MEMORANDUM

TO:         Master's Degree Students
            College of Education

FROM:       Marcy P. Driscoll, Professor and Dean
            College of Education

RE:         Degree program planning for Master's students

Welcome to the College of Education!

These materials are designed to assist you in planning the work for your degree, including your academic program of study.

The first thing you are advised to do is become thoroughly familiar with the Graduate Bulletin. The sections that you should be most concerned with are the portions dealing with Graduate Studies and the College of Education. In addition, consult with your advisor/major professor to obtain information about department policies and requirements and follow the directions for planning your degree program. If you have any questions regarding this information, contact the COE Graduate Director, Lisa Beverly at lbeverly@fsu.edu or (850) 644-3760.

Deadline dates are online at http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students. You are advised to check the OASIS website frequently as these dates are subject to change.

It must be emphasized that preparing and following a correctly planned degree program is the responsibility of each graduate student. The major professor, committee members, and the others are eager to give all assistance possible, but the responsibility rests with the student.
MASTER’S DEGREE
PROGRAM PLANNING INFORMATION

1. **Supervisory Committee:** The supervisory committee should be formed within the first semester. When selecting the members of the supervisory committee, students need the consent of the major professor. The Master’s supervisory committee must consist of a minimum of 3 members. Two members, including the major professor, must be from the major in which the student will receive a degree. The third member may be from the major department or another department within the college. All 3 members must hold Graduate Faculty Status (GFS).

2. **Program of Study:** A signed program of study must be submitted to The Office of Academic Services and Intern Support (OASIS) by the end of the second semester of enrollment. It is necessary to list the semesters and years courses were taken in chronological order (past to present) to determine that university, department, and college requirements will be met. Program of study templates may be found at [http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students](http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students). It is the student’s responsibility to make sure that he/she has met all degree requirements.

3. **Program Type:** There are two (2) types of Master’s degrees in the College of Education, the course track and the thesis track. Course track programs typically culminate with a Master’s Comprehensive Exam or Portfolio Defense in the final semester. Thesis track programs include credited thesis hours and culminate with a thesis defense in the final semester.

4. **Minimum University Semester Hour Degree Requirements.**

<table>
<thead>
<tr>
<th>Course Track</th>
<th>Thesis Track</th>
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<tbody>
<tr>
<td>32 graduate level hours total</td>
<td>30 graduate level hours total</td>
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<tr>
<td>21 graduate level hours must be letter grade</td>
<td>18 graduate level hours must be letter grade</td>
</tr>
<tr>
<td>6 hours of thesis</td>
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5. **Limitations:**

   a) Credit earned more than seven (7) years prior to graduation may not be used towards the degree.

   b) Credit earned as a non-degree seeking student does not carry graduate degree credit. However, if approved by a student’s supervisory committee, up to 12 semester hours of special student credit graded “B” or better may be used. It is the student’s responsibility to list such special student credit on the program of study.

   c) A maximum of six (6) semester hours of transfer credit may be used towards a graduate degree. Departments will evaluate all transfer credit. It is the student’s responsibility to list such transfer credit on the program of study and to provide an official transcript from the institution.

   d) Please NOTE: No student may be awarded more than 12 hours of combined non-degree student and/or transfer credit. This means that a student wishing to post 6 hours of graduate credit, which has not been posted under a previous degree, can be awarded no more than 6 hours of non-degree student credit.

   e) Credit hours for courses graded “C-” or below “C” will not apply toward the degree, but are computed in the graduate GPA.

   a) A maximum of 6 hours of 4000 level credits may be included in the program of study. Undergraduate level coursework cannot be used to meet the College of Education minimum hours requirement or the graduate GPA.

   f) Supervised research credit: maximum 3 semester hours.

   g) Supervised teaching credit: maximum 3 semester hours.
6. **Teacher Certification:** If you are seeking teacher certification in a degree program which provides such, you must submit a Graduate Application for Admission to Teacher Preparation to the Graduate Director, 2301 Stone. See [http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students](http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students) for an application.

7. Master’s students must register for and complete either the **Master's Comprehensive Exam** or **Master's Thesis Defense** in order to graduate.

8. **Graduation:** Students must apply for graduation at [my.fsu.edu](http://my.fsu.edu) during the FIRST TWO WEEKS of the semester in which graduation is planned. Notify the Graduate Director if you do not plan to graduate during the semester for which you have applied. For more information, visit [http://registrar.fsu.edu/services/graduation/](http://registrar.fsu.edu/services/graduation/).

9. See the appropriate Final Term Checklist (course track or thesis track) for further information.
MASTER’S DEGREE
COURSE TRACK (non-thesis)

FINAL TERM CHECKLIST

**See [http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students](http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students) for current semester deadlines.

Graduation
1. Apply for graduation at [http://registrar.fsu.edu/services/graduation/](http://registrar.fsu.edu/services/graduation/) during the **FIRST TWO WEEKS** of the semester in which graduation is planned. Notify the Graduate Director if you do not plan to graduate during the semester for which you have applied.

2. If you intend to participate in graduation, arrange for your cap and gown through the University Bookstore.

3. Ensure that you have submitted a Program of Study signed by all of your committee members to OASIS. If you have not, you will not be cleared to graduate.

4. Register for your Master’s Comprehensive Exam or Portfolio Defense before the end of the first week of the semester. If you registered for Master’s Comprehensive Exam/Portfolio Defense in a previous semester and received an incomplete (“I”) you must register for it again in the term in which you complete the requirement.

5. **Master’s Comprehensive Exam/Portfolio Defense**
   1. At the beginning of the semester, speak with your major professor regarding completion of your Master’s Comprehensive Exam/Portfolio Defense.

   2. Prepare a Master’s Comprehensive Exam/Portfolio Defense Results form to be signed by your committee. The form can be found at [http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students](http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students).

After Master’s Comprehensive Exam/Portfolio Defense
1. Submit Master’s Comprehensive Exam/Portfolio Defense Results form to the Graduate Director, 2301 Stone.

**Remember to keep a copy of any document you submit to your department or OASIS.**
**See [http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students](http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students) for current semester deadlines.**

### Graduation

1. Apply for graduation at my.fsu.edu during the **FIRST TWO WEEKS** of the semester in which graduation is planned. Notify the COE Graduate Director if you do not plan to graduate during the semester for which you have applied. For more information, visit [http://registrar.fsu.edu/services/graduation/](http://registrar.fsu.edu/services/graduation/).

2. If you intend to participate in graduation, arrange for your cap and gown through the University Bookstore.

3. Ensure that you have submitted a Program of Study signed by all of your committee members to OASIS. If you have not, you will not be cleared to graduate.

4. Review Thesis Guidelines and Requirements on the Graduate School Blackboard website “GradSpace” for all documents required for final graduation clearance by the Graduate School.

5. Ensure that you have a minimum 6 Master’s thesis hours during your semesters of graduate study.

6. Register for your Master’s Thesis Defense before the end of the first week of the semester. If you registered for Master’s Thesis Defense in a previous semester and received an incomplete (“I”), **You must drop the course and register for it again in the term in which you complete the requirement.**

7. Register for at least two (2) hours of Master’s thesis credit in your semester of graduation. This is a requirement even if you registered/completed your thesis defense in a prior semester.

### Master’s Thesis Defense

1. At the beginning of the semester, talk with your major professor and schedule the date of your Master’s thesis defense. You must defend your thesis no later than the Format Approval Deadline set by the Graduate School.

2. Submit a rough draft of your thesis to each committee member at least 4 weeks prior to the defense.

3. Submit a final copy of your thesis to each committee member and the department chair 2 weeks prior to the defense.

4. Prepare a Manuscript Signature Form for your committee to sign at the defense. The form can be found at [http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students](http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students) or on “GradSpace”.

### After Master’s Thesis Defense

1. Submit the following for final approval to your **Department Chair**. One full-week should be allowed for this process.
a. The Manuscript Signature Form with signatures of all committee members.
b. The Final Term Degree Clearance Form, signed by your major professor. Your department chair must sign as well.

2. Submit the following to the **Graduate Director, 2301 Stone:**
   a. Manuscript Signature Form with signatures of all committee members and department chair.
   c. The Final Term Degree Clearance Form for the academic dean’s signature. The form must be signed by your major professor and department chair in order to receive the academic dean’s signature. NOTE: the Graduate Director will not be able to provide the academic dean’s signature on the Final Term Degree Clearance form if all appropriate paperwork is not on file in OASIS.

3. Deliver the necessary paperwork to the **Manuscript Clearance Advisor, 314 Westcott,** no later than 4:00pm on the published clearance deadline. Absolutely no exceptions will be given. Per The Graduate School, you are required to complete the entire clearance process of your final manuscript within 60 days of your defense date, or you will have to re-defend. No exceptions will be made for this policy. It is encouraged that you review “**GradSpace**” early in the semester that you intend to defend so that any problems in the manuscript format can be corrected.

4. All Electronic Thesis, Treatise, and Dissertation content and information can be located in the “Manuscript Clearance” submenu on the Graduate School Blackboard website “**GradSpace**”.

**Remember to keep a copy of any document you submit to your department, The Graduate School, or OASIS.**