

**GRADUATE POLICY COMMITTEE  
MINUTES  
JANUARY 22, 2007**

**The following members were present:** George Bates, Chair, Biology; Peter Easton, Education; Kathleen Erndl, Religion; David Johnson, English/Humanities; Nancy Marcus, Dean of Graduate Studies; Rebecca Miles, Social Sciences; Colleen Muscha, Theatre; Mike Reisig, Criminology and Criminal Justice; John Reynolds, Social Sciences; Rodney Roberts, Engineering; Darcy Siebert, Social Work; Frank Tomasulo, Film.

**The following members were absent. Alternates are listed in parenthesis:** Doris Abood, Human Sciences; Seth Beckman, Music; Bettye Ann Case, Mathematics; Matthew Chandler, Graduate Student Representative; Eliza Dresang, Information; Flip Froelich, Oceanography; Flip Froelich, Oceanography; Amine Ghanem, Graduate Student Representative; David Humphrey, Business; Leonard LaPointe, Communication; Susan Lynn, Education; Dan Markel, Law; Randy Rill, Medicine; Anne Rowe, Dean of the Faculties (Jennifer Buchanan); Lee Stepina, Business; Linda Sullivan, Nursing.

**Also Present:** Lisa Beverly, Graduate Studies; Reb Braddock, Film School; C.J. Chen, Engineering; Judith Devine, Graduate Studies; Anjaneyulu Krothapalli, Mechanical Engineering; Frank Patterson, Film School; Chiang Shih, Mechanical Engineering.

The meeting was called to order at 3:35 p.m. by Dr. George Bates. There was a discussion regarding the presence of a quorum.

**Approval of Minutes** – The minutes from the November 27 and December 4 GPC meetings were presented for approval. **The minutes were approved.** Dr. Bates announced a change in the tentative Spring 2007 meeting schedule, noting that the GPC will not meet on March 19.

Dean Marcus informed the committee that there is a guideline in the SACS accreditation requirements that substantive changes to any academic program must be submitted to SACS. She explained that SACS has requested twelve month notice before any substantive changes, which includes new degree program approvals, can be initiated. Dr. Buchanan informed the committee that this may not be a new requirement. To be in accord with this requirement, Dean Marcus announced that all new degree exploration proposals must be submitted at the beginning of the Fall semester of an academic year, for implementation in the following Fall semester, in order to meet the SACS requirement. She explained that institutions were reminded of this requirement at a recent SACS meeting.

**Final Term Registration** – Dean Marcus gave an overview of the proposed revision for the final term registration policy, which was revised after discussions with the GPC, following the September 11 meeting. Most relevant are the changes from requiring a minimum registration of one credit-hour to two-credit hours in the final term. She added that a provision was made to allow an exemption from the final term registration requirement for students who submit all requirements for graduation prior to the first day of classes in the final term.

Dean Marcus explained that students who are not enrolled full-time are, by policy, supposed to seek underload permission from their academic dean, adding that some colleges follow this and others do not. Dr. Easton noted that the norm in the College of Education is to enroll less than full-time during the dissertation and thesis writing phase. Dr. Johnson noted that there are some

students who are very active in their writing but they are working full-time and cannot enroll full-time. He explained that typically students who are ABD are registered for two dissertation/thesis hours.

Dr. Bates was concerned over the wording indicating that underload permission should be approved by the academic dean. Dr. Johnson responded that the policy is probably a long-standing policy that was determined when it was more appropriate for students to remain enrolled full-time until the time they graduate. Dr. Easton pointed out that the academic deans may not want to sign underload permission forms each semester for such a large number of students.

Dean Marcus pointed out that the wording in the policy captures the balance of hours used by students working with faculty. She suggested voting on the proposed revision and the underload permission clause can be addressed later. Dr. Easton was concerned about ensuring and enforcing progress towards degree completion.

A **motion** to approve the changes in the final term registration policy and later address the underload permission clause was made by Dr. Johnson and **seconded** by Dr. Tomasulo. The proposed policy states:

### **Registration for Final Term**

If a student does not make the manuscript final submission deadline for a given term, but completes all degree requirements before the first day of the next term, it is possible to waive the registration requirement. To be eligible for this registration exemption, all degree requirements, including manuscript clearance, must be completed **prior to** the first day of the next term. The Office of Graduate Studies can provide information on this procedure, (850) 644-3500. International students should contact the International Center for information on registration requirements related to immigration/visa status.

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

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

### **Thesis**

The subject of the thesis must be within the major field and must reveal independent investigation and knowledge of the methods of scholarship. It is the responsibility of the major professor to supervise the preparation of the prospectus and the thesis. The manuscript must be prepared according to the style and form prescribed by the department. These must conform to the university requirements regarding format. Formatting and clearance guidelines for the final electronic submission copy may be accessed from the Office of Graduate Studies website, <http://www.gradstudies.fsu.edu>, or by contacting the manuscript clearance advisor.

A student who has completed the required course work and continues to use campus facilities and/or receives faculty supervision, but has not made a final thesis submission shall include in the required full-time load of twelve (12) semester hours a minimum of two (2) thesis hours per term. Those with underload permission must register for at least two (2) hours of thesis credit per term. Underloads must be approved by the Academic Dean. Before registering for thesis hours, the student must consult the major professor as to the

proportion of time to be devoted to thesis work. The number of hours listed will show the proportion of time to be devoted to thesis (with twelve [12] semester hours as an indication of full-time status). For example, OCE 5971, four (4) semester hours, will indicate that the student expects to devote one-third of the time to thesis. The number of hours should not only reflect the effort of the student, but should take into account the use of campus facilities/resources and faculty interaction/supervision.

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

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

## **Dissertation**

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

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

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

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

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

dissertation hours.

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

Dr Bates noted that the pieces of this proposal come from several sections of the *Graduate Bulletin*. He asked if this would appear as is in the *Bulletin* or would the separate sections of the current **Bulletin** be replaced. Dean Marcus responded that this would replace the text in each of the current sections.

**The motion passed.**

Dean Marcus explained that the revised policy would go into effect in Fall 2007, pending approval of the Faculty Steering Committee and the Faculty Senate.

The meeting adjourned at 5:51 p.m.