the student's assistantship.

For information on how the Conflict of Interest Policy pertains to service on Student Supervisory Committees, please see below under University Degree Requirements- Supervisory Committee.

Graduate Leave of Absence Policy

Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to three consecutive semesters (includes summer term). The circumstances justifying a leave include, but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request.

To apply for a leave of absence, a student must complete the Request for Leave of Absence Form and submit it together with appropriate documentation to the major professor/advisor/Program Director. If the major professor/advisor/Program Director approves the application, it should then be forwarded to the department head and subsequently to the college dean for consideration. If approved at all of these levels, the college dean should notify the Registrar and the Dean of the Graduate School of the decision. The college dean should also notify the student of the decision (approved or denied).

For additional information regarding a leave of absence, please refer to the **Graduate Bulletin**.

Graduate Student Mentoring

Effective mentoring prepares graduate students for their success as a graduate student and in their post-degree careers. Through mentoring relationships, students experience and engage in socialization into the professional norms and expectations of their disciplines. At FSU, best practices on mentoring attend to establishing mutual accountability, defining clear expectations and milestones, and fostering a responsive, growth-oriented environment. To support faculty in these efforts, the FSU Research Mentor Academy

provides targeted training grounded in the Entering Mentoring curriculum, an evidence-based framework created by the National Science Foundation-supported Center for the Improvement of Mentored Experiences in Research (CIMER). This FSU-supported mentor academy coaches mentors to actively listen, resolve mentoring dilemmas with peer communities, and align expectations right from the start. To operationalize these best practices, FSU encourages the use of practical external tools like Mentoring Compacts—often adapted from the University of Wisconsin-Madison, where CIMER originated—and Individual Development Plans (IDPs) to help mentees track their intellectual and professional independence. The formalization of writing down expectations and developmental plans serves as a mechanism of mutual accountability and provides a framework for discussion.

Extending the mentoring ecosystem across campus beyond faculty to graduate students, CIMER mentoring training is offered to graduate students through the Graduate Student Resource Center (on mentee-ship from the Entering Mentoring and mentorship through the Entering Research curriculum) and to undergraduate students through the Undergraduate Research Opportunities Program, which also offers research support opportunities, resources, and awards for graduate student mentors of undergraduate trainees.

Leading research on graduate education highlights the importance of advisor-advisee relationships but, importantly, that a single faculty-student dyad is rarely sufficient for comprehensive graduate preparation. One single mentor cannot do or know it all, therefore it's important for graduate student mentors and program directors to reflect on their mentoring strengths, and to consider potential complementary and aligned supports from program, department, college, campus and professional networks. Acknowledging this, FSU's Research Mentor Academy connects mentors to broader external resources and recommendations from the National Research Mentoring Network (NRMN) and federal agencies, while also activating the local campus ecosystem.

Graduate mentors are encouraged to act as relationship brokers—directing supporting students but also guiding them students to institutional resources like Mentor FSU through the FSU Career Center in addition to its wider offerings for graduate students, the Center for Intensive English Studies when appropriate for language and writing support, the Graduate Student Resource Center for holistic academic and social support (including but not limited to academic and professional development, basic needs, health and well-being, research, and grad life generally), relevant professional societies beyond campus, and student chapters and associations on campus, and other areas of the university and broader community. By embedding best practice frameworks within a broader, distributed mentoring ecosystem, FSU aligns local mentorship strategies with the highest national standards for career development and workforce training.

New Graduate Student Checklist and Faculty Handbook

Graduate Student Checklist

The Graduate Student Checklist provides a variety of resources and link to key items at FSU for new graduate students.

You can view the Graduate Student Checklist at https://gradschool.fsu.edu/enrollment-information.

Faculty Handbook

The *Faculty Handbook* provides an overview of the history and administrative structure of Florida State University. It also presents information on various processes and procedures you will encounter as a faculty member in your academic, administrative, or research roles. Please note that some of those processes are governed by the Collective Bargaining Agreement between the FSU Board of Trustees and the United Faculty of Florida, and that annual changes to that Agreement or to other sources of authority could result in changes.

You can view the most current edition of the Faculty Handbook at http://facultyhandbook.fsu.edu.

Financing Graduate Education

Budget

The university's Office of Financial Aid provides an estimated yearly cost of attendance. This includes fixed amounts, such as tuition and fees, as well as amounts that must be estimated, such as room, board, books, transportation, and personal expenses. These budgets are for the purpose of awarding financial aid and may not represent the actual cost for each individual student, as enrollment and lifestyle choices vary. https://tuition.fsu.edu/costs

The Council of Graduate School provides valuable general information on how to successfully manage your finances and educational costs. For more information go to http://www.gradsense.org/gradsense.

Fellowships, Assistantships, and Internships

A comprehensive site for graduate funding opportunities is maintained by the Graduate School. The site includes information on university-wide fellowships and assistantships, as well as those administered by Florida State University schools, colleges and departments. Additional information is also provided on external funding opportunities and internships. https://gradschool.fsu.edu/funding-awards

Office of Graduate Fellowships and Awards

The Office of Graduate Fellowships and Awards (OGFA) provides resources and services to assist FSU's graduate students with identifying and applying for external fellowships and awards. External funders include various agencies, foundations and governmental affiliates. Some example funding sources are the: Woodrow Wilson National Fellowship Foundation, National Science Foundation, Ford Foundation, American Association of University Women, National Institutes of Health, Fulbright Scholar Program, American Heart Association and many others. The OGFA services include: supporting students as they articulate their interests and ambitions, introduction to fellowship opportunities that support academic, personal and professional goals, one-on-one advising during the application process, and workshops on specific opportunities and application preparation. The OGFA's website provides a range of useful resources including, Newsletter, Upcoming Fellowship Deadlines Announcements, and access to Pivot (a funding search database) provided by FSU's Office of Research, proposal- writing articles, and fellowship application tips for graduate students as well as faculty and staff. For more information, please contact ogfa-info@fsu.edu or visit the website at http://ogfa.fsu.edu.

Financial Aid Q&A

Information on financial aid topics, ranging from applying for aid to distribution of funds, is supplied by the Office of Financial Aid's online Question & Answer website at https://financialaid.fsu.edu/frequently-asked-questions.

Loans

Federal loans are a form of financial aid that must be paid back. Loans are considered financial aid because they are guaranteed by the federal government. Students who wish to borrow money to pay some of the cost of their education may borrow from a federal loan program, such as the Federal Perkins Loan program or the Federal Direct Loan Program, which includes the Federal Stafford Loan and Federal Loan for Parents (FPLUS). http://financialaid.fsu.edu/types-aid/loans

Residency and In-State Tuition Rates

For questions related to residency, please visit the following page: https://gradschool.fsu.edu/prospective-students/graduate-admissions/graduate-residency

Academic Common Market

The Academic Common Market (ACM) is an interstate agreement among southern states for sharing academic programs. Participating states approve their residents who qualify for admission to enroll in specific graduate programs in other states on an in-state tuition basis. Arrangements traditionally are limited to unusual programs or programs not offered within the state of residence. To enroll as an ACM student, an applicant must obtain certification from the State Coordinator in the student's home state. Students must be admitted to the appropriate degree program by the Office of Admissions, and the letter of certification must be received in the Office of Admissions before the first day of classes for the effective term. Information on the state's authorization of programs or the identity of the coordinator for a particular state may be found at https://acmi.sreb.org/acm/s/program-search-page-public. For information on the programs in which FSU participates, contact the Academic Common Market Coordinator, 115 Westcott, (850) 644-7497.

Tuition Rates and Deadlines

Tuition rates and deadlines are available year-round, online, on the Office of Student Business Services website. https://tuition.fsu.edu/

Employment

Internship and Cooperative Education

The Career Center primarily assists students who are seeking academic or career-related work experience opportunities, (i.e., internships, cooperative education, part-time work, temporary employment, and seasonal jobs, externships or volunteer work) before graduation. For more information, please consult with Career Advisor or Liaison here: https://career.fsu.edu/about-us/hours-of-operation

Employment and Post-Graduate Education

The Career Center placement office is devoted to assisting seniors, graduate students and, in some cases, alumni with their postgraduate educational and employment needs. Several career expos as well as on-campus interviews are available to students and employers in the fall and spring semesters. For more information on finding a job please visit http://www.career.fsu.edu/Students.

Calendars and Registration Guides

Florida State Calendars and Registration Guides

The Academic Calendar and Registration Guide are compiled and continuously updated by the University Registrar, Office of Academic Publications. Dates listed on the Academic Calendar include: Registration, Fee Payment, Drop/Add, and University recognized holidays.

A digital version of the Academic Calendar can be found each semester in the Registration Guide https://registrar.fsu.edu/registration_guide/fall/academic_calendar. Dates and times listed in the Registration Guide are subject to change. Students should refer to the online Academic Calendar for the most up-to-date information. The Registration Guide is also available in Adobe PDF format for download and printing.

Florida State University Online Calendars

http://calendar.fsu.edu

Academic Calendars

All Academic Calendars for Spring, Summer, and Fall can be found here: https://registrar.fsu.edu/publications/calendar

Registration Guides

The Florida State University *Registration Guide* is published biannually by the Office of the University Registrar as an edition of the *General Bulletin.* The *Registration Guides* provide a specific term's enrollment appointments, academic calendar, exam schedules, financial information, university notices, and registration information.

FSU Alert (Emergency Information and Instructions)

Emergency information and instructions regarding the FSU campus can be found here: http://alerts.fsu.edu

Campus Map

Campus Map, Building Key/Legend, Buses, Cars, & Parking

Campus Map, Building Key/Legend

https://www.facilities.fsu.edu/depts/planningMan/maps.php

Buses

Seminole Express

With five routes, the Seminole Express bus service assists students in their day-to-day movement around campus, including Innovation Park. https://transportation.fsu.edu/bus

StarMetro

Students with valid Florida State I.D.s may ride free of charge on all city bus routes. The Student Fare Free Zone is seven days per week except Thanksgiving and Christmas Days. http://www.talgov.com/starmetro

Cars and Parking

All students are assessed a per credit hour fee paid with their tuition to cover their parking and transportation needs. To acquire a parking permit visit the Parking and Transportation Services website. Students must have a vehicle license number, vehicle make and model, valid Florida State e-mail, and a valid shipping address to which the permit will be mailed to obtain a student parking permit. Students must also have a valid FSU Card and be registered for classes. Permits become available the third week in August and are valid for one year: September 1 through the following August 31. It is not necessary to pay for the permit at the time of procurement, as it is charged to the student via the Transportation Access Fee on the tuition bill. http://parking.fsu.edu

University Degree Requirements

University Graduate Degree and Certificate Requirements

Detailed university-level policies are reported in the Graduate Bulletin, and are subject to change over the source of a given academic year or the course of their program of study. Additional college-, department, and program-level requirements beyond these university-level policies may also apply. Graduate Bulletin Degree Requirements information is available here: fla.st/ZQ2PINXW

Academic Resources

University and Community Academic Resources

Accessibility

Office of Accessibility Services (OAS)

Florida State University adheres to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), as amended by the Americans with Disabilities Amendments Act of 2008, in prohibiting discrimination against any qualified individual with a disability.

Florida State University is committed to providing quality education to all qualified students and does not discriminate on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veteran status, marital status, sexual orientation, gender identity, gender expression or any other legally protected group status. Providing services to more than 5,000 students, the Office of Accessibility Services (OAS) is committed to ensuring universal access for each Florida State University student. The OAS creates an environment of success through the provision of academic, housing, and dining accommodations, testing support, assistive technologies, and space for students to feel they are part of the FSU community.

Career Development

The Career Center

The Florida State University Career Center provides comprehensive career services to students, alumni, employers, faculty/staff, and other members of the university community. FSU's Career Center provides four general services: career advising and information; internship and cooperative education; employment and post-graduate education; and research and development. http://www.career.fsu.edu

Career Advising and Information

Florida State's career advising, and information office is the career planning part of The Career Center. This office offers drop-in advising, individual career counseling, a wide variety of information and programs as well as a computer lab and audio-visual room. It also houses The Career Center Library, which supports all Career Center services. The Career Center Library can be of assistance with educational and occupational planning. Books, videos, computer-assisted career guidance systems and handouts provide information on career planning, a career change, experiential opportunities, resume and vita writing, interviewing, letter writing, job search strategies, including academic job searches, search and much more. The library also maintains job files, which include position openings throughout the country, as well as some international positions. Career advisors are available on a drop-in and appointment basis. View the location, hours and phone numbers at http://career.fsu.edu/About-Us/Hours-of-Operation.

Employment and Post-Graduate Education

The Career Center is devoted to assisting seniors, graduate students and, in some cases, alumni with postgraduate educational and employment needs. Several career fairs as well as on-campus interviews are available to students and employers in the fall and spring semesters. View the location, hours, and phone number at http://career.fsu.edu/About-Us/Hours-of-Operation.

Center for Academic and Professional Development (CAPD)

CAPD develops and deploys web-based credit and non-credit courses for degree and non-degree seeking students. In addition to online and on-site academic and certificate programs, CAPD provides professional development opportunities and other outreach activities locally, statewide, nationally, and internationally in pursuit of lifelong learning. http://learningforlife.fsu.edu

Computing Resources

Information Technology Services at Florida State University

The goal of the Information Technology Services at Florida State is to ensure that you are able to understand and maximize the use of computer resources available from the University. From the initial steps of creating your Florida State accounts, to understanding the role of technology on campus, this guide will act as a reference point as you embark on your journey at Florida State University. Please visit the following website for more information: http://its.fsu.edu/Students.

Copies, Mailing, and Printing

Campus

The UPS Store

The UPS Store provides students with copy services, mailing services, and shipping.
https://obs.fsu.edu/faqs/ups-store

Professional Development

The Graduate School partners with the several units on campus to coordinate and offer professional development opportunities and workshops for active graduate students.

The Graduate Student Resource Center (GSRC)

The Graduate Student Resource Center (GSRC) site presents valuable resources and information to support graduate student success and provides academic and professional development to graduate students. The Center is part of FSU's Quality Enhancement Plan dedicated to enhancing doctoral education.

The GSRC also provides doctoral candidates with annual travel funding for conferences and events. Apply on our website to receive up to $500 for attending and up to $1000 for presenting at eligible conferences and creative events.

The GSRC develops academic and professional development workshops on topics like academic writing, mentoring, and time management. We also collaborate with campus partners to offer workshops on job search and graduate student well-being. If you would like the GSRC to provide a workshop for your department or a registered student organization, learn more and complete the form on our Outreach page.

Every September, the GSRC hosts the Graduate Student Resource Fair, which brings together more than 20 campus and community resources. The fair provides students with an opportunity to learn about services available to them, make meaningful connections, and ask important questions.

The Office of Graduate Fellowships and Awards

The Office of Graduate Fellowships and Awards offers interactive and informational workshops throughout the year. These workshops aim to introduce students to and engage students in the process of applying for prestigious fellowships and awards. Workshops and info sessions are hosted by OGFA staff, FSU faculty and staff, and representatives from award funding agencies.

Center for the Advancement of Teaching (CAT)

The Center for the Advancement of Teaching (CAT) offers a variety of workshops, events, reading groups, and resources for graduate students, including a specialized, multi-semester Teaching Development Program.

Career Center

The Career Center has creatively developed an effective, collaborative, interdepartmental array of career services for students and other University constituents. The Career Center is directly involved in instruction and research to support our mission. Although administratively located in Student Affairs, Career Center interventions impact virtually every facet of University life, including new student recruitment, employer/community relations, research, and alumni affairs. For graduate students, the Career Center offers a variety of professional development workshops, as well as a career planning opportunities for Beyond the Graduate School (tailored for master's students) and Beyond the Professoriate (tailored for doctoral students) which can be found here: https://career.fsu.edu/students/graduate-students

University Libraries

The Florida State University Libraries provide collections and services to enhance the learning, teaching, research, and service activities of the University. The Libraries' collections include over 4 million titles and offers access to more than 1,064 databases and 120,000 electronic journals, supplemented by a robust interlibrary loan program, including the statewide UBorrow system which includes over 15 million books from all 40 state university and college libraries. The Library Express Delivery Service delivers books and articles to faculty and graduate students on a daily basis. With almost 2 million visitors each year, Strozier Library, FSU's largest library, is open 134 hours each week, providing around-the-clock research assistance and other services like free academic tutoring and a rich array of academic support throughout the day and late into the night. As a member of the Association of Research Libraries, the FSU Libraries rank among the largest research libraries in North America. The Libraries also belong to the Association of Southeastern Research Libraries, the Center for Research Libraries, the Florida Virtual Campus/Florida Academic Library Service Cooperative and are the designated Florida service hub for the Digital Public Library of America.

For graduate students, the University Libraries offers a variety of professional development workshops, as well as a series of Graduate Skills Workshops. The Graduate Skills Workshop series is a collection of workshops developed in collaboration with the Graduate School and the Quality Enhancement Plan (QEP) to support graduate research and success. While all workshops coordinated by the Libraries count toward doctoral grant credit, the series detailed below is specifically tailored to meet the needs of our graduate students.

Teaching Support

Center for Advancement of Teaching (CAT)

The Center for the Advancement of Teaching (CAT) seeks to recognize and cultivate learner-centered teaching throughout the university by providing support to faculty as they balance cutting-edge research with thoughtful teaching.

The Center provides a space for collegial exchange about teaching and learning, bringing together faculty at all levels and across disciplines, to hone their expertise in facilitating learning and to promote our collective project of providing our students with a preeminent education. We curate research on how humans learn and provide programming and services to help our colleagues apply it in their own classroom practice. CAT promotes student success at FSU by supporting the faculty in the important and challenging work of crafting transformative learning experiences, and by fostering a culture in which effective teaching is valued and rewarded.

Required TA Training

At FSU, TAs are required to participate in an online training about important policies and practices as part of their preparation and certification to teach. CAT will also offer opportunities for additional professional development in a variety of formats that TAs can explore after they've completed the required portion on Canvas.

For more information, please visit this website: https://teaching.fsu.edu/required-training/

Textbooks

University Store

The Florida State University Store is located in the Student Union. Educational discounts are available for university faculty, students, and staff with a valid Florida State ID on major software packages and computers. Software titles may also be special ordered. Students may purchase books and gather computer information in the store or online at https://www.bkstr.com/floridastatestore/home.

Bill's Bookstore

With three bookstore locations in Tallahassee, Bill's is a full-service student center for Florida State students and faculty. Bill's Bookstore—South Copeland Street is located at 111 South Copeland Street across from the university's main gates; Students may purchase books in the store or online. For more information, call (850) 224- 3178 or email billsbookstore@bkstr.com to contact the store.
http://www.bkstr.com/billsbookstore/home

University Libraries: Guide for Graduate Students

Florida State University Libraries have much to offer graduate students in both resources and services. A member of the prestigious Association of Research Libraries, the University Libraries are ranked among the foremost academic research libraries in the nation.

The Robert Manning Strozier Library, the main library on campus, primarily serves the humanities and social sciences programs, while the Paul A.M. Dirac Science Library houses materials in the sciences. Other

specialized libraries on the main campus are located in the College of Law, College of Medicine, College of Engineering, College of Music, and the Career Center.

Resources

The Libraries' resources support teaching, learning, and research across the curriculum. Many resources are available electronically and are accessible from any location. FSU's membership in the Center for Research Libraries provides access to many rare and specialized materials. Interlibrary Loan and UBorrow services provide access to materials from other libraries.

- 3 million+ volumes, including 1 million+ e-books
- 86,500+ serials and e-journals
- 800+ databases covering a wide range of subject areas
- Depository library for U.S. government, state of Florida and United Nations publications
- Special Collections of rare and historic materials

Borrowing Policies for Strozier, Dirac, and Engineering Libraries

- Books – 8 weeks for graduate students; 16 weeks for graduate teaching assistants
- Books may be renewed online or in person at one of the campus library locations if they have not been requested by another person.
- Bound journals – 24 hours for graduate students and faculty
- Videos/DVDs – borrowing policies vary by collection
- UBorrow – 45 days from time of arrival at FSU; 1 renewal request allowed
- Interlibrary Loan – loan periods vary and are set by the lending institution
- Online resources available off campus from any location by logging in through the Libraries' website
- Distance students can request physical materials from the Libraries' collections through Interlibrary Loan

Research and Professional Support Services

Graduate students can take advantage of an array of services designed to support research and professional development, including private, individual, or small group research consultations with librarians for assistance with research, data management plans, digital scholarship, and citation management software. Support services are offered to students with disabilities.

- Research consultations for individuals or small groups on finding and citing sources, beginning literature reviews, or other research-related topics
- Online chat reference services
- Statistics and data-related consultations
- Consultations and support for data management, digital projects, professional digital profiles, public access grant requirements, open access publishing costs, copyright and fair use, and impact analyses for research (impact factor, H-index, altmetrics)
- Workshops on effective, efficient use of library resources
- Citation management software
- Access to print books from other Florida university libraries through UBorrow

- Interlibrary Loan of materials from libraries worldwide
- DigiNole Research Repository is an open access digital archive of the scholarly output of FSU, including dissertations and theses
- Library Express Delivery Service delivers materials to Graduate, Research, and Teaching Assistants

Teaching Support Services

Librarians from the University Libraries are valuable partners in teaching critical thinking skills to students and helping alleviate the anxiety many students feel when confronted with university-level research and information gathering. The Libraries provide a variety of services to support teaching and learning.

- Library research instruction for classes
- Assistance with developing research assignments
- Course reserves – articles can be put on electronic reserve and physical materials at one of the libraries
- Multimedia production – Equipment and assistance available in Strozier Library
- Customized research guides or content for Canvas sites
- Instruction, consultations and support available for distance courses

Facilities and Equipment

The Scholars Commons, a faculty and graduate student research center, is located in Strozier Library and offers a variety of spaces for research, study, collaboration, and production of materials. Additional facilities and equipment are available in Dirac and other university libraries. Resources available to graduate students in the Scholars Commons and elsewhere in University Libraries include:

- Computer lab with Microsoft Office, SPSS, Stata, SAS, NVivo, Maple, MATLAB, and other software
- Group study rooms
- Graduate conference room (can be reserved for larger groups, dissertation defenses, etc.)
- Robert Bradley Reading Room (access limited to graduate students and faculty)
- Quiet study areas
- Individual study rooms, available on both short term and long-term lending basis
- Wireless access and wireless printing
- Desktop PCs and Macs with access to the Internet and other software products
- Multimedia production equipment and software
- Web-conferencing technology
- Laptops, tablets, digital recorders, cameras, projectors and other equipment available for checkout
- Book scanner for books or loose-leaf papers
- Adaptive equipment and software for persons with disabilities

Staff

Highly qualified subject librarians are designated for all academic programs. They are available to assist graduate students with formulating research strategies, using resources effectively, identifying and obtaining resources, and preparing materials for presentation or publication. Specialist librarians are also able to assist in areas such as digital projects, public access mandates, and copyright. A team of librarians devoted to

developing and providing resources and services for graduate student's staffs the Scholars Commons, located on the ground floor of Strozier Library.

Detailed information about the University Libraries' resources, services, facilities, and staff is available at the Libraries' website http://www.lib.fsu.edu.

FSU DigiNole: Digital Repository

The Special Collections and Archives Division of the Florida State University Libraries supports and advances research, teaching, and engagement by acquiring, preserving, and providing access to collections of original manuscripts, rare books, photographs, maps, memorabilia, and university archives for use by students, faculty, and researchers worldwide. Among the important research collections are the Napoleon and the French Revolution; John Shaw Poetry and Children collections; Scottish collection; Carothers Rare Bible collection; Florida and Floridiana collections; and the FSU University Archives. Many materials from these and other collections are available online in the FSU Digital Library http://fsu.digital.flvc.org.

In addition to the Strozier Special Collections and Archives, the Claude Pepper Library houses the official and personal papers of former U.S. Senator and Representative Claude Pepper and related Florida political collections. The Heritage Protocol collections document and preserve materials related to the history and heritage of Florida State University.

Listing of Campus Libraries

Robert Manning Strozier Library

The Robert Manning Strozier Library, the main library on campus, primarily serves the humanities and social sciences programs. Strozier Library also houses the Scholars Commons and Special Collections.
https://legacywalk.fsu.edu/locations/strozier-library/

Career Center Library

Books, videotapes, CDs, computer-assisted guidance systems, and handouts provide information on choosing a major, careers, effective job search strategies, and experiential opportunities. Located in the Dunlap Success Center at 100 South Woodward Avenue.
https://www.career.fsu.edu/resources/career-center-library

Charlotte Edwards Maguire Medical Library

The College of Medicine Charlotte Edwards Maguire Medical Library provides access to several electronic medical databases, books, and journals. It provides 21st century information resources to cultivate physicians who are expert learners, problem solvers, and agents of change, and provides access to high quality, relevant, and current information in a supportive environment. Located on the northwest side of campus at Call Street and Stadium Drive, in the College of Medicine Administration building.
https://med.fsu.edu/library

Campus Libraries

- Robert Manning Strozier
- Career Center
- Charlotte Edwards Maguire
- FAMU-FSU College of Engineering
- Paul A.M. Dirac Science
- The College of Law Research Center
- Claude-Pepper
- Warren D. Allen Music

FAMU-FSU College of Engineering Library

The FAMU-FSU College of Engineering Library provides materials, services, and facilities to support the needs of students in this joint program. Located at 2525 Pottsdamer Street in Innovation Park. https://www.eng.famu.fsu.edu/library

Paul A.M. Dirac Science Library

Named in honor of the late Nobel Prize-winning physicist and Florida State University professor, the Paul A.M. Dirac Science Library consolidates the University Libraries' scientific and technical books and periodicals in one central location. Located in the heart of the Science Center complex, Dirac Science Library offers books, periodicals, and computer access, as well as reference assistance and study spaces.

The College of Law Research Center

The College of Law Research Center has a collection of nearly 500,000 volumes and offers an active program of legal research instruction, an experienced and helpful staff, and extensive collections of law and law-related information. Legal research is complemented by an array of electronic databases, including the LexisNexis and WESTLAW legal research databases. Located at 425 West Jefferson Street. http://www.law.fsu.edu/library

Claude Pepper Library

The Claude Pepper Library, housed on-campus in the Pepper Center, was established in 1985 as the official repository for the Pepper Collection, a unique and multi-faceted collection of manuscripts, photographs, audio/video recordings, and memorabilia by and about U.S. Congressman Claude Pepper (1900-1989).

Warren D. Allen Music Library

The College of Music Warren D. Allen Library is located in the Housewright Music building and is one of the Southeast's major music libraries. It contains a collection of recordings, scores, books, and periodicals that support the school's curriculum. http://www.music.fsu.edu/library

Listing of Community Libraries

Leroy Collins Leon County Public Library

Seven branches comprise the offices of the Leon County Public Library: Main Branch, 200 West Park Avenue; Northeast Branch, Thomasville Road; B.L. Perry Jr. Branch, South Adams Street; Ft. Braden Branch, Blountstown Highway; Lake Jackson Branch, North Monroe Street; Eastside Branch, Pedrick Road; Woodville Branch, Old Woodville Road. http://www.leoncountyfl.gov/library

Library of the Supreme Court of Florida

Collections include reported decisions of all-American courts, current statute law for all fifty states, plus an extensive collection of historical statute law of the United Kingdom and Canada. The Library of the Supreme Court of Florida is located off South Duval Street. http://www.floridasupremecourt.org/library/index.shtml

Conduct of Research

Human Subjects Committee (IRB), Office of Research

Florida State University receives federal funding and has signed an assurance letter with the Department of Health and Human Services that all projects under the auspices of Florida State University that involve human

subjects will be reviewed for compliance with these regulations before each researcher collects data. All students, faculty or employees who conduct research involving human subjects when such data will be available for generalized knowledge, requires review and approval by the Institutional Human Subjects Committee. https://www.research.fsu.edu/research-offices/human-subjects

Institutional Animal Care and Use Committee (IACUC)

All uses of vertebrate animals in research and instruction at Florida State University, whether externally funded, internally funded, or unfunded must be reviewed and approved by the IACUC. This is a requirement of the Animal Welfare Act and the National Institutes of Health. Members of the IACUC are appointed by the university President to assess FSU's animal program, facilities and procedures. The IACUC is comprised of members of the university's scientific community, a university non-scientist, a community non- scientist member and the university veterinarian. The IACUC conducts in-depth reviews of all research and teaching programs or projects that utilize vertebrate animals. https://www.research.fsu.edu/research-offices/acuc

National Science Foundation (NSF) Requirement on Graduate Students Funded by NSF

Effective January 4, 2010, the Office of Research Compliance Programs (ORCP) was required to certify to the National Science Foundation that a plan was in place to provide Responsible Conduct of Research (RCR) training for postdoctoral fellows, graduate and undergraduate students who receive support from NSF grants to conduct research. In response, the university has stipulated three options for meeting the NSF RCR requirement. Details of these options are on the Office of Research's RCR website at https://www.research.fsu.edu/research-compliance/rcr.

Florida State University's Reading and Writing Center

The Reading/Writing Center (RWC), located in Williams 222C, as well as several other locations across campus, is devoted to individualized instruction in reading and writing. Part of the English Department, the RWC serves FSU students at all levels and from all majors. Its clients include a cross-section of the campus: first-year students writing personal essays, upper-level students writing term papers, seniors composing letters of applications for jobs and graduate schools, graduate students working on theses and dissertations, multilingual students mastering English, and a variety of others.

The tutors in the Center, all graduate students in English with training and experience in teaching composition, use a process-centered approach to help students at any stage of their writing or reading: from getting ideas, to building vocabulary, to writing and revising. The RWC does not provide editing or proofreading services. Its tutors can, however, help writers build their own editing and proofreading skills.

Students who want help from a tutor may come for free sessions or register for a course in the RWC. The current free tutorial policy allows people to schedule three free appointments each semester. Additional free sessions are provided to walk-in students whenever tutors are not working with someone who has a scheduled appointment.

Taking ENC 1905 (Improv/Writ/Skills), REA 1905 (College Level Reading), and ENG 5998 (graduate writing) ensures a student an appointment every week over a full semester. Each course can be taken for 1-3 elective credit hours.

In addition to the Center's in-person tutorials, the RWC offers online tutorials as well. Through this service, tutors work with students via e-mail to provide help with such concerns as understanding assignments, selecting topics, drafting, revising, and polishing texts. For more information about the Center, including hours of operation, locations, and instructions for creating an appointment, please visit http://wr.english.fsu.edu/Reading-Writing-Center.

Office of Commercialization

The research you conduct as a student may have commercial as well as academic value. The Office of Intellectual Property Development and Commercialization can help you obtain patent and copyright protection for your work and will assist in moving your innovative results into public use. Their services to students, faculty and outside enterprises are described in detail at https://www.research.fsu.edu/research-offices/oc.

Funding Your Research

Congress of Graduate Students (COGS), Individual Conference Presentation Grant

These grants of $200 to $500 are for travel to academic conferences at which a graduate student is making a presentation. The application must be submitted no less than 15 business days before travel commences. Funds are limited, so the application should be filed soon after receipt of acceptance. Students are limited to two travel grants per fiscal year (July 1st to June 30th). Application forms can be found by clicking on the link below. Please refer to the application for specific deadlines. https://sga.fsu.edu/student-government/33rd-congress-graduate-students/funding/individual-conference-presentation-and

Congress of Graduate Students (COGS), Individual Conference Attendance Grant

These grants of $100 are for graduate students attending academic conferences. Please attach a copy of your conference registration form and submit it at least 15 business days prior to your conference. To receive your grant money, you must submit your receipts totaling to $100 as well as an original conference program or agenda and must be submitted upon return from travel. Students are limited to two grants per fiscal year (July 1st to June 30th). Application forms can be found by clicking on the link below. Please refer to the application for more details. https://sga.fsu.edu/student-government/33rd-congress-graduate-students/funding/individual-conference-presentation-and

Dissertation Research Grants

Administered by the Graduate School, these are grants for dissertation writers to assist with expenses associated with research to prepare the dissertation. These funds of up to $1000 are meant to cover expenses associated with research activities necessary for a high-quality dissertation. These funds are not intended to cover all expenses dissertation writers incur such as typing or word processing services, copying of the dissertation, editing services, etc. Funds, however, may be used to purchase books, software, supplies necessary for research, etc. Any Florida State graduate student who has not previously received a Dissertation Research Grant, has been admitted to candidacy, and is actively engaged in research or creative activity in support of his/her dissertation, is eligible to apply for this grant.
https://gradschool.fsu.edu/funding-awards/graduate-school-awards/student-awards-and-grants

International Graduate Student Resources

Resources and Supports

The Center for Intensive English Studies (CIES)

The Center for Intensive English Studies is an English language school. It provides support for FSU programs by administering exams and courses to establish the English language skills of FSU international students especially those who are to serve as Teaching Assistants. http://cies.fsu.edu/index.php

The Center for Global Engagement (CGE)

The CGE provides orientation, immigration advising, and ongoing support to over 2,400 international students on F & J Visas (including those students on F-1 visas completing Curricular Practical Training, Optional Practical Training, and STEM Optional Practical Training following graduation) and family members, as well as to over 250 international scholars and faculty. Useful and relevant information is available here for International Students, including about CGE advising and programmatic offerings: https://cge.fsu.edu/international-students

CGE also offers all FSU students the opportunity to enroll in a 12 credit academic Global Citizenship Certificate, and/or participate in one of our 45 academic exchange programs in 20 countries. In addition, they provide a variety of educational and social programs open to the entire FSU community. Our signature social event is International Coffee Hour held every Friday 5:00 – 6:30 p.m. while classes are in session. CGE invites you to join for this event and many others held throughout the year and to regularly check the CGE website for upcoming programs and activities. CGE's dedicated staff of more than 20 professionals and about 40 student staff are here to help you succeed at Florida State University and make your stay a memorable one.

International Program Office

International Programs has over fifty years of experience in international education and we are nationally recognized leaders in the field of study abroad programs. We offer over fifty diverse programs in twenty different locations around the world, many of which include graduate course offerings. In each host country, our program directors or leaders have forged solid academic affiliations while securing excellent learning facilities and living accommodations. Some programs offer Teaching Assistant Opportunities.

Furthermore, International Programs maintains four Study Centers in different cities around the world. These centers provide a unique opportunity for students to immerse themselves in the city life and culture while studying. FSU has also adopted a Policy for International Experiences which attempts to ensure that all international programs are academically and culturally enriching experiences. It also helps to ensure the safety and security of students participating in international experiences. For more information, please visit http://www.international.fsu.edu.

Global Pathways Graduate Certificate

Florida State University is one of the few universities in the country to offer a certificate recognizing the development of global competencies, and uniquely allows students to meet the requirements by interacting with international communities on campus and in the United States, as well as abroad. The Florida State University Global Pathways Graduate Certificate maximizes the rich cultural learning experiences available to students. Students can choose a certificate theme based on their interest and goals, take related academic courses and a language or cultural communication course, and participate in international and/or cross-cultural experiences and events to enhance your theme. Some of the requirements may have been met as an undergraduate and can be counted retroactively. Any major can participate; it particularly helps students stand out who are in majors that are not specifically internationally focused. Through the Global Pathways Graduate Certificate, students will:

- Become more cross-culturally and global conscious citizens.
- Develop important competencies which will help students collaborate more effectively with people from cultures different than their own.
- Develop necessary skills to enter the work force that is diverse and multicultural.
- Be able to demonstrate to future employers and graduate schools that students have worked to prepare themselves for today's global society through the academic courses and cross-cultural experiences required for the certificate.
- Receive a certificate and documentation on their transcript that will show that the students have earned a Global Pathways Certificate with an emphasis, selected by the student. There are eleven of theses/emphasizes that students can choose from. For more information, please visit http://global.fsu.edu.

Student Life

Campus

University Health Services

The mission of the University Health Services is to keep students healthy so that they can engage productively in the academic affairs at Florida State University, improving academic performance and increasing retention. The Health Center is an auxiliary service under the Division of Student Affairs. The University Health Services' staff includes board certified physicians, consulting medical specialists, nurse practitioners, registered nurses, licensed practical nurses, health technologists, pharmacists, health educators and other health professionals. http://www.tshc.fsu.edu

Student Health Insurance

Affordable student health insurance is available through University Health Services. The staff of the University Health Services understands that health insurance can be a complex and confusing issue. To simplify things, they have put together answers to some of the most common health insurance questions. If a question is not answered on their website, contact the insurance office at (850) 644-3608 or visit http://www.studentinsurance.fsu.edu.

Subsidy Benefit

Select graduate assistants and fellows will be provided a health insurance subsidy towards the purchase of the university sponsored health insurance plan. The subsidy will be disbursed by semester (fall/spring/summer). For more information on the health subsidy and a summary of the health insurance plans, please visit https://gradschool.fsu.edu/funding-awards/subsidy-benefit

For more information on cost, coverage, how and when to enroll for the university sponsored health insurance visit the FSU Student Health Insurance website at https://studentinsurance.fsu.edu/purchase_insurance. Note: All students must provide proof of immunization to the Student Health and Wellness Center Immunization Department before they will be allowed to register.

University Counseling Center

The University Counseling Center is a student service agency within the Division of Student Affairs. The major goal is to provide support services that help each student grow and develop emotionally, interpersonally, and intellectually. As individuals, students have unique concerns and needs. The Student Counseling Center offers various counseling methods tailored to meet those needs. For more information, visit http://counseling.fsu.edu.

The FSU Family Institute

A multidisciplinary unit established to bring together faculty, students, government, and community resources to provide a centralized source of information, research capacity, and critical thinking related to families. The mission is carried out through the following objectives:

- Conduct and disseminate research to advance scientific knowledge of the forces that influence the capacity of families to provide healthy environments for their children.
- Design and deliver model educational training and other programs for professionals, children and their families.
- Collaborate with associates from other universities, agencies and institutions serving children and their families.
- Use research-based data to guide state policy activities which impact child and family well-being, and critically evaluate the outcomes of current policies for children and families in Florida.
- Provide training opportunities for graduate and undergraduate students and in-service training to professionals working with children and families.
- Secure funding for projects in keeping with the mission of the Institute.

Center for Couple and Family Therapy

For more than 40 years, the Florida State University Center for Couple and Family Therapy has provided community-based services to thousands of clients with different needs. Doctoral students provide these services, most of whom have at least 500 hours in supervised clinical work with a variety of people from a broad spectrum of socioeconomic and ethnic backgrounds.

The Center for Couple and Family Therapy is a non-profit clinic serving individuals, couples, families, and children. It is unique in that human strengths and challenges are understood to be outcomes influences by the broader social and other contexts in which they are embedded. To make services available to all who wish them, care is provided on a sliding scale, based on family income.

Student therapists at the Center work with a variety of clients with a wide range of individual, couple, and family concerns from a broad spectrum of socioeconomic and ethnic backgrounds. The Center, as an active referral source, collaborates with state and community agencies to provide counseling services for their clients. Fees are determined on a sliding scale based on income and sessions range from $22 to $100. All intake sessions are $30, regardless of income or student status. FSU students receive a reduced intake session fee of $22. For an appointment call (850) 644-1588 or visit http://ccft.fsu.edu.

Community

HCA Florida Capital Hospital

Located at 2626 Capital Medical Boulevard. https://www.hcafloridahealthcare.com/locations/capital-hospital

Florida Department of Health in Leon County

The Health Department provides a wide variety of public health services including personal health, environmental health and public health education. Operated jointly by the Florida Department of Health and

Leon County the Department also serves as the county's Vital Records Office for birth and death certificates. http://leon.floridahealth.gov

Tallahassee Memorial Healthcare

Located at 1300 Miccosukee Road. http://www.tmh.org

Child Care

FSU Childcare and Early Learning Program

All university childcare centers are operated by the Florida State University Child Development Programs. The two centers are: the FSU Children's Center and the Infant and Toddler Child Development Center. All were established to assist student parents in the care and education of their children so that they could attend classes as well as to provide "hands on" experience and training for various academic departments on campus. FSU Child Development Programs are accredited by the National Academy of Early Childhood Programs a Division of the National Association for the Education of Young Children. Programs are governed by FSU's Board of Trustees and are administered by University Housing. https://childcare.fsu.edu/

Community

The Department of Children and Families Office of Child Care Regulation and Background Screening is statutorily responsible for the administration of childcare licensing and training throughout Florida. The purpose of this program is to ensure that children are well cared for in a safe, healthy, positive and educational environment by trained, qualified childcare staff.

Activities and Events

Orientation

The university-wide New Graduate Student Orientation and Workshops, hosted by the Graduate School at Florida State University, is conducted each August. Information regarding registration for Orientation and individual workshops will be available in July and can be found on the following website: http://gradschool.fsu.edu/newcurrent-students/graduate-schools-new-graduate-student-orientation.

WVFS Tallahassee 89.7FM/V89, "The Voice of Florida State"

WFVS Tallahassee 89.7FM/V89 is "The Voice of Florida State," the University's volunteer-run radio station. V89 offers diversity in programming twenty-four hours a day, 365 days a year, including the best new music along with a mix of Blues, Jazz, Hip-Hop, Reggae, Metal, Club, Folk, World, Honky-tonk, Latino, Punk, Fun, Experimental, Oldies, All Request, 7 Inch Singles, Local Music, and more. V89 promotes campus and community news, information, and activities, while offering the latest in news, sports, literature, social commentary, and comedy. V89 recruits new volunteers at the beginning of each semester during the first week of class. Listen to 89.7FM for details or check the station out at http://wvfs.fsu.edu.

Opening Nights

Opening Nights is a performing-arts festival that takes place each February and spotlights Florida State University's commitment to the arts — music, theatre, dance, visual art, film and literature. Now widely embraced as the high point on Tallahassee's cultural calendar, the festival began in 1999 and was an immediate success with both the university and the Tallahassee community. https://openingnights.fsu.edu

FSU Student Union

The FSU Student Union is a diverse and engaging community that fosters individual and collective learning by providing outstanding services and opportunities for involvement. http://union.fsu.edu

Union Productions / Club

Responsible for planning and hosting a variety of campus events for FSU students and the Tallahassee community. The five programming areas include comedy, concerts, special events, daytime events, and culture and the arts. http://up.union.fsu.edu

Theatre Productions

The School of Theatre is one of the top-tier theatre training programs in the nation. The School offers the university and wider community productions throughout the academic year.

Seminole Athletics

The Mission of the Department of Intercollegiate Athletics at Florida State University is to produce National Collegiate Athletic Association (NCAA) Division I programs for men and women that are characterized by excellence. Men's sports under the Department of Athletics include baseball, basketball, cross country, football, golf, swimming, tennis, and track and field. Women's sports under the Department of Athletics include basketball, cross country, golf, soccer, softball, swimming, tennis, track and field, and volleyball. http://seminoles.com

Organizations

Congress of Graduate Students

The Congress of Graduate Students (COGS) is the official representative body of all post-baccalaureate special, masters, specialist, professional, and doctoral students at Florida State University. COGS welcomes students to visit their lounge and computer lab in the Oglesby Union. For more information, please visit the following websites:

- Main website at https://sga.fsu.edu/cogs
- Individual Conference Presentation and Attendance Grants at https://sga.fsu.edu/student-government/33rd-congress-graduate-students/funding/individual-conference-presentation-and

COGS offers graduate students the opportunity to serve as Representatives in COGS, the graduate division of the SGA. They are responsible for handling and determining how nearly a half million- dollar budget is spent on graduate students. For more information, please see download the Petition for a Vacant Seat from https://sga.fsu.edu/student-government/33rd-congress-graduate-students/representatives/becoming-representative.

Student Government Association (SGA)

Entities under the Student Government Association (SGA) include: Campus Recreation Board, Congress of Graduate Students and the Union Board. Visit the SGA website at http://sga.fsu.edu.

Sports and Recreation

Campus Recreation Office

The Campus Recreation Office directs the Leach Center, Intramural Sports, Aquatics, the FSU Reservation on Lake Bradford, Outdoor Pursuits, FSU Challenge, and Sports Clubs on campus.
http://fsu.campusrec.com

FSU Cheerleading and Dance Teams

Tryouts for the Florida State University cheerleading and dance teams are open to FSU undergraduate and graduate students. http://www.fsuspirit.com

Seminole Athletic Tickets

To find out current student ticket registration policies and procedures, visit https://seminoles.com/ticket-office-information.

Registered Student Organizations

There are hundreds of registered student organizations (RSO's) at FSU.
https://soi.fsu.edu/registered-student-organizations

Living in Tallahassee

Visitor's Guide

The Tallahassee Area Convention and Visitors Bureau online Visitor Guide provides information on activities in Tallahassee and the surrounding areas. http://www.visittallahassee.com

Cable

Comcast Cable is the leading provider of cable television in the Tallahassee area. For more information, visit their website directly at https://my.xfinity.com/?cid=cust.

Housing

Several housing options are offered to graduate students in order to meet their various needs. University Housing is committed to providing a comfortable environment that promotes and supports the educational mission of the university. http://www.housing.fsu.edu

The Student Government Association maintains an off-campus housing website at http://offcampushousing.fsu.edu.

The Center for Global Engagement provides information regarding on-campus and off-campus housing option. http://cge.fsu.edu/living-tallahassee/housing

Utilities

The City of Tallahassee

Your Own Utilities, is a municipal utility, owned by and operated for the citizens of Tallahassee that has been serving the area with electric, water and sewer, natural gas, and solid waste services for over 100 years.

Talquin Electric Cooperative

A member-owned rural electric cooperative particularly for those outside of the Tallahassee city limits. https://www.talquinelectric.com

Safety

Campus

Blue Light Trail

Consisting of over 400 strategically placed light poles along the Blue Light Trail; each pole is equipped with emergency speaker phones and topped with strobe lights. By pushing the emergency button located on the pole, students are immediately connected with the FSU Police dispatcher.

Florida State University Police

The university police department promotes a safe and secure higher education environment while providing proactive police and customer-related services aimed at reducing crime. http://www.police.fsu.edu

S.A.F.E. (Student Alert Force and Escort Service) Connection

Sponsored by the Student Government Association, S.A.F.E. Connection is an affiliated project with the university Police Department. The project promotes education, activities and programs concerning crime prevention and safety to the students, faculty, staff and visitors of the University. https://police.fsu.edu/services-resources

Victim Advocate Program

The Victim Advocate Program provides advocacy to victims of crime. An advocate is on call twenty-four hours a day to respond to FSU students who are victimized, or any other person who is victimized on our campus.

Services offered include emotional support, instructor notification, referrals, and educational programming for our campus community. http://www.victimadvocate.fsu.edu

Community

Leon County Sheriff's Office

2825 Municipal Way; (850) 922-3300, http://www.leoncountyso.com

Tallahassee Police Department

234 East Seventh Avenue; (850) 891-4200, http://www.talgov.com/publicsafety/tpd.aspx

Steps to Graduation: The Final Term

Steps to Graduation – The Final Term

Step 1 – Register

In the final term, doctoral students and master's students in a thesis-type program should register for a minimum of two credit hours of thesis/dissertation/treatise credit. Students who have not already done so should also register for defense. Non-thesis students needing only to complete the comprehensive examination should contact their program. Students should check with the Office of the Registrar to ensure their transcripts are free of Incompletes and that all outstanding fees have been paid.

Step 2 – Apply for Graduation

During the first two weeks of the final term, students must "Apply for Graduation Online" through the Office of the Registrar, Graduation Section, http://registrar.fsu.edu/graduation.

All questions regarding Commencement and cap and gown ordering should be referred to the Graduation Section of the Office of the Registrar at (850) 644-1050.

Staff in the Graduation Office process academic progress checks and clearances for all liberal studies, as well as grade-point-average requirements for all undergraduate and graduate students. Staff also monitor compliance with the foreign language admission requirement and the Graduating Senior Survey Requirement. The Graduation Office organizes and oversees all of Florida State University's commencement ceremonies, and staff in this office process all diploma orders and reorders.

Graduation ceremonies are held in the Donald L. Tucker Civic Center located at 505 West Pensacola Street.

For further information, please call the Office of the University Registrar at (850) 644-1050 from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Panama City (FL) students may find information about the annual Panama City graduation ceremony at http://pc.fsu.edu/Students/Commencement-General-Information.

Step 3 – Thesis, Dissertation, Treatise Students: Preparing to Submit Your Manuscript

All information pertaining to the submission requirements for Electronic Thesis, Treatise and Dissertation content can be found on the Graduate School's main website. For students to submit their manuscript successfully, they must adhere to the formatting rules found in the most recent version of the "Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations," as well as meet the deadlines outlined in the semester they intend to graduate.

The Graduate School recommends that students submit their manuscript to the manuscript clearance adviser for the initial format check when it is submitted to the supervisory committee in preparation for the defense. In any case, students must submit the initial version of their manuscript by the Initial Format Submission Deadline in the semester they intend to graduate. Students must then submit their final version and all forms by the Final Manuscript Submission and Forms Deadline.

Semester deadlines are posted on the Graduate School's Main website.
https://gradschool.fsu.edu/current-students/thesis-treatise-and-dissertation

Step 4 –Announce Your Defense and Successfully Defend

At least two weeks prior to the defense, all students must submit an online announcement of defense to the Graduate School. In order to submit a defense announcement, the student's committee must be valid. Students with invalid committees should contact their graduate coordinator to resolve the issue(s). It is recommended that students defend no later than the eighth week of classes in the semester of intent to graduate. Students must defend by no later than the deadline for submission of final manuscript in the semester of intent to graduate. The Defense Announcement Link can be found on the Graduate School's main website at https://gradschool.fsu.edu/current-students/thesis-treatise-and-dissertation. Note: Course-based master' s students can disregard this section.

Step 5 – Final Submission

Each doctoral student and master's student in a thesis-type program must have the format of their manuscript approved by the manuscript clearance advisor and submit all of their required clearance forms via the Manuscript Clearance Portal. For final clearance, students must submit all required forms to the Graduate School via the Manuscript Clearance Portal and upload the manuscript documents to the manuscript clearance adviser via the ProQuest Admin web site by the deadline for submission of final manuscript, which is posted each semester on the Graduate School's main website. The manuscript clearance advisor will perform a final check of each student's electronic thesis, treatise or dissertation (and forms), and will inform the student if their manuscript has cleared or if any additional formatting corrections are needed. Note: The manuscript must be submitted as a PDF for both the initial format check and final format check. All students should consult their departmental adviser for final term program requirements. Note: Course-based master's students can disregard this section.

The Graduate School Staff

The Graduate School Staff Information

To view the Graduate School's Staff page, please click here: https://gradschool.fsu.edu/our-staff

As a reminder, student questions concerning tuition waivers, academic program requirements, and/or funding opportunities related to assistantships, stipends, fellowships, and scholarships, should be directed to the graduate coordinator in the student's academic unit. Questions related to Graduate Admissions should be directed to 850-644-4723 or Grad-Help@fsu.edu.

Have a wonderful year and very best wishes for your success at FSU!