



ANNE SPENCER DAVES

COLLEGE OF EDUCATION, HEALTH, AND HUMAN SCIENCES

PhD in Curriculum and Instruction

Student Handbook

A guide to doctoral requirements for students in the Curriculum and Instruction Program

2026–2027

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

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INTRODUCTION

University Land Acknowledgement Statement

Florida State University acknowledges that its Florida campuses are located on the ancestral and traditional homelands of the Seminole Tribe of Florida, the Miccosukee Tribe of Indians of Florida, the Apalachee, Seminole, and Muscogee Nations, the ancient Calusa, Uzita, and Tocobaga, and others. We pay respect to the resiliency of their tribal members, past and present, and to all Indigenous peoples.

The University honors its unique and collaborative friendship with the Seminole Tribe of Florida, together paying tribute to the Tribe's great history and rich culture. We encourage all to learn about the significance of Indigenous peoples in this region and throughout the nation. With a collective knowledge of the past, we are inspired to teach, live, and support a future that empowers all individuals.

Florida State University

Mission

Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts. The university is dedicated to excellence in teaching, research, creative endeavors, and service. The university strives to instill the strength, skill, and character essential for lifelong learning, personal responsibility, and sustained achievement within a community that fosters free inquiry and diverse viewpoints..

Vision

Florida State University will be among the nation's most entrepreneurial and innovative universities, transforming the lives of our students and shaping the future of our state and society through exceptional teaching, research, creative activity, and service. We will amplify these efforts through our distinctive climate—one that places a premium on interdisciplinary inquiry and draws from the rich intellectual and personal experiences of our students, faculty, staff, and alumni. These three forces—entrepreneurship, interdisciplinarity, and experiential breadth—deepen FSU's impact and result in a powerful return to our students and the people of Florida for their continued support and trust.

Core Values

Transformative Daring: We support thoughtful risk-taking that leads to successes that improve our world dramatically. And when we face challenges, we confront them with resilience, curiosity, and renewed desire to overcome hurdles to our goals.

Inspired Excellence: We achieve the highest levels of success by drawing strength and understanding from the talents of those around us and from our interactions with them.

Dynamic Inclusiveness: We believe the benefits of a richly varied community arise not only from the diversity of people it includes but, more importantly, from intentional efforts to create a strong sense of belonging that encourages deep and high-quality connections.

Responsible Stewardship: We transform the resources we are given and the public's trust in us into a powerful impact that betters the lives of those around us, near and far.

Engaged Community: We uphold the traditions and history that create a small-college culture within a large university. This makes FSU a welcoming place where people discover others like themselves— while also connecting to and learning from classmates and colleagues of vastly different backgrounds and experiences.

School of Teacher Education

Mission Statement

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

Introduction

Welcome to the Florida State University School of Teacher Education (STE), Curriculum and Instruction (C&I) doctoral program (C&I PhD). This handbook was developed to clarify school, college, and university requirements and procedures related to the C&I PhD degree program and is intended for students admitted to the doctoral program. Although students may be part-time, this handbook is organized chronologically, which would follow the annual progress of a typical full-time student. The following diagram depicts the general progression of a student through the PhD program after admission.

			Graduation
			Complete Dissertation
			Prospectus Defense
			Pass the Preliminary Examination and Advance to Candidacy <i>Add Fourth Committee Member</i>
			2nd & 3rd Years of Coursework and Other Experiences <i>Add Second and Third Committee Members</i>
			1st Year of Coursework <i>Select a Major Professor</i> Complete the Diagnostic Examination by the end of the second semester of coursework. Complete the Program of Study no later than 12 months after enrollment.
Admission <i>Initial (temporary) faculty advisor assigned</i>			

All doctoral students should also refer to the following publications or websites for details on other university requirements:

- *Florida State University General Bulletin* (<https://bulletin.fsu.edu>)
- *Florida State University Student Handbook* (<https://dsst.fsu.edu/resources/student-handbook>)

The primary purpose of the C&I PhD program is to prepare graduates for university faculty positions, institutional researcher positions, and other leadership positions in education. The program takes a global perspective in all aspects of this preparation. The C&I PhD degree offers specializations in the following majors:

- Early Childhood Education
- Elementary Education
- English Education
- Second Language Education
- Mathematics Education
- Reading Education and Language Arts

- Science Education
- Social Science Education
- Special Education

Sexual Misconduct

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.

[Victim Advocate Program](#)

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

(850) 756-4320 (text)

Victims-advocate@fsu.edu

If you cannot reach an advocate by phone, please call FSUPD at (850) 644-1234, and they will have an advocate respond as needed.

[Refuge House](#) (Off-campus resource)

(850) 681-2111

GETTING STARTED AT FLORIDA STATE

Human Resources

- If applicable, obtain copies of relevant appointment paperwork (STE Administrative Specialist)
- If applicable, enroll in the new employee orientation presentation for OPS hires. [Enroll Here](#)
- Review the New Graduate Student Orientation [presentation](#).
- Registering for classes at FSU requires all domestic full-time, main campus students, and international students with F or J visa types to show proof of health insurance coverage. For complete details on how to submit proof of insurance or to purchase student health insurance, please visit this [website](#).
- Obtain an FSU identification card from the FSU Card Center located across from the Student Union off Woodward Ave. Make sure you bring your photo ID/driver's license. [Website](#)

Transportation

- Obtain an FSU identification card from the FSU Card Center located across from the Student Union off Woodward Ave. Make sure you bring your photo ID/driver's license. [Website](#)
- Parking on campus interactive map: [website](#)
- Information about Transportation and Parking Services: [website](#)
- Tallahassee StarMetro Bus system: [website](#)

Housing

- [Center for Global Engagement \(CGE or The Globe\) Housing Options](#)
- [Graduate Student Housing](#)
- [Off-Campus Housing](#)
- [University Housing](#)

Health and Wellness Services

- [University Health Services](#)
- [University Counseling Center](#)
- [Center for Couple & Family Therapy](#)
- [Health Insurance Subsidy Benefit](#)
- [Victim Advocate Program](#)
- [Campus Recreation](#)

Leadership and Student Involvement

- [Congress of Graduate Students](#)
- [Student Organizations & Involvement](#)
- [Center for Global Engagement](#)
- [The Center for Leadership & Social Change](#)
- [Student Government and Advocacy](#)
- [Fraternity and Sorority Life](#)
- [Student Union](#)
- [Student Conduct & Community Standards](#)

Career Services and Workshops

- [Career Center](#)
- [Center for Academic & Professional Development](#)
- [Graduate Student Resource Center](#)
- [University Libraries Orientation](#)

Important Phone Numbers and Emergency Information

School of Teacher Education front desk (850) 644-6885

FSU Information/Directory Assistance (850) 644-2525 [FSU Police Department](#)

For immediate emergencies, call 911.

FSUPD Non-Emergency: (850) 644-1234

Tallahassee Police Department (850) 891-4200

Tallahassee Fire Department (850) 891-6600

Leon County Sheriff's Office (850) 606-3300

After Hours Health Care



After Hours Care

If University Health Services is closed, here are resources

TMH Urgent Care
tmh.org/services/emergency-and-urgency-care

Patients First
patientsfirst.com

In the case of a life-threatening emergency, dial 911 or head to the nearest emergency room

Tallahassee Memorial Health Care
1300 Miccosukee Road | Tallahassee, FL 32308

HCA Florida Capital Hospital
2626 Capital Medical Blvd | Tallahassee, FL 32308



UNIVERSITY HEALTH SERVICES

HealthiestYou

FSU students have 24/7 access to a licensed physician

If you are traveling within the United States or are otherwise unable to visit University Health Services, HealthiestYou provides access to board-certified physicians. Using a computer or portable device, visit the HealthiestYou website (<http://www.telehelp4students.com>) to learn more. An app is also available for your convenience. You may also reach HealthiestYou by calling (855) 870-5858

HealthiestYou physicians can diagnose and treat most minor illnesses and prescribe medication if necessary. If you have the FSU student insurance plan (provided by United Health Care Student Resources), this service is covered (no out-of-pocket fees). If you don't have the student insurance plan, there is a fee for the service. Check with your insurance company to see if this service is reimbursable.

Contact Us

UNIVERSITY HEALTH SERVICES

960 Learning Way | Tallahassee, FL 32306

UHS.FSU.EDU | (850) 644-6230

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

APPOINTMENTS

(850) 644-4567

TDD

(850) 644-2383



Did you know that as an FSU student you have 24/7 access to a licensed physician?

If you are traveling within the United States or are otherwise unable to visit University Health Services, HealthiestYou provides access to board-certified physicians. Using a computer or portable device, visit the HealthiestYou website (<http://www.telehelp4students.com>) to learn more. An app is also available for your convenience. You may also reach HealthiestYou by calling (855) 870-5858

HealthiestYou physicians can diagnose and treat most minor illnesses and prescribe medication if necessary. If you have the FSU student insurance plan (provided by United Health Care Student Resources), this service is covered (no out-of-pocket fees). If you don't have the student insurance plan, there is a \$55 fee for the service. Check with your insurance company to see if this service is reimbursable. Please visit <https://uhs.fsu.edu/health-care/after-hours-care> for more information.

FINANCIAL AID

General Information

- [Office of Financial Aid](#)
- [Office of Student Finance](#)
- [Scholarships and Aid | Anne Spencer Daves College of Education, Health, and Human Sciences](#)
- [Graduate School Fellowship and Grants](#)
- [Financial Support – The Graduate School](#)
- [External Fellowships](#)
- [Office of Student Finance](#)

Assistantships

Graduate assistantships are available to a limited number of qualified doctoral students who enroll full-time and are making progress in their degree programs. Graduate assistants are expected to contribute their time and energy to teaching, major research or service projects associated with STE, affiliated centers, and individual faculty grant projects. Renewal of assistantships depends on adequate progress towards the degree, adequate funding provided to the STE, and quality of work in previous efforts.

STE has a limited number of tuition waivers and funding for graduate student stipends. Typically, not all students will receive support, and doctoral students receive priority assistance. **Students who receive the School of Teacher Education Doctoral Fellowship** may anticipate support for four (4) academic years, are expected to be full-time, and must make themselves available for all work assigned during typical business hours (work associated with the ESP should contribute to the mission of the STE). Tuition waiver support should primarily be used to support students in completing an STE degree. Waivers will not typically be used to cover certificate programs or students dually enrolled in other programs.

For students for whom Florida residency is a possibility, STE will only support out-of-state waivers for up to three semesters. STE will monitor those students and provide information so that students can seek assistance from the University Registrar to change their residency.

Graduate students interested in support should make that interest known to their advisor and/or the program leader from their major area of study to make that request. Funding requests to the Director should only come through those program leaders. **Per the Anne's College of Education, Health, and Human Sciences policy, doctoral students in pre-dissertation coursework can receive up to three academic years (9 semesters) of tuition waiver funding, and a maximum of five years (15 semesters total, inclusive of time spent on coursework) can be funded for doctoral candidates. It is important to note that the 5 years (15 semesters) of dissertation waiver funding rule applies regardless of the source of funding.**

Fall and Spring Semesters

Nine hours of coursework is the minimum required to receive a tuition and fee waiver in the fall or spring. Students must be registered for at least nine (9) hours by the time early registration closes, or they will lose the tuition and fee waiver. If you have questions regarding waivers, hours, or deadlines, see the STE Senior Administrative Specialist and/or Graduate Coordinator in G107 Stone Building (STB).

Summer Semester

Summer tuition and fee waivers depend on funding from The Graduate School. The number of hours covered is determined each spring. Full-time enrollment depends on the summer session or sessions in which courses are taken. Summer C (or A & B): 9 hours. Summer A or B: 5 hours (6 for some international students).

ADMISSIONS

Requirements

Admissions Requirements – University

- A bachelor's degree with at least a 3.0 GPA – An earned bachelor's degree from a regionally accredited U.S. institution, or a comparable degree from an international institution, with a minimum 3.0 (on a 4.0 scale) grade point average (GPA) in all coursework attempted while registered as an upper-division undergraduate student working towards a bachelor's degree.
- A master's or specialist degree with at least a 3.0 GPA – An earned master's or specialist degree from a regionally accredited U.S. institution or a comparable degree from an international institution, with a minimum 3.0 (on a 4.0 scale) grade point average (GPA) in all coursework attempted.

***This requirement only applies to Early Childhood Education and Elementary Education.*

- GRE test scores.* Official test results are required from the General Test of the Graduate Record Examination (GRE). These scores are considered official only when they are sent directly to the Office of Graduate Admissions from the testing agency. Examinee copies are not considered official. Graduate Record Examination (GRE): <http://www.ets.org/> FSU Institution Code: 5219. The Educational Testing Service (ETS) does not retain scores longer than five years. If your test scores are older than five years, you may have to retake the test to have official scores sent directly to FSU from the testing agency. If you have the report that was mailed to your home address for older scores, then FSU will accept that report. *Please read the section above about GRE waivers.
- **Language proficiency test (international students only)** – For graduate admission purposes, international applicants whose native language is not English are required to submit proof of a minimum score of 80 on the Internet-based TOEFL examination (taken before January 21, 2026) or 4.0 (if taken on or after January 21, 2026), 6.5 on the IELTS examination, 55 on the PTE Academic examination, 180 on the Cambridge English Language Assessment, 55 on the Michigan Language Assessment, 125 on the Duolingo or the successful completion of Level 8 (Advanced Level) at Florida State University's Center for Intensive English Studies. You can find the approved tests and minimum scores required here under the “English Language Proficiency” section: <https://gradschool.fsu.edu/admissions/international-admissions>
- Transcripts* – applicants must submit an official transcript from each college and/or university attended. Transcripts should be sent to the Office of Graduate Admissions electronically at graduateadmissions@fsu.edu or via mail in a sealed envelope:

Florida State University
Office of Graduate Admissions
222 South Copeland St
Westcott Building Room 314
Tallahassee, FL 32306-1410

*We will review applications using unofficial transcripts; however, if admitted, students must submit official transcripts. Admitted students may bring sealed copies directly to the Office of Admissions upon arrival in Tallahassee. Students have until the seventh week of classes to submit all official transcripts and test scores.

- Applicants who have attended an international university must have their transcripts evaluated by SpanTran or another approved credential evaluation service. Applications requiring this step will not be reviewed until the requirement has been completed.

Admissions Requirements – School of Teacher Education

- Statement of Purpose. This should be at least two pages long, describing your purpose for pursuing this degree program, why you chose Florida State University, qualifications, research interests, and long-term career goals.
- Writing Sample. Submitting a paper/published article outside of the subject area you are applying for is acceptable.
- Three letters of recommendation.
- Resume/Curriculum Vitae

Provisional Graduate Students

An academic program may recommend that a student be admitted to the University as a provisional graduate student. This requires that the program stipulate conditions that the student must meet during the initial semester/term of enrollment. The student will remain in this provisional category for only one semester/term and must meet all of the stipulated conditions during the initial semester/term to continue in the program. Students entering the University under this category register in the same manner as regular degree-seeking students. International students cannot be admitted into the provisional category.

A provisional graduate student must be reviewed by the academic program and the University at the end of the initial semester/term to determine whether the stipulated conditions were met. If the conditions were not met, the student will not be able to continue in the program. While in provisional status a graduate student must register for graded graduate-level coursework (5000-level or above; excludes S/U courses) commensurate with the load requirements of the program and must earn at least an average of 3.0 for all graduate-level coursework taken.

A hold blocking future enrollment will be placed on the record of a student who fails to meet the stipulated conditions during the initial provisional semester/term; such students will be ineligible to continue in the academic program. Students who met the minimum requirements for admission to the University either initially or during the provisional semester but failed to meet the program-specific conditions may subsequently seek admission to a different academic program as a degree or non-degree seeking student. A provisional student who does not earn at least a 3.0 average during the initial provisional term is not eligible for probationary status in the subsequent semester. Otherwise, a provisional graduate student is subject to the retention and dismissal regulations appropriate to a regular graduate student. For information on non-degree classification, see the subsection on 'Non-Degree Students' in this chapter.

DEGREE REQUIREMENTS

The C&I PhD is designed to allow students to achieve professional goals. Degree candidates are required to pass the Diagnostic Examination by the end of the second semester (for full-time students) or at the end of 18 hours (for part-time students) and the Preliminary Examination toward the completion of required coursework (before writing and defending the Prospectus of the proposed research to be conducted for the Dissertation or enrolling in dissertation hours).

The university has established policies regarding scholarly engagement and a minimum number of dissertation hours, and individual programs are planned to increase the likelihood that students will have gained sufficient mastery of their field to complete the examination successfully before they reach the Preliminary Examination. Thus, programs of study for a major are designed for the necessary depth and breadth of graduate study to ensure students have adequate grounding in research methods and discipline-based inquiry. The student must choose a major or specialization area of study.

Credit Hour Requirement

Doctorate in Curriculum and Instruction	Minimum Required Hours
Interdepartmental Core* Current Trends in Teacher Education (3) – EDG 6068 Learning Theory (3) Curriculum Theory (3) – EDG 6221 (or EEX 6935, Sp '25 or '26)	9
Curriculum & Instruction Seminars C&I Seminar 1 – EDG 6008. Academic and Professional Identity C&I Seminar 2 – EDG 6009. Successful Transitions: Graduate School to Academic and/or Alt-Academic Professions	2
Major Area Core	15
Research Methods Core (See Appendix B)	15
Diagnostic Examination (EDG 6964)	0
Preliminary Examination (XXX 8964)	0
Dissertation	24
Dissertation Defense (XXX 8985)	0

* EDG 6068 and EDG 6221 are required courses. When a student cannot fulfill these requirements, they must provide (via email communication to the Associate Director, to accompany the student's submission of the program of study) an explanation and identify which courses on the Program of Study fulfill the requirements.

Interdepartmental Core

The three courses addressing this element of the degree are opportunities for students to gain insights from faculty, including those external to STE. Completion of these courses provides doctoral candidates with a more comprehensive view of professional education theory and best practices. Please see the list of courses below which may be used to fulfill this requirement.

Policy Studies (3 SCH):

EDG 6068 Current Trends in Teacher Education

Learning Theory (3 SCH): (one of the following courses or approved alternative)

EDP 5216 Theories of Learning and Cognition in Instruction

EDP 5217 Principles of Learner Motivation

EDP 5285 Group Processes in Instruction

EDG 6328 Alternate Views of Teaching and Learning

EXP 5642 Psychology of Language

SYN 5105 Theories of Social Psychology

SCE 6742 Modeling the Mind (especially recommended for math and science ed students)

Curriculum Theory (3 SCH):

EDG 6221 Curriculum Theory

Curriculum and Instruction Seminars

The STE doctoral seminars (1 semester hour for each, 2 semester hours required) are designed to provide opportunities for students to explore their professional identities at the beginning and end of their doctoral preparation. The seminars also provide for students from different majors across STE to interact. It is expected that the first seminar will be completed in the fall of the first year and the second in the fall of the third year. The focus of the first seminar is to support doctoral students in exploring different facets of their professional identities. The second seminar will assist the students in representing their professional identities to others for the purpose of attaining employment.

C&I Seminar 1: EDG 6008 – Academic and Professional Identity

C&I Seminar 2: EDG 6009 – Successful Transitions

Major Area Core

Doctoral students will complete a **minimum** 15 semester hours of coursework in the Major Area (Early Childhood Education, English Education, Second Language Education, Mathematics Education, etc.).

Students should consult with their temporary advisors or major professors for information on courses that satisfy the major. (Note: National accreditation agencies for higher education institutions generally require that faculty have a minimum of 18 graduate credit hours in their teaching discipline—as indicated by course prefix. Prior to employment in an institution of higher education, doctoral students should check their transcripts to make sure that their current and previous coursework total at least 18 graduate hours with the appropriate course prefix.)

Research Methods Core

A **minimum** of 15 semester hours of graduate coursework must be completed in the Research Methods Core. Through these courses, doctoral students will demonstrate knowledge and competence with various research designs, evaluation methods, and statistics. In addition, students will meet the research ethics training requirements. Examples of course content include but are not limited to the following: general linear modeling, multivariate statistics, nonparametric statistics, single-case research design, group research design, qualitative research methods, discourse analysis, qualitative data analysis, and test and measurement development.

Notes on qualitative course offerings:

Several of the qualitative methods courses are designed as a sequence within the unit that offers them (ELPS, which is within Anne's College but outside STE). That said, STE students aren't required to follow the sequencing indicated below.

- EDF 6475: Intro to Qual Methods (Spring): Students cover the ontological/epistemological foundations of different methodologies and practice developing their research proposal and conduct some data collection/analysis focusing on their own peers.
- EDF 6576: Advanced Qual Methods (Fall): Students revise and further develop their research proposal and then use it to collect and analyze interview and observation (if possible) data related to their topic of interest. They are expected to develop some preliminary findings related to their topic.
- EDF 6619: Advanced Qual Analysis (Spring): Students code and analyze the data they have collected for EDF 6576.

Summer qualitative methods courses usually have high demand as not many summer courses are offered during summer. Below is a brief description of the summer courses.

- EDF 5464 (Qualitative Research and Evaluation Methods): This course is a more applied version of EDF 6475. Most relevant to students taking the evaluation certificate
- EDF 6417 (Computer Assisted Qualitative Data Analysis): This is kind of an Nvivo course. This is most helpful when students have already collected some data.

Notes on quantitative course offerings:

If students have taken a course equivalent to its prerequisite (e.g., EDF5400), students need to send the instructor a copy of syllabi for determination of waiver of the prerequisite. Moreover, the summer section of EDF5400 and EDF5401 and the fall section of EDF5406 tend to be more popular than other semesters and thus may be hard to get a seat. Students may need to take these courses in a different semester when the class gets full.

- EDF5400 Des/Inf Statistics Apps (online and f2f in fall and spring; online in summer): This course prepares students to both read and write papers containing basic statistical analyses. Topics covered include descriptive statistics, basic plots and graphing, hypothesis testing, confidence intervals, correlational techniques, and introduction to the general linear model.
- EDF5401 Gen Linear Models Apps (prerequisite: EDF5400; f2f in fall; online in summer): This course covers general linear model applications including multiple regression, ANOVA, ANCOVA, aptitude-treatment-interaction analysis, and other techniques.
- EDF5402 Adv Topics in ANOVA (prerequisite: EDF5400; online in spring; sometimes online in summer). This course explores topics such as multiway ANOVA, covariance, repeated measures designs, nested designs, and generalizability theory.
- EDF5406 Multivariate Analysis Apps (prerequisite: EDF5401; online in fall; f2f in spring): This course examines design and analysis of research studies with multiple independent and dependent variables including

path analysis, confirmatory factor analysis, and exploratory factor analysis. This course is viewed as the first course in Structural Equation Modeling

- EDF5409 Structural Equation Modeling (mostly online in fall; prerequisite: EDF5406): This course considers rationale, mathematical theory, and application of structural equation modeling (SEM). Techniques include SEM with non-normal and categorical data, structural regression models, multiple-sample SEM, equivalent models, and longitudinal growth curve models. This course is viewed as the second course in Structural Equation Modeling
- EDF5432 Measurement Theory I (prerequisite: EDF5400; f2f in spring): This course is an introduction to test theory; mathematical bases for operational procedures; practical applications of theory.
- EDF5448 Scale and Instrument Dev (prerequisites: EDF5400 & (EDF5432 or EDF5431); online and f2f in fall): This course provides the skills essential to conceptualizing, designing, producing, administering, and interpreting educational and psychological scales and instruments. Focuses upon measures of achievement, aptitude, attitude, and interest.
- EDF7418 Multilevel Modeling (prerequisite: EDF5401; f2f in spring): This course introduces multilevel models, which allow for (and account for) the dependency present in nested data (e.g., students nested within classrooms; or schools, or repeated measures, nested within subjects). Students learn about a variety of multilevel or hierarchical models appropriate for a broad range of applications.
- EDF6471 Quasi-Experimental Data Analysis. This advanced course prepares students to conduct quasi-experimental methods appropriate for education policy analysis. Informal pre-req: some sort of regression course.
- EDF5414 Introduction to Large Data Sets. This course focuses on identifying, managing, analyzing, and interpreting findings from existing large databases specific to the field of education. Students are introduced to the major existing databases and given the opportunity to analyze these data using Stata, a statistical software package popular in the social sciences. Informal pre-req: basic statistic.

Additional courses may be identified by faculty as appropriate for addressing preparation for scholarly inquiry.

Fall	Spring
EDF 5481 Methods of Educational Research	EDF 5481 Methods of Educational Research
EDF 5400 Descriptive & Inferential Statistics	EDF 5400 Descriptive & Inferential Statistics
EDF 5401 General Linear Models	EDF 5401 General Linear Models
EDF 5406 Multivariate	EDF 5402 ANOVA
EDF 5409 Causal Modeling	EDF 5406 Multivariate
EDF 5432 Measurement Theory 1	EDF 6937 Experimental/Quasi-Experimental Designs
EDF 5448 Scale & Instrument Development	EDF 5434 Measurement Theory 2
EDF 6499 Discourse & Conversation Analysis (every even year)	EDF 5498 Single Case Research Design for Educators
EDF 6486 Applied Research Methods	EDF 6475 Qualitative Methods in Educational Research
EDF 5935 Applied Regression	EDF 6937 Advanced Structural Equation Modeling
EDF 6937 Data Analysis	EDF 7418 Multilevel Modeling
EDF 6937 Longitudinal Data Analysis	EDF 5652 Policy Development in Education SPM
EDF 6937 Survey Sampling	6700 Sport Management Research
EDF 7489 Meta-analysis	SPM 6746 Qualitative Inquiry in Sport and Physical Culture
SPM 6707 Applied Research in Sport Management	

Dissertation

After admission to candidacy, students must complete a minimum of 24 hours of dissertation credit. An oral and written defense of the Dissertation occurs upon completion of the dissertation work and requires enrollment in Dissertation Defense for 0 credit hours.

TRANSFER CREDIT

Transfer of courses not counted toward a previous degree from another regionally accredited graduate school is limited to six (6) semester hours. Transfer of courses not counted toward a previous degree within Florida State University is limited to twelve (12) semester hours, except when the departmental/school course requirement exceeds the 32-hour University-wide minimum requirement. In the latter case, additional transfer credit may be allowed to the extent of the additional required hours. In all cases, the majority of credit must be earned through Florida State University or its approved institutions.

All transfer credits must: (1) be recommended by the major department/school; (2) be evaluated as graduate work by the evaluation section of the Office of Admissions of Florida State University; and (3) have been completed with grades of 3.0 (“B”) or better. Grades earned at another institution cannot be used to improve a grade point average or eliminate a quality point deficiency at Florida State University. The university does not accept experiential learning or award credit for experiential learning. Transfer credit based on experiential learning from another institution will not be accepted.

RESEARCH AND TEACHING EXPERIENCES

Students have the opportunity to develop competencies in research and teaching. For example, students are expected to participate in different roles in ongoing research of the major professor and/or other STE faculty. More advanced doctoral students may take responsibility within a collaborative research project or may initiate a personal research project under the guidance of a faculty member. Students may also enroll in Supervised Research, and in some majors, Supervised Research courses are a required part of the curriculum. Students can take a maximum of 5 credit hours of Supervised Research coursework.

Students also have an opportunity to demonstrate teaching competence by co-teaching or teaching a course. Standards for graduate teaching assistants have been defined by the university faculty and can be found here: [GRADUATE TEACHING-ASSISTANT STANDARDS | Catalog](#)

Information about teaching in higher education is found at <https://teaching.fsu.edu/required-training/>. Depending upon program specialization requirements, prior to teaching a course, the student will need to follow the description of duties and minimum requirements depending on their category of instruction. In addition, the competency may include supervision of practicum students. The student may elect to enroll in variable Supervised Teaching hours. When a student is either a teaching assistant or an instructor of record, evaluation forms must be completed. Instructors of record (IORs) should consult the department/school staff for current procedures of the **Student Perceptions of Courses and Instructors (SPCI)** evaluations or refer to <https://odl.fsu.edu/course-evaluations>

Instructional Support

- [Academic Center for Excellence \(ACE\)](#)
- [Center for Intensive English Studies \(CIES\)](#)

CERTIFICATION OF SPOKEN ENGLISH FOR INTERNATIONAL GRADUATE TEACHING ASSISTANTS

All international graduate students who are not native speakers of English, and who are going to be TAs, should take the SPEAK test when they arrive on campus, unless they have an IBTOEFL speaking section score that grants spoken English certification (see details below). The Center for Intensive English Studies (CIES) administers and scores the SPEAK test CIES also offers courses in spoken English (EAP courses). The SPEAK test is administered several times each semester, and the scores are available within three to four days of the date the test is administered. Scheduling and registration information can be found at <https://cies.fsu.edu/programs/english-academic-purposes/speak-exam-information>. Departments/units are urged to take advantage of this opportunity to receive an initial estimate of speaking ability. More information is available on the CIES website at <https://cies.fsu.edu/programs/eap>.

The standards for certification of spoken English are as follows:

- A score of 50 or higher on the SPEAK test, or 26 or higher (taken before January 21, 2026) or 5.0 or higher (if taken on or after January 21, 2026) on the speaking portion of the IBTOEFL, certifies a student to serve in all TA categories.
- A score of at least 40 on the SPEAK test is acceptable for a TA appointed in Category 1. Appointment in this category is appropriate if there is no or limited direct contact with undergraduate students e.g., is responsible for grading tests and/or only providing direct support to an instructor. If there is to be any routine direct communication with a group of undergraduate students, whether face-to-face or online, a higher standard is required. Limited one-to-one engagement (e.g., office hours) is permissible.
- A score of 45 on the SPEAK test, or 23-25 (if taken before January 21, 2026) or 4.5 (if taken on or after January 21, 2026) on the Speaking section of TOEFL iBT, certifies a TA to serve in Categories 1; and in Category 2 for up to two semesters if also concurrently enrolled in an appropriate EAP course(s). If, by the end of these two semesters, the student's skills have not improved sufficiently to achieve a score of 50 on the SPEAK exam, the student will be eligible to teach only in Category 1. The student will be allowed to continue to serve in Category 2 or Category 5- or serve as IOR in Categories 3-4, by meeting at least one of the following two criteria: Achieve a score of 50 on the SPEAK test.
- Enroll in Advanced Spoken English for ITAs (EAP 5835) and score 90 or better in the course.

Students scoring 40 or below on SPEAK should enroll in the appropriate EAP course if the goal is to serve in Categories 2-4. Once a 45 on SPEAK is achieved such a student will be certified to serve in Category 2 for up to two semesters if also concurrently enrolled in an appropriate CIES English language course(s). If, by the end of these two semesters, the student's skills have not improved sufficiently to achieve a score of 50 on the SPEAK exam, the student will be eligible to serve only in Category 1. The student will only be allowed to continue to serve in Category 2 or Category 5- or serve as IOR in Categories 3-4, by meeting at least one of the following two criteria:

- Achieve a score of 50 on the SPEAK test.
- Enroll in Advanced Spoken English for ITAs (EAP 5835) and score 90 or better in the course.
- The standard for international students serving as ITAs in Modern Language and Linguistics is 45 (SPEAK) or 23 (TOEFL taken before January 21, 2026) or 4.5 (TOEFL taken on or after January 21, 2026) if the student is teaching a course in their native language

In unique instances, a Department Chair/Director or Dean may appeal the application of these standards by submitting a request to the Dean of The Graduate School. The Dean of The Graduate School will convene a

committee to consider the request. The committee will consist of the Director of the FSU Center for Intensive English Studies, the Chair (or designee) of the Undergraduate Policy Committee, the person making the appeal, and the Dean of The Graduate School.

DOCTORAL PROGRAM MILESTONES: PRE-CANDIDACY

Selecting a Major Professor

Upon acceptance into the doctoral program, students will be assigned a temporary advisor (as designated in the letter of acceptance). This person will act as an advisor for doctoral students until the student takes and passes the doctoral Diagnostic Examination (at the end of the second semester of coursework). After this point, students should identify, ask, and receive approval from an STE faculty member with Graduate Faculty Status (GFS) in the student's major to serve as the major professor.

The major professor should have special competence in the proposed area of research and/or major. Doctoral students will work closely with the major professor throughout the doctoral program, and the major professor will help guide the dissertation work. The appointment must be mutually agreeable to the student, major professor, and the Director of STE. The student can request a change in the major professor for either the Doctoral Supervisory Committee as long as the change is mutually agreeable to the student, the new major professor, and the Director of the STE.

Expectations regarding use of Generative AI

STE takes seriously the work of contributing accurately to the academic record. Generative AI is a tool that can work in alignment with this commitment, but it must be used with extreme caution and care. **Students are responsible for the accuracy of claims and citations in work they submit, regardless of whether generative AI is used.** If students submit work with claims that are untrue (such as claiming that a citation has particular finding that is clearly false when reading the original source citation, or submitting a citation that in fact does not exist), this will be treated as an academic honor violation that falls under **“FABRICATION, FALSIFICATION, AND MISREPRESENTATION”** as detailed in the policy linked on this page: <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>

Academic honor violations will be pursued in accordance with the process detailed in the website above, and sanctions can range from the loss of opportunities to work with particular faculty members to dismissal from the institution. Adherence to this policy will be scrutinized most closely in relation to work students submit as part of their doctoral milestones (diagnostic exam, preliminary exam, prospectus, and dissertation).

We expect that all uses of generative AI in this work be explicitly disclosed by including the name of the AI used and list of all AI prompts with links to their results included at the end of the document. If no generative AI was used in preparation of the diagnostic examination, an explicit statement indicating this should be included.

STE follows APA standards for academic publication, including policies around generative AI (<https://www.apa.org/pubs/journals/resources/publishing-policies>). These standards should be followed when completing major milestones such as the diagnostic exam, preliminary exam, prospectus exam, and dissertation. We encourage students to draw on the resources linked below for additional information

- <https://www.apa.org/pubs/journals/resources/publishing-tips/policy-generative-ai>
- <https://www.apa.org/pubs/journals/resources/publishing-policies>
- <https://apastyle.apa.org/blog/cite-generative-ai-allowed>

Diagnostic Examination

All students in STE are required to take a written and oral diagnostic examination. All students taking the exam are required to register for EDG 6964 in their second semester. Prior to the exam, students should have already taken a course that supports students in becoming familiar with educational research methods, such as EDF 5400 and EDF 5481. The objective of the Diagnostic is to appraise the student's research aptitude and readiness to

continue pursuing a doctoral degree and to facilitate counseling in the development of the student's program of study. Students must have completed the written component of the Diagnostic Examination by the end of the second semester in the program. If a student is part-time, they are still expected to complete the Diagnostic Examination by the end of the second semester; exceptions will be considered on a case-by-case basis and must be requested in writing by the student's temporary advisor via email to the Anne's College Assistant Director for Graduate Studies.

The exam will test student comprehension, writing, and analytic skills. Depending on the requirements of each major area, the Diagnostic Examination can take different forms, including but not limited to a written critique of an article, a review of relevant literature, or a research proposal. The student's Major Professor must provide or approve the assignment, assess the written product, and evaluate the oral examination (if applicable.) Along with the written exam and at the discretion of the committee, the student may be asked to submit a vita, draft POS, and a statement of professional goals or objectives. The exams will be graded as Pass (P) or Fail (F). OASIS must be notified of the results. If the student is graded as a 'Fail,' the student may have a second opportunity to take the exam at the discretion of the Major Professor. If a 'Fail' is assigned a second time, the student will be dismissed from the program.

The Diagnostic Examination forms and instructions for submitting these forms are available here:
<https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/graduate-students>

If the student attempts, but does not complete, the written or oral Diagnostic Examination in the semester in which they were enrolled, the course must be dropped that semester, and the student will need to re-enroll the following semester. (Thus, students cannot receive an "I" (incomplete) for Diagnostic Examination.) Students who receive a "Fail" in the Diagnostic Exam cannot drop the course.

Program of Study

During the third semester of enrollment and after successful completion of the Diagnostic Examination, the student must present an approved program of study to fulfill all requirements for the PhD. A program of study is a tentative list and schedule of courses to be taken to ensure a timely completion of coursework and dissertation study. With the advice and approval of the Doctoral Supervisory Committee (including two members and the major professor), the student should prepare the program of study and have it approved by the supervisory committee and STE Director. A signed, original copy of the POS (i.e., via DocuSign) must be submitted to OASIS by the end of the first full year of enrollment. (Please note that the third semester may occur in the summer.)

Courses for each category on the POS are to be listed in chronological order (past to present) to verify that university, STE, and college requirements have been met. The STE cover sheet for the program of study and the college POS (see working template in Appendix D) is found on the graduate student section of the OASIS website <https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/graduate-students>. The Doctoral Supervisory Committee, as well as the student, must approve in writing all courses included on the POS.

The POS, once approved, should be viewed as an agreement between the student and STE, which defines the minimal specific coursework that the student must complete for graduation. The student may make changes in the POS, but any changes must be approved by all Doctoral Supervisory Committee members on the POS. The student may be required to take additional coursework beyond that identified on the initial POS as the nature of the student's research becomes clear. That said, students must complete courses specified on the program of studies for graduation. When changes are made, the student should complete a new program of study stating these changes. It is the student's responsibility to make sure that all degree requirements are met. Note that once the student determines the specific topic and methodology to be employed in the dissertation research, additional coursework (beyond the minimums established by the initial POS) may be required by the committee to allow the students to plan and conduct a successful research study.

Doctoral Supervisory Committee: Adding the Second and Third Members

After passing the Diagnostic Examination (required in the second semester) and before taking the Preliminary Examination, in consultation with the major professor the student should invite two additional faculty from the STE or college to serve on a Doctoral Supervisory Committee. Ideally, at least one of these additional members should also be a member of the student's major. The other member can be any faculty member with GFS that has expertise in the area in which the student's research is situated.

Preliminary Examination

Toward the end of required coursework, students will complete a Preliminary Examination to determine if the student is (1) ready to be admitted to candidacy, (2) considered to be a candidate for the doctoral degree, and (3) prepared to conduct dissertation research. The Preliminary Examination explores the student's knowledge of the major field and the ability to conceptualize components of a research study based on meeting the following **five competencies**:

1. Write a scholarly review of the extant literature on a given topic or topics.
2. Prepare one or more research questions from the literature.
3. Identify and present an appropriate theoretical framework.
4. Demonstrate an understanding of a research design that is appropriate for the format selected for the written Preliminary exam.
5. Demonstrate academic writing skills that employ standards of formatting used in the field.

Formats for the written Preliminary Examination vary and may include (1) a research study proposal, (2) a draft manuscript that is suitable for submission in a peer-reviewed journal, (3) a grant proposal for a research study, or (4) a series of scholarly essays on given topics. The Doctoral Supervisory Committee may decide to include additional requirements. The Preliminary Examination culminates in an oral presentation of the work presented to the supervisory committee at a public defense. (Note: the university representative may not yet be a member of the supervisory committee at this point.) Registration for the Preliminary Examination requires approval from the major professor. Approval is contingent on the major professor's assessment of the student's readiness to be successful with the task. In addition, prior to taking the Preliminary Examination, the student must have met the following requirements:

- (1) completed at least 42 semester hours in coursework;
- (2) earned an overall grade point average (GPA) of 3.0 for all graduate work;
- (3) passed the STE Diagnostic Examination; and
- (4) has an approved program of study.

Students must register for XXX 8964 Preliminary Examination (0 credits) during the semester in which they intend to complete the doctoral Preliminary Examination. Results of the Preliminary Examination must be provided to OASIS via the Doctoral Preliminary Examination Results form along with an Admission to Candidacy form. The forms can be found at <https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/graduate-students>

Satisfactory completion of a Preliminary Examination shall be required for admission to candidacy for the PhD degree. No student may register for dissertation hours prior to the point in the semester in which the Preliminary Examination was passed. Admission to candidacy form must be completed and filed in the Office of the University Registrar prior to registration for dissertation hours. After the admission to candidacy process is completed, the student may retroactively add dissertation hours for the 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 (prorated in summer). For term-specific deadline dates, please refer to the "Academic Calendar" in the 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/school Director, 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 re-examination 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, then the student is ineligible to continue in the degree program unless a re-examination of the Preliminary Examination is offered by the student's supervisory committee or other relevant decision-making body within each academic unit, per that academic unit's doctoral student handbook. The

Academic Dean's office should be notified of the outcome of any Preliminary Examination attempt.

Students can take the Preliminary Examination for admission to candidacy a maximum of only two times. A second failure on the Preliminary Examination makes the student ineligible to continue in the degree program. The second attempt at the Preliminary Examination shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. Approval of a Doctoral Preliminary Exam Retake Request Form is required before a second attempt can be made. 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 Examination may have their grievances addressed through the general academic appeals process.

Advancement to Doctoral Candidate

The term "doctoral candidate" indicates that the individual has successfully completed all necessary coursework and the Preliminary Examination required for a doctoral degree and is now engaged in their dissertation research. Note that after a student passes the Preliminary Examination, an Admission to Candidacy [form](#) must be submitted to the Office of the University Registrar. Only then is the student formally considered to be a "candidate" for the doctoral degree and eligible to register for dissertation credits. At this point, the last member of the Doctoral Supervisory Committee, the University Representative, is added.

All requirements for the Doctoral degree must be completed within five (5) calendar years from the time the student has been admitted to candidacy. In each semester (including Summer), upon entering candidacy, students must be registered for at least 2 semester hours of dissertation credits as part of their full-time enrollment.

A student must have been 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 research. More realistically, the student should expect to spend a year or more of work on the dissertation.

Note that dissertation credits **may not be taken** until a student is formally admitted to candidacy by passing the Preliminary Examination. Students who fail their Preliminary Examination will have a block placed on the registration for dissertation hours until the Preliminary Examination is successfully passed. A student may not register for dissertation hours until passing the Preliminary Examination and being admitted to candidacy. If a student is registered for Directed Individual Study (DIS) hours in the term in which they pass the Preliminary Examination and submits (1) a passing Preliminary Examination results form and (2) an admission to candidacy form to OASIS before the end of the seventh week of classes (prorated in summer), then the student will be allowed to convert the DIS hours to an equal number of Dissertation hours (maximum 9 hours). This conversion of hours is not allowed for any course other than DIS. For term-specific deadline dates, please refer to the "Academic Calendar" in the Registration Guide for a given semester.

DOCTORAL PROGRAM MILESTONES: POST CANDIDACY

Doctoral Supervisory Committee: Adding the Fourth Member (University Representative)

The University Representative of the faculty needs to be identified and included in the committee. The University Representative is responsible for ensuring that University policies are followed and that decisions made by the supervisory committee reflect the collective judgment of the committee. Therefore, the University Representative must be free of conflicts of interest with other members of the committee, **must be tenured**, must not be a faculty member in the STE, and must have Graduate Faculty Status (GFS). If any questions arise, these should be referred to the Dean of The Graduate School for resolution.

Dissertation Guidelines

NOTE: Important University and College policies and procedures related to the dissertation process may be found in the handbooks and documents referenced in the Introduction of this handbook.

Upon advancement to candidacy, the student should begin working on the dissertation. The dissertation is the final requirement for the PhD. A student must be admitted to candidacy at least six months prior to the granting of the PhD. All requirements for the degree, including filing an approved dissertation, must be completed within five calendar years from the time the student is advanced for candidacy (i.e., passes the Preliminary Examination).

Students completing a PhD in C&I may take one of two approaches to the dissertation. The approach to the dissertation must be approved by the student's major professor and have agreement from the members of the supervisory committee. The first approach is the traditional document in which each chapter constitutes a portion of a larger research project (i.e., introduction, literature review, methods, results, discussion, and implications). The second is one document composed of a series of one to three (1–3) publishable manuscripts that are related through an organizing framework. If the latter choice is selected, each chapter or section should be a unique manuscript while including a general introduction to the entire document describing the overall framework.

For either approach, all work **must be** edited before copies are provided to the major professor, and the major professor must provide his/her approval before the document is distributed to the rest of the supervisory committee for review.

A student's dissertation must meet FSU guidelines to receive final approval. The University guidelines are set forth in the *FSU's Formatting Guidelines & Requirements for Electronic Theses, Treatises, and Dissertations (ETDs)*, available from The Graduate School, 408 Westcott Building, 850-644-3500 or at The Graduate School [website](#). Students are strongly advised to review the requirements and deadlines before they begin writing the dissertation.

The dissertation constitutes the fulfillment of the agreement between the student and his or her dissertation committee. Generally, dissertations in the Curriculum and Instruction PhD should be prepared in APA style (7th edition) unless otherwise specified by the dissertation committee. The submission process and formatting requirements for Electronic Theses and Dissertations (ETDs) are outlined in the *Guidelines & Requirements for Electronic Theses, Treatises, and Dissertations*. All students must electronically submit the dissertation.

Any committee member who was not a member of the original Doctoral Supervisory Committee needs to approve the dissertation. If the topic or methodology planned for the dissertation is significantly changed from the approved prospectus, the student must submit another prospectus for approval from the Doctoral Supervisory Committee. Revisions that are substantial in content but minor in scope need to be approved by the committee, but a new prospectus does not need to be prepared unless requested by the major professor. Such revisions can be approved at a committee meeting or by an e-mail memorandum sent by the student to committee members that delineates the revisions. The student should keep the committee members informed of the progress made on the dissertation over the course of the study. The student should check with committee members to determine how much input each wants to have during the study. Generally, all chapters of the dissertation are reviewed by the major professor, revisions are made as needed, and the completed manuscript, with all chapters, is then distributed to the committee. However, committee members who

have more involvement may be involved in reviewing chapter drafts. To move toward the defense, the major professor should review the document. Only after major professor approval will the document be distributed to all committee members for review. The committee must be given **at least four (4) weeks** to review the dissertation before the dissertation defense.

Language of the Dissertation

The typical language of the dissertation, treatise, or thesis is English. Under special circumstances, the major professor, the Director of the STE, and the Doctoral Supervisory Committee may approve writing the body of the thesis/dissertation in a language other than English if doing so is essential for scholarly reasons. Lack of sufficient English competency is not an acceptable justification for using an alternative language. The major professor shall immediately notify the Dean of the College and the Dean of The Graduate School for all cases where such approval has been granted. Notification requires completion of the Electronic Theses and Dissertations (ETD) Alternative Language for the Dissertation/Treatise/Thesis Form. All committee members must be completely proficient in the alternative language. It is the responsibility of the major professor and the Doctoral Supervisory Committee to ascertain that the candidate's thesis/dissertation is written in acceptable English or an alternative language in an appropriate scholarly style. All non-English-language dissertations, treatises, or theses must have the preliminary pages and main section headings in English. This would include the content of the title page, committee page, acknowledgments, abstract, and biographical sketch. All main section headings, including chapter and appendix headings, must be in English, but chapter/appendix titles may be in the chosen language.

Allowable Dissertation Timeframe

A student must be admitted to candidacy at least six (6) months prior to the granting of the degree. This ensures a minimal time lapse for effective work on the dissertation. Realistically, the student should expect to spend a year or more working on the dissertation.

All requirements for the doctoral degree must be completed within five (5) calendar years from the time the student passes the Preliminary Examination and is admitted to candidacy. Any extension of this rule must be approved by the Dean of The Graduate School. Prior to review by the Dean of The Graduate School, an extension request must be made by the major professor and supervisory committee and approved by the school Director/Department Chair and Academic Dean. An extension request must be submitted before a student's five-year candidacy period lapses. In requesting an extension, the major professor and supervisory committee must attest that the student has a legitimate reason for the delay (e.g., illness, new knowledge requiring a basic change in focus or methodology, data collection took longer than originally anticipated) and the student is making reasonable progress towards the completion of degree requirements. Such an extension of time may be made for up to one year. Forms can be found on The Graduate School website, <http://gradschool.fsu.edu/forms>.

If the student's extension request is denied or the period of an approved extension is exceeded, the student must register and pass a new Preliminary Examination. Any student who successfully passes the Preliminary Examination for a second time must complete all requirements for the degree within five calendar years from the date the second Preliminary Examination was passed.

Dissertation Hours

After completing the required coursework, passing the Preliminary Examination, submitting an Admission to Candidacy to the Office of the University Registrar, and continuing to use campus facilities and/or receiving faculty supervision, but not yet having been cleared by the Manuscript Clearance Office, a full-time doctoral student shall register for a minimum of two credit hours of dissertation (or treatise hours for College of Music doctoral students) per term, including Summer term, plus additional credit hours adding up to the required full-time load, until completion of the degree. A doctoral student also must be enrolled in a minimum of two hours of dissertation (or treatise hours for College of Music doctoral

students) in the term of graduation as part of any full-time load or underload.

Some students may be eligible to register for an underload. Such an underload may consist of two credit hours of dissertation (or treatise hours for College of Music doctoral students) per term (or term) until completion of degree, plus any additional credit hours deemed necessary by the student's major professor, adding up to less than a full-time load. Such an underload constitutes minimum enrollment on a part-time basis and does not equate to full-time enrollment. Underload requests must be initiated by the student, approved by the student's faculty advisor, and may require approval by the academic dean or designee. Guidelines for dean's level approval vary by college and are available at respective Dean's Offices. An approved Tuition Underload Form may be needed, when applicable. Before registering for dissertation hours (or treatise hours for College of Music doctoral students), the student must consult the major professor as to the proportion of time to be devoted to dissertation work.

Very rarely, a student may request to have the two-hour requirement waived for one semester (called an Exception Request). Speak with your major professor if you anticipate needing underload permission, and then speak with the Graduate Coordinator regarding eligibility.

Before registering for dissertation hours, the student must consult the major professor as to the proportion of time to be devoted to dissertation work. The number of hours listed will show the proportion of time to be devoted to the dissertation. The number of hours should not only reflect the effort of the student but should take into account the use of campus facilities/resources and faculty interaction/supervision.

Not all faculty are under contract during the summer months; however, doctoral candidates are required to register for a minimum of two dissertation hours each semester, including the summer. Faculty who are not under contract are not allowed to offer dissertation hours. In these situations, doctoral advisors and doctoral candidates should make plans well in advance of summer semester to determine a suitable course of action so that the student has faculty support during the summer months. In the case that a student's major professor cannot be the IOR for a dissertation section in a summer semester (due to not being on contract or for other reasons), the STE Director (or designee) will serve as the IOR for the student's dissertation section so that continuous enrollment is possible.

Students must successfully complete a minimum of 24 dissertation hours for successful completion of a doctoral degree.

Prior to Dissertation Data Collection

Approvals of the prospectus by the Doctoral Supervisory Committee and the Florida State University's Office for Human Protection's Institutional Review Board (IRB) (and additional approval as required by school districts or other agencies) are required before students can begin collecting dissertation data. [No data can be collected before committee and IRB approval.] Prior to beginning the dissertation research, students must complete the Dissertation Research Approval form, which helps The Graduate School ensure students are in compliance with appropriate committee composition and Institutional Review Board (IRB) endorsement and/or Institutional Animal Care and Use Committee (IACUC) endorsement. IRB/IACUC approval must be obtained before any research involving human subjects and/or animals is undertaken, and that approval must be made under the student's name. The dissertation clearance forms can be found on The Graduate School website under Thesis, Treatise, Dissertation: <https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>. Students must submit this form no later than the deadline to apply for graduation in the semester they plan to graduate.

Upon prospectus approval, the student must submit a Prospectus Clearance Form and an IRB/ACUC Verification Form (PDF) to OASIS. The University Representative also submits an evaluation of the prospectus and defense to OASIS. Forms can be found at <https://annecollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/graduate-students>

The Prospectus Clearance Form must be approved by the Academic Dean at least four months prior to the defense of the dissertation.

Research Support

[Research and Scholarly Integrity](#)

[Office for Human Subjects Protection](#)

[Research and Creative Activity](#)

[Reading-Writing Center](#)

[Statistical Consulting Center](#)

Dissertation Prospectus and Defense

The dissertation prospectus is the first step in the writing of a dissertation, and students must have approval of their Doctoral Supervisory Committee before data collection for a dissertation can begin. The prospectus is prepared by the student under the guidance of the major professor and with the assistance of the committee, as appropriate. The prospectus, once approved, should be viewed as an agreement between the student and the committee defining what and how much the student will do for the dissertation.

The prospectus forms the first few chapters of the dissertation. However, the student should be aware that approval of the prospectus does not necessarily mean that the corresponding chapters of the dissertation have been approved. Furthermore, the research methodology or focus may shift slightly as progress is made on the dissertation study, necessitating revisions prior to the dissertation. If the topic or methodology planned for the dissertation is significantly changed from the approved prospectus, the student must submit another prospectus for approval from the Doctoral Supervisory Committee.

The dissertation prospectus should include the following major components: (1) a title page mirroring that of the dissertation; (2) an abstract of no more than 350 words; (3) a critical review of relevant research supporting the need for the proposed research; (4) a statement of the research hypotheses or specific research objectives; (5) a description of the methods, including the proposed participants in the study, procedures used for data collection, and methods to be used in analyzing the data; and (6) a list of references cited. For research involving human subjects, approval through the university Institutional Review Board (IRB) (aka, "Human Subjects Committee") must be obtained in the student's name and is typically applied for well in advance of formal approval of the prospectus. Data collection cannot begin until after approval of the prospectus by the committee. It is possible that the student may have to amend or resubmit IRB depending on the committee decision or modifications suggested at the prospectus defense.

The major professor should review the prospectus and determine if it is ready to be sent to the committee. The student should provide each committee member with an electronic copy of the dissertation prospectus. The committee should be given **at least two weeks** to review the prospectus prior to the scheduled defense. The major professor has the discretion of soliciting feedback from the committee prior to the defense. The committee may recommend postponement of the defense so that additional revisions can be made.

Typically, at the prospectus defense, the student presents a 15-minute summary of the dissertation prospectus, and the committee poses questions or discusses the proposed study. All committee members and the student must attend the entire defense in real-time, either by being physically present or participating via distance technology.

The committee provides feedback and delineates any necessary changes in the prospectus. Every committee member must approve the dissertation prospectus with any specified changes. If there are any recommended changes, the student should e-mail the committee after the prospectus defense and list these changes. Depending on the extensiveness of changes required, the student may be asked to defend their prospectus a second time. After the prospectus is approved and signed by each committee member, the prospectus and Prospectus Clearance Form must be submitted to the Associate Chair for review and approval. If the committee does not approve the prospectus after the second defense, the student will be dismissed from the program.

A copy of the Anne's College of Education, Health, and Human Sciences Dissertation Prospectus Guidelines may be obtained at <https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/graduate-students>

The prospectus must be approved by the Academic Dean at least four (4) months prior to the dissertation defense date.

Dissertation Defense and Defense Notice

Students must register for XXX 8985 Dissertation Defense (0 credit hours) during the semester in which they anticipate completion and defense of the dissertation. You must defend your dissertation no later than the final deadline set by The Graduate School. If the student does not defend that semester, the defense should be dropped, and the student will reenroll in defense the subsequent semester when the defense is planned.

It is important to recognize that revisions are often required after a dissertation defense. Mindful of that when scheduling the defense, students working with their major professor should examine University, College, and STE deadlines and schedule the defense well in advance to allow time for a thorough approach to the revision process.

Dissertation defenses are public events and are important opportunities for student scholarly engagement. At least two weeks prior to the dissertation defense, the student must submit an announcement of the dissertation title and the date and place of the defense to the following: (1) the Graduate Academic Program Specialist of STE and (2) The Graduate School. Announcement of the student's defense must be made through The Graduate School's website under Thesis, Treatise, Dissertation.

The student should provide each committee member with an electronic copy of the dissertation four weeks prior to the defense. All committee members and the student must attend the entire defense in real-time, either by being physically present or participating via video conferencing technology.

The dissertation defense is usually scheduled for a two-hour period and begins with a public presentation. All committee members and the student must attend the entire defense in real-time, either by being physically present or participating via distance technology. Generally, the presentation is approximately 20 minutes and includes a summary of the purpose, methods, and major findings of the dissertation. The student's major professor will decide on the order in which questions are asked by the committee and any public questions regarding the presentation. However, it is important that the major professor clearly delineates when the public presentation is complete, when the defense begins, and when the defense is over. Questions from the public can occur either as part of the public presentation before the defense or after the defense is over. The public can attend the defense; however, only the members of the committee can ask questions during the defense. At the completion of the public presentation and defense, all will be asked to leave the room and the Doctoral Supervisory Committee will discuss the student's performance on the dissertation and defense.

The outcomes of the dissertation defense are Pass, Pass with Major Revisions, Re-Examine, or Fail. Definitions of each of the outcomes are provided in the current [FSU Bulletin](#) and are described in full below.

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

Pass. To receive a Pass, the thesis, treatise, or dissertation must be in its final form or require only minor revision (e.g., grammar, typographical, clarifications, minor changes not requiring review by full committee) at the time of the defense, and the student passed their oral defense. A decision of Pass for the defense of thesis, treatise, or dissertation requires at least a majority approval of the committee. Students who defend successfully with a "Pass" but miss the defense semester's Manuscript Clearance submission deadlines will need to register for an additional semester and meet the Manuscript Clearance deadlines of the semester following the original defense semester. Students who fail to graduate in their original defense semester and the semester after their original defense semester are required to re-defend their thesis, treatise, or dissertation and meet Manuscript Clearance deadlines during the second semester since their original defense semester (e.g., original defense F24,

required re-defense Su25). Students who re-define and do not earn a “Pass” should be given a “Fail.” The transcript will reflect a “Pass” once the student submits their successfully defended document. Exception requests for extenuating circumstances can be submitted by the unit's Academic Dean to the Dean of The Graduate School (or designee) for consideration. Individual academic units may impose stricter requirements for what constitutes a Pass or the timing of a re-defense. Departments/Schools and other degree-granting programs must publicize their policy on these issues in their Graduate Student Handbook and in the relevant section of the Graduate Bulletin.

Pass with Major Revisions. This defense decision category is a sub-category of the “Pass” category. This decision indicates that the thesis, treatise, or dissertation requires major revisions (e.g., additional chapters, major restructuring, significant changes needing approval by either the major professor/Chair or the full committee), and the student passed their oral defense. Students who defend successfully with a “Pass with Major Revisions” but miss the defense semester's Manuscript Clearance submission deadlines will need to register for an additional semester and meet the Manuscript Clearance deadlines of the semester following the original defense semester. Students who fail to graduate in their original defense semester and the semester after their original defense semester are required to re-define their thesis, treatise, or dissertation and meet Manuscript Clearance deadlines during the second semester since their original defense semester (e.g., original defense F24, required re-defense Su25). Students who re-define and do not earn a “Pass” should be given a “Fail.” The transcript will reflect a “Pass” once the student submits their successfully defended document. Exception requests for extenuating circumstances can be submitted by the unit's Academic Dean to the Dean of The Graduate School (or designee) for consideration.

Re-Defense. The committee may determine that a re-examination in defense of the thesis, treatise, or dissertation is necessary if the thesis, treatise, or dissertation has significant flaws and major revisions that are needed and/or the student's oral defense is unsatisfactory. This decision can only be given once. If the student re-defends and the manuscript requires more than only minor revisions to pass, they should be given a Fail. It is the committee's goal to prevent students from defending if their work is substantially flawed when they are reviewing it prior to defense.

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

After approval by the oral examining committee (which includes or may be the same as the supervisory committee) and completion of the Final Content Approval Form in the Manuscript Clearance Portal, the student should electronically submit the post-defense, final content-approved version of the thesis, treatise, or dissertation to the Manuscript Clearance Advisor via ProQuest. This submission must occur by the semester deadlines for manuscript clearance. The degree cannot be awarded until the required forms have been completed on The Graduate School's Manuscript Clearance Portal and the final version of the manuscript has been submitted to and approved by the Manuscript Clearance Advisor. If a semester deadline is missed, the student's semester of graduation may be delayed, and a re-defense may be required. Electronic manuscript/form submission instructions and deadlines can be found on The Graduate School's website under Thesis, Treatise, and Dissertation.

The University Representative must complete a written critique of the conduct of the examination in defense of the dissertation on the University Representative's Doctoral Defense Report form. This form is submitted through the Manuscript Clearance Portal.

Manuscript Clearance

It is important that you review the manuscript clearance requirements. The Graduate School offers detailed information on these requirements. Information on the Graduate School's Manuscript Clearance Process and the Manuscript Clearance Portal is found [here](#). For questions about manuscript clearance, contact clearance@fsu.edu

Doctoral students must meet the [manuscript clearance](#) semester deadlines posted by the Graduate School to be eligible for degree conferral in the semester in which they apply for graduation.

DOCTORAL DEGREE FINAL TERM CHECKLIST

[Current semester deadlines can be found here.](#)

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 Anne Spencer Daves College of Education, Health, and Human Sciences Graduate Co-Director if you cannot complete the degree requirements during the semester for which you have applied.

See FSU [Academic 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](#).

2. If you intend to participate in the Commencement Ceremony, arrange for your cap and gown through the [University Bookstore](#).
3. Ensure that you have submitted an accurate Program of Study to OASIS, signed by all required committee members and the Department Chair/school Director (or their designee). 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 Examination Results Form (in applicable programs)
 - b. Doctoral Preliminary Examination Results Form
 - c. Admission to Candidacy Form
 - d. Dissertation Prospectus Clearance Form (in applicable programs)
 - e. IRB/ACUC Verification Form
 - f. An accurate Program of Study
5. Review Manuscript Clearance Guidelines and Requirements on The Graduate School [website](#) for all documents, deadlines, and forms required for final graduation clearance by The Graduate School.
6. Ensure you have completed a minimum of two (2) dissertation hours each semester of enrollment since admission to doctoral candidacy, *including summers and the final semester*, as part of the full-time enrollment. International students may have higher minimum requirements. Contact CGE for questions.
7. Ensure you have successfully completed a minimum of 24 dissertation hours during your semesters of graduate study.

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 completed the requirement.**

Revised August 2026

DOCTORAL STUDENT ANNUAL EVALUATIONS

The University requires each college or department/school to evaluate the progress of all doctoral students once per year. The Annual Review is due by June 30th and generally involves a meeting with the major professor and/or supervisory committee, either face-to-face or by telecommunication. (Note that some majors require a face-to-face (e.g., in person) meeting with all the faculty in the program.) At the time of this review, the student may be asked to present an updated vita and/or other evidence of progress in advance of completion of the review. The review will consist of an evaluation of the student in the following areas: academic accomplishments (students must maintain a GPA of 3.0 for coursework completed for the doctoral degree), professional dispositions, potential to contribute to the field upon completion of PhD, competence in teaching and research, and completion of the Scholarly Engagement Requirement (see below). A student must make adequate progress. Failure to make adequate progress may result in dismissal from the degree program. The completed Annual Review form will be kept on file in OASIS. Registration holds will be placed on the accounts of students who do not have an annual review on file in OASIS by July 1st.

The annual review form can be found [here](#) under the “Doctoral Annual Evaluation Forms.”

SCHOLARLY ENGAGEMENT REQUIREMENT

The goal of the Scholarly Engagement Requirement is to prepare students to be doctoral students who can independently acquire, evaluate, and extend knowledge, as well as develop themselves as effective communicators and disseminators of knowledge. The purpose of the Scholarly Engagement requirement is to ensure that doctoral students are active participants in the scholarly community. NOTE: This is not the same as achieving State of Florida residency for tuition purposes.

Please consult the current Florida State University Graduate Bulletin for an overview of the Scholarly Engagement requirement for all doctoral students in the university. To meet the Scholarly Engagement requirement, doctoral students in the C&I program must:

Each year prior to candidacy, complete a minimum of nine (9) graduate credit hours in a consecutive 12-month period and submit to their major professor (or temporary advisor) evidence of a minimum of three (3) Scholarly Engagement activities. These activities may include attending students' defenses of their work (Preliminary Examination, prospectus, and/or dissertation defenses) and attending or presenting in seminars, conferences, or workshops; engaging in research projects beyond the requirements of coursework; and other scholarly work as determined appropriate by the major advisor.

This requirement must be fulfilled each year, and undergraduate credit hours (4000-level or below) do not count towards this requirement. Students who do not meet this requirement will be required to make up their engagement in the following year.

ACADEMIC STANDING AND RETENTION POLICIES

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.

Students in graduate or professional degree programs, 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 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.

Reinstatement After Dismissal

At the time of dismissal, the major professor and/or Department Chair/School Director may petition the Academic Dean for consideration of special circumstances that the professor thinks constitute justification for an exception to this regulation. If approved for reinstatement, the student will have one term to earn a cumulative GPA of 3.0 and return to good academic standing. The Academic Dean is the final authority for reinstatement considerations.

NOTE: Under no circumstances will a graduate 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. 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.

Students pursuing multiple degrees under different careers (i.e., graduate and undergraduate simultaneously) are subject to the retention standards of the career associated with each degree. Dismissal from one career does not automatically constitute dismissal from the second career when those careers are different (undergraduate and graduate).

Policy for Dismissing a Graduate Student for Reasons Other Than GPA

The University reserves the right to dismiss graduate students and terminate their enrollment in an academic program based on a number of different criteria beyond that of GPA alone. Oversight is provided by The Graduate School, Office of Faculty Development and Advancement, and Office of the Registrar. Additional details on the steps involved in the process are available for faculty and administrators from the Office of Faculty Development and Advancement and for graduate students at the Graduate School.

Dismissed students will not be permitted to register for further graduate study, including registering as non-degree students in the degree program or college from which their enrollment was terminated.

Graduate students who have been dismissed from one-degree program may seek admission to another degree program but will not be readmitted or allowed to add the dismissed degree program back as a second major or degree. This includes seeking admission into a different degree program that shared a joint pathway with the dismissed degree program.

Program terminations (dismissal for a reason other than GPA) are generally identified by the faculty with support from the Department Chair/School Director (or unit head) in the academic unit or single-unit college level and may occur for a number of different reasons.

As specified by university policy, Graduate policy, or within the unit's Graduate Student Handbook, reasons may include but are not limited to:

- Inability to conduct independent research in a fashion appropriate to the accepted norms of discipline.

- Inability to function within a team environment to the extent 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, internship work, etc.).
 - Failure to meet artistic or creative performance standards.
 - Failure to be approved for an Extension of Time (EOT).
 - Failure to complete important degree milestone requirements within a reasonable period of time.
 - Inability to pass the doctoral diagnostic exam, preliminary exam for admission to candidacy, etc.
 - Failure to complete the doctoral degree or make timely progress towards the research or writing of their treatise or dissertation.
 - Failure to complete the master's degree or make timely progress towards the research or writing of their thesis or the production of their thesis-equivalent creative project.
- In addition, please note that suspension or expulsion from the university may result if a student is found responsible in a formal Academic Honor Policy (AHP) hearing for an egregious AHP violation, or as an outcome from a Student Conduct Code charge for which a student is found responsible.

Leave of Absence

Under special circumstances, graduate students may apply for a leave of absence from the University for a specific period of up to three consecutive semesters (includes Summer term). The circumstances justifying a leave include but are not limited to personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request. To apply for a leave of absence, a student must complete the Request for Leave of Absence Form at <https://gradschool.fsu.edu> and submit it together with appropriate documentation to the major professor/advisor/Program Director. If the major professor/advisor/Program Director approves the application, it should then be forwarded to the Department Chair/school Director and subsequently to the college's Academic Dean for consideration. If approved at all of these levels, the college Academic Dean should notify the Registrar's Office and the Dean of the Graduate School (or designee) of the decision. The college Academic Dean should also notify the student of the decision (approved or denied). The Registrar's Office will place a notation on the student's record. A student who is denied a request for leave at any step may appeal the decision to the Dean of The Graduate School (or designee). Retroactive Leave of Absence Requests are not permissible, nor are Leave of Absence Requests for the semester of admission or readmission. A leave of absence is not meant for one semester or term of non-enrollment.

An approved leave of absence preserves the student's academic status in his or her degree program, and the time off will not be counted against the time limits for awarding degrees. Consequently, registration is not required during the leave period and the student need not re-apply to the program to return to active status at the end of the approved leave period. A leave may be extended for additional consecutive semesters (includes Summer term). A student should apply for the leave extension no later than four weeks prior to the end of the final semester/term of his or her initial leave to allow time to consider and process the request. Extension of a leave is subject to approval of the program, college, and the Graduate School. The cumulative number of consecutive leave semesters (including summer term) shall not exceed six. The total consecutive or non-consecutive leave time a student is not registered in the program shall not exceed twenty-four months. At the conclusion of the approved leave, a student must enroll at Florida State University and return to active status no later than the start of the next academic semester. Students cannot be on leave during their semester of graduation and must be registered for a minimum of two hours that semester.

A student on a leave of absence may terminate the leave at any time prior to the approved ending date. In such cases, the student would be immediately subject to the continuous enrollment and registration policies. Students returning from a leave of absence of more than one year will be required to disclose any legal or campus disciplinary charges that arose during the leave and provide updated contact and mailing address, residency documentation, and other biographical information as required by the University for reporting and processing purposes.

Programs may have more strict leave of absence and registration policies. For example, a program may decide that under no circumstances would it allow a formal leave of absence or a program may choose to only allow a leave of not more than three consecutive semesters. Such policies shall be detailed in the program's graduate student handbook.

While on leave, a student will not have access to campus facilities and personnel. This means a student will not have access to labs, libraries, and online resources that require an FSUID. Students on leave cannot remain in student housing. There is no guarantee that financial aid will be continued.

Students with financial aid or student loans should confer with the Financial Aid Office and review their loan agreements prior to requesting a leave of absence to ascertain the consequences a leave will have on their loan status. University assistantship and fellowship support will be discontinued for the duration of the leave. Programs are not obligated to reinstate funding support that was provided prior to the leave, though they are encouraged to do so if funds are available. Students receiving external support, e.g., an NSF Graduate Research Fellowship, should check the terms of the award to determine the impact of being on leave. In-state residency status may be impacted if the student moves out of the State of Florida and then returns to resume the degree program. Students should seek guidance from the Registrar on the potential impact on in-state residency. International students should check with the Center for Global Engagement to determine if a leave would adversely affect their visa status. Students should also consider other factors that might impact their circumstances upon their return to active status. For example, a major professor might depart the University, or under extreme circumstances, a degree program might be suspended or terminated. The University has an obligation to provide a path to completion for enrolled students as well as students on a formally approved leave of absence.

Note: If allowed by the student's academic program and University policy, an alternative to taking an official leave could involve reducing the standard course load temporarily because of exceptional personal circumstances.

WITHDRAWAL POLICIES

Withdrawal from the University

All graduate, law, or medicine (MD degree) students who wish to leave the University after the close of the drop/add period for a term must formally withdraw. Dropping all classes does not constitute formal withdrawal. Students who do not attend classes and fail to withdraw will be assigned grades of “F” for each course.

Withdrawal requests are not automatically approved but must be requested. Withdrawals are initiated in the withdrawal services section of the Department of Student Support and Transitions located 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.

For further information on refunds, see the ‘Refunds of Fees’ section in the “Financial Information” chapter of this Graduate Bulletin.

Student-athletes who wish to withdraw must receive prior authorization from Student-Athlete Academic Support. Students who are withdrawing and who have purchased student health insurance through the University should contact the Health Compliance Office at University Health Services for information about their health insurance and whether they are eligible to retain or cancel coverage.

University Withdrawal/Reinstatement Committee and Deadlines for Requesting and Processing Withdrawals

Students petitioning for a withdrawal are expected to submit their requests and documentation in a timely fashion following the date the withdrawal is initiated. There are three types of withdrawals (see below). Depending on the type of withdrawal, the Academic Dean may review the withdrawal, or it may be required to be submitted to the

University Withdrawal/Reinstatement Committee. Students considering a withdrawal should discuss their options with their academic advisor or dean prior to any deadlines.

Current term. Students may request a withdrawal for the current term at any point during the term after the official drop/add period. Withdrawals submitted prior to the last day of classes for the same term are considered current term withdrawals. Students should check the Academic Calendar for the date of the last day of classes for the term in question. The Academic Dean may render decisions to approve or deny withdrawal requests in accordance with University and College policies and procedures. Students are held grade liable for all classes for withdrawals requested after the 7th week of the term. Current-term withdrawals may result in a “WD” grade appearing on the transcript.

Retroactive withdrawals initiated within one year (three terms, including the current term and summer): These withdrawals are considered retroactive withdrawals and are reviewed by the Academic Dean in a fashion similar to current term withdrawals. Students should first meet with their Academic Dean to determine the steps to petition for a retroactive withdrawal. Students' Academic Deans may require additional documentation for retroactive withdrawals. The Academic Dean may render decisions to approve or deny withdrawal requests in accordance with University and college policies and procedures. No petitions will be accepted after the student's degree has been posted.

Retroactive withdrawal over one year. Withdrawals initiated but not completed or approved within one year are only considered by a student's dean's office in extraordinary circumstances. Students should first meet with their Academic Dean to determine if their request for a withdrawal over one year will be considered, and then, if so, they should submit any required supporting documentation of extenuating circumstances. The Academic Dean may render decisions to approve or deny withdrawal requests in accordance with University and college policies and procedures. No petitions will be accepted after the student's degree has been posted. If approved, retroactive withdrawals will have “WD” grades assigned.

Note: Withdrawal petitions initiated for terms older than the one-year limit or not completed are considered exceptional and must be reviewed by the committee. The decision of the University Withdrawal/Reinstatement Committee constitutes final university action.

Readmission after Multiple Withdrawals

When any student (undergraduate, graduate, law, or medicine [MD degree]) student has withdrawn from the University three or more times, subsequent readmission must first be considered by the University Withdrawal/Reinstatement Committee, whose charge is to assess the student's capability of making satisfactory progress toward a degree. This committee, appointed by the Council of Associate and Assistant Deans, will then make a recommendation to the dean of the student's college, who will make the final decision in cases where a student's Florida State University GPA is less than 12 quality points deficient. In cases where the student has excessive withdrawals or dismissals or has a Florida State University GPA that is more than 12 quality points deficient, the University Withdrawal Reinstatement Committee will make the final determination.

Medical Course Drop/Withdrawal

Medical course drops are generally recommended for approval by the dean where unforeseeable illnesses or injuries have interfered with the student's ability to complete specific course(s). Similarly, medical withdrawals (all courses dropped) may be approved for acute, severe illnesses or injuries that incapacitate the student. Chronic conditions generally do not qualify unless the student has been stable for a sustained length of time and then experiences an unexpected change in health status. Students with chronic or recurring health problems should consult with their

clinicians and carefully assess a realistic class schedule based on their condition and their likelihood of relapses. Courses approved to be dropped or withdrawn under these circumstances may be noted on the transcript with “WD” grades.

Note: For information regarding medical course drops and medical withdrawals, visit <https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/course-drops-withdrawals-and-leave> or call the Office of Withdrawal Services at (850) 644-1741.

ACADEMIC HONOR POLICY

Introduction

The statement on Values and Moral Standards says: “The moral norm which guides conduct and informs policy at The Florida State University is responsible freedom. Freedom is an important experience that the University, one of the freest of institutions, provides for all of its citizens – faculty, students, administrators, and staff. Freedom is responsibly exercised when it is directed by ethical standards.” The statement also addresses academic integrity: “The University aspires to excellence in its core activities of teaching, research, creative expression, and public service and is committed to the integrity of the academic process. The [Academic Honor Policy] is a specific manifestation of this commitment. Truthfulness in one's claims and representations and honesty in one's activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the educational process.”

Guided by these principles, this Academic Honor Policy outlines the University's expectations for all students' academic work on each campus and all virtual platforms, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process. This policy is educational in nature and strives to provide students with due process at every level. Please refer to memos outlining necessary procedural modifications of the process for the Panama City and Republic of Panama campuses. The Academic Honor Policy Committee may take direct jurisdiction of a case under extraordinary circumstances when it is determined by a majority vote of the committee that taking direct jurisdiction is appropriate.

If a student observes a violation of the Academic Honor Policy, they should report the incident to the instructor of the course. Allegations that come to the instructor's attention after the semester has ended should be communicated to the Office of the Vice President for Faculty Development and Advancement (FDA) for guidance. The scope of the Academic Honor Policy applies to any student enrolled in any credit-bearing course or program. This includes students completing coursework to satisfy “Incomplete” grades and candidates for the degree completing their dissertations. False, fraudulent, or incomplete information and/or statements by an applicant related to admission or residency are addressed by the University Admissions Committee, not by the Academic Honor Policy.

Students in the College of Law and the College of Medicine are governed by the academic integrity policies and procedures of their respective colleges, which are subject to approval by the Academic Honor Policy Committee.

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.

Academic Honor Violations

Note: Instructors are responsible for following and reinforcing the importance of the Academic Honor Policy in their courses and for clarifying in writing 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. All charges include attempting to commit the alleged violation. Failed violation attempts will be construed as similar to completed violations in determining charges and sanctions.

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; utilizing ghostwriting or pay-for-paper services; or submitting another's work through online thesaurus software.

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 work 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; unauthorized collaboration on exams. This includes unauthorized actions taken on any social media platform.

3. **UNAUTHORIZED GROUP WORK. Unauthorized collaborating.**

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. This includes unauthorized actions taken on any social media platform.

4. **FABRICATION, FALSIFICATION, AND MISREPRESENTATION. Unauthorized altering or inventing of any information or citation that affects grades given for academic work or attendance.**

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 a class absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.

5. **MULTIPLE SUBMISSION. Submitting the same academic work (including oral presentations) for credit more than once without the instructor's permission. It is each instructor's responsibility to make expectations regarding whether students may incorporate existing work into new assignments clear in writing.**

Typical examples include submitting the same paper for credit in two courses without instructor permission, 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, and 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 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, and deliberately furnishing false information.

Student Rights

Students have the following due-process rights, which may have an impact on the appellate process:

1. To be informed of all alleged violation(s) and to be given access to all relevant materials pertaining to the case.
2. To receive an impartial hearing or a meeting with an administrator in a timely manner (as appropriate) where the student will be given a full opportunity to present information pertaining to the case.

Students are also accorded the following prerogatives:

3. When possible and appropriate, discuss the allegations with the instructor.
4. Privacy, confidentiality, and personal security.
5. To be assisted by a support person who may accompany the student throughout the process but may not speak on the student's behalf. A witness may not serve as a support person.

6. To choose not to answer any question that they do not wish to answer.
7. To dispute the sanctions of a Student & Instructor resolution and to appeal both the decision and sanctions of an Academic Honor Policy hearing or an Administrative Case Resolution.
8. To have an opportunity to provide information in writing to the FDA administrator, prior to a hearing, if they have reason to believe any panel member would not be able to review the case objectively without bias or prejudice.

The student should continue in the course in question during the entire process. Once an alleged violation of the Academic Honor Policy is discovered, or when a student has been found “responsible” for an Academic Honor Policy violation, they are not permitted to withdraw or drop the course or request that the grading basis be changed to a “Satisfactory/Unsatisfactory” grade if the course is letter-graded.

Students who provide false information when requesting to drop a course may be subject to allegations of Student Conduct Code violations. Should no final determination be made in an Academic Honor Policy case before the end of the term, the grade of “Incomplete” will be assigned until a decision is made.

Students who need assistance should seek guidance from a list of volunteers who have been trained in the Academic Honor Policy, which can be found on this website: <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>.

Student Responsibilities

Students should read the Academic Honor Policy and follow each of its requirements, seek clarification from the instructor as needed, and participate actively and appropriately in the resolution of any Academic Honor Policy allegations. All email messages related to cases are sent to official FSU email accounts, which students are required to check and respond to regularly, as stated in the General Bulletin. Students are also expected to communicate respectfully with instructors, fellow students, and staff members throughout the process.

Defining Egregious Allegations

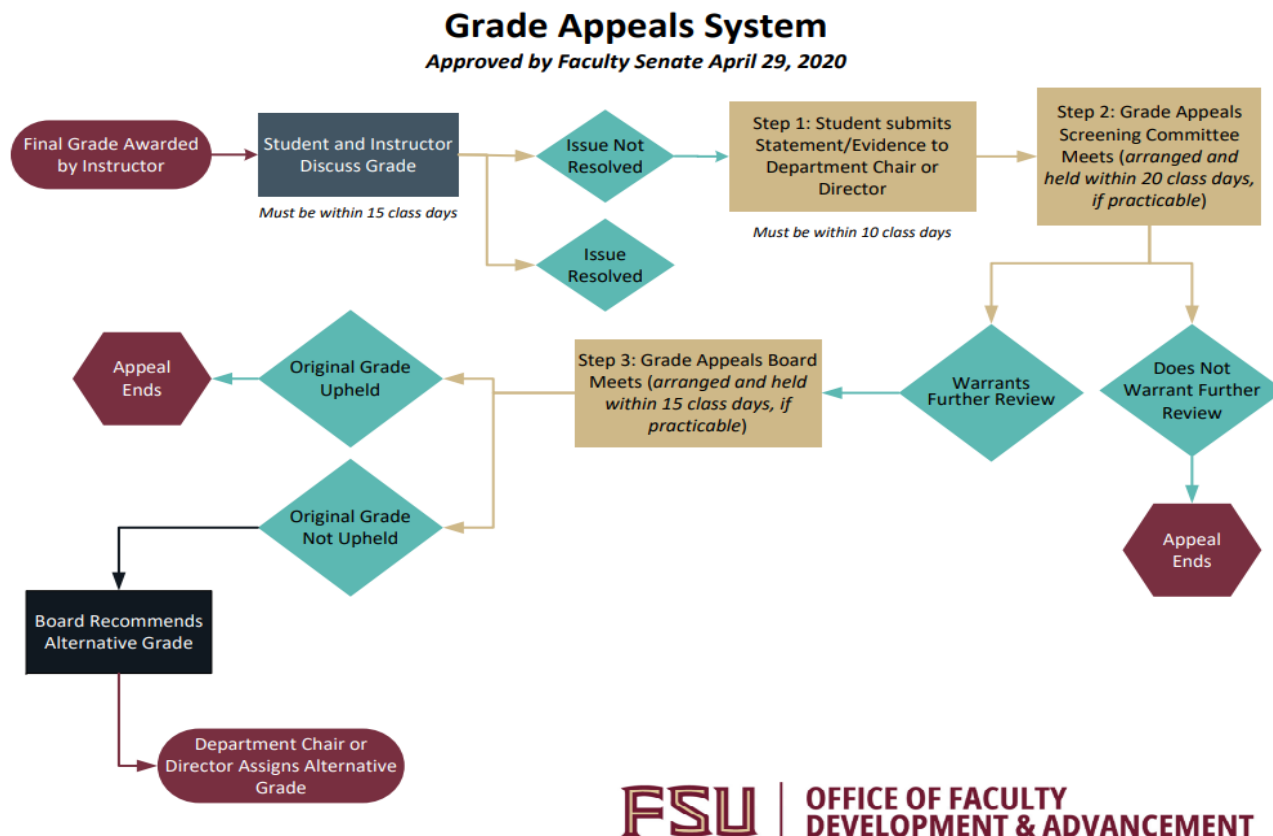
The decision regarding whether an allegation is egregious is made by an FDA administrator and the instructor. Allegations of academic dishonesty involving egregious allegations will be referred to a formal hearing. The following list of egregious allegation examples is provided for illustrative purposes, but is not all-inclusive:

- Coercing current classmates or former course enrollees to provide exam questions and/or answers.
- Stealing or disseminating exam questions and/or answers from an instructor.
- Operating an ongoing, organized scheme to help others violate the Academic Honor Policy in some manner.
- Using analog or technological methods to alter grades for oneself or others.
- Violating the Academic Honor Policy while fulfilling one's graduate program milestones.

STUDENT COMPLAINT PROCESS

Students who need to submit a Grade Appeal should review the process online here:

<https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/grade-appeals-system>



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.

Step 1. Within fifteen class days (defined throughout the Grade Appeals System as Mondays through Fridays during regular fall, spring, and summer semesters, as noted in the FSU Academic Calendar maintained by the University Registrar. Class days are not dependent on whether an individual student has class on a particular day) following the date that final grades are made available to students, the student must contact the instructor in question to discuss

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the grade and attempt to resolve any differences. The student should document any attempts to contact the instructor in order to establish that the appeal was begun within this fifteen-class-day period. In the event that the instructor is not available, the student should provide that documentation to the instructor's program or Department Chair/school Director. It is expected that the student will first attempt to resolve the grade dispute with the instructor; however, either the student or the instructor may consult with the appropriate Department Chair, school Director, or designee during this process.

Step 2. If no resolution is reached within this fifteen-class-day period after the student's documented attempt, the student has an additional ten class days to submit a written statement to the Department Chair, school Director, or designee. This statement must include an account of attempts to resolve the issue, as well as the evidence that forms the basis for the appeal.

Within twenty class days thereafter, the Department Chair, school Director, or designee will set a date for a meeting of a grade appeals screening committee composed of three students enrolled in the academic unit offering the course to review the appeal. These students should be either undergraduate or graduate students, depending on the enrollment status of the student challenging the grade. The meeting should occur within that twenty-class-day period, if practicable. Appropriate students who have no conflict of interest will be chosen to serve on this screening committee by a student organization associated with the program or department/school if such an organization exists. If none exists or if members of such an organization are not available, the Department Chair, school Director, or designee will select appropriate students who have no conflict of interest. Both the student and the instructor may attend the meeting, as may the Department Chair, school Director, or designee.

The role of the screening committee is solely to determine whether the student has presented sufficient evidence to warrant further review. Within five calendar days after this meeting, the screening committee will render its decision in writing (indicating that they recommend/do not recommend further review) to the Department Chair, school Director, or designee, the student, and the instructor. A negative decision will end the appeal. A positive decision will trigger the next step in the process.

Step 3. Within fifteen class days of a positive decision from the grade appeals screening committee, the Department Chair, school Director, or designee will appoint and arrange for a meeting of a grade appeals board. The meeting should occur within that fifteen-class-day period, if practicable. The board is composed of three faculty members and two students other than those who served on the screening committee. These students should be either undergraduate or graduate students, depending on the enrollment status of the student challenging the grade. The purpose of this board is to determine whether or not to uphold the final grade assigned by the instructor. The board will consider only the evidence provided by the student and the instructor in making the determination. The student, the instructor, and the Department Chair, school Director, or designee may attend the meeting. The grade will be upheld unless the evidence shows that the grade was awarded in an arbitrary, capricious, or discriminatory manner as a result of a gross violation of the instructor's own evaluation (grading) statement. If the original grade is not upheld, the board will recommend that an alternative grade be assigned by the Department Chair, school Director, or designee.

If the student has evidence that this grade appeals process has deviated substantially from these established procedures, resulting in a biased decision, the student may consult with the Office of Faculty Development and Advancement regarding referral to the Faculty Senate Student Academic Relations Committee.

Note: For additional information regarding general grading practices and approvals, please refer to the 'Grading Practices' section in the "Academic Regulations" chapter of this General Bulletin.

OASIS FREQUENTLY ASKED ADVISING QUESTIONS

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

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

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

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

When can I register for classes?

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

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

The College prospectus guidelines and forms can be found on the Anne Spencer Daves College of Education, Health, and Human Sciences “For Graduate Students” website: [For Graduate Students | Anne Spencer Daves College of Education, Health, and Human Sciences](#)

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

All Electronic Thesis, Treatise, and Dissertation (ETD) content and information is found exclusively on The Graduate School’s website “[Thesis, Treatise, Dissertation](#).” All ETD content and information can be located in the “Manuscript Clearance” sub-menu, found on the left-hand side of the screen. This information is also posted on the Anne Spencer Daves College of Education, Health, and Human Sciences “For Graduate Students” website: <https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/graduate-students>

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

How do I register for thesis/dissertation hours?

The student is referred to the appropriate graduate staff person in the student’s academic department. STE students contact Raegene Anderson at rda19@fsu.edu

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

No. OASIS staff cannot register students for classes. The student is referred to the appropriate graduate staff person in the student's academic department. The STE contact is Raegene Anderson, rda19@fsu.edu

Am I required to register for dissertation hours in the summer semester?

Yes. Per University policy, 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 made a final dissertation submission shall include in the required full-time load a minimum of two credit hours of dissertation per semester until completion of the degree.

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

The student is referred to the instructor of record and the appropriate graduate staff person in the student's academic department. STE students contact Raegene Anderson at rda19@fsu.edu.

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

How do I request a withdrawal from the University?

Students must meet with the Graduate Director in OASIS for information on withdrawal options and to discuss the implications and viability of withdrawing, as well as any alternative academic options that may exist.

How do I submit my dissertation to OASIS for format review?

OASIS does not review thesis and dissertations for formatting requirements. Students are referred to (<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-overview>) and the University Manuscript Clearance Advisor in The Graduate School.

WELCOME TO TALLAHASSEE

Tallahassee is Florida's capital city and is commonly referred to as the "City of Seven Hills." With a population around 190,000 in the "city" and almost 300,000 in the metropolitan area, we may not feel like a big city, but we are the 7th largest in the state of Florida. In addition to being home of the state's Capitol (which means that you will notice a significant increase in traffic and people during Legislative Session each year), we are also the home to three major colleges and universities— Florida Agricultural & Engineering University (FAMU), Tallahassee Community College (TCC), and of course Florida State University (FSU).

[Tallahassee Visitors Guide](#)

Annual Tallahassee Events

January

Camellia Month Chili Fest

First Christmas Celebration/DeSoto Camp First Day Hikes/State Parks

Souper Saturday

Three Kings Day Celebration

Take Me Home Pet Adoption, North Florida Fairgrounds

February

American Heart Association Wear Red Day BIG Event

Capital Chordsmen Barbershop Harmony Chorus Daddy/Daughter Dance

National High Magnetic Field Laboratory Open House

Operation Valentine

Random Acts of Kindness Week, 2nd week in February

[Romantic Readings](#)

Saturday Matinee of the Arts

[Seven Days of Opening Nights](#) begins and usually lasts through April

[Share the Love at Mission San Luis](#)

Super Clean Sweep

Urban Gorilla Bicycle Ride

March/Spring

Abandoned Fields Race: Tom Brown Park Bradwell Bay Swamp Stomp

Capital City Senior Games Community Forums

Green Arts Fest

[Jazz and Blues Festival](#)

Jazz For Justice

Jewish Food and Cultural Festival/Temple Israel Leon County Spring Home Expo

[Red Hills Horse Trials](#)

Re-Enactment of the Battle of Natural Bridge

Saturday in the Park

Tallahassee Film Festival

Vietnam Veterans Women's History Month

Word of South Festival

April

[Chain of Parks Art Festival](#)

Community Forums

Revised August 2026

Family Safety Fair

[FSU Flying High Circus](#)

Garnet and Gold Spring Football Game Jazz Appreciation Month

LeMoyne Chain of Arts Festival

[POPS in the Park Pridefest](#)

Regatta at Shell Point

Stand Down

USTA Tallahassee Tennis Challenge

[Sopchoppy Festival/Worm Grunting](#)

[Thomasville Rose Show & Festival](#)

May

Bike Week

Blue Crab Festival at Panacea Capital Cuisine Restaurant Week

[Children's Week at the Capitol](#)

[Emancipation Celebration](#)

[Tour of Gardens](#)

Wade Tract Birding Hike

June

[African Dance Festival](#)

Latin Dance Festival

[Seventeenth-Century Military Muster](#)

Southern Shakespeare Festival

Sizzling Summer Concerts at Kleman Plaza begin-- through the end of July

July

Fourth of July: [Tom Brown Park](#) "Celebrate America"

[Swamp Stomp](#)

August

Purple Heart Day

September

[Downtown Getdowns](#) begin, last during football season

National Public Lands Event at Marianan Caverns Neighborhood Leadership Academy

[North Florida Wine and Food Festival](#)

Porch Fest at Quincy

October

[Annual Farm Tour Asian Festival Blessing of Animals at Mission San Luis](#)

Color the Town Pink/ Breast Cancer

[Elder Care Services Oktoberfest](#)

[Ghost Tours in Downtown Tallahassee](#)

[Greek Food Festival](#)

Halloween Howl

Homecoming Games/FSU and FAMU Leon County Fall Home Expo

Monarch Butterfly Festival/St. Marks

[Pumpkin Patch](#) at several local churches Seacrest Wolf Preserve Howl-O-Ween

[Swing Dancing in the Streets](#)

[Blessing of the Animals](#)

YMCA Trick or Trot 5k

November

[Bradley's Fun Day](#) at [Bradley's Country Store](#)

[Big Bend Habitat for Humanity Festival of Trees](#)

Bird Song after Thanksgiving hike

[Camellia Christmas at Maclay Gardens](#)

Greek Food Festival

Florida Seafood Festival, Apalachicola [LeMoyne Holiday Show](#)

MatchDay

North Florida Fair

Plantation Wildlife Arts Festival

Thomasville Turkey Trot

Gulf Winds 5k or 10k Whopping Cranes arrive at St. Marks.

December

Ability First Capital City Bikefest Alternative Christmas Markets

Big Bend Community Based Care annual holiday party for foster children

Blanket Day

The city of Bristol, train rides ([Veterans Memorial RR](#))

Deck The Halls, Senior Center

[Downtown Winter Festival](#)

[Commemorative First Christmas Mass](#)

Elf Night/ Dorothy Oven Park

Florida Historic Capitol Museum, annual Holiday Music Series

Gift Giving

Havana's Lawn Mower Parade

[Jingle Jubilee](#)

Laughing Stock (Fl.s Musically Twisted Political Cabaret) annual New Year's Eve show.

[Market Days](#)

New Year's Eve Celebration/Kleman Plaza Pearl Harbor Remembrance/VFW

Singing Christmas Tree Soul Santa, Frenchtown

Tallahassee Symphony Orchestra/Ruby Diamond

[Thomasville Victorian Christmas](#)

Tour of Lights

[Winter Solstice at Mission San Luis](#)

World Wide Candle Lighting for the children/Kleman Plaza

Wreaths Across America

Top 100 Things to do in Tallahassee (and surrounding areas)

1. Take the Wakulla River “safari” boat cruise at Wakulla Springs State Park-for a close up of the alligators and manatees.
2. Bike or rollerblade the St. Mark’s Trail-only 16 miles! Bike Rentals are available.
3. Spend a Saturday morning at the Tallahassee Flea Market.
4. Use your student discount at a movie theater.
5. Plan an outdoor adventure with the Outdoor Pursuits through The Seminole Reservation.
6. Visit the Florida Museum of Natural History.
7. Go canoeing at the Rez. (Remember to take your FSU Card!)
8. Visit the Maclay Botanical Gardens.
9. Attend a “Concert in the Park” at Maclay Botanical Gardens.
10. Make a beach trip to St. George Island and eat lunch at the Blue Parrot.
11. Rent a Jet Ski or sailboat at St. George Island.
12. Take a picnic at St. Marks State Park and view the historic lighthouse.
13. Shop for antiques and crafts in the quaint little town of Havana (approximately 20 minutes north of Tallahassee).
14. Participate in the “First Friday Gallery Tour” at Railroad Square.
15. Tour the Old Capitol Building & Museum.
16. Attend a play at the Mainstage, the Lab Theaters (FSU), the Tallahassee Little Theater(Thomasville Rd.), or the Young Actors Theater (K-12).
17. Visit the historic site of the Battle of Natural Bridge in the town of St. Marks.
18. Observe the Legislative Session or a committee meeting at the Capitol (March-April).
19. Go for a Sunday afternoon drive on one of Tallahassee’s famous canopy roads (e.g., Miccosukee, Old St. Augustine, Meridian, Old Bainbridge, and Centerville)
20. Go for a walk around Lake Ella;
21. Watch a FAMU football game and the world-famous “Marching 100” band.
22. Visit the Kirk Collection at the WFSU Broadcast Center. This museum contains 300 antique radios, televisions, microphones, and other sound equipment.
23. Spend a Saturday morning at the Farmer’s Market and Jazz in the Park (Ponce De Leon Park on Park Ave. and Monroe St.).
24. Tour the Pebble Hill Plantation (between Tallahassee and Thomasville).
25. Watch the Florida State Flying High Circus in action at one of their home shows.
26. Go hiking or swimming at the sinks in the Apalachicola National Forest (just south of Tallahassee)
27. Attend a concert at Cascades Park or The Moon.
28. Visit the FAMU Meek-Eaton Black Archives in the Carnegie Library (call 599-3020).
29. Enjoy the Tallahassee view from the 22nd floor of the new Capitol building.
30. Tailgate before watching the Florida State Seminoles “conquer” another football team
31. Go to the “Celebration of Lights” parade and street fair (early December).
32. Run or walk in the “Jingle Bell Run” right before the street fair (early December).
33. Visit one of our many science museums: The Odyssey Science Center in Kleman Plaza or the Challenger Learning Center.
34. Attend an FSU symphony orchestra concert or a soloist performance.
35. Shop at the Bradley’s Country Store on Centerville Road (way out under the canopy oaks).
36. Play golf at Seminole, Hilaman, or Jake Gaither.
37. Hike at Tom Brown Park (Off NE Capital Circle).
38. Shop and eat dinner in Apalachicola (not far from St. George Island).
39. Go to Thomasville for dinner and the Rose Festival (April).
40. See the “Tucker” car at the Tallahassee Antique Car Museum (Mahan Drive).

41. Tour the grounds of the Goodwood Plantation (behind Tallahassee Memorial Hospital).
42. Attend “Downtown Getdown” on Friday evening before a home football game (Adams Street Commons).
43. Learn about the founding of Tallahassee at Mission San Luis.
44. Attend the Springtime Tallahassee parade and celebration
45. Go to the North Florida Fair (November).
46. See different forms of dance by FSU faculty and students at the annual “Twelve Days of Dance” (November).
47. Shop for fine arts and crafts at Market Days at the Fairgrounds (December).
48. See a free performance during the Southern Shakespeare Festival at Kleman Plaza (Spring).
49. Shop antiques and flea market finds at “Mule Days” in Calverly, Georgia (approximately 20 miles).
50. Watch fireworks over Tom Brown Park on the Fourth of July.
51. Tour the Governor’s Mansion when open to the public.
52. Eat Chili at the St. George Island chili cook-off.
53. Tour and take tea at the Knott House Museum—“the house that rhymes.”
54. Eat with FSU’s head football coach at the Booster Luncheon at the University Center (\$10 for lunch each Monday after an FSU football game).
55. Tour the FSU High Magnetic Field Laboratory at Innovation Park.
56. Do a walking tour of the mansions in Quincy, Florida.
57. Hike through Torreya State Park and view the rare Torreya pine trees.
58. Watch a sailing regatta at the Stephen C. Smith Memorial Regatta at Shell Point.
59. Take in some art at the rotating exhibits at LeMoyne Gallery (125 N. Gadsen Street), the Museum of Fine Arts (FSU), the Airport Gallery, the 621 Gallery (621 Industrial Drive), the Signature Art Gallery (Capital Circle NE) and Nomads (Gaines St.).
60. Go horseback riding at Natural Bridge Stables.
61. Take a carriage ride in downtown Tallahassee (at the Saturday morning Farmer’s Market).
62. Hear the birds sing or go for a hayride at the Birdsong Nature Center (Meridian Rd. near the Florida- Georgia border).
63. Go tubing on the Itchetucknee River of Ginnie Springs (near Gainesville).
64. Go canoeing “way down upon the Suwanee River.”
65. Visit the Suwanee River State Park.
66. Go camping at the State Park at St. George Island.
67. See one of the “Broadway Series” productions at the Leon County Civic Center.
68. Attend the Florida Seafood Festival in Apalachicola (November).
69. See a ballet by the Tallahassee Ballet Company.
70. Spit seed at the Watermelon Festival in Monticello (June).
71. Go to Andrew’s Grille for Sunday Brunch (Downtown, Adams St.)
72. Check out what Tallahassee used to look like at the historical photo archives in the Museum of Florida History (R.A. Gray Building on Bronough Street).
73. Tour some of Tallahassee’s most beautiful homes on the annual Holiday Magic Tour of Homes. (Tickets are \$20, and the proceeds benefit Tallahassee Symphony Orchestra.)
74. Hear the local talent at performances by the Tallahassee Bach Parley (baroque music), the Tallahassee Boys Choir, and the Tallahassee Community Chorus (Holiday Magic concert in December).
75. Take a walking tour of historic downtown Tallahassee with guidance from a free brochure from the Tallahassee Area Visitors and Convention Bureau.
76. Catch a Polo Match at the annual Red Hills Classic to benefit Capital Cultural Center.
77. Hit the batting cage, play miniature golf, or race cars at the Fun Station (N. Monroe Street).
78. Take a moonlit cruise on the Wakulla River and eat dinner at the Lodge (call 224-5950 for reservations).
79. Dress up your dog in costume and attend “Dogoween” at Tom Brown Park-win a prize (free dog food for a year!)

80. Watch the Florida Supreme Court in action.
81. Take a haunted tour of Tallahassee (contact Historic Tours of Tallahassee).
82. Take your parents to dinner at Angelo's seafood restaurant in Panacea, Florida (approximately 45 minutes from Tallahassee on the way to St. George Island).
83. Attend the Capital City Chili Cook-Off in Market Square (February).
84. Hike around Lake Overstreet in Phipps/Maclay Park.
85. Try out your "green thumb" at Tallahassee Nurseries (Thomasville Rd.)
86. Explore Ancient Florida at the Museum of Florida History (Bronough St.).
87. Impersonate a Spanish Conquistador at San Marcos de Apalachee Historic State Park.
88. Support an FSU women's athletic event – Soccer games are lots of fun!
89. Attend the Native American Heritage Festival at the Tallahassee Museum of History and Natural Science (September).
90. Listen to a lecture by someone famous as a part of the FSU Distinguished Lecture Series at the Leon County Civic Center.
91. Head down to the Food Trucks and live music at All Saints Courtyard/ Railroad Square First Friday.
92. Go rock climbing at Tallahassee Rock Gym and grab a bite and brew at Proof outdoor brewery.
93. Have an Ice Cream date at Lofty Pursuits in Market Square....don't forget to bring your own board game!
94. Tour some of Tallahassee's swankiest neighborhoods during the Tallahassee Parade of Homes(early spring).
95. Check out the Farmer's Market downtown between March and November.
96. Attend the Greek Food Festival at Holy Mother of God Greek Orthodox Church.
97. Experience a movie as you have never before at the 3-D movie experience or IMAX.
98. Tallahassee loves Trivia! Join a trivia team (or start your own).
99. Walk the Labyrinth and tour the house and grounds of Lichgate Cottage.