



THE FLORIDA STATE UNIVERSITY  
FACULTY SENATE

MINUTES  
FACULTY SENATE MEETING  
FEBRUARY 16, 2011  
DODD HALL AUDITORIUM  
3:35 P.M.

I. **Regular Session**

The regular session of the 2010-11 Faculty Senate was held on Wednesday, February 16, 2011. Faculty Senate President Eric Walker presided.

The following members attended the Senate meeting:

J. Ahlquist, G. Allen, B. Altman, P. Born, J. Bowers, M. Burmester, K. Burnett, W. Carlson, E. Chicken J. Clendinning, J. Cobbe, R. Coleman, A. Darrow, J. Dawkins, R. Doel, G. Doran, J. Dorsey, I. Eberstein, C. Edrington, L. Edwards, J. Fiorito, S. Fiorito, A. Gaiser, L. Garcia-Roig, J. Geringer, R. Hauber, C. Hofacker, G. Houlihan, R. Ikard, B. Jackson, T. Keller, J. Koslow, D. Latham, B. Lee, M. Leeser, J. Leiber, S. Leitch, S. Lewis, J. Lickson, T. Lindbloom, W. Logan, L. Lyons, T. Ma, C. Madsen, H. Mattoussi, T. McQuade, W. Mio, D. Moore, A. Mullis, J. O'Rourke, R. Pekurny, N. Piquero, R. Radach, M. Radey, R. Schwartz, L. Spainhour, J. Standley, G. Tenenbaum, J. Tull, G. Tyson, R. Van Engelen, D. Von Glahn, E. Walker.

The following members were absent. Alternates are listed in parenthesis:

T. Baker, E. Baumer, D. Bernat, P. Bowen, J. Carbonell, A. Chan Hilton, T. Chapin, I. Chiorescu, D. Cooper, M. Craig, J. Diaz, R. Eger, K. Erndl, S. Foo, K. Gallivan, D. Gilbert, K. Harris, E. Hull, P. Iatarola, H. Kim, Y. Kim, T. Kolbe, W. Landing (P. Froelich), T. Matherly, B. Menchetti (A. Gallard), R. Mizelle, M. Mesterton-Gibbons (A. Kercheval), T. Plewa, V. Richard Auzenne, G. Rogachev, J. Saltiel (A. Sang), J. Sickinger, T. Stallins, F. Tolson, D. Tsilimingras, C. Upchurch, O. Vafek, S. Valisa (E. Alvarez), I. Zanini-Cordi.

II. **Approval of the Minutes**

The minutes of the January 19, 2011 meeting were approved as distributed.

III. **Approval of the Agenda**

The agenda was approved as distributed.

**IV. Election of the Salary Plan for Professors Review Committee**

Voting was as follows:

Eric Walker, Susan Fiorito, Jane Clendinning, Philip Froelich, Sally Karioth, Pamela Perrewe and Phil Steinberg were elected to the committee.

**V. Report of the Steering Committee, S. Lewis**

Since the last meeting of the Faculty Senate, the Steering Committee has met three times (including this morning).

Among the topics that have received a great deal of attention has been the implementation of the Salary Plan for Professors and the selection of the Review Committee, which is filling some of our time today. No doubt, you've received the President's memo on this topic and it appears as though changes to the procedure will be on the bargaining table this next year.

Guests attended two of these Steering Committee meetings. This morning, we met with faculty members from the Anthropology Department to discuss the situation of their suspended degree programs.

At the meeting held on January 26th were Kim Barber, the Registrar, and Jennifer Buchanan, from the Office of the Dean of Faculties. They reported that they have been working on revisions to the Bulletin copy that have been necessitated by recent legislation and wanted to discuss with the Steering Committee issues surrounding the Final Examination policy, a policy that is often abused, in part (they feel) because it is not understood by faculty. They presented a document that identified several of these issues and asked for the Senate's help in clarifying the policy to both faculty and students. It was decided that a first step would be to remove the phrase "unit test in lieu or a final exam" from the policy, since it is regarding that wording that the most questions are asked. Instead, it will be clearly stated that no examinations can be given during the last week of class unless there is also an examination being offered during finals week, which is the intent of that language.

While speaking with Kim and Jennifer, a proposed change to the university calendar that had been just approved by the Calendar Committee was described. The Steering Committee expressed serious concerns about this change and asked that the proposal be returned to the Calendar Committee for further consideration.

Kim Barber was also asked why the online versions of the Bulletins no longer contain a list of faculty. She explained that this is a process that must be done manually (and is very labor-intensive), since the information that has historically been included in this list is not kept in any one database. Several ideas were suggested, including reducing the amount of information included in this list to make it more manageable to create, since it is viewed as having some value to faculty and students.

The President's memo expressing his ideas about possible changes to the promotion and tenure and annual review policies was also discussed by the Steering Committee. As requested by the President, we urge all faculty members to respond to this memo and express their views to him directly.

The Steering Committee is starting to look at the need to identify new members to serve on Senate Committees during the next academic year. If you are interested in serving on a particular committee, please let Eric Walker know.

Finally, Florida statues governing concealed weapons and firearms include a list of places where individuals are prohibited from carrying a concealed weapon or firearm, such as police stations, jails, courthouses, polling places, legislative meetings, and elementary and secondary schools. Current Florida law includes "any college or university facility" on that list of places where concealed weapons and firearms are prohibited. Senate Bill 234 (SB 234) would remove "any college or university facility" from the list of places where individuals are prohibited from carrying a concealed weapon or firearm. Florida State University Police Chief David Perry is on record as opposing this measure. The steering committee moves that the Faculty Senate of Florida State University register its opposition to this provision of SB234.

## VI. Reports of Standing Committees

### a. Graduate Policy Committee, D. Johnson

See addendum 1. The motion with amendments to #8 and #9 passed.

### b. Library Committee, D. Moore

Thank you, President Walker, and thank you fellow Senators who value the crucial role that a vibrant, well-stocked library plays in the life of a university. We have all seen that role doing a considerable amount of evolving in even the past decade -- and the evolution seems to have accelerated along with the budget crisis that is on everyone's mind.

Three of our most diligent colleagues are leading the Library Committee's subcommittees: Richard Morris, from Communication Science and Disorders, is again chairing the Patron Services group; Alysia Roehrig, from Educational Psychology, is again chairing our "mini-grants subcommittee," which manages the annual competition for Faculty Library Research Materials Grants; and chairing our Resources group this year is Matthew Goff, from Religion. As a member of the campuswide committee addressing the budget crisis, Matthew Goff is an especially logical person to help us help the Florida State Libraries consider the needs of faculty members and graduate students as well as the needs of undergraduates.

Throughout the year we work closely with Dean Julia Zimmerman and her administrative staff and members of the library faculty. Our monthly meetings of the full Library Committee begin with an update from Dean Zimmerman, and I am pleased that she has agreed to make a few comments this afternoon in conjunction with this report from the standing committee. I thank President Walker and his colleagues on the Senate's steering committee for scheduling this report at this point in today's agenda, rather than assuming that any comments from the Dean of the Libraries could come only near the very end of the agenda, when some of us find ourselves needing to leave for teaching or for hitting traffic.

My own brief comments amount to a summary of the Library Committee's activities so far during this academic year:

- We had recommended to the Senate's steering committee, last April, that the university rethink its copyright policy. Several of the librarians who had pointed out the current policy's "inadequacy and lack of sophistication" got back in touch last fall to ask what else they might do to help kick start that rethinking, so we gathered several specific examples of short-comings in the current policy and relayed them to the steering committee. One example is a question that many of you might well have posed: "I am not a film professor but I want to use movie clips in class. Is this a Fair Use?" Another is "What about materials (such as case studies) that a faculty member has obtained through a subscription and wants to put on e-reserve?"
- In the fall, staff members at Strozier's Scholars' Commons suggested we set up a task force on scholarly communication -- a working group that would bring together members of the teaching faculty, including several of us on the Library Committee, as well as members of the library faculty. At our October meeting we learned from e-science librarian Jordon Andrade and Gloria Colvin about a range of models other universities are using, how they have fared, and which would make sense for us to try applying here. In advance of that meeting, several of us met with two faculty colleagues who had made a presentation for Strozier last fall, "Open Access Resources Available to FSU Faculty": Mark Riley, the chair of Physics, and Paul Fyfe, an assistant professor in English who is playing an integral role in the interdisciplinary "History of Text Technology" cluster. Gary Burnett, a faculty member from Library and Information Studies who is a long-time member of the Senate Library Committee, helped us formulate several basic questions for the Task Force to address. How, for example, might we most effectively bring open-access issues to the attention of those who have an impact on promotion-and-tenure decisions? At our monthly meetings we have been hearing updates on progress toward creating an Institutional Repository. The task force has been circulating ideas and questions via its Blackboard site and will have its first face-to-face meeting this Friday, chaired by Jordon Andrade and Matthew Goff; our committee will hear an update from the task force later this spring.

- This spring we will also be distributing announcements to the faculty about next fall's Faculty Library Research Materials mini-grants. For the past two years we have front-loaded the application process, so that applications are due by the middle of the fall semester and so that we can announce recipients and dollar amounts before the end of November, allowing library staff maximum time and flexibility for actually making the purchases. Last fall we recommended more than \$76,000 in awards, and then at our meeting last week our full committee revisited the criteria. We agreed to continue the emphasis on materials related to the applicant's research and to continue accepting applications from non-tenure track as well as tenured and tenure-track faculty. At last week's meeting, Dean Zimmerman announced that we could plan on recommending up to \$100,000 for such awards in the cycle that begins this fall.
- At Dean Zimmerman's request, we have also responded to the report that the Office of Audit Services had prepared, last December, for the Office of the Provost. As we have pointed out in a follow-up to Dean Zimmerman and to Interim Provost Bradley, that auditors' report does not address several details that our Library Committee had included in our own recommendations, in January 2010.
- We have discussed and are continuing to discuss the effects of budget cuts on our campus libraries. A crucial concern that we have brought to the attention of the steering committee is the need for a new undergraduate library to be high enough on the PECO list to have a realistic chance of becoming a bricks-and-mortar project.
- On that note, Dean Zimmerman and her staff are working with a group of architects to come up with a Master Plan, and we are hoping that those architects will be able to meet with us on one of their visits to campus. When we have such a meeting on their calendar, we will get the word out to you, as Senators, so that you and your respective colleagues can attend and hear, first-hand, about those plans.

Meanwhile, I am happy to ask Dean Zimmerman to take a few minutes to fill you in on some of the ingenious ways in which our library is stretching the available resources. I believe that we will be able by next week to post the text of these remarks, along with my brief report, via Blackboard. First, we'll hear first-hand from Julia Zimmerman, Dean of the Libraries.

#### **Brief Update from the Libraries – Dean Julia Zimmerman**

Thanks to Senator Moore for the introduction, and thanks to the Senate Library Committee for their advice, counsel and support.

#### **UBORROW:**

Major new service debuting in early March. Will “soft launch” around March 1. UBORROW has been developed by the 11 state university system libraries. It allows streamlined borrowing of books among the SUS institutions – about 16 million

books in all. Loan periods of 30 days with a renewal period of 30 more days. You'll see a "UBorrow" button on the FSU catalog screen (or the Mango Union Catalog of the 11 state univ libraries). Clicking that button takes you through the steps necessary to borrow books from other university libraries. Delivery should be fairly fast – just a few days. These systems have been enormously successful and popular in other states that have implemented them. FSU library staff have been very involved in developing and testing the system. I hope you'll use it and let us know how it works.

### **E-BOOKS**

Due to several collaborative initiatives with the SUS and other consortia, we are going to be providing lots more electronic books, very economically. You'll see many more of these pop up in our catalog over the next year.

### **Berkeley Electronic Press / DIGITAL COMMONS:**

Digital Commons is a portal for faculty to post their scholarship and research. It will be the site for electronic theses and dissertations. It can easily host born-digital journals and other works. Important university administrative documents can be stored there, as well. Will increase visibility of FSU's scholarship globally. Will be available late spring – early summer.

### **A next-generation discovery tool**

Funded by Student Technology fee money Provides single search access to almost all the libraries' resources – books, manuscripts, databases, journal articles, AV materials, and much more. A number of major university libraries have implemented such systems. They dramatically increase usage of library resources because things are so much easier to find. There are several products on the market; we are currently trying to find the best one for our purposes. Will be in place late spring-early summer.

If you have specific questions about any of these projects, please contact us. We always want to hear suggestions as to how we can serve faculty more effectively!  
Thank you.

### **c. Undergraduate Policy Committee, S. Lewis**

The appropriate UPC subcommittees reviewed *REL 3112 Religion and Twentieth Century Fantasy Literature* and recommended approval of this course as meeting the criteria for Liberal Studies Area IV (Humanities and Fine Arts), Gordon Rule, and Literature. (See addendum 2.)

So, on behalf of the Undergraduate Policy Committee, I move approval of this course for Liberal Studies Area IV, effective for the Spring, 2011 semester.

**The motion passed unanimously.**

## VII. Old Business

There were no items of old business.

## VIII. New Business

There were no items of new business.

## IX. University Welfare

- a. Updates on Bargaining and Related Matters, J. Fiorito

### **New Collective Bargaining Agreement (forthcoming).**

Progress is slowly but surely being made in getting new printed collective bargaining agreements. There is a lot of editing and formatting work, but we should be able to post a complete copy within several days and I hope that we can distribute printed copies next month.

### **Salary Plan for Professors (SPP)**

As you know, about two weeks ago President Barron issued a long commentary expressing some concerns about SPP. There is certainly room for improvement, and the UFF is very open to discussing issues in President Barron's comments. We have suggested this as an agenda item for our next consultation with the president. We also are preparing a "Q&A" to address various concerns and will announce its availability in a day or two. Meanwhile, just a few brief comments on some key points:

1. **Purpose:** "The SPP is designed to recognize high quality performance of eligible senior faculty who have contributed to the full life of the University over the previous seven (7) years in their assigned duties of teaching, scholarship/creative activity, and service" (Sec. 25.1 of the new Article 25). It was never intended to be a competition based on a narrow conception of productivity. Like promotions, a key concept is *qualification*, not competition.
2. **Administrative and Faculty Burden:** The UFF bargaining team will be very interested in exploring ways to reduce the burden. For example, and speaking only for myself, after a 20-plus year career can we not judge whether one has made the necessary contribution with little more than a vita?
3. **Inadequate Funding:** The joint BOT-UFF *Market Equity* study of 2007 estimated that it would take at least \$10 million to bring FSU faculty salaries up to market rates. The University Administration was willing to commit \$500,000 to SPP in this first year, a healthy sum, but not near enough to reward everyone who would likely qualify for an SPP award, or to solve the market equity problem. We knew that, and hence that necessarily it would take several years to catch up on a backlog of deserving candidates. Need I say that the UFF is open

to increasing the funding level? Also, as a point of reference, the University Administration awarded over \$500,000 in Administrative Discretionary Increases during the past academic year, and is authorized by the new collective bargaining agreement to award a similar amount this academic year.

4. **Ordering by Date of FSU Promotion:** The joint *Market Equity* study showed that compression and inversion are directly related to length of time at FSU. The more recently you arrived, the more likely you are to be at or near market-level salary. Given this and the need for “rationing” length of service in an eligible rank at FSU seemed like a fair method of ordering.

### **State Government and the Budget**

Florida appears to be caught up in a nationwide hoax that blames budget problems, which stemmed from the financial meltdown of 2007-08 and its aftermath, on government and particularly government employees. Despite devolution, we are government employees, and the ax is aimed at us as well as state, county, and city employees. Gov. Scott has proposed cutting your (and my) pay by 5% by diverting that pay to pension plan contributions. Although contributory plans per se may not be objectionable, a 5% pay cut – and make no mistake, that’s what it is – is highly objectionable, especially in view of salary stagnation we’ve experienced for most recent years. What the Florida Legislature will do is not yet settled. There’s more than I can discuss, but I said I would be brief. I encourage you to attend our “Legislative Preview” luncheon a week from Thursday at 12:30 in the Student Services Building (Rooms 208/218). An invitation is posted prominently at the [www.uff-fsu.org](http://www.uff-fsu.org) web site.

### **X. Announcements by Deans and Other Administrative Officers**

There were no announcements.

### **XI. Announcements by Interim Provost Bradley**

Interim Provost Bradley was unable to attend the meeting.

### **XII. Announcements by President Barron**

President Barron was unable to attend the meeting.

### **XIII. Adjournment**

The meeting adjourned at 4:45p.m.



Melissa Crawford  
Faculty Senate Coordinator

## 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” - Dean of Faculties Web site, Chapter 8, Faculty-Student Relations, 8.22 Academic Honor Code;
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 intending to do this must be accepted by both departments. A Dual Enrollment Request Form showing endorsement by both department heads and dean(s), as appropriate, must be sent to the Dean of the Graduate School 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 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.

### Distinction between Dual and Joint Degrees

Joint degree programs provide students the opportunity to earn graduate degrees from two academic programs concurrently. Students completing joint degrees receive two diplomas, one for each degree.

In addition to academic program requirements, joint degree programs provide for some cross-credit of a specified number of hours from each of the two degree programs. This enables students who are admitted and enrolled in two programs concurrently to, in effect, “save” on the number of total hours required versus those required when completing the two degrees separately. The development and initial approval of all joint degree programs resides with the program faculty in the specific schools and colleges involved.

Applicants must complete an application to the Office of Graduate Admissions and must be admitted to each academic program separately, meeting all of the admission requirements for that program, such as applicable entrance exams (e.g., GRE, GMAT, LSAT). Interested students contact respective degree programs for specific admissions requirements and programs of study.

Dual Degrees are two degrees earned simultaneously when a student is accepted by both a department/programs and is approved by appropriate deans and the Dean of the Graduate School. A student must be admitted to one academic program initially, and after the first semester, may apply and be accepted to the second degree program. There is no formal relationship between the two degree program requirements in a dual degree situation.

### Master’s Degree Programs

#### Degrees Offered

The University confers at the master’s level the Master of Arts (MA), Master of Science (MS), Master of Accounting (MAcc), Master of Business Administration (MBA), Master of Fine Arts (MFA), Master of Music (MM), Master of Music Education (MME), Master of Social Work (MSW), Specialist in Education (EdS), Specialist in Library and Information Studies (SPE), and Master of Public Administration (MPA) degrees.

The minimum requirements stated below govern all of these degrees except the EdS, the SPE, and the MFA degrees. Individual departments may have additional or specific requirements over and above those here stated. Consult the appropriate departmental section of this *Graduate Bulletin* for details.

#### 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. For specific information, consult the appropriate departmental section of this *Graduate Bulletin*.

Thesis-Type Program. To qualify for a master’s degree under this program, the student must complete a minimum of thirty semester hours of credit including thesis credit. At least eighteen 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 hours.

Course-Type Program. To qualify for a master's degree under this program, the student must complete a minimum of thirty-two semester hours of course work. At least twenty-one 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 sense 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 is held responsible for meeting the requirements listed below.

#### Standardized (Advanced and Achievement) 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 semester hours and transfer of courses not counted toward a previous degree within Florida State University is limited to twelve semester hours, except when the departmental course requirement exceeds the thirty-two hour University-wide minimum requirement. In the latter case, additional transfer credit may be allowed to the extent of the additional required hours. In all cases, the majority of credit must be earned through Florida State University or its official consortial institutions. 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 Florida State University; and 3) have been completed with grades of 3.0 ("B") or better.

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

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

#### 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 (MA) 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 follow the convention of the major department or college to identify the major professor, who will serve as the student's adviser and supervisor. If nine 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.

#### Supervisory Committee

A master's degree supervisory committee must be designated for all thesis students and may be designated for non-thesis 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 Graduate Faculty status. 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. Only members of the supervisory committee may vote and sign the Manuscript Signature Form indicating approval of the thesis.

#### 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 Thesis, Treatise, Dissertation Research Approval Form must be submitted to the Dean of the Graduate School. The signature by the chair/director/dean on the Thesis, Treatise, Dissertation Research Approval Form certifies approval of the student's committee composition and appropriate Institutional Review Board (IRB) and/or Animal Care and Use Committee (IACUC) endorse-

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ment. This form is due no later than the last day to apply for graduation in the semester in which the student plans to graduate.

### 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 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 final semester. 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.

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. 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. 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 Graduate School.

### 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 (MA) Requirements

In addition to the requirements listed above, candidates for the Master of Arts (MA) 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 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 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 (PhD), Doctor of Education (EdD), Doctor of Music (DM), Doctor of Nursing Practice (DNP) and degrees in several departments of the College of Arts and Sciences, College of Business, College of Communication and Information, College of Criminology and Criminal Justice, College of Education, FAMU—FSU College of Engineering, College of Human Sciences, College of Music, College of Nursing, College of Social Sciences and Public Policy, College of Social Work, College of Visual Arts, Theatre and Dance, as well as in several interdepartmental and interdisciplinary areas. See relevant sections of this *Graduate Bulletin*.

### Requirements of the Doctor of Philosophy (PhD) Degree

The student is held responsible for meeting the requirements listed below.

The PhD 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 this *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 post-baccalaureate study, be required to take a departmentally administered diagnostic examination. It will be designed to appraise the student's ability to pursue the PhD 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

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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 semester hours of graduate work or being awarded the master's degree, the student must be continuously enrolled on Florida State University Tallahassee campus for a minimum of twenty-four graduate semester hours of credit in any period of twelve 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 the Graduate School. 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 College of Visual Arts, Theatre, and Dance permit EdD students, if they so desire, to complete their residency requirement by registering for thirty credits during a sixteen-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 PhD 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.

**Major Professor**

Early in the doctoral program, the student should consult 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 student should request that the selected faculty member serve as major professor. The departmental chair will approve the major professor who must be a member of the faculty with Graduate Faculty status (GFS) and have special competence in the student's 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 four members of the faculty who have Graduate Faculty status, one of whom is the university representative of the faculty. Programs may establish a more stringent policy on supervisory committee membership but such policies may not conflict with the University policy. For example, a program may choose to stipulate that more than the minimum number of committee members hold Graduate Faculty status in the program, or must be members of the tenure-track faculty. If deemed desirable and not established by policy it may also be appropriate to include additional members to provide necessary expertise. All additional members of the committee must hold Graduate Faculty status or (in the case of non tenure track faculty) co-doctoral or co-master's status. Under special circumstances persons external to the University may be appointed as Courtesy Faculty with co-doctoral or co-master's status and serve on a student's supervisory committee. 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. **Each year the supervisory committee, the major professor, or the student's advisor prior to selection of a major professor will assess the progress of the student in writing and will make available copies of the annual review to the student, the departmental chair, and the academic dean.** The Dean of the Graduate School, the academic dean, and the chair of the major department may attend committee meetings as nonvoting members.

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**University Representative**

The university representative is drawn from outside the student's department. For interdisciplinary programs the university representative is drawn from outside the student's department and degree program. The university representative must be a tenured member of the faculty with Graduate Faculty status and should be free of conflicts of interest with other members of the supervisory committee. The university representative is responsible for ensuring that the student is treated fairly and equitably in accordance with University, College, and Departmental guidelines and policies, and that decisions made by the supervisory committee reflect the collective judgment of the committee. This responsibility begins with appointment to the supervisory committee and ends with the defense of the dissertation. The university representative should verify that the defense is conducted appropriately. Content knowledge in the subject of the dissertation is valuable for the university representative, but not required. In addition, the university representative represents the University's interest and is responsible for ensuring that our doctoral graduates are of high quality. If questions or irregularities arise that cannot be resolved within the college, the university representative should contact the Dean of the Graduate School for resolution.

**Program of Study**

As soon as possible the student, under the supervision of a designated faculty advisor or major professor, should prepare for approval a plan of courses to be taken. This Program of Study must be signed by the faculty advisor or major professor, 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. At the time of the annual review, changes to the plan should be noted and approved. Once designated the supervisory committee should be included as part of the approval process for any changes to the Program of Study.

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**Language and Statistical Analysis Requirements**

There are no University-wide foreign language, statistics, or other tool requirements for the PhD 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, 106 William Johnston Building, (850) 644-3017, 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

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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. Retroactive changes are only permitted if the preliminary examination is passed by the mid-point of the semester. This date will be posted on the Registrar's calendar.

The preliminary examination is designed to test scholarly competence and knowledge and to afford the examiners the basis for constructive recommendations concerning the student's subsequent formal or informal study. The form and content of this examination will be determined by the department, college, school, or examining committee (typically, but not necessarily, the same composition as the supervisory committee) administering the degree program. Prior to the examination, the student's examining committee will determine whether the student 1) has a 3.0 average, and 2) has progressed sufficiently in the study of the discipline and its research tools to begin independent research in the area of the proposed dissertation.

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

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

#### 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 Thesis, Treatise, Dissertation Research Approval Form must be submitted to the Dean of the Graduate School. The signature by the chair/director/dean on the Thesis, Treatise, Dissertation Research Approval Form certifies approval of the student's committee composition and appropriate Institutional Review Board (IRB) and/or Animal Care and Use Committee (IACUC) endorsement. This form is due no later than the last day to apply for graduation in the semester in which the student plans to graduate.

#### 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.

It is the responsibility of the major professor to supervise the preparation of the prospectus and the dissertation. The manuscript must be prepared according to the style and form prescribed by the department and must conform to the University requirements regarding format. Formatting and clearance guidelines for the final electronic submission copy may be accessed from the 'Graduate School' Blackboard GradSpace and/or Faculty/Staff sites, or by contacting the manuscript clearance adviser.

A student who has completed the required course work, passed the Preliminary Examination and submitted an Admission to Candidacy form to the Office of the Registrar, and continues to use campus facilities and/or receives faculty supervision, but **has not made a final dissertation submission** shall include in the required full-time load a minimum of two credit hours of dissertation per semester until completion of the degree. Those with underload permission must register for at least two credit hours of dissertation per semester. Underloads must be approved by the student's 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.

In accordance with the Residence requirement the minimum number of dissertation hours for completion of a doctoral degree shall be twenty-four credit hours.

For more specific information on final-semester registration, see the section Registration for Final Term. Final approval of the dissertation by the entire su-

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pervisory 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 Graduate School.

#### Examination in Defense of Dissertation

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 defend by no later than the Format Approval Deadline in the semester of intent to graduate. Consult the Graduate School Blackboard site GradSpace for more information.

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. 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. Consult the *Registration Guide* for the deadline dates.

All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. The student, the major professor and the university representative must be physically present in the same room. Individual departments may impose stricter requirements on physical attendance, e.g., all members must be physically present. 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 be present.

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 unanimous agreement of the committee. Each member of the committee must sign the Manuscript Signature Form to substantiate the grade of PASS. It is the responsibility of the major professor to submit this completed form either directly to the Clearance Advisor or to the appropriate college or departmental office for subsequent delivery to the Clearance Advisor in The Graduate School. 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 Clearance Advisor.

The Doctoral Defense Report should be completed by the university representative from the graduate faculty and submitted to the appropriate academic dean and the Dean of the Graduate School within one week after the date of defense.

The final version of the dissertation that is approved by the supervisory committee 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. A manuscript processing fee is charged.

#### Publication of Dissertation

Publication of the dissertation through standard media for scholarly work is encouraged. 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 Advisor 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.

#### 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.

Electronic Theses and Dissertations (ETDs) must be made available in their complete and original format. They 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 (Twenty-four 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 months from the date the thesis, treatise, or dissertation is approved by the FSU Graduate School. In special circumstance, the Dean of the Graduate School may grant an additional delay of forty-eight months in twenty-four month increments, if the case is made that the delay is in the best interest 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.

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

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 Graduate 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.

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## Campus Community-Only Access

The FSU Digital Library, in cooperation with the FSU Graduate School, will offer restricted access to ETDs at FSU. Students may choose to limit access to their ETD on FSU's campus only via Internet Protocol (IP) range restrictions, and can select whether their dissertation should be available via Interlibrary Loan.

Please note that approval for Campus Community-Only Access is not automatic. Students must provide "reasonable justification" for their request. Also, in order to be granted Campus Community-Only Access, students must receive approval from their Major Professor in the form of a signature on the ETD Access Embargo Form.

Final approval may be granted by the Dean of the Graduate School only after the ETD Access Embargo Form is submitted to the Graduate School with appropriate signatures and justification. The ETD Access Embargo form can be found on the Graduate School Blackboard sites, GradSpace and/or Graduate School – Faculty/Staff, under the submenu "Theses, Treatises, Dissertations."

## Document Security Access

The FSU Digital Library, in cooperation with the FSU Graduate School, will offer students the option of protecting the ETD by designating specific Document Properties via Permissions Password Security Method within Adobe.

The Document Security policy enables students to secure their manuscript to be placed on FSU's ETD database, with the following restrictions: no printing, no changing the document, no document assembly, no content copying or extraction, no commenting, no filling of form fields, signing, or no creation of template pages. Students are not allowed to select which Document Security Access options they would like to utilize. If a student wishes to secure their manuscript, all Document Security Access options will be employed.

Students must select this option on their ETD Access Embargo Form. The ETD Access Embargo form can be found on the The Graduate School Blackboard sites, GradSpace and/or Graduate School – Faculty/Staff, under the submenu "Theses, Treatises, Dissertations." Document Security Access can be used in conjunction with World Wide Access, Embargo Access or Campus Community-Only Access.

Once the student's ETD is submitted, the manuscript clearance adviser will make the requested changes to the student's ETD. Students must NOT make these changes to their manuscript before submission to the ETD Drop Box.

## Requirements of the Doctor of Education (EdD) Degree

The EdD degree is offered by the College of Education, the College of Music, and the College of Visual Arts, Theatre, 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 EdD degree is further distinguished from the PhD 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 EdD and PhD degrees cannot be made solely on the basis of research tool requirements. Depending on the dissertation project proposed, the candidate's 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 EdD degree that differ from those leading to the PhD degree.

## Requirements of the Doctor of Music (DM) Degree

The DM 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. Requirements for the degree are listed in the "College of Music" chapter of this *Graduate Bulletin*.

## Requirements of the Doctor of Nursing Practice (DNP) Degree

For more information, please refer to the "College of Nursing" chapter of this *Graduate Bulletin*.

## 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. All conditions of admission must be met; in addition there are usually other departmental requirements which must be met.

## Faculty Academic Judgment

### 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 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 Theses, Treatises, and Dissertations may be accessed at the Graduate School Blackboard GradSpace and/or Graduate School – Faculty/Staff sites, 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.

For a complete list of requirements necessary in order for thesis, treatise and dissertation-writing student's manuscripts to be cleared for graduation, students should download a manuscript specific checklist from the Graduate School GradSpace Web site. Faculty and staff are able to view and download these checklists off the Graduate School Web site, Graduate School – Faculty/Staff. These checklists outline all steps necessary for the student's manuscript to be cleared by the manuscript clearance adviser. No candidate is eligible for the degree until this requirement has been met. Additional requirements may be imposed by individual programs or departments.

For additional information, students may access the Graduate School Blackboard site, GradSpace, under the submenu, "Theses, Treatises, Dissertations." Faculty and staff may access the Graduate School Blackboard site, Graduate School – Faculty/Staff, under the submenu, "Theses, Treatises, Dissertations." Any additional questions should be direct to the clearance adviser ([clearance@mailier.fsu.edu](mailto:clearance@mailier.fsu.edu)). Consult the *Registration Guide* for the current deadline dates.

### Policy for Awarding Degrees

The Florida State University helps students meet their academic goals by monitoring academic progress toward their degree.

If a graduate student has completed his or her respective degree requirements, the Academic Dean of the student's program confirms this, and the student is eligible to be awarded the degree, the University reserves the right to award the degree. Once the degree is awarded, the student must be readmitted to Florida State University in order to enroll in any courses.

Graduate students pursuing dual degrees in different disciplines must obtain formal approval of their academic dean, following established University procedures for such approvals. The student's degree program, not the major, will appear on the diploma. A list of degree programs is available in the "Academic Degree and Certificate Programs" chapter of this *Graduate Bulletin*.

Should the University invoke its prerogative to award a degree once a student has completed all stated degree requirements, the student may appeal this decision. If the student can demonstrate that continued enrollment is necessary to achieve his or her academic goals, the appeal may be granted. Reasons such as, but not limited to, desire to continue financial aid, participate in student activities, and access student services do not constitute legitimate reasons for appeal. The student's transcript will reflect both the degree program and the major when degrees are posted.

Any graduate student who wishes to appeal for continued enrollment, thereby postponing graduation, must submit a written request to the student's academic dean no later than ten class days after being notified that the University is invoking its right to award the degree. This appeal will be reviewed by a committee composed of the student's primary academic dean the Dean of the Graduate School, and the University Registrar. The committee must find evidence to support the student's claim of a legitimate academic need in order to grant permission to continue taking courses.

**Item 8, as amended by the Senate on 2/16/11:**

All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. ~~[Delete: The student, the major professor and the university representative must be physically present in the same room.]~~

Individual departments may impose stricter requirements on physical attendance, e.g., all members must be physically present. 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 be present.

**Item 8, as amended by the Senate on 2/16/11, with implementation language:**

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 be present.

**Item 9 as amended by the Senate on 2/16/11:**

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 ~~[delete: unanimous agreement]~~ ~~[add: at least a majority approval]~~ of the committee. Each member of the committee must sign the Manuscript Signature Form to substantiate the grade of PASS. It is the responsibility of the major professor to submit this completed form either directly to the Clearance Advisor or to the appropriate college or departmental office for subsequent delivery to the Clearance Advisor in The Graduate School. 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 Clearance Advisor.

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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 of the committee must sign the Manuscript Signature Form to substantiate the grade of PASS. It is the responsibility of the major professor to submit this completed form either directly to the Clearance Advisor or to the appropriate college or departmental office for subsequent delivery to the Clearance Advisor in The Graduate School. 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 Clearance Advisor.

**THE FLORIDA STATE UNIVERSITY - GRADUATE SCHOOL  
MANUSCRIPT SIGNATURE FORM (Page 1 of 1)**

This form replaces the signature page in theses, treatises, and dissertations and it is required to complete the final clearance of the student for graduation

STUDENT NAME:  FSUSN:

DEGREE TYPE:  MASTER'S  DOCTORATE      MANUSCRIPT TYPE:  THESIS  DISSERTATION  TREATISE

COLLEGE:

DEPT./PROGRAM (if applicable):

DEFENSE DATE:

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 Clearance Advisor or to the appropriate college or departmental office for subsequent delivery to the Clearance Advisor in The Graduate School. The degree cannot be awarded until this form has been received by The Graduate School and the final version of the manuscript has been submitted to and approved by the Clearance Advisor.

<input type="text"/>		<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> RE-EXAM
Professor Directing Manuscript (Print name)	_____ Signature and Date	
<input type="text"/>		<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> RE-EXAM
Professor Co-Directing Manuscript (Print name)	_____ Signature and Date	
<input type="text"/>		<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> RE-EXAM
University Representative (Print name; doctorate only)	_____ Signature and Date	
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Committee Member (Print name)	_____ Signature and Date	
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Committee Member (Print name)	_____ Signature and Date	

If your department/college has required the signature of the Department Head, Chair, or Dean on the signature page of the manuscript, please have them sign below.

<input type="text"/>	
Department Head/Chair (Print name)	_____ Signature and Date
<input type="text"/>	
Dean (Print name)	_____ Signature and Date

**REL 3112**

**Religion & Twentieth-Century Fantasy Literature**

MWF 12:20 – 1:10, HCB 310

Adam Ware, instructor

amware@fsu.edu

Hours: W 1:10 – 2:00 (always by appt.)

**COURSE DESCRIPTION**

Fantasy literature is not what it used to be. When this genre became popular in the fifties, it was thanks to two very Christian men. J. R. R. Tolkien, a Roman Catholic, described *The Lord of the Rings* in a 1953 letter as “a fundamentally religious and Catholic work.” C. S. Lewis wrote *The Chronicles of Narnia* series as an imagining of the incarnation of God in another world. However, the last fifteen years have seen a highly successful series of fantasy novels written by an atheist (Philip Pullman’s *His Dark Materials*) who has publicly railed against C. S. Lewis, and spirited debates on the religious value or danger of J. K. Rowling’s *Harry Potter* books.

Why has this happened? Is it that we live in more secular times than we did fifty years ago? Is it because the nature of the evil that faces the contemporary West has changed? Is it because of something inherent in the genre of fantasy literature?

Or has it not happened at all? Is *Harry Potter* really dangerous to religion, or is he better described as another way to teach Christian values? Is *His Dark Materials* really a secularist diatribe? What do these debates, and the novels that spawn them, reveal about “the secular?”

These are the questions that animate this class as we read (most of) these important series. I have no assurances that there are right answers to any of these questions. Therefore, in your papers for this class, you should be confident in your well-constructed arguments because in this class, you are free from the fear of being wrong.

The Liberal Studies Program at Florida State University has been designed to provide a perspective on the qualities, accomplishments, and aspirations of human beings, the past and present civilizations we have created, and the natural and technological world we inhabit. This course has been approved as meeting the requirements for Liberal Studies Area IV (Humanities and Fine Arts), and in combination with your other Liberal Studies courses, provides an important foundation for your lifelong quest for knowledge.

Through your completion of the take-home exams in this course, this course also fulfills the requirements of Section 1007.25, Florida Statutes (the “Gordon Rule”). For the complete statement on what constitutes the skills in analytic writing which you will learn over the course of the semester, please see the closing paragraphs of the “Requirements” section of this syllabus.

## **COURSE OBJECTIVES**

At the end of the course, the student will be able to:

- Articulate clearly the issues and the themes that run through these series – not just the authors’ biographical issues, but the cultural and literary references that run throughout them as well.
- Summarize the nature of the difference between the “religious” and the “secular” with at least 90% accuracy.
- Develop skills in reading, reflection, constructing a written argument, and expressing that argument in good prose.

## **PREREQUISITES**

This course assumes no prior knowledge of anything at all, although it does assume interest in the course material. If you have entered this course possessing an already-developed passion for these novels, please be aware that some of your classmates may be experiencing them for the first time. Despite the 3000-level number of this class, it is suitable for first-year students.

## **REQUIREMENTS**

**Attendance & Participation (10%):** Attend class, do the reading, and participate in class discussions when appropriate. You know, the usual “duh, it’s college” stuff. Before class starts, you must sign in. As college life forms a “job” of sorts for students, absences are managed through an allowance of **four (4)** “sick days” whose function is the student’s discretion. The fifth and following absences will be excused only upon the presentation of appropriate documentation (wedding/funeral program, an obituary listing you as a survivor, etc.). Each unexcused absence will result in a deduction of one “plus or minus” from the student’s grade (e.g., a student earning a grade of B with a fifth, unexcused absence will receive a grade of B-; with a sixth absence, a C+; and so on.) I remind you of the university’s attendance policy regarding excused absences, with added emphasis: “Excused absences include *documented* illness, deaths in the family and other *documented* crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.”

**Course Readings.** There is perhaps more than you might have expected. Fear not. First, the reading of the primary material goes exceptionally quickly. Second, because we are reading these books with their (ir)religious elements in our sights, there is much opportunity for skimming. For example, for the purposes of this class, in *The Fellowship of the Ring*, the “Council of Elrond” chapter is the most important. Revel the beauty of these books, but also feel free to make use of online plot summaries to aid in your reading.

**Three out of four take-home exams (30% each):** There will be four paper assignments in this class **each being at least 1250 words:** one on *Chronicles of Narnia*, one on *Lord of the Rings*, one on *Harry Potter*, and one on *His Dark Materials*. You must complete the first paper on the *Chronicles of Narnia*, and then two of the other three; the fourth paper may be completed for a possible five (5) points of extra credit on your final average **but all four papers must be completed by their appropriate due dates. That is, I will not accept LOTR or Harry Potter papers at the end of the semester.** A week before the papers are due, a question or questions will be posted on Blackboard. Specific requirements will be available on the course website.

## GRADING GUIDELINES

Papers will be graded based on your command of the mechanics of the English language and on the strength and competence of your argument. If your question is “what is Adam looking for in these answers?” my response is “solid analytical writing.”

I evaluate essays with special emphasis on three qualities: a defined thesis, logical progression, and textual evidence deployed to suit the argument being made. Egregious grammar and style mistakes may also factor, but these three are most important.

**INTRODUCTION:** The introduction sets the context for your argument. Let the reader know what work(s) you will discuss, the aspect(s) of the work(s) on which you’ll focus (this is your topic), and what point you intend to make about this topic (this point is your thesis or argument). Your argument must be analytical; it must prove something (as opposed to descriptive writing).

What constitutes a well-defined thesis? A well-defined thesis is one that indicates an interesting and abstract idea that you wish to explore in some depth. For this reason, it should not be an impossibly large idea, e.g., “Aristotle is a better philosopher than Plato.” First, such a topic depends on a largely subjective judgment implying such questions as “better for whom?” and “better in what way?”

Secondly, such an assertion cannot possibly be proven in a small number of pages, if at all.

**BAD THESIS STATEMENT:** “In this paper I will discuss how Socrates was treated by the Athenian court and possible reasons for this treatment.” Not only is this boring (a cardinal sin in critical writing), but it also doesn’t really say anything (the closest thing to a capital crime in an analytical paper).

**GOOD THESIS STATEMENT:** “Socrates was martyred by members of the Athenian court motivated by personal petty jealousies and political expediency.” Of course, such an argument requires some definitional unpacking (e.g., what do you mean by “political expediency”? and how do you know that his accusers were motivated by personal rather than public concerns?). This type of thesis, however, does set a good (and aggressive, which is generally good) tone for the rest of the paper. Furthermore, it is arguable in both senses of the word, meaning both that it can be argued effectively and that there are counter-arguments to your position.

**BODY OF THE ESSAY.** Each of the paragraphs must be a distinct argument in defense of your thesis, that is, subordinate arguments that prove the main argument of your paper. Each paragraph should be able to stand on its own as a clearly articulated idea about the work(s) in question.

**LOGICAL PROGRESSION:** Your argument must move from point to point, building a case to support your main argument. Avoid summarizing *at all costs*, except briefly and specifically in the introduction to set the context for your argument. Any descriptions of and from the text(s) must pertain specifically to your argument and must be used to establish a context for your evidence. Each paragraph must build logically from the previous one and set the stage for the one following. Your paragraphs should flow both logically and elegantly from one to another. Try to avoid creating in your reader a feeling of “and then...and then...and then.”

Some paragraphs in the body of the paper should anticipate potential objections to your own thesis that an imaginary reader might raise against a point you just made. Then refute these objections by showing why they are not sound. Don’t, however, set up “straw men” who advance ludicrous positions that could not possibly be supported by a reasonable reading of the text(s).

**TEXTUAL EVIDENCE:** It is not enough to assert something; you must prove it. And you must use evidence from the text(s) in each and every paragraph. Most importantly, *don’t generalize; be specific*. Choose one quotation to emphasize a particular point. Don’t pile on quotations just for the sake of using them. Quotations, like everything else in your paper, should contribute to proving your thesis. Cite examples from the text(s) to illustrate your points.

Within each paragraph, you must support your statements using specific evidence from the text(s). You must introduce your quotations: who said it, to whom (and/or to what) is the speaker responding. In other words, you need to contextualize your quotation. It is not always necessary to quote directly; if the exact words are not

important for your argument, you may paraphrase. If you do quote exactly, however, you must “unpack” the quotation, looking at its specific language.

## **INSTRUCTOR CONTACT**

My office hours are listed on the first page of this syllabus. I strongly encourage you to make appointments to meet with me if your schedules conflict with my office hours.

## **ACADEMIC POLICY**

There is a zero-tolerance policy toward plagiarism or any other form of academic dishonesty in this course. The readings and written assignments should be completed by each student; they are not collaborative assignments. This means that anyone found taking credit for work that is not his or her own, or cheating in any other way, will receive a failing grade for the entire course. The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “... be honest and truthful and... [to] strive for personal and institutional integrity at Florida State University.” (The complete policy is available at <http://dof.fsu.edu/honorpolicy.htm>.) Note that ignorance of the policy is not considered a mitigating circumstance.

## **ADA STATEMENT**

Students with disabilities needing academic accommodation should: 1) register with and provide documentation to the Student Disability Resource Center (SDRC), and 2) bring a letter to the instructor indicating the need and nature of accommodation during the first week of class. For more information about services available to FSU students with disabilities, contact: Student Disability Resource Center, 874 Traditions Way, 108 Student Services building, Florida State University, Tallahassee FL 32306-4167. They can be reached by phone at 850/644-9556, by TDD device at 850/644-8504, or by email at [sdrc@admin.fsu.edu](mailto:sdrc@admin.fsu.edu). The SDRC’s web presence is <http://www.disabilitycenter.fsu.edu>. This syllabus and other class materials are available in alternative format upon request.

## **RELIGIOUS HOLIDAYS**

University regulations stipulate that no student shall be penalized for missing class due to a religious holiday; please let me know if a religious holiday you plan to observe fall on a day scheduled for class.  
([http://registrar.fsu.edu/bulletin/undergrad/info/acad\\_regs.htm#ClassAttendance](http://registrar.fsu.edu/bulletin/undergrad/info/acad_regs.htm#ClassAttendance))

## **HONOR CODE**

Please review, once again, the definition of plagiarism in FSU’s Academic Honor

Code, which can be found in the *General Bulletin* and the *Student Handbook*. The website of FSU's Department of History has a nice tutorial on what does and does not constitute plagiarism: <http://www.fsu.edu/~history/plagiarism.html>. **Please be advised, a plagiarized paper will receive a zero, even if the plagiarism was unintended.**

## **GRADING SYSTEM/CRITERIA**

**A** 93-100; **A-** 90-92; **B+** 87-89; **B** 83-86; **B-** 80-82;  
**C+** 77-79; **C** 73-76; **C-** 70-72; **D** 60-69; **F** 0-59.

The broad strokes of my grading criteria are as follows. An A paper shows not only a factual command of the material, but the internalization and understanding necessary to put together what I take to be four key elements in a well-written paper: a **focused thesis**, strongly **supported**, leading to a **coherent** paper that is expressed in excellent **written English**). A grade in the lower B range falls short of this in three of those four dimensions: (a mechanical thesis, inadequate or faulty support, straying from the topic, with errors in written English that impede the reader's understanding of your argument). A grade of C+ or lower reflects a falling short in all four dimensions or the nonexistence of any one (no thesis, no textual support, no coherence, no clear writing). A grade of D or F reflects the nonexistence of two of more of the four dimensions.

I will exercise due diligence in justifying the grades you receive on your exams and papers, in accordance with these criteria. Therefore, please allow two weekends for papers to be returned to you. The teaching assistants and I take our duties in commenting on each of your papers with the utmost seriousness, and you will receive feedback on each of the four elements listed above in your writing.

In order to fulfill FSU's Gordon Rule "W" Designation (writing) credit, the student must earn a "C-" or better in the course, and in order to receive a "C-" or better in the course, the student must earn at least a "C-" on the required writing assignments for the course. If the student does not earn a "C-" or better on the required writing assignments for the course, the student will not earn an overall grade of "C-" or better in the course, no matter how well the student performs in the remaining portion of the course.

## **TEXTBOOKS**

The following books are available at the usual bookstores. If our course isn't listed at Bill's, Sonya Cronin's course should be listed and requires the same texts.

- C. S. Lewis, *The Lion, The Witch, And The Wardrobe; The Voyage of the Dawn Treader; The Silver Chair; The Magician's Nephew; The Last Battle*
- J. R. R. Tolkien, *The Lord Of The Rings* (one-volume edition)
- J. K. Rowling, *Harry Potter and the Prisoner of Azkaban*
- J. K. Rowling, *Harry Potter and the Order of the Phoenix*
- J. K. Rowling, *Harry Potter and the Half-Blood Prince*
- J. K. Rowling's *Harry Potter and the Deathly Hallows*

- Philip Pullman, *The Golden Compass; The Subtle Knife; The Amber Spyglass*

Other course readings can be accessed through the online version of this syllabus at Blackboard.

### **FINE PRINT**

A syllabus is a legally binding document, akin to a contract, and therefore I reserve the right to make appropriate changes in the readings, requirements, and policies of this course. It is your responsibility to keep yourself updated on course information. Or, as the university-approved language has it: “Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.” Now lawyers are happy. Let’s hear it for happy lawyers!

The Academic Honor Code states that “violations of the Academic Honor Code shall include representing another’s work or any part thereof, whether published or unpublished, as one’s own.” In accordance with this policy, I would like to credit Drs. Martin Kavka and Sonya Cronin in the preparation of this syllabus.