

Departmental Graduate Student Handbook



DEPARTMENT OF RELIGION

Florida State University
2019-2020

Last modified: 4/20/20

Table of Contents

Contact Information.....	5
Academic Requirements for MA and PhD.....	6
American Religious History (MA)	6
History and Ethnography of Religions (MA)	6
Religion, Ethics, and Philosophy (MA)	8
Religions of Western Antiquity (MA).....	8
American Religious History (PhD).....	9
History and Ethnography of Religions (PhD).....	11
Religion, Ethics, and Philosophy (PhD).....	14
Religions of Western Antiquity (PhD).....	15
Policies and Procedures	20
Annual Evaluations of Graduate Students.....	20
Advising	20
Satisfactory/Unsatisfactory Course Option	20
Incompletes	21
Graduation Procedures	21
Moving from the M.A. to the Ph.D.	21
Progress Toward Degree	21
Graduate Student Committee.....	22
Funding Support for Academic Travel.....	22
Graduate Student Conference	23
Scholarly Engagement/Residency Requirement.....	23
Leave of Absence Policy.....	23
Summer Teaching Guidelines.....	25
Religion Department Library.....	25
Graduate Assistant Tuition Plan	25
Sex Discrimination and Sexual Misconduct Policy.....	27
Procedures for Dismissing a Graduate Student.....	27
Thesis, Dissertations, and Graduation.....	30
M.A. Thesis	30

Registration.....	30
Major Professors	30
Supervisory Committee.....	30
Prospectus.....	31
Writing a Thesis.....	31
Thesis	31
Examination in Defense of Thesis	32
Special Master of Arts (MA) Requirements.....	34
Dissertation.....	34
Major Professor.....	34
Supervisory Committee.....	34
University Representative.....	35
Time Limit for Completion of Degree Requirements	35
Admission to Candidacy.....	35
Hours	36
Preparing a Prospectus	36
Dissertation.....	36
The Doctoral Defense.....	37
Publication of Dissertation	39
Guidelines for Restrictions on the Release of Theses, Dissertations, and Treatises	39
Clearance for Degrees	41
60 Day Clearance Deadline	42
Policy for Awarding Degrees.....	42
Additional Graduation Information.....	43
Deadlines for University/College/Department	44
Registration Requirements.....	44
Certification Requirements for Teaching Assistants.....	45
Funding Information	49
Teaching Assistantships	49
Research Assistantships	50
Fellowships.....	50
Matriculation Waivers.....	50
Out-of-State Tuition Waivers	50

Taxes on Stipends	51
Grants	51
Departmental Level Opportunities	51
FSU Grants, Fellowships, and Awards	52
External Funding.....	52
Health Insurance	53
Information for New Graduate Students	54
State Residency.....	54
Getting Established at Florida State.....	55
Life in Tallahassee	55
Professional Development and Research Opportunities	56
Academic Societies.....	56
Listservs/Twitter	56
Graduate Assistants United (GAU).....	56
Collective Bargaining Agreement.....	56
Other FSU Resources.....	56
Form: Graduate Assistant Performance Evaluation.....	58

Contact Information

Susan Stetson

Office Administrator

sstetson@fsu.edu

MO2 Dodd Hall

850-644-1021

Jon Bridges

Academic Support Assistant

jbridges@fsu.edu

MO1 Dodd Hall

850-644-1022

Dr. Matthew Goff

Director of Graduate Studies

mgoff@fsu.edu

116 Dodd Hall

Dr. Aline Kalbian

Chair

akalbian@fsu.edu

210 Dodd Hall

Departmental Address

Dodd Hall

641 University Way/P.O. Box 3061520

The Florida State University

Tallahassee, FL 32306-1520

Campus Mail Code: 1520

Tel: (850) 644-1020

Fax: (850) 644-7225

Webpage: <http://religion.fsu.edu/index.html>

Academic Requirements for MA and PhD

The Graduate Program has four “tracks” of study, American Religious History (ARH), History and Ethnography of Religion (HER), Religion, Ethics, and Philosophy (REP) and Religions of Western Antiquity (RWA). Students admitted to one of the four tracks will be advised by faculty in that area. They will also take courses and fulfill some of their degree requirements outside that area. It is a general policy of the department to admit only full-time students to the Graduate Program in Religion. Each track has specific degree requirements; information on these requirements follows below.

American Religious History (MA)

Coursework

Hour Requirements: 30 hours, including 6 hours of thesis credit.

Each student will be assigned an advisor upon entering the program. The program of course work, up to nine hours of which may be taken in another department, will be developed with the advisor. Students will take REL 5035 (Theory and Method in the Study of Religion) and at least four ARH courses.

Languages

Reading knowledge of one language of research is required.

Thesis

Each student will write a thesis. Normally the student will choose a thesis topic and a provisional thesis committee by the end of the first year. Before the end of the third semester the student is expected to submit and defend a prospectus. The prospectus should include a thesis statement, a description of the main sections of the thesis text and argument, and a working bibliography. At times deemed appropriate by the major advisor, students will orally defend both the prospectus and the written thesis.

History and Ethnography of Religions (MA)

Coursework

Hour Requirements: 33 hours.

In consultation with HER faculty, master's students develop a program of course work allowing both breadth and depth in the historical and anthropological study of religion,

specializing in one of three individual areas of specialization:

- **Religions of Africa & the Caribbean** (African Indigenous Religions; African Initiated Churches; Afro-Caribbean religions; Christianity, Islam, and Judaism; New religious movements)
- **Religions of Asia** ([Buddhism](#); Hinduism; Shinto; Religious traditions of India, Nepal, Tibet, China, Japan, Cambodia, Laos, Vietnam)
- **Religions of Western Europe & the Mediterranean** (medieval or early modern Christianity and Judaism; Islam)

Students pursuing the M.A. degree in one of these areas of specialization are required to take at least 33 credit hours (10 courses) of graded course work distributed as follows:

- REL5035 (Theory and Method in the Study of Religion; 3 credit hours)
- Six courses (18 credit hours) within the primary area of specialization (African and/or Afro-Caribbean religions; Buddhism; Hinduism; Islam; medieval or early modern Christianity; Shinto; Religious traditions of India, Nepal, Tibet, China, Japan, Cambodia, Laos, or Vietnam)
- Two courses (6 credit hours), which may be inside or outside the HER concentration
- Thesis (6 credit hours)
- The above requirements may be partially satisfied by up to two courses (6 credit hours) taken in a department other than Religion, with prior approval.

Languages

Students must meet the following minimum language requirement:

- Completion of a third-semester course of one language relevant to the student's area of research.
- Completion of a grade of "pass" on a reading knowledge exam in another language relevant to the student's area of research is encouraged but not required.

Thesis

Students must write a Master's thesis (6 credit hours) in the primary area of specialization, adhering to the following timetable:

- A provisional thesis topic and committee will be chosen by the end of the first year. The faculty thesis committee consists of three members of which two are normally within the HER concentration. The third may be from inside or outside the department. Optionally, there may be a fourth member.
- A formal written thesis proposal with bibliography must be approved by the student's advisor during the third or fourth semester, before October 15 (or March 15).
- The thesis will be submitted to the committee in the fifth or sixth semester, a minimum of two weeks before the oral defense.

- The oral defense will be scheduled in early April for spring completion (in early November for fall completion) in order to meet University deadlines for final submission of the thesis.

University guidelines regarding the thesis can be found in the “Thesis, Dissertation and Graduation” section of this handbook.

Religion, Ethics, and Philosophy (MA)

Coursework

Hour Requirements: 33 hours or 30 hours, including 6 hours of thesis credit

In consultation with concentration faculty, students will develop a program of thirty credit hours over and above REL 5035 (Theory and Method in the Study of Religion). Students must take classes from at least three different REP faculty and no classes taken on an S/U basis can be counted towards REP course requirements.

Languages

Reading knowledge of one language of research is required. Classes taken to fulfill this requirement are not counted toward the thirty credit hour requirement for the M.A. degree.

Thesis

Students may petition REP faculty to write an MA thesis under the supervision of an REP faculty member. If this petition is approved, students will take eight classes in addition to REL 5035, leading to a thesis-based MA degree. University guidelines regarding the thesis can be found in the “Thesis, Dissertation and Graduation” section of this handbook.

Religions of Western Antiquity (MA)

Coursework

Hour Requirements: 33 hours

Students must take (in addition to REL 5035) at least 24 credit hours in the area of Religions of Western Antiquity (including ancient languages), and 6 hours of electives.

Of these 30 hours (all of which must be taken for a letter grade), no more than 9 hours may be taken outside the Religion Department. Coursework in the area of Western Antiquity may be done in other departments such as Religion and Art History. All RWA MA students must take the proseminars in Hebrew Bible and New Testament

offered in alternate spring semesters.

Up to 9 hours of introductory ancient language work (i.e. courses focusing on grammar) may count toward the required M.A. credit hours. Language courses focusing primarily on the translation and interpretation of texts (such as Intermediate Hebrew and advanced courses in Greek and Latin) can be counted as part of the required RWA coursework, but at least 15 hours of the 33 total required hours, must be in courses that do not have a significant translation component.

All coursework needs to be approved by the RWA Faculty (see below).

Language Requirements

Hebrew and Greek

Students must complete a third-semester course of Classical Hebrew or Classical Greek and a second semester course of the other.

Other Languages

In addition to the above, students must either: (1) pass the language exam or take the equivalent of a third-semester university course in French or German; (2) take one semester of another ancient language (such as Latin, Aramaic, Syriac, or Coptic); or (3) complete a third-semester course in both Classical Hebrew and Classical Greek.

Advising

Upon entering the program, each student will be assigned an advisor from the RWA faculty. At the beginning of each semester, students will discuss possible courses with their advisor and will then submit a list of proposed courses to the RWA faculty for approval. At the end of every spring semester, each student will meet with the RWA faculty as a group to discuss individual plans and progress. Although students will have one advisor for administrative purposes, they are encouraged to discuss their interests and plans with all members of the RWA faculty.

American Religious History (PhD)

Coursework

Hour Requirements: at least 30 hours beyond the MA level (27 with MA thesis in Religion) and at least 24 hours of dissertation credit.

Students pursuing the Ph. D. degree are required to take 30 hours (10 courses) of graded course work beyond the Master's level and 24 dissertation hours for a total of 54 credit hours. As students focus their interests, they might be required to engage in further

study beyond the 30 hours if their specialties require it. The completion of a Master's Thesis in Religion qualifies a student for a 3-hour reduction in the Ph.D. coursework requirement. The 30 hours of graded coursework should be distributed as follows:

- **Required Course:** REL 5035 Introduction to the Study of Religion
- **Seminars:** At least 15 hours of graduate seminar courses in American religious history; including a 6000-level course in the historiography of North American religions
- **Secondary Area:** 6 hours of additional courses in religion
- **Exam preparation:** 6 hours of reading preparation for comprehensive exams

Languages

Prior to sitting for the doctoral exams, a student must demonstrate reading competency in two research languages beyond English, ordinarily French and German. A student may substitute Spanish for one of those languages in cases where projected research requires it. Likewise, depending on the focus of the dissertation, a student may be required to acquire competency in additional languages, such as Creole and Native American languages, Latin and Greek, or Asian languages.

Exams

An intensive period of examination takes place at the completion of coursework for the Ph.D. and prior to writing a dissertation prospectus. Students write essays in response to questions in four areas and take an oral exam based on their essays. At least six months prior to sitting for exams, students must establish their comprehensive exam committee. The committee normally will consist of an ARH faculty advisor; two other ARH faculty members; and a fourth member from the department of religion or another FSU department to advise (as necessary) the secondary area. Students construct reading lists for each of their exams in consultation with their advisor and their three-member exam committee. Exams periods are at the end of fall semester and at the end of spring semester. The four exam areas are:

- **American Religious History:** This exam focuses primarily on the historiography of American religion. The exam covers the history of comprehensive scholarly narratives about American religious history as well as historical analyses of major topics and trends.
- **Methods in American Religious History:** This exam involves explanation and analysis of several different methods useful in historical studies of American religion. Methods discussed in this exam might include, for example, ethnography, gender theory, spatial analysis, and one more or more types of textual, sociological, or psychological analysis. This exam will also test critical use of historical sources.
- **Secondary Area:** Ph.D. candidates are expected to show mastery of an area of

study in religion outside American religious history. This exam tests that mastery and is designed to help qualify students to teach at least one course in an area outside their specialization in American religious history.

- **Dissertation Area:** This exam focuses on the subfield within American religious history in which the student will write a dissertation.

Prospectus

Upon satisfactory performance in the doctoral exams, a student will prepare, in consultation with an advisor, a dissertation prospectus. The prospectus must be delivered to the Graduate Studies Committee in the semester immediately following the doctoral examinations. The prospectus should include a thesis statement, an explanation of how the thesis will be developed and argued from one chapter to the next, and a discussion of the originality of the dissertation thesis with respect to existing scholarly literature. The prospectus should also include a working bibliography. The Committee may require that a candidate revise and resubmit the prospectus. Acceptance of the prospectus signifies the advancement of the student to "Ph.D. candidate" status.

Dissertation and Defense

The dissertation is to be written under the guidance of the student's doctoral advisor. A committee of at least four faculty members, including three from the Religion Department and one from another department, will read the dissertation and set a time for the oral defense. The student will formally defend the dissertation before the committee and peers. University guidelines regarding the dissertation and defense can be found in the "Thesis, Dissertation and Graduation" section of this handbook.

Continuation of Funding

Departmental funding for a doctoral student will expire 24 months after the completion of the doctoral exams.

HISTORY AND ETHNOGRAPHY OF RELIGIONS (PhD)

Coursework

Hour Requirements: at least 24 hours beyond the M.A. in Religion or relevant discipline and at least 24 hours of dissertation credit.

In consultation with HER faculty, doctoral students will develop a program of course work and advanced research allowing both breadth and depth in the historical and anthropological study of religion, specializing in one of three individual areas of specialization:

- **Religions of Africa & the Caribbean** (African Indigenous Religions; African Initiated Churches; Afro-Caribbean religions; Christianity, Islam, and Judaism; New religious movements)
- **Religions of Asia** ([Buddhism](#); Hinduism; Shinto; Religious traditions of India, Nepal, Tibet, China, Japan, Cambodia, Laos, Vietnam)
- **Religions of Western Europe & the Mediterranean** (medieval or early modern Christianity and Judaism; Islam)

Students pursuing the Ph.D. degree in one of these areas of specialization are required to take 24 credit hours (8 courses) of graded course work beyond the M.A. level (M.A. level is the equivalent of 33 credit hours of graduate course work) and 24 dissertation hours for a total of at least 48 credit hours. The 24 credit hours of graded course work should be distributed as follows:

- **Primary area of specialization:** Four courses (12 credit hours)
- **Secondary area of specialization:** Two courses (6 credit hours), which may be inside or outside the HER concentration
- **Theory and method:** Two courses (6 credit hours), which may be taken in another department, with prior approval
- **Dissertation research** (24 credit hours)

Languages

Doctoral candidates must meet the following minimum language requirements. Languages chosen must be relevant to the field of specialization and approved by the student's faculty committee.

- First research language, up through 4th year level or equivalent
- Second research language, if required for the area of specialization
- Reading knowledge of French, German, Italian, or Spanish, demonstrated by passing the reading knowledge exam (Another language may be substituted with approval).

The languages necessary for advanced research in each field of specialization include the following:

- **African & Caribbean Religions:** To be determined in consultation with advisor*
- **[Buddhism](#):** Sanskrit, Tibetan, Chinese, Japanese
- **Chinese Religions:** Chinese, Japanese
- **Christianity (medieval or early modern):** Latin
- **Hinduism:** Sanskrit, Hindi
- **Islam:** Arabic

- **Tibetan Religions:** Tibetan, Chinese and/or Sanskrit

* Students specializing in Religions of Africa and the Caribbean will determine relevant languages for their research in close consultation with faculty. Language requirements for Africa will likely include a historically non-indigenous African language (like Afrikaans, Arabic, French, Portuguese, or Spanish) and an indigenous African language, and, for the Caribbean, a creole or Amerindian language and a European colonial or South Asian language. Students will want to learn where such languages are taught in the United States and Africa and whether or not FLAS grants would fund such study.

Exams

By the end of the semester preceding the completion of course work, a proposal for the content and schedule of the comprehensive exams is worked out between the student and the faculty committee. Comprehensive exams usually begin after all course requirements (including languages) are completed. Exams may be administered in a number of ways; determination of scheduling and format is a matter for student proposals, which then may be modified or approved by the faculty. It is required that all comprehensive exams be completed within one semester. Successful completion of comprehensive exams signifies the advancement of the student to "Ph.D. candidate" status.

Exams will be completed in the following four areas:

- **Primary religious tradition** (African and/or Afro-Caribbean religions; Buddhism; Hinduism; Islam; medieval or early modern Christianity; Shinto; Religious traditions of India, Nepal, Tibet, China, Japan, Cambodia, Laos, or Vietnam)
- **Secondary religious tradition** (African and/or Afro-Caribbean religions; Buddhism; Hinduism; Islam; medieval or early modern Christianity; Shinto; Religious traditions of India, Nepal, Tibet, China, Japan, Cambodia, Laos, or Vietnam)
- **Theory and methodology in the study of religion**, including theory and method specific to student's dissertation research
- **Comparative theme, phenomenon, or issue in religious studies** (e.g., asceticism, pilgrimage, sacrifice, nationalism, gender, iconography, a philosophical concept, etc. to be chosen in consultation with the committee)

Prospectus

Upon satisfactory performance in the doctoral exams, a student will prepare, in consultation with an advisor, a detailed dissertation prospectus. The prospectus must be delivered to the Graduate Studies Committee in the semester immediately following the completion of doctoral examinations. In the case of students applying

for dissertation fellowships with early deadlines, it may be submitted earlier. The prospectus should include a thesis statement, an explanation of how the thesis will be developed and argued from one chapter to the next, and a discussion of the originality of the dissertation thesis with respect to existing scholarly literature. The prospectus should also include a working bibliography. The Committee may require that a candidate revise and resubmit the prospectus.

Dissertation and Defense

Dissertation in area of primary tradition. Extended ethnographic and archival study abroad in a country relevant to the candidate's dissertation research is required as a part of the dissertation preparation.

Continuation of Funding

Departmental funding for a doctoral student will expire 24 months after the completion of the doctoral exams.

Religion, Ethics, and Philosophy (PhD)

Coursework

Hour Requirements: at least 24 hours beyond the MA in Religion and at least 24 hours of dissertation credit.

Students who obtain the Ph.D. in Religion with concentration in religion, ethics, and philosophy will normally complete 24 hours (8 courses) beyond the M.A. The goal of competence is primary, however, and individual students may be advised to take additional hours to ensure adequate preparation. The precise program of courses will be determined in consultation with area faculty.

Languages

Students will also satisfy language requirements, as follows: reading competence in two languages of research (usually French and German), as shown either by successful completion on a test administered by the FSU Department of Modern Languages, or by prior work (with cases to be determined by area faculty); competence as necessary for the student's area of research (for example, students engaged in comparative analyses of Islamic, Buddhist, or Hindu materials will be expected to show an acceptable level of competence in primary source languages.) Please note: It is expected that students entering the Ph.D. program will show competence in at least one language of research prior to beginning coursework.

Exams

Following completion of coursework and language requirements, students may be approved for a set of comprehensive exams. These examinations are for the purpose of demonstrating competence for teaching and research in areas related to the goals of the religion, ethics, and philosophy program. In consultation with area faculty, individual students design a proposal for these exams, which typically will include an exam focused on theory and method in the study of religion; an exam focused on modern and historic expressions of religious thought in Christianity or Judaism; and two special areas of particular relevance to a student's interests. We strongly urge students to take up a second religious tradition as one of the special areas. Exams may be administered in a number of ways; determination of scheduling and format is a matter for student proposals, which then may be modified or approved by the faculty.

Prospectus

Upon satisfactory performance in the doctoral exams, a student will prepare, in consultation with an advisor, a dissertation prospectus. The prospectus must be delivered to the Graduate Studies Committee in the semester immediately following the doctoral examinations. The prospectus should include a thesis statement, an explanation of how the thesis will be developed and argued from one chapter to the next, and a discussion of the originality of the dissertation thesis with respect to existing scholarly literature. The prospectus should also include a working bibliography. The Committee may require that a candidate revise and resubmit the prospectus. Acceptance of the prospectus signifies the advancement of the student to "Ph.D. candidate" status. University guidelines regarding the prospectus can be found in the "Thesis, Dissertation and Graduation" section of this handbook.

Dissertation and Defense

Following successful completion of examinations, students work with faculty on a dissertation, understood to be an original contribution to scholarship. University guidelines regarding the dissertation and defense can be found in the "Thesis, Dissertation and Graduation" section of this handbook.

Continuation of Funding

Departmental funding for a doctoral student will expire 24 months after the completion of the doctoral exams.

Religions of Western Antiquity (PhD)

Hour Requirements: at least 24 hours beyond the MA level and at least 24 hours of dissertation credit.

Prerequisites

Reading knowledge of two of the following languages: Greek, Hebrew, Latin, French, or German. One of these must be Greek or Hebrew at the intermediate level.

M.A. with a significant concentration in Western Antiquity.

Concentrations

Upon entering the program, students must choose one of three concentrations: (1) Ancient Judaism (Exile through Late Antiquity); (2) Ancient Christianity (First through Fifth Centuries); (3) Ancient Judaism and Christianity. Changing the student's concentration will require the approval of the RWA faculty.

Coursework

Requirements that must be met during the PhD program

At least eight graduate courses must be taken during the doctoral program (not including beginning language work, professional development, supervised teaching, etc.). Four of these must be seminars in Ancient Judaism or Christianity, with at least one seminar in each tradition. In addition to these seminars, students will take two additional courses in the area of their concentration. Area 3 concentrators will take at least two seminars in each tradition.

Requirements that may be met during an MA Program.

- REL 5035: Introduction to the Study of Religion
- Hebrew Bible Proseminar
- New Testament Proseminar
- Judaism and Christianity:
 - Christianity in Antiquity I and II (or equivalent at another institution)
 - Two advanced surveys dealing with Judaism in the Hellenistic and Roman periods.
- Greco-Roman World: Two graduate-level courses dealing with the Greco-Roman World that do not focus on Judaism or Christianity.
- Outside Field: Two graduate level courses in religion (or a field related to religion) that do not deal primarily with the ancient world.

Languages

- French and German (third-semester course or university exams)
- Classical Greek and Hebrew (third-semester course level of one and fourth-semester course level of the other).
- Aramaic/Syriac (one semester)
- Concentrators in Ancient Judaism must have an additional semester of Aramaic/Syriac. Concentrators in Ancient Christianity must have two-semester of Latin. Concentrators in area 3 (Judaism and Christianity) must have either an additional semester of Aramaic/Syriac or two semesters of Latin.
- Ancient language and at least one of the modern language requirements must be met before students can begin exams. All requirements must be met before student is admitted to candidacy (ABD).

Exams

Normally exams will be taken during the 3rd year of the PhD program within six months of the completion of course work.

For each of these exams students will choose:

- Greek or Hebrew Language: The exam will be based on a text the student has prepared in advance and must be approved by the RWA faculty. It should not be a text that has been read as part of a Greek or Hebrew course. The Hebrew Exam will be based on approximately 30 BHS pages of a prose text or 20 BHS pages of a poetic text. The Greek Exam will be based on a text of approximately 25 pages (c. 5000 words) from Philo, Josephus, Lucian, Plutarch, Justin, or Eusebius.
- Greco-Roman World: Based on a reading list of primary and secondary texts dealing with the history, philosophy, literature and religion of the Greco-Roman world.
- Christianity in Late Antiquity (through the mid fifth century): Based on a Reading List of primary and secondary texts. More extensive knowledge of the ancient evidence and modern scholarship will be expected for three special areas.
- Judaism from the Babylonian Exile through Late Antiquity: Based on a Reading List of primary and secondary texts.

The language exam will consist of a written translation exam. The Greco-Roman World, Christianity, and Judaism Exams will each consist of a written and oral component, the latter to be scheduled within two weeks of the corresponding written exam. For each of these three exams, in addition to gaining familiarity with the general content and key issues of all the primary and secondary literature on the reading lists, students will choose: (1) two themes or issues that will require analysis of a broad range of material from the reading list and (2) a special area that will require more extensive knowledge of the ancient evidence and modern scholarship for the subject.

Committee

No later than one month after passing exams, a dissertation committee will be formed. The committee will have at least four members and will typically include all RWA faculty in residence as well as the required outside committee member from a department other than Religion. As far as possible, the outside committee member should be familiar with the area and/or methods relating to the dissertation.

Prospectus

Upon satisfactory performance in the doctoral exams, a student will prepare, in consultation with an advisor, a dissertation prospectus. The prospectus must be delivered to the RWA faculty in the semester immediately following the doctoral examinations. The prospectus should include a thesis statement, an explanation of how the thesis will be developed and argued from one chapter to the next, and a discussion of the originality of the dissertation thesis with respect to existing scholarly literature. The prospectus should also include a working bibliography. The Committee may require that a candidate revise and resubmit the prospectus. Acceptance of the prospectus signifies the advancement of the student to "Ph.D. candidate" status. University guidelines regarding the prospectus can be found in the "Thesis, Dissertation and Graduation" section of this handbook.

Dissertation and Defense

Following successful completion of examinations, students work with faculty on a dissertation, understood to be an original contribution to scholarship. University guidelines regarding the dissertation and defense can be found in the "Thesis, Dissertation and Graduation" section of this handbook.

Advising

Upon entering the program, each student will be assigned an advisor from the RWA faculty. At the beginning of each semester, students will discuss possible courses with their advisor and will then submit a list of proposed courses to the RWA faculty for

approval. Although students will have one advisor for administrative purposes, they are encouraged to discuss their interests and plans with all members of the RWA faculty.

Progress Review

There will be a meeting of the RWA faculty and each student toward the end of the Spring Semester, during which the student's progress toward his/her degree will be reviewed.

Continuation of Funding

Departmental funding for a doctoral student will expire 24 months after the completion of the doctoral exams.

Policies and Procedures

Annual Evaluations of Graduate Students

The academic performance of all graduate students will be evaluated annually by faculty in their track. While the formats of the evaluation will be decided by each track, it is required that all evaluations include a document, signed by the student and the faculty conducting the evaluation that notifies the student of his/her progress or if the faculty have any concerns. The student will be given a copy of this signed document after the evaluation. The Graduate School has supplied this form for this purpose that for HR purposes should be used (appended at the end of this handbook), but tracks may choose to develop their own additional forms.

See also “Faculty Evaluation of Teaching Assistants” in the departmental Teaching Assistant Handbook.

Advising

As noted on the Religion Department homepage, both graduate degrees (M.A. and Ph.D.) are awarded within one of four “tracks” or “fields of study.” Once accepted into one of these four tracks, students are informally advised by the team of faculty in their area. In conversation with this team, students will eventually choose a formal thesis/dissertation committee.

Graduate students should consult regularly with their advisors about plans for coursework, publishing opportunities, and progress toward a degree. Students are encouraged to have a thesis or dissertation topic in mind early on in their graduate work, to prepare themselves as well as they can for future job possibilities, and to conceptualize their study each semester as part of a larger, holistic endeavor.

Satisfactory/Unsatisfactory Course Option

A student may enroll in as many as six (6) semester hours during the master’s degree program or up to nine (9) semester hours during the doctoral program on a satisfactory/unsatisfactory basis. A student’s registration in a course under the S/U option must be indicated on the proper form to the Office of the University Registrar from the chair of the student’s major department. A student may change to a letter-grade (A, B, C) or S/U basis during the first seven weeks of a term. Please note that some courses are offered for S/U grade only and are not available for a letter grade.

Semester hour restrictions as stated above on the S/U option do not apply to courses normally offered on the basis of the S/U grading system, including courses in the College of Law for students of other graduate programs. Such hours are exempt from the total stipulated as permissible in the preceding paragraph.

In individual study, thesis, dissertation, recital, supervised research, and internship credit, as well as for courses taken on the S/U option, the assigned grade will be "S" (satisfactory) or "U"

(unsatisfactory). Although course hours with a grade of "S" will be credited toward a degree, the "S" and "U" grades are not used in determining grade averages for admission to candidacy or for conferral of a degree.

Incompletes

A student who is passing a course but has not completed all of the required work in the course at the end of the term may, with the permission of the instructor, be assigned a grade of "I". Unless the instructor notifies the Office of the University Registrar of an extension in time, an "I" or an "NG" not removed by the end of the next term in which the student is enrolled will be recorded as "IE" or "GE". Both "IE" and "GE" compute as an "F" in grade point average calculations. When that IE is eventually changed, the original I remains on the transcript.

It is the student's responsibility to contact the instructor to pursue these matters. Grade changes and extensions must be processed at least one week before grades are due each term.

Graduation Procedures

In the first week of the semester in which degree completion is expected, the student must apply for graduation at the Registrar's Office. A 3.0 GPA is required for graduation clearance. In addition, the PhD student must undertake the dissertation clearance process through the Office of Graduate Studies, noting the deadlines listed in the Directory of Classes.

Moving from the M.A. to the Ph.D.

Students wishing to obtain a Master's degree and continue on in the doctoral program must apply for readmission at the Registrar's Office at the same time they submit their application for graduation at the Master's level. Within the department, students must submit a written statement of intent to pursue doctoral training and three letters of recommendation from current faculty. The Graduate Committee will vote each spring on students' applications for admission to the doctoral program. The completion of the requirements for the M.A. degree provides no guarantee that a student will be accepted into the Ph.D. program.

Progress Toward Degree

Comprehensive exams usually begin after all course requirements (including languages) are completed. It is strongly recommended that all exams be taken within a semester following the completion of course requirements and in all cases must be taken within a calendar year. By demonstrating progress toward the degree and satisfactory performance of duties, Ph.D. students are eligible, in most cases, for teaching assignments and financial support for two academic years following successful completion of their comprehensive exams. All decisions about teaching assignments and financial support will be based on departmental needs and resources.

Graduate Student Committee

The Graduate Student Committee is designed to represent graduate students of the department with regard to communication between the faculty and graduate students of the department.

The committee comprises four graduate students, one from each track. One of these four will chair the committee. The students are responsible for selecting these representatives. They will make this selection at the beginning of the academic year. This process will take place each year.

The committee will meet with the chair and director of graduate studies once a month during the academic year. Typically the graduate studies director will schedule these. These meetings will provide a forum by which students can voice concerns or ask questions, and through which the faculty can provide information with regard to upcoming events and deadlines.

If a student is not clear who the current members of this committee are, please contact the director of graduate studies.

Funding Support for Academic Travel

Graduate students are encouraged to participate in academic conferences and symposia. The department urges students to seek support for academic travel from the Congress of Graduate Students (COGS). More information about this opportunity can be found here (<http://sga.fsu.edu/cogs-presentation.shtml>).

While the Department of Religion cannot guarantee that it will be able to provide graduate students with additional funding for academic travel, some support however is possible. At the beginning of both the fall and spring semesters the Director of Graduate Studies will contact the graduate students about this issue. You can request this funding by providing the name, date, and description of the conference and a cost estimate. You must give a paper at the conference to receive funding. Departmental practice is currently that a Qualtrix survey will be sent out early in both the fall and spring semesters, which students will fill out to request departmental funding for academic travel. The proposals will be evaluated by a faculty committee led by the Director of Graduate Studies. Priority in terms of determining funding in the spring is given to those students who did not receive this funding in the fall.

In terms of getting reimbursed, please fill out this departmental form (http://religion.fsu.edu/documents/2016graduate_travel_expences_form1.pdf). If you will be requesting less than you were allotted, please also fill out this form <http://controller.vpfa.fsu.edu/sites/default/files/media/forms/Travel/Department%20Documentat>

[ion-Less%20than%20Entitled%20to.pdf](#)). **Per state requirements, all reimbursement requests must be submitted within 10 working days of returning from the specific trip.** For other information regarding travel, see the university's Controller Office website (<http://controller.vpfa.fsu.edu/forms#Travel>). Please note that the appropriate forms are also on the Religion Graduate Student section in Canvas.

See also below for information about the Walter and Marian Moore Travel Award, in “Department Level Opportunities” for funding.

Graduate Student Conference

Each year the graduate students organize one of the leading graduate student conferences in religious studies. Students have an excellent opportunity to participate and take a leading role in this process. More information on the conference can be found here

http://religion.fsu.edu/s&a_graduate_symposium.html.

Scholarly Engagement/Residency Requirement

The following is the Scholarly Engagement Statement for the Department of Religion:

Please consult the current Florida State University Graduate Bulletin for an overview of the Scholarly Engagement requirement for all doctoral students in the university. To meet the Scholarly Engagement requirement, doctoral students in the Department of Religion must complete 24 graduate (5000-level or above) credit hours within any consecutive 12-month period. If a graduate student has any questions about this policy, please contact the Director of Graduate Studies. This policy does not pertain to MA students.

Leave of Absence Policy

Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to three consecutive semesters (includes summer term). The circumstances justifying a leave include, but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request.

To apply for a leave of absence, a student must complete the Request for Leave of Absence Form (available on the Graduate School website) and submit it together with appropriate documentation to the major professor/advisor/Program Director. If the major professor/advisor/Program Director approves the application it should then be forwarded to the

department head and subsequently to the college dean for consideration. If approved at all of these levels, the college dean should notify the Registrar and the Dean of the Graduate School of the decision. The college dean should also notify the student of the decision (approved or denied). The Registrar will place a notation on the student's record. A student who is denied a request for leave at any step may appeal the decision to the Dean of The Graduate School.

An approved leave of absence preserves the student's academic status in his or her degree program, and the time off will not be counted against the time limits for awarding degrees. Consequently, registration is not required during the leave period and the student need not re-apply to the program to return to active status at the end of the approved leave period. A leave may be extended for additional consecutive semesters (includes summer term). A student should apply for the leave extension no later than four weeks prior to the end of the final semester/term of his or her initial leave to allow time to consider and process the request. Extension of a leave is subject to approval of the program, college, and the Graduate School. The cumulative number of consecutive leave semesters (including summer term) shall not exceed six. The total consecutive or non-consecutive leave time a student is not registered in the program shall not exceed 24 months. At the conclusion of the approved leave, a student must enroll at Florida State University and return to active status no later than the start of the next academic semester. Students cannot be on leave during their semester of graduation and must be registered for a minimum of two hours that semester.

A student on a leave of absence may terminate the leave at any time prior to the approved ending date. In such cases the student would be immediately subject to the continuous enrollment and registration policies. Students returning from a leave of absence of more than one year will be required to disclose any legal or campus disciplinary charges that arose during the leave and provide updated contact and mailing address, residency documentation, and other biographical information as required by the University for reporting and processing purposes.

Programs may have more strict leave of absence and registration policies. For example, a program may decide that under no circumstances would it allow a formal leave of absence or a program may choose to only allow a leave of not more than three consecutive semesters. Such policies shall be detailed in the program's graduate student handbook.

While on leave a student will not have access to campus facilities and personnel. This means a student will not have access to labs, libraries, and online resources that require an FSUID. Students on leave cannot remain in student housing. There is no guarantee that financial aid will be continued. Students with financial aid or student loans should confer with the Financial Aid Office and review their loan agreements prior to requesting a leave of absence to ascertain the consequences a leave will have on their loan status. University assistantship and fellowship support will be discontinued for the duration of the leave. Programs are not obligated to reinstate funding support that was provided prior to the leave though they are encouraged to do so if funds are available. Students receiving external support e.g. an NSF Graduate Research Fellowship should check the terms of the award to determine the impact of being on leave. In- state residency status may be impacted if the student moves out of the State of Florida, and then returns to resume

the degree program. Students should seek guidance from the Registrar on the potential impact on in-state residency. International students should check with the Center for Global Engagement to determine if a leave would adversely affect their visa status. Students should also consider other factors that might impact their circumstances upon their return to active status. For example, a major professor might depart the university, or under extreme circumstances a degree program might be suspended or terminated. The University has an obligation to provide a path to completion for enrolled students as well as students on a formally approved leave of absence.

Note: If allowed by the student's academic program and University policy, an alternative to taking an official leave could involve reducing the standard course load temporarily because of exceptional personal circumstances.

Summer Teaching Guidelines

The amount of funding available for summer teaching appointments depends on a variety of factors, including enrollments in past years, estimates of participation by incoming first time in college students in the C term (second six weeks), and distributions of special "summer" funds which add to the Department's base allocation in a given budget year. Decisions regarding summer assignments are ultimately the responsibility of the Department Chair, who will consult as necessary with those faculty elected to serve on the Department's Executive Committee and (in the case of assignments for graduate students) with the Director of Graduate Studies.

In preparation for those decisions, an announcement will be distributed, usually in January, instructing those who wish to teach in the summer to let that be known. Typically, faculty will reply to the Department Chair, and graduate students to the Director of Graduate Studies. Some assignments may be made as early as March. Given that the distribution of special summer funds is typically not finalized until April, some assignments will likely be made later.

While the goal is to find some support for as many people as possible, the likelihood is that in many years the number of requests for summer appointments will exceed the available funding. In such cases, the Chair may consider a number of factors, including the following:

- Recent history (meaning who has had appointments, while others have not)
- Curricular needs (who can teach particular courses, enrollment demands, and the like)
- Commitments made as a condition of initial decisions to accept appointment to the faculty at FSU, or in relation to a counteroffer; other factors affecting the Department's ability to carry out its mission.

The Religion Department Library

The department has a library on the third floor of Dodd that it shares with the Classics Department (their half is the Thompson Library). Graduate students of the Religion Department are welcome to use this library in accordance with the following rules:

1. Admission is by key card only. No one is to be admitted who has not been authorized by either the Classics or Religion Departments.
2. The library shall be kept locked at all times, and both doors are to be closed at all times. The only exception is during those times in which a Thompson assistant is on duty and holds regular, posted office hours.
3. Classics and Religion faculty and graduate students may use the library at any hour but should take care to leave the facility secure when they depart.
4. No food or drink of any kind, *including bottled water*, is allowed in the library. This rule will be strictly enforced.
5. This is a non-circulating library. Books must remain in the room. Please replace all books you use in their proper place on the shelf.
6. In exceptional circumstances faculty or graduate students may remove a book from the room for use in a class or for photocopying. The book must be returned promptly.
7. Books on reserve for Classics courses will be placed on the shelves in the front of the room. Please return them as appropriate.
8. The library is for reading and studying, and not for group discussions or conversations. No talking or conversation is permitted. Group class preparation should be done in the lounge or other public places, not in the library. Please show the utmost courtesy and consideration for those who are working in the library.
9. Individuals failing to observe these regulations shall lose their library privileges.

Graduate Assistant Tuition Plan

Under this plan, graduate assistants employed by FSU can defer the due date for class fees until the end of the semester. For added convenience, plan participants can also enroll in payroll deductions. The rules and stipulations of each term are unique and interested students must complete new paperwork to participate each term. Open the form below to read the most recent terms and conditions, and to enroll in the program. If you have any questions about the plan please email StudentBusiness@fsu.edu (go to <https://studentbusiness.fsu.edu/how-pay/payment-plans>). The enrollment form can be found here: <https://studentbusiness.fsu.edu/sites/g/files/upcbnu1241/files/Forms/2196%20Grad%20Tuition%20Enrollment%20Form.pdf>

Sex Discrimination and Sexual Misconduct Policy

In 2016 FSU adopted new policies regarding sexual discrimination and misconduct. Employees and students in the Religion Department are to act in compliance with them. Information on FSU's Sex Discrimination and Sexual Misconduct Policy can be found here: <https://knowmore.fsu.edu/wp-content/uploads/2016/10/sex-discrimination-and-sexual-misconduct-policy.pdf>. Relevant resources can also be found here http://www.hr.fsu.edu/?page=eoc/eoc_sexual_misconduct.

Procedures for Dismissing a Graduate Student

The University established new procedures in 2018 for dismissing a graduate student from his/her program. The University reserves the right to terminate enrollment in an academic program and dismiss a student whose academic performance is below the standards of the program, regardless of GPA, or whose conduct is deemed improper or prejudicial to the interest of the University community. Dismissed students will not be permitted to register for graduate study, including registering as a non-degree student.

Program terminations (dismissal for a reason other than GPA) are determined by the faculty at the academic program/departmental level and may occur for a number of different reasons, including but not limited to:

- Inability to conduct independent research in a fashion appropriate with the accepted norms of a discipline,
- Inability to function within a team environment to the degree that it negatively affects the learning, practice and/or research of fellow graduate students,
- Behavior that does not meet the professional standards of a discipline (typically clinical, social work or school settings, but also including Motion Picture Arts),
- Failure to meet one or more major milestone requirements,
- Inability to pass the diagnostic/preliminary examination/comprehensive examination (note that university policy limits preliminary examination attempts to two),
- Failure to complete the doctoral degree/make timely progress towards the dissertation, or
- Extensive petitions for candidacy extension.

Graduate program handbooks should provide information about failure to meet specific milestone or behavioral requirements and the appeals process. At a minimum, the following elements must be addressed.

Step 1: A graduate student is identified by his/her academic program/department as not making sufficient progress towards the degree, failing to complete the degree within the specified time-period, displaying substandard academic performance, regardless of GPA, or exhibiting unacceptable behavior(s) that are relevant to professional standards.

Step 2: The graduate student meets with his/her major professor and/or program director to develop a remediation plan for improvement.

- ❑ The department should provide a written remediation plan or written academic “warning” to the student containing specific information about improvement(s) needed to avoid dismissal.
- ❑ The remediation plan/academic warning should be developed by the department/program for the individual student and be documented accordingly. (For doctoral students, the annual evaluation is one opportunity to document unsatisfactory progress.) NOTE: programs should establish a reasonable timeline for the graduate student to respond to the remediation plan/warning. The length of time for remediation is dependent on the situation and is up to the program to decide.
- ❑ The academic dean, or appropriate designee, must also be notified of the situation, the deficiencies, and the remediation steps presented to the student.

Step 3: If the graduate student fails to resolve/remediate the specified and documented deficiency within a reasonable timeframe, the department may initiate a program termination. If the program chooses to terminate the academic progress of the student, the following steps must be completed **prior** to notifying the student.

- ❑ The academic unit must consult with the academic dean (or designated individual) regarding their plan to terminate. The consultation should include the unit’s handbook language, the remediation steps taken, the student’s efforts to date to resolve or address the deficiencies, and the grounds for the program termination.
- ❑ At the time of dismissal, the department chair/unit head may petition the academic dean for consideration of special circumstances that they believe justify an alternative resolution.
- ❑ The academic dean’s office should inform the Registrar’s Office and the Graduate School of its intent to move forward with program termination. In conjunction, the three offices will tailor a letter specific to the circumstances of the student. The dismissal letter must be sent to the student, but also sent to several offices for processing (see below).
- ❑ At this point, programs may offer the student the opportunity to change their degree program level within the same major/plan (i.e., PhD to EdS, PhD to MS, etc.) or change their academic plan to another degree program, but this is at the unit’s discretion.

Step 4: A written letter must be sent to the graduate student being dismissed. The dismissal letter should be sent to the student and copied to the dean’s office, the Registrar’s Office (Kim Barber), the Office of Faculty Development and Advancement (Jennifer Buchanan), and the Graduate School (James Beck). The letter should specify the following information:

- ❑ The process followed to notify the student of their deficiencies and allow them an opportunity to rectify those deficiencies.
- ❑ The termination reasons,
- ❑ Benchmarks missed,
- ❑ The fact that dismissal from the program constitutes dismissal from the University,
- ❑ And an academic hold will be placed on registration to prevent future registration,

- Outlining alternatives, a student could request, e.g., graduating with a master's instead of Ph.D. (assuming coursework and degree requirements are met),
- Timeline to complete specific coursework, if any. For example, the letter needs to clearly articulate to the student that the courses in which they are currently enrolled need to be completed by the dismissal date in order to earn credit for them.
- Notification of the right to appeal and information about how to do so, and
- A deadline for any appeal submittal. *See "[General Academic Appeals Process](#)" for more information.

Thesis, Dissertations, and Graduation

M.A. Thesis

Registration

Students must take a total of 6 thesis hours. Students must submit a complete and signed supervisory committee form before requesting hours. Students must be signed up for a minimum of two thesis hours in the term in which they receive their degrees. Students must continue to register for the minimum number of credit hours each semester if receiving a tuition waiver.

Major 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. Designation of the major professor requires the mutual consent of the student, department chair, and professor 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 must consist of a minimum of three members of the faculty who have Graduate Faculty Status, one of whom is designated the major professor. All additional members of the committee must hold Graduate Faculty Status or (in the case of specialized or non-tenure track faculty) Co- Doctoral or Co-Master's Directive status. Under special circumstances, persons external to the University may be appointed as Courtesy Faculty with Co-Doctoral or Co-Master's Directive 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. Only members of the supervisory committee may vote and sign the Manuscript Signature Form indicating approval of the thesis.

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

Prospectus

There are no departmental requirements that an M.A. thesis must include a prospectus. The advisor of the thesis may decide that the student should write a prospectus for an M.A. thesis.

Writing a Thesis

The major professor will supervise the student's thesis. He or she will review drafts as they are completed, will make comments or suggestions, and will approve revisions or request additional changes. It is recommended that students meet with their major professor at least twice a semester to discuss their progress. The major professor will let the student know when the thesis is ready to be shown to the other members of the supervisory committee. For the defense, the student will need to present each committee member with a clean "semi-final" draft of the thesis, usually revised one more time after the committee's response and defense. It is not considered bad form to consult with committee members after submitting the thesis and before the formal defense.

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 electronic submission copy may be accessed at The Graduate School's GradSpace site and/or Faculty/Staff sites, or by contacting the manuscript clearance adviser.

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

Before writing the thesis, the student should become familiar with the university's manuscript formatting and clearance requirements. For more information, please see the Manuscript Clearance submenu in The Graduate School's site GradSpace. 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 university manuscript clearance adviser in The Graduate School so that the clearance adviser can provide the student with a critique of the manuscript with respect to The Graduate School formatting requirements. Directions for electronically submitting a thesis are in the "Manuscript Clearance" submenu in The

Graduate School's site GradSpace.

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

After approval by the oral examining committee, which includes or may be the same as the supervisory committee, the student should electronically submit the final version of the thesis to the manuscript clearance adviser. The final approved version of the thesis must be submitted electronically to the University manuscript clearance adviser in The Graduate School within sixty days of the defense date or the student must be re-examined. If the student wishes UMI/PQIL (ProQuest) to register the copyright, an additional fee must be paid. Consult the *Registration Guide* for the manuscript submission and forms deadline dates. These dates also are posted in The Graduate School's site GradSpace under the Manuscript Clearance submenu.

As a condition of undertaking a thesis master's program, the student agrees that the completed thesis will be archived in the University Libraries system. The student will make the electronic thesis available for review by other scholars and the general public by selecting an access condition provided by The Graduate School. The electronic thesis also will be archived by UMI/PQIL (ProQuest); the student will select an access condition that concurs with the access condition in the FSU Digital Library Repository.

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

Examination in Defense of Thesis

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

Academic courtesy requires that the thesis be submitted to each member of the supervisory committee at least two weeks before the date of the oral examination. At the same time, the thesis should be submitted electronically to the university manuscript clearance adviser in The Graduate School so that the clearance adviser can provide the student with a critique of the manuscript with respect to The Graduate School's formatting requirements. Directions for electronically submitting a thesis are in the "Manuscript Clearance" submenu in The Graduate School's site GradSpace.

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 thesis title, date, and place of the examination to The Graduate School. The defense date must be submitted electronically to The Graduate School and will be posted on the Defense Calendar on The Graduate School's web site. Directions for submitting a defense announcement are on The Graduate School's site GradSpace under the "Manuscript Clearance" submenu in the Forms folder.

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 three members with Graduate Faculty Status must participate.

The oral examining committee will certify in writing to the academic dean of the major department the results of the examination: passed, failed, or to be reexamined. The report of results following a re-examination must indicate the student either passed or failed. To receive a passing grade, the written thesis must be in final form or require only minor revisions at the time of the defense. A grade of PASS for the defense of thesis requires at least a majority approval of the committee. Individual departments may impose stricter requirements for what constitutes a grade of PASS. Departments and other degree-granting programs must publicize their policy on this issue in their Graduate Student Handbook and in the relevant section of the Graduate Bulletin. If the student passes, each member must sign the Manuscript Signature Form to substantiate the results of the defense. It is the responsibility of the major professor to submit this completed form either directly to the manuscript clearance adviser or to the appropriate college or departmental office for subsequent delivery to the manuscript clearance adviser in The Graduate School. The degree cannot be awarded until the required forms have been received by The Graduate School and the final version of the manuscript has been submitted to and approved by the manuscript clearance adviser.

After approval by the oral examining committee, the student should electronically submit the revised version of the thesis to the manuscript clearance adviser. The final version of the thesis must be approved by the university manuscript clearance adviser in The Graduate School within sixty days after the defense date or the student must be re-examined. If the student wishes UMI/PQIL (ProQuest) to register the copyright, an additional fee must be paid. [Consult the Registration Guide for the manuscript submission and forms deadline dates.](#) These dates also are posted in The Graduate School's site GradSpace under the "Manuscript Clearance" submenu.

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.

- Proficiency in a foreign language demonstrated by 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.
- 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.

Dissertation

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 that will be in charge of the work of the student until the completion of all requirements for the degree. The supervisory committee must 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 specialized or non-tenure track faculty) Co-Doctoral or Co- Master’s Directive status. Under special circumstances persons external to the University may be appointed as Courtesy Faculty with Co-Doctoral or Co-Master’s Directive 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 adviser 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. Only members of the supervisory committee may vote and sign the Manuscript Signature Form indicating approval of the dissertation.

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

University Representative

The university representative is drawn from outside the student's department, as well as outside the student's degree program for interdisciplinary programs. 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, and then submit the Defense Report to The Graduate School within one week of the defense. 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.

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 by the Office of the University Registrar (with 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.

Hours

Students must take a total of 24 dissertation hours. No more than 12 hours may be taken in any one semester; however, students must pass prelims before signing up for dissertation hours. They may retroactively add dissertation hours to the term in which they passed preliminary exams but only if they have passed both parts of the preliminary exam by the seventh week of that semester. After having passed preliminaries, students must sign up for a minimum of two dissertation hours every term until submitting the dissertation. Students must be signed up for a minimum of two hours in the term in which they receive their degrees. Students must continue to register for a minimum of 9 credit hours each semester they receive a tuition waiver.

All requirements for the doctoral degree must be completed within five calendar years from the time in which the student passes the prelim exam or the student's supervisory committee will require that a new preliminary exam be passed, unless the committee unanimously agrees to extend the time.

Preparing a Prospectus

The prospectus should be a carefully considered statement of the nature and purpose of the intended dissertation. It should lay out the basic project of the dissertation and include an outline of chapters, methodology, and explanation how the dissertation constitutes a new and compelling contribution to research. It should also have a bibliography. The individual tracks will have their own norms and standards regarding the prospectus. This may include a prospectus defense. The student's major professor and the committee should be convinced by the prospectus that the project is viable. Consult with your major professor for more information.

Dissertation

A dissertation must be completed on a 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. To register for dissertation hours, the student must register for [RLG 6980](#). It is only possible to sign up for this 'course' once a student has received a passing grade on [RLG 8964](#) (Preliminary Doctoral Exams).

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. For more information, please see the "Manuscript Clearance" submenu in The Graduate School's site GradSpace. The dissertation should be submitted to 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 University manuscript clearance adviser in The Graduate School so that the clearance adviser can provide the student with a critique of the manuscript with respect to Graduate School formatting requirements. Directions for electronically submitting a dissertation are in the "Manuscript Clearance" submenu in The Graduate School's site GradSpace.

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 Manuscript Clearance** 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.

As a condition of undertaking a dissertation program, the student agrees that the completed dissertation will be archived in the FSU Digital Library Repository. 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.

The Doctoral Defense

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

Registration: Students should register at the beginning of their final term for RLG 8985, Dissertation Defense. The reference number is available from the Religion Dept. Graduate Program Assistant, who will also assist with scheduling a room and time for the defense. The defense is a one-time registration. If the student does not defend, he/she will receive an "I" until

the dissertation is successfully defended; there is no need to sign up for the defense a second time.

It is the student's responsibility to ensure that all required forms that require faculty signatures are brought to the defense and that all forms are submitted in a timely manner. It is also the student's responsibility, in coordination with his/her major professor, to ensure that the defense is scheduled appropriately, so that the student will have enough time to submit the final dissertation before the submission deadline for the semester in which the defense is conducted. More information can be found here: [http://www.gradstudies.fsu.edu/Academics- Research/Thesis-Treatise-Dissertation](http://www.gradstudies.fsu.edu/Academics-Research/Thesis-Treatise-Dissertation) .

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

The supervisory committee, the chair of the major department, and such other members of the faculty as may be appointed by the academic dean will conduct the examination. All members of the graduate faculty are invited to attend. At least two weeks prior to the date of the examination, the student or major professor will present an announcement of the dissertation title and the date and place of the examination to The Graduate School. The defense date must be submitted electronically to The Graduate School and will be posted on the Defense Calendar on The Graduate School's Web site. Directions for submitting a defense announcement are on The Graduate School's site GradSpace under the "Manuscript Clearance" submenu in the Forms folder.

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

The oral examining committee will certify in writing to the academic dean of the major department the results of the examination: passed, failed, or to be re-examined. The report of results following a re-examination 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 dissertation requires at least a majority approval of the committee. Individual departments may impose stricter requirements for what constitutes a grade of PASS. Departments and other degree-granting programs must publicize their policy on this issue in their *Graduate Student Handbook* and in the relevant section of the *Graduate Bulletin*. If

the student passes, each member must sign the Manuscript Signature Form to substantiate the results of the defense. It is the responsibility of the major professor to submit this completed form either directly to the manuscript clearance adviser or to the appropriate college or departmental office for subsequent delivery to the manuscript clearance adviser in The Graduate School. A written critique of the conduct of the examination in defense of the dissertation should be submitted by the university representative from the graduate faculty to the appropriate academic dean and the Dean of The Graduate School within one week after the date of defense. The degree cannot be awarded until all required forms have been received by The Graduate School and the final version of the manuscript has been approved by the manuscript clearance adviser.

After approval by the oral examining committee, the student should electronically submit the revised version of the dissertation to the manuscript clearance adviser. The final version of the dissertation must be approved by the manuscript clearance adviser in The Graduate School within sixty days after the defense date or the student must be re-examined. If the student wishes UMI/PQIL (ProQuest) to register the copyright, an additional fee must be paid. Consult the *Registration Guide* for the manuscript submission and forms deadline dates. These dates also are posted in The Graduate School's site GradSpace under the "Manuscript Clearance" submenu.

Publication of Dissertation

As a condition of undertaking a PhD program, the student agrees that the completed dissertation will be archived in the FSU Digital Library Repository. 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. The electronic dissertation will also be archived by UMI/PQIL (ProQuest); the student will select an access condition that concurs with the access condition in the FSU Digital Library Repository.

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

Guidelines for Restrictions on the Release of Theses, Dissertations, and Treatises

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.

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

Embargoed Access (Twenty-four Months). Electronic Theses and Dissertations (ETDs) as well as treatises must be made available in their complete and original format. They cannot be subdivided into chapters and disseminated under different distribution options.

The maximum delay in the release of a thesis, treatise, or dissertation to the FSU Digital Library Repository and UMI/PQIL (ProQuest) shall not exceed twenty-four months from the date the thesis, treatise, or dissertation is approved by The 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 FSU Digital Repository Embargo Request Form, to the Dean of The Graduate School and carry the endorsement of the student and the major professor (or co-major professors, if applicable). The department or program chair, or dean of the relevant college may endorse the request if the major professor is retired, deceased, etc.

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

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, treatise, or dissertation, as a result of a desire to delay release of the thesis, treatise, or dissertation to the library.

Campus Community-Only. The FSU Digital Library Repository, in cooperation with The 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.

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 (or co-major professors, if applicable) in the form of a signature on the FSU Digital Repository Embargo Request Form.

Final approval may be granted by the Dean of The Graduate School only after the FSU Digital Repository Embargo Request Form is submitted to The Graduate School with appropriate signatures and justification. The FSU Digital Repository Embargo Request Form can be found on The Graduate School sites, GradSpace and/or Graduate School – Faculty/Staff, under the "Manuscript Clearance" submenu in the Forms folder.

Clearance for Degrees

During the first three weeks of the term in which a candidate expects to receive a degree, an application should be made for a diploma online at <http://my.fsu.edu> under the “Academics” tab. If a candidate previously filed for a diploma but did not receive the degree, the application procedure must be repeated.

A student’s manuscript must be cleared in order to graduate. However, students also must meet departmental and university requirements before they can graduate. A manuscript is considered cleared if the manuscript clearance adviser has approved the formatting of the manuscript AND all forms have been received and verified by the manuscript clearance adviser. Students should become familiar with the university’s manuscript formatting and clearance requirements before writing their thesis, dissertation, or treatise. Formatting guidelines and clearance requirements, including the forms that must be submitted, are posted under the Manuscript Clearance submenu at The Graduate School’s GradSpace and/or Graduate School – Faculty/Staff sites. Also posted are manuscript templates for WORD and LaTeX, and a PowerPoint about the manuscript clearance process. Manuscript Clearance Workshops are also held during each semester. Workshop dates are posted to the calendar of events for The Graduate School at

The Graduate School’s GradSpace and/or Graduate School – Faculty/Staff sites. Also posted are manuscript templates for WORD and LaTeX, and a PowerPoint about the manuscript clearance process. Manuscript Clearance Workshops are also held during each semester. Workshop dates are posted to the calendar of events for The Graduate School at <https://gradschool.fsu.edu/events-0>.

All theses, dissertations, and treatises must be electronically submitted to The Graduate School via the UMI/PQIL (ProQuest) web site; hard copies, or submissions via e-mail or any other electronic method will not be accepted. Students should submit their manuscript to The Graduate School at the same time that the manuscript is submitted to the committee prior to the defense. This initial submission is reviewed by the manuscript clearance adviser, who then provides the student with a reviewed, marked-up copy of the manuscript that shows formatting corrections to be made before submitting the final version of the manuscript. After the defense, students submit the final version of their manuscript, incorporating changes requested by their committee as well as those requested by the manuscript clearance adviser; all changes in content must have been approved by the student's committee. Submission deadlines for each semester are posted in the Manuscript Clearance submenu of GradSpace; students not meeting these deadlines will be considered graduates of the following semester. <http://gradschool.fsu.edu/Events>.

Manuscript clearance deadlines can be found here: <http://www.gradstudies.fsu.edu/Academics-Research/Thesis-Treatise-Dissertation>.

Initial format review – two deadlines are posted each semester:

- Last day to submit doctoral dissertation or treatise for initial format review

- Last day to submit master's thesis for initial format review

The relevant initial format review deadline is the date by which students must submit their manuscript to the manuscript clearance adviser for an initial formatting review in order to remain eligible for clearance that semester. Manuscripts will not be reviewed and counted as an initial submission under the following conditions: not submitted via the ETD Web site; poorly formatted based on The Graduate School guidelines, or otherwise appears "sloppy"; sections omitted; page numbers omitted.

Final submission/all forms received – one deadline is posted each semester:

- Last day for final submission of successfully defended thesis, dissertation, or treatise and required forms

By this date, students must submit the final version of their manuscript, and all manuscript clearance forms must be received in The Graduate School office by 5:00 p.m.

Deadline to receive final approval from the manuscript clearance adviser – One deadline is posted each semester:

- Last day for thesis, dissertation and treatise students to receive an e-mail from the Manuscript Clearance Adviser confirming final clearance in order to remain eligible for a degree in the current term.
- *60 Day Clearance Deadline*

All manuscripts must be cleared within 60 days after a successful defense. If a student defends early in the semester of graduate, or in a semester prior to graduate, the manuscript clearance deadline that applies is the 60-Day Deadline. For example, a student who defends on August 20 would have to have their manuscript cleared by October 20, even though the Fall semester clearance deadline is later in the semester. No exceptions will be made for this policy.

Contact the manuscript clearance adviser (clearance@fsu.edu) for any questions regarding the clearance process.

Policy for Awarding Degrees

Florida State University helps students meet their academic goals by monitoring academic progress toward their degree. If a graduate student has completed their 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.

Once a degree has been awarded, all coursework leading to that degree is considered final and not subject to change. Grade changes or withdrawals for coursework that applies to the awarded degree may be considered only in cases of documented University error or in cases where the courses in question are documented as applying to a degree that is still in progress.

Additional Graduation Information

The Graduate School conducts workshops that help guide the student through the process of clearance to degree and graduation (<http://www.gradstudies.fsu.edu/Academics-Research/Thesis-Treatise-Dissertation>)

Additional information can be found at the Registrar's website:
<http://registrar.fsu.edu/graduation/>.

Registration Requirements

[Adapted from http://registrar.fsu.edu/registration_guide/fall/]

Registration Information

Student Business Hours

The following offices are available for lobby hours and by phone from 8:00 a.m. to 5:00 p.m., Monday through Friday:

- Registrar
- Financial Aid
- Student Business Services (Cashiering hours are 8:30 a.m. until 4:30 p.m.)
- Health Compliance, University Health Services (Lobby hours closing daily at 4:00 p.m., phones staffed to 5:00 p.m. Monday through Thursday, to 4:00 p.m. on Friday.)

Prior to Registration

- Log into <http://my.fsu.edu> to check for checklists, stops or holds. Be sure to click through the details of each hold to review the contact information and instructions provided there. Contact your departmental office for any clearances or course authorizations you may need.
- All students are urged to consult their advisor prior to registration, and some academic units mandate advising prior to registration.
- Health compliance requirements are at <https://uhs.fsu.edu/forms-and-records>. The Student Immunization Record is the document that must be turned in. For students enrolling with International Programs, the IP Transient Student Immunization-Insurance record is the immunization record to submit. Students under the age of 18 must have a parent/guardian signature of the Student Immunization Record authorizing care at the Wellness Center before the student can be treated. Health insurance compliance can only be completed online at <http://studentinsurance.fsu.edu/>. Healthcare Compliance instructions give step-by-step instructions for compliance.

Academic Advisement

All degree-seeking students are expected to participate in academic advising before registering for classes each semester. Students should check their FSU e-mail regularly as that is the main mode of communication advisors use to contact their students. It is the student's responsibility to ensure that s/he has met prerequisites or corequisites for each course in which s/he enrolled. Further, any changes a student makes to his/her schedule without the advisement of an academic advisor is the responsibility of the student. All permits such as underloads, overloads (see the 'Course Load' section of this chapter), graduate course requests while an undergraduate, DIS, modified credit, and S/U grading should be discussed with an academic advisor. All such permits must then be approved by the student's academic dean. The student is responsible for ensuring that the Office of the University Registrar has copies of these permits on file. You may find your academic

advisor's contact information by going to your Student Center and checking the information provided in the "My Advisor" box or <http://advisor.undergrad.fsu.edu/advisors/advisor-display.php>.

Attendance Policies

First Class Meeting Attendance Policy

Attendance at the first class meeting is mandatory unless properly excused by the class instructor. Students who do not attend the first class meeting of a course for which they are registered are dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. This policy does not apply to any class added after the first official meeting of the course. It remains the student's responsibility to verify course drops and check that fees are adjusted.

New Employee Information

For issues such as getting your FSU card, parking permit, access to OMNI and an FSU email account, see the "Getting Established at Florida State" unit of the section "Information for New Graduate Students"

Certification Requirements for Teaching Assistants

(from the Graduate Bulletin)

There are several requirements that graduate students must meet before being allowed to be a teaching assistant or an instructor of record. They are described below. To be a teaching assistant one must reach Level 2. To be an instructor of record one must satisfy the requirements for Level 4.

Minimum Requirements for Different Levels of Instruction

Level 1. This level may include a variety of duties, but assignments cannot involve routine direct contact with a group of undergraduate students in face-to-face or online instructional support roles. Limited one-to-one engagement e.g., office hours are permissible. Examples include grading, the setup of laboratory demonstrations, and course management. If routine instructional contact support with a group of undergraduates is expected, then the Teaching Assistant must meet the English language competency standard required for a Level 2 appointment.

- program specific guidelines for the specific duties
- undergraduate degree in discipline or related field
- some graduate work completed or enrolled in
- must attend day one of the Fall PIE Teaching Conference before the commencement of one's teaching duties. Day one includes required training on the Sexual Harassment Policy, Academic Honor Policy and the Federal Educational Rights and Privacy Act (FERPA). Day one also includes training in the use of Canvas for instruction, time management for

Teaching Assistants, and interacting professionally with one's students. Equivalent preparation offered by the academic unit (that has been approved by the Graduate School) may be substituted for day one of the Fall PIE Teaching Conference. This alternative must include training in the specific policies noted above.

- supervision by a faculty member in the teaching discipline
- planned and periodic evaluations of the teaching assistant

Level 2. This level assumes a greater degree of interaction with undergraduate students than Level 1 and thus requires a higher level of competency in spoken English. This level includes a variety of duties e.g., grading, tutoring, proctoring of computerized exams and laboratories, assisting with laboratory sections, leading recitation and discussion sections.

- program specific guidelines for the specific duties
- undergraduate degree in discipline or related field
- some graduate work completed or enrolled in
- must attend day one of the Fall PIE Teaching Conference before the commencement of one's teaching duties. Day one includes required training on the Sexual Harassment Policy, Academic Honor Policy and the Federal Educational Rights and Privacy Act (FERPA). Day one also includes training in the use of Canvas for instruction, time management for Teaching Assistants, and interacting professionally with one's students. Equivalent preparation offered by the academic unit (that has been approved by the Graduate School) may be substituted for day one of the Fall PIE Teaching Conference. This alternative must include training in the specific policies noted above.
- supervision by a faculty member in the teaching discipline
- planned and periodic evaluations of the teaching assistant

Note: The distinction of Levels 1 and 2 recognizes that the extent of interaction with undergraduates, and thus the necessary spoken English competency of the TA, varies across disciplines though the position title is the same.

Course level types 3 and 4 presume the graduate teaching assistant is the Instructor of Record.

Level 3. Lower-level undergraduate courses (1000-2000 level)

- a minimum of eighteen hours of graduate work in the teaching discipline
- must attend days one and two of the Fall PIE Teaching Conference before the commencement of one's teaching duties or an equivalent offered by the academic unit (that has been approved by the Graduate School).
- Days one and two of the Fall PIE Teaching Conference address the following policies which are required at this level: Sexual Harassment Policy, Academic Honor Policy, the Federal Educational Rights and Privacy Act (FERPA), American with Disabilities Act (ADA), Grading Policies, Textbook Adoption Procedure Policy, Syllabus Policy, Class Attendance Policy, Final Exam Policy, Copyright Law Regulations (Copyright Revision

Act of 1976 “fair use”) and Course Evaluation Policy. Days one and two also include training in a number of topics that are of value to instructors e.g., the use of Canvas for instruction, time management for Teaching Assistants, interacting professionally with one’s students, dealing with distressed students, diversity in the classroom, grading and assessment.

Note: Alternative “equivalent training” that is provided by an academic unit must include training in the specific policies indicated above.

- student participation in a “teaching in the discipline” course or equivalent academic unit orientation
- direct supervision by a faculty member in the teaching discipline
- planned and periodic evaluations of the teaching assistant

Level 4. Upper-level undergraduate courses (3000-4000 level) master’s degree or at least thirty hours of graduate coursework in the teaching discipline

- must attend days one and two of the Fall PIE Teaching Conference before the commencement of one’s teaching duties or an equivalent offered by the academic unit (that has been approved by the Graduate School).
- Days one and two of the Fall PIE Teaching Conference address the following policies which are required at this level: Sexual Harassment Policy, Academic Honor Policy, the Federal Educational Rights and Privacy Act (FERPA), American with Disabilities Act (ADA), Grading Policies, Textbook Adoption Procedure Policy, Syllabus Policy, Class Attendance Policy, Final Exam Policy, Copyright Law Regulations (Copyright Revision Act of 1976 “fair use”) and Course Evaluation Policy. Days one and two also include training in a number of topics that are of value to instructors e.g., the use of Canvas for instruction, time management for Teaching Assistants, interacting professionally with one’s students, dealing with distressed students, diversity in the classroom, grading and assessment.

Note: Alternative “equivalent training” that is provided by an academic unit must include training in the specific policies indicated above. Student participation in a “teaching in the discipline” course or equivalent academic unit orientation

- direct supervision by a faculty member in the teaching discipline
- planned and periodic evaluations of the teaching assistant

Exceptions:

In general, if new graduate students are unable to attend the Fall PIE Teaching Conference prior to commencing their first semester of teaching they may only be appointed at Level 1. However, prior to the commencement of their teaching duties, they must complete the online required policy modules (Sexual Harassment Policy, Academic Honor Policy and the Federal Educational Rights and Privacy Act (FERPA)) that are available through the Program for Instructional Excellence or

undergo equivalent preparation offered by the academic unit (that has been approved by the Graduate School). If equivalent preparation is not available and if they are to continue teaching in the Spring or Summer and thereafter, they must attend the Spring PIE Teaching Workshop which is held the Friday of the first week of classes. Ultimately they must participate in training through one of the PIE options or through the academic unit in order to continue to serve as a Teaching Assistant.

If a student's first semester of enrollment is Spring and they are to be assigned teaching responsibilities they must complete the required online training modules and attend the PIE Spring Teaching Workshop or an academic unit equivalent (that has been approved by the Graduate School). In unique instances a Department Chair or Dean may appeal the application of these standards by submitting a request to the Dean of The Graduate School.

Equivalent Previous Experience and Emergencies With the exception of the minimum of eighteen hours of graduate coursework in the teaching discipline for primary instruction and in accordance with guidelines provided by the Commission on Colleges (SACS), the following options will be available to deal with special circumstances:

- A graduate student who through previous preparation or teaching experience has demonstrated knowledge and strong teaching skills can be exempt from some of the requirements, as appropriate, by certification of the program chair.
- In an emergency, a department may appoint a graduate teaching assistant who has not met all the University-wide requirements for that level of appointment if there is an assurance that the student will meet the requirements by the end of the term in which the student is teaching.

Funding Information

Teaching Assistantships

Assistantships not only provide financial assistance but also afford graduate students a structured experience in teaching and research. Graduate assistants receive a stipend and a 9- or 12-hour tuition waiver (Usually, in-state students receive a 12-hour waiver while out-of-state students receive a 9-hour waiver). The out-of-state portion of tuition is not waived beyond the first year. Thus, students who are not granted state resident status at the time of their admission must petition for a change of that status through the Registrar's Office at the end of their first year (usually in June).

As a one-half time appointee, the University guidelines recommend that no more than 20 hours of duties be required of the student weekly, although this may vary depending on the needs of the department. Students are also offered a tuition waiver. The waiver does not cover university fees. Continuation of funding is contingent upon academic progress in the program and fulfilling the obligation of the assistantship. Additional information about funding can be found in your appointment letters. It should also be stressed that your teaching assistantship shall be considered your main form of employment and, as such, outside employment is not encouraged.

Minimum University Stipend

(the following tables apply to the 2019-2020 academic year and are subject to change based on legislative and internal policy change)

Term	Fall	Spring	Full Year
0.5 FTE Stipend	\$ 7,500	\$ 7,500	\$ 15,000

Student's Financial Responsibility

Term	Fall	Spring	Full Year
2019 Fees for 9 credit hours [in state]	\$ 707.29	\$ 707.29	\$ 1,414.58
Health Insurance Cost (after subsidy)	\$ 682	\$ 682	\$ 1,364
Total	\$ 1389.29	\$ 1389.29	\$ 2,778.58

Remaining Stipend after Fees and Health Insurance Deducted

Term	Fall	Spring	Full Year
Stipend	\$ 7,500	\$ 7,500	\$15,000

Term	Fall	Spring	Full Year
Fees and Health Insurance	\$ 1389.29	\$ 1389.29	\$ 2,778.58
Remainder	\$ 6,610.71	\$ 6610.71	\$12,221.42

Graduate Teaching Assistantships for students already enrolled are awarded and are distributed to students based on (a) an assessment of the student's progress toward the degree as primarily indicated by the Annual Review, (b) the recommendation of the faculty associated with the various courses and the student's past performance as a teaching assistant, if available. Incoming students will usually be awarded teaching assistantships as recommended by the area faculty based on the available information.

Research Assistantships

Financial support varies with the resources of the major professor but should not be lower than the teaching assistantship for equivalent half-time work.

Fellowships

Florida State University provides financial support in the form of fellowships to a number of graduate students. For more information on these awards, please visit the Graduate School's page on fellowships.

Matriculation Waivers

Students receiving teaching or research assistantships for at least one-quarter time or who are on a fellowship are eligible for matriculation waivers. These provide for a waiver of the in-state tuition fees only. Students are still responsible for activity, athletic, health fees, etc. Consult the Graduate Office for the necessary paperwork.

Out-of-State Tuition Waivers

Students receiving teaching or research assistantships for at least one-quarter time or who are on a fellowship are eligible for out-of-state tuition waivers. These provide for a waiver of the out-of-state tuition fees only. Students are still responsible for activity, athletic, health fees, etc. Consult the Graduate Office for the necessary paperwork. U.S. citizens who are non-Florida residents are

eligible for an out-of-state waiver for one year. See “Information for New Graduate Students” below for further information on residency.

Taxes on Stipends

The Internal Revenue Service (IRS) has ruled that student assistantships are not tax exempt. However, some foreign countries have treaties with the U.S., and individuals from those countries may be tax-exempt. Questions about taxes (especially prior returns) should be directed to the IRS. By demonstrating progress toward the degree and satisfactory performance of duties, Ph.D. students are eligible, in most cases, for a continuation of teaching assignments and financial support for two academic years following successful completion of their comprehensive exams. All decisions about teaching assignments and financial support will be based on Departmental needs and resources.

Grants

Several sources of additional funding are available for graduate students through grants and awards. The department strongly encourages students to apply for funding sources, both internal and external to FSU.

Departmental Level Opportunities

Lucius Moody Bristol Graduate Fellows in Religion

Recipients obtain approximately an additional \$4,000 per year (in addition to their assistantship stipend). A maximum of two new fellows are designated annually. These traditionally go to students in the ARH and REP tracks. Please contact the faculty in those tracks for more information.

Walter and Marian Moore Travel Award

This award supports travel of graduate students to conferences. Currently an award of \$300 is disbursed to three students in the fall term, and three more students in the spring. The Graduate Policy Committee will determine who is eligible for this support on the basis of the following criteria:

- The student must have a paper accepted at a conference
- It must be at an international or national conference
- The student must be ABD; in terms of selecting students, seniority will be a determining factor
- The faculty will also take recommendations by students’ faculty advisors into consideration.

Academic Journal Assistants

Students may be selected to work as editorial assistants for academic journals edited by faculty members of the department of Religion. Journals currently edited within the department can be

found here: http://religion.fsu.edu/resources_our_journals.html. If you are interested in these opportunities, discuss this possibility with the faculty of your track.

FSU Grants, Fellowships, and Awards

There are numerous grants to which graduate students in the department of Religion can apply that are open to graduate students across the university. This information can be found here: <http://gradschool.fsu.edu/Funding-Awards>. If you are interested in applying for an internal FSU grant or fellowship, it is recommended that you discuss this issue with the Director of Graduate Studies. Some of the grants or fellowships require that the student first be nominated by the department before he/she can apply. The awards often in general require that the graduate student be nominated.

The following are some but not all of the internal grants and fellowships that are available. A comprehensive list can be found via the above link.

International Dissertation Semester Research Fellowship

Awards approximately \$7,000-\$14,000 plus a full tuition waiver.

Leslie N. Wilson - Delores Auzenne Assistantship for Minorities

Awards \$5,000, which is added to the Religion department graduate assistant stipend for a maximum of approximately \$15,000 plus a full tuition waiver.

McKnight Doctoral Fellowship

This is available to students of African-American or Hispanic descent. Awards approximately \$12,000 and a full tuition waiver. One applies to this grant concurrent to applying for the Ph.D. program.

FSU Dissertation Research Grants

Assists doctoral students with expenses associated with research necessary to prepare dissertations. Awards will be \$1,000 for top tier awardees and up to \$750 for second tier awardees.

External Funding

The Office of Graduate Fellowship and Awards exists to help graduate students find and secure external funding (<http://ogfa.fsu.edu/>). They are willing to meet individually with graduate students to help them find grant opportunities. Keep in mind that many grants often have their deadlines during the first half of the fall semester. Students are *strongly* encouraged to consult with the Office of Graduate Fellowships and Awards.

A list of funding opportunities that often are of interest to graduate students in Religion include the following.

[American Institute of Indian Studies](#)

Provides support for an extended research stay in India.

[Boren Fellowships](#)

Awards up to \$24,000 for overseas study.

[Critical Language Scholarship](#)

Fully funded overseas summer language scholarship for qualifying languages.

[Edward H. and Marie C. Kingsbury Award](#)

The amount of the award is approximately \$6,000-\$10,000 and a full tuition waiver.

[Fulbright Scholar Program](#)

Students can have the opportunity to study abroad through this prestigious program.

[Mellon/ACLS Dissertation Completion Fellowships](#)

Awards a \$30,000 stipend plus up to \$3,000 for research costs and \$5,000 for university fees.

[Newcombe Doctoral Dissertation Fellowship](#)

Awards \$25,000 for twelve months of full-time dissertation writing.

Religion department graduate students in recent years have won fellowships such as the Charlotte W. Newcombe Dissertation Fellowship, American Association of University Women Dissertation Fellowship, P.E.O. Scholar Award, American Philosophical Society, and others.

Health Insurance

The Health Insurance Subsidy Benefit is a subsidy that is provided to eligible students that applies towards the cost of their University purchased health insurance plan. When a student is determined to be eligible the university will provide a subsidy benefit amount dictated by the student's FTE. This is the "Employer Portion," and will be applied to the total amount owed for the policy. The remaining amount which is the "Employee's Portion," will be automatically deducted from the employee's paycheck. Both the "Employer Portion" and "Employee Portion" must be contributed/deducted from the same five paychecks in order to qualify as a pre-tax benefit. The supplement amounts are negotiated with the university on behalf of graduate assistants by [FSU-GAU](#) and can be found in the [Collective Bargaining Agreement](#).

For more on the process of receiving the subsidy, see The Graduate School's website at <http://gradschool.fsu.edu/funding-awards/subsidy->

Beginning in Fall 2019, it is possible for students on FSU's insurance to also get insurance from FSU for their dependents. See here for more details: <https://studentinsurance.fsu.edu/dependent-coverage>.

Information for New Graduate Students

State Residency

Students who are not Florida residents when they join the department *must* begin the process to become Florida residents. Students who are not granted state resident status at the time of their admission must petition for a change of that status through the Registrar's Office at the end of their first year (usually in June). Procedures for reclassification of residency include:

- Evidence of legal ties to the State of Florida

Declaration of Domicile (**REQUIRED**) obtainable in person from the Clerk of the Circuit Court in the County Court House of the Florida County in which the student claims permanent domicile. (The fee in Leon County is currently \$15.00.)

Copies of driver's license, voters and vehicle registration. Legal ties with a previous state of residence must be switched to Florida within 30 days of filing your Declaration of Domicile.

- Official confirmation of Graduate Assistantship by the School or College with which you have been on appointment. The [graduate assistant verification form](#) must be completed by your department representative.
- Proof of financial independence. In most cases the formal **STATEMENT OF INDEPENDENCE**, which is included on the graduate assistant verification form will be sufficient.
- Proof of twelve months' continuous physical presence in Florida; immediately prior to the first day of classes for the semester you wish to apply for residency. Documentation may include: Florida lease agreements, utility bills, bank records, etc.
- Submit an [official application for reclassification of residency](#), with required documentation, prior to the first day of classes.

Graduate students not on assistantship during their first year of enrollment should contact the Registrar's Office as soon as possible, as this information does not apply.

If you have questions or need more information, please contact:

**Office of the University Registrar
The Florida State University
A-3900 University Center 32306-2480
PHONE: (850) 644-1050 FAX: (850) 644-1597**

Getting Established at Florida State

As a new employee please visit the following websites:

- Get FSU Card – www.fsucard.fsu.edu
- Get FSU Parking Permit – <https://transportation.fsu.edu/parking/parking-permits>
- Activate FSU ID – <https://my.fsu.edu>
- Register for Email Account – its.fsu.edu
- OMNI Access – <https://my.fsu.edu/>

Once you have received your OMNI access you will be able to view and update information in OMNI Employee Self Service. Using ESS, you will be able to view your biweekly paychecks, update your personal information and complete other OMNI employee transactions. For instructions on how to utilize this functionality within OMNI, please review the Employee Self Service job aids at www.omni.training.fsu.edu

Being hired as an OPS employee you are not covered under the Florida Retirement System, or any of the staff/faculty insurance group plans. However, OPS employees are eligible for:

- Enrollment in the State Deferred Compensation Annuity Program (457) and the 403(b) Tax Sheltered Annuity program.
- Family Medical Leave in accordance with Federal and State law and FSU criteria.
- Mandatory enrollment in the FICA Alternative Plan 401(a).
http://hr.fsu.edu/PDF/Publications/benefits/BENCOR_EnrollmentPackage.pdf

For further information on Benefits for Faculty and Staff, please visit our website at http://www.hr.fsu.edu/?page=benefits/benefits_home.

Life in Tallahassee

The Florida State University Center for Global Engagement has composed [a list of helpful links](#) to information about living in Tallahassee. It includes information recreation, housing, transportation, and Tallahassee in general.

Professional Development and Research Opportunities

The department encourages that graduate students to be active in academic societies and to be informed with regard to graduate affairs and research support on campus.

Academic Societies

American Academy of Religion

American Historical Association

American Schools of Oriental Research

North American Patristics Society

Society of Biblical Literature

SBL Students

Southeastern Commission for the Study of Religion

Listservs/Twitter

Graduate students will be kept up to date with information about the department through two email lists: relgrads@lists.fsu.edu and religion-events@lists.fsu.edu. New students will be added to these lists upon enrollment.

You can also keep up with all things Graduate School related on Twitter (@FSUGS). Our department is @FSUReligion

Graduate Assistants United (GAU)

United Faculty of Florida – Florida State University – Graduate Assistants United (UFF-FSU-GAU) represents and advocates for the interests of its members and all GAs at Florida State University. GAU was founded in 2008 and is the only legally recognized collective bargaining agent for GAs at FSU; GAU seeks to improve working conditions and defend the working rights of all GAs. For more information or to join, visit <http://fsugau.org/>.

Collective Bargaining Agreement

2016-2019 Collective Bargaining Agreement:

<http://uff-fsu.org/wp-content/uploads/2018/09/BOT-UFF-CBA-2016-19-V2018-08-26-7.5x9.25.pdf>

Other FSU Resources

Strozier Library (<https://www.lib.fsu.edu/>)

The library has a liaison program that links a particular librarian with a particular department.

The liaison serves as the main point person for that department and is committed to give that department support. This person can be a great resource for graduate students in the department of Religion. The current liaison for our department is Adam Beauchamp (abeauchamp@fsu.edu). Our liaison has compiled several research guides that help introduce students to the resources at the library regarding various fields, including religious and biblical studies (http://guides.lib.fsu.edu/prf.php?account_id=35629).

Office of Digital Research and Scholarship (<https://www.lib.fsu.edu/drs>)

Graduate students are encouraged to incorporate digital resources into their teaching and research. This office is designed to help graduate students with these endeavors. Please contact them if you are interested in these opportunities.

University Counseling Center (<https://counseling.fsu.edu/>)

Graduate school can be stressful. FSU has a counseling center which is an important resource for dealing with stress. Please also note FSU's Student Resilience Project (<https://strong.fsu.edu/>).

FLORIDA STATE
UNIVERSITY



*The Florida State
University Graduate
Assistant Performance
Evaluation*

Evaluation term/year: _____

Employee's Name: _____

Supervisor's Name: _____

Summary of Duties: () Teaching () Research () Other: _____

Work Performance:

Satisfactory

Official concern

*If official concern is cited, options for remediation must be communicated in writing as an addendum to this form. A copy of this form with addendum should be forwarded to the Dean of the Graduate School who will then forward the documents to the appropriate person in Human Resources.

COMMENTS:

*Written comments are helpful for the student, even if performance is satisfactory.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

*Has this evaluation been discussed with the employee? () Yes () No (attach explanation).

Updated 8-14-17

Filename: Departmental_Graduate_Student_Handbook-2019.docx
Directory: /Users/michaelmcvicar/Library/Containers/com.microsoft.Word/Data/Docu-
cuments
Template: /Users/michaelmcvicar/Library/Group
Containers/UBF8T346G9.Office/User Content.localized/Templates.localized/Normal.dotm
Title:
Subject:
Author: Libadmin
Keywords:
Comments:
Creation Date: 4/20/20 9:45:00 PM
Change Number: 8
Last Saved On: 4/20/20 10:11:00 PM
Last Saved By: Michael McVicar
Total Editing Time: 9 Minutes
Last Printed On: 4/20/20 10:11:00 PM
As of Last Complete Printing
Number of Pages: 59
Number of Words: 20,474 (approx.)
Number of Characters: 116,708 (approx.)