

# FLORIDA STATE UNIVERSITY



## Graduate and Professional Student Handbook

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Prepared by:

The Graduate School

314 Westcott Building

Tallahassee, FL 32306-1410

[www.gradschool.fsu.edu](http://www.gradschool.fsu.edu)

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# A Message from the Dean of The Graduate School

## "Welcome to Florida State University..."

I want to extend my personal congratulations to you on your acceptance into graduate studies at 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 Florida State University. We provide assistance in academic matters, advice on university-wide degree requirements, and information on the availability of financial assistance including assistantships, fellowships, and scholarships as well as approval for theses, treatises, and dissertations. We also offer professional development workshops to help you succeed in your academic program, be effective in research and teaching, and prepare for a wide range of career options.

Florida State University is recognized by the Carnegie Classification of Institutions of Higher Education as an R1 doctoral university, the highest status accorded to a doctoral-granting university. Graduate and professional studies are pursued by approximately 7,800 graduate, law, and medical students. Graduate students at Florida State University have the opportunity to study with a community of scholars. Our esteemed faculty includes 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 look forward to your 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,



Mark Riley, PhD.  
Dean, The Graduate School  
Robert O. Lawton Distinguished Professor

## Preface

This handbook contains information that has been assembled from many sources to assist students in pursuing their graduate education at Florida State University. It is not exhaustive concerning the policies and procedures affecting graduate education at Florida State University. The Graduate Bulletin should be consulted as the official reference on such policies and procedures. Additional information for graduate students can be found on the Graduate School public website (<http://gradschool.fsu.edu>), Graduate Policy Database (<https://policy.gradschool.fsu.edu>), and Graduate School Faculty and Staff website (<https://gradschool.fsu.edu/facultystaff>).

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

# University Mission and Vision

## Mission

Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts. The University is dedicated to excellence in teaching, research, creative endeavors, and service. The University strives to instill the strength, skill, and character essential for lifelong learning, personal responsibility, and sustained achievement within a community that fosters free inquiry and embraces diversity.

## Vision

Florida State University will be among the nation's most entrepreneurial and innovative universities, transforming the lives of our students and shaping the future of our state and society through exceptional teaching, research, creative activity, and service. We will amplify these efforts through our distinctive climate—one that places a premium on interdisciplinary inquiry and draws from the rich intellectual and personal diversity of our students, faculty, staff, and alumni. These three forces—entrepreneurship, interdisciplinarity, and diversity—deepen FSU's impact and result in a powerful return to our students and the people of Florida for their continued support and trust.

# Academic Integrity and Grievances

## Values and Moral Standards at Florida State University

The moral norm which guides conduct and informs policy at Florida State University is responsible freedom. Freedom is an important experience that the University, one of the freest of institutions, provides for all of its citizens: faculty, students, administrators, and staff. Freedom is responsibly exercised when it is directed by ethical standards.

As the Florida public university most deeply rooted in the liberal arts tradition, Florida State University not only focuses on intellectual development, but as a community engaged in moral discourse, it also recognizes the need for the development of the whole person. The University maintains a comprehensive educational program ranging from classroom instruction to research and creative activities at the frontiers of human knowledge. These modes of searching for the truth are mutually enhancing and provide the context for the liberating experiences students gain from contact with ideas and individuals. Education based in the liberal arts provides an opportunity for students to learn to express themselves; to think critically both quantitatively and qualitatively; to gain an understanding of and respect for self and others; to understand the world by knowing more about its history, the role of science and technology, and social and cultural achievements; and to develop specialized talents for a vocation. This opportunity is provided with the conviction, as reflected in the University seal, that through such an educational experience one can come to a clearer understanding of the complex moral issues inherent in human life and can develop the knowledge and skills for effective and responsible participation in the world.

Florida State University shares a commitment to the dignity and worth of each person and is guided in its many endeavors by that underlying value. Through academic activity, community involvement, social interaction, cultural experience, recreational and physical activity, and religious involvement, students find many avenues in the University community for the development of the whole person.

The University shares this society's commitment to the rule of law and expects members of the community to abide by the laws of the city, state, and nation, as well as University rules and regulations. The University aspires to excellence in its core activities of teaching, learning, research, creative expression, and public service and is committed to the integrity of the academic process. The Academic Honor Code is a specific manifestation of this commitment. Truthfulness in one's claims and representations and honesty in one's activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the educational process.

The University aspires to excellence in its core activities of teaching, learning, research, creative expression, and public service and is committed to the integrity of the academic process. The Academic Honor Policy is a specific manifestation of this commitment.

The University is a place of both assent and dissent and is committed to academic freedom and civil dialogue. In a free and vigorous academic community an ongoing clash of ideas is to be expected and encouraged. The University has a special obligation to see that all have an opportunity to be heard. Florida State University is committed to nondiscrimination in matters of race, creed, color, sex, religion, national origin, age, disability, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status. This commitment applies in all areas with students, faculty, and other University personnel. It addresses recruiting, hiring, training, promotions, and applicable employment conditions. It is also relevant to those aspects of the University concerned with the choice of contractors, suppliers of goods and services, and with the use of University facilities. The University believes in equal opportunity practices that conform to both the spirit and the letter of all laws against discrimination.

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

Relations among all persons should be characterized by mutual respect and equality. Sexism, sexual harassment, and sexual coercion of any sort are wrong and constitute a violation of fundamental moral requirements and state law. Minimally responsible behavior requires that no one take sexual advantage of another.

The University enforces all laws relevant to alcohol and controlled substances and further strongly discourages the use of illegal substances at any time. The University disseminates and encourages the dissemination by others of information concerning the responsible use of alcohol.

The cultural, ethnic, and racial diversity of the University community provides an opportunity for learning about those different from oneself. The University expects each individual to make a special effort to ensure that all are treated with dignity and respect and accorded the full opportunities of the University. Racism, whether in assumptions, attitudes, acts, or policies, is incompatible with the concept of responsible freedom as espoused by Florida State University.

The University is a compassionate community. In its treatment of students, it recognizes the wisdom both of letting students experience the consequences of their actions and of providing the opportunity to learn and grow in ways that can overcome past difficulties. The University provides ongoing student support through the health center, counseling services, and the academic advising process.

Matriculation to Florida State University... is a summons to the exercise of responsible freedom in a community of teaching, learning, and discovery.

The university experience is a time for adventure, fun, excitement, the making of new friends, and the discovery of new possibilities. There are numerous individual and organized opportunities for students to develop and to learn in the course of their university

years to exercise newly acquired freedom deliberately and responsibly.

Matriculation to Florida State University, then, is a summons to the exercise of responsible freedom in a community of teaching, learning, and discovery.

## Academic Honor Policy

The statement on 'Values and Moral Standards at FSU' says: "The moral norm which guides conduct and informs policy at Florida State University is responsible freedom. Freedom is an important experience which the University, one of the freest of institutions, provides for all of its citizens – faculty, students, administrators, and staff. Freedom is responsibly exercised when it is directed by ethical standards." (See above 'Values and Moral Standards at FSU' section of this chapter.) The statement also addresses academic integrity: "The University aspires to excellence in its core activities of teaching, research, creative expression, and public service and is committed to the integrity of the academic process. The [Academic Honor Policy] is a specific manifestation of this commitment. Truthfulness in one's claims and representations and honesty in one's activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the educational process." (See above 'Values and Moral Standards at FSU' section of this chapter.) Guided by these principles, this Academic Honor Policy outlines the University's expectations for students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process. The Academic Honor Policy Committee may take direct jurisdiction of a case under extraordinary circumstances when it is determined by a majority vote of the committee that taking direct jurisdiction is appropriate. Students in the College of Law and the College of Medicine are governed by the academic integrity policies and procedures of their respective colleges, which are subject to approval by the Academic Honor Policy Committee.

## FSU Academic Honor Pledge

I affirm my commitment to the concept of responsible freedom. I will be honest and truthful and will strive for personal and institutional integrity at Florida State University. I will abide by the Academic Honor Policy at all times.

## Academic Honor Violations

**Note:** Instructors are responsible for reinforcing the importance of the Academic Honor Policy in their courses and for clarifying their expectations regarding collaboration and multiple submission of academic work. Examples have been provided for the purpose of illustration and are not intended to be all-inclusive. Please review the Graduate Bulletin for the listing of Student Rights, Procedures for Resolving Cases, Appeals Process, Grievance Procedures, and information regarding the Academic Honor Policy Committee.

1. **Plagiarism.** Presenting the work of another as one's own (i.e., without proper acknowledgement of the source). Typical examples include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts or information without acknowledgement of the source; or utilizing ghostwriting or pay-for-paper services.
2. **Cheating.** Improper access to or use of any information or material that is not specifically condoned by the instructor for use in the academic exercise. Typical examples include: Copying from another student's paper or receiving unauthorized assistance during a quiz, test, or examination; using books, notes, or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; or unauthorized collaboration on exams.
3. **Unauthorized Group Work.** Unauthorized collaborating with others. Typical examples include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.
4. **Fabrication, Falsification, and Misrepresentation.** Unauthorized altering or inventing of any information or citation that is used in assessing academic work. Typical examples include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; or lying to an instructor to increase a grade.
5. **Multiple Submissions.** Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given. Typical examples include: Submitting the same paper for credit in two courses without instructor permission; or making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.
6. **Abuse of Academic Materials.** Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material. Typical examples include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments. This refers only to abuse as related to an academic issue.



7. **Complicity in Academic Dishonesty.** Intentionally helping another to commit an act of academic dishonesty. Typical examples include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; or deliberately furnishing false information.
8. **Attempting to commit any offense as outlined above.**

## President's Statement on Equal Opportunity and Non-Discrimination

Florida State University is an equal opportunity employer and educational provider committed to a policy of non-discrimination for any member of the University's community on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. This policy applies to faculty, staff, students, visitors, applicants, and contractors in a manner consistent with applicable laws, regulations, ordinances, orders, and University policies, procedures, and processes.

In pursuing its mission of excellence as a comprehensive, graduate-research university with a liberal arts base, the University strives to create and maintain a harmonious, high performance work and educational environment. It is my expectation that all members of our community are provided equitable opportunities to succeed and enrich the strength, skill, and character of the University.

It is also expected that all members of our community will help create a work and educational environment that promotes fairness, respect, and trust, free from discrimination, harassment, or retaliation. Behavior that may be considered offensive, demeaning, or degrading to persons or groups will not be tolerated.

The University will continue to reinforce its commitment of non-discrimination to all groups protected by local, state, and federal law. We will continue to monitor our methods of recruitment, retention, and advancement of qualified faculty, staff, and students and annually examine our affirmative action plan, as prescribed by federal guidelines, to measure whether our campus is reflective of the community we serve.

The University further recognizes that forms of discriminatory or harassing behavior may create an intimidating or hostile environment that interferes with the University's mission. As a result, the University has established internal complaint procedures available to all who believe their experience on any of our campuses has been less than appropriate.

To facilitate University-wide compliance, I have appointed Renisha Gibbs, Associate Vice President for Human Resources/, Finance and Administration Chief of Staff, to develop, administer, and coordinate University-wide initiatives and complaint investigations. This will be accomplished through collaboration with the Title IX Director; Dean of Students Department; the Office of Faculty Development and Advancement; the Athletics Department; and all University divisions, colleges, and departments.

Questions regarding the above may be directed to your supervisor or Renisha Gibbs at (850) 644-8082 or <mailto:rgibbs@fsu.edu>. To view the University's Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy in its entirety, go to <http://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/equal-opportunity-and-compliance-eoc#13>.

## President's Statement on Title IX

"No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

Florida State University does not discriminate on the basis of sex/gender in education programs and activities, and, as a recipient of Federal financial assistance for education activities, is required by Title IX to ensure that all of its education programs and activities do not discriminate in such a manner. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Additionally, the Florida Educational Equity Act prohibits discrimination in schools based on race, ethnicity, national origin, gender, disability, or marital status. Fla. Stat. § 1000.05 (2012). Furthermore, this commitment is reaffirmed in FSU's Sex Discrimination and Sexual Misconduct Policy, which is applicable to all faculty, staff, students, visitors, applicants, and contractors.

The University's Title IX Director is responsible for overseeing the development of sexual misconduct policies, ensuring compliance with Title IX and relevant federal and state regulations, and investigating Title IX complaints alleging student sexual misconduct. The Human Resources Deputy Coordinator will oversee investigations of sexual misconduct by employees and third parties. The Athletics Deputy Coordinator will accept Title IX incident reports to forward to the Title IX Director, and will ensure athletics equity compliance. The FSUS Deputy Coordinator will oversee investigations of sexual misconduct by K-12 students. Questions regarding Title IX, as well as concerns about and complaints of non-compliance (including complaints of sexual harassment, sexual assault, sexual violence, or other sexual misconduct), should be directed to the Title IX Director or a Title IX Deputy Coordinator.

### *The University's Title IX Director and Investigators*

— Mandy Hambleton, Title IX Director

408-H Westcott

222 Copeland St

Tallahassee, FL 32306-1310

[mhambleton@fsu.edu](mailto:mhambleton@fsu.edu)

(850) 644-6271

<http://www.titleix.fsu.edu> (for filing a report online)

— Courtney D. McHenry, Sr. Title IX Investigator

408 Westcott

222 Copeland St

Tallahassee, FL 32306-1310

[cmchenry@fsu.edu](mailto:cmchenry@fsu.edu)

(850) 644-1774

— Lacey Southwick, Title IX Investigator

408 Westcott

222 Copeland St

Tallahassee, FL 32306-1310

[lsouthwick@fsu.edu](mailto:lsouthwick@fsu.edu)

(850) 645-2635

### *Employees and Third Parties*

— Amber Wagner, HR Administrator  
Office of Equal Opportunity and Compliance  
A6200 University Center  
[amwagner@fsu.edu](mailto:amwagner@fsu.edu)  
(850) 645-1458  
<http://compliance.hr.fsu.edu>

### *Athletics*

— David Coburn, Athletics Director  
D4200 University Center  
[dcoburn@fsu.edu](mailto:dcoburn@fsu.edu)  
(850) 644-3035

### *Florida State University Schools*

— Megan Brink, Director of Assessment  
3000 School House Road  
[mbrink@fsu.edu](mailto:mbrink@fsu.edu)  
(850) 245-3894

For more information about Title IX and sexual misconduct, or to report an allegation of sexual misconduct by a student, please visit <http://www.titleix.fsu.edu>. For information about prevention and intervention resources, please visit <https://knowmore.fsu.edu>.

## Integrity in Research and Creative Activity

It is the policy of Florida State University to uphold the highest standards of integrity in research and creative activity, and to protect the right of its employees to engage in research and creative activity. Detailed policies and procedures can be found in the Faculty Handbook under "Section 6: Policies and Procedures." Please also refer to the Graduate Bulletin for the policies on Academic Honor Policy.

## University Notifications

### Required First Day Attendance Policy

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

### Individuals with Disabilities

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

voluntarily self-report the nature of the disability and identify needed accommodations to the Student Disability Resource Center, call (850) 644-9566. Florida State University's 504 Coordinator is: Dr. Shelley Ducatt, Director, Student Disability Resource Center.

To request reasonable accommodations for employment or visitors, please contact the Florida State University Human Resources/Office of Equal Opportunity and Compliance, located at University Center, Bldg. A, Suite 6200, or call (850) 645-6519, or view the applicable policy and procedures at <https://fla.st/2YJamrj>.

## HIV/AIDS Policy

Students, employees, and applicants for admission or employment at Florida State University who have or who may become infected with HIV will not be excluded from enrollment or employment or restricted in their normal responsibilities and access to University services or facilities due to their HIV/AIDS status, unless individual medically based judgments establish that exclusion or restriction is necessary for the welfare of the individual or of other members of the University community. That is, the University will not discriminate against otherwise qualified HIV-infected applicants, students, or employees.

University Health Services is responsible for monitoring developments with regard to HIV/AIDS, acting upon and administering the policies of the Florida Department of Education Division of Colleges and Universities and the University concerning HIV/AIDS and coordinating the University's efforts in educating the University community on the nature and prevention of the disease.

The University will be guided in its implementation of this policy by current authoritative medical information, applicable federal and state law, Florida Department of Education Division of Colleges and Universities' HIV/ AIDS Policy, and the guidelines suggested by the Centers for Disease Control, the Public Health Service, the American College Health Association, and the Florida Department of Health.

The University will be guided in its implementation of this policy by current authoritative medical information, applicable federal and state law, Florida Department of Education Division of Colleges and Universities' HIV/ AIDS Policy, and the guidelines suggested by the Centers for Disease Control, the Public Health Service, the American College Health Association, and the Florida Department of Health.

Florida State University has designated HIV counselors who are available to the University community. Counselors are located at University Health Services (850) 644-4567; and University Health Services Center for Health Advocacy and Wellness (850) 644-8871. Confidential HIV testing is available for students and staff at University Health Services. Any interested individuals should call (850) 644-8871 to schedule an appointment.

## Conflicts of Interest

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

Sexual relationships between faculty members/graduate assistants and students where a direct supervisory or evaluative relationship exists are fraught with the potential for exploitation. The respect and trust

accorded a faculty member by a student, as well as the power exercised by the faculty member in a direct supervisory or evaluative role, make voluntary consent by the student suspect. In their relationships with students, faculty members are expected to be aware of their professional responsibilities and to avoid conflict of interest, favoritism, or bias.

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

## Leave of Absence Policy

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

To apply for a leave of absence, a student must complete the Request for Leave of Absence Form (available on the Graduate School website) and submit it together with appropriate documentation to the major professor/advisor/Program Director. If the major professor/advisor/Program Director approves the application, it should then be forwarded to the department head and subsequently to the college dean for consideration. If approved at all of these levels, the college dean should notify the Registrar and the Dean of the Graduate School of the decision. The college dean should also notify the student of the decision (approved or denied). The Registrar will place a notation on the student's record. A student who is denied a request for leave at any step may appeal the decision to the Dean of The Graduate School. Retroactive Leave of Absence Requests are not permissible.

An approved leave of absence preserves the student's academic status in his or her degree program, and the time off will not be counted against the time limits for awarding degrees. Consequently, registration is not required during the leave period and the student need not re-apply to the program to return to active status at the end of the approved leave period. A leave may be extended for additional consecutive semesters (includes summer term). A student should apply for the leave extension no later than four weeks prior to the end of the final semester/term of his or her initial leave to allow time to consider and process the request. Extension of a leave is subject to approval of the program, college, and the Graduate School. The cumulative number of consecutive leave semesters (including summer term) shall not exceed six. The total consecutive or non-consecutive leave time a student is not registered in the program shall not exceed 24 months. At the conclusion of the approved leave, a student must enroll at Florida State University and return to active status

no later than the start of the next academic semester. Students cannot be on leave during their semester of graduation and must be registered for a minimum of two hours that semester.

A student on a leave of absence may terminate the leave at any time prior to the approved ending date. In such cases, the student would be immediately subject to the continuous enrollment and registration policies. Students returning from a leave of absence of more than one year will be required to disclose any legal or campus disciplinary charges that arose during the leave and provide updated contact and mailing address, residency documentation, and other biographical information as required by the University for reporting and processing purposes.

Programs may have stricter leave of absence and registration policies. For example, a program may decide that under no circumstances would it allow a formal leave of absence or a program may choose to only allow a leave of not more than three consecutive semesters. Such policies shall be detailed in the program's graduate student handbook.

While on leave, a student will not have access to campus facilities and personnel. This means a student will not have access to labs, libraries, and online resources that require an FSUID. Students on leave cannot remain in student housing. There is no guarantee that financial aid will be continued. Students with financial aid or student loans should confer with the Financial Aid Office and review their loan agreements prior to requesting a leave of absence to ascertain the consequences a leave will have on their loan status. University assistantship and fellowship support will be discontinued for the duration of the leave. Programs are not obligated to reinstate funding support that was provided prior to the leave though they are encouraged to do so if funds are available. Students receiving external support e.g. an NSF Graduate Research Fellowship should check the terms of the award to determine the impact of being on leave. In-state residency status may be impacted if the student moves out of the State of Florida, and then returns to resume the degree program. Students should seek guidance from the Registrar on the potential impact on in-state residency. International students should check with the Center for Global Engagement to determine if a leave would adversely affect their visa status. Students should also consider other factors that might impact their circumstances upon their return to active status. For example, a major professor might depart the university, or under extreme circumstances, a degree program might be suspended or terminated. The University has an obligation to provide a path to completion for enrolled students as well as students on a formally approved leave of absence.

Note: If allowed by the student's academic program and University policy, an alternative to taking an official leave could involve reducing the standard course load temporarily.

# New Graduate Student Checklist

## New Graduate Student Checklist

You can view the most current edition of the New Graduate Student Checklist at <https://fla.st/2Jo3mLd>.

## Faculty Handbook

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

# Financing Graduate Education

## 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://financialaid.fsu.edu/Cost>

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

### Fellowships, Assistantships, and Internships

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

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

### Office of Graduate Fellowships and Awards

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

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



## Financial Aid Q&A

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

## Loans

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

## Residency and In-State Tuition Rates

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://admissions.fsu.edu/images/pdf/gradassistverify.pdf>.

## Academic Common Market

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

## Tuition Rates and Deadlines

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

## Employment

### *Internship and Cooperative Education*

The Career Center primarily assists students who are seeking academic or career-related work experience opportunities, (i.e., internships, cooperative education, part-time work, temporary employment, and seasonal jobs, externships or volunteer work) before graduation. For a search of job listings, please click on

the follow link to be directed to the Career Center Search: <https://career.fsu.edu/handshake>. Also available are mock telephone and face-to-face interviews. View the location, hours and phone number: <http://www.career.fsu.edu/about-us/hours-of-operation>.

### *Employment and Post-Graduate Education*

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

### *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/tech-center>.

This website provides additional information for individuals and students interested in career development and computer technology. View the contact information at <http://career.fsu.edu/About-Us/Contact-Us>.

# Calendars and Registration Guides

## Florida State Calendars and Registration Guides

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

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

## Florida State University Online Calendars

<http://calendar.fsu.edu>

## The Graduate School Calendar

<http://calendar.fsu.edu> (select "Graduate School" under the "Event Types -Provost/Academic Affairs Department" Column on the right side when you scroll down to the middle of the page)

## Academic Calendars

### *Summer*

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

### *Fall*

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

### *Spring*

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

### *College of Law*

<https://law.fsu.edu/academics/academic-resources/academic-calendar>

### *College of Medicine*

<https://med.fsu.edu/index.cfm?page=medicaleducation.academicCalendar>

## Registration Guides

### Summer

[http://registrar.fsu.edu/registration\\_guide/summer](http://registrar.fsu.edu/registration_guide/summer)

### Fall

[http://registrar.fsu.edu/registration\\_guide/fall](http://registrar.fsu.edu/registration_guide/fall)

### Spring

[http://registrar.fsu.edu/registration\\_guide/spring](http://registrar.fsu.edu/registration_guide/spring)

## FSU Alert (Emergency Information and Instructions)

<http://alerts.fsu.edu>

# Campus Map

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

### Campus Map, Building Key/Legend

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

### 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://transportation.fsu.edu/seminole-express>

#### *StarMetro*

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

### Cars and Parking

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

# University Degree Requirements

## University Graduate Degree and Certificate Requirements

(As presented in the Graduate Bulletin)

### Prerequisites for All Graduate Degrees

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

A student is expected to have sufficient command of the English language to enable the student to organize subject matter and to present it in credible 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.

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 Policy shall include representing another's work or any part thereof, be it published or unpublished, as one's own" - Office of Faculty Development and Advancement Web site, Faculty Handbook. Appendix A: Florida State University Academic Honor Policy;
2. The ready availability of 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 coursework;
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 adviser 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.

## Review of Theses, Dissertations, and Treatises

Theses, treatises, and dissertations are expected to reflect original work. The review of academic integrity should be completed prior to the defense. Faculty may choose to use appropriate plagiarism checkers and peer review tools with early drafts of these manuscripts as an instructional aid in advising students on matters relating to plagiarism. The approvals of all committee members appearing on the online Manuscript Signature Form constitute testimony from the committee that they are satisfied that the thesis, dissertation, or treatise meets FSU's standards of academic integrity as described in the FSU Academic Honor Policy and appropriate steps have been taken to assure that this is the case.

### *Language of the Theses, Dissertations, and Treatises*

The typical language of the dissertation, treatise, or thesis is English. Under special circumstances the Major Professor, the Academic Unit Head and the Supervisory Committee may approve writing the body of the thesis/dissertation in a language other than English if doing so is essential for scholarly reasons. Lack of sufficient English competency is not an acceptable justification for using an alternative language. The Major Professor shall immediately notify the Dean of the College and the Dean of the Graduate School for all cases where such approval has been granted. Notification requires completion of the ETD Alternative Language for the Dissertation

All committee members must be completely proficient in the alternative language. It is the responsibility of the Major Professor and the Supervisory Committee to ascertain that the candidate's thesis/dissertation is written in acceptable English or an alternative language, in an appropriate scholarly style.

All non-English-language dissertations, treatises, or theses must have the preliminary pages and main section headings in English. This would include the content of the title page, committee page, acknowledgments, abstract and biographical sketch. All main section headings, including chapter and appendix headings, must be in English, but chapter/appendix titles may be in the chosen language.

### *Language of the Defense*

The defense shall be conducted in English.

## Graduate Students Enrolled for Two Degrees Simultaneously

Under certain special circumstances, it is possible for a student to work concurrently on two degrees in two different departments. Students intending to do this must be accepted by both departments. A Dual Enrollment Request Form 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 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 desired.

## Second Graduate Degrees

University policy prohibits the awarding of more than one degree from a specific degree program due to the overlap of core requirements of that degree program. Students should seek guidance from their advisers or

their college when choosing to pursue a double major or dual degree. This policy applies to both current and readmitted students.

## Combined Bachelor's/Master's Pathways, Direct-Entry Pathways, Joint Graduate Pathways and Dual Degrees

### *Combined Bachelor's/Master's Pathways*

Combined bachelor's/master's pathways provide academically talented undergraduate students an opportunity to complete both a bachelor's and a master's degree. Upon approval, a combined bachelor's/master's pathway allows for up to 12 graduate hours to be shared with, or double-counted toward, an undergraduate degree program.

### *Direct-Entry Pathways*

Direct-Entry Pathways are a type of combined pathway structured such that the curricula for two academic degrees are interwoven. Students are admitted to the bachelor's degree program with the understanding that they are expected to complete both degrees.

### *Joint Graduate Pathways*

Joint graduate pathways provide qualified master's students with an opportunity to earn two master's degrees or master's/professional degrees from two academic degree programs. Joint graduate pathways share academic content that allows a student to expand their breadth of knowledge and content expertise to include additional domains not covered in a single degree. All post-baccalaureate degree programs must have at least 30 unique hours of coursework. Upon approval, joint graduate pathways allow graduate/professional courses in excess of the 30-hour minimum to be shared with, or double-counted, toward both degree programs.

### *Dual Degree Programs*

Dual degrees are two degrees earned simultaneously when a student is accepted by both a department/programs and is approved by the appropriate academic deans and the Dean of The Graduate School. A student must be admitted to one academic program initially, and after the first semester, may apply and be accepted to the second-degree program. There is no formal relationship between the two-degree program requirements in a dual degree situation. To ensure that students entering a second graduate degree program receive timely and effective advisement on a program of study approved by the second department, admission to the second graduate degree program must be approved before the student completes more than twelve credit hours of coursework that are counted in that department toward the second graduate degree. In special circumstances, students may petition their academic deans for an exception.

This limit of twelve credits earned only applies to students admitted to their first graduate degree program in the Fall 2014 semester and onwards.



## Master's Degree Programs

### *Degrees Offered*

The University confers at the master's level the Master of Arts (MA), Master of Science (MS), Master of Accounting (MAcc), Master of Business Administration (MBA), Master of Engineering (MEng), Master of Fine Arts (MFA), Master of Music (MM), Master of Music Education (MME), Master of Public Administration (MPA), Master of Public Health (MPH), Master of Science in Planning (MSP), Master of Social Work (MSW), Specialist in Education (EdS), and Specialist (SPE) degrees.

The minimum requirements stated below govern all of these degrees except the EdS, the PSM, the SPE, and the MFA degrees. Individual departments may have additional or specific requirements over and above those stated here. Consult the appropriate departmental section of this Graduate Bulletin for details.

### *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 optional with any department whether it requires all majors to proceed under one or the other type, or whether it permits individual students to choose between them. For specific information, consult the appropriate departmental section of this Graduate Bulletin.

### *Thesis-Type Program*

To qualify for a master's degree under this program, the student must complete a minimum of thirty semester hours of graduate credit (5000-level or above) including thesis credit. At least eighteen of these hours must be taken on a letter-grade basis (A, B, C). The minimum 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 semester hours of graduate coursework (5000-level or above). 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 sense 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 is held responsible for meeting the requirements listed below.

### *Standardized (Advanced and Achievement) Tests*

Certain departments require the area or advanced tests of the Graduate Record Examinations 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 (or comparable international institution) is limited to six semester hours, and transfer of courses not

counted toward a previous degree within 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. In all cases, the majority of credit must be earned through Florida State University or its official consortial institutions. All transfer credit must: 1) be recommended by the major department; 2) be evaluated as graduate work by the Evaluation Section of the Office of Admissions of Florida State University; and 3) 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 or eliminate a quality point deficiency at 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 or school 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 but cannot count in a student's minimum thirty total semester hours of graduate credit or graduate GPA.

### *Language Requirements*

There is no University-wide foreign language requirement for the master's degree, except for the Master of Arts (MA) degree. Each department sets its own language requirements.

### *Residence Requirements*

There is no University-wide residence 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 courses 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.

### *Major Professors*

At the earliest opportunity, the student should follow the convention of the major department or college to identify the major professor, who will serve as the student's adviser 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. Designation of the major professor requires the mutual consent of the student, department chair, and professor involved.

### *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 must consist of a minimum of three members of the faculty who have Graduate Faculty Status, one of whom is designated the major professor. All additional members of the committee must hold Graduate Faculty Status or (in the case of specialized or non-tenure track faculty) co-doctoral or co-master's Directive Status. Under special circumstances persons external to the University may be appointed as Courtesy Faculty with co-doctoral or co-master's Directive Status and serve on a student's supervisory committee. The department or college must enter the composition of the supervisory committee into the online Graduate Student Tracking system in a timely manner, but no later than the second week of classes in the semester that the student intends to defend. Only official members of the supervisory committee (i.e., those listed on a student's committee in the Graduate Student Tracking/GST database) may vote and sign the online Manuscript Signature Form indicating approval of the thesis.

A supervisory committee's judgments on the quality of a student's thesis or dissertation should be based solely on the academic merits of the work before them. Any other standard risks a breach of professional ethics or law and undermines the integrity of the process and those involved. Any personal or financial relationships (e.g. involving the major professor, committee members, and/or student) that may create the perception of bias in that process must be avoided. This would not include the typical practice of hiring a student on a university assistantship in the home unit but would include the student being hired by the major professor's private company. If any such conflicts of interest could exist, they should be reported to the administrative head of the student's academic unit, who will evaluate same for potential harm and take appropriate action.

### *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. Students are reminded to seek Institutional Review Board (IRB) and/or Animal Care and Use Committee (IACUC) approval prior to commencing any research involving human or animal subjects. The student's name must appear on the IRB approval and/or application form as a PI or co-investigator for the period of time when the student's research and data analyses were conducted. Students must be listed on an ACUC protocol in order to conduct any animal research. Failure to be listed or obtain the required approvals may result in the thesis being permanently embargoed and unpublishable in any form, and the student may not be allowed to graduate.

### *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.

A student who enrolls in thesis hours need not be enrolled continuously thereafter in thesis hours if they meet the minimum University requirement for full-time or part-time enrollment through other coursework. A student must be enrolled in a minimum of two thesis hours in the semester of graduation. The minimum number of thesis hours required for the master's degree is six. Those with underload permission must register for at least two 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.

Before writing the thesis, the student should become familiar with the University's manuscript formatting and clearance requirements. The thesis should be in the hands of the major professor and the examining committee at least two weeks before the date of the oral examination. At the same time, the thesis should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to The Graduate School formatting requirements. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise and Dissertation.

At least two weeks prior to the date of the examination, the student will submit an announcement of the thesis title, date, and place of the examination to The Graduate School. The announcement must be submitted electronically on The Graduate School's Manuscript Clearance Portal and will be posted on the Defense Calendar on The Graduate School's Web site. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise and Dissertation.

After approval by the oral examining committee, which includes or may be the same as the supervisory committee, the student should electronically submit the final version of the thesis to the Manuscript Clearance Advisor. The post-defense, final content-approved version of the thesis must be submitted electronically to the Manuscript Clearance Advisor in The Graduate School within sixty days of the defense date or by the semester deadline (whichever is earliest). If the appropriate deadline is missed, the student must be re-examined. Consult the Registration Guide for the manuscript submittal and forms deadline dates.

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. The electronic thesis also will be archived by ProQuest; the student will select an access condition that concurs with the access condition in the University Libraries system. If the student wishes ProQuest to register the copyright, an additional fee must be paid.

Publication of the thesis through standard media for scholarly work is encouraged.

### *Examination in Defense of Thesis*

The defense of the thesis 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 eighth week of classes in the semester of intent to graduate. Students must meet all manuscript and online forms deadlines set by The Graduate School in the semester of graduation. Consult the Registration Guide for the manuscript submittal and online forms deadline dates.

Academic courtesy requires that the thesis be submitted to each member of the supervisory committee at least two weeks before the date of the oral examination. At the same time, the thesis should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to The Graduate School's formatting requirements.

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 will submit an announcement of the thesis title, date, and place of the examination to The Graduate School. The announcement must be submitted electronically on The Graduate School's Manuscript Clearance Portal and will be posted on the Defense Calendar on The Graduate School's Web site. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise and Dissertation.

All committee members and the student must attend the entire 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 three members with Graduate Faculty Status must participate.

The oral examining committee will certify the results of the examination: passed, failed, or to be reexamined. The report of results following a re-examination must indicate the student either passed or failed. To receive a passing grade, the written thesis must be in the final form or require only minor revisions at the time of the defense. A grade of PASS for the defense of thesis 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 online Manuscript Signature Form to substantiate the results of the defense. I. The degree cannot be awarded until the required forms have been completed on The Graduate School's Manuscript Clearance Portal and the final version of the manuscript has been submitted to and approved by the Manuscript Clearance Advisor.

After approval by the oral examining committee and completion of the Final Content Approval Form by their major professor(s), the student should electronically submit the final content-approved version of the thesis

to the Manuscript Clearance Advisor. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise and Dissertation. The post-defense, final content-approved version of the thesis must be submitted to the Manuscript Clearance Advisor in The Graduate School within sixty days after the defense date or by the semester deadline (whichever is earliest). If the appropriate deadline is missed, the student must be re-examined. Consult the Registration Guide for the manuscript submission and forms deadline dates.

### *Comprehensive Examination*

A comprehensive or other type 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.

### *Special Master of Arts (MA) Requirements*

In addition to the requirements listed above, candidates for the Master of Arts (MA) degree must meet the following requirements.

- Proficiency in a foreign language demonstrated by 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.
- 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 University offers the Doctor of Philosophy (PhD), Doctor of Education (EdD), Doctor of Music (DM), and Doctor of Nursing Practice (DNP) with degrees in several departments of the College of Arts and Sciences, College of Business, College of Communication and Information, College of Criminology and Criminal Justice, College of Education, FAMU—FSU College of Engineering, College of Human Sciences, College of Music, College of Nursing, College of Social Sciences and Public Policy, College of Social Work, College of Fine Arts, as well as in several interdepartmental and interdivisional areas. See relevant sections of this Graduate Bulletin.

### *Requirements of the Doctor of Philosophy (PhD) Degree*

The student is held responsible for meeting the requirements listed below.

The PhD is a research degree designed to produce the critical scholar. The degree is granted only to students who have: 1) mastered definite fields of knowledge so that they are familiar not only with what has been accomplished in their specific fields but also with the potential and opportunity for further advances; 2) - demonstrated the 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 this 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.

### *Diagnostic Examination*

The student who has been admitted to work toward the doctoral degree may, before the end of the second semester of post-baccalaureate study, be required to take a departmentally administered diagnostic examination. It will be designed to appraise the student's ability to pursue the PhD 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.

### *Scholarly Engagement*

To meet the Scholarly Engagement requirement, doctoral students should interact with faculty and peers in ways that may include enrolling in courses; attending seminars, symposia, and conferences; engaging in collaborative study and research beyond the university campus; and utilizing the library, laboratories, and other facilities provided by the university. The goal is to prepare students to be scholars who can independently acquire, evaluate, and extend knowledge, as well as develop themselves as effective communicators and disseminators of knowledge. The purpose of the Scholarly Engagement requirement is to ensure that doctoral students are active participants in the scholarly community. Each academic unit with a doctoral program should include a program specific statement in its Graduate Handbook describing how its students can meet the Scholarly Engagement requirement.

### *Transfer Credit*

Transfer of graduate courses not counted toward a previous degree from another regionally accredited graduate school (or comparable international institution) is limited to six semester hours and transfer of graduate courses not counted toward a previous degree within Florida State University is limited to twelve semester hours, except when the departmental course requirement exceeds the thirty hour University-wide minimum requirement. In the latter case, additional transfer credit may be allowed to the extent of the additional required hours. In all cases, the majority of credit must be earned through Florida State University or its official consortial institutions. All transfer credit must: 1) be recommended by the major department; 2) be evaluated as graduate work by the Records Audit and Analysis in the Office of the University Registrar at Florida State University; and 3) 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 or eliminate a quality point deficiency at 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.

### *Course Requirements*

The PhD degree represents the attainment of independent and comprehensive scholarship in a selected field rather than the earning of a specific amount of credit. 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. Prior to degree conferral, all doctoral students must have completed a minimum of twenty-four credit hours of dissertation.

### *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.

### *Supervisory Committee*

Upon the request of the major professor, the departmental chair will appoint the supervisory committee that 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 specialized or non-tenure track faculty) co-doctoral or co-master's Directive Status. Under special circumstances persons external to the University may be appointed as Courtesy Faculty with co-doctoral or co-master's Directive Status and serve on a student's supervisory committee.

The department or college must enter the composition of the supervisory committee into the online Graduate Student Tracking system in a timely manner, but no later than the second week of classes in the semester that the student intends to defend. 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. Only official members of the supervisory committee (i.e., those listed on a student's committee in the Graduate Student Tracking/GST database) may vote and sign the online Manuscript Signature Form indicating approval of the dissertation.

A supervisory committee's judgments on the quality of a student's thesis or dissertation should be based solely on the academic merits of the work before them. Any other standard risks a breach of professional ethics or law and undermines the integrity of the process and those involved. Any personal or financial relationships (e.g. involving the major professor, committee members, and/or student) that may create the



perception of bias in that process must be avoided. This would not include the typical practice of hiring a student on a university assistantship in the home unit, but would include the student being hired by the major professor's private company. If any such conflicts of interest could exist, they should be reported to the administrative head of the student's academic unit, who will evaluate them for potential harm and take appropriate action.

### *University Representative*

The University representative is drawn from outside the student's department, as well as outside the student's degree program for interdisciplinary programs. 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, and then submit the online Defense Report to The Graduate School's Manuscript Clearance Portal within one week of the defense. 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, the student, under the supervision of a designated adviser or major professor, should prepare and receive approval of a plan of courses to be taken. This Program of Study must be signed by the faculty adviser or major professor 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. At the time of the annual review, changes to the plan should be noted and approved. Once designated, the supervisory committee should be included as part of the approval process for any changes to the Program of Study.

### *Language and Statistical Analysis Requirements*

There are no University-wide foreign language, statistics, or other tool requirements for the PhD degree. Each department prescribes its own requirements.

The procedures for testing foreign language proficiency are set by the department prescribing the requirements. The Department of Classics prepares and administers the examinations in Greek and Latin. For departments allowing foreign 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. Foreign students deficient in English may be referred to the Center for Intensive English Studies. The completion of that coursework may 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.

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 PhD degree. No student may register for dissertation 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 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.

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 examining committee (typically, but not necessarily the same composition as the supervisory committee) administering the degree program. Prior to the examination, the student's examining committee will determine whether the student 1) has a 3.0 average, and 2) has progressed sufficiently in the study of the discipline and its research tools to 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 examining committee will report the outcome of the examination to the academic dean: passed, failed, additional work to be completed, or to be re-examined; the report following the reexamination must indicate 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 by the Office of the University Registrar (with 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. Students are reminded to seek Institutional Review Board (IRB) and/or Animal Care and Use Committee (IACUC) approval prior to commencing any research involving human or animal subjects. The student's name must appear on the IRB approval and/or application form as a PI or co-PI for the period of time when the student's research was conducted. Students must be listed on an ACUC protocol in order to conduct any animal research. Failure to be listed or obtain the required approvals may result in the dissertation being permanently embargoed and unpublishable in any form.

### *Dissertation*

A 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.

It is the responsibility of the major professor to supervise the preparation of the prospectus and the dissertation. The manuscript must be prepared according to the style and form prescribed by the department and must conform to the University requirements regarding format. Before writing the dissertation, the student should become familiar with the University's manuscript formatting and clearance requirements. The dissertation should be in the hands of the major professor and the examining committee at least four weeks before the date of the oral examination. At the same time, the dissertation should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to Graduate School formatting requirements. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise and Dissertation.

A student who has completed the required coursework, passed the Preliminary Examination and submitted an Admission to Candidacy form to the Office of the Registrar, and continues to use campus facilities and/or receives faculty supervision, but has not been cleared by the Manuscript Clearance office shall include in the required full-time load a minimum of two credit hours of dissertation per semester, including Summer term, until completion of the degree. A student must be enrolled in a minimum of two hours of dissertation in the semester of graduation. Those with underload permission must register for at least two credit hours of dissertation per semester (or term). Underloads must be approved by the student's 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.

Prior to degree conferral, all doctoral students must have completed a minimum of twenty-four credit hours of dissertation. For more information on the full-time load for doctoral students, see the "Student Course Load" section of this Graduate Bulletin.

For more specific information on final-semester registration, see the section "Registration for Final Term."

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 eighth week of classes in the semester of intent to graduate. Students must meet all manuscript and online forms deadlines set by The Graduate School in the semester of graduation. Consult the Registration Guide for the manuscript submittal and online forms deadline dates.

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. At the same time, the dissertation should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to The Graduate School's formatting requirements. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise and Dissertation.

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 will submit an announcement of the dissertation title, date, and place of the examination to The Graduate School. The announcement must be submitted electronically on The Graduate School's Manuscript Clearance Portal and will be posted on the Defense Calendar on The Graduate School's Web site. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise and Dissertation.

All committee members and the student must attend the entire 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. If the University representative is unable to attend in real-time, then a new, appropriately qualified University

representative must be selected to attend the defense. A minimum of four members with Graduate Faculty Status must participate.

The oral examining committee will certify the results of the examination: passed, failed, or to be reexamined. The report of results following a re-examination 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 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 online Manuscript Signature Form to substantiate the results of the defense. 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 Graduate School's Manuscript Clearance Portal within one week after the date of defense.

After approval by the oral examining committee and completion of the Final Content Approval Form by their major professor(s), the student should electronically submit the final content-approved version of the dissertation to the Manuscript Clearance Advisor. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise and Dissertation. The post-defense, final content-approved version of the dissertation must be submitted to the Manuscript Clearance Advisor in The Graduate School within sixty days after the defense date or by the semester deadline (whichever is earliest). If the appropriate deadline is missed, the student must be re-examined. Consult the Registration Guide for the manuscript submission and forms deadline dates.

### *Publication of Dissertation*

As a condition of undertaking a PhD 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. The electronic dissertation will also be archived by UMI/PQIL (ProQuest); the student will select an access condition that concurs with the access condition in the University Libraries system.

Publication of the dissertation through standard media for scholarly work is encouraged.

### *Guidelines for Restrictions on the Release of Theses, Dissertations, and Treatises*

The free and open dissemination of the results of research conducted at Florida State University is required if the University is to contribute effectively to the education of its students and to the body of human knowledge. Conflicts can develop among the interests of research sponsors, research directors, and the students doing the research. To ensure that the interests of all parties are protected, the following guidelines should be observed.

Electronic Theses and Dissertations (ETDs) as well as treatises must be made available in their complete and original format. They cannot be subdivided into chapters and disseminated under different distribution options.

### *Worldwide Access*

Recommended to all of our students. This option makes the ETD freely available worldwide via the FSU ETD Digital Library Repository. It should be noted that some publishers may see a conflict with this level of distribution prior to publication.

### *Embargoed Access (Twenty-four Months)*

Recommended to students who have a patent application in process or who want to restrict access to the ETD for a limited amount of time in order to pursue commercial interests or other publication. After the restricted time period, the document will be made freely available through worldwide access (option above).

The maximum delay in the release of a thesis, treatise, or dissertation to the FSU Digital Library Repository and ProQuest shall not exceed twenty-four months from the date the thesis, treatise, or dissertation is approved by The Graduate School. In special circumstance, the Dean of The Graduate School may grant an additional delay of forty-eight months in twenty-four-month increments, if the case is made that the delay is in the best interest of all parties or if publication or commercial interest in the document is still ongoing. Such a request must be submitted at least one month prior to the expiration of the original period of delay.

A request for such a delay must be submitted to the Manuscript Clearance Portal by completing the Embargo Request section of the Manuscript Access Agreement Form. This request must be approved in the Manuscript Clearance Portal by the major professor (or co-major professors, if applicable), the Manuscript Clearance Advisor, and the Dean of The Graduate School. The department or program chair, or dean of the relevant college may endorse the request if the major professor is retired, deceased, etc.

It should be recognized that adherence to this policy does not constitute a guarantee that information in the sequestered thesis, treatise, or dissertation will not be disseminated by means other than the written manuscript.

Information about particular access issues related to electronic theses, treatises, and dissertations may be obtained from The Graduate School.

Note: Students should not suffer delays in their normal academic progress, including the final defense of the thesis or dissertation, as a result of a desire to delay release of the thesis or dissertation to the library.

The FSU Digital Library Repository, in cooperation with The Graduate School, may provide restricted access to ETDs at FSU (i.e., Campus Community-Only Access). Students may request that full access to their ETD be limited to people connected to FSU's network. Please note that approval for Campus Community-Only Access is not automatic. Students must provide "reasonable justification" for their request. Also, in order to be granted Campus Community-Only Access, students must receive approval from their major professor (or co-major professors, if applicable) on the online Manuscript Access Agreement Form.

Final approval may be granted by the Dean of The Graduate School only after the online Manuscript Access Agreement Form is submitted to The Graduate School's Manuscript Clearance Portal with appropriate approvals and justification. This online form is reviewed by the Manuscript Clearance Advisor at The Graduate School before being reviewed by the Dean.

### *Requirements of the Doctor of Education (EdD) Degree*

The EdD degree is offered by the College of Education, the College of Music, and the College of Fine Arts.

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 EdD degree is further distinguished from the PhD 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 EdD and PhD degrees cannot be made solely on the basis of research tool requirements. Depending on the dissertation project proposed, the candidate's supervisory committee may require as much training in such research tools as statistics, foreign languages, computer languages, or other programming techniques as necessary to complete the project.

The provisions of this section indicate steps leading to the EdD degree that differ from those leading to the PhD degree.

### *Requirements of the Doctor of Music (DM) Degree*

The DM 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.

The provisions of this section indicate steps leading to the DM degree that differ from those leading to the PhD degree. Additional information pertaining to the DM degree are noted in the "College of Music" chapter of the Graduate Bulletin.

### *Requirements of the Doctor of Nursing Practice (DNP) Degree*

Please refer to the "College of Nursing" chapter of the Graduate Bulletin for the requirements for this degree.

## Professional Degree Programs

### *Requirements of the Doctor of Medicine (MD) Degree*

Candidates for the MD degree must:

- Be able to fully perform the essential functions in each of the following categories: Observation, Communication, Motor, Intellectual, and Behavioral/Social Attributes as described in the College's Technical Standards for the admission and educational processes
- Successfully complete all required and elective courses and clerkships, Years One through Four
- Pass the USMLE Step 1, Step 2 CK, and Step 2 CS
- Complete all requirements listed in the procedure's log including CME Conference attendance, all listed procedures, ACLS, and BLS
- Complete all required surveys
- Be a "student in good standing" in the Spring semester of the Fourth Year

The Student Evaluation and Promotion Committee reviews the academic record of all fourth-year students in the Spring semester of the Fourth Year and verifies that all requirements have been met by each student. The results are submitted to the Executive Committee for consideration. The Executive Committee certifies the candidates are eligible to receive the Doctor of Medicine Degree.

For more information, please refer to the "College of Medicine" chapter of this Graduate Bulletin.

### *Transfer Credit*

In rare cases a student may petition to be accepted to the College of Medicine and transfer credits from another institution. Transfer credits will be considered only for first year or second year courses. Requests for credit will be evaluated on a course-by-course basis, and the College of Medicine reserves the right to determine which credits would be accepted. Transfer credit will be limited to a maximum of the equivalent of two years of coursework.

### *Requirements of the Juris Doctor (JD) Degree*

The Juris Doctor (JD) degree is awarded by the College of Law to students who have satisfactorily completed coursework and related requirements equivalent to three academic years of full-time enrollment.

Potential candidates for this professional degree are selected on the basis of Law School Admission Test (LSAT) scores, undergraduate grades, letters of recommendation, and goals of the students seeking admission, as communicated by personal statements. Successful completion of a bachelor's degree program at a regionally accredited institution is a prerequisite for law school admission.

The legal curriculum is designed to fit the goal of providing students with the professional skills and core knowledge necessary to engage in legal or law-related careers, while complying with standards prescribed by the American Bar

Association and the Florida Bar. The first-year curriculum is comprised entirely of required courses in core subjects, and the second- and third-year curricula are primarily comprised of elective courses. Apart from the



first-year curriculum, graduation requirements include coursework related to professional responsibility, upper-level legal writing and skills training, as well as pro bono service.

For more information, please refer to the "College of Law" chapter of this Graduate Bulletin.

### *Transfer Credit*

Students must complete a minimum of forty-five credit hours of approved course work from the Florida State University College of Law. This requirement may not be satisfied by credit earned under the auspices of another law school or through graduate-level courses at Florida State University or Florida A&M University. Generally, transfer credit is limited to the first year of Law School, the equivalent of twenty-four credit hours.

## 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 (5000-level or above). 4000-level courses may be credited toward a graduate degree but cannot count in a student's minimum thirty total semester hours of graduate credit or graduate GPA. 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. All conditions of admission must be met; in addition, there are usually other departmental requirements which must be met.

### *Faculty Academic Judgment*

#### *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 or treatise 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.

### *Registration for Final Term*

For doctoral students and master's students in a thesis-type program, registration shall be required in the final term in which a degree requiring a thesis, dissertation, or treatise is granted, in accordance with the policies stated in the 'Thesis' and 'Dissertation' sections of this chapter.

If a non-thesis student needs only to complete the comprehensive examination in a term and did not register for the examination in the previous term, registration must be requested from the Office of the University Registrar stating the department and the name of the examination. The student must pay the "examination

only" fee. If the student has not been enrolled for the previous two terms, readmission is required before registration.

### *Clearance for Degrees*

A student should apply for graduation online at <http://my.fsu.edu> under the "Academics" tab in the term that the student anticipates completing the degree. The application window is available in the academic calendar for the applicable term. If a candidate applied for graduation in a previous term but did not complete the degree, the application will be carried forward to the subsequent term.

A student's manuscript must be cleared in order to graduate; however, students also must meet departmental and University requirements before they can graduate. A manuscript is considered cleared if the Manuscript Clearance Advisor has approved the formatting of the manuscript AND all online forms have been completed in the Manuscript Clearance Portal. Students should become familiar with the University's manuscript formatting and clearance requirements before writing their thesis, dissertation, or treatise. Manuscript Clearance Workshops are also held during each semester. Workshop dates are posted to the Thesis, Treatise, and Dissertation section of The Graduate School website, as well as to the University's calendar of events.

All theses, dissertations, and treatises must be electronically submitted to The Graduate School via the ProQuest ETD Administrator Web site; hard copies, or submissions via e-mail or any other electronic method will not be accepted. Students should submit their manuscript to The Graduate School at the same time that the manuscript is submitted to the committee prior to the defense. This initial submission is reviewed by the Manuscript Clearance Advisor, who then provides the student with a reviewed, marked-up copy of the manuscript that shows formatting corrections to be made before submitting the post defense version of the manuscript. After the defense, students submit the final content-approved version of their manuscript, incorporating changes requested by their committee as well as those requested by the Manuscript Clearance Advisor. Students not meeting these deadlines will be considered graduates of the following semester.

### *Manuscript Clearance Deadlines*

Students will fall under either the Semester Deadlines or the 60-Day Deadline (typically whichever is earliest).

#### *Sixty-Day (60) Deadline*

The post-defense, final content-approved manuscript and the required online forms must be electronically submitted to the Manuscript Clearance Advisor within sixty days after a successful defense. If a student defends early in the semester of graduation, or in a semester prior to graduation, the manuscript clearance deadline that applies is the 60-Day Deadline. For example, a student that defends on August 20 would have to have their manuscript cleared by October 20, even though the Fall semester clearance deadline is later in the semester. Additional formatting revisions are often required after the 60-Day Deadline in order for final manuscript clearance to be completed. The student must receive an email granting "Official Final Clearance" from the Manuscript Clearance Portal no later than one week after the 60-Day Deadline. No exceptions will be made for this policy.

#### *Semester Deadlines*

Four deadlines are posted per semester as follows:

- Last day to submit doctoral dissertation or treatise for pre-defense (initial) format review
- Last day to submit master's thesis for pre-defense (initial) format review
- Last day for submission of successfully defended, final content-approved thesis, dissertation, or treatise and completion of all required online forms
- Last day for thesis, dissertation and treatise students to receive an e-mail from Manuscript Clearance confirming final clearance

The relevant pre-defense (initial) format review deadline is the date by which students must submit their manuscript to the Manuscript Clearance Advisor for an initial formatting review. Manuscripts will not be reviewed and counted as an initial submission under the following conditions: not submitted via the ETD Web site; poorly formatted based on The Graduate School guidelines, or otherwise appears "sloppy"; sections omitted; page numbers omitted. While it is understood that content will likely change after the defense, it is expected that manuscripts submitted for the initial format review are at least 90% complete and have been formatted in full accordance with the criteria in the most recent version of The Graduate School's formatting guidelines.

The final deadline indicates the date by which students must submit the post-defense, final content-approved version of their manuscript to ProQuest ETD and ensure completion of all required manuscript clearance forms in The Graduate School's Manuscript Clearance Portal by 11:59 p.m. ET. Although students cannot complete all forms in the Manuscript Clearance Portal directly, they are ultimately responsible for ensuring their committee has completed the needed approvals. Please note: Additional formatting revisions are often required after this date in order for final manuscript clearance to be completed.

Contact the Manuscript Clearance Advisor ([clearance@fsu.edu](mailto:clearance@fsu.edu)) for any questions regarding the clearance process.

### *Policy for Awarding Degrees*

Florida State University helps students meet their academic goals by monitoring academic progress toward their degree. If a graduate student has completed their respective degree requirements, the academic dean of the student's program confirms this, and the student is eligible to be awarded the degree, the University reserves the right to award the degree. Once the degree is awarded, the student must be readmitted to Florida State University in order to enroll in any courses.

Graduate students pursuing dual degrees in different disciplines must obtain formal approval of their academic dean, following established University procedures for such approvals. The student's degree program, not the major, will appear on the diploma. A list of degree programs is available in the "Academic Degree and Certificate Programs" chapter of this Graduate Bulletin.

Should the University invoke its prerogative to award a degree once a student has completed all stated degree requirements, the student may appeal this decision. If the student can demonstrate that continued enrollment is necessary to achieve his or her academic goals, the appeal may be granted. Reasons such as, but not limited to, desire to continue financial aid, participate in student activities, and access student services do not constitute legitimate reasons for appeal. The student's transcript will reflect both the degree program and the major when degrees are posted.

Any graduate student who wishes to appeal for continued enrollment, thereby postponing graduation, must submit a written request to the student's academic dean no later than ten class days after being notified that the University is invoking its right to award the degree. This appeal will be reviewed by a committee composed of the student's primary academic dean the Dean of The Graduate School, and the University Registrar. The committee must find evidence to support the student's claim of a legitimate academic need in order to grant permission to continue taking courses.

Once a degree has been awarded, all coursework leading to that degree is considered final and not subject to change. "Incomplete" grade changes or any other grade changes should be submitted prior to the posting of the degree. Grade changes or withdrawals for coursework that applies to the awarded degree may be considered only in cases of documented University error or in cases where the courses in question are documented as applying to a degree that is still-in-progress.

# Academic Resources

## University and Community Academic Resources

### Textbooks

#### *University Bookstore and Computer Store*

The Florida State University Bookstore is located in the main level of Parking Garage 1, across from the Student Union. Now located in the bookstore, 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. Students may purchase books and gather computer information in the store or online at <https://www.bkstr.com/floridastatestore/home>. For more information call (800) 255-FSU1 or (850) 644-2072.

#### *Bill's Bookstore*

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

<http://www.bkstr.com/billsbookstore/home>

### Career Development

#### *The Career Center*

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

#### *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 Askew Student Life Center and the FSU Health and Wellness Center.

<http://www.career.fsu.edu/resources/career-center-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 at <http://career.fsu.edu/About-Us/Hours-of-Operation>.

### *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 at <http://career.fsu.edu/About-Us/Hours-of-Operation>.

### *Employment and Post-Graduate Education*

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

### *Center for Academic and Professional Development (CAPD)*

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

## Computing Resources

### *Information Technology Services at Florida State University*

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

## Copies, Mailing, and Printing

### *Campus*

#### *The UPS Store in the Oglesby Union*

The UPS Store provides students with copy services, mailing services, and shipping.

<http://www.theupsstorelocal.com/6133>

## *Community*

### *Target Print and Mail*

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. <https://targetprintmail.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 1218 N Monroe Street, the second at 3425 Thomasville Road Suite #4, and the third at 107 South Adams Street. <http://www.fedex.com/us/officeprint/main>

## Teaching Support

### *The Center for Information Management and Education Services (CIMES)*

CIMES operates four major sections to provide its clients a full range of customized products and services: Information Management and Technology, Clearinghouses, Instructional Design and Training, and Marketing and Product Development. [www.cimes.fsu.edu](http://www.cimes.fsu.edu)

### *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 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 preparation offered by departments. PIE is a teaching resource for departments and all graduate student teaching assistants (TAs).

PIE programs include an annual fall and spring 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 preparation programs and establish interdisciplinary connections and community among TAs at FSU. PIE also offers an online training series and a face-to-face workshop series that provides TAs with opportunities during the academic year to learn 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>.

## Professional Development

### *The Office of Graduate Fellowships and Awards*

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

To learn more about OGFA workshops, visit <https://ogfa.fsu.edu/workshops>.

### *Program for Instructional Excellence (PIE)*

The Program for Instructional Excellence (see above description) offers teaching workshops (The PIE Coffee Hour and Teaching Workshop Series) each semester, including the summer. These workshops give any graduate student, post doc, faculty or staff member that is interested in pedagogy an opportunity to discuss strategies and techniques that promote excellence in teaching and learning. Pie, coffee, and conversation with others from different academic areas is always provided free of charge. Each workshop is led by the PIE Director, PIE Teaching Associates, or an FSU faculty or staff member. PIE workshops also count towards the PFF and/or PFP Certificates, as well as the Advanced PIE Teaching Training Recognition. For more information and registration links, visit <http://pie.fsu.edu/Coffee-Hour-Teaching-Workshop-Series>.

### *Preparing Future Faculty Certificate Program (PFF)*

In 1994, 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) Certificate Program at Florida State University supplements the academic program experience by providing additional opportunities for graduate students and postdoctoral fellows to prepare for academic careers.

The Preparing Future Faculty Program assists Florida State's doctoral students (and others headed toward academic careers) 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. 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

Florida State's Preparing Future Faculty Program has five components: Research, Teaching, Career Building, Mentoring, and Portfolio. The program is offered by The Graduate School with the cooperation of the Office of Research, the Career Center, a number of Florida State academic departments and colleges, as well as partner institutions.

Fellows who meet specified requirements, often involving participation over a two-year period, are awarded a PFF Graduate Certificate, but individuals may participate in PFF events without the intent of earning a PFF Certificate. The PFF Graduate Certificate Program is an academic certificate program that requires 12 credit hours. Therefore, a notation will be included on the transcripts of students/postdoctoral associates who complete the PFF Graduate Certificate Program.

Individuals interested in taking part in PFF activities, regardless of whether they seek to identify as Fellows or earn the PFF Graduate Certificate, should speak with Dr. Judy Devine.

<https://gradschool.fsu.edu/professional-development/preparing-future-faculty-pff>

Questions may be directed to: Dr. Judith J. Devine, Senior Associate Dean, (850) 644-3501.



### *Preparing Future Professionals (PFP) Certificate Program*

To prepare graduate students for professions outside of academia, the Graduate School offers a graduate certificate, Preparing Future Professionals (PFP). The PFP Certificate requires coursework, professional development workshops/seminars, an internship/practicum or interviews in the field, a resume', and a portfolio. There are four (4) areas of the certificate: Content (knowledge in the discipline), Ethics/Integrity, Professional Preparation (transferable skills), and a Portfolio.

A total of 12 graduate credit hours must be earned toward the PFP Graduate Certificate. All of the courses taken for the certificate must be approved by the faculty member who serves as the major professor/mentor/advisor and the Graduate School, and must be listed in the student's Professional Readiness Plan. Courses selected to meet the required twelve hours will be determined by the major professor/mentor/advisor and must be approved by the Graduate School.

Six (6) of the twelve hours must be letter-graded and a "Satisfactory" grade must be earned in all S/U courses. Students must achieve and must maintain a cumulative 3.0 (B) grade point average in all graduate certificate courses in order for the graduate certificate to be awarded.

PFP Fellows successfully completing the PFP Graduate Certificate will have a notation included on their FSU transcripts.

<https://gradschool.fsu.edu/professional-development/preparing-future-professionals-pfp>

Questions may be directed to: Dr. Judith J. Devine, Senior Associate Dean, (850) 644-3501.

### *Professional Development Workshop Series*

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

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

<https://gradschool.fsu.edu/professional-development/professional-development-workshops>

## **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 academic research libraries in the nation.

The Robert Manning Strozier Library, the main library on campus, primarily serves the humanities and social sciences programs, while the Paul A.M. Dirac Science Library houses materials in the sciences. Other specialized libraries on the main campus are located in the College of Law, College of Medicine, College of Engineering, College of Music, and the Career Center.

### *Resources*

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

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

### *Borrowing Policies for Strozier, Dirac, and Engineering Libraries*

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

### *Research and Professional Support Services*

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

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

- Library Express Delivery Service delivers materials to Graduate, Research, and Teaching Assistants

### *Teaching Support Services*

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

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

### *Facilities and Equipment*

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

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

### *Staff*

Highly qualified subject librarians are designated for all academic programs. They are available to assist graduate students with formulating research strategies, using resources effectively, identifying and obtaining resources, and preparing materials for presentation or publication. Specialist librarians are also able to assist in areas such as digital projects, public access mandates, and copyright. A team of librarians devoted to developing and providing resources and services for graduate student's staffs the Scholars Commons, located on the ground floor of Strozier Library.

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

### *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. Many materials from these and other collections are available online in the FSU Digital Library <http://fsu.digital.flvc.org>.

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

### *Locations and Contact Information:*

- Special Collections – Main Floor, Strozier Library. Hours: M-F 10:00 a.m. -6:00 p.m. (850) 644-3271
- Claude Pepper Library – 636 W. Call St. Hours: M-F 9:00 a.m. -5:00 p.m. (850) 644-9305  
<http://www.lib.fsu.edu/pepper-library>
- Heritage Protocol - 2nd Floor Strozier Library. Hours: M-F 10:00 a.m. -6:00 p.m. (850) 645-7988  
<http://heritage.fsu.edu/heritage-protocol>

## Listing of Campus Libraries

### *Robert Manning Strozier Library*

The Robert Manning Strozier Library, the main library on campus, primarily serves the humanities and social sciences programs. Strozier Library also houses the Scholars Commons and Special Collections.

<https://www.lib.fsu.edu/robert-manning-strozier-library>

### *Career Center Library*

Books, videotapes, CDs, computer-assisted guidance systems, and handouts provide information on choosing a major, careers, effective job search strategies, and experiential opportunities. Located in the Dunlap Success Center at 100 South Woodward Avenue.

<https://www.career.fsu.edu/resources/career-center-library>

### *Charlotte Edwards Maguire Medical Library*

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

#### **Campus Libraries**

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

and Stadium Drive, in the College of Medicine Administration building.

<https://med.fsu.edu/library>

#### *FAMU-FSU College of Engineering Library*

The FAMU-FSU College of Engineering Library provides materials, services, and facilities to support the needs of students in this joint program. Located at 2525 Pottsdamer Street in Innovation Park.

<https://www.eng.famu.fsu.edu/library>

#### *Paul A.M. Dirac Science Library*

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

<http://www.lib.fsu.edu/dirac-science-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-library>

#### *Warren D. Allen Music Library*

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

## Listing of Community Libraries

#### *Leroy Collins Leon County Public Library*

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

#### *Library of the Supreme Court of Florida*

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

### *State Library of Florida*

The State Library of Florida offers more than one million items in a wide variety of formats and subjects. Located in the R.A. Gray building at 500 South Bronough Street, the State Library includes the State Archives and the most comprehensive collection of Floridiana available. <http://dos.myflorida.com/library-archives>

## Conduct of Research

### *Human Subjects Committee (IRB), Office of Research*

Florida State University receives federal funding and has signed an assurance letter with the Department of Health and Human Services that all projects under the auspices of Florida State University that involve human subjects will be reviewed for compliance with these regulations before each researcher collects data. All students, faculty or employees who conduct research involving human subjects when such data will be available for generalized knowledge, requires review and approval by the Institutional Human Subjects Committee. <https://www.research.fsu.edu/research-offices/human-subjects>

### *Institutional Animal Care and Use Committee (IACUC)*

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

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

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

### *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](mailto: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; meeting informally with faculty and students in an interest group; statistical support in the creation of ETDs (Electronic Theses, Treatises, and Dissertations); and referring clients to other sources of advice and assistance. <https://ani.stat.fsu.edu/consult>

### *Florida State University's Reading and Writing Center*

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

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

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

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

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

### *Office of Commercialization*

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

## Funding Your Research

### *Congress of Graduate Students (COGS), Conference Presentation Grant*

These grants of \$200 to \$500 are for travel to academic conferences at which a graduate student is making a presentation. The application must be submitted no less than 15 business days before travel commences. Funds are limited, so the application should be filed soon after receipt of acceptance. Students are limited to two travel grants per fiscal year (July 1st to June 30th). Application forms can be found by clicking on the link below or may be picked up in the COGS office (Room A209 Oglesby Union). Please refer to the application for specific deadlines. <http://sga.fsu.edu/cogs-presentation.shtml>

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

These grants of \$100 are for graduate students attending academic conferences. Please attach a copy of your conference registration form and submit it at least 15 business days prior to your conference. To receive your grant money, you must submit your receipts totaling to \$100 as well as an original conference program or agenda and must be submitted upon return from travel. Students are limited to two grants per fiscal year (July 1st to June 30th). Application forms can be found by clicking on the link below or may be picked up in the COGS office (Room A209 Oglesby Union). Please refer to the application for more details. <http://sga.fsu.edu/cogs-attendance.shtml>

### *Dissertation Research Grants*

Administered by The Graduate School, these are grants for dissertation writers to assist with expenses associated with research to prepare the dissertation. These funds of up to \$1000 are meant to cover expenses associated with research activities necessary for a high-quality dissertation. These funds are not intended to cover all expenses dissertation writers incur such as typing or word processing services, copying of the dissertation, editing services, etc. Funds, however, may be used to purchase books, software, supplies necessary for research, 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://gradschool.fsu.edu/Funding-Awards/Graduate-School-Awards/Student-Awards-and-Grants>

### *International Dissertation Semester Research Fellowship*

This fellowship carries includes a stipend per semester (up to two semesters), plus tuition waivers, for advanced doctoral students. This prestigious international fellowship for advanced doctoral students offered by the Graduate School to facilitate research and timely completion of the doctoral degree that requires extended research-time abroad. Recipients must enroll for a minimum number of dissertation hours during the research semester. Recipients must conduct research abroad for the duration of the fellowship. Applications are through the academic department Chair or College Dean as appropriate.

## **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>

# All Things International

## All Things International

### *The Center for Intensive English Studies (CIES)*

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

### *The Center for Global Engagement (CGE)*

The Center for Global Engagement, located in the GLOBE offers programs and services to facilitate international diversity, foster global understanding and awareness, and enhance internationalization efforts within the FSU community. <http://cge.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 fifty diverse programs in twenty different locations around the world, many of which include graduate course offerings. In each host country, our program directors or leaders have forged solid academic affiliations while securing excellent learning facilities and living accommodations. Some programs offer Teaching Assistant Opportunities.

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

### *Global Pathways Graduate Certificate*

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

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

# Student Life

## Student Life

### Campus

#### *University Health Services*

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

#### *Student Health Insurance*

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

#### *Subsidy Benefit*

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

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

#### *University Counseling Center*

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

### *The FSU Family Institute*

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

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

More information can be found at <http://www.familyinstitute.chs.fsu.edu>.

### *Center for Couple and Family Therapy*

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

The Center for Couple and Family Therapy is a non-profit clinic serving individuals, couples, families, and children. It is unique in that human strengths and challenges are understood to be outcomes 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 \$22 to \$100. All intake sessions are \$30, regardless of income or student status. FSU students receive a reduced intake session fee of \$22. For an appointment call (850) 644-1588 or visit <http://ccft.fsu.edu>.

### *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 PhD 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. <https://cms.leoncountyfl.gov/Home/Departments/Office-of-Human-Services-and-Community-Partnership/Primary-Healthcare/CareNet>

### *Florida Department of Health in Leon County*

The Health Department provides a wide variety of public health services including personal health, environmental health and public health education. Operated jointly by the Florida Department of Health and Leon County the Department also serves as the county's Vital Records Office for birth and death certificates. <http://leon.floridahealth.gov>

### *Tallahassee Memorial Healthcare*

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

## Child Care

### *FSU Childcare and Early Learning Program*

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

### *Community*

The Department of Children and Families Office of Child Care Regulation and Background Screening is statutorily responsible for the administration of childcare licensing and training throughout Florida. The purpose of this program is to ensure that children are well cared for in a safe, healthy, positive and educational environment by trained, qualified childcare staff. <http://www.myflfamilies.com/service-programs/child-care>

## Activities and Events

### *Orientation*

The university-wide New Graduate Student Orientation and Workshops, hosted by The Graduate School at Florida State University, is conducted each August. Information regarding registration for Orientation and individual workshops will be available in July and can be found on the following website:

<http://gradschool.fsu.edu/newcurrent-students/graduate-schools-new-graduate-student-orientation>.

### *Art Museums*

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. Both FSU art 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://www.ringling.org/florida-state-university>

### *Dance Events*

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

### *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. <https://openingnights.fsu.edu>

### *Oglesby Union*

*New FSU Union Coming Fall 2020!*

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 FSU students and the Tallahassee community. The five programming areas include comedy, concerts, special events, daytime events, and culture and the arts. <http://up.union.fsu.edu>

### *Theatre Productions*

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

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

### *Seminole Athletics*

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

<http://seminoles.com>

## Organizations

### *Congress of Graduate Students*

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

- Main website at <http://www.sga.fsu.edu/cogs.shtml>
- Presentation Grants and Academic Conference Support at <http://sga.fsu.edu/cogs-presentation.shtml>

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/forms/COGS\\_Prospective\\_Rep\\_Packet.pdf](http://sga.fsu.edu/cogs/forms/COGS_Prospective_Rep_Packet.pdf).

### *Student Government Association (SGA)*

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

## Sports and Recreation

### *Campus Recreation Office*

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

<http://fsu.campusrec.com>



### *FSU Cheerleading and Dance Teams*

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

### *Seminole Athletic Tickets*

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

### *Registered Student Organizations*

There are hundreds of registered student organizations (RSO's) at FSU.

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

## Living in Tallahassee

### *Visitor's Guide*

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

### *Cable*

Comcast Cable is the leading provider of cable television in the Tallahassee area. For more information, visit their website directly at <http://www.xfinity.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 maintains an off-campus housing website at

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

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

### *Postal Services (UPS Store in the Oglesby Union)*

The UPS Store provides students with copy services, mailing services, and shipping.

<https://tallahassee-fl-6133.theupsstorelocal.com>

### *Utilities*

#### *The City of Tallahassee*

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

<http://www.talgov.com/you/YourOwnUtilitiesHome.aspx>

#### *Talquin Electric Cooperative*

A member-owned rural electric cooperative particularly for those outside of the Tallahassee city limits.

<https://www.talquinelectric.com>

## Safety

### *Campus*

#### *Blue Light Trail*

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

<http://its.fsu.edu/Communications/Emergency-Blue-Light-Telephones-EBLT>

#### *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 FSU students who are victimized, or any other person who is victimized on our campus.

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

### *Community*

#### *Leon County Sheriff's Office*

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

#### *Tallahassee Police Department*

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

# Steps to Graduation: The Final Term

## Steps to Graduation – The Final Term

### Step 1 – Register

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

### Step 2 – Apply for Graduation

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

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

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

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

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

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

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

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

The Graduate School recommends that students submit their manuscript to the manuscript clearance adviser for the initial format check when it is submitted to the supervisory committee in preparation for the defense. In any case students must submit the initial version of their manuscript by the Initial Format Submission Deadline in the semester they intend to graduate. Students must then submit their final version and all forms by the Final Manuscript Submission and Forms Deadline. However, in all cases students must have their manuscript cleared within 60 days of a successful defense or the student must be re-examined. In some cases, the 60-Day Deadline may occur before either semester deadline; in those cases, the 60-Day Deadline takes precedence over the semester deadlines.

Semester deadlines are posted on the Graduate School's Main website.

<https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>

## Step 4 –Announce Your Defense and Successfully Defend

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

## Step 5 – Final Submission

Each doctoral student and master's student in a thesis-type program must have the format of their manuscript approved by the manuscript clearance adviser and submit all of their required clearance forms. A list of the required forms as well as the forms can be found on The Graduate School's main website. The manuscript clearance adviser is available to examine manuscripts and answer formatting questions throughout the academic year. For final clearance, students must submit all required forms to The Graduate School and upload the manuscript documents to the manuscript clearance adviser via the ProQuest Admin web site by the deadline for submission of final manuscript, which is posted each semester on The Graduate School's main website. The manuscript clearance adviser will perform a final check of each student's electronic thesis, treatise or dissertation (and forms), and will inform the student if their manuscript has cleared or if any additional formatting corrections are needed. Note: The manuscript must be submitted as a PDF for both the initial format check and final format check. As part of the uploading process, the ProQuest web site will convert Microsoft Word documents to PDF if the student does not have the software to convert their manuscript to a PDF. All students should consult their departmental adviser for final term departmental requirements. Note: Course- based master's students can disregard this section.

# The Graduate School Staff

## Administration

### » *Dr. Mark Riley, Dean*

- Graduate Enrollment Management
- Graduate Policies Oversight
- Graduate Faculty Status
- Approval of New Majors, Certificates, and Degrees

[mriley@fsu.edu](mailto:mriley@fsu.edu)

314 Westcott  
(850) 644-3501

### » *Brian Barton, Associate Dean for Business Operations*

- Graduate Enrollment Management
- Waiver Management, Reconciliation and Training
- Fellowships and Need-Based Scholarships
- Health Insurance Subsidy
- Dissertation Research Grant
- Graduate Student Appointment Procedures
- Graduate Student Funding Information
- Dean's Scholarship
- Wilson-Auzenne Assistantships for Minorities
- Graduate Dean's Fellowship
- International Dissertation Semester Research Fellowship

[bbarton@fsu.edu](mailto:bbarton@fsu.edu)

314 Westcott  
(850) 644-3501

### » *Dr. Judith Devine, Senior Associate Dean*

- Graduate Student Ombudsman
- Scholarly Integrity Training and Awards
- Graduate Student Research and Creativity Awards
- Preparing Future Faculty (PFF) Certificate
- Preparing Future Professionals (PFP) Certificate
- Professional Development Workshop Series

[jdevine@fsu.edu](mailto:jdevine@fsu.edu)

314 Westcott  
(850) 644-3501

### » *Dr. Debra Fadool, Associate Dean*

- The Office of Postdoctoral Affairs
- Director, Office of Postdoctoral Affairs
- Postdoctoral Policies and Resources

[dfadool@bio.fsu.edu](mailto:dfadool@bio.fsu.edu)

314 Westcott  
(850) 644-3501

» *Dr. Lisa Liseno, Assistant Dean*

- Program for Instructional Excellence
- Fellows Society
- PIE Orientation
- PIE workshops
- Teaching Assistant Manual and Materials
- Outstanding Teaching Assistant Teaching Awards
- Academic Advisor, DIRECTO (the Diversity and Inclusion in Research and Teaching Organization)

[lliseno@fsu.edu](mailto:lliseno@fsu.edu)

4001 HSF  
(850) 645-7318

» *Dr. Adrienne P. Stephenson, Assistant Dean*

- Director, Office of Graduate Fellowships and Awards
- Fellowship Advisor for external awards including but not limited to: NSF- GRFP, P.E.O. International, Fulbright Scholars Program, Critical Language Scholarship, and the Woodrow Wilson Foundation Fellowship
- Assists graduate students with identification of funding opportunities and application submission
- McKnight Doctoral/Dissertation Fellowship Liaison
- FAMU Graduate Feeder Program Liaison

[apstephenson@fsu.edu](mailto:apstephenson@fsu.edu)

4001 HSF  
(850) 644-8132

## Staff

» *TBA, Assistant Director, Office of Graduate Fellowships & Awards*

TBD

- Fellowship Advisor for external awards including but not limited to: NSF GRFP, P.E.O. International, Fulbright Scholars Program, Critical Language Scholarship, and the Woodrow Wilson Foundation Fellowship
- Assists graduate students with identification of funding opportunities and application submission

» *James Beck, Academic Program Specialist*

- Webmaster
- Graduate Policy Inquiries
- Graduate Policy Committee (GPC)
- Graduate Faculty Status Information
- Graduate Student Leadership Award
- Graduate TA Certification Evaluation and Procedures
- Graduate Certificates, Dual Degree Programs, Direct-Entry Programs and Joint/Combined Pathway Programs
- Leave of Absence Information
- Major Status Change Requests

[jbeck@fsu.edu](mailto:jbeck@fsu.edu)

314 Westcott  
(850) 644-3501

» *Cassidy Cooksey, Dean's Assistant and Office Administrator*

- Dean's Appointment Scheduling
- HR management
- Final Clearance Information
- Department Purchasing Coordinator/ Travel

[ccooksey@fsu.edu](mailto:ccooksey@fsu.edu)

314 Westcott  
(850) 644-3501

- Time Extensions, Exceptions, and Dual Enrollments

» *Ashley Jarvis, Deputy Director of Business Operations*

- Waiver Coordinator Contact
- Waiver Management, Reconciliation and Training
- Fellowships and Need-Based Scholarships
- Dissertation Research Grant
- Health Insurance Subsidy
- McKnight Doctoral Fellowship
- Wilson-Auzenne Assistantships for Minorities
- Graduate Faculty Mentor Awards
- Graduate Dean's Fellowship
- International Dissertation Semester Research Fellowship

[a.jarvis@fsu.edu](mailto:a.jarvis@fsu.edu)  
314 Westcott  
(850) 644-3501

» *David Martin, Front Desk Administration*

- Email Correspondence
- Graduate Enrollment Management Committee (GEMC)

[dpmartin2@fsu.edu](mailto:dpmartin2@fsu.edu)  
314 Westcott  
(850) 644-3501

» *Laura Minor, Clearance Advisor*

- Manuscript and Final Clearance Advisement
- Guidelines and Requirements for Electronic Theses, Treatises and Dissertations
- Graduate School Newsletter, *GradConnection*

[laminor@fsu.edu](mailto:laminor@fsu.edu)  
314 Westcott  
(850) 644-3501

» *Dr. Jeff Norcini, Assistant Clearance Advisor*

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

[jnorcini@fsu.edu](mailto:jnorcini@fsu.edu)  
314 Westcott  
(850) 644-3501

» *Russell Turknett, Training Specialist*

- Graduate School IT systems
- Graduate Student Tracking System Training
- IT Support Manager

[rturknett@fsu.edu](mailto:rturknett@fsu.edu)  
314 Westcott  
(850) 644-3501

» *Katrina Williams, Event Coordinator*

- Manages catering, logistics, reservations, A/V needs, vendors, and print orders
- Designs promotional media for print and web
- Authors event features in the *GradConnection*

[knwilliams@fsu.edu](mailto:knwilliams@fsu.edu)  
4001 HSF  
(850) 645-0850

## Enrollment Team

» *Kari Aime, Graduate Enrollment Specialist*

- Graduate Recruitment Strategies
- Online Recruitment Marketing
- Liaison to Graduate Programs
- Slate

[kaime@admin.fsu.edu](mailto:kaime@admin.fsu.edu)  
314 Westcott  
(850) 644-3501

» *Samantha DeZerga, Application Management Coordinator*

[sdezerga@fsu.edu](mailto:sdezerga@fsu.edu)

- Graduate Recruitment Strategies
- Online Recruitment Marketing
- Liaison to Graduate Programs
- Slate

314 Westcott  
(850) 644-3501

» *Mallory Foy, Graduate Enrollment Specialist*

[mfoy@fsu.edu](mailto:mfoy@fsu.edu)

- Graduate Recruitment Strategies
- Online Recruitment Marketing
- Liaison to Graduate Programs
- Slate

314 Westcott  
(850) 644-3501

» *Gerrell Lewis, Graduate Enrollment Specialist*

[ghlewis@fsu.edu](mailto:ghlewis@fsu.edu)

- Graduate Recruitment Strategies
- Online Recruitment Marketing
- Liaison to Graduate Programs
- Slate

314 Westcott  
(850) 644-3501

» *Summer Toomey, Assistant Director of Graduate School Enrollment*

[stoomey@fsu.edu](mailto:stoomey@fsu.edu)

- Graduate Enrollment Strategies
- Business Processes Related to Recruitment, Admissions and Enrollment
- Central Online Marketing and Recruitment

314 Westcott  
(850) 644-3501

» *Michael Walsh, Marketing Representative*

[mawalsh@fsu.edu](mailto:mawalsh@fsu.edu)

- Graduate Recruitment Strategies
- Online Recruitment Marketing
- Liaison to Graduate Programs
- Slate

314 Westcott  
(850) 644-3501

» *Erin Williams, Graduate Enrollment Specialist*

[ewilliams@fsu.edu](mailto:ewilliams@fsu.edu)

- Graduate Recruitment Strategies
- Online Recruitment Marketing
- Liaison to Graduate Programs
- Slate

314 Westcott  
(850) 644-3501



# Important Telephone Numbers

## Important University Telephone Numbers and Websites

### **C**

#### **Campus Directory Assistance**

(850) 644-2525

#### **Campus Security**

(850) 644-1234

<https://cass.fsu.edu>

A221 Oglesby Union (830 West Jefferson Street)

#### **Career Center**

(850) 644-6431

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

100 South Woodward Avenue

#### **Center for Intensive English Studies (CIES)**

(850) 644-4797

<http://cies.fsu.edu>

634 W. Call Street

#### **Center for Multicultural Affairs**

(850) 644-3342

<http://thecenter.fsu.edu>

100 S. Woodward Ave. Suite 3100

#### **Center for Global Engagement**

(850) 644-1702

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

110 S. Woodward Avenue

#### **Child Development Programs**

(850) 644-7970

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

942 Learning Way

#### **Congress of Graduate Students (COGS)**

(850) 644-1811

<http://sga.fsu.edu/cogs>

245 Askew Student Life Center

### **D**

#### **Dean of Students**

<http://deanofstudents.fsu.edu>

4300A University Center (282 Champions Way)

(850) 644-2428

### **F**

#### **FSUCard Center**

(850) 644-7777

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

Woodward Avenue Parking Garage

#### **Florida State University Libraries**

(850) 644-2706

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

Landis Green (116 Honors Way)

### **G**

#### **Graduate Admissions**

(850) 644-3420

<http://admissions.fsu.edu/graduate>

A2500 University Center

### **I**

#### **International Programs**

<http://international.fsu.edu>

5500 University Center A  
(850) 644-3272

## **L**

### **Leach Student Recreation Center**

<https://campusrec.fsu.edu/fitness/facilities>  
(850) 644-0548  
118 Varsity Way

## **O**

### **Office of Distance Learning**

(850) 644-4635  
<http://distance.fsu.edu>  
296 Champions Way

### **Office of Financial Aid**

<http://financialaid.fsu.edu>  
A4400 University Center  
(850) 644-0539

### **Office of Graduate Fellowships and Awards**

<http://ogfa.fsu.edu>  
HSF Suite 4001E, 127 Honors Way  
(850) 645-0850

### **Office of the University Registrar**

<http://registrar.fsu.edu>  
3900A University Center  
(850) 644-1050

### **Oglesby Union**

<http://union.fsu.edu>  
75 North Woodward Ave.  
(850) 644-6860

## **P**

### **Parking and Transportation Services**

<http://parking.fsu.edu>  
5406C University Center  
(850) 644-5278

### **Preparing Future Faculty (PFF)**

(850) 644-3501

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

Preparing-Future-Faculty-PFF  
314 Westcott Building

### **Preparing Future Professionals (PFP)**

(850) 644-3501  
<http://gradschool.fsu.edu/Professional-Development>

Preparing-Future-Faculty-PFF  
314 Westcott Building

### **Program for Instructional Excellence – (PIE)**

(850) 645-7318  
<http://pie.fsu.edu>  
HSF Suite 4001E, 127 Honors Way

## **S**

### **Student Assistance Center/Student Legal Services**

<http://sga.fsu.edu/src/legal.shtml>  
A225 Oglesby Union  
(850) 644-0083

### **Student Disability Resource Center**

(850) 644-9566  
<http://www.disabilitycenter.fsu.edu>  
108 Student Services Building

### **Student Health and Wellness Center**

(850) 644-6230  
<http://www.tshc.fsu.edu>

## **T**

### **The Graduate School**

<http://www.gradschool.fsu.edu>  
314 Westcott Building  
(850) 644-3501

## **U**

### **University Bookstore**

(850) 644-2072

<https://www.bkstr.com/floridastatestore/home>

Woodward Avenue

**University Housing**

(850) 644-2860

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

109 Student Life Center

**University Police**

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

830 West Jefferson

(850) 644-1234

**V**

**Victim Advocate Program**

4128A University Center

(850) 644-7161

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

**W**

**Work Study**

(850) 644-0539

<https://financialaid.fsu.edu/types-aid/federal-state-work-study>

4400A University Center