



# 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**

**2022–2023**

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.

## Contents

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School of Teacher Education Mission Statement .....	3
Introduction.....	3
Purpose.....	3
Policies .....	3
Provisional Graduate Students.....	4
Program Type.....	4
Degree Requirements.....	4
Transfer Credit.....	5
Selecting a Major Professor .....	5
Supervisory Committee .....	6
Program of Study .....	6
Minimum University Semester Hour Degree Requirements .....	6
Course Track          Thesis Track .....	6
University Policies to Consider when Building a Program of Study.....	6
Graduation.....	7
Academic Honor Policy.....	7
Graduate Student Financial Support .....	7
Addressing Students’ Concerns with their FSU Experiences.....	7
Resources for Students.....	8
STE Resources .....	8
COE Resources .....	8
University Resources .....	9
In Case of Emergency .....	9
Appendix A Final Term Checklist (Master’s Degree, Non-Thesis Track).....	11
Appendix B: Final Term Checklist (Master’s Degree; Thesis Track).....	12
Master’s Thesis Defense .....	12
Appendix C.1: Student Complaint Process.....	17
Appendix C.2: Sexual Misconduct Resources.....	18
Appendix D: OASIS Frequently Asked Graduate Advising Questions .....	19
Appendix E: After Hours Health Care.....	21
Appendix F: Student Resources.....	22
Appendix G: Tips for FSU Grad Students – Advice from The Graduate School.....	24

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## School of Teacher Education Mission Statement

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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

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Welcome to the Florida State University, School of Teacher Education (STE), Curriculum and Instruction Master's program (C&I MS). 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

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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
- 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

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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>) and the COE Office of Academic Services and Intern Support (OASIS) (<https://education.fsu.edu/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 at least 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

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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

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There are two types of Master's degrees in the COE: (1) the non-thesis 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

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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.

<b>Masters in Curriculum and Instruction</b>	<b>Minimum Required Hours</b>
<b>Curriculum</b>	3
<b>Teaching &amp; Learning</b>	3
<b>Instructional Technology</b>	3
<b>Research &amp; Scholarship</b>	3

**Curriculum.** This C&I MS addresses critical issues of Pre-Kindergarten–12<sup>th</sup> grade 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, etc.) 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

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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. Credit taken more than seven (7) years prior to graduation may not be used towards the degree without an approved "extension."

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.

Graduate Transfer Credit forms can be found at <https://education.fsu.edu/oasis/graduate-students> under the Forms for All Students drop-down tab, and must include a copy of the official transcript. Department staff submits the form to OASIS via Lisa Beverly. OASIS reviews and submits to the Registrar's Transfer Evaluation staff.

## Selecting a Major Professor

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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 Associate Director of the STE.

## Supervisory Committee

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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

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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 <https://education.fsu.edu/oasis/graduate-students>. It is the student's responsibility to make sure that all degree requirements are met.

## Minimum University Semester Hour Degree Requirements

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### 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

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- 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

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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/](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 Policy

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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 [https://sccs.fsu.edu/sites/g/files/upcbnu2631/files/SRR/FSU\\_Student\\_Conduct\\_Code-September\\_12-2020.pdf](https://sccs.fsu.edu/sites/g/files/upcbnu2631/files/SRR/FSU_Student_Conduct_Code-September_12-2020.pdf)). Additional information on the Academic Honor Policy is available at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>. 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

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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

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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 C and/or contact the Associate Director of the STE (Dr. Ithel Jones, [ijones@fsu.edu](mailto:ijones@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 the STE Director or Associate Director. 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 (in the case of STE, this is the Director or Associate Director), 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

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

### STE Resources

- **STE Academic Specialist:** Veronica Houck ([vhouck@fsu.edu](mailto:vhouck@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 (enter through G107).
- **The School of Teacher Education Graduate Student Association (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/lrc>): 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/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; and
    - Working with the educator preparation programs throughout the University to coordinate internship placements and field-based experiences with PK–12 schools and students.
- Appendix D contains a list of frequently asked questions about graduate study along with answers to the questions.
- **Tech Sandbox:** Located in 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/coe-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 G.
- **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** (<https://uhs.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 E for additional information about after hours care.
- **Psychiatric Services** (<https://uhs.fsu.edu/health-care/clinical-services/psychiatry-clinic>): 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 E for additional information about after hours care.

## **Additional Campus Resources**

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Students will find access to ample campus resources at the following websites.

**Division of Student Affairs:**

<https://studentaffairs.fsu.edu/resources/resources-for-students>

**Counseling & Psychological Services at Florida State University:**

<https://counseling.fsu.edu/students/self-help/resources>

## Appendix A: Final Term Checklist (Non-Thesis Master's)

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### Graduation

1. Apply online for graduation in Student Central (my.fsu.edu) prior to the application deadline of the semester in which graduation is planned. Notify the COE Graduate Co-Graduate Director if you cannot complete the degree requirements during the semester for which you have applied.

See <https://registrar.fsu.edu/calendar/> for current semester deadlines.

For instructions on applying online to graduate, follow the [How to Apply to Graduate steps](#). For more information visit the Registrar's Graduation Information website, <http://registrar.fsu.edu/graduation/checklist>.

2. If you intend to participate in the Commencement Ceremony, arrange for your cap and gown through the University Bookstore: [http://registrar.fsu.edu/graduation/cap\\_gown/](http://registrar.fsu.edu/graduation/cap_gown/).
3. Ensure that you have submitted an accurate Program of Study to OASIS, signed by all of required committee members and the department chair. An accurate program of study must be on file in OASIS to be eligible for degree conferral.
4. Register for your Master's Comprehensive Exam, Capstone Course or Portfolio Defense, if applicable, 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") grade, the course must be dropped. **You must then register for the course again in the term in which the requirement is completed.**
5. If you have changed the major from a Doctoral degree to a Master's Degree, please contact the Graduate Co-Director to discuss requirements. You will need to submit a new Master's program of study.

### 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/Capstone requirement.
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 the Master's Comprehensive Exam/Portfolio Defense

Master's Comprehensive Exam/Portfolio Defense Results form must be submitted to the Graduate Director.

## Appendix B: Final Term Checklist (Master's Degree; Thesis Track)

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### 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 COE Graduate Co-Director if you cannot complete the degree requirements to graduate during the semester in which you have applied.

See <https://registrar.fsu.edu/calendar/> for current semester deadlines.

For instructions on applying online to graduate, follow the [How to Apply to Graduate steps](#).

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/](http://registrar.fsu.edu/graduation/cap_gown/).
3. Ensure that you have submitted an accurate Program of Study to OASIS, signed by all of your committee members and the department chair. An accurate program of study must be on file in OASIS to be eligible for degree conferral.
4. Review the Thesis Guidelines and Requirements on The Graduate School website, <http://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation> for all documents required for final graduation clearance by The Graduate School.
5. Ensure that you have successfully completed 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") grade, **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' thesis credit in your semester of graduation. This is a requirement even if you registered for and 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 thesis defense. You must defend your thesis no later than the final [deadline](#) date set by The Graduate School.
2. 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.
3. Submit a final copy of your thesis to each committee member and the department chair at least **two weeks** prior to the defense.

## Thesis Defense

The defense of the thesis will be oral. Responsibility for suggesting the time, designating the place, and presiding at the defense 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 or within 60 days of a successful defense (whichever is earliest). Manuscript/forms submission deadlines can be found on The Graduate School's [website](#) under Thesis, Treatise, and Dissertation.

Academic courtesy requires that the final draft of 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 University 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 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 website. Electronic forms 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.

*Defense Decision Definitions:* Each member must sign the online Defense Decision Form to substantiate the results of the defense. The oral examining committee will certify the results of the examination as one of the following: Pass, Pass with Major Revisions, Re-Examine, or Fail.

*Pass.* To receive a Pass, the thesis must be in its final form or require only minor revisions (e.g., grammar, typographical, clarifications, minor changes not requiring review by full committee) at the time of the defense, AND the student passed their oral defense. A decision 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 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.

*Pass with Major Revisions.* This decision indicates that the thesis requires major revisions (e.g., additional chapters, major restructuring, significant changes needing approval by either the major professor/chair or the full committee), AND the student passed their oral defense. Revisions must be completed and approved within 60 days of a successful defense, or a re-examination will be required per The Graduate School's 60-Day Deadline.

*Re-Examine.* The committee may determine a re-examination is necessary if the thesis had significant flaws and major revisions are need (i.e., the current research will take a substantial amount of work/time to correct), AND/OR the student's oral defense was unsatisfactory. This decision can only be given once. If the student completes a re-examination and does not pass with only minor revision required to the thesis, they should be given a Fail.

*Fail.* In the case of a Fail, the thesis had significant flaws to the point at which the committee believes the student should discontinue the program, or that a new research direction is required; AND/OR the student's oral defense was unsatisfactory, and another defense of the existing project will not be allowed. This decision should only be given when a committee/academic unit does not believe the student should continue in the program, or if the student will be required to move in an entirely new direction for their research. It is the committee's goal to prevent students from defending if their work is substantially flawed when they are reviewing it prior to defense. This decision is required if a student completes a re-examination and does not earn a Pass.

After approval by the oral examining committee (which includes or may be the same as the supervisory committee) and completion of the Final Content Approval Form in the [Manuscript Clearance Portal](#), the student should electronically submit the post-defense, final content-approved version of the thesis to the Manuscript Clearance Advisor. This submission must occur by the semester deadline or within 60 days of successful defense (whichever is earliest). 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. If the appropriate deadline is missed, the student's semester of graduation may be delayed and/or they must be re-examined. Electronic manuscript/forms submission instructions and deadlines can be found on The Graduate School's [website](#) under Thesis, Treatise, and Dissertation.

Electronic manuscript/forms submission instructions and deadlines can be found on The Graduate School's [website](#) under Thesis, Treatise, and Dissertation.

**Manuscript Clearance Workshops:** Workshops are offered by The Graduate School Manuscript Clearance Office every semester with as much variation in days and times as possible. New dates are posted at <https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-workshops> and on the University calendar at the beginning of each semester. Please email [clearance@fsu.edu](mailto:clearance@fsu.edu) with any questions.

**2022-2023 Manuscript Clearance Semester Deadlines:**

<i>Semester Deadline</i>	<i>Fall 2022</i>	<i>Spring 2023</i>	<i>Summer 2023</i>
<i>Last day to submit doctoral dissertation or treatise for pre-defense format review*</i>	<i>October 24</i>	<i>March 20</i>	<i>June 19</i>
<i>Last day to submit master's thesis for pre-defense format review*</i>	<i>November 7</i>	<i>April 3</i>	<i>July 3</i>
<i>Last day for submission of post-defense, final content-approved thesis, dissertation, or treatise and required forms#</i>	<i>November 21</i>	<i>April 17</i>	<i>July 17</i>
<i>Last day for thesis, dissertation, and treatise students to receive Official Final Clearance in the Manuscript Clearance Portal</i>	<i>December 9</i>	<i>May 5</i>	<i>August 4</i>

*\*Manuscripts must be submitted online by 11:59 pm ET of the deadline date. Manuscripts must be 90% complete and formatted according to The Graduate School's guidelines to be accepted.*

*#Manuscripts must be submitted online and forms through Final Content Approval must be completed in the Manuscript Clearance Portal by 11:59 pm ET of the deadline date. Additional formatting corrections will likely be required after this date. Content corrections are not permitted after this date.*

For detailed and up-to-date information on manuscript clearance semester deadlines, visit <https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-deadlines>

**After Master's Thesis Defense**

Please remember it takes time for each of the following steps to be completed. Do not wait until the last few days prior to a deadline to submit your requirements. Faculty and Manuscript Clearance staff are quite busy and may not be able to meet immediate needs.

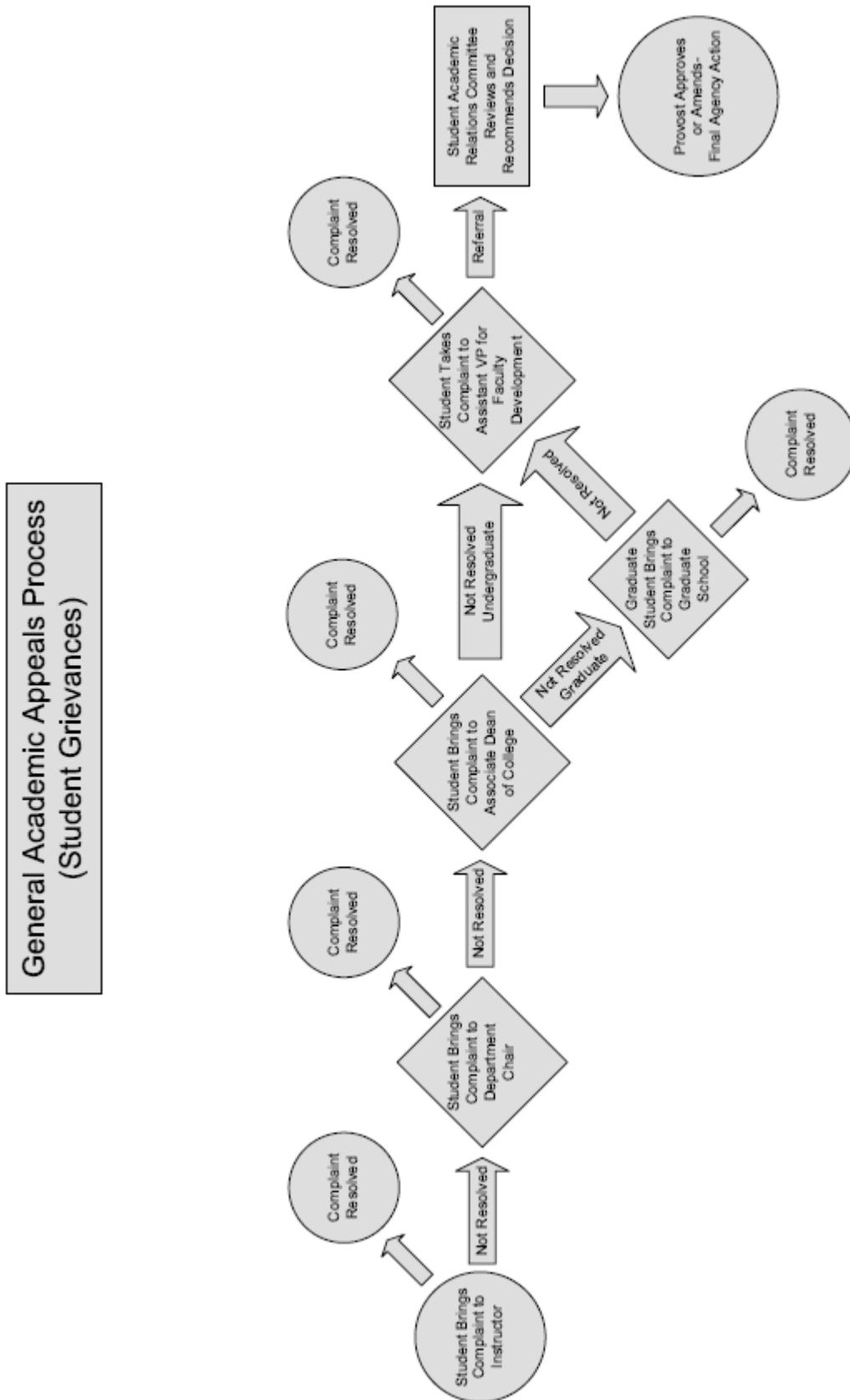
1. The student should electronically submit the final content-approved version of the thesis to the Manuscript Clearance Advisor via the [ProQuest ETD Administrator](#). Electronic submission instructions can be found on The Graduate School's [website](#) under Thesis, Treatise, and Dissertation. This must be completed by 11:59 p.m. (Eastern US) on the published [deadline](#) for the last day for submission of final defended, content-approved thesis, dissertation or treatise and required forms.
2. Submit all other online forms to the **Manuscript Clearance Advisor**, via the [Manuscript Clearance Portal](#), by the published [deadline](#) for the last day for submission of the post-defense, content-approved thesis, dissertation or treatise and required forms. Absolutely no exceptions will

be given. *It is the student's responsibility ensure that all required forms and documents are submitted to The Graduate School.*

3. Students are required to complete the entire clearance process of the final manuscript within 60 days of the successful defense date, or you will have to re-defend. No exceptions will be made for this policy. It is encouraged that you make contact with the Manuscript Clearance Advisor early in the semester that you intend to defend so that any problems in the manuscript format can be corrected.

All Electronic Thesis, Treatise, and Dissertation content and information can be located on The Graduate School website: <http://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>.

## Appendix C.1: Student Complaint Process



## Appendix C.2: Sexual Misconduct Resources

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<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.

**REFUGE HOUSE (OFF-CAMPUS RESOURCE)**

**(850) 681-2111 \***

## **Appendix D: OASIS Frequently Asked Graduate Advising Questions**

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### **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 Veronica Houck at [vhouck@fsu.edu](mailto:vhouck@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 Veronica Houck at [vhouck@fsu.edu](mailto:vhouck@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 should contact Veronica Houck at [vhouck@fsu.edu](mailto:vhouck@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 E: After Hours Health Care

The medical professionals at University Health Services are passionate about student health and committed to helping students perform at their best. Many of our medical professionals hold board certifications in specialty areas of medicine such as gynecology, family practice, internal medicine, pediatrics and psychiatry. For detailed information on the services that University Health Services offers, visit: [www.uhs.fsu.edu](http://www.uhs.fsu.edu).

### Fall & Spring Hours:

Monday - Saturday: 8 a.m. to 4 p.m.

### Summer Hours:

Monday - Friday: 8 a.m. to 4 p.m.

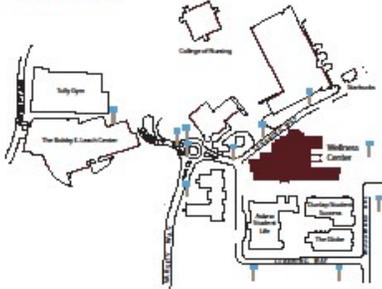
Visit [uhs.fsu.edu](http://uhs.fsu.edu) or call (850) 644-6230 for information regarding holiday and semester break hours of operation.

### University Health Services is closed! What should I do?

If University Health Services is closed, there are several ways to receive care after hours. In the event of a life-threatening medical emergency:

### CALL 9-1-1

If you are threatened, see anything suspicious or require ANY type of police assistance quickly, call the FSU Police.



### After Hours Care Information

For other after-hours healthcare needs, call or go to a walk-in clinic (listed below) or head to the nearest Urgent Care Center, such as TMH Urgent Care.

In the case of a **life-threatening emergency**, head to the nearest Emergency room (see inside map for details).

Lake Ella (near Publix)  
Open daily: 8 a.m. - 10 p.m.  
1690 North Monroe Street  
Tallahassee, FL 32303  
Phone: 850-385-2222

North Monroe  
Mon - Fri 8 a.m. - 6 p.m.  
3258 North Monroe St.  
Tallahassee, FL 32303  
Phone: 850-562-2010

Appleyard Dr.  
Mon - Fri 8 a.m. - 6 p.m.  
505 Appleyard Drive  
Tallahassee, FL 32304  
Phone: 850-576-8988

Apalachee  
Mon - Fri 8 a.m. - 5 p.m.  
1160 Apalachee Parkway  
Tallahassee, FL 32301  
Phone: 850-878-8843

Kerry Forest  
Mon - Fri 8 a.m. - 8 p.m.  
Sat - Sun: 9 a.m. - 6 p.m.  
2907 Kerry Forest Parkway  
Tallahassee, FL 32309  
Phone: 850-668-3380

Mahan  
Mon - Fri 8 a.m. - 8 p.m.  
Sat: 8 a.m. - 6 p.m.  
1705 East Mahan Drive  
Tallahassee, FL 32308  
Phone: 850-877-7154

Raymond Diehl  
Mon - Fri 8 a.m. - 8 p.m.  
Sat: 9 a.m. - 6 p.m.  
3401 Capital Circle NE  
Tallahassee, FL 32308  
Phone: 850-386-2266

The cost of care at an outside facility is not covered by the student health fee.



### University Health Services

Florida State University  
Health & Wellness Center  
960 Learning Way  
Tallahassee, Florida 32306

Appointments: +1 850 644 4567  
Information: +1 850 644 6230  
TDD: +1 850 644 2383

[uhs.fsu.edu](http://uhs.fsu.edu)

be well. do well.



## **Leadership & Diversity**

Center for Global Engagement: <http://cge.fsu.edu/>

The Center for Leadership & Social Change: <https://thecenter.fsu.edu/>

Congress of Graduate Students: <http://sga.fsu.edu/cogs.shtml>

Diversity & Inclusion: <https://diversity.fsu.edu/>

Student Organizations & Involvement: <https://union.fsu.edu/sac/involvement>

## **FSU Recreation/Events**

Division of Student Affairs: <https://studentaffairs.fsu.edu/>

Oglesby Union Events: <http://union.fsu.edu/events/>

College of Music Concerts & Events: <http://www.music.fsu.edu/Concerts-and-Events>

School of Dance Events: <https://dance.fsu.edu/news/events/>

Opening Nights Events: <http://openingnights.fsu.edu/>

Union Productions: <http://up.union.fsu.edu/>

FSU Museum of Fine Arts: <https://mofa.fsu.edu/>

WVFS Tallahassee 87.9FM, “The Voice of Florida State”: <http://wvfs.fsu.edu/>

Crenshaw Bowling Lanes: <http://union.fsu.edu/crenshaw/>

Campus Recreation: <http://fsu.campusrec.com/>

FSU Flying High Circus: <http://circus.fsu.edu/>

## **Health & Wellness Services**

Center for Couple & Family Therapy:

<https://healthandhumansciences.fsu.edu/human-development-family-science/centers-institutes/ccft/>

Health Insurance Subsidy Benefit: <http://gradschool.fsu.edu/Funding-Awards/Subsidy-Benefit>

Department of Student Support and Transitions (OAS): <https://dsst.fsu.edu/oas>

University Counseling Center: <http://counseling.fsu.edu/>

University Health Services: <https://uhs.fsu.edu/>

Victim Advocate Program: <http://victimadvocate.fsu.edu/>

## **Transportation**

Parking on Campus: <http://campus.map.fsu.edu/index.aspx>

Seminole Express: <https://transportation.fsu.edu/bus>

Transportation & Parking Services: <https://transportation.fsu.edu/>

StarMetro: <https://www.talgov.com/starmetro/starmetroHome.aspx>

## **Housing Options**

CGE Housing Options: <http://cge.fsu.edu/living-tallahassee/housing>

Graduate Student Housing: <https://housing.fsu.edu/future-residents/graduate-and-non-traditional-student-housing>

Off-Campus Housing: <http://offcampushousing.fsu.edu/>

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

## **Tallahassee Community**

City of Tallahassee: <http://www.talgov.com/Main/Home.aspx>

Leon County: <http://cms.leoncountyfl.gov/>

Tallahassee Democrat (local newspaper): <https://www.tallahassee.com/>

WCTV (local CBS affiliate news channel): <https://www.wctv.tv/>

Tallahassee Online Visitor’s Guide: <http://www.visittallahassee.com/>

## **Appendix G: Tips for FSU Grad Students – Advice from The Graduate School**

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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>