

DOCTORAL PROGRAM

Planning Guidelines

2023-2024

Educational Leadership & Policy Studies ▪ Educational Psychology & Learning Systems
School of Teacher Education ▪ Sport Management



FLORIDA STATE UNIVERSITY



2023-2024 Degree Program Planning Guide for Doctoral Students

Thank you for choosing Florida State University to pursue your doctoral studies! The Educational Leadership and Policy Studies, Educational Psychology and Learning Systems, and Sport Management Departments, and the School of Teacher Education, and are home to 21 doctoral programs and includes students from 41 countries. This guide is to help you navigate the various College and University requirements for doctoral studies at FSU. Each academic program also publishes a Doctoral Student Handbook to help familiarize you with department and program level requirements and milestones. We encourage you to meet with your major professor/advisor on a regular basis to plan your doctoral studies. If you have any questions regarding the information in this guide, please contact Lisa Beverly in the Office of Academic Services and Intern Support – also known as OASIS – at lbeverly@fsu.edu or (850) 644-3760.

SECTION I: Major Milestone Requirements

1. **Major Professor:** Early in the doctoral program, the student should consult with the department chair and with professors under whom the student may be interested in working and from whose areas of competency a dissertation topic could be selected. The department chair will appoint the major professor who must have Graduate Faculty Status (GFS) and special competence in the student's proposed area of concentration. The appointment must be mutually agreeable to the student, major professor, and department chair.
2. **Supervisory Committee:** When selecting members of the supervisory committee, the student needs to discuss with and have the consent of the major professor and department chair. The supervisory committee must consist of a minimum of four members of the faculty who have Graduate Faculty Status, one of whom is the university representative of the faculty. The university representative is drawn from outside the student's department. For interdisciplinary programs the university representative is drawn from outside the student's department and degree program. The university representative must be a tenured member of the faculty with Graduate Faculty Status and should be free of conflicts of interest with other members of the supervisory committee.

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

3. **Program of Study:** A signed program of study must be submitted to the Office of Academic Services and Intern Support (OASIS) by the end of the first year after admission. It is necessary to list the semesters and years courses are to be taken in chronological order (past to present) to determine that university, department, and college requirements will be met.
 - a. A doctoral student will submit to OASIS, no later than 12 months after enrollment, a completed Program of Study that includes the Major Professor and Department Chair signatures.
 - b. The two departmental committee member names and signatures must be submitted to OASIS in the semester in which the doctoral student is registered for the Preliminary Exam via the College Supervisory Committee Revision Form.
 - c. The name and signature University Representative must be submitted to OASIS with the doctoral student's Dissertation Prospectus Clearance Form via the College Supervisory Committee Revision Form.

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

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

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

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

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

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

6. **Preliminary Exam:** Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the doctoral degree. No student may register for dissertation hours prior to the point in the semester in which the preliminary examination was passed. An admission to candidacy form must be completed and filed in the Office of the University Registrar prior to registration for dissertation hours. After completion of the admission to candidacy process, the student may retroactively add dissertation hours for that semester in which the preliminary examination was completed. Retroactive changes are only permitted if the preliminary examination is passed by the end of the seventh week of the semester. 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, the academic dean, and the Dean of The Graduate

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

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

If a student fails the preliminary examination before being admitted to candidacy, 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 department or unit, per that department or unit's doctoral student handbook. The Academic Dean's office should be notified of the outcome of any preliminary exam attempt.

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

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

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

A student must be admitted to candidacy at least six months prior to the granting of the degree. The purpose of this requirement is to ensure a minimal lapse of time for effective work on the dissertation after acquisition of the basic competence and after delineation of the problem and method of attack. More realistically, the student should expect to spend a year or more of work on the dissertation.

8. **Prospectus:** After passing the preliminary exam, students in some degree programs are required to submit to the major professor, supervisory committee, and department chair a

prospectus on a research project suitable for a dissertation. Students must contact their academic department for details regarding program-specific prospectus requirements. Upon prospectus approval, the department must submit a Prospectus Clearance Form and an IRB Verification Form (PDF) to OASIS. The University Representative also submits an evaluation of the prospectus and defense to OASIS. The Prospectus Clearance Form must be approved by the Academic Dean at least four months prior to the defense of the dissertation. Forms can be found at <https://education.fsu.edu/oasis/graduate-students>.

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

It is the responsibility of the major professor to supervise the preparation of the prospectus and the dissertation. The manuscript must be prepared according to the style and form prescribed by the department and must conform to the University requirements regarding format.

Before writing the dissertation, the student should become familiar with the University's manuscript formatting and clearance requirements. The dissertation should be in the hands of the major professor and the examining committee at least four weeks before the date of the oral examination. At the same time, the dissertation should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to the Graduate School's formatting requirements. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise and Dissertation.

As a condition of undertaking a dissertation program, the student agrees that the completed dissertation will be archived in the University Libraries system. The electronic dissertation will also be archived by ProQuest. The student will make the electronic dissertation available for review by other scholars and the general public by selecting an access condition provided by The Graduate School. Publication of the dissertation through standard media for scholarly work is also encouraged. For more information about available access conditions, please see the "Guidelines for Restrictions on the Release of Theses, Dissertations, and Treatises" section of the *Graduate Bulletin*.

After completing the required coursework, passing the Preliminary Examination, submitting an Admission to Candidacy to the Office of the 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 student shall register for a minimum of two credit hours of dissertation per semester, *including Summer term*, plus additional credit hours adding up to the required full-time load, until completion of the degree. A student also must be enrolled in a minimum of two hours of dissertation in the semester 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 per semester (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 and approved by the student's faculty advisor. Before registering for dissertation hours, the student must consult the major professor as to the proportion of time to be devoted to dissertation work.

F-1 or J-1 international students must meet federal enrollment requirements. International students must consult with the Center for Global Engagement (CGE) regarding minimum enrollment requirements.

Departments responsible for registering doctoral students for dissertation hours must monitor and enforce the requirement for minimum enrollment for all students. It is also the responsibility of the student to ensure that they are registered for the minimum required dissertation hours each semester of enrollment after passing the preliminary exam.

10. Dissertation Defense: The defense of the dissertation will be oral. Responsibility for suggesting the time, designating the place, and presiding at the examination rests with the major professor. It is recommended that students defend no later than the eighth week of classes in the semester of intended graduation. Students must meet all manuscript and online forms deadlines set by The Graduate School in the semester of graduation or within 60 days of a successful defense (whichever is earliest). Manuscript/forms submission deadlines can be found on The Graduate School's website under Thesis, Treatise, and Dissertation.

Academic courtesy requires that the dissertation be submitted to each member of the supervisory committee at least four weeks before the date of the oral examination. At the same time, the dissertation should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to The Graduate School's formatting requirements. Electronic manuscript 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 dissertation title, date, and place of the examination to The Graduate School. The announcement must be submitted electronically on The Graduate School's [Manuscript Clearance Portal](#) and will be posted on the Defense Calendar on The Graduate School's website. Electronic 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. If the University representative is unable to attend in real-time, then a new, appropriately qualified University representative must be selected to attend the defense. A minimum of four members with Graduate Faculty Status must participate.

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 dissertation must be in its final form or require only minor revisions (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 dissertation requires at least a majority approval of the committee. Individual departments may impose stricter requirements for what constitutes a Pass. Departments and other degree-granting programs must publicize their policy on this issue in their Graduate Student Handbook and in the relevant section of the Graduate Bulletin.

Pass with Major revisions. This decision indicates that the 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. Revisions must be completed and approved within 60 days of a successful defense, or a re-examination will be required per The Graduate School's [60-Day Deadline](#).

Re-Examine. The committee may determine a re-examination is necessary if the dissertation had significant flaws and major revisions are need (i.e., the current research will take a substantial amount of work/time to correct), AND/OR the student's oral defense was unsatisfactory. This decision can only be given once. If the student completes a re-examination and does not pass with only minor revision required to the dissertation, they should be given a Fail.

Fail. In the case of a Fail, the 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 completes a re-examination 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 dissertation to the Manuscript Clearance Advisor. This submission must occur by the semester deadline or within [60 days](#) of successful defense (whichever is earliest). 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/or they must be re-examined.

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

Manuscript Clearance Workshops: Workshops are offered by The Graduate School Manuscript Clearance Office every semester with as much variation in days and times as possible. New dates are posted at <https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-workshops> and on the University calendar at the beginning of each semester. Please email clearance@fsu.edu with any questions.

2023-2024 Manuscript Clearance Semester Deadlines:

<i>Semester Deadline</i>	<i>Fall 2023</i>	<i>Spring 2024</i>	<i>Summer 2024</i>
<i>Last day to submit doctoral dissertation or treatise for pre-defense format review*</i>	<i>October 30</i>	<i>March 18</i>	<i>June 17</i>
<i>Last day to submit master's thesis for pre-defense format review*</i>	<i>November 13</i>	<i>March 25</i>	<i>June 24</i>
<i>Last day for submission of post-defense, final content-approved thesis, dissertation, or treatise and required forms#</i>	<i>November 27</i>	<i>April 8</i>	<i>July 8</i>
<i>Last day for thesis, dissertation, and treatise students to receive Official Final Clearance in the Manuscript Clearance Portal</i>	<i>December 15</i>	<i>May 3</i>	<i>August 2</i>

**Manuscripts must be submitted online by 11:59 pm ET of the deadline date. Manuscripts must be 90% complete and formatted according to The Graduate School's guidelines to be accepted.*

#Manuscripts must be submitted online and forms through Final Content Approval must be completed in the Manuscript Clearance Portal by 11:59 pm ET of the deadline date. Additional formatting corrections will likely be required after this date. Content corrections are not permitted after this date.

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>.

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

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

- 12. Doctoral Tuition Waivers:** All Educational Leadership and Policy Studies, Educational Psychology and Learning Systems, School of Teacher Education, and Sport Management academic programs' required coursework can be completed in three years. Therefore, doctoral students in pre-dissertation coursework can receive up to three academic years of waiver funding. A maximum of 6 semesters, or 54 credit hours of dissertation, can be funded for doctoral candidates. In both instances, the maximum funding limits apply regardless of funding source.

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

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

- 13. Graduation:** Apply online for graduation in Student Central (my.fsu.edu) prior to the application deadline of the semester in which graduation is planned. Students must apply online to graduate even if they do not intend to participate in the Commencement Ceremony. Notify the College Graduate Co-Director if you cannot complete the degree requirements during the semester in which you have applied. If you intend to participate in Commencement exercises, arrange for cap and gown through the University Bookstore: http://registrar.fsu.edu/graduation/cap_gown/.

For instructions on applying online to graduate, follow the [How to Apply to Graduate steps](#).

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

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 Section II of this guide for further information.

Degree Posting

Degree clearances for graduation applicants require approval of both the academic dean's office (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/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 your academic dean 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 (850) 644-1050.

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

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

SECTION II: Doctoral Degree Final Term Checklist

Graduation

1. Apply online for graduation in Student Central (my.fsu.edu) prior to the application deadline of the semester in which graduation is planned. Notify the College Graduate Co-Director if you cannot complete the degree requirements during the semester for which you have applied.

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

For instructions on applying online to graduate, follow the [How to Apply to Graduate steps](#). For more information visit the Registrar's Graduation Information website, <http://registrar.fsu.edu/graduation/checklist>.

2. If you intend to participate in the Commencement Ceremony, arrange for your cap and gown through the University Bookstore:
http://registrar.fsu.edu/graduation/cap_gown/.
3. Ensure that you have submitted an accurate Program of Study to OASIS, signed by all of required committee members and the department chair. An accurate program of study must be on file in OASIS to be eligible for degree conferral.
4. Ensure that you have submitted the following forms to OASIS. If you have not, you will not be cleared to graduate.
 - a. Diagnostic/Qualifying Exam Results Form (in applicable programs)
 - b. Doctoral Preliminary Exam Results Form
 - c. Admission to Candidacy Form
 - d. Dissertation Prospectus Clearance Form (in applicable programs)
 - e. IRB Verification Form
 - f. An accurate Program of Study
5. Review Manuscript Clearance Guidelines and Requirements on The Graduate School website <http://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation> for all documents, deadlines, and forms required for final graduation clearance by The Graduate School.
6. Ensure you have completed a minimum of two dissertation hours each semester of enrollment since admission to doctoral candidacy, *including summers and the final semester*, 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.

8. Register for Dissertation Defense (0-credit) before the end of the first week of the semester. If you registered for Dissertation Defense in a previous semester and received an incomplete (“I”), **you must drop the defense from that term and register for defense again in the term in which you complete the requirement.**

SECTION III: Dissertation Defense

Dissertation Defense

1. At the beginning of the semester, consult with your major professor and schedule the date of your dissertation defense. You must defend your dissertation no later than the final [deadline](#) date set by The Graduate School.
2. Submit a defense announcement to The Graduate School at least two weeks prior to your scheduled defense: <http://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>.
3. Submit a final draft of the dissertation to each member of your committee members at least four weeks prior to the defense.

After Dissertation Defense

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

1. The student must electronically submit the final content-approved version of the dissertation to the Manuscript Clearance Advisor via the ProQuest ETD Administrator. Electronic submission instructions are found on The Graduate School's [website](#) under Thesis, Treatise, and Dissertation. This must be completed by 11:59 p.m. (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 documents and online forms are submitted to The Graduate School.*
3. Students are required to complete the entire clearance process of the final manuscript within 60 days of the successful defense date, or you will have to re-defend. No exceptions will be made for this policy. It is encouraged that you make contact with the Manuscript Clearance Advisor early in the semester that you intend to defend so that any problems in the manuscript format can be corrected.

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/forms/grad_transfer_credit_request.pdf
 - Transfer graduate coursework taken at another institution:
https://registrar.fsu.edu/forms/internal_transfer_credit_request.pdf

Registration

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

Drop/Add

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

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, College graduate students must contact the Graduate Co-director in OASIS to discuss the implications and viability of withdrawing, as well as any alternative academic options that may exist.

To discontinue enrollment during a current semester students must officially withdraw (from all classes) through the online application process offered through the 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 University policy can be found at <http://policy.gradschool.fsu.edu/students>.

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.

SECTION V: USEFUL RESOURCES

Important Websites:

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

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

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

- Serving as the representative office for the academic dean of the College assisting undergraduate and graduate students in the steps and milestones required to achieve degree completion
- Maintaining records for College students, including forms related to graduate and undergraduate study
- Serving as the primary liaison between prospective and current students in the College and the University Office of Admissions, the Office of the Registrar, The Dean of Undergraduate Studies and The Graduate School
- Working with the educator preparation programs throughout the University to coordinate internship placements and field-based experiences with PK-12 schools and students

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

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

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

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

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

Scholarships:

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

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

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

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

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

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

SECTION VI: ACADEMIC STANDING AND PROFESSIONAL EXPECTATIONS

E-Mail Policy

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

Academic Standing and Retention

The University reserves the right to exclude at any time a student whose conduct is deemed improper or prejudicial to the interest of the University community or whose academic performance is substandard, regardless of GPA

(https://registrar.fsu.edu/bulletin/graduate/information/academic_regulations/). A graduate student, excluding College of Law students and MD candidates in the College of Medicine, whose cumulative grade point average for graduate courses (5000 and above) taken at Florida State University falls below **3.0** at the end of a term (not counting courses for which "S" or "U" grades may be given) will be considered not in good standing by the University and will be placed on academic probation. If a 3.0 cumulative graduate grade point average is not attained by the end of the *next full term of enrollment*, the student will be placed on academic dismissal.

Academic Dismissals

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

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

Incomplete Courses

Incomplete ("I") grades will be recorded only in exceptional cases when a student, who has completed a substantial portion of the course and who is otherwise passing, is unable to complete a well-defined portion of a course for reasons beyond the student's control. Students in these

circumstances must petition the instructor and should be prepared to present documentation that substantiates their case. Incomplete grades will not be granted in order to allow students to do extra coursework in an effort to increase their grade.

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

Program Terminations (Dismissal for a Reason Other than GPA)

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

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

SECTION VI: UNIVERSITY-WIDE STANDARDS FOR GRADUATE TEACHING ASSISTANTS

General

Administrative responsibility for the teaching assignment rests within the department in which the student is employed as a graduate teaching assistant (TA). Each department is responsible for providing orientation, training, supervision, and evaluation of its graduate student TAs, and for assigning a faculty member to work closely with the individual graduate student to assist him or her in carrying out teaching responsibilities and to facilitate professional development. There should be a departmental orientation for TAs prior to beginning their teaching responsibilities. It is also recommended that all TAs attend the Program for Instructional Excellence (PIE) Teaching Conference sponsored by PIE before beginning their teaching responsibilities. PIE's Biannual Teaching Conference is offered twice each academic year, each Fall and Spring semester.

Each program has a discipline-specific teaching manual for its graduate TAs to supplement the university teaching manual, Instruction at FSU, that may be viewed online at <https://odl.fsu.edu/>.

Graduate Assistantship Job Code

To monitor compliance with university policies and Fair Labor Standards Act (FLSA) requirements, it is imperative that the proper appointment classifications be used for graduate TAs. It is the responsibility of departments that employ graduate teaching assistants to establish the appropriate job code according to teaching responsibility. The Graduate School and the Human Resources Office will verify the requirements for each classification and are the offices to contact if there are any questions. Job codes to be used for graduate students can be accessed at <https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/OPSJobCodes.pdf>. As a general rule:

Note: The university's Conflict of Interest policy applies to all teaching assistants.

- As a general rule, job codes should be assigned as described here:
- Categories 1 and 2:
 - W9185 Graduate Assistant (Teaching) – Stipend (FLSA Exempt)
 - This Graduate Assistant shall be classified as a degree-seeking graduate student who assists in the teaching function but is not the IOR and does not have primary responsibility for teaching. The appointee must be fully admitted to and meet the requirements of the University, be fully admitted to a graduate degree program, and be under the supervision of a faculty member. Examples: tutors, recitation leaders, laboratory supervisors, assistants to faculty instructors; when assigned to a standalone undergraduate course, duties may include grading of undergraduate-level work.
- Categories 3 and 4:
 - M9184 Graduate Teaching Assistant – Stipend (FLSA Exempt)
 - This Graduate Teaching Assistant shall be classified as a degree-seeking graduate student who has a master's degree in the teaching discipline, or at least eighteen (18) graduate semester hours in the teaching discipline, and performs primary teaching duties as the IOR that are related to that student's academic program. The appointee must be admitted to and meet the requirements of the University, be

fully admitted to a graduate degree program, and be under the supervision of an appropriate faculty member. Example: A graduate student having full instructional responsibilities for a credit class as IOR.

- Category 5:
 - W9183 Graduate Teaching Associate (Teaching) – Stipend (FLSA Exempt)
 - This Graduate Teaching Associate shall be classified as a degree-seeking graduate student who has a master's degree in the teaching discipline, or at least eighteen (18) graduate semester hours in the teaching discipline and assists in the teaching function of a graduate course or co-listed course (4000/5000; 4000/6000), but is not the IOR, PI, or Co-PI. The appointee must be fully admitted to and meet the requirements of the University, be fully admitted to a graduate degree program, and be under the supervision of a faculty member. Examples include: For graduate-level or co-listed courses, tutors, recitation leaders, laboratory supervisors, assistants to faculty instructors, or comparable roles. Limited grading and instruction of graduate students as described under "Description of Duties" are permitted as long as a supervising faculty member retains final authority over grades and provides supervision of instructional content. Category 5 Graduate Teaching Associates may not take on the lead instructor role of a graduate or co-listed course.

Description of Duties and Minimum Requirements for Different Categories of Instruction

Category 1. Duties: This category may include a variety of duties for undergraduate-level courses. TA responsibilities cannot involve routine direct contact with a group of undergraduate students in face-to-face or online instructional support roles. Limited one-to-one engagement (e.g., office hours) is permissible. Examples of appropriate tasks include grading of multiple-choice type assignments, the setup of laboratory demonstrations, and clerical course management tasks. If routine instructional contact with a group of undergraduates is expected, then the TA must meet the English language competency standard required for a Category 2 appointment.

Required qualifications and training:

- Program-specific guidelines for the specific duties
- Undergraduate degree in discipline or related field
- Some graduate work completed or enrolled in
- Must successfully complete all requirements for Day 1 of the Biannual PIE Teaching Conference before the commencement of one's TA duties. Day 1 includes required training on the Sexual Harassment Policy, Academic Honor Policy and the Federal Educational Rights and Privacy Act (FERPA). Day 1 also includes training in the use of Course Management System (CMS) for instruction, time management for TAs, and interacting professionally with one's students. Equivalent preparation offered by the academic unit (that has been approved by the Graduate School) may be substituted for Day 1 of the Biannual PIE Teaching Conference, and this alternative must include training in the specific policies noted above.
- Supervision by a faculty member in the teaching discipline
- Planned and periodic evaluations of the TA

Category 2. Duties: For assignment to undergraduate courses, this category includes a variety of duties (e.g., grading of undergraduate-level work; tutoring; proctoring of computerized exams and laboratories; assisting with or leading laboratory, recitation, or discussion sections; or assisting students with software or equipment use). When grading undergraduate-level work performed by graduate students, potential conflict of interest or grading within the programmatic cohort (as defined in Category 5) should be avoided. Any anticipated grading within the programmatic cohort must be reported to the Academic Dean's Office at the beginning of the semester. This category assumes a greater degree of interaction with undergraduate students than Category 1 and thus requires a higher level of competency in spoken English.

A Category 2 TA may provide assistance in graduate-level or co-listed courses (4000/5000 or 4000/6000 combined courses). Examples of appropriate tasks for Category 2 TAs in graduate-level or co-listed courses include setting up laboratory demonstrations, proctoring exams, moderating a discussion board, distributing assignments, preparing class materials/presentations/visual aids, taking attendance or recording questions and responses in class, recording lectures, assisting students with software or equipment use, other clerical tasks, and grading of undergraduate-level work. No grading or comparable assessment of graduate-level work for graduate-level credit, and instruction of content not previously introduced by the IOR may be performed by Category 2 TAs assigned to graduate-level or co-listed courses.

Required qualifications and training:

- Program specific guidelines for the specific duties
- Undergraduate degree in discipline or related field
- Some graduate work completed or enrolled in
- Must successfully complete all requirements for Day 1 of the Biannual PIE Teaching Conference before the commencement of one's teaching duties. Day 1 includes required training on the Sexual Harassment Policy, Academic Honor Policy and FERPA. Day 1 also includes training in the use of the CMS for instruction, time management for TAs, and interacting professionally with one's students. Equivalent preparation offered by the academic unit (that has been approved by the Graduate School) may be substituted for Day 1 of the Biannual PIE Teaching Conference, and this alternative must include training in the specific policies noted above.
- Supervision by a faculty member in the teaching discipline
- Planned periodic evaluations of the TA

Note: The distinction of Categories 1 and 2 recognizes that the extent of interaction with undergraduates, and thus the necessary spoken English competency of the TA, varies across disciplines though the position title is the same.

Note: Regarding Category 3 and 4 Appointments, these types presume the graduate TA is the IOR for an undergraduate course only (1000-4000 course level, no co-listed courses). The policy forbids a graduate student from being the IOR or taking on the lead instructor role for a graduate course or co-listed course. Unit may apply to the Graduate School for exceptions to this rule. When grading undergraduate-level work performed by graduate students registered in undergraduate courses, potential grading within a programmatic cohort (as defined in Category

5) should be avoided. Any anticipated grading within a programmatic cohort must be reported to the Academic Dean's Office at the beginning of the semester.

Category 3. Duties: Instructor of record in lower-level undergraduate courses (1000–2000 level).

Required qualifications and training:

- A minimum of eighteen (18) hours of graduate coursework in the teaching discipline
- Must successfully complete all requirements for Days 1 and 2 of the Biannual PIE Teaching Conference before the commencement of one's teaching duties or an equivalent offered by the academic unit (that has been approved by the Graduate School).
- Days 1 and 2 of the Biannual PIE Teaching Conference address the following policies which are required for this category: Sexual Harassment Policy, Academic Honor Policy, FERPA, American with Disabilities Act (ADA), Grading Policies, Textbook Adoption Procedure Policy, Syllabus Policy, Class Attendance Policy, Final Exam Policy, Copyright Law Regulations (Copyright Revision Act of 1976 "fair use"), and Course Evaluation Policy. Days 1 and 2 also include training in a number of topics that are of value to TAs, e.g. the use of the CMS for instruction, time management for TAs, interacting professionally with one's students, dealing with distressed students, diversity in the classroom, grading and assessment.

Note: Alternative "equivalent training" that is provided by an academic unit must include training in the specific policies indicated above.

- Student participation in a "teaching in the discipline" course or equivalent academic unit orientation
- Direct supervision by a faculty member in the teaching discipline
- Planned and periodic evaluations of the TA

Category 4. Duties: Instructor of record in upper-level undergraduate courses (3000–4000 level).

Required qualifications and training:

- Master's degree or at least thirty (30) hours of graduate coursework in the teaching discipline
- Must successfully complete all requirements for Days 1 and 2 of the Biannual PIE Teaching Conference before the commencement of one's teaching duties or an equivalent offered by the academic unit (that has been approved by the Graduate School).
- Days 1 and 2 of the Biannual PIE Teaching Conference address the following policies which are required for this category: Sexual Harassment Policy, Academic Honor Policy, FERPA, ADA, Grading Policies, Textbook Adoption Procedure Policy, Syllabus Policy, Class Attendance Policy, Final Exam Policy, Copyright Law Regulations (Copyright Revision Act of 1976 "fair use"), and Course Evaluation Policy. Days 1 and 2 also include training in a number of topics that are of value to TAs, e.g. the use of the CMS for instruction, time management for TAs, interacting professionally with one's students, dealing with distressed students, diversity in the classroom, grading and assessment.

Note: Alternative "equivalent training" that is provided by an academic unit must include training in the specific policies indicated above.

- Student participation in a "teaching in the discipline" course or equivalent academic unit orientation
- Direct supervision by a faculty member in the teaching discipline
- Planned and periodic evaluations of the TA

Category 5. Duties: Providing assistance to lead instructors of graduate-level or co-listed courses. In addition to duties described for Category 2 TAs, Category 5 TAs may perform limited grading and instruction. Grading is supervised by the IOR and should be based on faculty-created criteria (e.g. rubrics, point-breakdowns, sample solutions, etc.). Final assignment of grades is reserved for the IOR.

Category 5 TAs must defer to the IOR for all final decisions. When interacting with students, Category 5 TAs should communicate their support role to the students enrolled. They should explain that grading is based on faculty-provided criteria, is reviewed by the IOR, and can be discussed with the IOR.

Category 5 TAs may provide limited instruction in graduate-level and co-listed courses. In addition to reviewing material previously introduced by the IOR, Category 5 TAs may present new material on their own in rare instances, and only after discussing the planned lecture with the IOR first. They may present new material several times throughout the semester if the supervising faculty member is in attendance at each of these sessions. At a minimum, a super-majority of class sessions that introduce new material should be led by the IOR.

Category 5 TAs may not assign final course grades, but may assign grades on daily work, quizzes, laboratory participation, etc. Category 5 TAs may not develop course material unless it is in direct consultation with and review from the IOR. Furthermore, Category 5 TAs may not grade students who fall under the university's Conflict of Interest policy or within the TA's programmatic cohort. For the purposes of this policy, a TA's programmatic cohort is defined as the group of graduate students in the unit where the TA is pursuing a degree or certificate who are enrolled in many or most of the same courses as the TA within the same time frame as the TA. Units must ensure that no conflict of interest or no grading within their programmatic cohort will exist.

Required qualifications and training:

- Minimum of eighteen (18) hours of graduate coursework in the teaching discipline
- Must successfully complete all requirements Days 1 and 2 of the Biannual PIE Teaching Conference before the commencement of one's teaching duties or an equivalent offered by the academic unit (that has been approved by the Graduate School).
- Days 1 and 2 of the Biannual PIE Teaching Conference address the following policies which are required for this category: Sexual Harassment Policy, Academic Honor Policy, FERPA, ADA, Grading Policies, Textbook Adoption Procedure Policy, Syllabus Policy, Class Attendance Policy, Final Exam Policy, Copyright Law Regulations (Copyright

Revision Act of 1976 "fair use"), and Course Evaluation Policy. Days 1 and 2 also include training in a number of topics that are of value to TAs, e.g. the use of the CMS for instruction, time management for TAs, interacting professionally with one's students, dealing with distressed students, diversity in the classroom, grading and assessment.

Note: Alternative "equivalent training" that is provided by an academic unit must include training in the specific policies indicated above.

- Student participation in the PIE's Category 5 TA Training; must be completed during the semester of a student's first Category 5 assignment. The training covers, among other topics, potential conflict of interest situations and how to resolve them; navigating professional and student roles within the same program; and more.
- Direct supervision by a faculty member in the teaching discipline
- Planned and periodic evaluations of the TA

Certification of Spoken English for Graduate Teaching Assistants

As noted above, Academic Deans are required to certify to the Dean of The Graduate School that the TAs in the college are competent to teach. This statement should also include certification that all graduate TAs whose native language is not English are competent to teach in spoken English.

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 (as noted below, students who scored 26 or higher on the speaking portion of the IBTOEFL may be exempted from taking the SPEAK test). 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 in the week(s) prior to the beginning of 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 are urged to take advantage of this opportunity to receive an initial estimate of speaking ability. In addition, the SPEAK is routinely administered as an end-of-term evaluation for students enrolled in EAP courses. TAs not enrolled in EAP courses may also take the test at that time. Course offerings, as well as test dates for SPEAK tests, are distributed periodically to departments via e-mail to TA coordinators. This information is also available on the CIES Web site 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 on the speaking portion of the IBTOEFL, certifies a student to serve in all 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, the higher standard applies. Limited one-to-one engagement e.g., office hours is permissible.

- A score of 45 on SPEAK, or 23-24 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 serve as IOR in Category 3–4 by meeting at least one of the following two criteria:
 - Achieve a score of 50 on SPEAK.
 - Enroll in Advanced Spoken English for ITAs (EAP 5835) and score 90 or better in the course.
 - Student's 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 serve as IOR in Categories 3-4 by meeting at least one of the following two criteria:
 - Achieve a score of 50 on SPEAK.
 - Enroll in Advanced Spoken English for ITAs (EAP 5835) and score 90 or better in the course.
 - Students serving in Category 5 must achieve a score of 50 on the SPEAK exam before assuming their duties.
- The standard for international students serving as ITAs in Modern Language and Linguistics is 45 (SPEAK) or 23 (TOEFL) if the student is teaching a course in their native language.

Exceptions

In general, if new graduate students are unable, due to extenuating circumstances, to attend the Biannual PIE Teaching Conference prior to commencing their first semester of teaching they may only be appointed to Category 1. However, prior to the commencement of their teaching duties the extenuating circumstances must be reviewed by the Graduate School, and if determined to be acceptable, the student must then complete the online required policy modules (Sexual Harassment Policy, Academic Honor Policy and the FERPA) that are available through PIE or undergo equivalent preparation offered by the academic unit (that has been approved by the Graduate School). If equivalent preparation is not available and if they are to continue teaching in the Spring or Summer and thereafter, they must attend the Spring PIE Teaching Workshop which is held the Friday of the first week of classes. Ultimately, they must participate in training through one of the PIE options or through the academic unit in order to continue to serve as a TA.

If students' first semester of enrollment is Spring and they are to be assigned teaching responsibilities they must successfully complete the Spring offering of the Biannual PIE

Teaching Conference or an academic unit equivalent (that has been approved by the Graduate School).

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

Equivalent Previous Experience and Emergencies

With the exception of the minimum of eighteen hours of graduate coursework in the teaching discipline for primary instruction and in accordance with guidelines provided by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the following options will be available to deal with special circumstances:

- A graduate student who through previous preparation or teaching experience has demonstrated knowledge and strong teaching skills can be exempt from some of the requirements, as appropriate, by certification of the program chair.
- In an emergency, a department may appoint a graduate TA who has not met all the University-wide requirements for that category of appointment if there is an assurance that the student will meet the requirements by the end of the term in which the student is teaching.

Instructor of Record (IOR) Policy

FSU defines the "Instructor of Record" as the individual designated by the academic unit as responsible for a course, including developing its design, delivery, assignments, and assessments. All IORs, regardless of rank or type, must meet the appropriate standards for credentials and appointment. (FSU Policy 3A-6)

Normal policy forbids graduate students from serving as an IOR and teaching a graduate course. This includes co-listed undergraduate/graduate sections. Exceptions can be made by requesting approval from the Vice President for Faculty Development and Advancement through the Dean of the Graduate School. Please refer to FSU's Faculty Handbook (Section 5, under Graduate Teaching Status) for more information on this.

SACS Statement

Graduate Teaching Assistants: master's degree in the teaching discipline or eighteen graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations. [Reference: Commission on Colleges, Southern Association of Colleges and Schools (SACSCOC); Commission guidelines "Faculty Credentials" (Adopted Dec. 2006)].

Sexual Harassment, Academic Honor Policy, and FERPA Policies and Equivalency

University policy on sexual harassment training is provided by the Office of Equal Opportunity and Compliance (EOC) within Human Resources (<https://www.hr.fsu.edu/>), the Academic Honor Policy training is offered by the Office of the Vice President of Faculty Development and Advancement (<https://fda.fsu.edu/>), and the FERPA training is offered by the Office of the University Registrar (<https://registrar.fsu.edu/>). These offices provide training at the Fall PIE Teaching Conference. In addition, PIE offers online modules for those students who are unable

to attend the Fall PIE Teaching Conference or who begin their enrollment in the Spring or Summer semesters.

Program for Instructional Excellence Conference and Workshops

The Program for Instructional Excellence (PIE) supports and complements departmental TA training programs. To prepare TAs for immediate undergraduate classroom responsibilities, PIE conducts a biannual two-day teaching conference each fall and spring semester. The conference is free to participants and focuses on best practices, policies, and services at FSU as they relate to teaching. PIE also offers a wide variety of other services to support and assist graduate students in learning about best practices in teaching and learning, including year-round teaching workshops, reading groups, peer teaching observations, a teaching newsletter, office hours, the PIE Teaching Associate program and an online training series the "Basics of Teaching @ FSU." The Program for Instructional Excellence (PIE) also highlights and rewards graduate student TAs whose performance is extraordinary with the annual university-wide Outstanding Teaching Awards (OTAA) program, and by highlighting TA excellence in social media posts and the teaching newsletter. In addition, PIE also assists departments in developing TA departmental training programs.

For questions about graduate teaching assistantships, contact your major professor or academic department administrator. For more detailed information, visit https://registrar.fsu.edu/bulletin/graduate/information/teaching_assistants/.