



FSU COLLEGE OF EDUCATION,
HEALTH, AND HUMAN SCIENCES

SPECIALIST PROGRAM PLANNING GUIDELINES

2024-2025

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2024-2025 Degree Program Planning Guide for Specialist Students

Thank you for choosing Florida State University to pursue your graduate studies! The College of Education, Health, and Human Sciences is home to 15 specialist programs and includes students from 40 countries. This guide is to help you navigate the various College and University requirements for the specialist degree at Florida State. Each academic department/program also publishes a Graduate Student Handbook to help familiarize you with department and program level requirements and milestones. We encourage you to meet with your major professor/advisor on a regular basis to plan your graduate studies. It is important to note that a specialist degree is an advanced master's degree. Students enrolled in specialist degree programs are subject to University policies for master's degree programs. If you have any questions regarding the information in this guide, please contact Lisa Beverly in the Office of Academic Services and Intern Support – also known as OASIS – at lbeverly@fsu.edu or (850) 644-3760.

Dear Students,

Welcome to the College of Education, Health, and Human Sciences (CEHHS)!

It is my distinct pleasure to extend a heartfelt welcome to each of you as you embark on this exciting new chapter of your lives. We are thrilled to have you here and can't wait to see the incredible things you will achieve during your time with us.

Your journey at the CEHHS will be filled with new experiences, challenges, and opportunities. It is a time for exploration, growth, and self-discovery. Our dedicated faculty and staff are here to support you every step of the way, and our campus community is eager to welcome you with open arms.

Here in the CEHHS, we pride ourselves on fostering a vibrant and inclusive environment where every student can thrive. We encourage you to take full advantage of the myriad opportunities available to you – from engaging with your professors and participating in campus activities to connecting with your peers and exploring everything our university has to offer.

We are excited to see how each of you will contribute to our community and how you will grow during your time here. Should you ever need assistance or have any questions, please don't hesitate to reach out. We are here to help you succeed and make your college experience as rewarding and fulfilling as possible.

Once again, welcome to the CEHHS! Here's to a successful and memorable year ahead!

Warm regards,

Toby J Park-Gaghan, PhD
Associate Dean for Academic Affairs & Professor



SECTION I: MAJOR MILESTONE REQUIREMENTS

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

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

The supervisory committee for thesis students must consist of a minimum of three members of the faculty who have Graduate Faculty Status, one of whom is designated the major professor. All additional members of the committee must hold Graduate Faculty Status or (in the case of specialized or non-tenure track faculty) Co-Doctoral or Co-Specialist's Directive status.

If the student wishes to revise the supervisory committee at any time before or after a program of study is submitted, a College of Education, Health, and Human Sciences (CEHHS) Graduate Supervisory Committee Revision form must be submitted to the Office of Academic Services and Intern Support (OASIS). The form can be found at <https://cehhs.fsu.edu/oasis/graduate-students>.

- 3. Program of Study:** A signed/approved program of study must be on file in The Office of Academic Services and Intern Support (OASIS) by the end of the second semester of enrollment. It is necessary to list the semesters and years courses were taken in chronological order (past to present) on the form to determine that university, department, and college requirements will be met. Program of study form templates may be found at <https://cehhs.fsu.edu/oasis/graduate-students>.

Some departments/programs may require an earlier program of study submission. Consult your department/program *Graduate Handbook* for program-specific requirements.

It is the student's responsibility to make sure that all degree requirements are completed.

Students must maintain a 3.0 cumulative graduate GPA to remain in good academic standing.

It is the student's responsibility to make sure that all degree requirements are completed.

4. Program Type: There are two (2) types of Specialist's degrees in the College, the coursework track and the thesis track. Coursework track programs typically culminate with a Specialist's Comprehensive Exam, Capstone Course, or Portfolio Defense in the final semester. Thesis-track programs include credited thesis hours and culminate with a thesis defense typically in the final semester.

5. Minimum University Semester Hour Degree Requirements:

a) Course Track

30 graduate level credit hours total

21 graduate level credit hours must be letter grade

b) Thesis Track

30 graduate level credit hours total

18 graduate level hours credit must be letter grade

6 credit hours of Thesis

6. Limitations

- a) Credit earned more than seven (7) years prior to graduation may not be used towards the degree.
- b) Credit earned as a non-degree seeking student does not carry graduate degree credit. However, if approved by a student's supervisory committee, up to 12 semester hours of non-degree seeking student credit graded "B" or better may be used. It is the student's responsibility to list such non-degree seeking student credit on the program of study.
- c) A maximum of six (6) semester hours of transfer credit may be used towards a graduate degree. Departments will evaluate all transfer credit. It is the student's responsibility to list such transfer credit on the program of study and to provide an official transcript from the institution(s).
- d) Please NOTE: No student may be awarded more than 12 hours of combined non-degree student and/or transfer credit. This means that a student wishing to post 6 hours of graduate credit, which has not been posted under a previous degree, can be awarded no more than 6 hours of non-degree student credit.
- e) Credit hours for courses graded below "C-" will not apply toward the degree, but are computed in the graduate GPA.
- f) Undergraduate-level coursework cannot be used to meet the minimum graduate credit hour requirement or the minimum graduate GPA. Coursework taken at the 4000-level is supplemental to degree requirements and does not count in the minimum total hour distribution or graduate GPA calculation.
- g) Supervised research credit: maximum 3 semester hours.
- h) Supervised teaching credit: maximum 3 semester hours.

7. Student Course Loads and Enrollment

University graduate student enrollment and course load policies are provided in the "Registration" section of the University *Graduate Bulletin*:

<https://registrar.fsu.edu/bulletin/graduate-information/academic-regulations-procedures>.

Please contact your department/program for questions.

Course Load

The standard full-time load for graduate students for certification purposes is nine credit hours per semester, unless otherwise noted. Some departments/programs may permit students to register for less than full-time enrollment, also called an underload. This part-time underload registration may consist of individualized graduate credit hours and must be initiated by the student, approved by the student's faculty advisor,

Specialist students completing a coursework-only program need to meet full-time or minimum enrollment requirements as described above. Specialist students on the thesis-track must complete a minimum of six thesis hours for the specialist degree. They need not be enrolled in thesis continuously after completing six thesis hours if they meet the minimum university requirement for full-time enrollment through other coursework. Specialist students may be able to register for the University minimum enrollment of two credit hours per semester. The decision to register for two credits must be initiated by the student, approved by the student's faculty advisor, and may require approval by the academic dean of designee. Before registering, the student must consult with the major professor/advisor as to the proportion of time to be devoted to thesis or project work. A master's thesis-track student must be enrolled in a minimum of two thesis hours in the semester of graduation.

- 8. Teacher Certification:** Students seeking teacher certification, upon completion of a degree program which provides these requirements, must submit an online Graduate Application for Admission to Educator Preparation to the Graduate Co-Director.

See <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students> for the application.

- 9.** Specialist's students in most non-thesis track programs must register for and successfully complete either the **Specialist's Comprehensive Exam, Specialist's Portfolio Defense, or Capstone Course** in order to graduate, if a capstone/comprehensive requirement is included in the degree program. (See the department/program-specific Graduate Handbook.)
- 10. Thesis Defense: Students enrolled in a thesis-track program are required to register for Specialist Thesis Defense.** (See Thesis Track Final Term Checklist in section III of this guide.)
- 11. Graduation:** Apply online for graduation in Student Central (my.fsu.edu) prior to the application deadline of the semester in which graduation is planned. Students must apply to graduate even if they do not intend to participate in the Commencement Ceremony. Notify the OASIS Assistant Director for Graduate Academic and Student Services if you cannot complete the degree requirements during the semester for which you have applied.

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

For instructions on applying online to graduate, follow the [How to Apply to Graduate steps](https://registrar.fsu.edu/training/graduation-apply) at <https://registrar.fsu.edu/training/graduation-apply>.

For more information visit the Registrar's Graduation Information website, <http://registrar.fsu.edu/graduation/checklist>.

Commencement Ceremony

Participation in Commencement exercises is not a guarantee of degree conferral. Students who wish to apply to participate one semester early in a Commencement Ceremony must submit a request to "walk early" to the Registrar's Graduation Office via email at graduation@fsu.edu.

See the Final Term Checklist in Sections II and III of this guide for further information.

Degree Posting

Degree clearances for graduation applicants require approval of both the academic dean (OASIS) and the Registrar's Office. Degree clearances are completed approximately **five to six** weeks after the end of the semester.

Florida State University will post degrees on transcripts approximately five to six weeks after the end of the semester of degree conferral. Degree posting dates are found on the Graduation website, <https://registrar.fsu.edu/graduation/grad-calendar>. Do not order your official transcripts until the applicable degree posting date.

Important: Students cannot receive verification of degree completion from the University for employers, or for other agencies, until the degree posting date.

Diplomas

After degree clearances are completed by both the academic dean (OASIS) and the Registrar's Office, your diploma will be mailed to you. Please allow **six to eight weeks** after the semester ends for your diploma to arrive. If you have additional questions, please call the Registrar's Office at (850) 644-1050.

Detailed information about Commencement and applications to graduate is found at <https://registrar.fsu.edu/graduation/>.

- 12. Time Limit for Specialist's Degree Completion:** The work for the specialist's degree must be completed within seven years from the time the student first registers for graduate credit. Any graduate work transferred from another institution must have commenced not more than seven years prior to completion of the degree for the credits to be applicable to the Specialist's degree. If the specialist's degree is not completed within seven years from the time the student first registers for graduate credit, and the program and/or Department Chair does not choose to approve an Extension of Time (EOT), then the student may no longer be enrolled in that program or at Florida State University.

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

See the appropriate Final Term Checklist in sections II and II of this guide (course track or thesis track) for further information.

13. Please keep a copy of any document you submit to your department or OASIS.

SECTION II: COURSE TRACK FINAL TERM CHECKLIST (NON-THESIS TRACK)

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. Students must apply to graduate even if they do not intend to participate in the Commencement Ceremony. Notify the OASIS Assistant Director for Graduate Academic and Student Services if you cannot complete the degree requirements during the semester for which you have applied.

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

For instructions on applying online to graduate, follow the [How to Apply to Graduate steps](#). For more information visit the Registrar's Graduation Information website.

1. If you intend to participate in the Commencement Ceremony, arrange for your cap and gown through the University Bookstore: <https://registrar.fsu.edu/graduation/cap-gown>.
2. If you intend to participate in the Commencement Ceremony, arrange for your cap and gown through the University Bookstore: <https://registrar.fsu.edu/graduation/cap-gown>.
3. Ensure that you have submitted an accurate Program of Study to OASIS, signed by all of the required committee members and the department chair. An accurate program of study must be on file in OASIS to be eligible for degree conferral.
4. Register for your Specialist's Comprehensive Exam, Capstone Course or Portfolio Defense, if applicable, before the end of the first week of the semester. If you registered for Specialist's Comprehensive Exam/Portfolio Defense in a previous semester and received an incomplete ("I") grade, the course must be dropped. **You must then register for the course again in the term in which the requirement is completed.**
5. If you have changed the major from a Doctoral degree to a Specialist's Degree, please contact the OASIS Assistant Director for Graduate Academic and Student Services to discuss requirements. You will need to complete and submit a new Specialist's program of study form.

Specialist's Comprehensive Exam/Portfolio Defense

1. At the beginning of the semester, speak with your major professor regarding completion of a Specialist's Comprehensive Exam/Portfolio Defense/Capstone requirement.
2. Contact your department to prepare a Specialist's Comprehensive Exam/Portfolio Defense Results form to be signed by your committee. The form can be found at <https://cehhs.fsu.edu/oasis/graduate-students>.

After the Specialist's Comprehensive Exam/Portfolio Defense

Specialist's Comprehensive Exam/Portfolio Defense Results form must be submitted to the OASIS.

SECTION III: COURSE TRACK FINAL TERM CHECKLIST (THESIS TRACK)

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. Students must apply to graduate even if they do not intend to participate in the Commencement Ceremony. Notify the OASIS Assistant Director for Graduate Academic and Student Services if you cannot complete the degree requirements during the semester for which you have applied.

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

1. 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 graduation, arrange for your cap and gown through the University Bookstore: <https://registrar.fsu.edu/graduation/cap-gown>.
3. Ensure that you have submitted an accurate Program of Study on file in OASIS, signed by all of your committee members and the department chair. An accurate program of study must be on file in OASIS to be eligible for degree conferral.
4. Review the Thesis Guidelines and Requirements on The Graduate School website, <http://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation> for all documents required for final graduation clearance by The Graduate School.
5. Ensure that you have successfully completed a minimum six Specialist's thesis hours during your semesters of graduate study.
6. Register for your Specialist's Thesis Defense before the end of the first week of the semester. If you registered for Specialist's Thesis Defense in a previous semester and received an incomplete ("I") grade, **you must drop the course and register for it again in the term in which you complete the requirement.**
7. Register for at least two (2) hours of Master's thesis credit in your semester of graduation. This is a requirement even if you registered for and completed your thesis defense in a prior semester.

Specialist's Thesis Defense

1. At the beginning of the semester, talk with your major professor and schedule the date of your thesis defense. You must defend your thesis no later than the final [deadline](#) date set by The Graduate School.
2. At least two weeks prior to the date of the examination, the student will submit an announcement of the thesis title, date, and place of the examination to The Graduate School. The announcement must be submitted electronically on The

Graduate School's [Manuscript Clearance Portal](#) and will be posted on the Defense Calendar on The Graduate School's web site. Electronic submission instructions can be found on The Graduate School's [website](#) under Thesis, Treatise, and Dissertation.

3. Submit a final copy of your thesis to each committee member and the department chair at least **two weeks** prior to the defense.

Thesis Defense: The defense of the thesis will be oral. Responsibility for suggesting the time, designating the place, and presiding at the defense rests with the major professor. It is recommended that students defend no later than the eighth week of classes in the semester of intent to graduate. Students must meet all manuscript and online forms [deadlines](#) set by The Graduate. Manuscript/forms submission deadlines can be found on The Graduate School's [website](#) under Thesis, Treatise, and Dissertation.

Academic courtesy requires that the final draft of the thesis be submitted to each member of the supervisory committee at least two weeks before the date of the oral examination. At the same time, the thesis should be submitted electronically to the University manuscript clearance advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to The Graduate School's formatting requirements. Electronic submission instructions can be found on The Graduate School's [website](#) under Thesis, Treatise, and Dissertation.

The supervisory committee will conduct the examination. All members of the graduate faculty are invited to attend. At least two weeks prior to the date of the examination, the student will submit an announcement of the thesis title, date, and place of the examination to The Graduate School. The announcement must be submitted electronically on The Graduate School's [Manuscript Clearance Portal](#) and will be posted on the Defense Calendar on The Graduate School's website. Electronic forms submission instructions can be found on The Graduate School's [website](#) under Thesis, Treatise, and Dissertation.

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

Defense Decision Definitions: Each member must sign the online Defense Decision Form to substantiate the results of the defense. The oral examining committee will certify the results of the 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-defend 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 departments/units may impose stricter requirements for what constitutes a Pass or the timing of a re-defense. Departments 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-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-defend 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 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 where 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 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 the appropriate deadline is missed, the student's semester of graduation may be delayed and a re-defense may be required.

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

Manuscript Clearance Canvas Course

The Graduate School provides a Manuscript Clearance Canvas course, The Manuscript Clearance Process. This course is designed to take the place of previously offered Manuscript Clearance Workshops. The Manuscript Clearance Canvas Org site is a one-stop-shop for all resources, guidelines, deadlines, templates, and more. The course is set up in a scaffolded manner, with each module building upon the last. With step-by-step instructions and helpful screenshots and graphics, the material in the course provides a guiding hand for students in what can be a difficult process. It is used to send reminders for upcoming deadlines via the announcements feature and will be updated semesterly with new deadlines/formatting guidelines/etc.

The course is comprised of four core modules and two supplemental modules. Module 1 covers the Manuscript Clearance Portal, deadlines, and the process itself. Module 2 focuses on the Guidelines & Requirements, including IRB/ACUC documentation. Module 3 walks students through the pre- and post-defense submission process and the platform they must submit through, ProQuest ETD. Module 4 provides helpful resources like a Manuscript Clearance Glossary, FAQs, and various templates. The 2 supplemental modules have links to resources that can assist students with copyright and citation concerns. The Canvas site is a comprehensive guide to facilitate successful submissions and a smooth clearance process.

Students will receive an email from The Graduate School's Manuscript Clearance team to [enroll](#) in this course. The team will enroll graduation applicants within a few days after the

graduation application window closes. Students will not earn course credit hours for the completion of this course. Email clearance@fsu.edu for questions.

2024-2025 Manuscript Clearance Semester Deadlines: Current and future semester Manuscript Clearance Deadlines are posted on The Graduate School website. For detailed and up-to-date information on manuscript clearance semester deadlines, visit <https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-deadlines>. Manuscripts must be submitted by 11:59 pm (Eastern US) of the listed deadline date. Forms must be completed by the same time on the deadline date.

Explanation of Manuscript Clearance Deadlines

Initial, Pre-Defense Deadline

- The relevant pre-defense (initial) format review deadline is the date by which students must submit their manuscript to the Manuscript Clearance Advisor for a pre-defense (initial) formatting review. Manuscripts will not be reviewed and counted as an initial submission under the following conditions: 1) not submitted via the ProQuest ETD website; 2) poorly formatted based on The Graduate School's guidelines, or 3) otherwise appears incomplete (e.g., multiple sections omitted). While it is understood that content will likely change after the defense, it is expected that manuscripts submitted for the pre-defense (initial) format review are at least 90% complete and have been formatted in full accordance with the criteria in the most recent version of The Graduate School's formatting guidelines.

Final, Post-Defense Deadline

- The post-defense deadline indicates the date by which students must submit the post-defense, final content-approved version of their manuscript to ProQuest ETD and ensure completion/signatures of all required manuscript clearance forms in The Graduate School's Manuscript Clearance Portal by 11:59 p.m. ET (except "Official Final Clearance"). Although students cannot complete all forms in the Manuscript Clearance Portal directly, they are ultimately responsible for ensuring their committee has completed the needed approvals.
- *If there are no content changes requested by the student's supervisory committee or made to the manuscript after the defense, a resubmission of the final, content-approved manuscript is still required in ProQuest ETD by this deadline. A pre-defense manuscript submission in ProQuest ETD is not sufficient in meeting this deadline.
- Additional formatting revisions are often required after this date in order for final manuscript clearance to be completed, but content changes are prohibited.

Formatting Deadline

- The Formatting Deadline is the date by which any post-defense formatting revisions (only those required by the Manuscript Clearance Office) should be completed and "Official Final Manuscript Clearance" should be granted in the Manuscript Clearance Portal.

Departments/programs may set their own deadlines in advance of these manuscript clearance deadlines. Students must adhere to their unit's deadlines in addition to those established by The Graduate School. Please consult with your department/program's *Graduate Handbook*, if you are unsure of your academic unit's requirements.

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

After Specialist's Thesis Defense

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

1. Please remember it takes time for each of the following steps to be completed. Do not wait until the last few days prior to a deadline to submit your requirements. Faculty and Manuscript Clearance staff are quite busy and may not be able to meet immediate needs. The student must electronically submit the final content-approved version of the thesis to the Manuscript Clearance Advisor via the [ProQuest ETD Administrator](#). Electronic submission instructions can be found on The Graduate School's [website](#) under Thesis, Treatise, and Dissertation. This must be completed by 11:59 p.m. (Eastern US) on the published [deadline](#) for the last day for submission of final defended, content-approved thesis, dissertation or treatise and required forms.
2. Submit all other online forms to the **Manuscript Clearance Advisor**, via the [Manuscript Clearance Portal](#), by the published [deadline](#) for the last day for submission of the post-defense, content-approved thesis, dissertation or treatise and required forms. Absolutely no exceptions will be given. *It is the student's responsibility ensure that all required forms and documents are submitted to The Graduate School.*
3. It is encouraged that you make contact with the Manuscript Clearance Advisor early in the semester that you intend to defend so that any problems in the manuscript format can be corrected.

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

SECTION IV: ADDITIONAL ACADEMIC INFORMATION

Credit Transfer

- a) Credit earned as a non-degree seeking student does not carry graduate degree credit. However, if approved by a student's supervisory committee, up to 12 semester hours of non-degree seeking student credit graded **"B" or better** may be used. It is the student's responsibility to list such non-degree seeking student credit on the program of study.
- b) A maximum of six (6) semester hours of transfer credit may be used towards a graduate degree. Departments will evaluate all transfer credit. It is the student's responsibility to list such transfer credit on the program of study and to provide an official transcript from the institution(s).
- c) Please NOTE: No student may be awarded more than 12 hours of combined non-degree student and/or transfer credit. This means that a student wishing to post 6 hours of graduate credit, which has not been posted under a previous degree, can be awarded no more than 6 hours of non-degree student credit.
- d) For student's requesting transfer credit (internal or external), the program must submit the appropriate transfer credit request form. The appropriate transfer credit forms must be submitted no later than the end of the **seventh week** of the semester in which the student is admitted and enrolled.
 - Transfer graduate coursework taken as a non-degree seeking student:
https://registrar.fsu.edu/sites/g/files/upcbnu3886/files/documents/forms/internal_transfer_credit_request.pdf
 - Transfer graduate coursework taken at another institution:
https://registrar.fsu.edu/sites/g/files/upcbnu3886/files/documents/forms/grad_transfer_credit_request.pdf

Registration

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

Drop/Add

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

Course Drops, Withdrawals, and Leave of Absence Requests

The College of Education, Health, and Human Sciences has created a website to help students navigate the course drop, withdrawal, and Leave of Absence processes at <https://cehhs.fsu.edu/current-students/office-academic-services-and-intern-support-oasis/drops-withdrawals>. While processes may be similar to other units across campus, information on this page applies specifically to degree-seeking students with a primary major in the College of Education, Health, and Human Sciences.

Withdrawal: Every college student, at some point, faces the possibility of enduring a hardship. When a student's enrollment is unexpectedly interrupted due to unforeseen circumstances (personal, family, medical or mental health reasons, and/or other crisis) applying for a withdrawal (from all classes) may be an option. Students may be tuition/fee liable and/or grade liable for coursework, even if approved for a withdrawal. It is important to note semester deadlines when applying for a withdrawal: <https://dsst.fsu.edu/withdrawal>.

If a withdrawal is deemed necessary, CEHHS graduate students must contact the Assistant Director for Graduate Academic and Student Services in OASIS to discuss the implications and viability of withdrawing, as well as any alternative academic options that may exist.

To discontinue enrollment in all coursework during a current semester after the drop/add deadline, students must officially withdraw (from all classes) through the online application process offered through the University Office of Withdrawal Services.

Medical/Mental Health Withdrawal: Students who have experienced a severe medical and/or mental health problem that caused the student to miss several classes and/or take a failing grade, may qualify to receive a medical/mental health withdrawal. However, the student's health problems *must meet certain criteria and be documented* to be evaluated.

Medical withdrawal (all courses removed) will be approved only for severe illnesses or injuries of an acute emergency nature that incapacitates the student. Mental health withdrawals (MHW) will be approved for severe psychological conditions requiring hospitalization or intensive outpatient care for an extended period of time. A MHW will be considered for a traumatic event (e.g. death of a close friend or family member, acts of violence, etc.) that clearly impedes the student's ability to perform in the usual manner. Documentation of counseling sessions, whether at the Counseling and Psychological Services or another facility, must be submitted.

For detailed information on applying for a withdrawal, visit <https://dsst.fsu.edu/withdrawal>. Answers to frequently asked questions about applying for a withdrawal can be found at <https://dsst.fsu.edu/withdrawal/faqs>.

Leave of Absence: Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of two to three consecutive future 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. It is advised that the student consult with his/her major professor, advisor, or graduate coordinator to determine what

constitutes a valid justification for a leave of absence. The Leave of Absence application is found at <https://gradschool.fsu.edu/graduate-student-forms>.

It is recommended that international students first consult with the Center for Global Engagement to discuss how a leave of absence affects their immigration status.

Case Management Services

Case Management Services is available to assist with questions, and to take referrals from any faculty, staff, family, friend, or community member concerned about an individual's well-being. The Case Manager works with individuals to provide emotional support, counseling, advocacy, and to identify immediate needs, making appropriate referrals to campus and community resources. Cases are monitored, as needed, to ensure that individuals receive the support necessary to improve their life situation. Visit <https://dsst.fsu.edu/cms> for more information.

SECTION V: USEFUL RESOURCES

Important Websites

- **University Graduate Admissions:** <https://gradschool.fsu.edu/graduate-admissions>
- **Tuition/Fee Rates:** <https://studentbusiness.fsu.edu/tuition-fees>
- **Tuition/Fee Payments:** <https://studentbusiness.fsu.edu/student-accounts/make-payment>
- **Office of Financial Aid:** <https://financialaid.fsu.edu/>
- **International Students - Center for Global Engagement:** <https://cge.fsu.edu/>
- **Student Central “How-to” Help for Students:** <https://sc.my.fsu.edu/students>
- **University Registrar’s Office:** <https://registrar.fsu.edu/>
- **University Graduate Bulletin:** <https://registrar.fsu.edu/bulletin/graduate-bulletin>
- **The Graduate School:** <https://gradschool.fsu.edu/>
- **Congress of Graduate Students:** <https://sga.fsu.edu/student-government/congress-graduate-students>
- **University Health Services:** <https://uhs.fsu.edu/>
- **University Counseling and Psychological Services:** <https://counseling.fsu.edu/>
- **Collegiate Recovery Community:** <https://chaw.fsu.edu/lift>
- **Case Management Services:** <https://dsst.fsu.edu/cms>
- **Office of Accessibility Services (OAS):** <https://dsst.fsu.edu/oas>
- **Career Center:** <https://career.fsu.edu/>
- **Career Center Services for Graduate Students:**
<https://career.fsu.edu/students/graduate-students>
- **CEHHS Technology Resources:** <https://education.fsu.edu/current-students/technology-resources>
- **CEHHS Office of Academic Services and Intern Support (OASIS):**
<https://cehhs.fsu.edu/OASIS>
- **Research Consultation Service:** <https://education.fsu.edu/current-students/research-consultation-service>
- **Statistical and Research Design Consultation Services:** <https://cehhs.fsu.edu/current-students/statistical-and-research-design-consultation-services>
- **Multicultural Identities:** <https://career.fsu.edu/students/Maximizing-Your-Diversity/multicultural-identities>
- **Reading and Writing Center:**
<https://wr.english.fsu.edu/reading-writing-center>

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

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

- Serving as the representative office for the academic dean of the College of Education of Education, Health, and Human Sciences (CEHHS) assisting undergraduate and graduate students in the steps and milestones required to achieve degree completion
- Maintaining records for CEHHS students, including forms related to graduate and undergraduate study
- Serving as the primary liaison between prospective and current students in the College of Education, Health, and Human Sciences and the University Office of Admissions, the Office of the Registrar, The Dean of Undergraduate Studies and The Graduate School

- Working with the educator preparation programs throughout the University to coordinate internship placements and field-based experiences with PK-12 schools and students

Graduate Advising: Your major professor or academic advisor assigned by your academic department provides advising for graduate students. Please contact your major professor/advisor directly to set up an academic advising appointment.

Graduate Student Resource Center: <https://provost.fsu.edu/gsrc>

The Graduate Student Resource Center houses valuable resources and information to support graduate student success, including workshops in a variety of areas.

CEHHS Graduate Student Listserv: All degree-seeking graduate students who are enrolled in a degree program within the College will be added to the College of Education, Health, and Human Sciences graduate student listserv administered by OASIS. The listserv membership is updated each semester after the last day of drop/add.

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

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

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

Scholarships:

- Funding and Awards (The Graduate School): <https://gradschool.fsu.edu/funding-awards>
- Scholarships and Aid (College): <https://cehhs.fsu.edu/scholarships>

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

Latin America-Caribbean (LAC) Scholarship: <https://studentbusiness.fsu.edu/how-pay/LAC-scholarship> Graduate students who are citizens from Latin America and Caribbean (including Puerto Rico and the U.S. Virgin Islands) who have been awarded a non-duty scholarship from the U.S. federal government, the State of Florida government or by the government of the Latin American/Caribbean country of origin, of a minimum of \$500 per semester, may be eligible to

be designated as Latin American and Caribbean Scholarship recipients. A Latin American and Caribbean Scholarship recipient (LAC) will be classified as a Florida resident for tuition purposes only.

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

Textbooks FSU Bookstore: <https://www.bkstr.com/floridastatstore>

University Graduate Orientation: The Graduate School also holds an optional New Graduate Student Orientation each fall semester: <https://gradschool.fsu.edu/newcurrent-students>. This orientation does not substitute for the department/program orientation.

SECTION VII: ACADEMIC STANDING AND PROFESSIONAL EXPECTATIONS

E-Mail Policy

The official method of communication at Florida State University is your FSU e-mail account. To stay informed and aware, you are required to set up and maintain your student account and check it three times per week. If you choose to have your official FSU student email account forwarded to another e-mail account, you are still held responsible for all information distributed by the University to your FSU account.

Academic Standing and Retention

The University reserves the right to exclude at any time a student whose conduct is deemed improper or prejudicial to the interest of the University community or whose academic performance is substandard, regardless of grade point average (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 graduate grade point average is not attained by the end of the *next full term of enrollment*, the student will be placed on academic dismissal. See <https://registrar.fsu.edu/bulletin/graduate-information/academic-regulations-procedures>.

Academic Dismissals for GPA

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

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

Incomplete Courses

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

In order to assign an incomplete, the instructor will indicate a time frame for resolution of the grade and the default grade to be assigned if the student does not complete the remaining academic work. It is the student's responsibility to complete the remaining academic work within the agreed-upon time frame. A completed [Incomplete Grade Agreement](#) Form must be submitted to the academic department/program.

University 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 they had enrollment 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 (or unit head) in the department/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 with the accepted norms of a 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 in, 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.

Graduate program handbooks **MUST** provide information about failure to meet specific milestone or behavioral requirements. Students who are dismissed for reasons other than grades may follow the General Academic Appeals process if they have evidence that academic regulations and procedures have been improperly applied.

Graduate Student Ombuds Website

Reminder: The University Graduate Ombuds website outlines the process that a graduate student must follow prior to meeting with an ombudsperson in The Graduate School. The website provides a general description of what the role of the ombudsperson is, as well as offers some useful links, resources, and contact information for those navigating the process. For additional information visit: <https://gradombuds.fsu.edu/>.