

THE FLORIDA STATE UNIVERSITY



Graduate and Professional Student Handbook

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Prepared by the
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A MESSAGE FROM THE DEAN OF THE GRADUATE SCHOOL

“Welcome to The Florida State University...”



I want to extend my personal congratulations to you on your acceptance into graduate studies at The Florida State University. Graduate study is a time of exploration and immersion in a particular specialty. It is a time for the free exchange of ideas, acquisition of new skills, and creation of new knowledge. It is a time when faculty changes from being your teachers to being mentors and colleagues.

The Graduate School supports graduate students in every program at The Florida State University. We provide assistance in academic matters, advice on university-wide degree requirements, information on the availability of financial assistance including assistantships, fellowships and scholarships, as well as approval for theses, treatises, and dissertations.

The Florida State University is recognized by the Carnegie Classification of Institutions of Higher Education as engaged in very high research activity, the highest status accorded to a doctoral-granting university. Graduate and professional studies are pursued by approximately 8,500 graduate, law, and medical students. Graduate students at The Florida State University have the opportunity to study with a community of scholars. Our esteemed faculty includes Nobel Laureates, members of the National Academy of Sciences and American Academy of Arts and Sciences, Guggenheim Fellows, and Pulitzer Prize recipients. Graduate education is a core component of the institution's mission as a university. You are now part of a select and diverse group. You have come to us from ninety-five foreign countries and all fifty states. We are looking forward to you becoming leaders in your professions and communities.

On behalf of The Graduate School, I wish you success in pursuing your advanced studies, and encourage you to contact us if you need any assistance.

Sincerely,

A handwritten signature in black ink that reads "Nancy Marcus". The signature is written in a cursive, flowing style.

Nancy H. Marcus, Ph.D.
Dean, The Graduate School

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New Graduate Student Checklist



STRENGTH SKILL CHARACTER

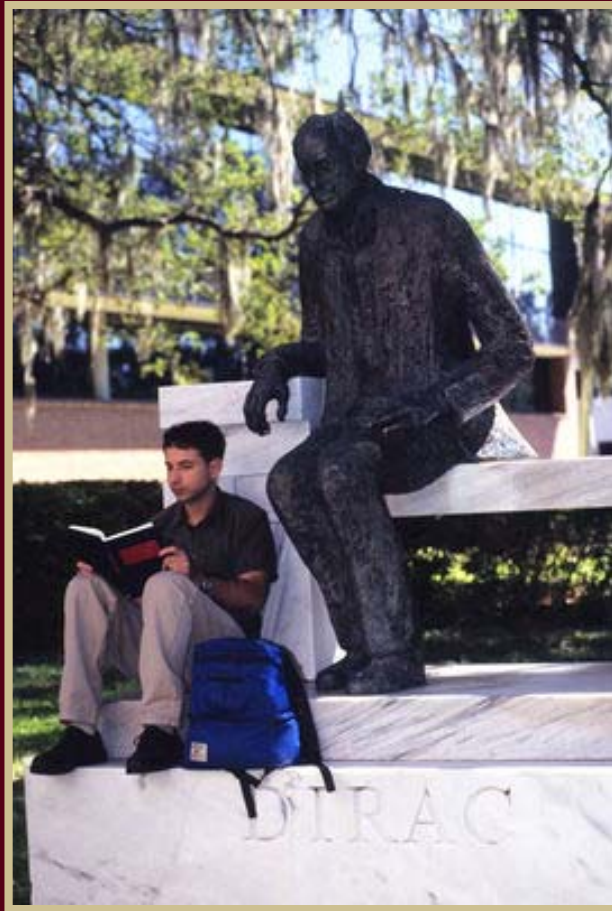
NEW GRADUATE STUDENT CHECKLIST

You can view the most current edition of the New Graduate Student Checklist at:

<http://gradschool.fsu.edu/Information-For/New-Current-Students/New-Graduate-Student-Checklist>



Financing Graduate Education



STRENGTH SKILL CHARACTER

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. <http://www.finaid.fsu.edu/apply/cost.html>

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. Also available are mock telephone and face-to-face interviews. View the location, hours and phone number: <http://career.fsu.edu/about/hours.cfm>

Employment and Post-Graduate Education

Our 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://career.fsu.edu/employment/jobsearch/>

Research and Development

In partnership with the Center for the Study of Technology in Counseling and Career Development, the Career Center conducts research on counseling and career development. The "Tech Center" was established to assist practitioners, researchers, software developers, and policy makers in improving the design and use of computer applications in counseling and career development, as well as improving the cost-effectiveness of career services. For more information about the Tech Center, please visit their website at <http://www.career.fsu.edu/techcenter/>. This website provides additional information for individuals and students interested in career development and computer technology. View the contact information: <http://www.career.fsu.edu/techcenter/location.html>

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 The Florida State University schools, colleges and departments. Additional information is also provided on external funding opportunities and internships. <http://www.gradschool.fsu.edu/Funding-Awards>

Office of Graduate Fellowships and Awards

The Office of Graduate Fellowships and Awards (OGFA) offers a variety of services to assist graduate students in obtaining external fellowships, grants, scholarships, and awards. Services include assistance with proposal revisions and the application process, workshops, and round table discussions about specific opportunities. The OGFA's Blackboard organization site provides an inventory of external fellowships and awards as well as information on searching for additional resources. The OGFA's newsletter, which contains information about upcoming events and deadlines, is available online through Blackboard and the website. For more information, visit: <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: <http://financialaid.fsu.edu/saveatrip/index.html>

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 Family Education Loan Program (FFELP), which includes the Federal Stafford Loan and Federal Loan for Parents (FPLUS). <http://financialaid.fsu.edu/aid/loans/index.html>

Residency

If you are an in-state resident, make sure you complete and return the Florida Residency Classification form to Florida State Graduate Admissions. You need to do this even if you were previously classified in-state by Florida State, or any other Florida institution. Florida Residency Classification forms are available at <https://admissions.fsu.edu/Residency/Residency.cfm>. For questions regarding Florida Residency, please contact registrar@admin.fsu.edu or (850) 644-1050. Florida residency forms for graduate assistants are available at http://registrar.fsu.edu/services/images/grad_memo.pdf

Tuition Rates and Deadlines

Tuition rates and deadlines are available year round, online, on the Office of Student Financial Services website. <http://controller.vpfa.fsu.edu/Student-Financial-Services/>



Calendars and Registration Guides



STRENGTH SKILL CHARACTER

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 printed version of the Academic Calendar can be found each semester in the *Registration Guide* (http://registrar.fsu.edu/dir_class/). 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.

THE FLORIDA STATE UNIVERSITY ONLINE CALENDARS

<http://fsu.edu/~calendar/>

ACADEMIC CALENDAR

Summer

http://registrar.fsu.edu/dir_class/summer/acad_cal.htm

Fall

http://registrar.fsu.edu/dir_class/fall/acad_cal.htm

Spring

http://registrar.fsu.edu/dir_class/spring/acad_cal.htm

College of Law

http://www.law.fsu.edu/academic_programs/curriculum/academic_calendar.html

College of Medicine

<http://www.fsu.edu/cgi-bin/cgiwrap/calendar/we3.3.4/webevent.cgi?cmd=openal&cal=cal25>

REGISTRATION GUIDE

Summer

http://registrar.fsu.edu/dir_class/summer/

Fall

http://registrar.fsu.edu/dir_class/fall/

Spring

http://registrar.fsu.edu/dir_class/spring/

FSU ALERT (Emergency Information and Instructions)

<http://alerts.fsu.edu/>



Campus Map



STRENGTH SKILL CHARACTER

CAMPUS MAP, BUILDING KEY/LEGEND, BUSES, CARS AND PARKING

Campus Map

<http://www.fsu.edu/Campus/newmap>

The Florida State University Building Key/Legend

<http://www.fsu.edu/map2007/2007-%20MapBuildingList.htm>

Buses

Seminole Express:

With five routes, the Seminole Express bus service assists students in their day-to-day movement around campus, including Innovation Park. <http://parking.fsu.edu/Seminole%20Express/Seminole%20Express.html>

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/index.cfm>

Cars, Parking

All students are assessed a per credit hour fee paid with their tuition to cover their parking and transportation needs. To acquire a 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 FSUCard 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



STRENGTH SKILL CHARACTER

UNIVERSITY GRADUATE DEGREE REQUIREMENTS

Prerequisites for All Graduate Degrees

Graduate work in any department must be preceded by sufficient undergraduate work in the field or a related field to satisfy the chair of the department that the student can successfully do graduate work in the chosen field.

A student is expected to have adequate command of the English language to enable the student to organize subject matter and to present it in creditable written form. Any faculty member may at any time refer a student to the Reading/Writing Center of the Department of English for noncredit remedial work.

Editing Services and Statistical Assistance

The following guidelines have been approved by the Graduate Policy Committee (GPC).

1. University regulations are quite clear concerning plagiarism and inappropriate assistance; these regulations apply with particular force to theses and dissertations: "...violations of the Academic Honor Code shall include representing another's work or any part thereof, be it published or unpublished, as one's own." (*Faculty Handbook*, p. 188);
2. Editing services and statistical assistance, and in particular of computer and statistical research design assistance, must not be seen as a substitute for required training and/or course work;
3. Professional editing services may not become a substitute for faculty advisement and should be confined to language structure;
4. The major professor must be informed and concur before a student seeks assistance in any or all of the editing or statistical assistance areas, and faculty concurrence should be documented as part of the student's record. The particular scholarly work in question should be reviewed prior to such assistance, so that issues of scholarly form and content have been dealt with in advance of the use of such services. The student must confer with the major professor before incorporating any advice obtained through the above-mentioned services into written work;
5. In all cases, such assistance must be noted in the acknowledgments accompanying the final version of a paper, thesis, or dissertation.

Graduate Students Enrolled for Two Degrees Simultaneously

Under certain special circumstances, it is possible for a student to work on two degrees, in two different departments, at the same time. Students wishing to enroll within two degrees simultaneously need to be accepted by both departments. A dual enrollment request showing endorsement by both department heads and dean(s), as appropriate, must be sent to the Dean of The Graduate School for approval. Once approved, the Office of the University Registrar will be notified of the dual registration. **Note: initial admission to a graduate program at The Florida State University must be to one program only. After the first semester, the student may apply and be accepted to the second degree program that is desired.**

Master's Degree Programs

Degrees Offered

The University confers the Master of Arts, Master of Science, Master of Accounting, Master of Business Administration, Master of Fine Arts, Master of Music, Master of Music Education, Master of Social Work, Specialist in Education, Specialist in Library and Information Studies, and Master of Public Administration Degrees.

The minimum requirements govern all of these degrees except the Specialist in Education, the Specialist's Degree in Library Science, and the Master of Fine Arts Degrees. Individual departments may have additional or specific requirements over and above those stated here.

Types of Programs

There are two types of programs by which a student may secure a master's degree: the thesis type and the course type. It is the department's choice whether it requires all majors to proceed under one or the other type, or whether it permits individual students to choose between them.

Thesis-Type Program - To qualify for a master's degree under this program, the student must complete a minimum of thirty semester hours of credit including thesis credit. At least eighteen of these hours must be taken on a letter-grade basis (A, B, C). The minimum/maximum number of thesis hours for completion of a master's degree shall be six hours.

Course-Type Program - To qualify for a master's degree under this program, the student must complete a minimum of thirty-two semester hours of course work. At least twenty-one of these hours must be taken on a letter-grade basis (A, B, C).

Requirements at Master's Level

At the master's level, students are expected to demonstrate an understanding and make use of the core knowledge needed to function in their professional field. Master's level students are expected to demonstrate an understanding of the research process, and/or creative or problem-solving activity or application of the knowledge appropriate to their discipline.

The student also is held responsible for meeting the following requirements:

Graduate Record Examinations and Subject (Advanced) Tests - Certain departments require the area or advanced tests of the Graduate Record Examinations (GRE) or other standardized achievement tests. These tests should be taken no later than during the first term of residence in graduate study. Consult the chair of the major department for details.

Transfer Credit - Transfer of courses not counted toward a previous degree from another regionally accredited graduate school is limited to six semester hours. Likewise, transfer of courses not counted toward a previous degree within The Florida State University is limited to twelve semester hours, except when the departmental course requirement exceeds the thirty-two hour university-wide minimum requirement. In the latter case, additional transfer credit may be allowed to the extent of the additional required hours. All transfer credit must:

- Be recommended by the major department;
- Be evaluated as graduate work by the evaluation section of the Office of Admissions of The Florida State University; and
- Have been completed with grades of 3.0 ("B") or better.

Grades earned at another institution cannot be used to improve a Grade Point Average (GPA) or eliminate a quality point deficiency at The Florida State University.

The University does not accept experiential learning, or award credit for experiential learning. Transfer credit based on experiential learning from another institution will not be accepted.

General Course Requirements - The distribution of hours among 4000, 5000, and 6000 level courses and above is determined by the college of the student's major department. Only courses numbered 5000 and above are normally to be taken by graduate students. A graduate student's directive committee or department may, however, permit the student to take specified 4000 level courses in the degree program. Such 4000 level courses may be credited toward a graduate degree.

Language Requirements - There is no university-wide foreign language requirement for the master's degree, except for the Master of Arts degree. Each department sets its own language requirements.

Residency Requirements - There is no university-wide residency requirement for the master's degree beyond that implicit in the limitation upon transfer credit, the recency of work requirement, and the full-time student load requirement. Master's candidates are advised that some programs and departments may impose a stricter rule of residency as required by the specific program of study.

Recency of Work - The work for the master's degree must be completed within seven years from the time the student first registers for graduate credit. Any graduate work transferred from another institution must have commenced not more than seven years prior to completion of the degree for the credits to be applicable to the master's degree.

Program of Study - As early as possible during the first term of graduate work, students should prepare a program of study with the help of their major professor or supervisory committee. This program must be approved by the major professor and the chair of the major department. A copy of the approved program is to be kept on file in the department.

Full-time and Part-time Enrollment Status - The re-definition of full-time and part-time enrollment status for graduate students embodied in the new policy statement is strictly for purposes INTERNAL to Florida State University. The gold standard definition of full-time enrollment for purposes EXTERNAL to the University is 12 credit hours per semester with few exceptions. Those exceptions include the 9 credit hour per semester rule for international students, and the 9 credit hour rule for students on assistantships and receiving waivers.

Major and Minor Professors - At the earliest opportunity, the student should ask the chair of the major department to designate the major professor, who serves as the student's advisor and supervisor. If nine or more semester hours of work are taken in any department other than the major one, these hours may be considered a minor if so desired by the student and by the major department. If a minor is requested, the chair of the major department should ask the chair of the minor department to designate a minor professor for the student's supervisory committee. Designation of major and minor professors requires the mutual consent of the student, department chair, and professors involved.

Major and/or minor professors advise students throughout the manuscript writing process. The major professor is someone who is an expert in discipline. In addition, the major professor is someone who is an expert in the discipline. It is the students responsibly, however, to make appointments to meet with the major and/or minor professor.

Supervisory Committee - A master's degree Supervisory Committee must be designated for all thesis students and may be designated for non-thesis students at the option of the department. The Supervisory Committee consists of at least three members: the major professor; the minor professor (if the student has

a minor area); and one or two additional members from the major department. Additional members may be appointed if deemed desirable. All members of the committee must hold Graduate Faculty Status.

It is important to take the initiative to work independently. It is also important to keep in contact with your committee. Students should talk with their major professors about the protocol for circulating drafts of the manuscript (e.g., to the major professor, then to the committee).

Prospectus - A thesis-type program may require preparation and submission of a prospectus to the student's major professor, supervisory committee, and departmental chair for approval.

Thesis - The subject of the thesis must be within the major field and must reveal independent investigation and knowledge of the methods of scholarship. It is the responsibility of the major professor to supervise the preparation of the prospectus and the thesis. The manuscript must be prepared according to the style and form prescribed by the department and must conform to the university requirements regarding format. Formatting and clearance guidelines for the final electronic submission copy may be accessed at The Graduate School's Blackboard ® GradSpace and Faculty/Staff sites, or by contacting the Manuscript Clearance Advisor.

A student who has completed the required course work and continues to use campus facilities and/or receives faculty supervision, but has not made a final thesis submission shall include in the required full-time load a minimum of two (2) credit hours of thesis per semester until completion of the degree. Those with underload permission must register for at least two (2) credit hours of thesis per semester. Underloads must be approved by the student's academic dean. Before registering for thesis hours, the student must consult the major professor as to the proportion of time to be devoted to thesis work.

The thesis should be in the hands of the major professor and the examining committee at least ten (10) days before the date of the oral examination. After approval by the oral examining committee, which includes or may be the same as the supervisory committee, the student should submit the final version of the thesis electronically to the manuscript clearance adviser. The final approved version of the thesis must be cleared by to the university manuscript clearance adviser in The Graduate School within 60 days of the defense date or the student must be re-examined. Students should consult the "Manuscript Clearance" submenu of GradSpace (in Blackboard) for information on deadlines, forms, and procedures.

As a condition of undertaking a thesis master's program, the student agrees that the completed thesis will be archived in the University Libraries system. The student will make the electronic thesis available for review by other scholars and the general public by selecting an access condition provided by The Graduate School.

Comprehensive Examination - A comprehensive or other type of examination, either written, oral, or both, at the option of the department, may be required for the master's degree. Testing requirements and procedures are established by the major department.

Master of Arts Requirements - In addition to the requirements previously listed, candidates for the Master of Arts Degree must meet the following requirements.

1. Proficiency in a foreign language demonstrated by satisfactory performance on the Graduate School Foreign Language Tests of the Educational Testing Service, or certification by the appropriate language department, or completion of twelve semester hours in a foreign language with an average grade of at least 3.0 ("B"), or four years of a single language in high school.

2. Six or more semester hours of graduate credit in one or more of the following fields: art; classical language, literature, and civilization; communication (not to include speech correction); English; history; humanities; modern languages and linguistics; music; philosophy; religion; and theatre.

Doctoral Degree Programs

Degrees Offered

The Florida State University offers 73 doctoral, and a variety of specialist, joint, combined and dual degree programs. For more information on graduate studies at The Florida State University, please visit the following website: <http://gradschool.fsu.edu/Academics-Research/Degree-Programs/Doctoral-Degree-Programs>.

Requirements of the Doctor of Philosophy Degree

The Doctor of Philosophy is a research degree designed to produce the critical scholar and is granted only to students who have:

- 1) Mastered definite fields of knowledge. Familiarity should not only be with what has been done in a specific field but also with the potential and opportunity for further advances within that degree;
- 2) Demonstrated capacity to do original and independent scholarly investigation or creative work in their selected fields; and
- 3) The ability to integrate their selected fields of specialization with the larger domains of knowledge and understanding.

Admission - Admission in the formal sense is governed by the same minimum standards as stated in the "Admissions" chapter of the *Graduate Bulletin*. However, a special effort is made by the departments to select and to admit only those who appear clearly qualified for studies at this advanced graduate level. <http://registrar.fsu.edu/bulletin/grad/apdefault.htm>

Diagnostic Examination - The student who has been admitted to work toward the doctoral degree may, before the end of the second semester of postbaccalaureate study, be required to take a departmentally administered diagnostic examination. It is designed to appraise the student's ability to pursue the Doctor of Philosophy degree in the field and to facilitate counseling in the development of the student's program of studies.

The department will notify the Office of the University Registrar if the diagnostic examination is failed and the student's program is to be terminated.

Residence - The intent of the residency requirement is to ensure that doctoral students contribute to and benefit from the complete spectrum of educational, professional, and enrichment opportunities provided on the campus of a comprehensive university. When establishing residency the student should interact with faculty and peers by regularly attending courses, conferences, or seminars, and utilize the library and laboratory facilities provided for graduate education.

After having finished thirty semester hours of graduate work or being awarded the master's degree, the student must be continuously enrolled on The Florida State University's Tallahassee campus, for a minimum of twenty-four graduate semester hours of credit in any period of twelve consecutive months. In cooperative degree programs involving two or more universities, residence requirements may differ from the foregoing only with the approval of the graduate policy committee and the Dean of The Graduate

School. Students in such programs should check residency requirements with their departmental chairs or program leaders.

The College of Education and the art education program in the College of Visual Arts and Dance permit Ed.D. students, if they so desire, to complete their residency requirement by registering for thirty credits during a sixteen-month period.

Transfer Credit - The University does not accept experiential learning, or award credit for experiential learning. Transfer credit based on experiential learning from another institution will not be accepted. For more information, please contact your college.

Course Requirements - Because the Doctor of Philosophy degree represents the attainment of independent and comprehensive scholarship in a selected field rather than the earning of a specific amount of credit, there is no university-wide minimum course requirement beyond that implied by the residency requirement. Individual programs are planned to increase the likelihood that prior to students reaching the preliminary examinations, they will have gained sufficient mastery of their field to complete them successfully.

Major Professor - Early in the doctoral program, the student should consult with the professors under whom the student may be interested in working and from whose areas of competency a dissertation topic could be selected. The student should request that the selected faculty member serve as major professor. The departmental chair will approve the major professor who must be a member of the faculty with Graduate Faculty status (GFS) and have special competence in the student's proposed area of concentration. The appointment must be mutually agreeable to the student, major professor, and departmental chair.

Major and/or minor professors advise students throughout the manuscript writing process. The major professor is someone who is an expert in discipline. In addition, the major professor is someone who is an expert in the discipline. It is the students responsibly, however, to make appointments to meet with the major and/or minor professor.

Supervisory Committee - Upon the request of the major professor, the departmental chair will appoint the supervisory committee which will be in charge of the work of the student until the completion of all requirements for the degree. The supervisory committee will consist of a minimum of four members of the faculty who have Graduate Faculty status, one of whom is the university representative of the faculty. Programs may establish a more stringent policy on supervisory committee membership but such policies may not conflict with the University policy. For example, a program may choose to stipulate that more than the minimum number of committee members hold Graduate Faculty status in the program, or must be members of the tenure-track faculty. If deemed desirable and not established by policy it may also be appropriate to include additional members to provide necessary expertise. All additional members of the committee must hold Graduate Faculty status or (in the case of nontenure-track faculty) co-doctoral or co-master's status. Under special circumstances persons external to the University may be appointed as Courtesy Faculty with co-doctoral or co-master's status and serve on a student's supervisory committee. **Each year the supervisory committee, the major professor, or the student's advisor prior to selection of a major professor will assess the progress of the student in writing and will make available copies of the annual review to the student, the departmental chair, and the academic dean.** The Dean of The Graduate School, the academic dean, and the chair of the major department may attend committee meetings as nonvoting members. Notification of the supervisory committee membership will be reported to the Dean of The Graduate School in a timely manner after its formation. Only members of the supervisory committee may vote and sign the dissertation.

University Representative - The university representative is drawn from outside the student's department. For interdisciplinary programs the university representative is drawn from outside the student's department and degree program. The university representative must be a tenured member of the faculty with Graduate Faculty status and should be free of conflicts of interest with other members of the supervisory committee. The university representative is responsible for ensuring that the student is treated fairly and equitably in accordance with University, College, and Departmental guidelines and policies, and that decisions made by the supervisory committee reflect the collective judgment of the committee. This responsibility begins with appointment to the supervisory committee and ends with the defense of the dissertation. The university representative should verify that the defense is conducted appropriately. Content knowledge in the subject of the dissertation is valuable for the university representative, but not required. In addition, the university representative represents the University's interest and is responsible for ensuring that our doctoral graduates are of high quality. If questions or irregularities arise that cannot be resolved within the college, the university representative should contact the Dean of The Graduate School for resolution.

Program of Study - As soon as possible after notification of the appointment of the supervisory committee, the student, under the supervision of the major professor, should prepare for the approval of the supervisory committee a complete plan of courses to be taken. This program of study must be signed by each member of the committee and the chair of the major department. A copy of the student's approved program of study is to be kept on file in the department.

Full-time and Part-time Enrollment Status - The re-definition of full-time and part-time enrollment status for graduate students embodied in the new policy statement is strictly for purposes INTERNAL to Florida State University. The gold standard definition of full-time enrollment for purposes EXTERNAL to the University is 12 credit hours per semester with few exceptions. Those exceptions include the 9 credit hour per semester rule for international students, and the 9 credit hour rule for students on assistantships and receiving waivers.

Language and Related Requirements - There are no university-wide foreign language, statistics, or other tool requirements for the Doctor of Philosophy Degree. Each department prescribes its own requirements.

The procedures for testing foreign language proficiency are set by the department prescribing the requirements. For those departments choosing to use them, the following arrangements have been made: reading knowledge exemption examinations for French, German, Russian, and Spanish are administered locally by the Office of Assessment Services (<http://learningforlife.fsu.edu/cat/>), using the Educational Testing Service Examinations. Information on dates for application to the Office of Assessment Services and dates for the examinations is available from that office. For those examinations not administered by the Office of Assessment Services, application is made to the appropriate department. The Department of Classical Languages, Literature, and Civilization prepares and administers the examinations in Greek and Latin. For departments allowing international students to use English in satisfaction of language requirements but unwilling to accept satisfactory completion of their departmental courses as sufficient demonstration of language competency, the university's Office of Assessment Services will administer the Educational Testing Services Test of English as a Foreign Language (TOEFL) which certifies comparative attainment. International students deficient in English may be referred to the foreign language education program of the College of Education for course work, and the completion of that course work will be accepted as an indication of competency. Examinations for other approved languages are prepared and administered by the Department of Modern Languages and Linguistics.

The language courses numbered 5060 are service courses designed to prepare the student for the language exemption examinations. The student may take these courses as many times as needed. Students will use the 5069 courses to register for the examination.

When proficiency in statistical analysis is permitted or required, the criteria shall be established by the Department of Statistics. This proficiency can be met by satisfactory grades in STA 5126 by passing the statistics department's proficiency examination, or by other procedures approved by the chair of the Department of Statistics.

These instruments afford means of continuing access to the materials and literature of research; therefore, the candidate should acquire competency in them early in the doctoral program.

Preliminary Examination - Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the doctoral degree. No student may register for dissertation or doctoral treatise hours prior to the point in the semester in which the preliminary examination was passed. An *Admission to Candidacy Form* must be completed and filed in the Office of the University Registrar prior to registration for dissertation/treatise hours. After completion of the admission to candidacy process, the student may retroactively add dissertation hours for that semester in which the preliminary examination was completed. Retroactive changes are only permitted if the preliminary examination is passed by the end of the seventh week of the semester. For term specific deadline dates, please refer to the "Academic Calendar" in the Registration Guide. (Underlined text clarifies a longstanding practice). (Graduate Bulletin, pdf version, Preliminary Examination, p. 86).

The preliminary examination is designed to test scholarly competence and knowledge and to afford the examiners the basis for constructive recommendations concerning the student's subsequent formal or informal study. The form and content of this examination will be determined by the department, college, school, or committee (be it supervisory or examining) administering the degree program. Prior to the examination, the student's examining committee will determine whether the student:

- Has a 3.0 average.
- Has progressed sufficiently in the study of the discipline and its research tools, so that they may begin independent research in the area of the proposed dissertation.

The chair of the major department, the academic dean, and the Dean of The Graduate School may attend any session of the supervisory or examining committee as nonvoting members. A member may be appointed to the examining committee at the discretion of the academic dean or Dean of The Graduate School or on recommendation of the major professor. Normally, the examining committee will be identical with the supervisory committee.

The supervisory or examining committee will report the outcome of the examination to the academic dean: passed, failed, additional work to be completed, or to be reexamined; the report following the reexamination must indicate whether the student either passed or failed. The results of the examination will be reported to the Office of the University Registrar for inclusion in the student's permanent record.

Time Limit for Completion of Degree Requirements - All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination, or the student's supervisory committee will require that a new preliminary examination be passed.

Admission to Candidacy - A student who has passed the preliminary examination and has been certified to the Office of the University Registrar (on an admission to candidacy form) is considered a candidate for the doctoral degree and is eligible to register for dissertation credits.

A student must be admitted to candidacy at least six months prior to the granting of the degree. The purpose of this requirement is to ensure a minimal lapse of time for effective work on the dissertation after acquisition of the basic competence and after delineation of the problem and method of attack. More realistically, the student should expect to spend a year or more of work on the dissertation.

Prospectus - After passing the preliminary examination, the student may be required by the department to submit to the major professor, supervisory committee, and departmental chair a prospectus on a research project suitable for a doctoral dissertation.

Dissertation - A doctoral dissertation must be completed on some topic connected with the major field of study. To be acceptable it must be an achievement in original research constituting a significant contribution to knowledge and represent a substantial scholarly effort on the part of the student.

The manuscript must be prepared according to the style and form prescribed by the department. Formatting and clearance guidelines for the final electronic submission copy may be accessed from The Graduate School Blackboard ® sites, under the “Manuscript Clearance” submenu.

A student who has completed the required course work, passed the preliminary examination and submitted an *Application to Candidacy Form* to the Office of the Registrar, and continues to use campus facilities and/or receives faculty supervision, but has not made a final dissertation submission shall include in the required full-time load of twelve semester hours a minimum of two dissertation hours per term. Those with underload permission must register for at least two hours of dissertation credit per term. Underloads must be approved by the Academic Dean. Before registering for dissertation hours, the student must consult the major professor as to the proportion of time to be devoted to dissertation work. The number of hours listed will show the proportion of time to be devoted to the dissertation (with twelve semester hours as an indication of full-time status). For example, OCE 6980, four semester hours, will indicate that the student expects to devote one-third of the time to dissertation. The number of hours should not only reflect the effort of the student, but should take into account the use of campus facilities/resources and faculty interaction/supervision.

The minimum number of dissertation hours for completion of a doctoral degree shall be twenty-four semester hours.

For more specific information on final-term registration, see the residency requirements listed above. Final approval of the dissertation by the entire supervisory committee is prerequisite to the awarding of the degree. This is true no matter how many hours a student has completed in dissertation or what grades have been recorded for the dissertation hours.

As a condition of undertaking a dissertation program, the student agrees that the completed dissertation will be archived in the University Libraries system. The student will make the electronic dissertation available for review by other scholars and the general public by selecting an access condition provided by The Graduate School.

Examination in Defense of Dissertation - The defense of the dissertation will be oral. Responsibility for suggesting the time, designating the place, and presiding at the examination rests with the major professor. It is recommended that students defend no later than the eight week of classes in the semester of intent to graduate. Students must defend by no later than the Format Approval Deadline in the semester of intent to graduate. Consult the Graduate School Blackboard site GradSpace for more information.

Academic courtesy requires that the dissertation be submitted to each member of the supervisory committee at least four weeks before the date of the oral examination. The supervisory committee, the chair of the major department, and such other members of the faculty as may be appointed by the academic dean will conduct the examination. All members of the graduate faculty are invited to attend. At least two weeks prior to the date of the examination, the student or major professor will present an announcement of the dissertation title and the date and place of the examination to The Graduate School. Consult the *Registration Guide* for the deadline dates. http://registrar.fsu.edu/dir_class/apdefault.htm

The content of the abstract of the dissertation should be submitted to the supervisory committee at least one week before the date of the defense examination for approval. The abstract should conform to appropriate examples in *Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations*.

All committee members and the student must attend the defense in real time, either by being physically present or participating via distance technology. Individual departments may impose stricter requirements on physical attendance, e.g., all members must be physically present. Departments and other degree-granting programs must publicize their policy on defense attendance in their Graduate Student Handbook and in the relevant section of the Graduate Bulletin. If exceptional emergency circumstances, e.g. medical or other emergency situations, prevent the participation of a committee member then it may be necessary to arrange for an additional appropriately qualified colleague to attend the defense. A minimum of four members with Graduate Faculty Status must participate. The oral examining committee will certify in writing to the academic dean of the major department the results of the examination: passed, failed, or to be reexamined. The report of results following a reexamination must indicate the student either passed or failed. To receive a passing grade the written dissertation must be in final form or require only minor revisions at the time of the defense. A grade of PASS for the defense of treatise or dissertation requires at least a majority approval of the committee. Individual departments may impose stricter requirements for what constitutes a grade of PASS. Departments and other degree-granting programs must publicize their policy on this issue in their Graduate Student Handbook and in the relevant section of the Graduate Bulletin. If the student passes, each member must sign the Manuscript Signature Form to substantiate the results of the defense. It is the responsibility of the major professor to submit this completed form either directly to the Clearance Advisor or to the appropriate college or departmental office for subsequent delivery to the Clearance Advisor in The Graduate School. A written critique of the conduct of the examination in defense of the dissertation should be submitted by the university representative from the graduate faculty to the appropriate academic dean and the Dean of the Graduate School within one week after the date of defense. The degree cannot be awarded until both forms have been submitted to and approved by the Clearance Advisor.

A written critique of the conduct of the examination in defense of dissertation should be submitted by the University Representative from the graduate faculty to the appropriate academic dean and the Dean of The Graduate School within one week after the date of defense.

The final version of the dissertation that is approved by the supervisory committee must be cleared by the university manuscript clearance adviser in The Graduate School within 60 days of the defense date or the student must be re-examined.

Requirements of the Doctor of Education Degree - The Doctor of Education Degree is offered by the College of Education, the College of Music, and the College of Visual Arts, Theatre and Dance. Potential candidates for this professional degree are selected on the basis of experience, skills, and goals of the students seeking admission to the programs in which the degree is offered. Such students will ordinarily have had some years of teaching or academic administrative experience and have shown some promise of being able to develop their pedagogical or administrative skills through further research and training. The College of Education permits, as part of its experience requirement, the completion of a practicum, undertaken during the period of doctoral studies, in which the student engages in doctoral work-related

activities within an external agency. Once the degree has been earned, its possessor should be able to perform the tasks of the profession with a high degree of efficiency.

The Doctor of Education Degree is further distinguished from the Doctor of Philosophy Degree by the nature of specific training (although there may be a core of studies common to the two curricula) and by that of the dissertation. The training is designed to fit the goals of individual students, under the careful guidance of a supervisory committee; since the purpose of the dissertation is to provide solutions to educational problems as they arise in the field, it shall be designed to deal with methodological or administrative procedures capable of providing such solutions. Students are therefore advised that their programs must include enough methodological inquiry to establish a basis for the procedures used to arrive at their conclusions.

In light of the above, the distinction between the Doctor of Education and Doctor of Philosophy Degrees cannot be made solely on the basis of research tool requirements. Depending on the dissertation project proposed, the candidates' supervisory committee may require as much training in such research tools as statistics, foreign languages, computer languages, and/or other programming techniques as necessary to complete the project.

The provisions of this section indicate steps leading to the Doctor of Education Degree that differ from those leading to the Doctor of Philosophy Degree.

Requirements of the Doctor of Music Degree - The Doctor of Music Degree is offered to a candidate who demonstrates superior ability in music as a composer or performer. A candidate is admitted on the basis of creative aptitude and professional achievement. The degree is awarded to a candidate who has achieved distinction in performance or composition and who completes relevant theoretical and historical studies.

Graduation of Master's and Doctoral Students

Academic Standards

A graduate student is not eligible for conferral of a degree unless the cumulative grade point average is at least 3.0 in formal graduate courses. No course hours with a grade below "C-" will be credited on the graduate degree; all grades in graduate courses except those for which grades of "S" or "U" are given or those conferred under the provision for repeating a course will be included in computation of the average. In addition there are usually other departmental requirements which must be met.

Master's Degree

Successful completion of coursework constituting the student's program of studies, comprehensive exam or thesis does not guarantee award of the master's degree. Faculty judgment of the academic performance of the student is inherent in the educational process in determining whether the award of the master's degree or admission into a higher level degree program is warranted.

Doctoral Degree

Successful completion of coursework constituting the student's program of studies, comprehensive exam, preliminary exams, defense of prospectus, and defense of dissertation does not guarantee award of the doctoral degree. Faculty judgment of the academic performance of the student is inherent in the educational process in determining whether admission to doctoral candidacy and the award of the doctoral degree is warranted.

Clearance for Degrees

After the defense, a master's or doctoral candidate must submit a number of forms and documents to the Manuscript Clearance Advisor. Additionally, master's and doctoral students must submit their manuscript to the Manuscript Clearance Advisor for an initial format check, and the final clearance submission. Please consult the *Guidelines and Requirements for Electronic Theses, Treatises and Dissertations* for exact submission instructions. **Note: Additional requirements may be imposed by individual programs or departments.**

Guidelines and Requirements for Electronic Theses, Treatises and Dissertations

In order to download the newest edition of the *Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations*, please visit The Graduate School Blackboard ® sites, under the “Manuscript Clearance” submenu.

Professional Degree Programs

Degrees Offered

The university offers the degree of Juris Doctor (J.D.) through the College of Law (<http://www.law.fsu.edu/>) and Doctor of Medicine (M.D.) through the College of Medicine (<http://med.fsu.edu/>). Students should contact the College of Law or College of Medicine for specific degree requirements.

Requirements of the Juris Doctor Degree - A student is eligible to receive the J.D. degree when the student has satisfied all of the following requirements within four calendar years of the student's matriculation date:

- Successful completion of 88 semester credit hours of approved course work
- A final cumulative grade point average of 69.00 or better
- Successful completion of approved course work in graded courses
- Successful completion of Civil Procedure, Constitutional Law 1, Contracts 1 and 2, Criminal Law, Legal Writing 1 and 2, Property 1 and 2, Torts, Constitutional Law 1 and 2 and Professional Responsibility
- Meet the College of Law residency requirement
- Satisfaction of the upper-level writing requirement by completing a law school course, seminar, or Directed Individual Study requiring a research paper
- Satisfaction of the 20 hour pro bono service requirement

Requirements of the Doctor of Medicine Degree – To earn the M.D. degree a student must:

- Complete all required coursework and clerkships in years 1-4
- Pass the United States Medical Licensing Examination (USMLE) Steps 1 and 2
- Pass an Objective Structured Clinical Exam (OSCE) at the end of the third year clerkship rotations
- Complete 24 weeks of elective rotations
- Maintain a 2.50 overall grade point average



Academic Resources



STRENGTH SKILL CHARACTER

UNIVERSITY AND COMMUNITY ACADEMIC RESOURCES

Textbooks

University Bookstore

The Florida State University Bookstore is located in the main level of Parking Garage 1, across from the Student Union. Students may purchase books in the store or online at www.bkstr.com. For more information, call (800) 255-FSU1 or (850) 644-2072.

Bill's Bookstore

With three bookstore locations and one “Art City” location 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; Bill's Bookstore—West Tennessee Street is located at 1411 West Tennessee Street; and Bill's Bookstore—West Pensacola Street is located at 2020 West Pensacola Street. Students may purchase books in the store or online. For more information, call (850) 224-3178. <http://www.billsbookstore.com>

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 Florida State University community. The Florida State University'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/>

The Career Center Library – Books, videotapes, CDs, computer-assisted guidance systems, and handouts provide information and choosing a major, careers, effective job search strategies, and experimental opportunities. The Career Center is located in the Dunlap Success Center, located at 100 South Woodward Avenue, next to the Student Life Building and near the Denny's All Nighter. <http://www.career.fsu.edu/library>.

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: <http://www.career.fsu.edu/advising/>.

Internship and Cooperative Education

Florida State's internship and co-op office 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. Also available are mock telephone and face-to-face interviews. View the location, hours, and phone numbers: <http://career.fsu.edu/about/hours.cfm>

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: <http://career.fsu.edu/about/hours.cfm>

Center for Professional Development (CPD)

CPD 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, CPD provides professional development opportunities and other outreach activities locally, statewide, nationally and internationally in pursuit of lifelong learning. <http://learningforlife.fsu.edu>

Computing Resources

Computing at The Florida State University

The goal of The Florida State University Guide to Computing Resources 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 The Florida State University. Please visit the following website for more information: <http://gtcr.fsu.edu>

The Florida State University Computer Store

The Florida State University Computer Store offers a variety of computers, software, portable devices, video gaming, cameras, appliances and accessories to students, faculty and staff. 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. <http://computerstore.fsu.edu>

Copies, Mailing, Printing

Campus

The UPS Store in the Oglesby Union – The UPS Store provides students with copy services, mailing services, and shipping. <http://www.theupsstorelocal.com/6133/>

Community

Target Copy - Located at 635 West Tennessee Street, their full-service high-speed printers produce large volumes of color or black ink orders. Services range from binding and folding to CD duplication. <http://www.targetcopy.com>

FedEx Kinko's Office and Print Center - Special services include copies and printing, wireless hotspots and a picture station. There are three locations in Tallahassee, one at 666 West Tennessee Street, the second at 3425 Thomasville Road, and the third at 107 South Adams Street. <http://www.fedex.com/us/officeprint/main>

Instructional Support

Center for Information, Training, and Evaluation Services (CITES)

CITES combines applied research, advanced technology, and cost-effective training practices to produce high-quality educational products and services. Professionals in the areas of information science, instructional design, measurement and evaluation, writing, editing, and graphic design comprise the team. The CITES team is divided into four sections that perform a variety of services: Assessment and Evaluation, Information and Clearinghouse Services, Instructional Design, and Print and Multimedia Development. <http://www.cites.fsu.edu>

University Libraries

The University Libraries are valuable partners in teaching critical thinking skills to students and helping alleviate the information 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, including library research instruction for classes, customized research guides or content for course Blackboard sites, and course reserves. In addition, digital media equipment and personalized assistance are available to support the educational needs of students and the instructional and research needs of faculty.

Professional Development

Program for Instructional Excellence (PIE)

The Graduate School is committed to excellence in both research and teaching. It is important to prepare TAs, not only to insure immediate high-quality classroom instruction but also to prepare them for teaching careers when they have completed their degrees.

The Program for Instructional Excellence (PIE) was established in 1990 to orient and better prepare TAs for their instructional roles at FSU. The purpose of this university-based TA development program is to supplement TA training offered by departments. PIE is a teaching resource for departments and all graduate student teaching assistants (TAs).

PIE programs include an annual fall teaching conference/TA orientation that helps prepare TAs for immediate classroom responsibilities; the Outstanding Teaching Assistant Award Program (OTAA) which recognizes TAs for teaching excellence; and the PIE Teaching Associate Assistantship Program. PIE Teaching Associate assistantships are offered by the Graduate School to a limited number of experienced graduate student teaching assistants who are nominated by their department and selected by PIE to serve as mentors for other TAs. This program helps to improve teaching across campus by helping departments enhance their TA training programs and establish

interdisciplinary connections and community among TAs at FSU. PIE also offers on online training series and face-to-face workshops that provide TAs with opportunities during the academic year to learn about how to enhance student learning and increase teaching effectiveness. For information about the PIE programs and resources available for teaching at FSU go to: <http://pie.fsu.edu>.

Preparing Future Faculty Program (PFF)

Preparing Future Faculty Program (PFF) assists doctoral students and students in terminal master's degree programs prepare for future faculty work. Through participation in coursework, workshops, and mentoring, PFF Fellows increase their awareness of expectations for faculty performance and of resources available to aid in scholarly careers, and build their readiness to address research, teaching and related demands of faculty life. Florida State's PFF program prepares graduate students from any discipline for an academic career.

<http://www.gradschool.fsu.edu/Professional-Development/Preparing-Future-Faculty-PFF>



The Florida State University
The Graduate School

THE PREPARING FUTURE FACULTY PROGRAM

In 1994, the Florida State University, along with a group of fifteen doctoral universities and their partner institutions, was awarded a grant to participate in the Preparing Future Faculty program. The **Preparing Future Faculty project (PFF)** is a joint effort by the Association of American Colleges and Universities and the **Council of Graduate Schools**.

The Preparing Future Faculty (PFF) Program at the Florida State University supplements the academic program experience by providing additional opportunities for graduate students and postdoctoral fellows to prepare for academic careers.

Preparing Future Faculty (PFF) Graduate Certificate

The **Preparing Future Faculty Graduate Certificate Program** provides preparation for academic careers through coursework, workshops and seminars, mentoring, and portfolio development, PFF Fellows increase their awareness of expectations for faculty performance and of resources available in scholarly careers, and build their readiness to address research, teaching and related demands of faculty life. PFF goals include enhancing the placement of FSU students in university positions and supporting the finest scholarly accomplishments of FSU's graduates in their future careers.

Requirements for the PFF Graduate Certificate include 12 credit- hours approved by the Graduate School and the student's mentor/major professor, workshop attendance, faculty interviews, and a portfolio. The program is offered by The Graduate School with the cooperation of the **Office of Research**, **Career Center**, and numerous academic departments and colleges on the Florida State University campus.

All FSU doctoral students and doctoral degree graduates are eligible to participate, as are post-doctoral associates and adjunct/visiting faculty. Students in terminal master's degree programs (e.g., MFA) who plan to seek faculty positions after graduation are also eligible.

Individuals interested in taking part in PFF activities, regardless of whether they seek to identify as Fellows or earn *the PFF Graduate Certificate*, should self-register for the Preparing Future Faculty organization site in the **FSU Blackboard system** (after login, select Organizations tab, then search "Preparing Future Faculty").

Questions may be directed to:

Dr. Judith J. Devine, Associate Dean
The Graduate School
Florida State University
850.644-3501
jdevine@fsu.edu

Professional Development Workshop Series

Professional development, improving and increasing one's skill sets, is important at every state of graduate education and beyond. At The Florida State University, numerous professional development opportunities are offered by academic departments/programs, the Center for Teaching & Learning, the Career Center, and The Graduate School.

Working closely with outstanding research faculty, administrators and the Career Center, The Graduate School at The Florida State University offers a wide range of free workshops designed to equip graduate and postdoctoral students to achieve their educational and career goals.

<http://gradschool.fsu.edu/Professional-Development/Professional-Development-Workshop-Series>

The Florida State University Libraries: Guide for Graduate Students

The 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 113 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 Information, and School of Music.

Resources

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

- 2.8 million+ volumes, including 86,000+ e-books
- 81,000+ serials and e-journals
- 340+ 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 – 6 weeks for graduate students; 16 weeks for graduate teaching assistants
- Books may be renewed online or in person at Strozier and Dirac Libraries 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

Research Support Services

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

- Research consultations for individuals or small groups
- Virtual reference services
- Interlibrary loan of materials from libraries worldwide
- Workshops on effective, efficient use of library resources
- Citation management software (RefWorks, Zotero, EndNote Web)
- Electronic Theses & Dissertations (ETD) formatting support
- Statistics consultations

Teaching Support Services

The University Libraries are valuable partners in teaching critical thinking skills to students and helping alleviate the information 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 on reserve at Strozier, Dirac, or Engineering Libraries.
- Multimedia Production – Equipment and assistance available in Strozier Library
- Customized research guides or content for course Blackboard ® sites

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.

- Computer lab with Internet access, Microsoft Office, SPSS, and other software
- Group study rooms
- Reading Room (access limited to graduate students and faculty)
- Quiet study areas
- Research carrels
- Wireless access and wireless printing
- PCs with access to the Internet and other software products
- Multimedia production equipment and software
- Laptops, digital recorders, and other equipment available for checkout
- Adaptive equipment and software for persons with disabilities

Staff

Highly qualified library liaisons and subject specialists 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. A team of librarians devoted to developing and providing resources and services for graduate students 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>.

Special Collections

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*.

Included in Special Collections are: The Claude Pepper Library, housing the official and personal papers of the former U.S. Senator and Representative; Heritage Protocol, which strives to preserve items related to the history and heritage of Florida State University; and The Digital Library Center, which includes more than 100 digital collections and provides selected drop-off digitizing services for non-textual materials in support of classroom teaching and student assignments.

Locations and contact information:

Special Collections – Main Floor, Strozier Library. Hours: M-F 10-6. 644-3271
<http://www.lib.fsu.edu/specialcollections/>

Claude Pepper Library – 636 W. Call St. Hours: M-F 8-5. 644-9305 <http://www.lib.fsu.edu/pepper/>

Digital Library Center - Basement, Strozier library. Hours: M-F 8-5. 645-7973
<http://www.lib.fsu.edu/specialcollections/dlc/index.html>

Heritage Protocol - 2nd Floor Strozier Library. Hours: M-F 10-6. 645-7988 <http://heritage.fsu.edu/>

Listing of Campus Libraries

Robert Manning Strozier Library

The Robert Manning Strozier Library (<http://www.lib.fsu.edu>), the main library on campus, primarily serves the humanities and social sciences programs. Strozier Library also houses the Scholars Commons and Special Collections.

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 Room A4100 of the University Center. <http://www.career.fsu.edu/library>

Charlotte Edwards Maguire Medical Library

The College of Medicine [Charlotte Edwards Maguire Medical Library](http://med.fsu.edu/library) provides access to a number of electronic medical databases and a collection of 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. <http://med.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, periodical, and computer access, as well as reference assistance and study spaces. <http://www.lib.fsu.edu/about/fsulibraries/dirac/>

Harold Goldstein Library

The Harold Goldstein Library, located in the School of Library and Information Studies, contains a collection of professional library science materials and reference materials, as well as juvenile materials and picture books. Located in Room 106 of the Louis Shores Building. <http://slis.fsu.edu/About-The-School/The-Goldstein-Library>

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). <http://www.lib.fsu.edu/pepper/index.html>

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

Six 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, 16327

Blountstown Highway; Lake Jackson Branch, North Monroe Street and Fred George Road; Parkway Branch, Apalachee Parkway and Capital Circle. <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://library.flcourts.org>

State Library of Florida

More than one million items in a wide variety of formats and subjects are included in this collection. Located in the R.A. Gray Building, 500 South Bronough Street. <http://dlis.dos.state.fl.us/stlib>

Research Support

Congress of Graduate Students (COGS), Conference Presentation Grant

COGS award 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 at least two weeks or 10 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 or may be picked up in the COGS office (245 Student Life Building [SLB]). Please refer to the application for specific deadlines. <http://www.fsu.edu/~sga/cogs/>

Congress of Graduate Students (COGS), Academic Conference Support Grant

COGS award grants are \$100.00 for graduate students attending academic conferences. Please attach a copy of your conference registration form and submit it at least 10 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 or may be picked up in the COGS office (245 Student Life Building [SLB]). Please refer to the application for more details. <http://www.fsu.edu/~sga/cogs/>

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 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, travel, 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. <http://www.gradschool.fsu.edu/Funding-Awards>

Human Subjects Committee (IRB), Office of Research

The 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 auspice of The Florida State University which 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. <http://www.research.fsu.edu/humansubjects>

Institutional Animal Care and Use Committee (IACUC)

All uses of vertebrate animals in research and instruction at The 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 The Florida State University'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. <http://www.research.fsu.edu/acuc/index.html>

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

Effective January 4, 2010, the Office of Research was required to certify to the National Science Foundation that a plan was in place to provide RCR training for postdoctoral fellows, graduate and undergraduate students who receive support from NSF grants to conduct research. In response, the university stipulated two options for meeting the NSF RCR requirement. Details of these options are on the Office of Research's RCR website at www.research.fsu.edu/RCR.

Responsible Conduct of Research/Creative Endeavors Course

Each Spring Semester

Many students think that an understanding of the Responsible Conduct of Research and Creative Endeavors applies primarily to behavioral and biomedical sciences, but the elements of the Responsible Conduct of Research (RCR) applies to all disciplines of research and creativity (Science, Technology, Engineering, Mathematics, Arts, Humanities, Social and Behavioral Sciences).

Who should enroll in this graduate, one-hour Responsible Research course? Anyone planning to:

- publish
- collect and/or share data
- conduct collaborative research
- avoid conflicts of interest (e.g., financial, intellectual, time)
- conduct human subject research
- conduct animal research
- mentor
- serve as a peer reviewer

The textbook and in-state tuition for this cross-disciplinary one-credit hour graduate course will be provided at no charge for each student regardless of the discipline of study (limited to 80 students each spring). Students must pay fees (e.g., transportation fee, health fee, building fee, etc.). Students dropping the course after Add/Drop will be liable for the tuition and fees.

Each fall, the course numbers for each broad discipline and the classroom are announced prior to the spring registration window.

Questions? Please email Dr. Judith Devine at jdevine@fsu.edu or call (850) 644-3501.

Statistical Consulting Center

Dedicated to improving the quality of statistical information in other research fields, the Statistical Consulting Center provides a variety of services to members of the university community free of charge. Services include translating research hypotheses into statistical terms; assisting in the design or evaluation of experiments and sampling procedures; assisting in the interpretation and presentation of statistical results (including computer output); advising on the choice of statistical methods and computer programs; developing models or new statistical procedures as part of a joint research effort; writing statistical material (if part of joint research efforts); meeting informally with faculty and students in an interest group; and referring clients to other sources of advice and assistance. <http://stat.fsu.edu/consult>

The Florida State University's Reading and Writing Center

The Reading/Writing Center (RWC), located in **Williams 222C**, is devoted to individualized instruction in reading and writing. Part of the English Department, the RWC serves The Florida State University 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 (undergrad writing)**, **REA 1905 (undergrad 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, please **call (850) 644-6495**.

<http://wr.english.fsu.edu/Reading-Writing-Center>

Office of Intellectual Property Development and Commercialization, Office of Research

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 is described in detail at: <http://www.techtransfer.fsu.edu>.

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 forty 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 serving excellent learning facilities and living accommodations. Some programs offer Teaching Assistant Opportunities: <http://www.international.fsu.edu>

Global Pathways Graduate Certificate

The 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 a particular emphasis, selected by the student.

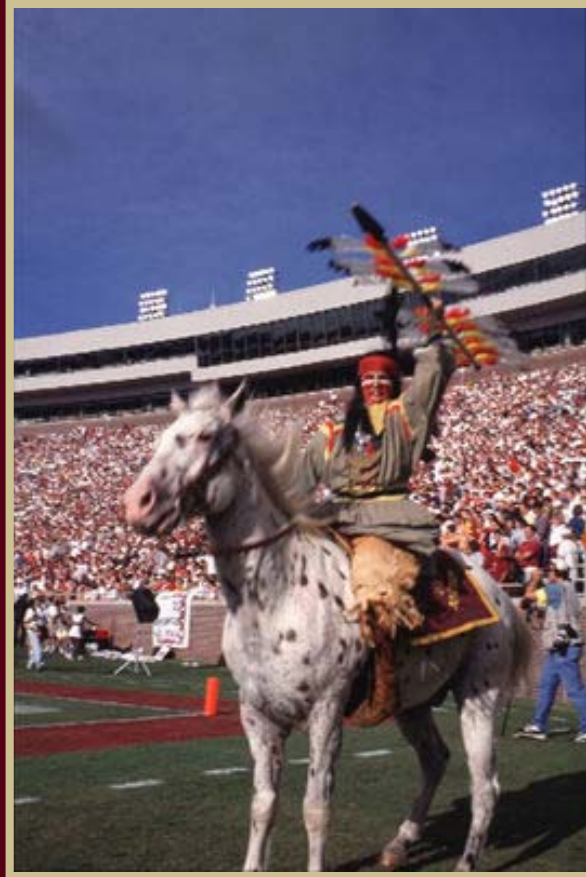
There are eleven of these/emphasizes that students can choose from. For more information, please visit: <http://global.fsu.edu/globalpathways>.

Student Disability Resource Center

By providing support services at no cost to students with disabilities, the Student Disability Resource Center offers an opportunity for students with disabilities to achieve their academic and personal goals. As the primary advocate on campus for students with disabilities, the SDRC works with faculty and staff to provide accommodations for the unique needs of students both in and out of the classroom. <http://www.disabilitycenter.fsu.edu/>



Student Life



STRENGTH SKILL CHARACTER

STUDENT LIFE

Health Care, Activities, Events and Organizations

Campus

Student Health and Wellness Center – The mission of the Health Center is to keep students healthy so that they can engage productively in the academic affairs at The Florida State University, improving academic performance and increasing retention. The Health Center is an auxiliary service under the Division of Student Affairs. The Health Center 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>

Insurance – Affordable student health insurance is available through the Health Center. The staff of the Health Center 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/>

Health Insurance Subsidy for Graduate Assistants and Fellows – Select graduate assistants and fellows will be provided a health insurance subsidy towards the purchase of the university sponsored health insurance plan. New rates will become effective in fall 2011. 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: <http://gradschool.fsu.edu/Funding-Awards/Health-Insurance>.

For more information on cost, coverage, how and when to enroll for the university sponsored health insurance visit the Student Health and Wellness Center's insurance website. **Note: All students must provide proof of immunization to the Student Health and Wellness Center Immunization Department before they will be allowed to register.** <http://www.tshc.fsu.edu/test/insuranceBilling.html>

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>.

Florida Inter-University Center for Child, Family and Community Studies – A multidisciplinary unit established to bring together faculty, students, government, and community resources to provide a centralized source of information, services, research, and critical thinking related to families. The mission statement of the Florida Inter-University Center for Child, Family and Community Studies is “to develop and support family and community effectiveness in meeting the needs of children and families at all stages of development. through research, education, policy and service activities.” http://www.chs.fsu.edu/fiu_cfcs

Family Life Services – This service offers counseling (personal, marriage, and family) to residents of Alumni Village, 644-1705.

Center for Couple and Family Therapy – For more than 40 years, The Florida State University Center for Couple & 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 & 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 influenced 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 \$20 to \$85. For an appointment call (850) 644-1588 or visit http://www.chs.fsu.edu/mft_center

Psychology Clinic - A mental health service, training, and research center operated by the Department of Psychology. Services are provided by doctoral level student therapists in the Clinical Psychology Ph.D. program, under the close supervision of faculty members. The program is accredited by the American Psychological Association.

The Psychology Clinic offers affordable outpatient mental health services while providing experience for graduate students in the doctoral program in Clinical Psychology. The clinic provides confidential and personalized services that are sensitive to issues of diversity, and specializes in therapies that are supported by research (empirically-supported therapies). <http://www.psy.fsu.edu/community/clinic>

Community

Capital Regional Medical Center – Located at 2626 Capital Medical Boulevard. <http://capitalregionalmedicalcenter.com/home/index.dot>

Leon County Care-Net – The Care-Net is a local collaboration of doctors, hospitals and neighborhood clinics that are working together to provide health care for the uninsured residents of Leon County, Florida. The networking efforts involve the Health Department, the We Care Network, Bond Community Health Center, Neighborhood Health Services, Tallahassee Memorial Healthcare, Capital Regional Medical Center, the Florida Agricultural and Mechanical University (FAMU) College of Pharmacy and Pharmaceutical Sciences. Call (850) 576-4073 for more information.

Leon County Health Department – 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://www.co.leon.fl.us/lcphu>

Tallahassee Memorial Healthcare – Located at 1300 Miccosukee Road. <http://www.tmh.org>

Child Care

Campus

All university child care centers are operated by The Florida State University Child Development Programs. The two centers are: The Educational Research Center for Child Development and The Infant and Toddler 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 The Florida State University 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 The Florida State University’s Board of Trustees, and are administered by University Housing. <http://www.childcare.fsu.edu>

Community

The Department of Children and Families, Child Care Services Program Office, is statutorily responsible for the administration of child care 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 child care staff. <http://www.dcf.state.fl.us/childcare>

Activities and Events

Art Museums

The Florida State University houses two museums: The Museum of Fine Arts on campus (530 West Call Street) and the John and Mable Ringling Museum of Art in Sarasota, Florida. All Florida State museums provide fertile ground for research of original art. In addition, they offer opportunities to learn, firsthand, about all aspects of museum operations including management, collections care, curatorial and interpretive processes, museum education, public programs, catalogue publishing, public relations, and museum technology. <http://www.mofa.fsu.edu/>, <http://ringling.fsu.edu/>

Dance Events

The School of Dance hosts many events each year. <http://dance.fsu.edu/Events>

College of Music

Each year the College of Music offers over 500 concerts and recitals featuring faculty members, students, guest artists, and ensembles of all sizes. Performance opportunities include seven choral ensembles, jazz bands, concert bands, chamber music, music theatre, opera, orchestras and various special ensembles. <http://www.music.fsu.edu/Concerts-and-Events>

WFVS 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>.

Orientation

The university-wide New Graduate Student Orientation & Workshops, hosted by The Graduate School at The 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/Professional-Development/Professional-Development-Workshop-Series/The-Graduate-School-s-New-Graduate-Student-Orientation>.

Professional Development Workshop Series

Professional development, improving and increasing one's skill sets, is important at every state of graduate education and beyond. At The Florida State University, numerous professional development opportunities are offered by academic departments/programs, the Office of Distance Learning, the Career Center, and The Graduate School.

Working closely with outstanding research faculty, administrators and the Career Center, The Graduate School at The Florida State University offers a wide range of free workshops designed to equip graduate and postdoctoral students to achieve their educational and career goals. <http://www.gradschool.fsu.edu/Professional-Development/Professional-Development-Workshop-Series>.

Seven Days of Opening Nights

Seven Days of 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. <http://www.sevendaysfestival.org/about>

Oglesby Union

The Oglesby 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

Responsible for planning and hosting a variety of campus events for The Florida State University students and the Tallahassee community. The five programming areas include comedy, concerts, special events, daytime events, and culture and the arts. <http://unionproductions.org/>

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. <http://www.theatre.fsu.edu/>

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 The Florida State University. COGS welcomes students to visit their lounge and computer lab in the Student Life Center, in room 245. For more information, please visit the following websites:

- Main website: <http://www.fsu.edu/~sga/cogs/>
- Presentation Grants and Academic Conference Support: http://sga.fsu.edu/cogs/PDF/Conference_Presentation_Grant_Application_and_Policies_rev052712.pdf
- 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: <http://sga.fsu.edu/cogs/Doc/vacancy.pdf>

Student Government Association

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 Florida State undergraduate and graduate students: <http://www.seminoles.com/trads/fsu-trads-cheer.html>.

Seminole Athletics

The Mission of the Department of Intercollegiate Athletics at The 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>

Step 1-Ticket Registration Period

- Students will have a 3-day registration period to register for a ticket to each home game. **During the registration period, being the first student to register or being the last student to register will not affect your chances of being awarded a ticket.**
- The registration period will be from 6pm Tuesday the week before the game until 6pm Friday the week before the game (<http://www.seminoles.com/tickets/fsu-football-student-info.html>).
- Eligible students will have the opportunity to request 1 student ticket.
- Students will also have the opportunity to request to purchase up to 2 guest tickets during the registration process (with exception of the Miami game). Credit card payment information must be entered during the registration process. You will only be charged if you are awarded tickets.
- During the registration process students will have to choose from one of two delivery methods:
 - **Print-At-Home** tickets will be e-mailed to the student to be printed out at their convenience. *There will be a \$2 charge for the Print-At-Home delivery method.*
 - **Will Call** tickets must be picked up in-person at the Student Ticket Office located at Dick Howser Baseball Stadium. Will Call pick up will take place Wednesday & Thursday from 8:30am-5:30pm the week of the game.

Step 2- Notification and lottery (if necessary)

- Following the registration period, if the number of tickets requested is fewer than the number of available tickets, all registered students will be awarded a ticket.
- Emails will be sent to all registered students notifying them that they will be receiving tickets for the game.

OR

- If the number of tickets requested is more than the number of available tickets, a weighted lottery will be conducted to determine which students will be awarded tickets.
- Emails will be sent to all registered students notifying them that a lottery will have to be conducted for that game.
- The Seminole Ticket Office will conduct a weighted lottery.
- Each student will have entries in the lottery equal to the number of lottery points they have:
 - Senior/Grad - 4 points
 - Junior - 3 points
 - Sophomore - 2 points
 - Freshmen - 1 point
 - Seminole Student Booster members will receive 2 additional points.
- Following the lottery, emails will be sent to all students registered for the game to notify them if they will be awarded a ticket or not.
- The ticket office will refund the credit cards of any student not awarded a ticket that paid the \$2 Print-At-Home delivery charge and/or paid for student guest tickets during registration for that game.

Step 3- Ticket delivery

- Those students who selected the Print-At-Home delivery method will have their tickets emailed to them by 5pm, Tuesday the week of the game.
- Those students who selected the Will Call pickup delivery method will have to pick tickets up at the Student Ticket Office located at Dick Howser Baseball Stadium. Will Call pickup hours will be on Wednesday and Thursday from 8:30am-5:30pm. These students will need their own FSUID to pick up tickets.

Step 4- On Demand Order Period (if tickets remain)

- If tickets remain following the registration period, those students not yet registered will have the opportunity to claim a student ticket on a first-come first-served basis beginning Tuesday at 6pm **ONLINE ONLY**. Students will be required to sign-in to their account and the only delivery method option will be Print-At-Home with the \$2 charge.

***FOR ADDITIONAL INFORMATION, PLEASE CHECK OUT: <http://www.seminoles.com>**

Seminole Boosters: Young Alumni

FSU offers Young Alumni Plan for tickets, Booster membership

The Florida State athletics department and Seminole Boosters have combined to make attending Seminole football home games more affordable for recent FSU grads. The new Young Alumni program offers a special section of the stadium exclusively for recent graduates with a reduced price season ticket. In addition, Seminole Boosters, Inc. is offering recent graduates, who want to receive Booster benefits by funding scholarships, a 50 percent discount on any level of membership.

This new program is available to anyone receiving an undergraduate degree from Florida State University in 2006 or after.

Offers

Season tickets (normally \$266) are offered in the Young Alumni sections 121 and 122 for \$179.00. Purchase tickets (limit 2 in this section) at Seminoles.com, use promotion code ALUMNI

The Young Alumni section opened this year when the entire student section was combined and seated in the north end zone for the 2009 season. Each Young Alumni is limited to two season tickets and they can call the FSU Ticket Office at 888-FSU-NOLE or sign up on-line at Seminoles.com. Once you have ordered tickets your graduation date will be verified and an expiration date will be placed on your account.

Seminole Boosters membership – As an incentive for recent graduates to start helping fund the cost of scholarships and the cost of athletics, Seminole Boosters is offering recent graduates a 50% discount at any level they join. They will receive full Booster benefits and points towards priority seating and parking. Young Alumni who join Seminole Boosters may choose to sit in the Young Alumni section (121 and 122) and purchase the \$179 season ticket or may opt to purchase priority seats along the sidelines at full price (\$266).

Membership Levels and Benefits

All Booster members will receive the following: Subscription to Unconquered Magazine, car tag, newsletter and invitations to special events. Priority Parking is available to Renegade donors and above.

Level	Regular Donation	Young Alumni Donation	Priority Ticket Opportunity*
Iron Arrow	\$60	\$30	2 in Priority 3
Brave	\$135	\$67.50	2 in Priority 3
Renegade	\$300	\$150	Max 2 in Priority 2
Warrior	\$600	\$300	Max 4 in Priority 1 and 2 Limit 2 in Priority 1
Tomahawk	\$1200	\$600	Max 6 in Priority 1 and 2 Limit 4 in Priority 1

Silver Chief	\$3000	\$1500	Max 10 in Priority 1 and 2 Limit 6 in Priority 1
Golden Chief	\$6000	\$3000	Max 16 in Priority 1 and 2 Limit 10 in Priority 1

- Priority seats are subject to availability and the requirements of the ticket priority policy.

If you would like to join Seminole Boosters and order priority seating you can do so by calling Seminole Boosters at (850) 644-3484.

Your donation makes a difference for you and FSU. Donations to Seminole Boosters are tax deductible and are immediately put to use to provide our men's and women's teams with the resources they need to compete on the field and in the classroom. In addition to funding the cost of scholarships, your donation helps supplement the budget for facilities, equipment and many fan-friendly game day traditions like Renegade and Osceola, the Videoboard, Marching Chiefs and more. Your membership also comes with a broad array of benefits that will help you feel more connected.

To join Seminole Boosters at the Young Alumni rate, call (850) 644-3484.

Registered Student Organizations

There are hundreds of registered student organizations (RSO's) at The Florida State University.

<http://union.fsu.edu/sac/sos/>

Living in Tallahassee

Visitor's Guide

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

Cable

Comcast Cable is the leading provider of cable television in the Tallahassee area. For more information visit their website directly at: <http://www.comcast.com>.

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 also maintains an off-campus housing website at: <http://offcampushousing.fsu.edu/>.

Postal Services (UPS Store in the Oglesby Union)

The UPS Store provides students with copy services, mailing services, and shipping. <http://www.fsups.net>

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 & sewer, natural gas, & solid waste services for over 100 years. <http://www.talgov.com/you/index.cfm>

Talquin Electric Cooperative – A member-owned rural electric cooperative particularly for those outside of the Tallahassee city limits. <http://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 Florida State University Police dispatcher. <http://its.fsu.edu/Communications/Emergency-Blue-Light-Telephones-EBLT>

The 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. <http://safezone.fsu.edu/>

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 The Florida State University 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://lcs.leonfl.org>

Tallahassee Police Department – 234 East Seventh Avenue; (850) 891-4200
<http://www.talgov.com/tpd/index.cfm>



Steps to Graduation: The Final Term



STRENGTH SKILL CHARACTER

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 who have not previously registered for the examination must request registration from the Office of the Registrar, stating department and name of examination, and pay the "examination only" fee. 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/services/graduation/apdefault.htm>. If a candidate previously filed for graduation but did not receive the degree, the application procedure must be repeated.

All questions regarding Commencement and cap and gown ordering should be referred to the Graduation Section of the Office of the Registrar (850-644-5850).

Step 3 – Prepare your Manuscript

To prepare their manuscript for final clearance approval, doctoral and master's students in a thesis-type program should consult The Graduate School Blackboard ® sites, under the submenu, "Manuscript Clearance." All necessary information concerning University formatting requirements and the final submission process of Electronic Theses and Dissertations (ETDs) can be found on this site. **NOTE: Course-based master's students can disregard this section.**

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. The defense must be completed at least four weeks prior to the date on which the degree is to be conferred. The *Defense Announcement Link* can be found on The Graduate School Blackboard ® sites under the submenu, "Manuscript Clearance." **NOTE: Course-based master's students can disregard this section.**

Step 5 – Format Approval and 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. The Manuscript Clearance Advisor is available to examine manuscripts and answer formatting questions throughout the academic year. Each student must submit a copy of her/his manuscript to the Manuscript Clearance Advisor for initial format check, preferably four weeks before the defense. For final clearance, students must submit all required forms and documents to the Manuscript Clearance Advisor. The Manuscript Clearance Advisor will perform a final check of each student's electronic thesis, treatise or dissertation and will inform the student if any corrections are needed. **Note: The manuscript must be submitted as a PDF for both initial format check and final format check. All students should consult their departmental advisor for final term departmental requirements. NOTE: Course-based master's students can disregard this section.**



The Graduate School Staff



STRENGTH SKILL CHARACTER

THE GRADUATE SCHOOL STAFF

Dr. Nancy H. Marcus, Dean, The Graduate School

- Graduate Enrollment Management
- Graduate Policies Oversight
- Graduate Faculty Status

nmarcus@fsu.edu

408 Westcott
(850) 644-3501

Dr. Judith Devine, Associate Dean

- Student Affairs
- Responsible Conduct of Research and Creativity
- Research and Creativity Professional Standards Awards
- Graduate Student Research and Creativity Awards
- PhD Completion Project
- GradShare
- Preparing Future Faculty (PFF)

jdevine@fsu.edu

408 Westcott
(850) 644-3501

Brian Barton, Director

- Graduate Enrollment Management
- Waiver Management, Reconciliation and Training
- Fellowships and Need-Based Scholarships
- Health Insurance Subsidy
- PhD Completion Project Tracking
- Dissertation Research Grant
- Graduate Student Appointment Procedures
- Graduate Student Funding Information
- Health Insurance Subsidy
- Dean's Scholarship

bbarton@fsu.edu

408 Westcott
(850) 644-3501

Jennifer Feltman, Coordinator

- New Graduate Student Orientation
- Professional Development Workshop Series
- Fellows Society
- Graduate School Newsletter, *GradConnection*

jfeltman@fsu.edu

408 Westcott
(850) 644-3501

Dr. Anne Marie West, Director

- [The Office of Graduate Fellowships and Awards](#)
- Assists current graduate students in locating funding opportunities
- Works with graduate students on proposal submission
- Develops online newsletter of funding opportunities

amwest@fsu.edu

Scholars Commons – Strozier
Library
(850) 644-8132

David Beck, Academic Program Specialist

- Waiver Coordinator Contact
- Waiver Management, Reconciliation and Training
- Fellowships and Need-Based Scholarships
- Dissertation Research Grant

dbeck@admin.fsu.edu

408 Westcott
(850) 644-3501

Colin Creasy, Academic Program Specialist

- Webmaster
- Graduate School Blackboard Sites
- Graduate Policy Committee
- Graduate Faculty Status Information
- Graduate Student Leadership Award
- Graduate Certificates, Joint and Combined Degree Programs

ccreasy@fsu.edu

408 Westcott
(850) 644-3501

Becky Culp, Program Associate

- McKnight Doctoral Fellowship
- Wilson-Auzenne Assistantships for Minorities
- Graduate Faculty Mentor Awards
- Graduate Dean's Fellowship
- International Dissertation Semester Research Fellowship

bculp@fsu.edu

408 Westcott
(850) 644-3501

Jon Hakes, Academic Program Specialist

- Manuscript and Final Clearance Advisement
- Guidelines and Requirements for Electronic Theses, Treatises and Dissertations
- New Graduate Student Handbook

clearance@mailier.fsu.edu

408 Westcott
(850) 644-0045

Sarah Cox, Academic Program Specialist Assistant

- Manuscript and Final Clearance Advisement
- Guidelines and Requirements for Electronic Theses, Treatises and Dissertations

skcox@fsu.edu

408 Westcott
(850) 644-3501

Rebecca Mahaffey, Dean's Assistant and Office Administrator

- Dean's Appointment Scheduling
- Graduate Enrollment Management Committee
- Financial Assistance Information
- Final Clearance Information

rmahaffey@fsu.edu

408 Westcott
(850) 644-3501

Chris Simonavice, Training Specialist

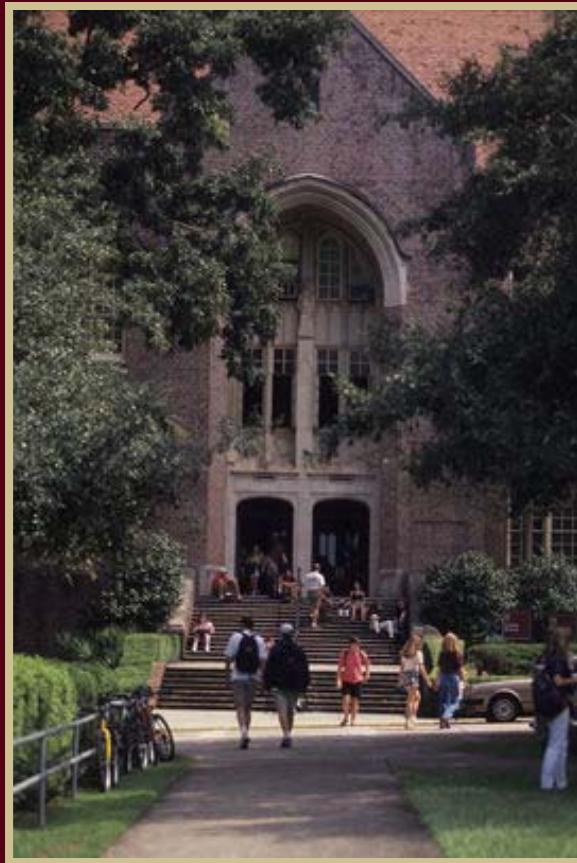
- Apply Yourself Training (New Graduate Application and Recruitment System)
- Graduate Student Tracking System Training

csimonavice@fsu.edu

408 Westcott
(850) 645-8688



Important Telephone Numbers and Websites



STRENGTH SKILL CHARACTER

IMPORTANT UNIVERSITY TELEPHONE NUMBERS & WEBSITES

Academic and Professional Program Services	(850) 644-8004
<ul style="list-style-type: none">• http://learningforlife.fsu.edu/apps/• 3500C University Center	
Campus Directory Assistance	(850) 644-2525
Career Center	(850) 644-6431
<ul style="list-style-type: none">• http://www.career.fsu.edu/• 100 South Woodward Avenue	
Center for Intensive English Studies (CIES)	(850) 644-4797
<ul style="list-style-type: none">• http://cies.fsu.edu• 145 Convocation Way	
Child Development Programs	(850) 644-7970
<ul style="list-style-type: none">• http://www.childcare.fsu.edu• 942 Learning Way	
Congress of Graduate Students (COGS)	(850) 644-7166
<ul style="list-style-type: none">• http://sga.fsu.edu/cogs/• 245 Askew Student Life Center	
Dean of Students	(850) 644-2428
<ul style="list-style-type: none">• http://deanofstudents.fsu.edu/• 4300A University Center	
FSUCard Center	(850) 644-7777
<ul style="list-style-type: none">• http://www.fsucard.fsu.edu/• Woodward Avenue Parking Garage	
The Florida State University Libraries	(850) 644-2706
<ul style="list-style-type: none">• http://www.lib.fsu.edu/• Landis Green	
The Florida State University – Campus Security	(850) 644-1234
<ul style="list-style-type: none">• http://sga.fsu.edu/campus_security/• A221 Oglesby Union	
Graduate Admissions	(850) 644-6200
<ul style="list-style-type: none">• http://admissions.fsu.edu/graduate/• A2500 University Center	

International Center	(850) 644-1702
<ul style="list-style-type: none"> • http://www.cge.fsu.edu/ • 110 S. Woodward Avenue 	
International Programs	(850) 644-3272
<ul style="list-style-type: none"> • http://international.fsu.edu • 5500 University Center A 	
Leach Student Recreation Center	(850) 644-0548
<ul style="list-style-type: none"> • http://fsu.campusrec.com/leach/ • Chieftan Way 	
Office of Financial Aid	(850) 644-0539
<ul style="list-style-type: none"> • http://www.finaid.fsu.edu/ • A4400 University Center 	
Office of Graduate Fellowships and Awards	(850) 644-8132
<ul style="list-style-type: none"> • http://ogfa.fsu.edu • 0027D Scholars Commons, Strozier Library 	
Center for Multicultural Affairs	(850) 644-2450
<ul style="list-style-type: none"> • http://cma.fsu.edu/ • 110 S. Woodward Ave. Suite 3100 	
Office of the University Registrar	(850) 644-1050
<ul style="list-style-type: none"> • http://registrar.fsu.edu/ • 3900A University Center 	
Oglesby Union	(850) 644-6860
<ul style="list-style-type: none"> • http://union.fsu.edu 	
Parking and Transportation Services	(850) 644-5278
<ul style="list-style-type: none"> • http://parking.fsu.edu/ • 5406C University Center 	
Preparing Future Faculty (PFF)	(850) 644-3501
<ul style="list-style-type: none"> • http://gradschool.fsu.edu/Professional-Development/Preparing-Future-Faculty-PFF • 408 Westcott Building 	
Program for Instructional Excellence – (PIE)	(850) 644-8004
<ul style="list-style-type: none"> • http://pie.fsu.edu/ • 408 Westcott Building 	
Student Disability Resource Center	(850) 644-9566
<ul style="list-style-type: none"> • http://www.disabilitycenter.fsu.edu/ • 108 Student Services Building 	

Student Employment Program	(850) 644-6431
<ul style="list-style-type: none"> • http://www.career.fsu.edu/sep/ • 4100A University Center 	
Work Study	(850) 644-0539
<ul style="list-style-type: none"> • http://www.finaid.fsu.edu/aid/workstudy/index.html • 4400A University Center 	
Student Assistance Center/Student Legal Services	(850) 644-0083
<ul style="list-style-type: none"> • http://sga.fsu.edu/src • A225 Oglesby Union 	
Thagard Student Health Center	(850) 644-6230
<ul style="list-style-type: none"> • http://www.tshc.fsu.edu 	
The Graduate School	(850) 644-3501
<ul style="list-style-type: none"> • http://www.gradschool.fsu.edu • 408 Westcott Building 	
University Bookstore	(850) 644-2072
<ul style="list-style-type: none"> • http://www.bkstr.com/Home/10001-11003-1?demokey=d • Woodward Avenue 	
University Housing	(850) 644-2860
<ul style="list-style-type: none"> • http://www.housing.fsu.edu/ • 109 Student Life Center 	
University Police	(850) 644-1234
<ul style="list-style-type: none"> • http://www.police.fsu.edu/ • 830 West Jefferson 	
Victim Advocate Program	(850) 644-7161
<ul style="list-style-type: none"> • http://www.victimadvocate.fsu.edu • 4128A University Center 	