



FLORIDA STATE UNIVERSITY

Master's Degree in Curriculum and Instruction

Student Handbook

A guide to Master's Degree requirements for students in the Curriculum and Instruction Program within the College of Education, School of Teacher Education at Florida State University

2020-2021

The policies identified in this document are to be construed in light of existing University policies and with deference to the requirements imposed on graduate education by the University, the Board of Trustees of Florida State University, and the Governing Board of the State University System of Florida. The information outlined is subject to change and students should be alert to announced revision required by the faculty of the program, the department, College, and University.

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School of Teacher Education Mission Statement

Our mission is to provide exemplary leadership both within and beyond traditional school settings. The School of Teacher Education prepares scholars to inform and influence the field by understanding and shaping scholarship and professional practice. Faculty are dedicated to mentoring scholars as they engage in scholarship, teaching and learning, and service.

Introduction

Welcome to the Florida State University, School of Teacher Education (STE), Curriculum and Instruction master's program. This handbook was developed to clarify departmental, college, and university requirements and procedures related to the C&I MS degree program and is intended for the use of students admitted to the master's degree program. Although students may be part-time, this handbook is organized chronologically, which would follow annual progress of a typical, full-time student.

Purpose

The primary purpose of the C&I MS is to prepare graduates to work in educational settings or to hone their skills during their work in such settings. The C&I MS offers curriculum in the following majors:

- Early Childhood Education
- Elementary Education
- English Education
- Foreign and Second Language Education
- Mathematics Education
- Reading Education and Language Arts
- Science Education
- Social Science Education
- Special Education
- Visual Disabilities Education

This degree program is NOT a teacher certification program approved by the Florida Department of Education or by any other state.

Policies

University policies will be followed in all aspects of the C&I MS. Information about these policies can be found in the Graduate Bulletin at <http://registrar.fsu.edu/bulletin/graduate>. Information also can be obtained from the FSU Graduate School (<https://gradschool.fsu.edu/about-us>) and the COE Office of Academic Services and Intern Support (OASIS) (<https://education.fsu.edu/student-resources/student-academic-services-oasis>).

Per University policy, the official method of communication at Florida State University is your FSU student e-mail account. In order to stay informed and aware, you are required to set up and maintain your student account and check it three times per week. If you choose to have your official FSU student email account forwarded to another e-mail account, you are still held responsible for all information distributed by the University to your FSU account. All email from the Registrar's Office, the College, the Graduate School, etc. is sent to your official student email account.

Provisional Graduate Students

An academic program may recommend that a student be admitted to FSU as a provisional graduate student. This requires that the program stipulate conditions that the student must meet during the initial semester/term of enrollment. The student will remain in this provisional category for only one semester/term, and must meet all of

the stipulated conditions during the initial semester/term to continue in the program. Students entering the University under this category register in the same manner as regular degree-seeking students. International students cannot be admitted into the provisional category. While in provisional status, a graduate student must register for graded graduate-level coursework (5000-level or above; excludes S/U courses) commensurate with the load requirements of the program and must earn at least an average of 3.0 for all graduate-level coursework taken. A provisional graduate student must be reviewed by the academic program and the University at the end of the initial semester/term to determine whether the stipulated conditions were met. A student who fails to meet the stipulated conditions during the initial provisional semester/term will not be admitted to the University as a degree-seeking student.

Students meeting the minimum requirements for admission to the University either initially or during the provisional semester, but failing to meet the program-specific conditions, may subsequently seek admission to a different academic program as a degree or non-degree seeking student.

A provisional student who does not earn at least a 3.0 average during the initial provisional term is not eligible for probationary status in the subsequent semester. Otherwise, a provisional graduate student is subject to the retention and dismissal regulations appropriate to a regular graduate student.

Program Type

There are two types of Master’s degrees in the COE: 1) the nonthesis track (i.e., course track) and 2) the thesis track. Non-thesis 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. Students should consult with their Major Professor regarding options of program types in their major.

Degree Requirements

Completion of the degree requires a minimum of 30 semester credit hours for the non-thesis Master’s degree. Credit hours for students in the thesis degree program will be determined by the student’s Supervisory Committee, with a minimum requirement of 30 semester hours. These credit hours are obtained by taking the minimum hours across four categories of courses identified below and in major coursework.

Masters in Curriculum and Instruction	Minimum Required Hours
Curriculum	3
Teaching & Learning	3
Instructional Technology	3
Research & Scholarship	3

Curriculum. This C&I MS addresses critical issues of Pre-Kindergarten–12 curriculum. A broad range of scope, sequence, and integration issues include: 1) The historical, philosophical, psychological, and social foundations upon which curriculum is constructed; 2) The development and use of national and state standards; and 3) Applications in contemporary design (aims, goals, implementation, and assessment alternatives).

Teaching and Learning. This element addresses considerations and decisions addressing the needs of learners, selection of teaching methods, and the social interactions necessary to enhance the quality of the learning environment. Tenets of learning theories applied as best practice (e.g., Universal Design for Learning, Response

to Intervention, et al.) would be represented in this core element.

Instructional Technology. This element addresses considerations, decisions, and critical issues relevant to enhancing instructional effectiveness and efficiency through the use of Web tools, social media and immersive environments, productivity tools, project-based learning, etc. Consideration is also given to effective online/asynchronous teaching and learning best practices.

Research and Scholarship. This element broadly addresses the interpretation, use, and conduct of research. Master's students will design studies, collect relevant information in a field-based environment, and interpret results that lead to instructional improvement and enhanced student achievement.

Major Field of Study. Coursework in a student's major field of study permits the degree candidate to obtain depth in an individual specialty area. Students should consult their Major Professor for information about major field of study coursework.

Transfer Credit

Transfer of courses not counted toward a previous degree from another regionally accredited graduate school is limited to six semester hours. Transfer of courses not counted toward a previous degree within FSU (whether taken within the confines of another degree or taken as a non-degree seeking student) is limited to twelve semester hours.

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. The University does not accept experiential learning or award credit for experiential learning.

Selecting a Major Professor

Upon acceptance into the C&I MS, students will be assigned a temporary advisor (as designated in the letter of acceptance). This person will act as an advisor for the Master's student for the first semester of coursework. After this point, students should identify, ask, and receive approval from a STE faculty member with Graduate Faculty Status (GFS) or hold Co-Directive Status to serve as the Major Professor.

The Major Professor should have special competence in the proposed area of research and/or major. Students will work closely with the Major Professor throughout the program. The Major Professor will help guide the selection of coursework as well as culminating activity (comprehensive examination, portfolio, or thesis). The appointment must be mutually agreeable to the student, Major Professor, and the Director of the STE. The student can request a change in the Major Professor or the Supervisory committee, as long as the change is mutually agreeable to the student, new Major Professor, and the Director of the STE.

Supervisory Committee

A master's degree Supervisory Committee must be designated for all thesis students and *may* be designated for non-thesis students. A Supervisory Committee is not required for students in a non-thesis track. Students should consult their Major Professor for information about Supervisory Committee policies within their major. When selecting the members of a Supervisory Committee, students need the consent of the Major Professor.

For thesis students and majors that require a Supervisory Committee, the Committee should be formed within the first semester. The Supervisory Committee must consist of a minimum of three faculty members 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. 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 STE or another department within the COE.

Program of Study

A signed Program of Study (POS) must be submitted to OASIS by the end of the second semester of enrollment. The POS is submitted to OASIS through the student's Major Professor. 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. Programs of Study templates may be found at <http://educa->

[tion.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students](http://www.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students). It is the student's responsibility to make sure that all degree requirements are met.

Minimum University Semester Hour Degree Requirements

Course Track

30 graduate level hours total

21 graduate level hours must be letter graded

Thesis Track

30 graduate level hours total

18 graduate level hours must be letter graded

6 hours of thesis

University Policies to Consider when Building a Program of Study

- a. Credit earned more than seven (7) years prior to graduation may not be used towards the degree without an approved "extension."
- 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 non-degree seeking student credit graded "B" or better may be used. It is the student's responsibility to list such non-degree seeking student credit on the program of study.
- c. A maximum of six (6) semester hours of transfer credit from another accredited university may be used towards a graduate degree.
- d. 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.
- e. 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.
- f. Credit hours for courses graded below "C-" will not apply toward the degree, but are computed in the graduate GPA.
- g. Undergraduate level coursework cannot be used to meet the College of Education minimum graduate credit hours requirement or the minimum graduate GPA requirement.
- h. Students may take a maximum of 3 semester hours in Supervised Research.
- i. Students may take a maximum of 3 semester hours in Supervised Teaching.
- j. As a general rule in STE, students may take a maximum of 12 semester hours in Directed Independent Study (DIS). However, this may vary within majors, so the student should consult with their Major Professor regarding the number of DIS hours that may be taken.
- k. Master's students must register for and complete either the Master's Comprehensive Exam or Master's Thesis Defense in order to graduate.

Please note that Major Professors, Committee members, faculty, and staff of the STE and Office of Academic Services (OASIS) will be glad to provide assistance. However, it is ultimately the responsibility of each student to meet program and degree requirements and to meet deadlines.

Graduation

Students should apply online for graduation at <http://registrar.fsu.edu/graduation/checklist> prior to the application deadline of the semester in which graduation is planned. Notify the COE Graduate Director in OASIS if you do not plan to graduate during the semester for which you have applied. If you intend to participate in commencement exercises, arrange for cap and gown through the University Bookstore: http://registrar.fsu.edu/graduation/cap_gown/.

See the appropriate Final Term Checklist (course track or thesis track) in Appendices A and B for further information.

Academic Honor System

A major concern of any educational institution, ranking with its concern for the advancement and dissemination of knowledge, is the maintenance of high standards of integrity and responsibility in the academic community. The Florida State University and STE recognize the responsibility of both faculty and students in developing and maintaining these standards. The legal foundation for the coordinated efforts of faculty and students to uphold academic integrity and combat academic dishonesty is provided in the Student Conduct Code (FAC 6C2R-3.004) which can be found in the *Florida State University Student Handbook* (or <http://srr.fsu.edu/Student-Conduct-Code/Student-Conduct-Code-PDF>). Additional information on the Academic Honor Policy is available at <http://fda.fsu.edu/Academics/Academic-Honor-Policy> and in Appendix C. Information about the definition of plagiarism and ways students can avoid plagiarism is provided at the FSU Libraries at: <http://guides.lib.fsu.edu/plagiarism>.

Graduate Student Financial Support

Typically, STE financial support is not available for students in the C&I MS, although scholarships are available from the College. Information about COE scholarships is found at: <https://education.fsu.edu/student-resources/scholarships-and-aid>.

Students in need of funding should contact their Major Professor.

Addressing Students' Concerns with their FSU Experiences

For students with concerns about their studies at FSU, whether grade related, related to more general academic concerns, or related to discriminatory practices, FSU has procedures developed for assistance. To better understand the assistance procedures, see Appendix D and/or contact the Director of the STE (Sherry Southerland, ssoutherland@fsu.edu).

Grade Appeals: The purpose of the grade appeals system is to afford an opportunity for an undergraduate or graduate student to appeal a final course grade under certain circumstances. Faculty judgment of students' academic performance is inherent in the grading process and hence should not be overturned except when the student can show that the grade awarded represents a gross violation of the instructor's own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or discriminatory manner. The evaluation (grading) statement utilized during the grade appeals process is the one contained in the instructor's syllabus at the beginning of the semester. For further assistance, please contact your Department Chair. For more information, see: <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/grade-appeals-system>.

General Academic Appeals: Students who allege that academic regulations and procedures have been improperly applied in specific instances may have their grievances addressed through the general academic appeals process. In this process, the student brings a complaint first to the instructor, then to the Department Chair, and finally to the Academic Dean appropriate to the course involved, stopping at the level at which the complaint is resolved. If no resolution is reached, the student brings the complaint to the attention of the Vice President for Faculty Development and Advancement for either resolution or referral to the Student Academic Relations Committee of the Faculty Senate. A graduate student whose complaint is unresolved must see the Dean of the Graduate School prior to meeting with the Vice President for Faculty Development and Advancement.

The Student Academic Relations Committee has the authority to direct, through the Vice President for Academic Affairs, that corrective action be taken when justified. For more information, see <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/general-academic-appeals-student-grievances>.

Resources for Students

Listed below are resources provided by STE, COE, and FSU. Appendix G contains a list of additional resources.

STE Resources

- **STE Academic Specialist:** Britni DeZerga (b.dezerga@fsu.edu, 644-2122) is available Monday through Friday during business hours to assist students with navigating the procedural demands of the Master's Degree. Her office is located in G113 STB in the ground floor STE suite, G107.
- **The School of Teacher Education Graduate Student Association (STEGSA)** (<https://nolecentral.dsa.fsu.edu/organization/STEGSA>): STEGSA is a group designed to provide a relaxed, student-only space to develop a supportive community in which ideas can be shared and students can receive support and learn from student colleagues.
- **Individual Major Student Organizations:** For associations affiliated with the majors, students should consult with their Major Advisor.

COE Resources

- **Learning Resource Center (LRC)** (<https://education.fsu.edu/student-resources/learning-resource-center>): The LRC serves students, faculty, and staff by providing technological support services, lab and classroom facilities, and multimedia equipment. The LRC also offers students a quiet study area with individual carrels as well as private rooms that can be reserved for group study sessions. The LRC is located on the first floor of the Stone Building.
- **Office of Academic Services and Intern Support (OASIS)** (<https://education.fsu.edu/student-resources/student-academic-services-oasis>): OASIS, located on the second floor of the Stone Building, provides students with all of the tools and support needed to succeed. OASIS resources include:
 - Serving as the representative office for the Academic Dean of the College of Education assisting students in the steps and milestones required to achieve degree completion;
 - Maintaining records for COE students, including all paperwork related to graduate and undergraduate study;
 - Serving as the primary liaison between prospective and current students in the College of Education and the University Office of Admissions, the Office of the Registrar, The Dean of Undergraduate Studies and The Graduate School;
 - Working with the educator preparation programs throughout the University to coordinate internship placements and field-based experiences with PK–12 schools and students; and
 - Appendix E contains a list of frequently asked questions about graduate study along with answers to the questions.
- **Tech Sandbox:** Located in STB 3201, the Tech Sandbox is a dynamic learning environment where COE students can learn and practice using various instructional technologies and tools and have clear understanding on how they can be embedded into real life teaching, learning, assessment, and research. For more information, visit <https://education.fsu.edu/about/faculty-staff-resources/oiit/tech-sandbox>.

University Resources

- **Graduate School** (<http://gradschool.fsu.edu/>). The FSU Graduate School provides a number of resources for graduate students. The resources are identified on the website for the Graduate School. Suggestions for being a successful graduate student provided by the graduate School is provided in Appendix F.
- **Office of Accessibility Services (OAS)** (<https://dsst.fsu.edu/oas>). The OAS was established to serve as an advocate for FSU students with disabilities and ensure that reasonable accommodations are provided. If a student has a disability requiring accommodations, they should contact the OAS.

- **University Health Services** (<http://healthcenter.fsu.edu/>): Basic and specialty medical services (including dental) are available to enrolled FSU students and their dependents (spouse and/or children over the age of 13). Services are provided at the **Health and Wellness Center** is southwest of Oglesby Union, north of the Student Life Building and the Dunlap Success Center, and west of Parking Garage #2. The street address is 960 Learning Way. Students with appointments at the Health and Wellness Center may park in the gated lot just north of the Health Center during their appointments only. Clinic hours of operation are 8 AM – 4 PM, Monday – Friday. The Health Center is not open on Saturday or Sunday, but after hours care is available. See Appendix G for additional information about after hours care.
- **Psychiatric Services** (<http://uhs.fsu.edu/psych.html>): Psychiatric services, located on the 5th floor of the Health and Wellness Center, are offered through University Health Services and includes Victim Advocate Program (<https://dos.fsu.edu/vap/>), Psychology Clinic (<https://psy.fsu.edu/php/about/communityservice/psychologyclinic/psychologyclinic.php>), and the University Counseling Center.
- **University Counseling Center** (850-644-0579) (<https://counseling.fsu.edu/>): Offers counseling to those currently enrolled at FSU in a variety of ways: through one-on-one sessions, couples sessions, group sessions, and walk-in services for urgent situations. The University Counseling Center is available on the second floor of the Askew Student Life Center, should anyone need to speak with a counselor.
 - **In Case of Emergency**
 - *During Business Hours*: During business hours (M–F, 8:00 AM–4:00 PM), students in crisis can be seen an on-call counselor the same day to manage the crisis or to be referred, as appropriate.
 - *After Hours*: In case of a mental health emergency after regular business hours and/or on weekends, please call our after hours hotline at (850) 644-TALK(8255). If you are in crisis and need to speak with someone in person, please go to the Tallahassee Memorial Hospital Behavioral Health Access Center at 1616 Physicians Drive, Tallahassee, FL 32308 (the entrance is at the back of the building and has a green awning; their phone number is (850) 431-5100. See Appendix G for additional information about after hours care.

Additional Campus Resources:

Need Help?



Get Plugged in!

Healthy choices can be hard, but with the support of these campus resources, it's easier to make choices that will point you in a more positive direction.

Contact one of the agencies below to take the first step towards a healthier life for you or to help a friend.

Academic Advising

Undergraduate Studies (Lower Division)
(850) 644-2451
Upper Division - Contact advisor in your dean's office.

Assessment For Learning Disabilities and ADHD

Adult Learning Evaluation Center
(850) 644-3611

FSU Psychology Clinic
(850) 644-3006

Multidisciplinary Evaluation and Consultation Center (For children and adolescents under the age of 18)
(850) 644-2222

Career Counseling/Advising

The FSU Career Center
(850) 644-6431



Campus Resources (cont'd)

For more detailed information about available services, please visit: <http://counseling.fsu.edu>

Counseling

FSU Psychology Clinic (850) 644-3006	FSU Victim Advocate Program (850) 644-7161
FSU Counseling Center (850) 644-2003	Employee Assistance Program at FSU (For current employees of FSU) (850) 644-2288
Center for Couple and Family Therapy (850) 644-1588	Anxiety and Behavioral Health Clinic (850) 645-1766
Human Services Center (850) 644-3857	
UHS Psychiatry Clinic (850) 644-0579	

Greek Life

Office of Greek Life
(850) 644-9574

International Students

Center for Global Engagement
(850) 645-2112

LGBTQ students

PRIDE Student Union
sga.fsu.edu/pride or (850) 644-8804

SafeZones are located and labeled in each department and/or Academic Unit

Nutrition Counseling

University Health Services
(850) 644-8871

Student Veterans

Student Veterans Center
(850) 645-9867

Students With Disabilities

Student Disability Resource Center
(850) 644-9566 (voice)
(850) 644-8504 (TDD)



Questions? Call The Counseling Center (850) 644-2003

APPENDIX A

FINAL TERM CHECKLIST for Masters Degree (Course Track)

****See <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students> for current semester deadlines.**

Graduation

1. Apply online for graduation at <http://registrar.fsu.edu/graduation/checklist> prior to the application deadline 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: http://registrar.fsu.edu/graduation/cap_gown/.
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.**

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>.

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.**

APPENDIX B

FINAL TERM CHECKLIST for Masters Degree (Thesis Track)

Apply online for graduation at <http://registrar.fsu.edu/graduation/checklist> prior to the application deadline of the semester in which graduation is planned. Notify the COE Graduate Directory if you do not plan to graduate during the semester for which you applied.

1. If you intend to participate in graduation, arrange for your cap and gown through the University Bookstore: http://registrar.fsu.edu/graduation/cap_gown/.
2. 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.
3. Review Thesis Guidelines and Requirements on the Graduate School website “[Thesis, Treatise, Dissertation](#)” for all documents required for final graduation clearance by the Graduate School.
4. Ensure that you have successfully completed a minimum six (6) Master’s thesis hours during your semesters of graduate study.
5. 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.**
6. Register for at least two (2) hours of Master’ 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 <https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>.

After Master’s Thesis Defense

1. Submit the following for final approval to your **Department Chair** (in the case of STE, this is the STE Director). One full-week should be allowed for this process.
 - a. The Manuscript Signature Form with signatures of all committee members.
 - b. The Final Degree Clearance Form, signed by your Major Professor. Your Department Chair (in the case of STE, this is the STE Director) 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 (in the case of STE, this is the STE Director).
- b. 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 the case of STE, this is the STE Director) 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. Submit all required paperwork through the Manuscript Clearance Portal (<https://clearance.fsu.edu>) by the published clearance deadline. Absolutely no exceptions will be given. It is the student's responsibility to submit all required forms and documents to The Graduate School. 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 "[Thesis, Treatise, Dissertation](#)" 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 website "[Thesis, Treatise, Dissertation](#)"

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

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APPENDIX C

ACADEMIC HONOR POLICY

(a) Academic Honor Code. The Academic Honor System of Florida State University is based on the premise that each student has the responsibility

1. to uphold the highest standards of academic integrity in the student's own work,
2. to refuse to tolerate violations of academic integrity in the University community, and
3. to foster a high sense of integrity and social responsibility on the part of the University community.

(b) Violations of the Academic Honor Code.

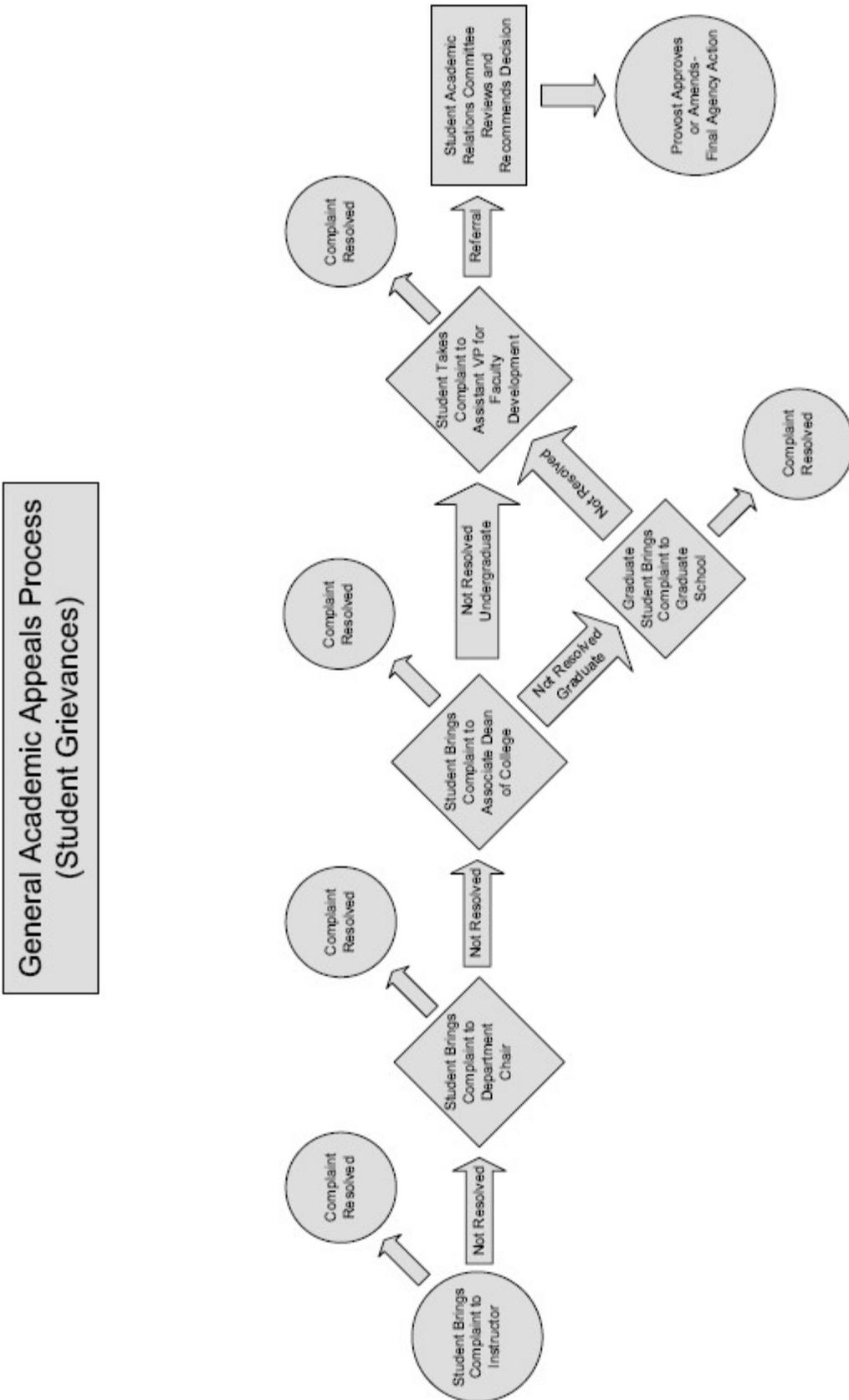
1. During examinations, violations of the Academic Honor Code shall include referring to information not specifically condoned by the instructor. It shall further include receiving information from a fellow student or another unauthorized source.
2. Regarding academic assignments, violations of the Academic Honor Code shall include representing another's work or any part thereof, be it published or unpublished, as one's own. It shall also include presenting or submitting any academic work in a manner that impairs the instructor's ability to assess the student's academic performance. For example, plagiarism includes failure to use quotation marks or other conventional markings around material quoted from any source.
3. Violations of the Academic Honor Code shall include obtaining, distributing, or referring to a copy of an examination which the instructor/department has not authorized to be made available for such purpose.
4. Violations of the Academic Honor Code shall include any act which impedes the ability of other students to have fair access to materials assigned or suggested by the instructor. For example, removal or destruction of library or other source materials violates the Academic Honor Code.
5. Academic dishonesty shall include tampering with another student's work or impairing in any way the instructor's ability to assess the academic performance of another student.
6. Violations of the Academic Honor Code shall include alteration of grades or any other records related to the academic performance of students. This shall also include submitting any false records in order to gain admission to the University.
7. Violations of the Academic Honor Code shall include assisting, attempting to assist, or conspiring to assist another student in committing the offenses as outlined above.
8. Violations of the Academic Honor Code shall include attempting to commit any offense as outlined above.

(c) Student Responsibilities.

1. Each student shall be responsible for abiding by the Academic Honor Code at all times. If required by the instructor, at the conclusion of each examination or submission of an assignment, each student shall sign a pledge that he or she has neither given nor received aid from any unauthorized source during the examination or in preparing the assignment.
2. Any student who violates the Academic Honor Code is expected to report the violation to the instructor and/or the University Judicial Officer.
3. If a student observes cheating during an examination, the student should consult with the instructor of the course as soon as reasonable so that the cheating may be stopped. If a student otherwise observes or learns of another student's violation of the Academic Honor Code, the student shall either:
 - (a) ask the student to report the violation to the instructor of the course and/or the University Judicial Officer, or

(b) Report the violation to the instructor of the course and the University Judicial Officer. In the event that a student asks another student to report himself/herself and such student does not do so, then the student shall report, as soon as practicable, the violation to the instructor of the course and/or the University Judicial Officer. The student should provide the name of such student or students involved, if known, and furnish such evidence as is available to support his/her charge.

APPENDIX D.1 STUDENT COMPLAINT ROUTES



APPENDIX D.2

SEXUAL MISCONDUCT RESOURCES

<https://knowmore.fsu.edu/>

Florida State handles sexual misconduct complaints sensitively and discreetly; we are all responsible for providing a supportive environment for those in need and for reporting misconduct. If you have experienced sexual misconduct or know someone who has, FSU is committed to providing support and resources to assist. We do not tolerate sexual misconduct.

Get Help Now (* *Confidential*)

FSUPD

(850) 644-1234

For emergencies call 911

UNIVERSITY COUNSELING CENTER

(850) 644-TALK (8255) * (24/7)

VICTIM ADVOCATE PROGRAM

(850) 644-7161 * (24/7, including holidays)

* If for some reason you are unable to reach an advocate by calling (850) 644-7161, please call FSUPD at (850) 644-1234 and they will have an advocate respond as needed.

REFUGEE HOUSE (OFF-CAMPUS RESOURCE)

(850) 681-2111 *

APPENDIX E

OASIS FREQUENTLY ASKED GRADUATE ADVISING QUESTIONS

I was not told I must meet XXX requirement/submit the XXX form. How was I supposed to know about this requirement?

The first thing students are advised to do is become familiar with the Graduate Handbook of their academic program and the Graduate Bulletin of the University. In addition, students are advised to consult with the advisor/Major Professor to obtain information about department specific policies and requirements and follow the directions for planning the degree program. For additional questions, students are advised to contact the COE Graduate Director in OASIS.

OASIS utilizes a graduate student email listserv to inform students of important dates and deadlines and other academic opportunities. Per the University Graduate Bulletin, the official method of communication at Florida State University is the FSU student e-mail account. In order to stay informed and aware, students are required to set up and maintain their account and check it three times per week. If a student chooses to have the official FSU account forwarded to another e-mail account, the student is still held responsible for all information distributed by the University to the FSU account.

Additionally, a College-level “Requirements/Program Planning Information” informational packet for each degree level (Master’s, Doctoral, and Specialist) is available on the OASIS Graduate Student website. This packet is also provided to students by OASIS at their mandatory department orientation when the OASIS staff are invited to attend.

When can I register for classes?

Students are referred to the appropriate semester’s academic calendar on the University Registrar’s website. Email reminders about registration/enrollment appointments are sent to the graduate student listserv several times each semester.

Where do I find the forms to take to my prospectus defense?

The College prospectus guidelines and forms may be found on the OASIS “For Graduate Students” website: <https://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>.

Where do I find the forms to take to my dissertation/thesis defense?

All Electronic Thesis, Treatise and Dissertation content and information is found exclusively on the Graduate School's website “Thesis, Treatise, Dissertation”. All ETD content and information can be located in the "Manuscript Clearance" sub-menu, found on the left-hand side of the screen. This information is also posted on the OASIS “For Graduate Students” website, <https://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>.

Students are encouraged to attend the Manuscript Clearance Workshops offered by the Graduate School’s Manuscript Clearance Advisor. A schedule of workshops offered by the Graduate School is sent to the graduate student listserv each term. Additionally, the College hosts a Manuscript Clearance Workshop in the Stone Building each fall and spring semester.

The two manuscript clearance forms that require the Academic Dean’s signature are also posted on the OASIS “For Graduate Students” website for the convenience of the student. Students should take these two forms to OASIS to obtain the Academic Dean’s signature.

How do I register for thesis/dissertation hours?

The student is referred to the appropriate graduate staff person in the student's academic department. STE students contact Britni DeZerga at b.dezerga@fsu.edu

I need to register for classes. Can you register me?

No. OASIS staff cannot register students for classes or build courses.

The student is referred to the appropriate graduate staff person in the student's academic department. STE students contact Britni DeZerga at b.dezerga@fsu.edu.

How do I drop a class after the drop/add deadline?

The student is referred to the instructor of record and the appropriate graduate staff person in the student's academic department. STE students contact Britni DeZerga at b.dezerga@fsu.edu.

Students are informed that they are tuition/fee liable if a course is dropped before the seventh week (prorated for summer) of the semester. Students are informed that they are tuition/fee and grade liable if a course is dropped after the seventh week (prorated for summer) of the semester.

How do I request a withdrawal from the University?

Students must meet with the Graduate Director in OASIS for information on withdrawal options and to discuss the implications and viability of withdrawing, as well as, any alternative academic options that may exist. Distance learning program students and students who do not reside in the Tallahassee area can receive withdrawal counseling via email and by phone.

Can I take undergraduate coursework in my graduate program?

MS students must complete the following minimum requirements, per College policy:

Course Track

30 graduate level hours total

21 graduate level hours must be letter graded

Thesis Track

30 graduate level hours total

18 graduate level hours must be letter graded

6 hours of thesis

APPENDIX G STUDENT RESOURCES

There are numerous opportunities and activities on and off campus that are available to graduate students throughout the year. Visit the following links to view the numerous events, activities, and resources that are available to graduate students.

Career Services/Workshops	Career Center Center for Academic & Professional Development Preparing Future Faculty (PFF) Program Preparing Future Professionals (PFP) Program Professional Development Workshops University Libraries Workshops
FSU Recreation/Events	Campus Recreation College of Music Concerts & Events Crenshaw Bowling Lanes Division of Student Affairs FSU Flying High Circus FSU Museum of Fine Arts Oglesby Union Opening Nights Events School of Dance Events Union Productions WVFS Tallahassee 87.9FM, "The Voice of Florida State"
Funding Resources	External Fellowships Latin American/Caribbean Scholarship Office of Financial Aid Student Business Services University Wide Fellowships & Grants
Health & Wellness Services	Center for Couple & Family Therapy Health Insurance Subsidy Benefit Office of Accessibility Services University Counseling Center University Health Services Victim Advocate Program
Housing Options	CGE Housing Options Graduate Student Housing Off-Campus Housing University Housing

Instructional Support	Academic Center for Excellence Center for Intensive English Studies Instruction at FSU: A Guide to Teaching & Learning Practices Program for Instructional Excellence
Leadership & Diversity	Center for Global Engagement Center for Leadership & Social Change Congress of Graduate Students Diversity & Inclusion https://union.fsu.edu/sac/involvement
Research Support	Animal Care & Use Committee (ACUC) Research and Scholarly Integrity Office for Human Subjects Protection Research and Creative Activity Reading-Writing Center Consulting Center
Tallahassee Community	City of Tallahassee Leon County Tallahassee Democrat Tallahassee Online Visitor's Guide
Transportation	Parking on Campus Seminole Express Transportation & Parking Services StarMetro

APPENDIX H

TIPS FOR FSU GRAD STUDENTS: ADVICE FROM [THE GRADUATE SCHOOL](#)

1. Consult the Graduate Bulletin for campus policies and program requirements: <http://registrar.fsu.edu/bulletin/>
2. Find out about the Health Insurance requirement for all graduate students: <http://studentinsurance.fsu.edu/>
3. Participate in Professional Development Workshops from The Graduate School on topics like job preparation, research, and publishing: <http://gradschool.fsu.edu/professional-development>
4. Contact the Program for Instructional Excellence for training as a Teaching Assistant (TA): <http://pie.fsu.edu/>
5. Enhance your academic portfolio through the Preparing Future Faculty Program: <https://gradschool.fsu.edu/professional-development/preparing-future-faculty-pff>
6. Compete for Graduate School Awards: <http://gradschool.fsu.edu/Funding-Awards>.
7. Craft applications for off-campus awards with The Office of Graduate Fellowships & Awards: <http://ogfa.fsu.edu/>
8. Receive training in standards for the Responsible Conduct of Research: <http://www.research.fsu.edu/research-compliance/rcr/>
9. Seek approval before starting research on Human Subjects or Animals from the FSU committees: <https://www.research.fsu.edu/research-offices/ohsp/>
10. Attend ETD workshops to learn how to prepare your Thesis or Dissertation well in advance: <http://www.gradstudies.fsu.edu/academics-research/thesis-treatise-dissertation>