GPC: Graduate Bulletin Changes

Yellow highlight – changes approved by GPC

Green highlight – changes by Kristen Hagen, approved by GPC

**To see all changes in detail compared to the current bulletin, open document in Word and go to Review >> “Simple Markup” (select drop down arrow) >> select “All Markup”**

# **Student Course Load (p. 68)**

Recipients of stipends from the University, whether holders of fellowships or assistantships, must be full-time students as defined below. Non-degree seeking students are not required to obtain underload permission.

The University reserves the right to determine full-time status based on course and/or research load and stage of degree completion.

For graduate assistantship holders of a quarter-time or greater appointment, nine credit hours per semester is defined as a full-time load for those university policies that require a student to be considered full-time. Academic deans or designees may grant exceptions to this policy for teaching assistants in those departments which conform to national course load policies in their disciplines.

For graduate students receiving a university or externally-funded fellowship as defined by the Office for Graduate Fellowships and Awards, twelve credit hours per semester constitutes a full-time load.

The maximum number of credit hours which a graduate student may carry without special permission is fifteen. A heavier load may be permitted by the student’s academic dean or designee. Included in the calculation of student load are individualized graduate credit hours other than formal coursework, such as credit hours in thesis or dissertation, in directed individual study, in supervised research, and in supervised teaching.

Students who wish to register for fewer than twelve credit hours per semester must initiate the request, have it approved by the student’s faculty advisor, and it may require written approval from their academic dean or designee prior to registration. Guidelines for dean’s level approval vary by college and are available at respective Dean’s Offices.

To be eligible to receive financial aid, all graduate students must be enrolled for at least six graduate credit hours per semester.

## Standard Full-Time Load and Underload Definition

The standard full-time load for graduate students for certification purposes is twelve credit hours per semester, unless otherwise noted.

Some departments may permit students to register for less than full-time enrollment, also called an underload. This part-time, underload registration may consist of individualized graduate credit hours and must be initiated by the student, approved by the student’s faculty advisor, and may require approval by the academic dean or designee. Guidelines for dean’s level approval vary by college and are available at respective Dean’s Offices.

~~For federal immigration reporting requirements, international (F-1 or J-1) students meet the full course of study requirement with enrollment of a minimum of nine credit hours in the Fall and Spring semesters, prior to completion of coursework. Departments may require additional enrollment, depending on department policy. After completion of required coursework, the standard university policy applies. An F-1 or J-1 student who wishes to reduce enrollment below the required levels must request permission, in advance, from an advisor at the Center for Global Engagement. For more information, visit <https://cge.fsu.edu/>.~~

## F-1 and J-1 Students

The “Standard Full-Time Load and Underload Definition” and the “Doctoral Students” sections do not apply to F-1 and J-1 students, except where specified. F-1 or J-1 international students meet federal enrollment requirements with enrollment in a minimum of nine credit hours in the fall and spring semesters while completing required course work and the university’s required minimum number of thesis (6), project (6), or dissertation (24) credit hours. After completion of required course work and the required minimum number of thesis, project or dissertation credit hours, F-1 or J-1 graduate students may be able to register for the university minimum enrollment requirement of two credit hours per semester until completion of degree after consulting with the academic advisor or the major professor as to the proportion of time to be devoted to thesis, project, or dissertation work. For F-1 and J-1 doctoral students, the minimum enrollment requirement of two hours per semester or term must be fulfilled by registering for a minimum of two dissertation hours per semester or term until graduation. F-1 and J-1 master’s students should follow the “Master’s Students” section above. Minimum enrollment registration requests must be initiated by the student, approved by the student’s faculty advisor, and may require approval by the academic dean or designee. Guidelines for dean’s level approval vary by college and are available at respective Dean’s Offices. The student’s academic advisor, academic dean or designee, assistantship, department, or scholarship may require additional enrollment.

## Master’s Students

~~A~~ Master’s students completing a coursework-only program need to meet full-time or minimum enrollment requirements as described in the other sections. Master’s students on the thesis or project track must complete a minimum of six thesis or project hours for the master’s degree. They need not be enrolled in thesis or project hours continuously after completing six thesis or project hours as long as they meet the minimum University requirement for full-time enrollment through other coursework. Master’s students may be able to register for the university minimum enrollment of two credit hours per semester. The decision to register for two credits must be initiated by the student, approved the student’s faculty advisor, and may require approval by the academic dean or designee. Guidelines for dean’s level approval vary by college and are available at respective Dean’s Offices. Before registering, the student must consult with the major professor as to the proportion of time to be devoted to thesis or project work. A master’s student must be enrolled in a minimum of two thesis or project hours in the semester of graduation.

## Doctoral Students

After completing the required coursework, passing the Preliminary Examination, submitting an Admission to Candidacy form to the Office of the Registrar, and continuing to use campus facilities and/or receiving faculty supervision, but **not yet having been cleared by the Manuscript Clearance office, a full-time student** shall register for a minimum of two credit hours of dissertation per semester, including Summer term, plus additional credit hours adding up to the required full-time load, until completion of the degree. A student also must be enrolled in a minimum of two hours of dissertation in the semester of graduation as part of any full-time load or underload.

Some students may be eligible to register for an underload. Such an underload may consist of two credit hours of dissertation per semester (or term) until completion of degree, plus any additional credit hours deemed necessary by the student’s major professor, adding up to less than a full-time load. Such an underload constitutes minimum enrollment on a part-time basis and does not equate to full-time enrollment. Underloads requests must be initiated by the student, approved by the student’s faculty advisor, and may require approval by the academic dean or designee. Guidelines for dean’s level approval vary by college and are available at respective Dean’s Offices. Before registering for dissertation hours, the student must consult the major professor as to the proportion of time to be devoted to dissertation work.

# **Thesis (p. 77/78)**

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. Students should consult the “Course Load” section for thesis hour enrollment requirements.

~~A student who enrolls in thesis hours need not be enrolled continuously thereafter in thesis hours if they meet the minimum University requirement for full-time or part-time enrollment through other coursework. A student must be enrolled in a minimum of two thesis hours in the semester of graduation. The minimum number of thesis hours required for the master’s degree is six. Those with underload permission must register for at least two credit hours of thesis per semester. Underloads must be approved by the student’s academic dean. Before registering for thesis hours, the student must consult the major professor as to the proportion of time to be devoted to thesis work.~~

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

At least two weeks prior to the date of the examination, the student will submit an announcement of the thesis title, date, and place of the examination to The Graduate School. The announcement must be submitted electronically on The Graduate School’s Manuscript Clearance Portal and will be posted on the Defense Calendar on The Graduate School’s Website. Electronic submission instructions can be found on The Graduate School’s website under Thesis, Treatise, and Dissertation.

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 Advisor. The post-defense, final content-approved version of the thesis must be submitted electronically to the Manuscript Clearance Advisor in The Graduate School within sixty days of the defense date or by the semester deadline (whichever is earliest). If the appropriate deadline is missed, the student must be re-examined. Consult the *Registration Guide* for the manuscript submittal and forms 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. The electronic thesis also will be archived by ProQuest; the student will select an access condition that concurs with the access condition in the University Libraries system. If the student wishes ProQuest to register the copyright, an additional fee must be paid.

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

# **Dissertation (p. 80)**

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

It is the responsibility of the major professor to supervise the preparation of the prospectus and the dissertation. The manuscript must be prepared according to the style and form prescribed by the department and must conform to the University requirements regarding format. Before writing the dissertation, the student should become familiar with the University’s manuscript formatting and clearance requirements. The dissertation should be in the hands of the major professor and the examining committee at least four weeks before the date of the oral examination. At the same time, the dissertation should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to the Graduate School’s formatting requirements. Electronic submission instructions can be found on The Graduate School’s website under Thesis, Treatise and Dissertation.

~~A student who has completed the required coursework, 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 been cleared by the Manuscript Clearance office~~**~~shall include in the required full-time load a minimum of two credit hours of dissertation per semester, including Summer term, until completion of the degree. A student must be enrolled in a minimum of two hours of dissertation in the semester of graduation. Those with underload permission must register for at least two credit hours of dissertation per semester (or term). 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.~~

Prior to degree conferral, all doctoral students must have completed a minimum of twenty-four credit hours of dissertation. For more information on enrollment requirements related to dissertation hours, including during the final-semester registration, see the “Student Course Load” section of this Graduate Bulletin.

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.

# **Other Bulletin sections: (p. 58)**

~~The Center for Global Engagement (CGE) provides immigration advising and support services to international students. Upon arrival at Florida State University, international students must immediately check in with the CGE. An orientation for new international students is required. In addition to the International Student Orientation, the Graduate School and most departments hold orientation sessions for new graduate students the week before classes start. Incoming international students are~~**~~not~~**~~allowed to register until they arrive in Tallahassee, report to the CGE, attend the International Student Orientation, obtain health insurance coverage, and submit their medical health history form to University Health Services.~~

~~Federal reporting requirements make it essential for international students to enroll in a full course of study. For information about regulations that govern both F and J visas, international students should refer to <https://cge.fsu.edu/>.~~

The Center for Global Engagement (CGE) provides immigration advising and support services to international students. The CGE is responsible for issuing the I-20 Certificate of Eligibility for students who will study with an F-1 visa and a DS-2019 for some students who will study with the J-1 visa. Outside agencies issue DS-2019 forms for sponsored J-1 students enrolling at FSU.

New international students must confirm their arrival at FSU following instructions provided to them by the CGE.

For information about the CGE and specific requirements of F-1 and J-1 nonimmigrant status, international students should refer to <https://cge.fsu.edu/>.