



MEMORANDUM

TO: Deans, Department Chairs, Directors, Faculty, Staff, and Graduate Students

FROM: Nancy Marcus, Dean, The Graduate School, Robert O. Lawton Distinguished Professor

SUBJECT: **Graduate Academic Policies and Procedures**

DATE: August 26, 2013

**\*\*IMPORTANT POLICY REMINDERS AND UPDATES\*\***

**BRING TO THE ATTENTION OF FACULTY, STAFF, AND GRADUATE STUDENTS**

This memorandum highlights key policies and procedures that are relevant to graduate education at FSU. Generally, the issues are summarized with pointers and links to websites and the pdf version of the Graduate Bulletin containing the complete information. Please give careful attention to this memorandum, but please note that it is not exhaustive and faculty, staff, and students are encouraged to familiarize themselves with all policies affecting graduate education at FSU.

The policies and procedures affecting graduate education are posted on the following websites.

- "[GradSpace](#)" Blackboard® site: located under campus organizations
- "[Graduate School - Faculty/Staff](#)" Blackboard® site - located under campus organizations
- Faculty Handbook - <http://facultyhandbook.fsu.edu/>
- Florida State University Graduate Bulletin 2013-2014  
<http://registrar.fsu.edu/bulletin/grad/apdefault.htm>

**NEW POLICY – The two paragraphs below represent new policies approved by the Graduate Policy Committee and Faculty Senate in 2012-2013 and are appearing for the first time in the 2013-2014 Graduate Bulletin**

- Review of Theses, Dissertations, and Treatises (Graduate Bulletin, p. 67) – added text

Theses, treatises, and dissertations are expected to reflect original work. The review of academic integrity should be completed prior to the defense. Faculty may choose to use appropriate plagiarism checkers and peer review tools with early drafts of these manuscripts as an instructional aid in advising students on matters relating to plagiarism. The signatures of all committee members appearing on the Manuscript Signature Approval Form constitute testimony from the committee that they are satisfied that the dissertation meets FSU's standards of academic integrity as described in the FSU Academic Honor Code and appropriate steps have been taken to assure that this is the case.

- The following language has been added to the supervisory committee sections for both masters and doctoral students (Graduate Bulletin, pp. 68 and 69).

A supervisory committee's judgments on the quality of a student's thesis or dissertation should be based solely on the academic merits of the work before them. Any other standard risks a breach of professional ethics or law and undermines the integrity of the process and those involved. Any personal or financial relationships (e.g. involving the major professor, committee members, and/or student) that may create the perception of bias in that process must be avoided. This would not include the typical practice of hiring a student on a university assistantship in the home unit, but would include the student being hired by the major professor's private company. If any such conflicts of interest could exist, they should be reported to the administrative head of the student's academic unit, who will evaluate same for potential harm and take appropriate action.

**NEW CLARIFYING LANGUAGE – The sections below have been augmented to clarify and highlight existing policies and procedures.**

- The underlined text has been added as a reminder in the **Prospectus** section for both master's and doctoral students, about the need for IRB and IACUC approval prior to commencing research. (Graduate Bulletin, pp. 68 and 70).

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. Students are reminded to seek Institutional Review Board (IRB) and/or Animal Care and Use Committee (IACUC) approval prior to commencing any research involving human or animal subjects. The student's name must appear on the approval form as a PI or co-PI for the period of time when the student's research was conducted. Failure to obtain the required approvals may result in the dissertation [or thesis] being permanently embargoed and not publishable in any form.

- The section on **Thesis** (p. 71) has been revised for clarity and to emphasize procedures, timelines, and deadlines for the submission of manuscripts.

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 and must conform to the University requirements regarding format. Formatting and clearance guidelines for the final electronic submission copy may be accessed at the Graduate School's Blackboard GradSpace and/or Faculty/Staff sites, or by contacting the manuscript clearance adviser.

A student who enrolls in thesis hours need not be enrolled continuously thereafter in thesis hours if they meet the minimum university requirement for full-time or part-time enrollment through other coursework. A student must be enrolled in a minimum of two thesis hours in the semester of graduation. The minimum number of thesis hours required for the master's degree is six. Those with underload permission must register for at least two credit hours of thesis per semester. Underloads must be approved by the student's 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 work.

Before writing the thesis, the student should become familiar with the university's manuscript formatting and clearance requirements. For more information, please see the Manuscript Clearance section in The Graduate School's Blackboard site GradSpace. The thesis should be in the hands of the major professor and the examining committee at least ten days before the date of the oral examination. At the same time, the thesis should be submitted electronically to the university manuscript clearance adviser in the Graduate School so that the clearance adviser can provide the student with a critique of the manuscript with respect to Graduate School formatting requirements.

At least two weeks prior to the date of the examination, the student or major professor will present an announcement of the thesis title, date, and place of the examination to the Graduate School. The defense date must be submitted electronically to the Graduate School and will be posted on the Defense Calendar on the Graduate School's web site. Directions for submitting a defense announcement are in the Manuscript Clearance submenu in The Graduate School's Blackboard site GradSpace.

After approval by the oral examining committee, which includes or may be the same as the supervisory committee, the student should electronically submit the final version of the thesis to the manuscript clearance adviser. The final approved version of the thesis must be submitted electronically to the university manuscript clearance adviser in the Graduate School within sixty days of the defense date or the student must be re-examined. If the student wishes University Microfilms International, Inc. to register the copyright, an additional fee must be paid. Consult the Registration Guide for the manuscript submittal and forms deadline dates. These dates also are posted in The

Graduate School's Blackboard site GradSpace under the Manuscript Clearance submenu.

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 Graduate School.

- The section on **Examination in Defense of Dissertation** (p. 71) has been revised for clarity and to emphasize procedures, timelines, and deadlines for the submission of manuscripts.

The defense of the dissertation will be oral. Responsibility for suggesting the time, designating the place, and presiding at the examination rests with the major professor. It is recommended that students defend no later than the eighth week of classes in the semester of intent to graduate. Students must meet all manuscript and forms deadlines set by The Graduate School in the semester of graduation. Consult the Registration Guide for the manuscript submittal and forms deadline dates. These dates also are posted on the Graduate School's Blackboard site GradSpace under the Manuscript Clearance submenu.

Academic courtesy requires that the dissertation be submitted to each member of the supervisory committee at least four weeks before the date of the oral examination. At the same time, the dissertation should be submitted electronically to the university manuscript clearance adviser in the Graduate School so that the clearance adviser can provide the student with a critique of the manuscript with respect to the Graduate School's formatting requirements. 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 Graduate School. The defense date must be submitted electronically to the Graduate School and will be posted on the Defense Calendar on the Graduate School's web site. Directions for submitting a defense announcement are on the Graduate School's Blackboard site GradSpace under the Manuscript Clearance submenu.

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

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. To receive a passing grade, the written dissertation must be in final form or require only minor revisions at the time of the defense. A grade of PASS for the defense of treatise or dissertation requires at least a majority approval of the committee. Individual departments may impose stricter requirements for what constitutes a grade of PASS. Departments and other degree-granting programs must publicize their policy on this issue in their Graduate Student Handbook and in the relevant section of the Graduate Bulletin. If the student passes, each member must sign the Manuscript Signature Form to substantiate the results of the defense. It is the responsibility of the major professor to submit this completed form either directly to the manuscript clearance adviser or to the appropriate college or departmental office for subsequent delivery to the manuscript clearance adviser in the Graduate School. A written critique of the conduct of the examination in defense of the dissertation should be submitted by the university representative from the graduate faculty to the appropriate academic dean and the Dean of the Graduate School within one week after the date of defense. The degree cannot be awarded until both forms have been received by the Graduate School and the final version of the manuscript has been submitted to and approved by the manuscript clearance adviser.

After approval by the oral examining committee, the student should electronically submit the final version of the dissertation to the manuscript clearance adviser. The final version must be submitted within sixty days of the defense date or the student must be re-examined. If the student wishes University Microfilms International, Inc. to register the copyright, an additional fee must be paid. Consult the Registration Guide for the manuscript submittal and defense deadline dates. These dates also are posted in GradSpace under the Manuscript Clearance submenu.

- The section on **Clearance for Degrees** (p. 73) has been revised for clarity and to emphasize procedures, timelines, and deadlines for the submission of manuscripts

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.

A student's manuscript must be cleared in order to graduate; however, students also must meet departmental and university requirements before they can graduate. A manuscript is considered cleared if the manuscript clearance adviser has approved the formatting of the manuscript AND all forms have been received and verified by the manuscript clearance adviser. Students should become familiar with the university's manuscript formatting and clearance requirements before writing their thesis, dissertation, or treatise. Formatting guidelines and clearance requirements, including the forms that must be submitted, are posted under the Manuscript Clearance submenu at The Graduate School's Blackboard GradSpace and/or Graduate School – Faculty/Staff sites. Also posted are manuscript templates for MS WORD and Latex, an annotated sample manuscript illustrating

formatting criteria, and a PowerPoint about the manuscript clearance process. Manuscript Clearance Workshops are also held during each semester. Workshop dates are posted to the calendar of events for The Graduate School at <http://gradschool.fsu.edu/Events>.

All theses, dissertations, and treatises must be electronically submitted to The Graduate School; hard copies, or submissions via e-mail will not be accepted. Students should submit their manuscript to The Graduate School at the same time that the manuscript is submitted to the committee. This initial submission is reviewed by the manuscript clearance adviser, who then provides the student with a reviewed, marked-up copy of the manuscript that shows formatting corrections to be made before submitting the final version of the manuscript. After the defense, students submit the final version of their manuscript, incorporating changes requested by their committee as well as those requested by the manuscript clearance adviser. Submission deadlines for each semester are posted in the Manuscript Clearance submenu of GradSpace; students not meeting these deadlines will be considered graduates of the following semester.

Manuscript deadlines are shown below. The earliest deadline (Semester vs. 60-day) is the deadline that applies.

- Initial submission deadline: Deadline by which students must submit their manuscript to the manuscript clearance adviser for an initial formatting review. Manuscripts will not be reviewed and counted as an initial submission under the following conditions: not submitted via the ETD Web site; poorly formatted based on Graduate School guidelines, or otherwise appears "sloppy"; sections omitted; page numbers omitted.
- Final submission/all forms received deadline: This deadline is one week after the initial submission deadline. By this date, students must submit the final version of their manuscript, and all manuscript clearance forms must be received in The Graduate School office by 5:00 p.m. Assuming all manuscript deadlines (initial, final, and forms deadlines) are met, this is the last day a student could possibly defend; otherwise the student will be considered for graduation in the following semester.
- 60-day deadline: All manuscripts must be cleared within 60 days of the defense. In cases when a student defends early in the semester of graduation, or after the final submission deadline of the previous semester, the manuscript clearance deadline that applies is the 60-day deadline. For example, a student that defends on August 27 would have to have her/his manuscript cleared by October 27, even though the Fall semester deadline for submitting a manuscript is later in the semester.

Contact the manuscript clearance adviser ([clearance@admin.fsu.edu](mailto:clearance@admin.fsu.edu)) for any questions regarding the clearance process.

## **REMINDERS REGARDING SOME POLICIES**

### **1. Membership in the Graduate Faculty**

A person must hold an appropriate general faculty appointment in order to be considered for status as a member of the Graduate Faculty. **Graduate Faculty Status (GFS)** is limited (except for special circumstances) to faculty with tenure or holding tenure earning appointments. This status is necessary to teach graduate courses. Limitations, if any, as to who is eligible to serve on and supervise thesis and dissertation committees rests with the programs and must adhere to criteria previously approved by the GPC. Only tenured faculty with GFS can serve as the University Representative on doctoral committees. Persons holding non-tenure track or visiting in lieu of adjunct faculty appointments must be approved for **Graduate Teaching Status (GTS)** to teach graduate courses. In addition, non-tenure track and courtesy faculty maybe nominated for and granted **Co-Masters Directive Status or Co-Doctoral Directive Status (Co-MDS and Co-DDS)** to serve on student committees. As such they may also co-chair a student committee.

The policy on Graduate Faculty Status and Graduate Teaching Status has been incorporated into the Faculty Handbook, Section 5: Faculty Development; Graduate Faculty Membership (p. 101) (<http://facultyhandbook.fsu.edu>). The forms and procedures for nominating faculty for GFS, GTS, co-MDS, and co-DDS are available on the "[Graduate School - Faculty/Staff](#)" Blackboard® site under the “Forms” and “Graduate Faculty Status” tabs in the left-hand menu.

Departments and colleges must request graduate status for all new eligible tenure track faculty by submitting a completed *Graduate Faculty Status Appointment Recommendation for Tenure-Track Faculty Form* ([Form# GFS-01](#)) with a curriculum vitae. Such nominated faculty require at least a 2/3 majority affirmative vote of all faculty holding GFS in the program. The completed form and CV should then be sent to the academic college dean and subsequently the Dean of the Graduate School for approval.

The graduate faculty categories for non-tenure track, visiting in lieu of adjunct faculty and courtesy faculty include Graduate Teaching Status (GTS), Co-MDS, or Co-DDS. The forms ([Form# DS01](#) and [Form#GTS01](#)) for these requests are available on the Graduate School Blackboard® site and once completed these should be sent to the academic college dean and subsequently the Dean of the Graduate School for approval.

Fully retired faculty (includes Emerita/Emeritus status) may continue to serve as major professors for those students who have already begun their thesis/dissertation at the time of the professor’s retirement. Fully retired faculty, however, may not accept additional students in this capacity. Fully retired faculty may serve as an additional member beyond the minimum number required on Master’s and Doctoral committees of new students if they choose. Appointment to courtesy is not necessary, but department chairs must send a memo to The Graduate School indicating the names of the student committees on which the professor serves and the approval of this continued service.

For faculty who depart the University for any reason other than retirement, the department or program that wishes to continue the faculty member in some or all of these roles may provide a courtesy appointment and nominate the faculty member for master’s or doctoral co-directive status, as needed, so the faculty member may continue as co-chair or an additional

member for those students who have already begun their thesis/dissertation at the time of the faculty member's departure. If the faculty member is serving as committee chair, the department will then designate a current or new member of the committee with appropriate directive status as co-chair of the committee. Faculty members who depart the University may not accept additional students in this capacity, nor may they serve as the University Representative on committees.

## **2. Appointment of graduate students on assistantships**

The FSU UFF-GAU Collective Bargaining Agreement and subsequent Memoranda of Agreement set forth the terms and conditions that affect the employment of students who are supported on graduate assistantships. These documents can be found on the FSU Human Resources website ([http://hr.fsu.edu/index.cfm?page=EmployeeRelations\\_Homepage](http://hr.fsu.edu/index.cfm?page=EmployeeRelations_Homepage)) by clicking the link for UFF-GAU Bargaining Unit. Faculty and staff should familiarize themselves with these documents. It is important to remember that this agreement outlines minimums for stipend rates and entitles Graduate Assistants to certain employment rights, including an annual employment evaluation, that is distinct from the annual academic evaluation (see item 10 below) which is required of all doctoral students and highly recommended for master's and specialist students. The Graduate School recommends use of the one page Graduate Assistant Performance Evaluation form. The form can be found in the "Graduate School - Faculty/Staff" Blackboard® site, under the submenu "Forms" and "Graduate Assistant Evaluation Form". Additionally, it is imperative that you appoint Graduate Assistants to the proper job code. A listing of the job codes with descriptions can be found in the "Graduate School - Faculty/Staff" Blackboard® site, under the submenu "Waiver/Info Forms" in the "Graduate Student Waiver Management Manual" under page 12.

## **3. Graduate assistant stipends**

On August 13, 2013 the following revised language was approved by the FSU UFF-GAU and FSU-BOT bargaining teams for Article 23 (STIPEND). It is still subject to ratification.

23.1 Minimum Stipend. The minimum stipend shall be as follows:

- A. Effective October 1, 2013, each nine-month (9) employee on a .50 FTE appointment shall be guaranteed a minimum stipend of \$8800.
- B. Competitive Pay Adjustment for Fiscal year 2013-2014. For graduate assistants with a base rate of pay of \$40,000 or less on September 30, 2013, the University shall implement an annual increase of \$1400. For graduate assistants with a base rate of pay greater than \$40,000 on September 30, 2013 the University shall implement an annual increase of \$1000. The annual increase shall be pro-rated by FTE based on the annual rate of pay on September 30, 2013.

#### **4. Health insurance subsidy for graduate students for 2013-2014**

The annual health insurance subsidy for 2013-2014 for students on a .5FTE or greater qualifying appointment is currently \$900, and for students on a .25-.49 FTE \$450. Eligible graduate assistants will be provided a health insurance subsidy towards the purchase of the university sponsored health insurance plan. The subsidy will be provided based on FTE appointment and will be disbursed by semester (fall; spring/summer).

The Graduate School and Office of Research will pay for the subsidy for students appointed to E&G and C&G HR funding sources. For students appointed to Local and Auxiliary HR funding sources, the project funding the student, will pay for the subsidy. For details regarding the subsidy and how it is disbursed please click on the [Health Insurance Subsidy Link](#) or contact The Graduate School at 644-3501. For more health insurance information please click on the [University-sponsored Health Insurance Link](#) or contact the Health and Wellness Center's Health Insurance Office at 644-3608.

#### **5. Tuition Waivers**

Information concerning tuition waiver policies and procedures can be found in the "[Graduate School - Faculty/Staff](#)" Blackboard® site, under the submenu "Waiver Info/Forms." Students should access the "[GradSpace](#)" Blackboard® site, under the submenu "Funding and Awards". The entry of waivers for Fall 2013 and beyond will be in My FSU Student Central, and not NWRDC. The GS contact is Brian Barton, [bbarton@fsu.edu](mailto:bbarton@fsu.edu), at 644-3501.

The Waiver Receipt Form is now auto-generated in the Student's Service Center and must be printed and signed by each student receiving a waiver and given to the academic unit issuing the waiver for retention by the end of the first week of classes each semester. It is critical that each student signs the form as this is the official certification from the student regarding fee-liability should they withdraw or lose their assistantship. It is equally important that the academic unit has a record of the signed form in the event a student questions their fee liability at a later date.

Waiver entry requests that occur after the deadline for waivers should be made through the CRM ticket center at:

<https://crm.omni.fsu.edu/psp/sprdcn/?cmd=login&service=https://crm.omni.fsu.edu/psp/sprdcn/EMPLOYEE/EMPL/h/?tab=DEFAULT&languageCd=ENG&>

Please note that entry of the late waiver by the Graduate School is not automatic. If the late waiver causes a Financial Aid overaward, the College or Department will be responsible for correcting the overaward with the Office of Financial Aid.

The direct charge process for charging tuition to eligible contracts and grants has also been re-written inside My FSU Student Central. The only substantial change is that tuition for each semester will only be charged from the first day of a term to the last, instead of splitting tuition between two semesters if an appointment falls outside of a term.

## **6. Thesis, treatise, and dissertation committees**

The department or college must enter the composition of the supervisory committee into the online Graduate Student Tracking system in a timely manner, but no later than the second week of classes in the semester that the student intends to graduate. (Graduate Bulletin, Supervisory Committee, pp. 68 and 69).

All doctoral committees appointed after August 24, 2009, must meet the minimum university standard of four members with GFS. Included among these four members will be the University Representative who must also be a tenured member of the faculty. Non-tenured tenure track faculty from outside the degree program, department or college and holding GFS are eligible to serve as one of the four members, but they cannot serve as the University Representative. Non-tenure track faculty holding Co-DDS or Co-MDS are eligible to serve as additional members of the committee (beyond the minimum of four) and those with Co-DDS can serve as a co-advisor, (Graduate Bulletin, Supervisory Committee, p.69).

## **7. Program of Study**

A Program of Study should be prepared for each graduate student. The guidelines and timelines differ slightly for masters and doctoral students. For details, consult the Graduate Bulletin, pp. 68 and 70 respectively.

## **8. Preliminary Examination for doctoral students**

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. Retroactive changes are only permitted if the preliminary examination is passed by the end of the seventh week of the semester. For term specific deadline dates, please refer to the "Academic Calendar" in the *Registration Guide*. (Graduate Bulletin, Preliminary Examination, p. 70).

## **9. Submitting the thesis, treatise or dissertation in electronic format (ETD)**

All information pertaining to the submission requirements for Electronic Thesis, Treatise and Dissertation content can be found exclusively on The Graduate School's Blackboard® websites. All ETD content and information is located in the "Manuscript Clearance" submenu, found on the left-hand side of the screen. Students should access the "[GradSpace](#)" Blackboard® website. Faculty and Staff should access the "[Graduate School - Faculty/Staff](#)" Blackboard® website. In order for students to submit their manuscript successfully, they must adhere to the formatting rules found in the "Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations," as well as meet the deadlines outlined in the semester they intend to graduate. Manuscripts not formatted in full

accordance with the Guidelines brochure will NOT be reviewed and will NOT count as an initial submission to meet any deadline.

The Graduate School recommends that students submit their manuscript to the Manuscript Clearance Adviser for the initial format check when it is submitted to the supervisory committee in preparation for the defense. In any case students must submit the initial version of their manuscript by the Initial Manuscript Submission Deadline in the semester they intend to graduate. Students must then submit their final version and all forms by the Final Manuscript Submission and Forms Deadline. However, in all cases students must have their manuscript cleared\* within 60 days of a successful defense or the student must be re-examined. In some cases, the 60-day deadline may occur before semester deadlines; in those cases, the 60-day deadline takes precedence over the semester deadlines.

Semester deadlines are posted in the Manuscript Clearance menu of GradSpace in the Dates and Deadlines submenu. For Fall Semester 2013 the Initial Manuscript Submission Deadline is November 12, 2013 and November 19, 2013 is the deadline for the Final Manuscript Submission, receipt of all forms, and the defense deadline. For Spring Semester the Initial Manuscript Submission Deadline is April 14, 2014 and the Final Manuscript Submission/Forms/Defense deadline is April 21, 2014.

\*Cleared = Manuscript formatting approved by the Manuscript Clearance Adviser AND all forms received by the Manuscript Clearance Adviser.

## **10. Annual review of graduate students**

The policy states –“Each year the supervisory committee, the major professor, or the student’s advisor, prior to the selection of a major professor, will assess the progress of the student in writing and make available copies of the annual review to the student, the department chair, and the academic dean.” (Graduate Bulletin, Supervisory Committee, p. 69).

The Graduate School recommends that programs use standard templates to facilitate the review process of all students. The Graduate School has posted examples of such forms on "[Graduate School - Faculty/Staff](#)" Blackboard® site in the section for Graduate Program Directors.

Programs must use the online Graduate Student Tracking system to indicate that a student has had his/her annual review. The written review should be uploaded into the system. For more information on how to use the tracking system, contact David Cook ([jdcook@admin.fsu.edu](mailto:jdcook@admin.fsu.edu)) in The Graduate School. The Graduate School also recommends that master’s students be evaluated annually (e.g., review of timely progress towards completion of coursework and thesis research as appropriate).

## **11. Full-time and Part-time Status of Students**

The required full-time or part-time status of graduate students is affected by their appointment or fellowship status, as well as their progress towards the degree. This status in

turn affects eligibility for Financial Aid. Federal guidelines stipulate certain requirements for enrollment. The complete policy is highlighted in the Graduate Bulletin (p.76), under the Academic Regulations and Procedures section, Full-Time Student Course Load.

## **12. University-wide Standards for Teaching Assistants at Florida State University**

There are University-wide Standards for Teaching Assistants at Florida State University. To date these have been posted on various websites. The standards are now included in the Graduate Bulletin (p. 65). These are meant to be University-wide minimum standards; departments may adopt additional or more stringent standards.