Masters Handbook

Instructional Systems & Learning Technologies Program

Department of Educational Psychology and Learning Systems

College of Education, Florida State University

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Florida State University
College of Education
Department of Educational Psychology & Learning Systems
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Updated 7/30/2021
The policies identified in this document are to be construed in light of existing University policies and with deference to the requirements imposed on graduate education by the University, the Board of Trustees of Florida State University, and the Governing Board of the State University System of Florida. The information outlined is subject to change and students should be alert to announced revisions required by the faculty of the program, the department, College, and University.
SECTION 1: ABOUT THE PROGRAM
Overview

The field of Instructional Systems & Learning Technologies is concerned with the processes for creating effective, efficient, and engaging learning environments and with the improvement of educational and training programs through the application of research and technology.

This area of specialization incorporates principles from numerous disciplines including education, psychology, communications, and management with the practical aim of improving instruction, learning, and performance. The Florida State University Instructional Systems & Learning Technologies (ISLT) Program is distinctive in that it also provides you with the opportunity to learn the principles and practices of Human Performance Technology, which affords you an expanded set of employment opportunities. This area of professional practice provides a broad perspective on the identification of various causes of human performance problems and the kinds of improvement strategies that are available in addition to programs of instruction, training, and education. More information on the FSU ISLT program can be found at the ISLT webpage: education.fsu.edu/islt.

The ISLT Masters of Science is available both online and on campus.

Graduate Bulletin

The FSU Graduate Bulletin is a complete collection of all applicable policies and procedures that apply to students at FSU. You can access the FSU Graduate Bulletin online at https://registrar.fsu.edu/archive/bulletin/graduate/ or in PDF format. All policies in the Graduate Bulletin apply to graduate students in the program.

Program Goals

The Instructional Systems and Learning Technology Master of Science (ISLT-MS) program at Florida State University is competency-based. Objectives, instruction, assessments, and other experiences are based on these competencies. The skills are also used by students in the ISLT-MS program when generating a performance portfolio.

- Communication Skills
  - Communicate effectively in written, oral, and visual formats.
  - Produce clear, concise and grammatically correct messages.
  - Produce visuals that adhere to the principles of message design.
  - Deliver effective and engaging presentations.
  - Facilitate meetings to achieve agenda and goals.
  - Use appropriate tools to communicate with learners, clients, and other stakeholders.
  - Apply effective questioning and facilitation techniques.
  - Practice active listening.

- Analysis Skills
  - Analyze learning and performance problems to recommend appropriate solutions.
  - Use a variety of analysis practices such as performance system analysis, needs assessment, goal, task, learner, and context analysis.
• Use appropriate data collection methods and tools to conduct analyses.
• Determine subordinate and prerequisite knowledge and skills.
• Analyze content from a variety of human and non-human sources.
• Use analytics to address learning and performance questions.
• Estimate costs and benefits for proposed solutions.
• Write analysis reports and disseminate findings to stakeholders.

• Design Skills
  • Apply learning theory and systems thinking to design practice.
  • Design interventions to address learning and performance.
  • Design a curriculum, program, or learning solution.
  • Work with subject-matter experts and other team members to design interventions.
  • Align outcomes, strategies, and assessments.
  • Generate appropriate instructional strategies and activities.
  • Apply interaction design principles.
  • Design assessments to measure learning and performance.
  • Identify the scope and sequence for instructional solutions.
  • Use visual design principles appropriately.
  • Generate design documents and disseminate findings to stakeholders.
  • Select, modify or create effective design models.
  • Provide a rationale for design decisions.

• Technology and Media Skills
  • Select and use appropriate technology and media for specific outcomes.
  • Develop instructional materials using a variety of media (e.g., print, audio-visual, multimedia).
  • Develop and use web-based instruction, e-learning, social media, and content management tools.
  • Analyze the characteristics of existing and emerging technology.
  • Use technology correctly for professional communication purposes.
  • Use technology tools in the design process.
  • Analyze the cost and benefit of technology and media use.
  • Provide a rationale for technology and media decisions.

• Evaluation and Research Skills
  • Design and develop formative and summative evaluation plans.
  • Conduct a formative evaluation of an instructional intervention.
  • Write a proposal for a program evaluation.
  • Apply appropriate qualitative and quantitative data collection methods.
  • Construct valid & reliable data collection tools.
  • Collect, analyze, and summarize data.
  • Develop a communication, implementation, and monitoring plan.
  • Manage the evaluation process.
  • Generate evaluation reports and disseminate findings to stakeholders.
  • Provide a rationale for evaluation decisions.

• Management Skills
  • Develop a management plan.
  • Generate a budget.
  • Allocate resources.
  • Establish project scope and goals.
  • Write proposals to obtain resources.
- Identify and resolve management issues.
- Manage project personnel.
- Collaborate with team members, clients, and stakeholders.
- Use appropriate management tools.
  - Personal & Interpersonal Skills
    - Collaborate effectively with others.
    - Give and receive constructive feedback.
    - Build positive relationships with team members, clients, and other stakeholders
    - Recognize and accommodate individual and cultural differences.
    - Adhere to legal guidelines and ethical standards of the profession.
    - Stay current about advances in instructional systems and learning technology

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**Program Faculty & Staff**

**FULL-TIME FACULTY**

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<thead>
<tr>
<th>Faculty Member</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Dr. Diana Brandon</td>
<td>Masters Program Coordinator Teaching Faculty</td>
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**PROGRAM STAFF**

Updated 7/30/2021
OASIS serves as the representative office for the academic dean of the College of Education, assisting graduate students in the steps and milestones required to achieve degree completion. OASIS maintains records for College of Education students, including all paperwork related to graduate study. OASIS serves as the primary liaison between prospective and current graduate students in the College of Education and the University Office of Admissions, the Office of the Registrar, the Center for Global Engagement and The Graduate School. OASIS staff members also assist the educator preparation programs throughout the University to coordinate internship placements and field-based experiences with PK-12 schools and students.

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.

**OASIS STAFF CONTACTS**

<table>
<thead>
<tr>
<th>Co-Director for Graduate Studies</th>
<th>Academic Support Assistant</th>
<th>Administrative Associate</th>
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<tbody>
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SECTION 2:
ACADEMICS AND ATTENDANCE
Academic Honor Policy

“The Academic Honor Policy is an integral part of the FSU academic environment. The policy outlines the University's expectations for students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process.”

(Office of Faculty Development and Advancement, http://fda.fsu.edu/Academics/Academic-Honor-Policy/)

FSU ACADEMIC HONOR PLEDGE

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

(FSU Graduate Bulletin 2021-2022, page 62)

ACADEMIC HONOR VIOLATIONS

“Note: Instructors are responsible for reinforcing the importance of the Academic Honor Policy in their courses and for clarifying their expectations regarding collaboration and multiple submission of academic work. Examples have been provided for the purpose of illustration and are not intended to be all-inclusive.

1. **Plagiarism.** Presenting the work of another as one’s own (i.e., without proper acknowledgement of the source). Typical examples include: Using another’s work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts or information without acknowledgement of the source; or utilizing ghostwriting or pay-for-paper services.

2. **Cheating.** Improper access to or use of any information or material that is not specifically condoned by the instructor for use in the academic exercise. Typical examples include: Copying from another student’s paper or receiving unauthorized assistance during a quiz, test, or examination; using books, notes, or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; or unauthorized collaboration on exams.

3. **Unauthorized Group Work.** Unauthorized collaborating with others. Typical examples include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.

4. **Fabrication, Falsification, and Misrepresentation.** Unauthorized altering or inventing of any information or citation that is used in assessing academic work. Typical examples include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; or lying to an instructor to increase a grade.

5. **Multiple Submissions.** Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor’s responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given. Typical examples include: Submitting the same paper for credit in two courses without instructor permission; or making minor revisions in a credited paper or report.
(including oral presentations) and submitting it again as if it were new work.

6. **Abuse of Academic Materials.** Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material. Typical examples include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student’s notes or laboratory experiments. This refers only to abuse as related to an academic issue.

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

8. **Attempting to commit any offense as outlined above.**

*(FSU Graduate Bulletin 2021-2022, page 62)*

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**Academic Standing and Retention**

Any student whose cumulative GPA falls below 3.0 at the end of an academic term will be placed on academic probation. If a 3.0 cumulative 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 dismissal constitutes a separation of the student from the University for academic reasons. Students on dismissal will not be permitted to register for courses, including registering as a non-degree student. “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. Statuses of “academic warning,” “probation,” or “reinstated from dismissal” do not specifically prohibit a student from participating in extracurricular activities unless otherwise specified by University policy, rules, or by-laws governing the activity or organization. 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.


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**Advising**

While enrolled in the program, you will have two advisors: a Portfolio Advisor and an Academic Advisor. You can identify your Portfolio Advisor by opening the ISLT Canvas Org site and selecting the “Portfolio Advisor” page. The MS Program Coordinator, Diana Brandon, will serve as the Academic Advisor for all students. You can email her (dbrandon2@fsu.edu) with questions or to set up a Zoom meeting. The Academic Advisor is your primary contact and will assist with the following:

- Course scheduling
- Course or program questions
- Career goals

Updated 7/30/2021
• Personal concerns
• Academic resources
• Other general topics

Your Portfolio Advisor is a secondary advisor who interacts with you primarily during the final semester. You should direct specific questions to your Portfolio advisor when they are directly about the portfolio. For more information, see “Portfolio”.

## Attendance

### CONTINUOUS ENROLLMENT

“Continuous enrollment at Florida State University is defined as enrollment without an interruption of two or more consecutive semesters (including Summer term). Credits earned at other institutions during any semester while not registered at Florida State University will not constitute continuous enrollment at the University. Graduate, law, and medical students who are not enrolled at the University for two or more consecutive semesters (or consecutive semester and Summer term), and who are not on approved leave of absence, must apply for readmission before resuming their studies.”

*(FSU Graduate Bulletin 2021-2022, page 72)*

### REQUIRED FIRST DAY ATTENDANCE

Students must attend the first class meeting of all classes for which they are registered. This includes face-to-face and online courses. Asynchronous courses will have directions for first-day assignments posted in the course. Failure to attend the synchronous meeting, online or face-to-face, or failure to submit the first-day assignment will result in students being dropped from the course.


### TIME LIMIT FOR COMPLETING 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 the 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.”

*(FSU Graduate Bulletin 2021-2022, page 80)*

## Certificates

Three certificates are available through the ISLT program: Human Performance Technology (HPT), Instructional Design and Technology (IDT), and Online Teaching and Learning (OTL). Each certificate has a 15 credit hour load. Courses from one certificate may be taken as electives in the MS program to earn one certificate and the MS simultaneously with no additional fees or time. Earning more than one certificate with the MS requires additional course work.
Before completing two courses in any certificate, you must submit the Certificate Admissions Form. (See hyperlinks below for each certificate.)

After all certificate coursework is completed, you must submit the Certificate Completion Form. (See hyperlinks below for each certificate.) Completion forms will be forwarded for processing and be posted to your official transcript.

For additional information, see “Graduate Certificates” on the ISLT webpage.

**HUMAN PERFORMANCE TECHNOLOGY (HPT)**

- **Certificate Admissions Form for HPT**
- **Certificate Completion Form for HPT**

  - **Required Core Courses**
    - HPT Concepts and Processes:
      - EME 5601 Introduction to Instructional Systems (3)
      - EME 6691 Performance Systems Analysis (3) (EME 5601 is prerequisite)
      - EME 6357 Evaluation of Training in HPT (3) (EME 5601 is prerequisite)
  
  - **Electives:** Select one from each of the following categories:
    - System Analysis and HPT Solution Design (Select Minimum of One Course)
      - ADE 5189 Staff Training and Development (3)
      - EME 6356 Learning and Web Analytics (3)
      - Or other courses relevant to the theme of this section subject to approval of the Certificate Coordinator.
    - HPT Systems Integration and Project Management (Select Minimum of One Course)
      - EME 6631 Managing Instructional Development (3)
      - EME 6636 A Systems Approach to the Management of Change (3)
      - ADE 5083 Human Resource Development (3)

**INSTRUCTIONAL DESIGN AND TECHNOLOGY (IDT) REQUIREMENTS**

- **Certificate Admissions Form for IDT**
- **Certificate Completion form for IDT**

  - **Required Core Courses**
    - EME 5457 Introduction to Distance Learning (3)
    - EME 5602 Technology Design Skills (3)
    - EME 5603 Introduction to Systematic Instructional Design (3)
  
  - **Electives**
    - EME 5077 Mobile Learning (3)
    - EME 6403 Designing for Online Collaborative Learning (3)
    - EME 6415 Development of Computer Courseware (3)
    - EME 6507 Development of Multimedia Instruction (3)
    - EME 6414 Web 2.0 Learning (3)
    - EME 5250 Open Learning (3)
Online Teaching and Learning (OTL) Requirements

Certificate Admissions Form for OTL
Certificate Completion Form for OTL

- Required Core Courses
  - EME 5456 Online Pedagogy and Course Design (3 hrs)
  - EME 5250 Open Learning (3 hrs)
- Electives
  - EDP 5216 Theories of Learning & Cognition (3 hrs)
  - EME 5457 Introduction to Distance Learning (3 hrs)
  - EME 5603 Introduction to Systematic Instructional Design (3 hrs)
  - EME 6356 Learning & Web Analytics (3 hrs)
  - EME 6403 Design of Online Collaborative Learning (3 hrs)
  - EME 6414 Web 2.0-based Learning & Performance (3 hrs)
  - EME 5078 Design of Online & Digital Adaptive Learning (3 hrs)
  - EME 6415 Courseware Development (3 hrs)

Degree Requirements

The Master of Science degree in Instructional Systems & Learning Technologies requires the completion of 36 credit hours of course work, an internship, and a portfolio. Course content focuses on instructional design and development, learning theory, inquiry and measurement, evaluation, performance improvement and emerging technologies. Students apply their knowledge to real world problems. You can complete all degree requirements in two years by enrolling in a minimum of six credit hours in each of six consecutive semesters (fall, spring and summer).

Required Courses (18 credit hours):

- EME 5601 Introduction to Instructional Systems and Learning Technologies (3)
- EME 5603 Introduction to Systematic Instructional Design (3)
- EME 5608 Trends and Issues in Instructional Design (3)
- EME 5602 Technology and Design (3)
- EDP 5216 Theories of Learning and Cognition in Instruction (3)
- EDF 5442 Inquiry and Measurement (3)
- EDF 5942 Field Lab Internship (3)
- EDF 8966 Comprehensive Examination: Professional Portfolio (0)
  - Must be completed during your last semester of coursework.

Electives (15 credit hours):

A minimum of 15 credit hours of electives relevant to Instructional Systems and Learning Technologies are
Incomplete Grades

Incomplete grades (I) are an option for students who face exceptional circumstances. Incompletes allow students to complete a portion of their course work after the academic term ends without academic penalty. Incompletes can only be used when students have completed a substantial portion of the course and who are otherwise passing the course. The authority to offer an incomplete rests solely with the instructor.


Internship

Funding

ASSISTANTSHIPS

Assistantships for teaching and/or research are rare for masters students. No assistantships are awarded to first-year students. Faculty members will seek out students for teaching or research assistantships if there is available funding.

COLLEGE OF EDUCATION FOUNDATION SCHOLARSHIPS

The College of Education Scholarships and Aid webpage provides a central location for information on distinguished scholarships, assistantships, fellowships, and university financial aid available to College of Education students: https://education.fsu.edu/scholarships. The application window for College of Education scholarships changes each year. There are several different awards that are available. For specific questions about College of Education scholarships, please contact Ashley Milton at a.milton@fsu.edu.

All students are encouraged to submit a Free Application for Federal Student Aid (FAFSA) regardless of their income. International Students from select countries should consider applying for the Linkage Institutes’ Out-of-State Tuition Exemption. You can find more information here: https://cge.fsu.edu/international-students/funding/linkage-institute.

EXTERNAL FELLOWSHIPS

Latin American/Caribbean Scholarship

Office of Financial Aid

Student Business Services

University Wide Fellowships & Grants

FSU GRADUATE SCHOOL AWARDS

Updated 7/30/2021
Application for financial awards and application for graduate school admission are two separate processes often with different deadlines. Students need to make separate applications for each award sought. The process of identifying financial assistance should begin at least one year prior to beginning a graduate program. There are a number of available options when it comes to funding your graduate education at Florida State University. The Graduate School administers merit and need-based fellowships, awards, and grants. You can find information about various award options on the [Graduate School Funding page](https://gradschool.fsu.edu/funding-awards).

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### Grade Appeals System

“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. This system does not apply to preliminary or comprehensive exams or to thesis or dissertation defenses; these issues are reviewed by the Student Academic Relations Committee via the Vice President for Faculty Development and Advancement.”

(*FSU Graduate Bulletin 2021-2022, page 65*)
GENERAL ACADEMIC APPEALS PROCESS

General Academic Appeals Process (Student Grievances)

(Student Grievance Flowchart.pdf)

Updated 7/30/2021
Specific steps involved in the appeal process include the following:

**Step 1.** A graduate student is identified by his/her academic program/department as not making sufficient progress towards the degree, failing to complete the degree within the specified time-period, or whose academic performance is substandard, regardless of GPA.

**Step 2.** The graduate student meets with his/her major professor and/or program director to develop a remediation plan for the incomplete degree requirement or scholarly/behavioral objectives.

a. The department should provide a written remediation plan or written academic “warning” to the student.

b. The remediation plan/academic warning should be developed by the department/program for the individual student and documented accordingly. For doctoral students, the annual evaluation is one opportunity to document unsatisfactory progress.

c. The academic dean, or appropriate designee, must also be notified of the situation, the deficiencies, and the remediation steps presented to the student.

**Step 3.** If the graduate student fails to resolve/remediate the specified and documented deficiency, the department may initiate a program termination. If the program chooses to terminate the academic progress of the student, the following steps must be completed prior to notification given to the student.

a. The academic unit must consult with the academic dean (or designated individual) of the intent to pursue program termination. The consultation should include the remediation steps taken, the student’s efforts to date to resolve or address the deficiencies and the grounds for the program termination.

b. At the time of dismissal, the major professor and/or department chair may petition the academic dean for consideration of special circumstances that the professor/department chair thinks constitute justification for an exception to this termination.

c. The academic dean’s office should inform the Registrar’s Office and the Graduate School of its intent to move forward with program termination. In conjunction, the three offices will tailor a letter specific to the circumstances of the student, including language and alternatives, if any.

d. Programs may offer the student the opportunity at this point to change his/her degree program level within the same major/plan (i.e., PhD to EdS, PhD to MS, etc.) or change his/her academic plan to another degree program, but this is at the unit’s discretion.

**Step 4.** A written letter must be sent to the graduate student being dismissed which specifies the following information:

a. The termination reasons,

b. Benchmarks missed,
c. The fact that an academic hold will be placed on registration and effective date/semester,

d. Dismissal from the program constitutes dismissal from the University,

e. Any limitations on future enrollment in courses offered by the department/college, should the student reapply to the university in a different program,

f. Alternatives a student could request,

g. Timeline to complete specific coursework, if any,

h. Notification of the right to appeal and information about how to do so, and

i. A deadline for any appeal submittal.

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# Graduation

**APPLICATION FOR GRADUATION**

Students are required to apply for graduation whether or not the student intends to participate in the University Commencement Ceremony. Applying for graduation is quick and easy using the Student Central Graduation Application. Students must apply for graduation online prior to the stated deadline for the term in which they plan to graduate. Instructions on how to apply for graduation are found at the [online graduation application](https://registrar.fsu.edu/training/graduation/apply/).

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# Ceremony Participation

Students who wish to participate in the Commencement Ceremony must arrange for cap and gown orders through the University Bookstore. Information about how to order is available on the [graduation webpage](https://registrar.fsu.edu/graduation/cap_gown/).

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# Portfolio

Each student in the MS program is required to submit a final portfolio. You must register for the EDF 8966 course for zero credits during the last semester of coursework/semester of intended graduation. The portfolio should be developed and presented in a professional manner suitable for use in a job interview. You should select your best work and put effort into formatting and organizing your portfolio so that it looks visually appealing and tells a persuasive story about your strengths. Give serious thought to how you will organize the portfolio. You may want to group work products and artifacts by major skill areas they represent or in some other meaningful way. The portfolio can be presented in either print-based or electronic format. Portfolios must be user friendly and easily navigable.

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# Registration

Once you have received approval to enroll in portfolio from your Academic Advisor, email Jennifer Walsh ([jwalsh@fsu.edu](mailto:jwalsh@fsu.edu)) the faculty's email conveying the approval to register for EDF 8966 for zero credit hours of EDF 8966. Note: Students cannot register themselves for this course. It essential that you contact Jennifer to register for the section administered by your Portfolio Advisor. You can confirm your Portfolio...
Advisor by opening the ISLT Canvas Org and selecting the “Portfolio Advisor” page. You must also have an approved Program of Study form on file with OASIS to register (See “Program of Study”).

**Requirements**

Your portfolio should be unique to you and your career and professional goals. One of the key evaluation criteria of the portfolio will be the degree to which it supports these goals. Therefore, you will not be provided with a portfolio template to follow. The portfolio is not simply a record of the work you did while enrolled in the ISLT MS program in chronological order.

Your completed portfolio will consist of two parts – (1) a statement of career and professional goals, a resume, and a copy of your approved program of study; (2) selected work products, deliverables, artifacts, and annotations that demonstrate your competence and skills. Detailed information about each of these components, along with example portfolios is provided in the ISLT Canvas Org.

**Program of Study**

The Program of Study (POS) form is a plan for what courses a student will take to earn the degree. The form is specific to the MS and does not reflect any additional certificates that a student may be earning simultaneously. The POS must be filed with OASIS before a student has completed 12 credit hours. It is highly recommend that students complete the POS during the first semester.

Detailed directions on how to complete the POS are available here.

**Registration**

**Course Load**

To be considered a full-time student, graduate students must enroll in 12 credit hours per academic term (Fall, Spring, or Summer). Many ISLT students enroll as part-time students taking one, two, or three courses per term. To be eligible to receive financial aid, graduate students must enroll in at least six credit hours per term. You should work with your advisor to schedule your courses to fit the personal and professional goals that you have.

See “Student Course Load” in the FSU Graduate Bulletin 2021-2022, page 68.

**Drop/Add or Change of Schedule**

Changes to schedule (dropping, adding, or changing courses) can be done during the first four days of classes. Students are responsible for the fees and tuition for any courses that remain on a student’s schedule after the Drop/Add period ends.

After the fourth day, courses may be dropped through the seventh week of classes with the exception of courses involved in allegations of academic dishonesty; however, tuition charges remain. Approval by the student’s academic dean[*] is required to reduce the academic load below twelve semester hours or increase an academic load above fifteen semester hours (to a maximum of twenty-one semester hours). Dean’s approval for an overload or underload must be submitted to the Office of the University Registrar. If the student is appointed as a graduate assistant or is supported on a fellowship, an underload request form

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must be completed and submitted to the Dean of The Graduate School for approval.

After the seventh week of classes, courses may be dropped only in exceptional circumstances. Approval is required by the advisor and the academic dean. Such courses will appear on the student’s transcript with the notation “WD.” Students who register for courses but who do not attend the classes will receive grades of “F” if the courses are not officially dropped.

All schedule changes after the Drop/Add period ends must be completed through OASIS. You can find the forms on the OASIS website: https://education.fsu.edu/oasis/graduate-students.

See “Drop/Add or Changes of Schedule” in the FSU Graduate Bulletin 2021-2022, page 69.

REGISTRATION WINDOWS AND ACADEMIC CALENDARS

Information on registration, enrollment appointments, the course lookup system, and online fee payment is available on the University Office of the Registrar website: http://registrar.fsu.edu/.

If a student’s enrollment appointment (registration window) is current, the student can add, drop or swap classes. For instructions on how to enroll in classes, visit this help page: http://sc.my.fsu.edu/Students/How-To/Enroll-in-Courses-from-Your-Shopping-Cart.

A detailed University Academic Calendar can be viewed, by semester/term, online: http://registrar.fsu.edu/calendar/.

The Extended Academic Calendar can be viewed online: http://registrar.fsu.edu/calendar/extended/.

Transfer of Courses

TRANSFER CREDIT FROM OTHER INSTITUTIONS

Students can count a maximum of six semester hours from an accredited graduate school to count toward a degree; however, grades from another institution cannot improve GPA or eliminate quality deficiency at Florida State University. Courses must be approved for consideration as electives and listed on the Program of Study form. Students will also need to complete a “Graduate Transfer Credit” form and submit it to OASIS for approval.

See “Transfer Credit” in the FSU Graduate Bulletin 2021-2022, page 77.

TRANSFER CREDIT FROM ANOTHER FSU PROGRAM

Transfer of graduate courses not counted toward a previous degree within Florida State University is limited to twelve semester hours. Students will need to complete an “Internal Credit Transfer” form and submit it to OASIS for approval.

See “Transfer Credit” in the FSU Graduate Bulletin 2021-2022, page 77.

Withdrawal from the University

All graduate students who wish to leave the University after the close of the drop/add period for a term

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must formally withdraw. Dropping all classes is not a withdrawal from the university. Students who do not attend classes and fail to withdraw will be assigned grades of ‘F’ for each course.

Withdrawal requests must be requested, and they are not automatically approved. Withdrawals are initiated in the withdrawal services section of the Dean of Students department in the University Center. The statement ‘Withdrew from the University’ will appear on the transcripts of students who properly withdraw within the first seven weeks of class. Under documented exceptional circumstances (beyond the student’s control), as determined by the appropriate academic dean, a student withdrawing from the University may receive ‘WD’ grades in all courses taken that term.

Students who cancel their enrollment during the first four days of classes for a term are not held liable for tuition and registration fees. Those who have paid are eligible for a full refund. Students who withdraw after the first four days of classes but prior to the end of the fourth week of classes are eligible for a twenty-five percent refund of tuition and registration fees, less the building and capital improvement fees; this deadline is adjusted for shorter Summer terms. Students who withdraw after this deadline are fully liable for fees and are not eligible for a refund, except as provided in policies set forth by the State Board of Education and Florida State University. Students who receive Title IV funds and who decide to withdraw from the University may be required to repay some or all the funds received.

A graduate, law, or medicine (MD degree) student wishing to reenter the University for the following two semesters after withdrawal must have the approval of their academic dean on the ‘Application for Withdrawal and Reentry’ form. For degree-seeking students wishing to reenter the University after two semesters, an application for readmission must be submitted to the Office of Admissions. Formal application must be made to the Office of Admissions by the published deadline. Students who left the University on dismissal must resolve that and be reinstated by the academic dean before any decision can be made on the readmission application. (Consult the ‘University Calendar’ chapter of this Graduate Bulletin for specific application deadlines.)

International students who wish to withdraw must request and receive prior authorization from a Center for Global Engagement advisor.

See “Withdrawal from the University” in the FSU Graduate Bulletin 2021-2022, page 73.
SECTION 3: CAMPUS RESOURCES
General Student Resources

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

ACADEMIC SUPPORTS

Reading & Writing Center: https://wr.english.fsu.edu/reading-writing-center

FSU Libraries: https://www.lib.fsu.edu/

Office of Accessibility Services: See Section 2

CAREER SERVICES

Career Center: https://www.career.fsu.edu/

Center for Academic & Professional Development: https://learningforlife.fsu.edu/

Preparing Future Professionals (PFP) Program: https://gradschool.fsu.edu/professional-development/preparing-future-professionals-pfp

University Libraries: https://www.lib.fsu.edu/

FSU RECREATION/EVENTS

College of Music Concerts & Events: https://music.fsu.edu/concerts-and-events

Crenshaw Bowling Lanes: https://union.fsu.edu/crenshaw

FSU Campus Recreation: https://campusrec.fsu.edu/

FSU Flying High Circus: https://circus.fsu.edu/

FSU Museum of Fine Arts: https://artsandculture.google.com/partner/florida-state-university-museum-of-fine-arts

FSU Student Affairs: https://studentaffairs.fsu.edu/

Oglesby Union: https://union.fsu.edu/

Opening Nights Events: https://openingnights.fsu.edu/events/

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

Union Productions: https://union.fsu.edu/up

WVFS Tallahassee 87.9FM, "The Voice of Florida State": https://wvfs.fsu.edu/

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HEALTH & WELLNESS

- **Center for Couple & Family Therapy**: https://healthandhumansciences.fsu.edu/human-development-family-science/centers-institutes/ccft/
- **Health Insurance Subsidy Benefit**: https://gradschool.fsu.edu/funding-awards/subsidy-benefit
- **University Counseling Center**: https://counseling.fsu.edu/
- **University Health Services**: https://uhs.fsu.edu/
- **Victim Advocate Program**: https://dsst.fsu.edu/vap

HOUSING

- **CGE Housing Options**: https://cge.fsu.edu/living-tallahassee/housing
- **Graduate Student Housing**: https://housing.fsu.edu/future-residents/graduate-and-non-traditional-student-housing
- **Off-Campus Housing**: https://offcampushousing.fsu.edu/
- **University Housing**: https://housing.fsu.edu/

DIVERSITY & LEADERSHIP

- **Center for Global Engagement**: https://cge.fsu.edu/
- **Center for Leadership & Social Change**: https://thecenter.fsu.edu/
- **Congress of Graduate Students**: https://sga.fsu.edu/cogs.shtml

TALLAHASSEE COMMUNITY

- **City of Tallahassee**: https://www.talgov.com/Main/Home.aspx
- **Leon County**: https://m.leoncountyfl.gov/
- **Tallahassee Democrat** (Local News): https://www.tallahassee.com/
- **Tallahassee Online Visitor’s Guide**: https://visittallahassee.com/visitor-services/

TRANSPORTATION

- **Parking on Campus**: https://transportation.fsu.edu/parking/parking-permits
- **Seminole Express (Bus Services)**: https://transportation.fsu.edu/bus

Updated 6/22/2021
The Instructional Systems Student Association (ISSA) is an organization comprised of students, faculty, and alumni of the Instructional Systems program offered by the College of Education at Florida State University. They are dedicated to promoting communication and teamwork among students, alumni, faculty, and staff. Their goals are to enhance the academic and professional development of the IS community and to increase the local and global visibility of the program.

All ISLT Masters students are automatically granted membership in ISSA, even if you attend part-time, online, or face-to-face.

**CONTACT INFORMATION**

**Address:** 1114 W. Call Street, Tallahassee, FL 32306

**Email:** flstate.issa@gmail.com

**Phone:** 850-644-8784

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The Office of Accessibility Services (OAS) is committed to ensuring universal access for each Florida State University student. The OAS creates an environment of success through the provision of academic, housing, and dining accommodations, testing support, assistive technologies, and space for students to feel they are part of the FSU community.

**CONTACT INFORMATION**

**Location:** 874 Traditions Way, 108 Student Services Building, Tallahassee, FL 32306

**General Office Hours:** Monday–Friday, 8:00 AM to 5:00 PM

**Website:** [https://dsst.fsu.edu/oas](https://dsst.fsu.edu/oas)

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Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, & stalking), and all other forms of sex discrimination are violations of University policy and contrary to the University's values, which recognize the dignity and worth of each person. They are also illegal. Sexual misconduct will not be tolerated by Florida State University, whether by faculty, staff, students, visitors, or others. You can find additional information through the Office of Human Resources.
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. The kNOW MORE initiative provides support, responses, and prevention for the FSU community: https://knowmore.fsu.edu/.

**GET HELP NOW**

*FSUPD*
Phone: (850) 644-1234, For emergencies call 911

*University Counseling & Psychological Services – Confidential Resource*
Phone: (850) 644-TALK (8255) (24/7)

*Victim Advocate Program*
Phone: (850) 644-7161 (24/7, including holidays)

Text: (850) 756-4320

*Refuge House (Off Campus Resource) – Confidential Resource*
(850) 681-2111

Additional Resources are available through the kNOW More initiative: https://knowmore.fsu.edu/get-help-now/