Doctoral Program Planning Guidelines
2021-2022

FLORIDA STATE UNIVERSITY
COLLEGE OF EDUCATION
Thank you for choosing Florida State University College of Education to pursue your doctoral studies! The College of Education is home to 21 doctoral programs and includes students from 41 countries. This guide is to help you navigate the various College and University requirements for doctoral studies at FSU. Each academic program also publishes a Doctoral Student Handbook to help familiarize you with department and program level requirements and milestones. We encourage you to meet with your major professor/advisor on a regular basis to plan your doctoral studies. If you have any questions regarding the information in this guide, please contact Lisa Beverly in the Office of Academic Services and Intern Support – also known as OASIS – at lbeverly@fsu.edu or (850) 644-3760.
SECTION I: Major Milestone Requirements

1. **Major Professor:** Early in the doctoral program, the student should consult with the department chair and with professors under whom the student may be interested in working and from whose areas of competency a dissertation topic could be selected. The department chair will appoint the major professor who must have Graduate Faculty Status (GFS) and special competence in the student’s proposed area of concentration. The appointment must be mutually agreeable to the student, major professor, and department chair.

2. **Supervisory Committee:** When selecting members of the supervisory committee, the student needs to discuss with and have the consent of the major professor and department chair. The supervisory committee must consist of a minimum of four members of the faculty who have Graduate Faculty Status, one of whom is the university representative of the faculty. The university representative is drawn from outside the student’s department. For interdisciplinary programs the university representative is drawn from outside the student’s department and degree program. The university representative must be a tenured member of the faculty with Graduate Faculty Status and should be free of conflicts of interest with other members of the supervisory committee.

   If the student wishes to revise the supervisory committee at any time before or after a program of study is submitted, a COE Graduate Supervisory Committee Revision form must be submitted to OASIS. The form can be found at [https://education.fsu.edu/oasis/graduate-students](https://education.fsu.edu/oasis/graduate-students).

3. **Program of Study:** A signed program of study must be submitted to the Office of Academic Services and Intern Support (OASIS) by the end of the first year after admission. It is necessary to list the semesters and years courses are to be taken in chronological order (past to present) to determine that university, department, and college requirements will be met.

   a. A doctoral student will submit to OASIS, no later than 12 months after enrollment, a completed Program of Study that includes the Major Professor and Department Chair signatures.

   b. The two departmental committee member names and signatures must be submitted to OASIS in the semester in which the doctoral student is registered for the Preliminary Exam via the College of Education Supervisory Committee Revision Form.

   c. The name and signature University Representative must be submitted to OASIS with the doctoral student’s Dissertation Prospectus Clearance Form via the College of Education Supervisory Committee Revision Form.

Program of study templates and supervisory committee revisions forms are found at [https://education.fsu.edu/oasis/graduate-students](https://education.fsu.edu/oasis/graduate-students). (See item 2, **Supervisory Committee**, for University supervisory committee composition requirements.)

It is the student’s responsibility to make sure that all degree requirements are met.
Students must maintain a 3.0 graduate GPA to remain in good academic standing.

4. **Course Requirements:** Programs and departments within the College are expected to design programs of study that will ensure the necessary depth and breadth of graduate study to ensure the student has an adequate grounding in methods of research and discipline-based inquiry. Individual programs of study should be developed by program and department faculty to increase the likelihood that when students reach the preliminary exam, they will have gained sufficient mastery of their field to complete the exam successfully.

Departments within the College may prescribe their own requirements for language, statistics, or other inquiry skill requirements pertinent to doctoral degrees. The procedures for determining proficiency and related requirements are set by the department prescribing the requirements.

5. **Diagnostic/Qualifying Exam:** Students admitted to a doctoral program within the College of Education may be required by their academic degree program to complete a departmentally administered diagnostic/qualifying exam*. Students enrolled in academic degree programs that require completion of a diagnostic/qualifying exam, must successfully complete the requirement before the end of the second semester of enrollment. The exam will be designed to appraise the student's ability to pursue a doctoral degree in the field. *Students should consult their major professor or review their academic program’s Graduate Handbook to determine if the exam is required.

6. **Preliminary Exam:** Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the doctoral degree. No student may register for dissertation hours prior to the point in the semester in which the preliminary examination was passed. An admission to candidacy form must be completed and filed in the Office of the University Registrar prior to registration for dissertation hours. After completion of the admission to candidacy process, the student may retroactively add dissertation hours for that semester in which the preliminary examination was completed. Retroactive changes are only permitted if the preliminary examination is passed by the end of the seventh week of the semester (maximum 9 hours). For term specific deadline dates, please refer to the "Academic Calendar" in the Office of the Registrar Registration Guide. The preliminary examination is designed to test scholarly competence and knowledge and to afford the examiners the basis for constructive recommendations concerning the student's subsequent formal or informal study. The form and content of this examination will be determined by the department, college, school, or examining committee (typically, but not necessarily the same composition as the supervisory committee) administering the degree program. Prior to the examination, the student's examining committee will determine whether the student 1) has a 3.0 average, and 2) has progressed sufficiently in the study of the discipline and its research tools to begin independent research in the area of the proposed dissertation.

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

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

If a student fails the preliminary examination before being admitted to candidacy, a re-examination may be offered by the student’s supervisory committee or other relevant decision-making body within each department or unit, per that department or unit’s doctoral student handbook. The Academic Dean’s office should be notified of the outcome of any preliminary exam attempt.

Students can take the preliminary examination for admission to candidacy only two times. A second failure on the preliminary exam makes the student ineligible to continue in the degree program. The second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. For the purpose of this policy, a “full class week” is defined as a week with five days during which classes are held at FSU. Students must be registered separately for their first and second attempt, if necessary within the same semester, and must receive either a “pass” or a “fail” grade for each attempt.

An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean’s Office by either the student or the supervisory committee. Students who allege that academic regulations and/or procedures were improperly applied for the re-examination of their preliminary exam may have their grievances addressed through the general academic appeals process.

Results of the preliminary exam must be provided to OASIS via the Doctoral Preliminary Exam Results form along with an Admission to Candidacy form. The forms can be found at [https://education.fsu.edu/oasis/graduate-students](https://education.fsu.edu/oasis/graduate-students).

7. **Admission to Candidacy**: Students must submit a completed Admission to Candidacy Form to OASIS. A student who has passed the preliminary examination and has been certified by the Office of the University Registrar (with an admission to candidacy form) is considered a candidate for the doctoral degree and is eligible to register for dissertation credits.

A student must be admitted to candidacy at least six months prior to the granting of the degree. The purpose of this requirement is to ensure a minimal lapse of time for effective work on the dissertation after acquisition of the basic competence and after delineation of the problem and method of attack. More realistically, the student should expect to spend a year or more of work on the dissertation.
8. **Prospectus:** After passing the preliminary exam, the student is required to submit to the major professor, supervisory committee, and department chair a prospectus on a research project suitable for a dissertation. Upon prospectus approval, the student must submit a Prospectus Clearance Form and an IRB Verification Form (PDF) to OASIS. The University Representative also submits an evaluation of the prospectus and defense to OASIS. The Prospectus Clearance Form must be approved by the Academic Dean at least four months prior to the defense of the dissertation. Forms can be found at https://education.fsu.edu/oasis/graduate-students.

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

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

A student who has completed the required coursework, passed the Preliminary Examination and submitted an Admission to Candidacy form to the Office of the Registrar, and continues to use campus facilities and/or receives faculty supervision, but has not been cleared by the Manuscript Clearance office shall include in the required full-time load a minimum of two credit hours of dissertation per semester, including Summer term, until completion of the degree. A student must be enrolled in a minimum of two hours of dissertation in the semester of graduation. Before registering for dissertation hours, the student must consult the major professor as to the proportion of time to be devoted to dissertation work.

Prior to degree conferral, all doctoral students must have completed a minimum of twenty-four credit hours of dissertation. Once a doctoral candidate has completed 24 credit hours of dissertation, they must be enrolled for a minimum of two credit hours per semester (of which at least two must be dissertation hours) until completion of the degree. For more information on the full-time load for doctoral students, see the "Student Course Load" section of the Graduate Bulletin.

For more specific information on final-semester registration, see the section "Registration for Final Term" of the Graduate Bulletin.
Departments responsible for registering doctoral students for dissertation hours must monitor and enforce the requirement for minimum enrollment. It is also the responsibility of the student to ensure that they are registered for the minimum required dissertation hours each semester of enrollment after passing the preliminary exam.

10. **Dissertation Defense:** The defense of the dissertation will be oral. Responsibility for suggesting the time, designating the place, and presiding at the examination rests with the major professor. It is recommended that students defend no later than the eighth week of classes in the semester of intent to graduate. Students must meet all manuscript and online forms deadlines set by The Graduate School in the semester of graduation. Consult the *Registration Guide* for the manuscript submittal and online forms deadline dates.

Academic courtesy requires that the dissertation be submitted to each member of the supervisory committee at least four weeks before the date of the oral examination. At the same time, the dissertation should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to The Graduate School's formatting requirements. Electronic submission instructions can be found on The Graduate School's website under Thesi, Treatise and Dissertation.

The supervisory committee, the chair of the major department, and such other members of the faculty as may be appointed by the academic dean will conduct the examination. All members of the graduate faculty are invited to attend. At least two weeks prior to the date of the examination, the student will submit an announcement of the dissertation title, date, and place of the examination to The Graduate School. The announcement must be submitted electronically on The Graduate School's Manuscript Clearance Portal and will be posted on the Defense Calendar on The Graduate School's website. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise, and Dissertation.

All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. Individual departments may impose stricter requirements on physical attendance, e.g., all members must be physically present. Departments and other degree-granting programs must publicize their policy on defense attendance in their Graduate Student Handbook and in the relevant section of the *Graduate Bulletin*. If exceptional emergency circumstances, e.g. medical or other emergency situations, prevent the participation of a committee member, then it may be necessary to arrange for an additional appropriately qualified colleague to attend the defense. If the University representative is unable to attend in real-time, then a new, appropriately qualified University representative must be selected to attend the defense. A minimum of four members with Graduate Faculty Status must participate.

The oral examining committee will certify the results of the examination: passed, failed, or to be reexamined. The report of results following a re-examination must indicate the student either passed or failed. To receive a passing grade, the written dissertation must be in final form or require only minor revisions at the time of the defense. A grade of PASS for the defense of dissertation requires at least a majority approval of the committee. Individual
departments may impose stricter requirements for what constitutes a grade of PASS. Departments and other degree-granting programs must publicize their policy on this issue in their Graduate Student Handbook and in the relevant section of the *Graduate Bulletin*. If the student passes, each member must sign the online Manuscript Signature Form to substantiate the results of the defense. A written critique of the conduct of the examination in defense of the dissertation should be submitted by the University representative from the graduate faculty to The Graduate School's Manuscript Clearance Portal within one week after the date of defense.

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

11. **Time Limit for Completion of Degree Requirements:** All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination and is admitted to candidacy. If the student’s major professor and/or Department Chair does not choose to either approve an Extension of Time (EOT) or require the student to take the preliminary exam and/or coursework again for readmission to candidacy, then the student may no longer be enrolled in that program or at Florida State University.

If an Extension of Time (EOT) is supported by the major professor(s), then the University Time Extension Request form must be completed and submitted for approvals prior to the semester before candidacy expiration. Forms can be found on The Graduate School website https://gradschool.fsu.edu/forms.

12. **Doctoral Tuition Waivers:** All College of Education academic program required coursework can be completed in three years. Therefore, doctoral students in pre-dissertation coursework can receive up to three academic years of waiver funding. A maximum of 6 semesters, or 54 credit hours of dissertation, can be funded for doctoral candidates. In both instances, the maximum funding limits apply regardless of funding source.

These guidelines are effective for newly admitted doctoral students with an admit term of Fall 2020 or later. A two-semester grace period (Fall 2020 and Spring 2021) was provided to students whose admit term was prior to Fall 2020. The guidelines will fully apply to all students with an admit term prior to Fall 2020 beginning Summer 2021. These guidelines do apply to tuition waivers being provided by grants.

In the College of Education, graduate assistantships and other funding opportunities are offered through the student’s academic department. For questions about the availability of
graduate assistantships, please contact your major professor directly. For questions regarding tuition waivers or other departmental funding, please contact your academic department administrator.

13. **Graduation:** Apply online for graduation in Student Central (my.fsu.edu) prior to the application deadline of the semester in which graduation is planned. Students must apply to graduate even if they do not intend to participate in the Commencement Ceremony. Notify the COE Graduate Co-Director if you cannot complete the degree requirements during the semester in 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/).

For instructions on applying online to graduate, follow the [How to Apply to Graduate steps](http://registrar.fsu.edu/graduation/cap_gown/).

For more information visit the Registrar’s Graduation Information website, [http://registrar.fsu.edu/graduation/checklist](http://registrar.fsu.edu/graduation/checklist).

Please note: Participation in Commencement exercises is not a guarantee of degree conferral. Students who wish to apply to participate one semester early in a Commencement Ceremony must submit a request to “walk early” to the Registrar’s Graduation Office via email at [graduation@fsu.edu](mailto:graduation@fsu.edu).

See the Final Term Checklist in Section II of this guide for further information.

14. Please keep a copy of any document you submit to your department or OASIS.
SECTION II: Doctoral Degree Final Term Checklist

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/.

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. Ensure that you have submitted the following forms to OASIS. If you have not, you will not be cleared to graduate.
   a. Diagnostic/Qualifying Exam Results Form (in applicable programs)
   b. Doctoral Preliminary Exam Results Form
   c. Admission to Candidacy Form
   d. Dissertation Prospectus Clearance Form
   e. IRB Verification Form


6. Ensure you have completed a minimum of two dissertation hours each semester of enrollment since admission to doctoral candidacy, including summers and the final semester. After completion of the preliminary exam and twenty-four credit hours of dissertation, doctoral students must be enrolled for a minimum of three credit hours per semester (of which at least two must be dissertation hours) until completion of the degree. International students may have higher minimum requirements.

7. Ensure you have successfully completed a minimum of 24 dissertation hours during your semesters of graduate study.
8. Register for Dissertation Defense (0-credit) before the end of the first week of the semester. If you registered for Dissertation Defense in a previous semester and received an incomplete (“I”), you must drop the defense from that term and register for defense again in the term in which you complete the requirement.
SECTION III: Dissertation Defense

Dissertation Defense

1. At the beginning of the semester, consult with your major professor and schedule the date of your dissertation defense. You must defend your dissertation no later than the final deadline date set by The Graduate School.

2. Submit a defense announcement to The Graduate School at least two weeks prior to your scheduled defense: http://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation.

3. Submit a final draft of the dissertation to each member of your committee members at least four weeks prior to the defense.

After Dissertation 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 dissertation to the Manuscript Clearance Advisor via the ProQuest ETD Administrator. Electronic submission instructions are found on The Graduate School’s website under Thesis, Treatise, and Dissertation. This must be completed by 11:59 p.m. 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, on 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 documents and online forms 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.

SECTION IV: ADDITIONAL ACADEMIC INFORMATION

Credit Transfer
a) 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.
b) A maximum of six (6) semester hours of transfer credit may be used towards a graduate degree. Departments will evaluate all transfer credit. It is the student’s responsibility to list such transfer credit on the program of study and to provide an official transcript from the institution(s).
c) Please NOTE: No student may be awarded more than 12 hours of combined non-degree student and/or transfer credit. This means that a student wishing to post 6 hours of graduate credit, which has not been posted under a previous degree, can be awarded no more than 6 hours of non-degree student credit.
d) For student’s requesting transfer credit (internal or external), the program must submit the appropriate transfer credit request form. The appropriate transfer credit forms must be submitted no later than the end of the seventy week of the semester in which the student is admitted and enrolled.
   o Transfer graduate coursework taken as a non-degree seeking student: https://registrar.fsu.edu/forms/grad_transfer_credit_request.pdf
   o Transfer graduate coursework taken at another institution: https://registrar.fsu.edu/forms/internal_transfer_credit_request.pdf

Registration
The Enrollment Appointments calendar is published once each semester. It details the various periods during which you can enroll for classes. Visit https://registrar.fsu.edu/registration_guide/ and click on Enrollment Appointments for the applicable semester.

Drop/Add
During the first four days of classes, individual courses may be added, dropped, or sections of a course changed. Students are financially liable for all courses appearing on their schedule after the fourth day of classes. To add courses after the first four days of classes may require the academic dean's approval. Courses dropped during this period do not appear on the student's transcript. Courses may be dropped through the seventh week of classes with the exception of mandated college preparatory courses, freshman composition, and courses involved in allegations of academic dishonesty; however, tuition charges remain. Students are tuition/fee liable for all coursework remaining on their schedules after the drop/add deadline each term. Students are grade liable for coursework remaining on their schedules after the seventh week deadline of a given term. (See Academic Calendar.)
SECTION V: USEFUL RESOURCES

Important Websites

- University Graduate Admissions: https://gradschool.fsu.edu/graduate-admissions
- Tuition/Fee Rates: https://studentbusiness.fsu.edu/tuition-fees
- Tuition/Fee Payments: https://cfprd.its.fsu.edu/dsa/Fees/
- Office of Financial Aid: https://financialaid.fsu.edu/
- International Students - Center for Global Engagement: https://cge.fsu.edu/
- Student Central “How-to” Help for Students: https://sc.my.fsu.edu/students
- University Registrar’s Office: https://registrar.fsu.edu/
- University Graduate Bulletin: https://registrar.fsu.edu/bulletin/graduate/
- The Graduate School: https://gradschool.fsu.edu/
- University Health Services: https://uhs.fsu.edu/
- University Counseling and Psychological Services: https://counseling.fsu.edu/
- Office of Accessibility Services (OAS): https://dsst.fsu.edu/oas
- Career Center: https://career.fsu.edu/
- College of Education Technology Resources: https://education.fsu.edu/current-students/technology-resources
- College of Education Office of Academic Services and Intern Support (OASIS):
- Research Consultation Service: https://education.fsu.edu/current-students/research-consultation-service
- Statistical and Research Design Consultation Services: https://education.fsu.edu/current-students/statistical-and-research-design-consultation-services
- Maximizing Your Diversity: https://career.fsu.edu/Students/Maximizing-Your-Diversity
- Reading and Writing Center: https://wr.english.fsu.edu/reading-writing-center

Office of Academic Services and Intern Support (OASIS): https://education.fsu.edu/OASIS

The Office of Academic Services and Intern Support (OASIS), located in 2301 Stone Building, offers a variety of services, including:

- Serving as the representative office for the academic dean of the College of Education assisting undergraduate and graduate students in the steps and milestones required to achieve degree completion
- Maintaining records for College of Education students, including forms 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

Graduate Advising: Your major professor or academic advisor assigned by your academic department provides advising for graduate students. Please contact your major professor/advisor directly to set up an academic advising appointment.
College of Education Graduate Student Listserv: All degree-seeking graduate students who are enrolled in a degree program within the College of Education will be added to the COE graduate student listserv, administered by OASIS. The listserv membership is updated each semester after the last day of drop/add.

Student Central (my.fsu.edu): myFSU portal and myFSU Student Central are the tools for managing student academics and student accounts, including registration. A student “How to” help page is located at https://sc.my.fsu.edu/students/how.

Academic Calendars: https://registrar.fsu.edu/calendar/ The Academic Calendar is published once each semester. It contains important dates for registration, fees, graduation, and other academic deadlines.

Canvas: https://canvas.fsu.edu/ Once students set up their FSU email account they can access this important student information site. Here they can pay tuition, get parking permits, and access information on the organizations to which they belong. Here professors will also create specific Canvas sites for classes, and they will post important information such as syllabi, projects, assignments, and updates.

Scholarships:
- Funding and Awards (The Graduate School): https://gradschool.fsu.edu/funding-awards
- Scholarships and Aid (Education): https://education.fsu.edu/scholarships

Academic Common Market: https://admissions.fsu.edu/graduate/finances/ The Academic Common Market (ACM) is a tuition-savings program for college students in 15 SREB states, who want to pursue degrees that are not offered by their in-state institutions. Students can enroll in out-of-state institutions that offer their degree program and pay the institution’s in-state tuition rates. Students are encouraged to contact their appropriate state office for more details. For faculty questions, contact fda-faculty@fsu.edu.

Latin America-Caribbean (LAC) Scholarship: https://gradschool.fsu.edu/funding-awards/financial-support-general-information/latin-america-caribbean-lac-scholarship Graduate students who are citizens from Latin America and Caribbean (including Puerto Rico and the U.S. Virgin Islands) who have been awarded a non-duty scholarship from the U.S. federal government, the State of Florida government or by the government of the Latin American/Caribbean country of origin, of a minimum of $500 per semester, may be eligible to be designated as Latin American and Caribbean Scholarship recipients. A Latin American and Caribbean Scholarship recipient (LAC) will be classified as a Florida resident for tuition purposes only.

Residency: https://admissions.fsu.edu/residency/ How to establish Florida residency for tuition purposes (Note: this is different from establishing Florida legal residency!)

Textbooks FSU Bookstore: https://www.bkstr.com/floridastatestore
University Graduate Orientation: The Graduate School also holds an optional New Graduate Student Orientation each fall semester: https://gradschool.fsu.edu/newcurrent-students. This orientation does not substitute for the department/program orientation.
SECTION VI: ACADEMIC STANDING AND PROFESSIONAL EXPECTATIONS

E-Mail Policy
The official method of communication at Florida State University is your FSU e-mail account. 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.

Academic Standing and Retention
The University reserves the right to exclude at any time a student whose conduct is deemed improper or prejudicial to the interest of the University community or whose academic performance is substandard, regardless of GPA (https://registrar.fsu.edu/bulletin/graduate/information/academic_regulations/). A graduate student, excluding College of Law students and MD candidates in the College of Medicine, whose cumulative grade point average for graduate courses (5000 and above) taken at Florida State University falls below 3.0 at the end of a term (not counting courses for which "S" or "U" grades may be given) will be considered not in good standing by the University and will be placed on academic probation. If a 3.0 cumulative graduate grade point average is not attained by the end of the next full term of enrollment, the student will be placed on academic dismissal.

Academic Dismissals
Academic dismissal constitutes a separation of the student from the University for academic reasons. Students on dismissal will not be permitted to register for graduate study, including registering as a non-degree student.

However, at the time of dismissal, the major professor and/or department chair/director may petition the academic dean for consideration of special circumstances that the professor thinks constitute justification for an exception to this regulation, but under no circumstances will a student be allowed more than one additional term of probation after reinstatement. Owing to the differential uses of the designation, "academic probation" shall not appear on permanent records of regular graduate students. After one probationary period, however, a student whose average falls within the probationary range will receive automatic dismissal. Consideration of the academic dismissal takes priority over any readmission application and must be resolved first. Students on dismissal are not eligible for readmission or the readmission appeal process unless they have first been reinstated by the academic dean. The academic dean is the final authority for reinstatement considerations (College of Education graduate students seeking reinstatement must complete the Request for Immediate Reinstatement After Academic Dismissal form with their major professor. The form is found on the OASIS forms website: https://education.fsu.edu/oasis/graduate-students.)

Incomplete Courses
Incomplete ("I") grades will be recorded only in exceptional cases when a student, who has completed a substantial portion of the course and who is otherwise passing, is unable to complete a well-defined portion of a course for reasons beyond the student's control. Students in these
circumstances must petition the instructor and should be prepared to present documentation that substantiates their case. Incomplete grades will not be granted in order to allow students to do extra coursework in an effort to increase their grade.

In order to assign an incomplete, the instructor will indicate a time frame for resolution of the grade and the default grade to be assigned if the student does not complete the remaining academic work. It is the student's responsibility to complete the remaining academic work within the agreed-upon time frame.

**Program Terminations (Dismissal for a Reason Other than GPA)**
The University reserves the right to terminate enrollment in an academic program and dismiss a student whose academic performance is below the standards of the program, regardless of GPA, or whose conduct is deemed improper or prejudicial to the interest of the University community. Dismissed students will not be permitted to register for graduate study, including registering as a non-degree student. Program terminations (dismissal for a reason other than GPA) are determined by the faculty at the academic program/departmental level and may occur for a number of different reasons, including but not limited to:

- Inability to conduct independent research in a fashion appropriate with the accepted norms of a discipline,
- Inability to function within a team environment to the degree that it negatively affects the learning, practice and/or research of fellow graduate students,
- Behavior that does not meet the professional standards of a discipline (typically clinical, social work or school settings, but also including Motion Picture Arts),
- Failure to meet one or more major milestone requirements,
- Inability to pass the diagnostic/preliminary examination/comprehensive examination (note that university policy limits preliminary examination attempts to two),
- Failure to complete the doctoral degree/make timely progress towards the dissertation, or
- Extensive petitions for time extension.

*Revised July 2021*