



FLORIDA STATE UNIVERSITY

COLLEGE OF EDUCATION

Office of Academic Services and Intern Support

Damon Andrew, Professor and Dean
Office of the Dean
College of Education
1100 Stone Building

Office: (850) 644-6885
FAX: (850) 644-2725
email: dandrew@fsu.edu

MEMORANDUM

TO: Master's Degree Students
College of Education

FROM: Damon Andrew, Professor and Dean
College of Education

RE: Degree Program Planning for Master's Students

Welcome to the College of Education!

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

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

Deadline dates are online at <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students> and <https://registrar.fsu.edu/calendar/>. You are advised to check the OASIS and Registrar's Office websites frequently as deadlines and dates are subject to change.

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

2301 Stone Building • Florida State University • Tallahassee, FL 32306-4450
Telephone (850) 644-3760 • Fax (850) 644-6868
<http://education.fsu.edu/student-resources/student-academic-services-oasis>

**MASTER'S DEGREE
PROGRAM PLANNING INFORMATION**

1. **Major Professor:** At the earliest opportunity, the student should follow the convention of the major department or college to identify the major professor, who will serve as the student's adviser and supervisor. Designation of the major professor requires the mutual consent of the student, department chair, and professor involved. The major professor must hold Graduate Faculty Status (GFS) or Co-Directive Status.
2. **Supervisory Committee:** A master's degree supervisory committee must be designated for all thesis students and may be designated for non-thesis students at the option of the department.

Thesis students and students in academic programs that require a supervisory committee: The supervisory committee should be formed within the first semester. When selecting the members of your supervisory committee, students need the consent of the major professor. The Master's supervisory committee consists of a minimum of 3 members. Two members, including the major professor, must be from the major in which the student will receive a degree. The third member may be from the major department or another department within the college.

The supervisory committee for thesis students must consist of a minimum of three members of the faculty 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.

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 second semester of enrollment. It is necessary to list the semesters and years courses were taken in chronological order (past to present) to determine that university, department, and college requirements will be met. Program of study templates may be found at <https://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>.

It is the student's responsibility to make sure that he/she has met all degree requirements.

4. **Program Type:** There are two (2) types of Master's degrees in the College of Education, the coursework track and the thesis track. Coursework 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.

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

Course Track

30 graduate level hours total
21 graduate level hours must be letter grade

Thesis Track

30 graduate level hours total
18 graduate level hours must be letter grade
6 hours of thesis

6. **Limitations:**

- a) Credit earned more than seven (7) years prior to graduation may not be used towards the degree.
- b) Credit earned as a non-degree seeking student does not carry graduate degree credit. However, if approved by a student's supervisory committee, up to 12 semester hours of 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.

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- c) A maximum of six (6) semester hours of transfer credit may be used towards a graduate degree. Departments will evaluate all transfer credit. It is the student's responsibility to list such transfer credit on the program of study and to provide an official transcript from the institution(s).
 - d) Please NOTE: No student may be awarded more than 12 hours of combined non-degree student and/or transfer credit. This means that a student wishing to post 6 hours of graduate credit, which has not been posted under a previous degree, can be awarded no more than 6 hours of non-degree student credit.
 - e) Credit hours for courses graded below "C-" will not apply toward the degree, but are computed in the graduate GPA.
 - f) Undergraduate-level coursework cannot be used to meet the minimum graduate credit hour requirement or the minimum graduate GPA. Coursework taken at the 4000-level is supplemental to degree requirements and does not count in the minimum total hour distribution or graduate GPA calculation.
 - g) Supervised research credit: maximum 3 semester hours.
 - h) Supervised teaching credit: maximum 3 semester hours.
7. **Teacher Certification:** If you are seeking teacher certification upon completion of a degree program which provides these requirements, you must submit a Graduate Application for Admission to Educator Preparation to the Graduate Director, 2301 Stone. See <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students> for an application.
8. Master's students must register for and successfully complete either the **Master's Comprehensive Exam, Master's Portfolio Defense** or **Master's Thesis Defense** in order to graduate.
9. **Thesis Defense:** (See Thesis Track Final Term Checklist)
10. **Graduation:** Apply online for graduation at <http://registrar.fsu.edu/graduation/checklist> prior to the application deadline of the semester in which graduation is planned. Students must apply for graduation 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 to graduate 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/.
- Please note:** Participation in Commencement exercises is not a guarantee of degree conferral.
11. See the appropriate Final Term Checklist (course track or thesis track) for further information.

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COURSE TRACK (non-thesis) FINAL TERM CHECKLIST

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

Graduation

1. Apply online for graduation at <http://registrar.fsu.edu/graduation/checklist> prior to the application deadline of the semester in which graduation is planned. Notify the COE Graduate Co-Graduate Director if you cannot complete the degree requirements to graduate during the semester for which you have applied.
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 a Program of Study signed by all of your committee members to OASIS. If you have not, you will not be cleared to graduate.
4. Register for your Master's Comprehensive Exam or Portfolio Defense before the end of the first week of the semester. If you registered for Master's Comprehensive Exam/Portfolio Defense in a previous semester and received an incomplete ("I") **you must register for it again in the term in which you complete the requirement.**
5. If you have changed the major from a Doctoral degree to a Master's Degree, please see 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.
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, 2301 Stone.

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

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THESIS TRACK FINAL TERM CHECKLIST

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

Graduation

1. Apply online for graduation at <http://registrar.fsu.edu/graduation/checklist> prior to the application deadline of the semester in which graduation is planned. Notify the COE Graduate Co-Director if you cannot complete the degree requirements to graduate during the semester in which you have applied.
2. If you intend to participate in graduation, arrange for your cap and gown through the University Bookstore: http://registrar.fsu.edu/graduation/cap_gown/.
3. Ensure that you have submitted a Program of Study signed by all of your committee members to OASIS. If you have not, you will not be cleared to graduate.
4. Review 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"), **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/completed your thesis defense in a prior semester.

Master's Thesis Defense

1. At the beginning of the semester, talk with your major professor and schedule the date of your Master's thesis defense. You must defend your thesis no later than the Format Approval Deadline set by the Graduate School.
2. Submit a rough draft of your thesis to each committee member at least **4 weeks** prior to the defense.
3. Submit a final copy of your thesis to each committee member and the department chair **2 weeks** prior to the defense.
4. Prepare a Manuscript Signature Form and Final Term Clearance Form for your committee to sign at the defense. The forms can be found at <http://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation/manuscript-clearance-formssurveys>.

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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 forms deadlines set by The Graduate School in the semester of graduation.

Academic courtesy requires that the final draft of the thesis 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 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.

The supervisory committee, department chair, and other members of the faculty as may be appointed by the academic dean will conduct the defense. All members of the graduate faculty are invited to attend. At least two weeks prior to the date of the examination, the student must present an announcement of the dissertation title and the date and place of the examination to The Graduate School. The defense date must be submitted electronically to The Graduate School and will be posted on the Defense Calendar on The Graduate School's Web site.

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.

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.

The final manuscript, approved by the supervisory committee, must be electronically submitted to The Graduate School via the UMI/PQIL (ProQuest) Web site. Students are required to submit the final manuscript by the last day to submit for pre-defense format review in the semester of graduation or within the 60-Day Deadline, whichever is earlier. All manuscripts must be cleared **within sixty days after a successful defense** or the student must re-defend. If a student defends early in the semester of graduate, or in a semester prior to graduation, the manuscript clearance deadline that applies is the sixty-day deadline.

Following the thesis defense, the student must submit a Manuscript Signature Form and Final Term Degree Clearance form to OASIS*. The forms can be found on <http://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation/manuscript-clearance-formssurveys>. *Subject to change with the implementation of the online manuscript clearance portal.