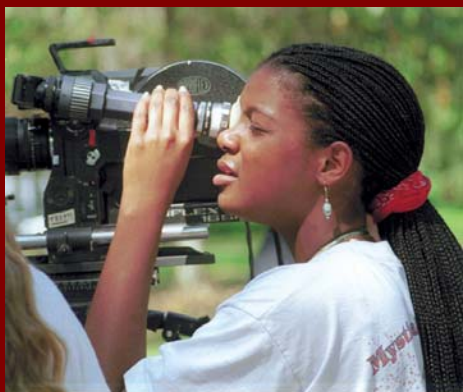


# Florida State University

## Graduate and Professional Student Handbook



**The Office of Graduate Studies**  
We Set the Standard for Success



I want to extend my personal congratulations to you on your acceptance into graduate studies at Florida State University. Graduate study is a time of exploration and immersion in a particular specialty. It is a time for the free exchange of ideas, acquisition of new skills, and creation of new knowledge. It is a time when faculty change from being your teachers to being mentors and colleagues.

The Office of Graduate Studies supports graduate students in every program at the Florida State University. We provide assistance in academic matters, advice on University-wide degree requirements, information on the availability of financial assistance including assistantships, fellowships and scholarships, as well as approval for theses and dissertations.

Florida State University is a Carnegie Doctoral/Research Extensive institution offering graduate and professional studies for approximately 7,500 graduate, law, and medical students. Graduate students at the Florida State University have the opportunity to study with a community of scholars. Our esteemed faculty includes Nobel Laureates, members of the National Academy of Sciences and American Academy of Arts and Sciences, Guggenheim Fellows, and Pulitzer Prize recipients. Graduate education is a core component of the institution's mission as a university. You are now part of a select and diverse group. You have come to us from ninety-five foreign countries and all fifty states. We are looking to you to become leaders in your professions and communities.

On behalf of the Office of Graduate Studies I wish you success in pursuing your advanced studies, and encourage you to contact us if you need assistance.

Sincerely,

Nancy H. Marcus, Ph.D.  
Dean, Graduate Studies

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# Office of the Dean of Graduate Studies Staff



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Donna Wieckowicz, Administrative  
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Guidelines and Requirements for Thesis, Treatise, and  
Dissertation Writers

*The Week Of* – Weekly Colloquia and Defenses

New Graduate Student Orientation and GradQuest

*The Grad Connection* – Graduate Student Newsletter

Graduate and Professional Student Handbook

Graduate Studies Web Site

Faculty Status Information

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Delores Auzenne Fellowship

Leslie N. Wilson Assistantship

Graduate Faculty Mentor Awards

Research Support for Black Faculty

408 WESCOTT

(850) 644-8846



# Academic Calendar

Academic Calendar  
Registration Guide



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## ACADEMIC CALENDAR

The academic calendar is compiled and continuously updated by the University Registrar, Office of Academic Publications. Dates listed on the academic calendar include: registration, fee payment, drop/add, and university recognized holidays.

A printed version of the academic calendar can be found each semester in the *Registration Guide*. Dates and Times listed in the *Registration Guide* are subject to change. Students should refer to the online academic calendar for the most up-to-date information. The [Registration Guide](#) is also available in Adobe PDF format for download and printing.

### ACADEMIC CALENDAR

[Spring](#)

[Summer](#)

[Fall](#)

[College of Law](#)

[College of Medicine](#)

### REGISTRATION GUIDE

[Spring](#)

[Summer](#)

[Fall](#)

# New Graduate Student Checklist

FSUID and FSU Email Account

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Register for Classes

Obtain a Parking Permit

Apply for Financial Aid

Pay Fees

Mandatory Proof of Health Insurance

Housing Information

Services for International Students

Purchase Textbooks

FSU Information

Life in Tallahassee



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## NEW GRADUATE STUDENT CHECKLIST

### FSUID and FSU Email Account

Much of the business you will conduct with the University will be done through campus.fsu.edu. Academic and non-academic resources, course information, and other tools are housed in campus.fsu.edu under the "Secure Apps" tab to protect your identity and secure your privacy. You must activate your FSUID and create a pin to access these services, your FSU email account and course registration.

Your FSU Email account is the official form of communication for the University as well as for many academic programs. You may forward e-mail from your FSU email address to your personal email address. FSU email accounts can be accessed from anywhere in the world by using the FSU [Webmail](#) system.

To activate your FSUID and obtain an FSU email address go to the [University Computing Services](#) website and click "Get Started." You may also activate your FSUID and FSU Email Account simultaneously via [Blackboard](#). For more information about setting up your email account and accessing FSU's web/computer resources view the [Guide to Computing Resources](#).

If you have trouble establishing your FSUID and activating your FSU Email account contact the FSU Technology Help Desk at (850) 644-HELP or [help@otc.fsu.edu](mailto:help@otc.fsu.edu) for support.

### Obtain an FSUCard

With your FSUCard, you can pay your fees, obtain a parking permit to park on campus, obtain an FSU email account, use facilities across campus, such as the [Leach Center](#) and the [Student Life Cinema](#), ride the [Star Metro](#) city buses for free, and receive discounts in various establishments throughout Tallahassee.

First, go to the [FSUCard Center website](#). You will find the office hours, where the FSUCard Center is located and what you need to bring with you to get a card. There will be a \$10 fee which you will pay when you pay your course registration fees. You must be physically present on campus to get your card if you are admitted to a degree program that is offered on site. It is not possible to get your card through the Web or through telephone service.

## Register for Classes

For comprehensive registration information, go to the [Registrar's Office website](#). This site gives you the information you will need to search for courses and to register online. You will also use this site to obtain your class schedule, to check your grades online, to print out unofficial transcripts and to update your records. Please note: **There is a mandatory first class meeting attendance policy at FSU.**

## Obtain a Parking Permit

To park on campus, each vehicle is required to have a parking permit. To obtain a permit by filling out an [online parking permit application](#) and to view all of the parking regulations and visit the [Parking and Transportation website](#). Students must have a valid FSUCard to obtain a "W" student parking permit. Permits are valid for one year: September 1 through the following August 31. Permits become available the third week in August. It is not necessary to pay for the permit at the time of procurement, as it is charged to the student via the Transportation Access Fee on the tuition bill. For a map on where to park on campus, visit <http://parking.fsu.edu/PMap/ParkMap.asp>.

## Apply for Financial Aid

For information on various funding opportunities for FSU graduate students, please visit the Office of Graduate Studies [Fellowships & Funding](#) page. To learn more information about tuition waivers for graduate assistants and employees of the State of Florida and Florida State University, please visit the [Tuition Waiver Information](#) page. To obtain financial aid information and deadlines, go to the [FSU Financial Aid Office website](#). Please note: A separate application is required for summer financial aid. Tip: Always apply early for financial aid.

## Pay Fees

Fee payment is normally due no later than the tenth day of classes. The [Office of Student Financial Services website](#) gives you complete information on how to pay your fees, including tuition payment deadlines and installment contract deadlines by semester. The site also includes information on financial aid disbursement as well as a section on how to pay fees online using a credit card.

## **Mandatory Proof of Health Insurance**

Effective fall 2007, all new, full-time, main campus students carrying at least nine (9) graduate credit hours are required to show proof of adequate health insurance or enroll in the University sponsored plan. Online students are exempt from this requirement. For information on mandatory health insurance and immunization, go to the [Thagard Health Center website](#). **All students must provide proof of immunization to the Thagard Health Center Immunization Department before they will be allowed to register.**

## **Housing Information**

On-campus housing for graduate students is limited. There are two buildings on campus reserved for single graduate students in apartment style living. There is also an apartment community, Alumni Village, located about one-and-one-half miles from campus where single students, married students and students with families live. For information on graduate student housing, go to the [Housing Office website](#). For information about off-campus housing, visit [the Off-Campus Housing website](#). To find information about connecting utilities in the City of Tallahassee, visit [talgov.com Connecting/Disconnecting/Transfers website](#).

## **Services for International Students**

[The International Center](#) provides an opportunity for international students across campus to meet students from other countries. The International Center holds a New International Student Orientation, provides information on financial assistance, visa documents, housing and other assistance.

## **Purchase Textbooks**

The FSU Bookstore is located in the main level of Parking Garage 1, across from the Student Union. Students may purchase books in the store or online at [www.efollett.com](#). For more information, call (800) 255-FSU1 or (850) 644-2072.

## **FSU Information**

There is a one-stop shopping website for students that has links to numerous, valuable websites. Looking for registration information? Want to look at the Graduate Bulletin? Looking for a bank? Looking for a building on campus? Want to know more about life as a student at FSU? Interested in looking for

entertainment? Go to the website established for the student, [FSyou! StudentsFirst Information Central](#).

## Life in Tallahassee

There are numerous activities in Tallahassee that go on throughout the year. To find out what goes on in and around Tallahassee, go to [marquee.fsu.edu](http://marquee.fsu.edu), the [City of Tallahassee website](#), the [Leon County Visitor's Guide](#), the [City of Tallahassee Student Guide](#) or visit [Tallahassee.com](http://Tallahassee.com).

### Things to do Immediately:

1. Purchase a high-quality computer.
2. Set up a timeline, with a detailed calendar, for completing your degree.
3. File everything. Make sure to keep track of manuscript topics and contacts.
4. Begin keeping a journal of your progress.
5. Meet with your advisor regularly.
6. Join a graduate student support group.

# Financing Graduate Education

Budget

Employment

Fellowships, Assistantships  
and Internships

Financial Aid Handbook

Loans

Student Aid  
Resource  
(STAR) Center

Tuition and  
Instructional  
Fees



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# FINANCING GRADUATE EDUCATION

## Budget

A yearly estimated cost of attendance for students is provided by the university's Office of Financial Aid. This includes fixed amounts, such as tuition and fees, as well as amounts that must be estimated, such as room, board, books, transportation, and personal expenses. These budgets are for the purpose of awarding financial aid, and may not represent the actual cost for each individual student, as enrollment and lifestyle choices vary. <http://www.finaid.fsu.edu/apply/cost.html>

## Employment

### The Career Center

The [FSU Career Center](#) provides comprehensive career services to students, alumni, employers, faculty/staff and other members of the FSU community. The Florida State University Career Center provides four general services:

#### *Career Advising and Information*

Our career advising and information office is the career planning part of The Career Center. This office offers a drop-in advising, individual career counseling, a wide variety of information and programs, as well as a computer lab and audio-visual room. It also houses The Career Center library which supports all Career Center services. The library can be of assistance with educational and occupational planning. Books, videos, computer-assisted career guidance systems and handouts provide information on choosing a major, career planning or career change, experiential opportunities, resume writing, interviewing, letter writing, the job search, and much more. The library also maintains extensive job files, which include position openings throughout the country, as well as some international positions. Career Advisors are available on a drop-in and appointment basis. [View the location, hours and phone number.](#)

#### *Internship and Cooperative Education*

Our internship and co-op office primarily assists students who are seeking academic or career-related work experience opportunities, (i.e., internships, cooperative education, part-time work, temporary employment, and seasonal jobs, externships or volunteer work) before graduation. Also available are mock telephone and face to face interviews. [View the location, hours and phone number.](#)

#### *Employment and Post-Graduate Education*

Our placement office is devoted to assisting seniors, graduate students and, in some cases, alumni with their postgraduate educational and employment needs. Several career expos as well as on-campus interviews are available to students and employers in the Fall and Spring semesters. [View the location, hours and phone number.](#)

### ***Research and Development***

In partnership with the Center for the Study of Technology in Counseling and Career Development, the Career Center conducts research on counseling and career development. The "Tech Center" was established to assist practitioners, researchers, software developers, and policy makers in improving the design and use of computer applications in counseling and career development, as well as improving the cost-effectiveness of career services. For more information about the Tech Center, please visit their Web site at [www.career.fsu.edu/techcenter/](http://www.career.fsu.edu/techcenter/). This web site provides additional information for individuals and students interested in career development and computer technology. [View the location, hours and phone number.](#)

### **Fellowships, Assistantships and Internships**

A comprehensive site for graduate funding opportunities is maintained by the Office of Graduate Studies. The site includes information on university-wide fellowships and assistantships, as well as those administered by FSU schools, colleges and departments. Additional information is also provided on external funding opportunities and internships. <http://www.gradstudies.fsu.edu/funding.html>

### **Financial Aid Q&A**

Information on financial aid topics, from applying for aid to distribution of funds, is supplied by the Office of Financial Aid's online Question & Answer website: Save the Trip: <http://www.finaid.fsu.edu/saveatrip/index.html>

### **Loans**

Federal loans are a form of financial aid that must be paid back. Loans are considered financial aid because they are guaranteed by the federal government. Students who wish to borrow money to pay some of the cost of their education may borrow from a federal loan program, such as the Federal Perkins Loan program or the Federal Family Education Loan Program (FFELP), which includes the Federal Stafford Loan and Federal Loan for Parents (FPLUS). <http://www.finaid.fsu.edu/aid/loans/index.html>

### **Student Aid Resource (STAR) Center**

The STAR Center, located in the Office of Financial Aid (4th floor University Center), offers a variety of multi-media and printed information on scholarships and financial aid, as well as workshops on topics ranging from scholarship resources to financial planning. The STAR Center offers personalized assistance for all students and parents, current or prospective. Workshops are also available for small groups. Call 850-644-4840 for more information.

## Tuition Rates and Deadlines

Tuition rates and deadlines are available year round online on the Office of Student Financial Services Web site. <http://www.sfs.fsu.edu>

### **TIP:**

To improve your chances of receiving financial aid, apply early. Also, remember to complete your application thoroughly and accurately.

# University Graduate Degree Requirements



Prerequisites for all  
Graduate Degrees

Editing Services and  
Statistical Assistance

Graduate Students  
Enrolled for Two  
Degrees Simultaneously

Master's Degree Programs

Doctoral Degree Programs

Professional Degree Programs

Guidelines for Restrictions on the Release of Theses  
and Dissertations

Graduation of Master's and Doctoral Students



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# UNIVERSITY GRADUATE DEGREE REQUIREMENTS

## Prerequisites for All Graduate Degrees

Graduate work in any department must be preceded by sufficient undergraduate work in the field or a related one to satisfy the chair of the department that the student can successfully do graduate work in the chosen field.

A student is expected to have adequate command of the English language to enable the student to organize subject matter and to present it in creditable written form. Any faculty member may at any time refer a student to the Reading/Writing Center of the Department of English for noncredit remedial work.

## Editing Services and Statistical Assistance

The following guidelines have been approved by the Graduate Policy Committee.

1. University regulations are quite clear concerning plagiarism and inappropriate assistance; these regulations apply with particular force to theses and dissertations: "...violations of the Academic Honor Code shall include representing another's work or any part thereof, be it published or unpublished, as one's own." (*Faculty Handbook*, p. 188);
2. The ready availability of editing services and statistical assistance, and in particular of computer and statistical research design assistance, must not be seen as a substitute for required training and/or course work;
3. Professional editing services may not become a substitute for faculty advisement and should be confined to language structure;
4. The major professor must be informed and concur before a student seeks assistance in any or all of the editing or statistical assistance areas, and faculty concurrence should be documented as part of the student's record. The particular scholarly work in question should be reviewed prior to such assistance, so that issues of scholarly form and content have been dealt with in advance of the use of such services. The student must confer with the major adviser before incorporating any advice obtained through the above-mentioned services into written work;
5. In all cases, such assistance must be noted in the acknowledgments accompanying the final version of a paper, thesis, or dissertation.

## Graduate Students Enrolled for Two Degrees Simultaneously

Under certain special circumstances, it is possible for a student to work on two degrees in two different departments at the same time. Students wishing to do this need to be accepted by both departments. A [dual enrollment request](#) showing endorsement by both department heads and dean(s), as appropriate, must be sent to the Dean of Graduate Studies for approval. Once approved, the Office of the University Registrar will be notified of the dual registration. **Note:**

initial admission to a graduate program at The Florida State University must be to one program only. After the first semester, the student may apply and be accepted to the second degree program desired.

## **Master's Degree Programs**

### **Degrees Offered**

The university confers the master of arts, master of science, master of accounting, master of business administration, master of fine arts, master of music, master of music education, master of social work, specialist in education, specialist in library and information studies, and master of public administration degrees.

The minimum requirements govern all of these degrees except the specialist in education, the specialist's degree in library science, and the master of fine arts degrees. Individual departments may have additional or specific requirements over and above those here stated.

### **Types of Programs**

There are two types of programs by which a student may secure a master's degree: the thesis type and the course type. It is optional with any department whether it requires all majors to proceed under one or the other type, or whether it permits individual students to choose between them.

*Thesis-Type Program* -- To qualify for a master's degree under this program, the student must complete a minimum of thirty (30) semester hours of credit including thesis credit. At least eighteen (18) of these hours must be taken on a letter-grade basis (A, B, C). The minimum/maximum number of thesis hours for completion of a master's degree shall be six (6) hours.

*Course-Type Program* -- To qualify for a master's degree under this program, the student must complete a minimum of thirty-two (32) semester hours of course work. At least twenty-one (21) of these hours must be taken on a letter-grade basis (A, B, C).

### **Requirements at Master's Level**

At the master's level students are expected to demonstrate an understanding and make use of the core knowledge needed to function in their professional field. Master's level students are expected to demonstrate an understanding of the research process, and/or creative or problem-solving activity or application of the knowledge appropriate to their discipline.

The student also is held responsible for meeting the following requirements.

*Graduate Record Examinations and Subject (Advanced) Tests* -- Certain departments require the area or advanced tests of the Graduate Record Examinations or other standardized

achievement tests. These tests should be taken no later than during the first term of residence in graduate study. Consult the chair of the major department for details.

***Transfer Credit*** -- Transfer of courses not counted toward a previous degree from another regionally accredited graduate school is limited to six (6) semester hours and transfer of courses not counted toward a previous degree within The Florida State University is limited to twelve (12) semester hours, except when the departmental course requirement exceeds the thirty-two (32) hour university-wide minimum requirement. In the latter case, additional transfer credit may be allowed to the extent of the additional required hours. All transfer credit must: 1) be recommended by the major department; 2) be evaluated as graduate work by the evaluation section of the Office of Admissions of The Florida State University; and 3) have been completed with grades of 3.0 ("B") or better.

Grades earned at another institution cannot be used to improve a grade point average or eliminate a quality point deficiency at The Florida State University.

The university does not accept experiential learning, or award credit for experiential learning. Transfer credit based on experiential learning from another institution will not be accepted.

***General Course Requirements*** -- The distribution of hours among 4000, 5000, and 6000 level courses and above is determined by the college or school of the student's major department. Only courses numbered 5000 and above are normally to be taken by graduate students. A graduate student's directive committee or department may, however, permit the student to take specified 4000 level courses in the degree program. Such 4000 level courses may be credited toward a graduate degree.

***Language Requirements*** -- There is no university-wide foreign language requirement for the master's degree, except for the master of arts degree. Each department sets its own language requirements.

***Residence Requirements*** -- There is no university-wide residence requirement for the master's degree beyond that implicit in the limitation upon transfer credit, the recency of work requirement, and the full-time student load requirement. Master's candidates are advised that some programs and departments may impose a stricter rule of residency as required by the specific program of study.

***Recency of Work*** -- The work for the master'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 master's degree.

***Program of Study*** -- As early as possible during the first term of graduate work, students should prepare a program of courses with the help of their major professor or supervisory committee. This program must be approved by the major professor and the chair of the major department. A copy of the approved program is to be kept on file in the department.

**Major and Minor Professors** -- At the earliest opportunity, the student should ask the chair of the major department to designate the major professor, who serves as the student's adviser and supervisor. If nine (9) or more semester hours of work are taken in any department other than the major one, these hours may be considered a minor if so desired by the student and by the major department. If a minor is requested, the chair of the major department should ask the chair of the minor department to designate a minor professor for the student's supervisory committee. Designation of major and minor professors requires the mutual consent of the student, department chair, and professors involved.

#### **Characteristics of a Good Major Professor:**

The model major professor will assist and advise you throughout the manuscript writing process. You need someone who is interested in your topic and is an expert in your discipline. In addition, the ideal major professor will have superb communication skills, technical skills and connections. It is your responsibility, however, to make appointments to meet with your major professor.

**Supervisory Committee** -- A master's degree supervisory committee must be designated for all thesis students and may be designated for nonthesis students at the option of the department. The supervisory committee consists of at least three members: the major professor; the minor professor (if the student has a minor area); and one or two additional members from the major department. Additional members may be appointed if deemed desirable. All members of the committee must hold at least master's directive status.

#### **Supervisory Committee Expectations:**

You should take the initiative, drawing your committee into the process. Work independently, but keep in contact. Update your committee frequently, and be honest about your progress. Be efficient and be responsive to their guidance. Talk with your major professor about her/his protocol for circulating drafts of your manuscript (e.g., to the major professor, then to the committee).

**Prospectus** -- A thesis-type program may require preparation and submission of a prospectus to the student's major professor, supervisory committee, and departmental chair for approval.

Upon receipt of the appropriate approvals, a copy of the completed *Prospectus Approval Form* must be submitted to the Dean of Graduate Studies. If a department does not require a prospectus, the Prospectus Approval Form will serve as the substitute signifying approval of the student's research plan and appropriate Institutional Review Board (IRB) endorsement.

**Thesis** -- The subject of the thesis must be within the major field and must reveal independent investigation and knowledge of the methods of scholarship. It is the responsibility of the major professor to supervise the preparation of the prospectus and the thesis. The manuscript must be prepared according to the style and form prescribed by the department. These must conform to the University requirements regarding format. Formatting and clearance guidelines for the final electronic submission copy may be accessed at the Office of Graduate Studies Web site,



<http://www.gradstudies.fsu.edu>, or by contacting the manuscript clearance adviser.

A student who has completed the required course work and continues to use campus facilities and/or receives faculty compensation but has not made a final thesis submission shall include in the required full-time load of twelve (12) semester hours a minimum of two (2) hours of thesis credit per term. Those with underload permission must register for at least two (2) hours of thesis credit per term. Underloads must be approved by the academic dean. Before registering for thesis hours, the student must consult the major professor as to the proportion of time to be devoted to thesis (with twelve [12] semester hours as an indication of full-time status). For example, OCE 5971, four (4) semester hours, will indicate that the student expects to devote one-third of the time to thesis. The number of hours should not only reflect the effort of the student, but should take into account the use of campus facilities/resources and faculty interaction/supervision.

The final draft of the thesis should be in the hands of the major professor and the examining committee at least ten (10) days before the date set for the oral examination. After approval by the oral examining committee, which includes or may be the supervisory committee, the student should submit the final manuscript electronically to the manuscript clearance adviser. A manuscript processing fee is charged. If the student wishes University Microfilms International, Inc., to register the copyright, an additional fee must be paid. Consult the [Registration Guide](#) for the deadline dates.

As a condition of undertaking a thesis master's program, the student agrees that the completed thesis will be archived in the University Libraries system. The student will make the electronic thesis available for review by other scholars and the general public by selecting an access condition provided by the Office of Graduate Studies.

#### **Writing the Manuscript:**

- Set practical goals with targets.
- Keep the manuscript concise.
- Summarize at the end of each section.
- Frequently share the text with your committee.
- Read it aloud multiple times.
- Occasionally reward yourself.

**Finally, JUST FINISH IT!**

***Comprehensive Examination*** -- A comprehensive or other type examination, either written, oral, or both, at the option of the department, may be required for the master's degree. Testing requirements and procedures are established by the major department.

*Special Master of Arts Requirements* -- In addition to the requirements previously listed, candidates for the master of arts degree must meet the following requirements.

1. Proficiency in a foreign language demonstrated by satisfactory performance on the Graduate School Foreign Language Tests of the Educational Testing Service, or certification by the appropriate language department, or completion of twelve (12) semester hours in a foreign language with an average grade of at least 3.0 ("B"), or four years of a single language in high school.
2. Six (6) or more semester hours of graduate credit in one or more of the following fields: art; classical language, literature, and civilization; communication (not to include speech correction); English; history; humanities; modern languages and linguistics; music; philosophy; religion; and theatre.

## **Doctoral Degree Programs**

### **Degrees Offered**

The university offers the doctor of philosophy, doctor of education, and doctor of music degrees in the several departments of the College of Arts and Sciences, College of Business, College of Communication, College of Criminology and Criminal Justice, College of Education, FAMU/FSU College of Engineering, College of Human Sciences, College of Information, College of Music, College of Social Sciences, College of Social Work, College of Visual Arts, Theatre and Dance, as well as in several interdepartmental and interdivisional areas.

### **Requirements of the Doctor of Philosophy Degree**

The student is held responsible for meeting the following requirements.

The doctor of philosophy is a research degree designed to produce the critical scholar. The degree is granted only to students who: 1) have mastered definite fields of knowledge so that they are familiar not only with what has been done in their specific fields but also with the potential and opportunity for further advances; 2) have demonstrated capacity to do original and independent scholarly investigation or creative work in their selected fields; and 3) have the ability to integrate their selected fields of specialization with the larger domains of knowledge and understanding.

*Admission* -- Admission in the formal sense is governed by the same minimum standards as stated in the "Admissions" chapter of the *Graduate Bulletin*. However, a special effort is made by the departments to select and to admit only those who appear clearly qualified for studies at this advanced graduate level.

*Diagnostic Examination* -- The student who has been admitted to work toward the doctoral degree may, before the end of the second semester of postbaccalaureate study, be required to take a departmentally administered diagnostic examination. It will be designed to appraise the student's ability to pursue the doctor of philosophy degree in the field and to facilitate counseling in the development of the student's program of studies.

The department will notify the Office of the University Registrar if the diagnostic examination is failed and the student's program is to be terminated.

**Residence** -- The intent of the residency requirement is to ensure that doctoral students contribute to and benefit from the complete spectrum of educational, professional, and enrichment opportunities provided on the campus of a comprehensive university. When establishing residency the student should interact with faculty and peers by regularly attending courses, conferences, or seminars, and utilize the library and laboratory facilities provided for graduate education.

After having finished thirty (30) semester hours of graduate work or being awarded the master's degree, the student must be continuously enrolled on The Florida State University Tallahassee campus for a minimum of twenty-four (24) graduate semester hours of credit in any period of 12 consecutive months. In cooperative degree programs involving two or more universities, residence requirements may differ from the foregoing only with the approval of the graduate policy committee and the Dean of Graduate Studies. Students in such programs should check residence requirements with their departmental chairs or program leaders.

The College of Education and the art education program in the School of Visual Arts and Dance permit EdD students, if they so desire, to complete their residency requirement by registering for thirty (30) credits during a 16-month period.

**Transfer Credit** -- The university does not accept experiential learning, or award credit for experiential learning. Transfer credit based on experiential learning from another institution will not be accepted.

**Course Requirements** -- Because the doctor of philosophy degree represents the attainment of independent and comprehensive scholarship in a selected field rather than the earning of a specific amount of credit, there is no university-wide minimum course requirement beyond that implied by the residence requirement. Individual programs are planned to increase the likelihood that prior to students reaching the preliminary examinations they will have gained sufficient mastery of their field to complete them successfully.

#### **Characteristics of a Good Major Professor:**

The model major professor will assist and advise you throughout the manuscript writing process. You need someone who is interested in your topic and is an expert in your discipline. In addition, the ideal major professor will have superb communication skills, technical skills and connections. It is your responsibility, however, to make appointments to meet with your major professor.

**Major Professor** -- Early in the doctoral program, the student should consult with the chair of the department and with the professors under whom the student may be interested in working and from whose areas of competency a dissertation topic could be selected. The departmental chair will appoint the major professor who must be a member of the graduate faculty with doctoral directive status and have special competence in the students proposed area of

concentration. The appointment must be mutually agreeable to the student, major professor, and departmental chair.

***Supervisory Committee*** -- Upon the request of the major professor, the departmental chair will appoint the supervisory committee which will be in charge of the work of the student until the completion of all requirements for the degree. The supervisory committee will consist of a minimum of three members of the graduate faculty who have doctoral directive status, one of whom is a representative-at-large of the graduate faculty drawn from outside the student's department and degree program. Additional members may be appointed if deemed desirable. All members of the committee must hold at least master's directive status. Each year they will assess the progress of the student in writing and will make available copies of their assessment to the student, the departmental chair, and the academic dean. The Dean of Graduate Studies, the academic dean, and the chair of the major department may attend committee meetings as nonvoting members. Notification of the final committee will be reported to the Dean of Graduate Studies. Nongraduate faculty may assist a student on a supervisory committee, but cannot vote or sign the dissertation.

The graduate faculty representative is responsible for ensuring that university policies are followed, and that decisions made by the supervisory committee reflect the collective judgment of the committee. Therefore, the graduate faculty representative must be someone who is free of conflicts of interest with other members of the committee. If questions arise they should be referred to the Dean of Graduate Studies for resolution.

#### **Supervisory Committee Expectations:**

You should take the initiative, drawing your committee into the process. Work independently, but keep in contact. Update your committee frequently, and be honest about your progress. Be efficient and be responsive to their guidance. Talk with your major professor about her/his protocol for circulating drafts of your manuscript (e.g., to the major professor, then to the committee).

***Program of Study*** -- As soon as possible after notification of the appointment of the supervisory committee, the student, under the supervision of the major professor, should prepare for the approval of the supervisory committee a complete plan of courses to be taken. This program of study must be signed by each member of the committee and the chair of the major department. A copy of the student's approved program of study is to be kept on file in the department.

***Language and Related Requirements*** -- There are no university-wide foreign language, statistics, or other tool requirements for the doctor of philosophy degree. Each department prescribes its own requirements.

The procedures for testing foreign language proficiency are set by the department prescribing the requirements. For those departments choosing to use them, the following arrangements have been made: reading knowledge exemption examinations for French, German, Russian, and Spanish are administered locally by the [Office of Assessment Services](#), using the Educational Testing Service Examinations. Information on dates for application to the Office of Assessment Services and dates for the examinations is available from that office. For those examinations not administered by the Office of Assessment Services, application is made to the appropriate

department. The Department of Classical Languages, Literature, and Civilization prepares and administers the examinations in Greek and Latin. For departments allowing foreign students to use English in satisfaction of language requirements but unwilling to accept satisfactory completion of their departmental courses as sufficient demonstration of language competency, the university's Office of Assessment Services will administer the Educational Testing Services Test of English as a Foreign Language (TOEFL) which certifies comparative attainment. Foreign students deficient in English may be referred to the foreign language education program of the College of Education for course work, and the completion of that course work will be accepted as an indication of competency. Examinations for other approved languages are prepared and administered by the Department of Modern Languages and Linguistics.

The language courses numbered 5060 are service courses designed to prepare the student for the language exemption examinations. The student may take these courses as many times as needed. Students will use the 5069 courses to register for the examination.

When proficiency in statistical analysis is permitted or required, the criteria shall be established by the Department of Statistics. This proficiency can be met by satisfactory grades in STA 5126 by passing the statistics department's proficiency examination, or by other procedures approved by the chair of the Department of Statistics.

These instruments afford means of continuing access to the materials and literature of research; therefore, the candidate should acquire competency in them early in the doctoral program.

***Preliminary Examination*** -- Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the doctoral degree. No student may register for dissertation or doctoral treatise 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/treatise 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.

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 committee (be it supervisory or examining) 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 Graduate Studies 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 Graduate Studies or on recommendation of the major professor. Normally, the examining committee will be identical with the supervisory committee.

The supervisory or examining committee will report the outcome of the examination to the academic dean: passed, failed, additional work to be completed, or to be reexamined; 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.

***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, or the student's supervisory committee will require that a new preliminary examination be passed.

***Admission to Candidacy*** -- A student who has passed the preliminary examination and has been certified to the Office of the University Registrar (on 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.

***Prospectus*** -- After passing the preliminary examination, the student may be required by the department to submit to the major professor, supervisory committee, and departmental chair a prospectus on a research project suitable for a doctoral dissertation.

Upon receipt of the appropriate approvals, a copy of the completed *Prospectus Approval Form* must be submitted to the Dean of Graduate Studies. If a department does not require a prospectus, the Prospectus Approval Form will serve as the substitute signifying approval of the student's research plan and appropriate Institutional Review Board (IRB) endorsement.

***Dissertation*** -- A doctoral 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.

The manuscript must be prepared according to the style and form prescribed by the department. Formatting and clearance guidelines for the final electronic submission copy may be accessed from the Office of Graduate Studies Web site, <http://www.gradstudies.fsu.edu>, or by contacting the manuscript clearance adviser.

A student who has completed the required course work, passed the preliminary examination and submitted an Application to Candidacy form to the Office of the Registrar, and continues to use campus facilities and/or receives faculty supervision, but has not made a final dissertation submission shall include in the required full-time load of twelve (12) semester hours a minimum of two (2) dissertation hours per term. Those with underload permission must

register for at least two (2) hours of dissertation credit per term. Underloads must be approved by the academic dean. Before registering for dissertation hours, the student must consult the major professor as to the proportion of time to be devoted to dissertation work. The number of hours listed will show the proportion of time to be devoted to the dissertation (with twelve [12] semester hours as an indication of full-time status). For example, OCE 6980, four (4) semester hours, will indicate that the student expects to devote one-third of the time to dissertation. The number of hours should not only reflect the effort of the student, but should take into account the use of campus facilities/resources and faculty interaction/supervision.

The minimum number of dissertation hours for completion of a doctoral degree shall be twenty-four (24) semester hours.

For more specific information on final-term registration, see the residency requirements listed above. Final approval of the dissertation by the entire supervisory committee is prerequisite to the awarding of the degree. This is true no matter how many hours a student has completed in dissertation or what grades have been recorded for the dissertation hours.

As a condition of undertaking a dissertation program, the student agrees that the completed dissertation will be archived in the University Libraries system. 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 Office of Graduate Studies.

#### **Writing the Manuscript:**

- Set practical goals with targets.
- Keep the manuscript concise.
- Summarize at the end of each section.
- Frequently share the text with your committee.
- Read it aloud multiple times.
- Occasionally reward yourself.

**Finally, JUST FINISH IT!**

*Examination in Defense of Dissertation* -- The defense of dissertation will be oral. Responsibility for suggesting the time, designating the place, and presiding at the examination rests with the major professor. The examination must be completed at least four weeks prior to the date on which the degree is to be conferred.

Academic courtesy requires that a preliminary draft of the dissertation be submitted to each member of the supervisory committee at least four weeks before the date of the oral examination. The supervisory committee, the chair of the major department, and such other members of the faculty as may be appointed by the academic dean 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 or major professor will present an announcement of the dissertation title and the date and place of the examination to the Office of Graduate Studies.

The content of the abstract of the dissertation should be submitted to the supervisory committee at least one week before the date of the defense examination for approval. The abstract should conform to appropriate examples in the *Guidelines and Requirements for Electronic Thesis, Treatise, and Dissertation Writers*.

The oral examining committee will certify in writing to the academic dean of the major department the results of the examination: passed, failed, or to be reexamined. The report of results following a reexamination must indicate the student either passed or failed.

A written critique of the conduct of the examination in defense of dissertation should be submitted by the representative-at-large from the graduate faculty to the appropriate academic dean and the Dean of Graduate Studies within one week after the date of defense.

After approval by the oral examining committee, the student should submit the final manuscript electronically to the manuscript clearance adviser. A manuscript processing fee is charged.

***Publication of Dissertation*** -- Publication of the dissertation through standard media for scholarly work is encouraged. As a condition of undertaking a doctoral program, the student agrees that the completed dissertation or treatise will be archived in the University Libraries system. The student will make the electronic dissertation or treatise available for review by other scholars and the general public by selecting an access condition provided by the Office of Graduate Studies.

To ensure at least minimum availability of the work, an acceptable and approved abstract of the dissertation and a copy of the dissertation submitted to the manuscript clearance adviser will be sent to University Microfilms International, Inc. The abstract will be published in Dissertation Abstracts International and the dissertation will be microfilmed, for which the student is charged a fee. If the student wishes University Microfilms International, Inc., to register the copyright, an additional fee must be paid.

***Requirements of the Doctor of Education Degree*** -- The doctor of education degree is offered by the College of Education, the School of Music, and the School of Visual Arts and Dance.

Potential candidates for this professional degree are selected on the basis of experience, skills, and goals of the students seeking admission to the programs in which the degree is offered.

Such students will ordinarily have had some years of teaching or academic administrative experience and have shown some promise of being able to develop their pedagogical or administrative skills through further research and training. The College of Education permits, as part of its experience requirement, the completion of a practicum, undertaken during the



period of doctoral studies, in which the student engages in doctoral work-related activities within an external agency. Once the degree has been earned, its possessor should be able to perform the tasks of the profession with a high degree of efficiency.

The doctor of education degree is further distinguished from the doctor of philosophy degree by the nature of specific training (although there may be a core of studies common to the two curricula) and by that of the dissertation.

The training is designed to fit the goals of individual students, under the careful guidance of a supervisory committee; since the purpose of the dissertation is to provide solutions to educational problems as they arise in the field, it shall be designed to deal with methodological or administrative procedures capable of providing such solutions. Students are therefore advised that their programs must include enough methodological inquiry to establish a basis for the procedures used to arrive at their conclusions.

In light of the above, the distinction between the doctor of education and doctor of philosophy degrees cannot be made solely on the basis of research tool requirements. Depending on the dissertation project proposed, the candidates' supervisory committee may require as much training in such research tools as statistics, foreign languages, computer languages, or other programming techniques as necessary to complete the project.

The provisions of this section indicate steps leading to the doctor of education degree that differ from those leading to the doctor of philosophy degree.

*Requirements of the Doctor of Music Degree* -- The doctor of music degree is offered to a candidate who demonstrates superior ability in music as a composer or performer. A candidate is admitted on the basis of creative aptitude and professional achievement. The degree is awarded to a candidate who has achieved distinction in performance or composition and who completes relevant theoretical and historical studies.

## **Professional Degree Programs**

### **Degrees Offered**

The university offers the degree of Juris Doctor (J.D.) through the [College of Law](#) and Doctor of Medicine (M.D.) through the [College of Medicine](#). Students should contact the [College of Law](#) or [College of Medicine](#) for specific degree requirements.

*Requirements of the Juris Doctor Degree* - A student is eligible to receive the J.D. degree when the student has satisfied all of the following requirements within four calendar years of the student's matriculation date:

- Successful completion of 88 semester credit hours of approved course work.
- A final cumulative grade point average of 67.00 or better.
- Successful completion of approved course work in graded courses.

- Successful completion of Civil Procedure, Constitutional Law I, Contracts 1 and 2, Criminal Law, Legal Writing 1 and 2, Property 1 and 2, Torts, Constitutional Law 2 and Professional Responsibility.
- Meet the College of Law residency requirement.
- Satisfaction of the upper-level writing requirement by completing a law school course, seminar, or Directed Individual Study requiring a research paper.
- Satisfaction of the 20 hour pro bono service requirement.

***Requirements of the Doctor of Medicine Degree*** – To earn the M.D. degree a student must:

- Complete all required coursework and clerkships in years 1-4.
- Pass the United States Medical Licensing Examination (USMLE) Steps 1 and 2
- Pass an Objective Structured Clinical Exam (OSCE) at the end of the third year clerkship rotations
- Complete 24 weeks of elective rotations
- Maintain a 2.50 overall GPA.

### **Guidelines for Restrictions on the Release of Theses and Dissertations**

The free and open dissemination of the results of research conducted at Florida State University is required if the University is to contribute effectively to the education of its students and to the body of human knowledge. Conflicts can develop among the interests of research sponsors, research directors, and the students doing the research. To ensure that the interests of all parties are protected, the following guidelines should be observed.

An ETD must be made available in its complete and original format. It cannot be subdivided into chapters and disseminated under different distribution options.

***Worldwide Distribution*** -- Recommended to all of our students. This option makes the ETD freely available worldwide via the FSU ETD Digital Library. It should be noted that some publishers may see a conflict with this level of distribution prior to publication.

***Embargoed Access (24 Months)*** -- Recommended to students who have a patent application in process or who want to restrict access to the ETD for a limited amount of time in order to pursue commercial interests or other publication. After the restricted time period, the document will be made freely available through worldwide distribution (option above).

The maximum delay in the release of a thesis, treatise, or dissertation to the university libraries and UMI/PQIL shall not exceed twenty-four (24) months from the date the thesis, treatise, or dissertation is approved by the FSU Office of Graduate Studies. In special circumstances, the Dean of Graduate Studies may grant an additional delay of twenty-four (24) months upon request if the case is made that the delay is in the best interests of all parties or if publication or

commercial interest in the document is still ongoing. Such a request must be submitted at least one month prior to the expiration of the original period of delay.

It should be recognized that adherence to this policy does not constitute a guarantee that information in the sequestered thesis or dissertation will not be disseminated by means other than the written thesis or dissertation.

Information about particular access issues related to electronic theses, treatises, and dissertations may be obtained from the Office of Graduate Studies.

A request for such a delay must be presented in writing to the Dean of Graduate Studies and carry the endorsement of the student, the major professor, the department or program chair, and the dean of the relevant college or school.

**Note:** Students should not suffer delays in their normal academic progress, including the final defense of the thesis or dissertation, as a result of a desire to delay release of the thesis or dissertation to the library.

## **Graduation of Master's and Doctoral Students**

### **Academic Standards**

A graduate student is not eligible for conferral of a degree unless the cumulative grade point average is at least 3.0 in formal graduate courses. No course hours with a grade below "C-" will be credited on the graduate degree; all grades in graduate courses except those for which grades of "S" or "U" are given or those conferred under the provision for repeating a course will be included in computation of the average. In addition there are usually other departmental requirements which must be met.

### **Master's Degree**

Successful completion of coursework constituting the student's program of studies, comprehensive exam or thesis does not guarantee award of the master's degree. Faculty judgment of the academic performance of the student is inherent in the educational process in determining whether the award of the master's degree or admission into a higher level degree program is warranted.

### **Doctoral Degree**

Successful completion of coursework constituting the student's program of studies, comprehensive exam, preliminary exams, defense of prospectus, and defense of dissertation does not guarantee award of the doctoral degree. Faculty judgment of the academic performance of the student is inherent in the educational process in determining whether admission to doctoral candidacy and the award of the doctoral degree is warranted.

## **Registration for Final Term**

For doctoral students and master's students in a thesis-type program, registration shall be required in the final term in which a degree requiring a thesis, dissertation, or treatise is granted, in accordance with the policies stated in the 'Thesis' and 'Dissertation' sections of this chapter.

If a student does not make the manuscript final submission deadline for a given term, but completes all degree requirements before the first day of the next term, it is possible to waive the registration requirement. To be eligible for this registration exemption, all degree requirements, including manuscript clearance, must be completed **prior to** the first day of the next term. The Office of Graduate Studies can provide information on this procedure. International students should contact the International Center for information on registration requirements related to immigration/visa status.

If a non-thesis student needs only to complete the comprehensive examination in a term and did not register for the examination in the previous term, registration must be requested from the Office of the University Registrar stating the department and the name of the examination. The student must pay the "examination only" fee.

If the student has not been enrolled for the previous two terms, readmission is required before registration.

## **Clearance for Degrees**

*Guidelines and Requirements for Electronic Thesis, Treatise, and Dissertation Writers* may be accessed from the Office of Graduate Studies website, <http://www.gradstudies.fsu.edu> or by contacting the manuscript clearance adviser.

During the first two weeks of the term in which a candidate expects to receive a degree, application should be made for a diploma at the Office of the University Registrar. If a candidate previously filed for a diploma but did not receive the degree, the application procedure must be repeated.

At the Office of the University Registrar a candidate will receive a "Final Term Degree Clearance Form," which provides space for certification by all parties concerned that all requirements for the degree have been met. For a candidate in a course-type (non-thesis) program, the form must be completed and submitted to the academic dean. For a thesis, dissertation or treatise-writing student, the form must be completed and submitted to the manuscript clearance adviser in the Office of Graduate Studies. No candidate is eligible for the degree until this requirement has been met.

After the defense, a master's or doctoral candidate must submit to the manuscript clearance

adviser the completed “Final Degree Clearance Form;” the electronic thesis, treatise or dissertation; one original signed signature page; the “Electronic Access Agreement Form;” the “Student Information Form;” and one copy of the manuscript title page. For additional requirements related to master’s and doctoral students, and for a complete list of materials to submit to the Office of Graduate Studies, students may access the Office of Graduate Studies website, <http://www.gradstudies.fsu.edu>, or contact the manuscript clearance adviser. Consult the *Registration Guide* for the deadline dates.

Additional requirements may be imposed by individual programs or departments.

# Guidelines and Requirements for Electronic Theses, Treatises and Dissertations

Starting the Manuscript

Preparing the Manuscript

Formatting the Final Manuscript

Tables and Figures

Page Formats

Final Submission

Models and Forms



**The Office of Graduate Studies**

We Set the Standard for Success

## **GUIDELINES AND REQUIREMENTS FOR ELECTRONIC THESES, TREATISES AND DISSERTATIONS**

The purpose of this guide is to inform thesis, treatise, or dissertation writers of the requirements for final graduation clearance and the electronic submission of theses, treatises and dissertations (ETDs) at Florida State University. Included in the guidelines are also suggestions and resources for assistance in avoiding final term problems. For those aspects that have no university-wide requirements, the student should consult with the major professor, departmental graduate advisor, and college dean. Students supported by grants should consult the granting agency about policy regulations governing fee payments for microfilming, copyright registration, and possible restrictions.

Copies of the *Guidelines and Requirements for Thesis, Treatise, and Dissertation Writers* may be downloaded from the Office of Graduate Studies web page at <http://www.gradstudies.fsu.edu/forms/GuidelinesETD.pdf>.

### **Starting the Manuscript**

#### **Working with the Manuscript and Final Clearance Advisor**

The Final Clearance Advisor is available to examine manuscripts and answer formatting questions throughout the academic year.

For final clearance the clearance advisor **must** review the manuscript before final electronic submission. Format approval may be done in person by scheduling an appointment with the clearance advisor or via e-mail. When meeting in person students should bring a paper copy of their manuscript. If e-mailing a manuscript for format approval it must be sent as a PDF file to [clearance@mailier.fsu.edu](mailto:clearance@mailier.fsu.edu).

The format approval deadline is one week before the manuscript turn-in deadline; consult the *Registration Guide* ([http://registrar.fsu.edu/dir\\_class/apdefault.htm](http://registrar.fsu.edu/dir_class/apdefault.htm)) for the specific dates each term. **Please call (850) 644-3500 or e-mail [clearance@mailier.fsu.edu](mailto:clearance@mailier.fsu.edu) to schedule an appointment for format approval.**

Question and Answer Sessions for manuscript preparation are offered each term by the clearance advisor. The schedule for each terms Q & A session is sent to departments to be posted and is also available online: [http://www.gradstudies.fsu.edu/etd\\_workshops.html](http://www.gradstudies.fsu.edu/etd_workshops.html); students should e-mail [clearance@mailier.fsu.edu](mailto:clearance@mailier.fsu.edu) for information and registration

## Working with a Typist

While the student may employ a professional typist, the ultimate responsibility for the manuscripts correctness lies with the student. The manuscript should be proofread carefully before and after submission to the typist, who should not make editorial changes. **The student is solely responsible for his/her clearance. Compliance with the University's rules and regulations is the responsibility of the student.**

## Human Subjects Research at Florida State University

All research proposals involving human subjects must be reviewed by the University's Institutional Review Board, or as it is commonly referred to, the Human Subjects Committee prior to any interaction with the research subjects. This includes research involving surveys (including e-mail and telephone surveys) or questionnaires. The primary duty of the Committee is to ensure the protection of human subjects.

The IRB operates under the ethical principles set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research entitled "Ethical Principles and Guidelines for the Protection of Human Subjects of Research" (The Belmont Report), and U.S. Code of Federal Regulations Title 45 Part 46, "Protection of Human Subjects."

The IRB includes members representing a variety of professions, including at least one member who has a professional interest in ethics in research, one whose primary expertise is in a nonscientific area, and one who is not otherwise affiliated with the university. At the present time there are fourteen members who meet monthly to review new protocols and changes to previously approved projects, and to re-review continuing projects on an annual basis. These meetings are open to the public and investigators are encouraged to attend.

The IRB reviews and approves research based on its determination that the following criteria are met: (1) risks to subjects are minimized; (2) risks to subjects are reasonable in relation to anticipated benefits and the importance of knowledge that may reasonably be expected to result; (3) selection of subjects is equitable; (4) informed consent is obtained from each prospective subject; (5) informed consent is appropriately documented; (6) the research plan makes adequate provision for monitoring data collected to insure safety of subjects; and (7) there are adequate provisions to protect the privacy of subjects and confidentiality of data. Approval requires a majority vote of the members present at the meeting. Written approval is then sent to the researcher and major professor.

NO STUDY INVOLVING HUMAN SUBJECTS CAN BE INITIATED UNTIL IT IS APPROVED BY THE IRB. If a project is approved without modifications, then the research can begin immediately. If the IRB requires additional information or modifications, then the project cannot begin until the changes are made and the project meets the IRB's requirements. The IRB may postpone review of a project if substantial revisions are required. If a project is disapproved, the researcher will be notified in writing of the reasons for rejection.

The IRB has the authority to suspend or terminate approval of research that is not being conducted in accordance with the IRB's decisions, conditions, or requirements, or that has been associated with unexpected serious harm to the subjects.



To receive review of a project by the IRB the student must submit a completed Human Subjects Application Form describing the research project, along with copies of any additional material necessary for the IRB's review. The student must include a copy of the informed consent document and any other survey or questionnaire instrument that is to be used in the research. Applications should be submitted at least one month in advance of the proposed start date of the student's research to allow adequate time for review.

Applications and information are also available at:  
<http://www.research.fsu.edu/humansubjects/index.html>.

Upon approval of the prospectus and receipt of the appropriate signatures, a copy of the completed [Prospectus Approval Form](#) must be submitted to the Dean of Graduate Studies. If a department does not require a prospectus, the Prospectus Approval Form will serve as the substitute signifying approval of the student's research plan and appropriate IRB endorsement.

A copy of the human subjects research approval letter and examples of the informed consent forms must be placed in an appendix.

### **Using Copyrighted Material**

Writers of theses and dissertations are subjected to the standard provisions of the copyright laws regarding quoted material or use of illustrations, tables, charts, graphs, tests, or instruments from a copyrighted source. Music and poetry are especially vulnerable to litigation for copyright invasion. Use of extensive material from a single source must be authorized in writing by the copyright holder. Under the doctrine of "fair use," when full credit is given in notes and bibliography, brief portions may be used without permission. Should the manuscript or a portion of it be published later as a book, monograph, or journal article, full written permission and, in some cases, fees may be required.

Copyright laws give no hard-and-fast definition of "fair use." The four factors involved are 1) the purpose of the use; 2) the nature of the copyrighted work; 3) the amount of the copying; 4) the effect of the copying on the potential market for, or value of, the original work. The fact that the work is used for scholarly research does not automatically mean that it comes under "fair use."

Students writing a thesis/dissertation/treatise should use the following guidelines to determine fair use of copyrighted works:

- Text: Quotations should be limited to the lesser of 10% or 1000 words from any single source.
- Poetry/Scripts: Quotations should be limited to 10% or 250 words from any single source. Complete poems should not be quoted without approval.
- Illustrations: Use of illustrations should be limited to two per source.
- Music: Should be limited to 10% of a composition, as long as that 10% does not constitute a performable unit.

- Survey instruments or standardized tests should not be used without approval.

Please note that fair use applies only to published work; you should always seek permission before using any unpublished material. Also, material from the Internet is not automatically in the public domain.

Many students use portions of papers that they have previously published when composing their manuscripts. Any item that is complete in itself (a table, figure, chart, map, poem, etc.), or any significant verbal quotes that have been previously published and copyrighted, needs permission of the copyright holder for reproduction. This includes articles that students may have written. Unless the copyright returned to the student upon publication, the journal must give permission for reproduction in the manuscript. Copyright approval letters should be placed in an appendix in the manuscript.

If there is a delay in receiving copyright approval, the student may still submit the manuscript and be cleared for graduation. The manuscript will be held in the Office of Graduate Studies. The manuscript can neither be microfilmed nor uploaded to the University Libraries for archiving until copyright approval has been received.

For more information regarding copyright visit the United States Copyright Office website: <http://www.copyright.gov>.

**Dissertations** -- Dissertations will be uploaded to University Microfilms International (UMI), where the abstract will be published in *Dissertation Abstracts International (DAI)* and the dissertation will be microfilmed as well as electronically archived. UMI reviews all dissertations for inclusion of previously copyrighted materials. UMI especially checks for copyrighted tests in education and psychology dissertations and for copyrighted music and art. Since Florida State University requires microfilming of all doctoral dissertations, authors who must request permission to use copyrighted materials should have written documentation that the permission extends to; a copy of this written permission should be attached to the UMI agreement form. If this permission is not supplied, copyrighted materials will not be reproduced. The majority of the paper should not consist of previously copyrighted materials.

## **Preparing the Manuscript**

### **Choosing a Style Guide**

Students are urged to choose an accepted style guide for reference in typing the manuscript, for general setup of tables, textual figures, for use of symbols, numbers, abbreviations, and for reference and bibliographic systems. Students may also use the style of a journal in their field. However, the specified typing and positioning requirements of this Guide take precedence over all other manuals and style sheets. Do not use older manuscripts as guides for format; requirements may have changed.

Because the various disciplines use different manuals of style, the university does not sanction any one footnote, bibliography, or format convention over another. The student and the major professor are responsible for adherence to college and departmental models. The clearance advisor is responsible for adherence to university-wide requirements only.

Published articles or books are the most graphic guides to accepted styles in a given format. The manuscript should follow the published format and not the submission examples.

It is strongly advised that students become acquainted with the style required by the department, school, or college early in the preliminary stages of manuscript preparation. The student should bear in mind that footnotes and reference lists are intended to aid future researchers in locating materials as well as to identify the particular source for quotations, paraphrases, and statistics. Complete bibliographical notation is very important and is required.

Regardless of the format being followed, there are certain standard requirements for the manuscript:

1. If each chapter or section is complete within itself, (i.e. if a manuscript is composed of separate articles) a general introduction to the entire manuscript must be placed at the beginning as well as a final chapter stating conclusions and total results.
2. There must be a common table of contents covering the entire manuscript as well as a common list of figures and list of tables. Figures and tables must be numbered consecutively throughout the manuscript.
3. An abstract of the complete study must be placed in the preliminary pages of the manuscript. This must be an abstract for the entire manuscript. There should not be additional abstracts at the beginning of subsequent chapters.
4. There should be a common bibliography or list of references at the end of the manuscript. References may not be put at the end of each chapter.
5. When possible, figures and tables should be integrated into the text as they are discussed. They may, however, be grouped at the end of each chapter, grouped at the end of the body of the manuscript or placed in an appendix if the committee feels that the material is best understood that way. The presentation of material should be for the ease of readability and not for the ease of journal submission.
6. The FSU manuscript format should be followed instead of a submission format. For example, many publications prefer a caption to be submitted on a page separate from the figure. This is because the journal wishes to photograph the figure. However, in the final publication, the title is printed with the figure. It is strongly preferred by the Office of Graduate Studies to have figures and captions on the same page.

*Some standard style guides are:*

American Psychological Association. *Publication Manual of the American Psychological Association.*

*The Chicago Manual of Style.*

Modern Language Association. *MLA Handbook for Writers of Research Papers, Theses, and Dissertations.*

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations.*

### CAUTION:

The Office of Graduate Studies strongly advises against the use of multiple computers and software as this may result in irreparable mistakes in the electronic manuscript submitted to the Office of Graduate Studies.

## Formatting the Final Manuscript

### Font Requirements

The entire text of the manuscript must be in the same font. Examples of acceptable fonts are: Chicago, Courier, Helvetica, Arial, New York, Palatino, Times, and Times New Roman. The clearance advisor may approve other fonts. Although either the standard 10- and 12- point type sizes are suitable for most font styles, the size of the type may vary depending upon the font style; smaller fonts like Times New Roman should be set at 12 point, but larger fonts such as Courier may be at 10 point. If desired, subheadings may be up to two points larger, and chapter headings up to four points larger. Boldface and italics may be used where appropriate.

Tables, charts, figures, and appendix material may be done in a different font if necessary. Items of unique format originally issued in a different font may be included in the appendix. All items must be clear and readable; if the items do not reproduce well, they must be retyped.

Limitations of software packages are not valid reasons for granting exceptions to the requirements in the Guidelines. Some fonts and special characters do not convert well to the PDF format; allow time to solve such problems.

### Spacing

**The student's final copy of the electronic thesis, treatise or dissertation (ETD) must have line spacing of either one line (single spaced) or one and one half lines (1.5) for all sections of text, and the line spacing must be consistent through out.** The student's committee may prefer the working paper drafts to be double spaced for editing purposes, but smaller spacing is easier to read on a computer screen. A spacing of 1.5 may be a compromise that will be accepted by your committee. Committee members should be consulted to determine their preference during the draft phase.

References and notes should be single-spaced, with one blank line between entries.

No more than four single spaces should be left between chapter titles and the text. First level headings may be separated from the text by either two-single or four-single spaces. Other

levels of subheadings should be separated only by one single blank line. Four single spaces should be left between the text and any tables or figures.

All pages of text must be full pages. Page breaks should not be inserted between headings or before figures and tables. Short pages are acceptable only if they are the final page of a chapter. A small amount of blank space may be left at the bottom of the page if necessary to keep a heading with text (no more than three inches).

Appendix pages do not have to follow these restrictions.

## **Chapter Titles and Subheadings**

Chapter titles and headings at the same level as chapter titles (e.g. ACKNOWLEDGEMENTS, APPENDIX, REFERENCES) should be in all capital letters. These may be boldfaced if desired. No more than four single spaces should be left between chapter titles and the text.

First-Level Headings should be centered, boldfaced or underlined, with the first letter of major words capitalized. Second-Level Headings are flush left, boldfaced or underlined, with the first letter of major words capitalized. For third-level headings, the first line of the text follows the period on the same line as the heading. Paragraph headings are indented, boldfaced or underlined, and only the first word is capitalized. Either two or four single-spaces may be left above and below first level headings. Do not leave more than one single space above or below other headings.

Students may use the approved levels of subheadings in the style manual that has been selected, or they may use the levels of headings approved by the Office of Graduate Studies. **Be consistent.** Each chapter should use the same style of subheadings.

## **Margins**

**There are no specific margin requirements for an electronic manuscript; however,** it is recommended that a 1" margin (with 1/2" to the page numbers) on all sides be used to allow readers to print out the manuscript if desired.

It is also recommended that the first page of each new chapter or section (e.g. ACKNOWLEDGMENTS, TABLE OF CONTENTS, LIST OF FIGURES, APPENDICES, REFERENCES, BIOGRAPHICAL SKETCH) have a two-inch top margin (approximately six single spaces).

## **Pagination**

Preliminary pages (see arrangement of contents) must be numbered with lower-case Roman numerals (iii, iv, v, etc.) always placed at the bottom center of the page. The first page to be numbered will be the signature page, and should be numbered "ii."

The text, appendices, references and biographical sketch are numbered consecutively in Arabic numerals, beginning with "1" on the first page of text. The first page of each chapter and main

section (e.g. APPENDICES, REFERENCES, BIOGRAPHICAL SKETCH) must be numbered at the center bottom. All other pages may be numbered at the center bottom or upper right. There should be no blank pages in the manuscript, and every page must be accounted for in the numbering. All pages except the title page should be numbered. The number should be used by itself. Neither dashes (-10-) nor the word “page” should be used. Running headings are not accepted.

### **Arrangement of Contents**

The manuscript should be arranged in the following order:

- The Preliminaries (numbered with Roman numerals, beginning on the signature page with “ii”).
  1. Title page (**required**)
  2. Signature page (**required**)
  3. Dedication (optional)
  4. Acknowledgment (optional)
  5. Table of Contents (**required**)
  6. List of Tables (**required if more than one table included in text**)
  7. List of Figures (**required if more than one figure included in text**)
  8. List of Abbreviations or Symbols (**required if uncommon usage is included in text**)
  9. Abstract (**required**)
  
- The Text (numbered with Arabic numerals, beginning with “1”).
  10. Body of thesis, treatise, or dissertation
  
- The Back Matter.
  11. Appendices
  12. References or Bibliography
  13. Biographical Sketch (**required**)

### **Microfilm, Publication and Copyright**

Dissertations will be uploaded to UMI / PQIL, where the abstract will be published in UMI’s monthly publication *Dissertation Abstracts International (DAI)* and the dissertation will be microfilmed as well as electronically archived. Students pay the UMI / PQIL fee at the Office of Student Financial Services. Microfilming does not preclude later publication.

Each student’s dissertation will be one of the more than 45,000 dissertations added to the database each year. Students have two options of publishing with UMI / PQIL:

Traditional – By choosing the traditional method of publishing students are authorizing UMI / PQIL to reproduce, distribute, and sell copies of their work. UMI /

PQIL will pay an author royalty of 10% on all sales of the dissertation. Royalty payments must exceed \$10 in a calendar year to be paid.

Open Access – By choosing the open access method of publishing, and paying an additional \$95 fee, students are authorizing UMI / PQIL to make their work freely available for viewing or downloading by anyone with access to the internet.

Both distribution methods offer students the following release and restriction options:

Release Options: six (6) month embargo; one (1) year embargo; two (2) year embargo

Restriction Options: No search engine access; No sales via third-party

Dissertation writers may obtain their copyright through UMI / PQIL by signing the copyright registration form, and paying the fee to the Office of Student Financial Services. A period of a year or more may elapse between the time copyright is requested and the time the copyright certificate is received from the U.S. Copyright Office. Therefore, to ensure receipt of the Certificate of Copyright, the **permanent address** requested on the microfilm agreement form should be provided. Thesis students who wish UMI / PQIL to file the copyright registration on their behalf will pay a microfilm fee and a copyright fee, and sign an agreement form. Microfilming is optional for Treatise writers.

## Tables and Figures

The word *table* designates tabulated numerical or verbal data used in the body of the manuscript and in the appendices. The word *figure* designates all other non-verbal material such as illustrations, charts, graphs, maps, photographs, drawings, and diagrams. Table headings go above the table, and figure captions go below the figure. It is necessary to give each numbered figure or table a title. The captions should be single-spaced and be on the same page as the table or figure. If a figure occupies a full page, the caption may be given on a preceding page.

All tables and figures must be of reproducible quality. If information is unimportant, leave it out. If it is included, it must be legible. This includes appendix material. If the student must include poor reproductions because the original is poor, then the material should be retyped or redrawn below the material or on the following page; indicate that it is a transcription.

Tables and figures are to be inserted as closely as possible to the portion of the text that they illustrate. If your committee feels it is necessary to group the illustrations together, they may be placed together at the end of the chapter or of the manuscript. Tables and figures may appear on the same page with text or they may be on separate pages. When text is used on the same page, it should be separated from the table or figure by four single spaces. Two or more small tables or figures may be grouped on a single page. It is not appropriate to put in a statement in the text like "Insert Table 2 about here." The table (or figure) should be inserted directly at that point or else put on the following page.

Tables and figures may be numbered consecutively throughout the text (1, 2, 3, 4, etc.) or linked with the chapters (1.1, 1.2, 2.1, 2.2). Tables and figures in the appendices should be numbered appropriately in accordance with the other tables and figures in the text. See the section on appendix material in Chapter 5.

Tables and figures too large for one page may be (1) slightly reduced, (2) placed broadside, or (3) continued on the next page. The heading on the next page should read "Table X—continued." Column and row headings must be repeated.

Artwork (diagrams, charts, maps, graphs, etc.) must be of high quality. Sloppy or poorly drawn figures will not be accepted. All lettering should be typed if possible.

## **Colors**

The use of color in figures and graphs is acceptable; however, dissertation students should take into allowance that the manuscript may be reproduced by University Microfilms International. In black-and-white copies and on microfilm all colors will appear as shades of gray and some colors may disappear. Cross-hatching may be necessary to symbolize color distinction. Red grids reproduce well; green, faintly; and light blue, not at all.

## **Page Formats**

### **Title Page**

Students should check the *Graduate Bulletin* for the correct official names of degrees and departments. If a school does not have departments, then the student should not create one for the title page. (Ex. "A Dissertation submitted to the College of Criminology and Criminal Justice . . ." not the "Department of Criminology"). The date on the title page should be the semester (Fall Semester, Spring Semester, Summer Semester) and year the degree is awarded.

The title of the manuscript should be as concise as possible. The words used in the title are important to scholars who may be using keyword searches to locate research in various fields. For that reason, it is recommended that students use word substitutes for formulas, symbols, Greek letters, superscripts and subscripts, etc. University Microfilms International cites the following example: "Metabolic Relationships of  $P_i$  and  $K +$  Uptake Mechanisms in Snap Bean (*P. vulgaris*) Roots" should be written as "Metabolic Relationships of Inorganic Phosphate and Potassium Uptake Mechanisms in Snap Bean (*Phaseolus Vulgaris*) Roots."

Students must use legal names on the manuscript. The name must be identical on the title page, the copyright notation, the abstract for Dissertations Abstract International, and the biographical sketch.

### **Signature Page**

Students will submit one original signed signature page to the clearance advisor; the signature page included in the electronic version will only include typed names—no signatures. The



following statement must be placed at the bottom of the page: "The Office of Graduate Studies has verified and approved the above named committee members."

The signature page should have the appropriate number of lines for signatures. That is, only three lines if there are three committee members; four for four, and so forth.

Each committee member's name should be printed directly under the appropriate signature line. The member's status on the committee should be printed directly under the name.

Example:

---

Jane Doe  
Professor Directing Thesis

---

John Smith  
Committee Member

There should be no titles (e.g., Dr., Professor) before the name and no degrees (e.g., Ph.D., M.S.) after the name.

Some departments require that the department chair and dean approve the manuscript; some require only the chair, and some neither. It is the student's responsibility to produce a correctly typed signature page.

Please note that for a master's thesis committee, there is no official designated outside committee member. Therefore, the signature page should not have a line for an outside member.

No one may sign for another person. No one may sign who is not an official member of the committee.

### **Dedication Page**

This page is optional. It should be used for special recognition. There should not be any heading on the page, but the page should be numbered. The dedication should be brief and centered about a third of the way down on the page.

### **Acknowledgments Page**

This page is optional. It should recognize any special assistance received during the work on the manuscript. This is the appropriate place to acknowledge support from a contract or grant. Editorial and/or statistical assistance should also be recognized here.

The word "ACKNOWLEDGMENTS," in capital letters, should be centered on the top of the page.

## **Table of Contents**

The table of contents must have a heading of "TABLE OF CONTENTS," in capital letters and centered. Only items that follow the table of contents should be listed; the title page, signature page, dedication, and acknowledgements should not be listed. The contents should begin with the List of Tables and List of Figures (where applicable) and the abstract. Chapter titles and major headings should be listed word-for-word as they appear in the text. Page numbers must be given for major divisions (chapter titles and first-level headings). Students should not place the word "chapter" above the listed chapters, or the word "page" above the listed page numbers.

Page numbers on the Table of Contents must line up. Manually typed lines of periods from the titles to the page numbers cause the page numbers not to line up. Use of the "dot leader" function (in Word, this is under "Format" and then "Tab"), is recommended. However, the use of the dots is optional.

## **List of Tables and List of Figures**

The lists of tables and figures should have a heading of "LIST OF TABLES (FIGURES)," in capital letters and centered. Separate lists for tables and figures must be used. Table titles and figure titles should be single-spaced with one blank line between entries. Page numbers must be given for each table and figure. The titles should be listed word-for-word as they appear in the text. If there is only one figure or one table in the text, then a list is not necessary. Students should not place the word "table (or figure)" above the listed tables (or figures), or the word "page" above the listed page numbers. Page numbers on the List of Tables (Figures) must line up.

## **Abstract**

An abstract should be placed in the manuscript prior to the first page of text. This abstract should have a heading of the word "ABSTRACT" in capital letters and centered on the page. There is no maximum length for this abstract.

## **Text**

This is the main section of the manuscript. It should include all relevant text, tables, and figures. Supporting documentation should be placed in the appendices.

## **Appendix Material**

Appendix material should be supporting documentation and/or copies of original material. Information central to your study should be placed in the main text. Appendix material may be scanned in if necessary.

The appendix heading may be centered on a separate sheet of paper prior to the material or it may be on the same page as the appendix. Be consistent. If a separate heading page is used for

one appendix, then it must be used for all of them. Appendices are designated using the following sequence: APPENDIX A, APPENDIX B, APPENDIX C, etc. followed by the heading. There should not be a separate Appendix “title page” placed before the first Appendix.

All appendices are placed at the end of the main text and prior to the references. An appendix may be single-spaced or double-spaced, depending on the material. Every page of the manuscript, including appendices, must have a page number. Material may be reduced to fit the margins.

Every page must be clear and legible. If a poor copy must be included because of a poor original, then a transcription below the material or on the following page should be given, with a clear indication that it is a transcription.

Figures and tables in the appendices should be numbered appropriately in accord with the other tables and figures in the text. If they are numbered consecutively in the text, then the numbering should be continued in the appendices. For example, if the last table in the text is Table 21, then the first table in the appendices would be Table 22. If the numbering sequence is coded to the chapter number (1.1, 1.2, 2.1, 2.2), then that pattern should be continued with the material in the appendices (A.1, A.2, B.1, B.2).

Copyright permission letters should be placed in an appendix. Any permission letters for dissertations should state that University Microfilms International has permission to reproduce the approved material. Microfilmed dissertations are published.

If the research has used human subjects, then the FSU Human Subjects Committee approval letter and a sample of the informed consent letter should be placed in an appendix.

## **References**

If the only citations included in the manuscript are those cited in the text, the citation list should be called References. If other materials were used but not cited, then the correct name would be Bibliography or Selected Bibliography.

Et al. or “and others” may be used in the text if there are three or more authors. However, all authors should be given in the final reference list unless there are more than ten.

The reference style must follow the established format in the student’s field. If a journal format is being followed, a sample of the journal must be shown to the clearance advisor.

References should be single-spaced with one blank line between citations. The heading should read “REFERENCES (or BIBLIOGRAPHY)” in all capital letters, and should be centered.

## **Biographical Sketch**

A brief biographical sketch is required, giving a summary of the writer’s educational and professional experience. It may include date and place of birth, educational institutions attended, degrees awarded, professional positions held, and scholastic publications. It may be vita/resumé format or paragraph format. The student’s address, phone number, or email address should not be included, as those are subject to change. The heading must read “BIOGRAPHICAL SKETCH” in all capital letters, and should be centered on the page.

## Final Submission

### Required Forms and Documents

At least two weeks prior to the defense, students must turn in a defense announcement to the Office of Graduate Studies (408 Westcott).

After the defense, by the final submission deadline, a thesis student should submit to the Office of Graduate Studies:

- Completed final term degree clearance form with required signatures and stamps/receipt as proof of payment of fees.
- One original signed signature page
- ETD Access Agreement Form
- **Online** Forms:
  - 1) University Library Exit Survey: <http://www.lib.fsu.edu/enter.html>
  - 2) Student Information form (**Note:** The address submitted via this form, must be permanent): <http://tools.lib.fsu.edu/etd>
  - 3) Responsible Conduct of Research and Creativity Survey: <http://www.surveymonkey.com/s.asp?u=42061598306>
- Manuscript in PDF. Instructions for submission of the final manuscript to the ETD Drop Box are distributed to students AFTER submission of all forms to the OGS Clearance Advisor. NO EXCEPTIONS.

A dissertation student should submit:

- Completed final term degree clearance form with required signatures and stamps/receipt as proof of payment of fees.
- One original signed signature page
- One paper copy of the abstract
- One paper copy of the title page
- **Paper** Forms:
  - 1) Survey of Earned Doctorates
  - 2) UMI Doctoral Microfilming Agreement
  - 3) ETD Access Agreement Form
- **Online** Forms:
  - 1) University Library Exit Survey: <http://www.lib.fsu.edu/enter.html>
  - 2) Student Information form (**Note:** The address submitted via this form, must be permanent): <http://tools.lib.fsu.edu/etd>
  - 3) Ph.D. Completion Exit Survey: <https://www.surveymonkey.com/s.asp?u=565501465809>
  - 4) Responsible Conduct of Research and Creativity Survey: <http://www.surveymonkey.com/s.asp?u=42061598306>
- Manuscript in PDF. Instructions for submission of the final manuscript to the ETD Drop Box are distributed to students AFTER submission of all forms to the OGS Clearance Advisor. NO EXCEPTIONS.

A treatise student should submit:

- Completed final term degree clearance form with required signatures and stamps/receipt as proof of payment of fees. (**Microfilming is OPTIONAL**)
- One original signed signature page
- One paper copy of the abstract **if Microfilming**
- One paper copy of the title page **if Microfilming**
- **Paper** Forms:
  - 1) Survey of Earned Doctorates
  - 2) UMI Doctoral Microfilming Agreement **if Microfilming**
  - 3) ETD Access Agreement Form
- **Online** Forms:
  - 1) University Library Exit Survey: <http://www.lib.fsu.edu/enter.html>
  - 2) Student Information form (**Note:** The address submitted via this form, must be permanent): <http://tools.lib.fsu.edu/etd>
  - 3) Ph.D. Completion Exit Survey: <https://www.surveymonkey.com/s.asp?u=565501465809>
  - 4) Responsible Conduct of Research and Creativity Survey: <http://www.surveymonkey.com/s.asp?u=42061598306>
- Manuscript in PDF. Instructions for submission of the final manuscript to the ETD Drop Box are distributed to students **AFTER** submission of all forms to the OGS Clearance Advisor. **NO EXCEPTIONS.**

Consult the academic calendar in the *Registration Guide* ([http://registrar.fsu.edu/dir\\_class/apdefault.htm](http://registrar.fsu.edu/dir_class/apdefault.htm)) for the deadline dates of manuscript submission. The Final Term Degree Clearance Form is available from the Office of the Registrar Office, Graduation Section, and it, as well as the other forms are available in the Office of Graduate Studies. All forms can be downloaded from the Office of Graduate Studies website: <http://www.gradstudies.fsu.edu/forms.html>.

## **Fees**

Students must pay a \$20 service fee to support the archiving of their electronic manuscript; students and major professors will also receive an official copy of the manuscript on DVD.

In addition, doctoral students submitting a dissertation must pay a \$55 fee for the required microfilming/archiving of the manuscript by University Microfilm Inc. (UMI) / ProQuest Information and Learning (PQIL)—microfilming is optional for Treatise students. Doctoral students who microfilm and select the Open Access option must pay an additional \$95 fee; also, students who wish UMI / PQIL to register copyright on their behalf will pay a \$65 copyright fee and sign an agreement form.

Thesis students who wish UMI / PQIL to file the copyright registration on their behalf will pay a \$45 microfilm fee, a \$65 copyright fee and sign an agreement form. Thesis students who microfilm and select the Open Access option must pay an additional \$95 fee.

These fees are paid in the Office of Student Financial Services.

## Converting to PDF

Manuscripts must be converted to a PDF (Portable Document Format) file before submission. These files will be placed on the library server, and updated on a regular basis so they will continue to be accessible in years to come.

The conversion to a PDF file is most easily done using the full version of Adobe Acrobat (not reader). This software is available in the computer labs in the Union, Strozier Library, and the Carrothers building; many departmental labs have also installed Adobe Acrobat.

A tutorial for converting Theses, Treatises or Dissertations to PDF is available at [http://www.gradstudies.fsu.edu/pdf\\_tutor.html](http://www.gradstudies.fsu.edu/pdf_tutor.html). Students can view or download the complete lesson or the following individual lessons:

- Lesson 1: Read at ETD
- Lesson 2: Create a PDF File
- Lesson 3: Modify a PDF File
- Lesson 4: Add PDF Navigation to a PDF File
- Lesson 5: Add Multimedia with Acrobat Professional

Free ETD workshops in Adobe Acrobat PDF conversion are offered through the Office of Graduate Studies; the class schedule is listed at [http://www.gradstudies.fsu.edu/etd\\_workshops.html](http://www.gradstudies.fsu.edu/etd_workshops.html).

The Adobe Acrobat web page (<http://createpdf.adobe.com>) offers free online conversion of up to five files. If this service is used, the files should be reviewed carefully before they are submitted to the Office of Graduate Studies. Special fonts, figures, or tables may not convert successfully with this service.

If special fonts or symbols are used in the text, then it is necessary that these fonts be available on the computer that you use to do the PDF conversion.

## Other File Types

Students are permitted (and encouraged) to have image, video, or sound files as part of the documents. The acceptable file types are:

Images

- .gif
- .jpeg
- .tiff

Video

- Apple Quick time (.mov)
- Microsoft Audio video Interleaved (.avi)

- .mpeg

#### Audio

- .aif
- .midi
- mpeg-2
- .snd
- .wav

#### Naming Files

The final document must be submitted as a single file. The naming convention of “file number\_initials\_filename.file type” must be used. For instance:

01\_abc\_prelims.pdf

02\_abc\_movie.wav

03\_abc\_sound.wav

PDF file names for the final version of the manuscript **cannot** contain spaces or slashes.

#### Submission

The ETD manuscript must be submitted to the Office of Graduate Studies via a web “Drop Box.” Submission instructions for the “Drop Box” will be given to students after (1) manuscript format approval has been granted by the clearance advisor, and (2) all required forms and documents have been submitted to the clearance advisor.

All signatures on forms requiring signatures must be original. All signatures must be obtained **PRIOR** to submitting the forms to the clearance advisor.

Once submitted, the ETD will be checked one final time. If the manuscript meets University requirements, it will be approved and cleared for graduation. If changes are needed prior to approval, the clearance advisor will notify the student.

As soon as the ETD has been approved and the student’s degree conferred by the Office of the Registrar, it will be transmitted to the University Libraries. Revisions to an ETD cannot be made once the ETD has been approved.

After final clearance and graduation, each student and their major professor(s) will receive a personalized CD and case containing the electronic version of their thesis, treatise or dissertation.

**Contact information for having your manuscript bound**

Jim Stephens  
G.S Book Binding  
Tallahassee, FL  
850.877.2972

Crawford Bindery (formerly used by FSU)  
2249 14<sup>th</sup> Street SW  
Akron, OH 44314  
800.877.9048

Authors of Dissertations and authors of Treatises and Theses who choose to have their manuscript microfilmed may also order bound copies from UMI/ProQuest by completing and submitting the Author Discount Offer page of the Microfilming Agreement Form at the time of final submission.



## Models and Forms

### Model Copyright Permission Form

Any student who intends to quote or reproduce material beyond the limits of "fair use" from a copyrighted source should have written permission from the copyright holder. A letter such as the example below should be sent to the copyright holder. A copy of the signed permission letter should be included in the appendix of your manuscript. Doctoral students should also attach a copy of the permission letter to the microfilming agreement form.

Dear \_\_\_\_\_ :

I am completing a *thesis/treatise/dissertation* at Florida State University entitled "\_\_\_\_\_." I would like your permission to reprint in my dissertation excerpts from the following:

[Insert full citation and description of the original work]

The requested permission extends to any future revisions and editions of my dissertation, including non-exclusive world rights in all languages. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. {Doctoral students should add the following statement: This authorization is extended to University Microfilms International, Ann Arbor, Michigan, for the purpose of reproducing and distributing copies of this dissertation.} Your signing of this letter will also confirm that you own [or your company owns] the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope. Thank you very much.

Sincerely,

[Student's name and signature]

PERMISSION GRANTED FOR THE  
USE REQUESTED ABOVE:

\_\_\_\_\_  
[Typed name of addressee below signature line]

Date: \_\_\_\_\_

**Model Title Page**

FLORIDA STATE UNIVERSITY

NAME OF COLLEGE

TITLE OF THESIS, TREATISE,

OR DISSERTATION

*(double space the title)*

By

NAME

A Thesis/Treatise/Dissertation submitted to the  
Department of Name of Department  
in partial fulfillment of the  
requirements for the degree of  
Name of Degree (Ex. Master of Science, Doctor of Philosophy)

Degree Awarded:  
\_\_\_\_ Semester, Year  
(Ex: Fall Semester, 2007)

Copyright © 2007  
Name  
All Rights Reserved

*(Copyright notation is optional)*

## Model Signature Page

The members of the Committee approve the thesis/treatise/dissertation of student's name defended on date defended.

---

Typed Name  
Professor Directing Thesis/ Treatise/  
Dissertation

---

Typed Name  
Outside Committee Member  
(doctoral students only)

---

Typed Name  
Committee Member

---

Typed Name  
Committee Member

Approved:

---

Name of Chair, Chair, Department Name  
(Ex. John Q. Smith, Chair, Department of Finance)

---

Name of Dean, Dean, Name of College or School  
(Ex. Jane L. Brown, Dean, College of Education)

***NOTE: Include approved section for department chair and/or dean only if they are required by department.***

The Office of Graduate Studies has verified and approved the above named committee members.

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## **Model Abstract**

### ABSTRACT

The abstract within the manuscript must have a heading of the word “ABSTRACT” in all capital letters and centered on the page.

The page number should be in lower case Roman numerals at the center bottom. There is no limit on the length of this abstract.

## Defense Announcement Form

The defense announcement should be turned in to the Office of Graduate Studies, 408 Westcott Building, two weeks prior to the scheduled defense. The announcement may also be faxed to (850) 644-2969 or e-mailed to [clearance@mailier.fsu.edu](mailto:clearance@mailier.fsu.edu). Please type or print legibly.

Thesis   Treatise   Dissertation (please circle one)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Department: \_\_\_\_\_

Major Professor: \_\_\_\_\_

Defense Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Location (room and building) \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# University and Community Academic Resources

Textbooks

Career Development

Computing Resources

Copies, Printing

Instructional Support

Libraries

Research Support



**The Office of Graduate Studies**

We Set the Standard for Success



# UNIVERSITY AND COMMUNITY ACADEMIC RESOURCES

## Textbooks

### University Bookstore

The FSU Bookstore is located in the main level of Parking Garage 1, across from the Student Union. Students may purchase books in the store or online at [www.efollett.com](http://www.efollett.com). For more information, call (800) 255-FSU1 or (850) 644-2072.

### Bill's Bookstore

With two bookstore locations and one "Art City" location in Tallahassee, Bill's is a full service student center for FSU students and faculty. Bill's Bookstore—South Copeland Street is located at 111 South Copeland Street across from the university's main gates; Bill's Bookstore—West Tennessee Street is located at 1411 West Tennessee Street; Bill's Bookstore—West Pensacola Street is located at 2020 West Pensacola Street; and Bill's Art City is located at 1350 Mahan Drive. Students may purchase books in the store or online. For more information, call (850) 224-3178. <http://www.billsbookstore.com>

## Career Development

### Career Center

The mission of the university's Career Center is to provide comprehensive career services, train career service practitioners, conduct life/career development research, and disseminate information about life/career services and issues to the university community, the nation, and the world. The Career Center has creatively developed an effective, collaborative, interdepartmental array of career services for students and other university constituents. <http://www.career.fsu.edu>

*Career Portfolio* - The FSU Career Portfolio is an interactive tool that allows students to record, reflect upon, and evaluate their experiences, both in and out of class, while at the university. Through the Career Portfolio, students can: Learn about skills that employers value; discover opportunities available on and off campus that allow students to develop these skills; build a detailed portfolio of personal skills, experiences and accomplishments; include an online resume, references, transcripts and even samples of work. <http://www.portfolio.fsu.edu>

### Center for Professional Development (CPD)

CPD provides continuing education and other outreach activities locally, statewide, nationally, and internationally on behalf of Florida State University. Activities include academic programs, professional programs, technical training, and e-media services for lifelong learners. These activities can be delivered face to face or via distance technologies. All of the center's activities

and programs support its mission to extend the resources of the university to promote lifelong learning. <http://learningforlife.fsu.edu>

## Computing Resources

### Computing at FSU

Blackboard and FSU Webmail, computer based training, the help desk, and software licensing, are just a few of the computing resources the university provides. <http://www.fsu.edu/computing>

*Computer Labs* – University Computing Services (UCS) administers three computer labs on campus. These labs are open to all students, faculty and staff with a valid FSU ID. <http://www.ucs.fsu.edu/labs>

### FSU Computer Store

The FSU Computer Store offers a variety of computers, software, portable devices, video gaming, cameras, appliances and accessories to students, faculty and staff. Educational discounts are available for university faculty, students, and staff with a valid FSU ID on major software packages and computers. Software titles may also be special ordered. <http://computerstore.fsu.edu>

## Copies, Printing

### Campus

*Printing, Mailing, and Postal Services* – Printing, Mailing, and Postal Services provides high quality printing to the campus community. A variety of paper selections, ink colors, and finishing services are available. <http://printing.fsu.edu>

*Union Copy Center* – The Union Copy Center provides complete digital services in black and white or full color output. <http://printing.fsu.edu/Union%20Copy%20Center%20main.html>

### Community

*Target Copy* – Located at 635 West Tennessee Street, their full service high-speed printers produce large volumes of color or black ink orders. Services range from binding and folding to CD duplication. <http://www.targetcopy.com>

*FedEx Kinko's Office and Print Center* – Special services include copies and printing, wireless hotspots and a picture station. There are three locations in Tallahassee, one at 666 West Tennessee Street, the second at 3425 Thomasville Road, and the third at 107 South Adams Street. <http://www.fedex.com/us/officeprint/main>

## Instructional Support

### Center for Information, Training, and Evaluation Services (CITES)

CITES combines applied research, advanced technology, and cost-effective training practices to produce high-quality educational products and services. Professionals in the areas of information science, instructional design, measurement and evaluation, writing, editing, and graphic design comprise the team. The CITES team is divided into four sections that perform a variety of services: Assessment and Evaluation, Information and Clearinghouse Services, Instructional Design, and Print and Multimedia Development. <http://www.cites.fsu.edu>

### Center for Teaching and Learning

The FSU Center for Teaching and Learning supports the teaching community in pursuit of instructional excellence by providing a broad range of instructional support services designed for all types of teaching formats. Workshops and conferences are scheduled to increase student performance and programs. For instance, the Teaching Associates Program guides selected teaching assistants in developing and implementing teaching improvement programs within their departments. <http://learningforlife.fsu.edu/ctl/explore/onlineresources/I@FSU.cfm>

### Digital Library and Media Center

Located in Strozier Library, the Digital Library and Media Center is a service-oriented unit that supports the educational needs of students and the instructional and research needs of faculty. Services include tailor-made multimedia workshops instructed by the head of the Digital Media Center. <http://www.lib.fsu.edu/digitalmc.html>

### Program for Instructional Excellence (PIE)

PIE serves as a teaching resource for graduate students, both those who are currently teaching assistants and those who anticipate teaching in the future. PIE services include university-wide Teaching Conferences, Ongoing Workshops and Seminars, Individual and Group Consultations, and Preparing Future Faculty (PFF). <http://learningforlife.fsu.edu/ctl/collaborate/PIE/>

## Libraries

**Campus** – <http://www.lib.fsu.edu>

*Career Center Library* - Books, videotapes, CDs, computer-assisted guidance systems, and handouts provide information on choosing a major, careers, effective job search strategies, and experiential opportunities. Located in Room A4100 of the University Center. <http://www.career.fsu.edu/library>

***Charlotte Edwards Maguire Medical Library*** - Located on the northwest side of campus at Call Street and Stadium Drive, in the College of Medicine Administration Building. <http://med.fsu.edu/library>

***Curriculum Resource Center*** - Students and faculty of the College of Education are provided space for studying and access to publications. Located in Room 002 of the Stone Building. <http://www.coe.fsu.edu/crc>

***Paul A.M. Dirac Science Library*** – Located off of West Tennessee Street approximately 1.25 miles west of downtown Tallahassee. The Library maintains a collection of over 500,000 volumes of books and periodicals, and online access is provided to more than 279 databases and 11,000 electronic journals via 90 public computers. [http://www.lib.fsu.edu/dirac\\_index](http://www.lib.fsu.edu/dirac_index)

***Harold Goldstein Library*** – Provides access to people and information through resources, services, and teaching in order to promote learning and research related to Library and Information Studies. Located in Room 106 of the Shores Building. <http://ci.fsu.edu/go/goldstein>

***Law Library*** – Located at 425 West Jefferson Street. <http://www.law.fsu.edu/library>

***Mildred and Claude Pepper Library*** – Includes the papers, photographs, audio recordings, video recordings, and memorabilia of the late Congressman Claude Pepper and his wife, Mildred Webster Pepper. Located in the Claude Pepper Center. <http://pepper.cpb.fsu.edu/library>

***Warren D. Allen Music Library*** – An extensive collection of over 150,000 scores, sound recordings, video recordings, books, periodicals, and microforms as well as special collection materials can be found in the Housewright Music Building. <http://www.music.fsu.edu/library>

## **Community**

***Leroy Collins Leon County Public Library*** – Six branches comprise the offices of the Leon County Public Library: Main Branch, 200 West Park Avenue; Northeast Branch, Thomasville Road; B.L. Perry Jr. Branch, South Adams Street; Ft. Braden Branch, 16327 Blountstown Highway; Lake Jackson Branch, North Monroe Street and Fred George Road; Parkway Branch, Apalachee Parkway and Capital Circle. <http://www.leoncountyfl.gov/library>

***Library of the Supreme Court of Florida*** – Collections include reported decisions of all American courts, current statute law for all 50 states, plus an extensive collection of historical statute law of the United Kingdom and Canada. Located off South Duval Street. <http://library.flcourts.org>

***State Library of Florida*** – More than one million items in a wide variety of formats and subjects are included in this collection. Located in the R.A. Gray Building, 500 South Bronough Street. <http://dlis.dos.state.fl.us/stlib>

## Research Support

### Animal Care and Use Committee (ACUC)

All uses of vertebrate animals in research and instruction at Florida State University, whether externally funded, internally funded, or unfunded must be reviewed and approved by the ACUC. This is a requirement of the Animal Welfare Act and the National Institutes of Health. Members of the ACUC are appointed by the university President to assess FSU's animal program, facilities and procedures. The ACUC is comprised of members of the university's scientific community, a university non-scientist, a community non-scientist member and the university veterinarian. The ACUC conducts in-depth reviews of all research and teaching programs or projects that utilize vertebrate animals.  
<http://researchtest.magnet.fsu.edu/lar/index.html>

### Congress of Graduate Students (COGS), Conference Presentation Grant

COGS awards grants of \$100 to \$500 for travel to academic conferences at which a graduate student is making a presentation. Application forms may be picked up in the COGS office (245 SLC) or may be obtained by clicking [here](#). The application must be submitted at least two weeks before travel commences. Funds are limited so the application should be filed soon after receipt of acceptance. Limited to two travel grants per fiscal year (July 1st to June 30th).  
<http://www.fsu.edu/~sga/cogs/grants.html>

### Congress of Graduate Students (COGS), Academic Conference Support Grant

COGS awards grants of \$100.00 to attend academic conferences. Application forms are available in the COGS office (245 SLB) or may be obtained by clicking [here](#). Applications must be accompanied by a summary of the conference program and must be submitted two weeks before travel. Limited to two grants per fiscal year (July 1st to June 30th).  
<http://www.fsu.edu/~sga/cogs/grants.html>

### Dissertation Research Grants

Administered by the Office of Graduate Studies, these are grants for dissertation writers to assist with expenses associated with research to prepare the dissertation. These funds are meant to cover expenses associated with research activities necessary for a high quality dissertation. These may NOT be used to cover expenses all dissertation writers incur such as typing or word processing services, copying of the dissertation, editing services, etc. **Funds, however, may be used to purchase books, software, supplies necessary for research, travel, etc.** Any Florida State University graduate student who has not previously received a Dissertation Research Grant, has been admitted to candidacy, and is actively engaged in research or creative activity in support of his/her dissertation, is eligible to apply for this grant.  
<http://www.gradstudies.fsu.edu/gensupport.html>

## **Human Subjects Committee, Office of Research**

Florida State University receives federal funding and has signed an assurance letter with the Department of Health and Human Services that all projects under the auspice of FSU which involve human subjects will be reviewed for compliance with these regulations before each researcher collects data. All students, faculty or employees who conduct research involving human subjects when such data will be available for generalized knowledge, requires review and approval by the Institutional Human Subjects Committee. <http://www.research.fsu.edu/humansubjects>

## **Statistical Consulting Center**

Dedicated to improving the quality of statistical information in other research fields, the Statistical Consulting Center provides a variety of services to members of the university community free of charge. Services include translating research hypotheses into statistical terms; assisting in the design or evaluation of experiments and sampling procedures; assisting in the interpretation and presentation of statistical results (including computer output); advising on the choice of statistical methods and computer programs; developing models or new statistical procedures as part of a joint research effort; writing statistical material (if part of joint research efforts); meeting informally with faculty and students in an interest group; and referring clients to other sources of advice and assistance. <http://stat.fsu.edu/consult>

## **Office of IP Development and Commercialization, Office of Research**

The Office of IP Development and Commercialization assists faculty, staff and students in moving their innovative research results into commercial use in public and private enterprises. This is achieved by assisting the university's faculty, staff and students in their working relationships with business and industry, in all areas of the university research endeavor, for the purpose of furthering successful commercial applications of research. <http://www.techtransfer.fsu.edu>

# Student Life

Activities, Events and Organizations

Child Care

Health Care

Living in Tallahassee

Safety

Student  
Disability  
Resource  
Center

Transportation



**The Office of Graduate Studies**

We Set the Standard for Success



# STUDENT LIFE

## Activities, Events and Organizations

### Activities and Events

*Art Museums* - FSU houses two museums—the Museum of Fine Arts on campus and the John and Mable Ringling Museum of Art in Sarasota. All FSU museums provide fertile ground for research of original art. In addition, they offer opportunities to learn, firsthand, about all aspects of museum operations including management, collections care, curatorial and interpretive processes, museum education, public programs, catalogue publishing, public relations, and museum technology. <http://www.fsu.edu/~cvatd/pages/museums.shtml>

*Dance Events* - The Department of Dance hosts many events each year in the Nancy Smith Fichter Dance Theatre – Montgomery Gym (unless otherwise noted). <http://dance.fsu.edu/calendar>

*Music* - Each year the College of Music offers over 450 concerts and recitals featuring faculty members, students, guest artists, and ensembles of all sizes. Performance opportunities include seven choral ensembles, jazz bands, concert bands, chamber music, music theatre, opera, orchestras and various special ensembles. <http://www.music.fsu.edu/in-concert.htm>

*Seven Days of Opening Nights* –The year 2007 marks the tenth anniversary of FSU’s annual Seven Days of Opening Nights festival. <http://www.fsu.edu/~artsfest>

*Union Productions* – Responsible for planning and hosting a variety of campus events for FSU students and the Tallahassee community. The five programming areas include comedy, concerts, special events, daytime events, and culture & the arts. <http://union.fsu.edu/up>

*Theatre Productions* – <http://www.theatre.fsu.edu/pages/season.html>

### Organizations

*Registered Campus Organizations* – There are hundreds of registered student organizations (RSO’s) at FSU. <http://union.fsu.edu/sac/rsolist.html>

### *Sports and Recreation*

*Campus Recreation Office* – Directs the Leach Center, Intramural Sports, Aquatics, the FSU Reservation, Outdoor Pursuits, and Sports Clubs on campus. <http://fsu.campusrec.com>

*Seminole Athletics* – The Mission of the Department of Intercollegiate Athletics at FSU is to produce National Collegiate Athletic Association (NCAA) Division I programs for men and women that are characterized by excellence. Men’s sports under the Department of Athletics include baseball, basketball, cross country, football, golf, swimming, tennis, and track and field.



Women's sports under the Department of Athletics include basketball, cross country, golf, soccer, softball, swimming, tennis, track and field, and volleyball. <http://seminoles.cstv.com>

**Student Government Association** – Entities under the Student Government Association (SGA) include: Campus Recreation Board, Congress of Graduate Students and the Union Board. Other agencies include: American Indian Student Union; Asian Student Union; Black Student Union; Center for Participant Education; Hispanic/Latino Student Union; Institute for Conservative Studies; Jewish Student Union; Lesbian, Gay, Bisexual, Transgender Student Union; and The Women's Center. <http://www.fsu.edu/~sga>

**Congress of Graduate Students** – The Congress of Graduate Students (COGS) is the official representative body of all post-baccalaureate special, masters, specialist, professional, and doctoral students at the Florida State University. <http://www.fsu.edu/~sga/cogs>

## Child Care

### Campus

All university child care centers are operated by FSU Child Development Programs. The four centers are Alumni Village Child Development Center; The Educational Research Center for Child Development; The Infant and Toddler Center, and The Starlight Child Development Center. All were established to assist student parents in the care and education of their children so that they could attend classes as well as to provide “hands on” experience and training for various academic departments on the FSU campus. Programs are governed by Florida State University and ultimately the Board of Trustees, and are administered by University Housing. <http://www.childcare.fsu.edu>

### Community

The Department of Children and Families, Child Care Services Program Office, is statutorily responsible for the administration of child care licensing and training throughout Florida. The purpose of this program is to ensure that children are well cared for in a safe, healthy, positive and educational environment by trained, qualified child care staff. <http://www.dcf.state.fl.us/childcare>

## Health Care

### Campus

**Family Institute** – A multidisciplinary unit established to bring together faculty, students, government, and community resources to provide a centralized source of information, services, research, and critical thinking related to families. [http://www.chs.fsu.edu/family\\_institute](http://www.chs.fsu.edu/family_institute)

**Family Life Services** – This service offers counseling (personal, marriage, and family) to residents of Alumni Village, 644-1705.

***Marriage and Family Therapy Center*** – A non-profit clinic serving individuals, couples, families and children for therapeutic counseling needs. Operated by the College of Human Sciences, Interdivisional Program for Marriage and the Family, the clinic is an advanced graduate training facility. Doctoral students work in a professional setting, under direct faculty supervision, and are trained as highly accredited therapists, researchers, and teachers. <http://www.chs.fsu.edu/fcs/mft>

***Psychology Clinic*** – A mental health service, training, and research center operated by the Department of Psychology. Services are provided by doctoral level student therapists in the Clinical Psychology Ph.D. program under the close supervision of faculty members. It is accredited by the American Psychological Association. The Psychology Clinic offers affordable outpatient mental health services while providing experience for graduate students in the Doctoral Program in Clinical Psychology. The clinic provides confidential and personalized services that are sensitive to issues of diversity, and specializes in therapies that are supported by research (empirically-supported therapies). <http://www.psy.fsu.edu/community/clinic>

***Thagard Student Health Center*** – The mission of the Health Center is to keep students healthy so that they can engage productively in the academic affairs at FSU, improving academic performance and increasing retention. The Health Center is an auxiliary service under the Division of Student Affairs. Over 100 people, including board certified physicians, consulting medical specialists, nurse practitioners, registered nurses, licensed practical nurses, health technologists, pharmacists, health educators and other health professionals are employed by the Health Center. <http://www.tshc.fsu.edu>

***Insurance*** – Affordable student health insurance is available through the Health Center. The staff of the Health Center know that health insurance can be a complex and confusing issue. To simplify things, they have put together answers to some of the most common health insurance questions. If a question is not answered on their web site, contact the insurance office at (850) 644-4250 or by email at [insurance@admin.fsu.edu](mailto:insurance@admin.fsu.edu). <http://www.tshc.fsu.edu/insurance.htm>

***University Counseling Center*** – The University Counseling Center is a student service agency within the Division of Student Affairs. The major goal is to provide support services that help each student grow and develop emotionally, interpersonally, and intellectually. As individuals, students have unique concerns and needs. The Student Counseling Center offers various counseling methods tailored to meet those needs. <http://counseling.fsu.edu>

## **Community**

***Capital Regional Medical Center*** – Located at 2626 Capital Medical Boulevard. <http://www.tallahasseehospital.com>

***Leon County Care-Net*** – The Care-Net is a local collaboration of doctors, hospitals and neighborhood clinics that are working together to provide health care for the uninsured residents of Leon County, Florida. The networking efforts, initiated by the local Health Care Advisory Council, involve the Health Department, the We Care Network of Capital Medical

Society Foundation, Bond Community Health Center, Neighborhood Health Services, Tallahassee Memorial Healthcare, Capital Regional Medical Center, the Florida Agricultural and Mechanical University (FAMU) College of Pharmacy, and the Florida State University School of Medicine. Call 487-3146 for more information.

**Leon County Health Department** – The Health Department provides a wide variety of public health services including personal health, environmental health and public health education. Operated jointly by the Florida Department of Health and Leon County the Department also serves as the county's Vital Records Office for birth and death certificates. <http://www.co.leon.fl.us/lcphu>

**Tallahassee Memorial Healthcare** – Located at 1300 Miccosukee Road. <http://www.tmh.org>

## **Living in Tallahassee**

The Tallahassee Area Convention & Visitors Bureau online Visitor Guide provides information on activities in Tallahassee and the surrounding areas. <http://www.seetallahassee.com>

### **Cable**

Comcast Cable is the leading provider of cable television in the Tallahassee area. For more information visit their website directly at: <http://www.comcast.com>.

### **Housing**

Several housing options are offered graduate students in order to meet their various needs. University Housing is committed to providing a comfortable environment that promotes and supports the educational mission of the university. <http://www.housing.fsu.edu>

### **Mail**

It is the mission of the university's Postal Services to provide quality mail service, utilizing proven mailing philosophies and techniques to create a proactive mailing environment. There are 6,100 university mail boxes available to students whether on or off campus where all United States Postal Service mail is delivered for distribution. <http://printing.fsu.edu/Postal%20main.html>

### **Telephone**

A comprehensive list of Tallahassee area telecommunications and telephone companies can be found at: [http://www.tallahasseeataglance.com/list\\_telecommunications.htm](http://www.tallahasseeataglance.com/list_telecommunications.htm).

## Utilities

*The City of Tallahassee* – Your Own Utilities, is a municipal utility, owned by and operated for the citizens of Tallahassee that has been serving the area with electric, water & sewer, natural gas, & solid waste services for over 100 years. <http://www.talgov.com/you/index.cfm>

*Talquin Electric Cooperative* – A member-owned rural electric cooperative particularly for those outside of the Tallahassee city limits. <http://www.talquinelectric.com>

## Safety

### Campus

*Blue Light Trail* – Consisting of over 317 strategically placed light poles along the Blue Light Trail, each pole is equipped with emergency speaker phones and topped with strobe lights. By pushing the emergency button located on the pole students are connected with the FSU Police dispatcher. <http://www.otc.fsu.edu/Department/Offer/BLOffer.html>

*FSU Police* – The university Police Department promotes a safe and secure higher education environment while providing proactive police and customer-related services aimed at reducing crime. <http://www.police.fsu.edu>

*S.A.F.E. (Student Alert Force and Escort Service) Connection* – Sponsored by the Student Government Association, S.A.F.E. Connection is an affiliated project with the university Police Department. The project promotes education, activities and programs concerning crime prevention and safety to the students, faculty, staff and visitors of the university. <http://www.police.fsu.edu/safe/>

*Victim Advocate Program* – The Victim Advocate Program provides advocacy to victims of crime. An advocate is on call twenty-four hours a day to respond to FSU students who are victimized, or any other person who is victimized on our campus. Services offered include emotional support, instructor notification, referrals, and educational programming for our campus community. <http://www.victimadvocate.fsu.edu>

### Community

*Leon County Sheriff's Office* – Located at 2825 Municipal Way. <http://lcs.leonfl.org>

*Tallahassee Police Department* – Located at 234 East Seventh Avenue. <http://www.talgov.com/tpd/index.cfm>

## Student Disability Resource Center

By providing support services at no cost to students with disabilities, the Student Disability Resource Center offers an opportunity for students with disabilities to achieve their academic

and personal goals. As the primary advocate on campus for students with disabilities, the SDRC works with faculty and staff to provide accommodations for the unique needs of students both in and out of the classroom. <http://www.disabilitycenter.fsu.edu/index.html>

## Transportation

### Buses

*Seminole Express* – With five routes the Seminole Express bus service assists students in their day-to-day movement around campus, including Innovation Park. <http://parking.fsu.edu/map.htm>

*StarMetro* – Students with valid FSU I.D.s may ride free of charge on all city bus routes. **The Student Fare Free Zone is 7 days per week except Thanksgiving and Christmas Days.** <http://www.talgov.com/starmetro/index.cfm>

### Cars, Parking

All students are assessed a per credit hour fee paid with their tuition to cover their parking and transportation needs. To acquire a permit visit the [Parking and Transportation Services](#) website. Students must have a vehicle license number, vehicle make and model, valid FSU e-mail, and a valid shipping address to which the permit will be mailed to obtain a student parking permit. Permits become available the third week in August and are valid for one year: September 1 through the following August 31. *It is not necessary to pay for the permit at the time of procurement, as it is charged to the student via the Transportation Access Fee on the tuition bill.* <http://parking.fsu.edu>

# Steps to Graduation – The Final Term



Step 1 – Register

Step 2 – Apply for Graduation

Step 3 – Prepare your Manuscript

Step 4 – Announce your Defense  
and Defend Successfully

Step 5 – Format Approval and  
Final Submission



**The Office of Graduate Studies**

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## STEPS TO GRADUATION – THE FINAL TERM

### Step 1 – Register

In the final term, doctoral students and master's students in a thesis-type program should register for a minimum of two (2) credit hours of thesis/dissertation/treatise credit. Students who have not already done so should also register for defense. Non-thesis students needing only to complete the comprehensive examination who have not previously registered for the examination must request registration from the Office of the Registrar, stating department and name of examination, and pay the "examination only" fee.

#### TIP:

Students should check with the Office of the Registrar to ensure their transcripts are free from incompletes and that all outstanding fees have been paid.

### Step 2 – Apply for Graduation

During the first two weeks of the final term, an application must be made for graduation at the Office of the Registrar, Graduation Section, <http://registrar.fsu.edu/services/graduation/apdefault.htm>. If a candidate previously filed for graduation but did not receive the degree, the application procedure must be repeated. At the Office of the Registrar a candidate will receive a Final Term Degree Clearance Form that provides space for certification by all parties concerned that the requirements for the degree have been satisfied. All questions regarding Commencement and cap and gown ordering should be referred to the Graduation Section of the Office of the Registrar.

### Step 3 – Prepare your Manuscript

Doctoral students and master's students in a thesis-type program should consult the Office of Graduate Studies, Thesis, Treatise and Dissertation Preparation web site early in the final term for complete information on the formatting requirements and final submission process of Electronic Theses and Dissertations (ETDs), <http://www.gradstudies.fsu.edu/thesis.html>.

#### **Step 4 – Announce your Defense and Defend Successfully**

At least two weeks prior to the defense, students must present an announcement of defense to the Office of Graduate Studies, [http://www.gradstudies.fsu.edu/forms/defense\\_announce.pdf](http://www.gradstudies.fsu.edu/forms/defense_announce.pdf). The defense must be completed at least four weeks prior to the date on which the degree is to be conferred.

##### **Prepare for Your Defense:**

- Work with your committee chair early to schedule your defense.
- Distribute your manuscript ahead of time.
- Take advantage of the university's "Week Of" publication, a weekly schedule of seminars and manuscript defenses.
- Ask professors and other recently defended graduate students for tips.
- Prepare and rehearse, be clear and precise.

If a copy of the Prospectus Approval Form, listing committee make-up, was not submitted to the Office of Graduate Studies students should check with the Office of Graduate Studies to ensure the validity of their committee.

#### **Step 5 – Format Approval and Final Submission**

Each doctoral student and master's student in a thesis-type program must have the format of their manuscript approved by the final clearance advisor. The clearance advisor is available to examine manuscripts and answer formatting questions throughout the academic year. After receiving format approval, students must then convert their manuscript to a PDF file for final submission. For final submission, students must submit all required forms and documents to the final clearance advisor, at which time instructions for submitting the manuscript PDF file to the ETD Drop Box will be distributed to the student. After submission, the clearance advisor will perform a final check of each student's electronic thesis, treatise or dissertation and will inform the student if any corrections are needed.

**All students should consult their departmental advisor  
for final term departmental requirements.**



# Important Telephone Numbers and Web Sites



## **Office of Graduate Studies**

408 Westcott Building

222 South Copeland Avenue

Tallahassee, FL 32306-1410

850.644.3500

Fax: 850.644.2969

<http://gradstudies.fsu.edu>

**Email:** [gradstds@www.fsu.edu](mailto:gradstds@www.fsu.edu)

**Blackboard Site:** <http://campus.fsu.edu>



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## IMPORTANT TELEPHONE NUMBERS AND WEB SITES

### Academic and Professional Program Services

<http://learningforlife.fsu.edu/online/>

3500C University Center 644-8004

### Campus Directory Assistance

644-2525

### Child Development Programs

<http://www.childcare.fsu.edu>

103 Student Life Center 644-7970

### Congress of Graduate Students (COGS)

<http://www.fsu.edu/~sga/cogs>

2<sup>nd</sup> Floor – Student Life Center 644-7166

### Dean of Students

<http://www.fsu.edu/~staffair/dean/>

4300A University Center 644-2428

### FSU Card Center

<http://www.fsucard.fsu.edu/>

Parking Garage – Woodward Avenue 644-7777

### Florida State University Libraries

<http://www.lib.fsu.edu/>

Landis Green 644-2706

### International Center

<http://www.internationalcenter.fsu.edu/>

945 Learning Way 644-1702

### Leach Student Recreation Center

<http://fsu.campusrec.com/leach/>

Chieftan Way 644-0548

### Office of Financial Aid

<http://www.finaid.fsu.edu/>

4400A University Center 644-0539

### Office of Graduate Studies

<http://www.gradstudies.fsu.edu>

408 Westcott Building 644-3501

<b>Office of Multicultural Affairs</b> <a href="http://oma.fsu.edu">http://oma.fsu.edu</a> A211 Oglesby Union	<b>644-2450</b>
<b>Office of Telecommunications</b> <a href="http://www.otc.fsu.edu">http://www.otc.fsu.edu</a> 644 West Call Street	<b>644-4357</b>
<b>Office of the University Registrar</b> <a href="http://registrar.fsu.edu/">http://registrar.fsu.edu/</a> 3900A University Center	<b>644-1050</b>
<b>Parking and Transportation Services</b> <a href="http://parking.fsu.edu/">http://parking.fsu.edu/</a> 5406C University Center	<b>644-5278</b>
<b>Program for Instructional Excellence – (PIE)</b> <a href="http://learningforlife.fsu.edu/ctl/collaborate/PIE/">http://learningforlife.fsu.edu/ctl/collaborate/PIE/</a> 3500C University Center	<b>644-8004</b>
<b>Student Disability Resource Center</b> <a href="http://www.disabilitycenter.fsu.edu/">http://www.disabilitycenter.fsu.edu/</a> 108 Student Services Building	<b>644-9566</b>
<b>Student Employment Program</b> <a href="http://career.fsu.edu/sep/index.html">http://career.fsu.edu/sep/index.html</a> 4100A University Center	<b>644-6431</b>
Work Study <a href="http://www.finaid.fsu.edu/aid/workstudy/index.html">http://www.finaid.fsu.edu/aid/workstudy/index.html</a> 4400A University Center	
<b>Student Legal Services</b> <a href="http://www.fsu.edu/~sga/sls/.html">http://www.fsu.edu/~sga/sls/.html</a> A225 Oglesby Union	<b>644-0083</b>
<b>Thagard Student Health Center</b> <a href="http://www.tshc.fsu.edu">http://www.tshc.fsu.edu</a>	<b>644-6230</b>
<b>University Bookstore</b> <a href="http://www.bkstr.com/Home/10001-11003-1?demokey=d">http://www.bkstr.com/Home/10001-11003-1?demokey=d</a> Woodward Avenue	<b>644-2072</b>
<b>University Computing Services</b> <a href="http://www.ucs.fsu.edu/">http://www.ucs.fsu.edu/</a> 200 Sliger Building	<b>644-2591</b>

**University Housing**

<http://www.housing.fsu.edu/>

109 Student Life Center

**644-2860**

**University Police**

<http://www.police.fsu.edu/>

830 West Jefferson

**644-1234**

**Victim Advocate Program**

<http://www.victimadvocate.fsu.edu>

4327A University Center

**644-7161**

**Alphabetical academic department listing:**

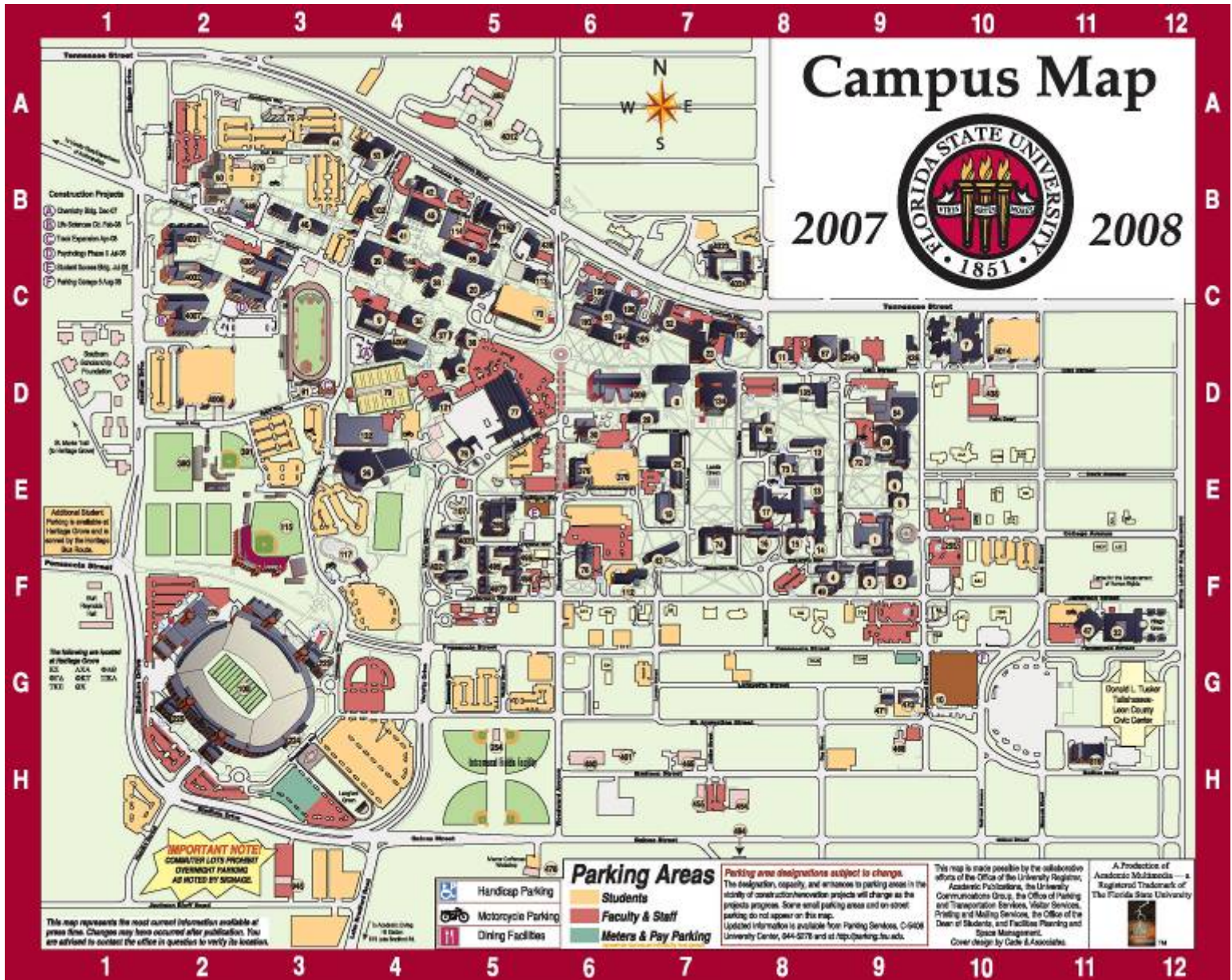
<http://www.gradstudies.fsu.edu/listing.html>

# Campus Map



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# CAMPUS MAP



A detailed [Campus Map](#) and [FSU Building Key](#) are available at the Florida State University web site.  
<http://www.fsu.edu/Campus/newmap>