

FLORIDA STATE UNIVERSITY



Graduate Program Directors Handbook

Revised: July 2022

Prepared by:

The Graduate School

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Tallahassee, FL 32306-1410

www.gradschool.fsu.edu

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The Graduate School

- Assists Florida State University graduate students by providing advice on general academic matters, university-wide degree requirements, and information on the availability of financial assistance, including assistantships, fellowships, and scholarships; by granting approval for theses, treatises, and dissertations; and by fostering the development of their skills and knowledge to succeed as leaders in a global community;
- Interacts with the Office of Faculty Development and Advancement and the Graduate Policy Committee to establish and provide oversight of policies affecting graduate education at the University;
- Collaborates with Florida State University units including all academic programs, departments, and colleges as well as the Center for Global Engagement, Career Center, Health and Wellness Center, and University Libraries to address graduate student needs; and
- Works with national organizations such as the Council of Graduate Schools, the Association for Public and Land-grant Universities, and the National Research Council to promote the importance of graduate education.

The mission of The Graduate School at FSU is to advance the quality and integrity of graduate education.

<i>Deans</i>	
<p>Dr. Mark Riley Dean, The Graduate School (850) 644-3501 mriley@fsu.edu</p> <ul style="list-style-type: none"> · Graduate Enrollment Management · Graduate Policies Oversight · Graduate Faculty Status · Approval of new majors, certificates, and degrees 	<p>Dr. Debra Fadool Associate Dean Director, Office of Postdoctoral Affairs (850) 644-3501 dfadool@bio.fsu.edu The Office of Postdoctoral Affairs</p> <ul style="list-style-type: none"> · Advocates for and works with Postdoctoral Associates on areas relating to career development, policies, inclusion, and networking
<p>Dr. Adrienne P. Stephenson Assistant Dean and Director (850) 644-8132 apstephenson@fsu.edu The Office of Graduate Fellowships and Awards</p> <ul style="list-style-type: none"> · Supports current graduate students in identifying and applying for external funding opportunities · Provides outreach, resources and other support provided by OGFA · External Fellowships and Awards Presentations and Workshops · Liaison for McKnight Doctoral Fellowship · Liaison for FAMU Feeder Fellowship · Graduate Student Ombudsperson · Three-Minute Thesis Competition · Master's in Four Competition 	<p>Dr. Lisa Liseno Assistant Dean and Director (850) 645-7318 lliseno@admin.fsu.edu The Program for Instructional Excellence (PIE)</p> <ul style="list-style-type: none"> · University-wide support for graduate student teaching assistants · Outstanding TA Teaching Awards (OTTA) · TA University-wide Training · Teaching Associate Assistantship Program · PIE Teaching Training Recognition Program · Celebration of Graduate Student Excellence Event · PIE Teaching Workshop Series · The Fellows Society Director
<p>Brian Barton Senior Associate Dean for Enrollment and Finance (850) 644-3501 bbarton@fsu.edu</p> <ul style="list-style-type: none"> · Graduate Enrollment Management · Waiver Management, Reconciliation and Training · Internal Fellowships and Need-Based Scholarships · Health Insurance Subsidy · Dissertation Research Grant · PhD Completion Project Tracking · Graduate Student Appointment Procedures · Graduate Student Funding Information · Graduate Dean's Scholarship · McKnight Doctoral Fellowship · Wilson-Auzenne Assistantships for Minorities · International Dissertation Semester Research Fellowship 	

<i>Administration</i>	
<p>James Beck Senior Graduate Policy Program Coordinator (850) 644-8843 jpbeck@fsu.edu</p> <ul style="list-style-type: none"> · Webmaster · Dismissal Questions · GradWorld FSU · Graduate Policy Inquiries · Graduate Policy Committee (GPC) · Graduate Faculty Status Information · Graduate Student Leadership Award · Graduate TA Certification Evaluation and Procedures · Graduate Certificates, Dual Degrees, Joint/Combined Pathways · Evaluates Dual Enrollment, Exception and Extension of Time Requests · Leave of Absence Information · Major Status Change Requests · Graduate Student Research and Creativity Award · Backup Graduate Student Ombudsperson 	<p>Cassidy Cooksey Office Administrator (850) 644-3501 ccooksey@fsu.edu</p> <ul style="list-style-type: none"> · Dean's Appointment Scheduling · HR Management · Final Clearance Information · Department Purchasing Coordinator/Travel · Admission appeal Requests · Processing of Time Extensions, Exceptions and Dual Enrollments
<p>Ashley Jarvis Deputy Director for Business Operations (850) 644-3501 a.jarvis@fsu.edu</p> <ul style="list-style-type: none"> · Waiver Coordinator Contact · Waiver Management, Reconciliation and Training · Fellowships and Need-Based Scholarships · Health Insurance Subsidy · Dissertation Research Grant · McKnight Doctoral Fellowship · Wilson-Auzenne Assistantships for Minorities · Graduate Faculty Mentor Awards · Graduate Dean's Scholarship · Graduate Student Funding Information 	<p>David Martin Office Assistant (850) 644-3501 dpmartin2@fsu.edu</p> <ul style="list-style-type: none"> · Reception Duties · Email Correspondence · Graduate Enrollment Management Committee
<p>Laura Minor Manuscript Clearance Advisor (850) 644-0045 clearance@fsu.edu</p> <ul style="list-style-type: none"> · Manuscript and Final Clearance Advisement · Guidelines and Requirements for ETDs · The Graduate School Student Handbook · Graduate School Newsletter, <i>GradConnection</i> 	<p>Maryellen Shannon Academic Program Specialist and Assistant Clearance Advisor (850) 644-3501 m.shannon@fsu.edu</p> <ul style="list-style-type: none"> · Manuscript and Final Clearance Advisement · Guidelines and Requirements for ETDs
<p>Laura Jackiel Academic Program Specialist (850) 645-8688</p> <ul style="list-style-type: none"> · IT Support Manager · Graduate School IT Systems · Graduate Student Tracking Access 	<p>Katrina Williams Events Coordinator (850) 645-0850 knwilliams@fsu.edu</p> <ul style="list-style-type: none"> · New Graduate Student Orientation · Professional Development Workshop Series

<p>Dr. Keith Mitchell Assistant Director, Office of Graduate Fellowships and Awards (850) 644-2947 kmccall2@fsu.edu</p> <ul style="list-style-type: none"> · Office of Graduate Fellowships and Awards · Fellowship Advisor for external awards including but not limited to: NSF GRFP, PEO International, Fulbright Scholars Program, Critical Language Scholarship, and the Woodrow Wilson Foundation Fellowship · Assists graduate students with identification of funding opportunities and application submission 	<p>Caity Bente Assistant Director for Program for Instructional Excellence (PIE) and Fellows Society cnkelly@fsu.edu</p> <ul style="list-style-type: none"> · Fellows Society · Program for Instructional Excellence (PIE) · Assists in the development of content for PIE Orientation · Assists in the planning and delivering of PIE workshops
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<i>Graduate School Admissions & Enrollment Team</i>	
<p>Jermaine Williams Assistant Director, Graduate Admissions (850) 644-3501 jawilliams@fsu.edu</p> <ul style="list-style-type: none"> · Graduate Admissions Application Process · Non-Degree Transient Application Process · Admissions Delinquent Holds 	<p>Adam Gregory Graduate Admissions Officer (850) 644-3501 apgregory@fsu.edu</p> <ul style="list-style-type: none"> · Graduate Admissions Application Process · Non-Degree Transient Application Process · Admissions Delinquent Holds
<p>Sherita Taylor Enrollment Management Specialist (850) 644-3501 sltaylor@fsu.edu</p> <ul style="list-style-type: none"> · Application Updates · Processing Mail 	<p>Summer Toomey Assistant Director, Graduate School Enrollment (850) 644-3501 stoomey@fsu.edu</p> <ul style="list-style-type: none"> · Graduate recruitment strategy · Business processes related to recruitment, admissions, and enrollment · Central online marketing and recruitment
<p>Srivalli Dorasetty Application Developer Designer (850) 644-3501 sdorasetty@fsu.edu</p> <ul style="list-style-type: none"> · Graduate Recruitment Strategies · Application Configuration and Maintenance · Liaison to Graduate Programs · Slate 	<p>Maia Rogers Application Management Coordinator (850) 644-3501 maia.rogers@fsu.edu</p> <ul style="list-style-type: none"> · Graduate Recruitment Strategies · Application Configuration and Maintenance · Liaison to Graduate Programs · Slate
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Access to The Graduate School's Faculty/Staff Website

For security purposes, The Graduate School's Faculty/Staff website is protected behind CAS authentication and is only available to **graduate faculty and staff**. This website is not available to graduate students. Users will be required to login with their FSU ID/Password. If you need access to the site, please email James Beck (jpbeck@fsu.edu) for the unlisted web URL.

Information on this website includes, but is not limited to:

- Upcoming Graduate School deadlines and reminders
- Degree development processes
- Faculty/staff forms
- Fellowship and tuition waiver information
- Offer letter templates
- Graduate program director handbook/workshop materials
- Slate documents
- TA certification information
- Continuous enrollment policy reminders
- Dismissal procedures; and
- Various links to external databases like the Graduate Faculty Status Database, Graduate Policy Database, and GEMC site.

Important Dates for Graduate Program Directors

The Graduate School maintains an up-to-date calendar of events that be found by [clicking here](#).

This calendar includes, but is not limited to:

- ETD workshops
- Professional development workshop series
- Office of Graduate Fellowships and Award information
- Manuscript clearance deadlines for thesis, treatise and dissertation graduate students; and
- Meeting dates and times.

FSU Libraries

Guide for Graduate Students

Florida State University Libraries have much to offer graduate students in both resources and services. A member of the prestigious Association of Research Libraries, the University Libraries are ranked among the foremost academic research libraries in the nation.

The Robert Manning Strozier Library, the main library on campus, primarily serves the humanities and social sciences programs, while the Paul A.M. Dirac Science Library houses materials in the sciences. Special Collections and Archives houses collections of original manuscripts, rare books, photographs, maps, memorabilia, and university archives. Other specialized libraries on the main campus are located in the Colleges of Law, Medicine, Engineering, Communication and Information, and Music.

Resources

The Libraries' resources support teaching, learning, and research across the curriculum. Many resources are available electronically and can be accessed from any location. Florida State University's membership in the Center for Research Libraries provides access to many rare and specialized materials. Interlibrary Loan and UBorrow services provide access to materials from other libraries.

Services

The Libraries offer graduate students an array of services designed to support their research, teaching, and professional development needs. These services include, but are not limited to:

- Consultations with experts on:
 - Research resources
 - Citation management tools
 - Statistics and data
 - Data management and public access grant requirements
 - Digital projects
 - Open access publishing, copyright, and fair use
 - Research impact analysis (impact factor, H-index, altmetrics) and professional digital profiles
- Workshops on effective use of library resources
- Library research instruction for classes including help designing research assignments and customized research guides
- Library materials delivery service for Graduate, Research, and Teaching Assistants
- Course reserves – articles can be put on electronic reserve and physical materials at one of the libraries
- Multimedia production equipment and software
- Computer lab for graduate students with SPSS, Stata, SAS, NVivo, Maple, MATLAB, and other software
- Group study rooms and conference rooms
- Robert Bradley Reading Room, a quiet study area accessible only to graduate students and faculty
- Individual study rooms
- Adaptive equipment and software for persons with disabilities

Detailed information about the University Libraries' resources, services, facilities, and staff is available at the Libraries' web site: <http://www.lib.fsu.edu>.

FSU Center for Global Engagement (CGE)

The Center for Global Engagement (CGE) facilitates international diversity and fosters global understanding and awareness within the FSU community.

The Center is committed to enhancing FSU's internationalization initiatives through:

- Immigration Services for Students, Faculty, Post-Docs, and Staff
- Cooperative and Bilateral Exchange Agreements and Programs
- Special Academic Programs and other collaborative efforts with academic and administrative departments
- Intercultural Programs
- Global Partners Certificate
- Global Citizenship Certificate

Prospective and New International Students

To assist prospective and new international students, the CGE's Student Services Coordinator provides immigration and pre-arrival information, and also facilitates communication between international students, the Office of Admissions, and academic departments. After admission, international students must complete an online Certification of Financial Responsibility (CFR) to show available funding for their studies. Academic departments report funding decisions about international students on a Department Funding Form.

If a student has been fully admitted and has adequate funding, the Student Services Coordinator issues a U.S. government document (Form I-20) that the student uses to apply for an F-1 student visa, or a DS-2019 Form to apply for a J-1 visa. Students who receive U.S. or home government funding to support their studies typically come to the

U.S. using a J-1 visa classification. Students who receive Fulbright grants, grants through the Organization of American States, USAID, and similar grants and scholarships will also use the J-1 visa. Faculty considering hosting an international student as an intern should contact the CGE Exchange Visitor Advisor.

All new international students are required to complete an online orientation session (OIS), check in at the CGE with their immigration documents, and attend the CGE's new student orientation before they are allowed to register for classes.

Continuing International Students

For FSU's current international students, CGE advisors provide one-on-one immigration advising and support to help students maintain their immigration status, to ensure compliance with federal regulations, and to help international students avail of the benefits of their visa status. They also provide information on campus resources, cultural adjustment, finances, transportation, and housing.

International Faculty, Post-Docs, and Staff

CGE also provides assistance with FSU's international faculty and staff. Services provided include: processing temporary professional worker (H1B, TN, O-1) petitions to U.S. Citizenship and Immigration Services, advising departments about obtaining permanent resident status for eligible non-immigrant employees, and assistance with other employment-related matters.

Short-term, temporary researchers and professors (either paid or unpaid) usually come to FSU through the J-1 Exchange Visitor Program. A CGE advisor assists all scholars visiting in the J-1 status, including Fulbright scholars. Departments inviting non-employed visiting international scholars should refer to the university's policy and procedures for inviting visiting scholars/researchers.

Exchange Students

FSU maintains exchange agreements with a large number of universities abroad, enabling international exchange students to study at FSU and allowing FSU students to study abroad at our partner institutions. Students pay tuition and fees to their home institution. More information regarding initiating exchange agreements with universities abroad is available on the Global FSU website.

Special Academic Programs

CGE also works with academic departments at FSU to develop and administer Special Academic Programs, which are modified BS + MS programs. These Special Academic Programs enable highly qualified international students to attend regular classes at FSU for their two final semesters and graduate from their home institutions. Students who complete the Special Academic Program are encouraged to continue their studies at FSU by applying for Graduate admissions. FSU currently has programs in Chemical and Biomedical Engineering, Civil and Environmental Engineering, Electrical and Computer Engineering, Industrial and Manufacturing Engineering, Finance, Marketing, Mechanical Engineering, and Public Administration with 28 partners.

Intercultural Programs

CGE offers various intercultural programs that help foster global understanding and awareness in the university community. Some programs are designed specifically for international students, such as English Conversation Club, and the Global Ambassadors Program. Others are opportunities for faculty, staff and domestic students to participate in events and workshops and be culturally engaged. Some of our more popular programs are International Coffee Hour, Global Café, Engage your World (a monthly forum on global issues), the International Bazaar, and International Education Week – a week-long celebration of international education.

Global Citizenship Certificate

The Global Citizenship Certificate offered by the Center for Global Engagement is designed to help undergraduate students maximize the rich cultural learning experiences available to them on campus, in the community, and abroad. Students who enroll in the Certificate take two required and two elective academic courses and participate in international and/or intercultural experiences and events on campus. Such active learning and reflection, together with meaningful interaction and dialogue, help provide the invaluable cross-cultural skills and competencies needed to be a global-ready graduate.

Global Partners Certificate Program and Training

CGE provides intercultural training for faculty, staff and graduate students through the Global Partners Certificate Program designed to help participants gain skills and cultural knowledge to interact more successfully with people from diverse cultures. Training sessions designed to meet the needs of specific groups are also available.

Information on our exciting array of programs is available on the [CGE website](#).

Graduate Enrollment Resources and Admission Tips

- Create admission review procedures
 - Set admission criteria
 - Know university-wide minimum standards
 - Set deadlines
 - Update and maintain information on website, handbook, documents, etc.
- Acknowledge applicants
 - Stay in contact
- Be consistent with admission decisions
 - Make timely decisions
 - Use the letter of offer template provided by The Graduate School and found on The Graduate School's Faculty/Staff Website

Need extra assistance? Utilize the Graduate Enrollment Team. For a link to request services, please [click here](#).

Guide to MYFSU BI

The "Accessing and Using OMNI Business Intelligence" is a document including the "Canned" dashboards and reports. Please [click here](#) to view the page with instructions and tutorials on getting access to and using OMNI Business Intelligence. The document can be found under the "Tuition Waiver Info/Docs" webpage.

Academic Common Market (ACM)

The Academic Common Market (ACM) is an interstate agreement among southern states for sharing academic programs. Participating states approve their residents who qualify for admission to enroll in specific graduate programs in other states on an in-state tuition basis. Arrangements traditionally are limited to unusual programs or programs not offered within the state of residence. To enroll as an ACM student, an applicant must obtain certification from the State Coordinator in the student's home state. Students must be admitted to the appropriate degree program by the Office of Admissions, and the letter of certification must be received in the Office of Admissions before the first day of classes for the effective term.

Information on the state's authorization of programs or the identity of the coordinator for a particular state may be found at <http://home.sreb.org/acm/choosestate.aspx>. For information on the programs in which FSU participates, contact the Academic Common Market Coordinator, 115 Westcott, (850) 644-7497.

Tuition Waiver Policy

Matriculation and out-of-state waivers are for graduate assistants with the following appointment codes M9182, M9183, M9184, N9185, W9185, Z9185, and fellowship holders only. **NO** other appointments are eligible.

Summer

In order to be eligible for waivers, the assistantship needs to be at least .25 FTE Appointments should start no later than the first day of classes and continue through the last day of finals.

For additional information regarding summer appointments, please [click here](#). Under the "Tuition Waiver Info/Docs" webpage.

Fall and Spring

In order to be eligible for waivers, the assistantship needs to be:

- Appointment = .25 FTE
- Term Length (Approx.) = 15 weeks

Appointments should start no later than the first day of classes and continue through the last day of finals. Shorter appointments, even if a larger FTE, are not eligible.

Only students with regular graduate student status are eligible for graduate assistantships.

Health Insurance Requirement and Subsidy

Health Insurance Requirement

New full-time students with at least nine graduate hours and all international students entering Florida State University must show proof of health insurance.

Health Insurance Subsidy for Graduate Assistants and Fellows

Select graduate assistants and fellows will be provided a health insurance subsidy/benefit towards the purchase of the university-sponsored health insurance plan. The subsidy/benefit will be given by semester (fall; spring/summer).

[Click here](#) for more information on the health insurance subsidy.

Graduate Assistant Appointment Information/ Waiver Management

Teaching and research are an integral part of the requirement of obtaining a graduate degree at Florida State University. **Because of this, the primary relationship with graduate assistants receiving a stipend is still one of being a student.**

All graduate assistants must meet the minimum qualifications as defined in the University-Wide Standards for Graduate Teaching Assistants. To monitor compliance with university policies and Fair Labor Standards Act (FLSA) requirements, it is imperative that the proper appointment classifications be used. The Graduate School and the Human Resources Office will verify the requirements for each classification and are the offices to contact if there are any questions.

M9182 Graduate Research Assistant-Stipend

This Graduate Research Assistant shall be classified as a degree-seeking graduate student who performs research activities or assignments that are related to the student's academic program. The appointee must be admitted to and meet the requirements of The Graduate School, be fully admitted to a graduate degree program, and be under the supervision of an appropriate graduate faculty member.

Selected Example

A student doing research in a lab or a library.

M9183 Graduate Teaching Associate-Stipend

Effective August 2022, units/departments may use the job code Graduate Teaching Associate (M9183). A Graduate Teaching Associate assists in the teaching function of a graduate-level course or co-listed course (4000/5000; 4000/6000), but is not the Instructor of record (IOR), Primary Instructor (PI) or Co-Primary Instructor (Co-PI) and does not have primary responsibility for teaching. The appointee must be fully admitted to and meet the requirements of the University, be fully admitted to a graduate degree program, and be under the supervision of a faculty member.

Selected Examples

Examples include but are not limited to, tutors, recitation leaders, laboratory supervisors, assistants to faculty instructions, or comparable roles for graduate-level or co-listed courses. Limited grading and instruction of graduate students are permitted as long as the supervising faculty member retains final authority over grades and provides supervision on instructional content.

M9184 Graduate Teaching Assistant-Stipend

This Graduate Teaching Assistant shall be classified as a degree-seeking graduate student who has earned a minimum of 18 graduate credit hours and performs primary teaching assignments that are related to that student's academic program. The appointee must be admitted to and meet the requirements of The Graduate School, be fully admitted to a graduate degree program, and be under the supervision of an appropriate graduate faculty member.

Selected Example

A graduate student having full instructional responsibilities in an undergraduate-level course as IOR.

N9185 Graduate Assistant (Time Sheet Required)

A non-degree related employment by a graduate assistant would constitute an employer-employee status with Florida State University and would require compensation based on actual time worked as assigned. Waivers are granted under this code. A time sheet is required. The student is compensated on actual hours worked. Minimum hourly pay, FTE, and Term Length are still required under university waiver policy guidelines.

W9185 Graduate Assistant in Teaching-Stipend

This Graduate Assistant shall be classified as a degree-seeking graduate student who assists in the instructional process and who has direct contact with a student or a group of students. The graduate assistant may be directly involved in a tutorial or group instructional environment and may grade papers and analyze work products as part of their overall assignment. The appointee must be fully admitted to and meet the requirements of The Graduate School, be fully admitted to a graduate degree program, and be under the supervision of a graduate faculty member.

Selected Example

Tutors, recitation leaders, laboratory supervisors, assistants to faculty instructors; when assigned to a standalone undergraduate course, duties may include grading of undergraduate-level work.

Z9185 Graduate Assistant in Professional-Stipend

This Graduate Assistant shall be classified as a degree-seeking graduate student who does one of the following: assists in a degree-related professional or academic function under the supervision of a graduate faculty member, or performs degree-related professional or administrative services that supports research or instructional activities. The appointee must meet the requirements of The Graduate School and be fully admitted to a graduate or professional degree program.

Selected Example

A theatre design major assisting in set design, costume, or a counseling major assisting in a psychology clinic or in a residence hall. This category does not include clerical assistance nor non-degree-related employment.

Waiver Contact Information

The Graduate School	http://gradschool.fsu.edu
Brian Barton Phone: 644-3501 Fax: 644-2969 Email: bbarton@fsu.edu	Waiver Policies, Procedures and Reconciliation; C&G, Local and Auxiliary Account Questions; Health Insurance Subsidy, Need-Based Aid, Training, Fiscal Planning
Ashley Jarvis Phone: 644-3501 Fax: 644-2969 Email: a.jarvis@fsu.edu	Waiver Adjustments and Reconciliation, waiver training, All Fellowships, Health Insurance Subsidy, Dissertation Research Grants
Registrar's Office	http://www.admissions.fsu.edu
Kim Barber Phone: 645-9861 Fax: 644-1597 Email: kabarber@fsu.edu	Residency Status and Procedures, Academic Common Market,
Office of Financial Aid	www.finaid.fsu.edu
Billy Auguste Phone: 644-1914 Fax: 644-6404 Email: bauguste@admin.fsu.edu	Financial Aid Status
Controller's Office	http://controller.vpfa.fsu.edu
Mike Ballow Phone: 644-9464 Fax: 644-1822 Email: mballow@admin.fsu.edu	Income Tax Information for Graduate Students
The Center for Global Engagement	http://cge.fsu.edu
Kristen Hagen Phone: 644-9563 Fax: 645-2112 Email: khagen@fsu.edu	International Student Issues and Status

Office of Research	www.research.fsu.edu
Sponsored Research Services Sponsored Research Accounting Research Foundation Phone: 644-5260 Fax: 644-1464	Contract and Grant Information

University Sponsored Fellowships and Awards

The Graduate School

Fellows Society Adelaide Wilson Dissertation Fellowship

Background: Offered by The Graduate School to foster interdisciplinary engagement by involving highly sought after fellows in The Graduate School's Fellows Society.

Eligibility: For any PhD student that is currently an active member of the Fellows Society.

Award and Duration: The Graduate School will provide a fellowship award and tuition waiver for twelve hours (in- state and out-of-state, if necessary) for one year.

Requirements: Recipients of this fellowship will be expected to participate actively in The Fellows Society and serve on the Fellows Advisory Board. Board members will be expected to assume leadership roles in planning and implementing the annual Interdisciplinary Forum and New Fellows Orientation, serve as mentors to new fellows, and provide advice on other Fellows Society programming.

Application Information: Application instructions are available each fall semester via the Graduate Faculty/Staff Website and The Graduate School website, <http://gradschool.fsu.edu/Funding-Awards>.

Deadline: Deadline information can be found on the [Funding and Awards section](#) of the Graduate School's website. The university contact for this award is Brian Barton (bbarton@fsu.edu) or Ashley Jarvis (a.jarvis@fsu.edu) in The Graduate School.

International Dissertation Semester Research Fellowship

Background: Offered by The Graduate School to facilitate research and timely completion of the doctoral degree that requires extended research time abroad.

Eligibility: Advanced doctoral students.

Award and Duration: The Graduate School will provide a fellowship award and tuition waiver for three hours (in- state and out-of-state, if necessary) for up to two semesters.

Requirements: Recipients must enroll for a minimum of three dissertation hours during the research semester and must conduct research abroad for the duration of the fellowship. The recipient is required to provide a research report following each semester of the award and a progress report from the major professor is also required.

Application Information: Application instructions are available each fall semester via the Graduate Faculty/Staff Website and The Graduate School website, <http://gradschool.fsu.edu/Funding-Awards>.

Deadline: Deadline information can be found on the [Funding and Awards section](#) of the Graduate School's website. The university contact for this award is Ashley Jarvis (a.jarvis@fsu.edu) in The Graduate School or by phone to 850-644-3501.

Graduate School Legacy Fellowship

Background: The Legacy Fellowship has been designed to provide support for incoming Doctoral and qualifying MFA students for the majority of their time at FSU through degree completion. It provides a \$50,000 Fellowship supplement for Doctoral students and \$30,000 for qualifying MFA students over the course of the award period to a department provided .5 FTE assistantship. To fund this program we reallocated funds that were designated for the Presidential, University, and College Teaching Fellowships.

Eligibility: For any newly-admitted FSU Doctoral or MFA student. If an applicant is accepted in a major that requires a master's degree prior to entrance to a doctoral program, the student must complete the master's degree prior to applying to this fellowship.

Award and Duration: 9 months (no summer funding), guaranteed for up to five consecutive academic years for doctoral students and for up to three consecutive academic years for eligible MFA students. No reapplication necessary, but the student must remain in good academic standing (3.3 GPA per semester), remain in good employment standing in 0.5 FTE assistantship, and register for a minimum of 9 credit hours per semester. Fellows must participate in the Fellows Society each year, and are expected to interact across disciplines whenever given the opportunity.

Application Information: Application instructions are available each fall semester via the Graduate Faculty/Staff Website and The Graduate School website, <http://gradschool.fsu.edu/Funding-Awards>.

Deadline: Deadline information can be found on the [Funding and Awards section](#) of the Graduate School's website. The university contact for this award is Brian Barton (bbarton@fsu.edu) or Ashley Jarvis (a.jarvis@fsu.edu) in The Graduate School.

FAMU Feeder Fellowship

Background: The Graduate School has partnered with the Graduate Feeders Scholars program at Florida A&M University to provide under-represented students the opportunity to pursue graduate degrees.

Eligibility: For any newly-admitted FSU Doctoral or Master's student. If an applicant is accepted in a major that requires a master's degree prior to entrance to a doctoral program, the student must complete the master's degree prior to applying to this fellowship.

Award and Duration: Guaranteed for up to four consecutive academic years for doctoral students and for up to two consecutive academic years for eligible master's students. No reapplication necessary, but the student must remain in good academic standing (3.0 GPA per semester), be eligible for Federal Need-based aid, and register for a minimum of 9 credit hours per semester.

Application Information: Application instructions are available each fall semester via the Graduate Faculty/Staff Website and The Graduate School website, <http://gradschool.fsu.edu/Funding-Awards>.

Deadline: Deadline information can be found on the [Funding and Awards section](#) of the Graduate School's website. The university contact pre-award for this assistantship is Dr. Adrienne Stephenson in The Graduate School at apstephenson@fsu.edu or by phone to 850-644-8132. The post-award contact is Ashley Jarvis at a.jarvis@fsu.edu or 850-644-3501.

McNair Scholars Fellowship

Background: The McNair Scholars program is a federally-funded program that prepares first generation or underrepresented undergraduate students for doctoral studies. The Graduate School is offering a multi-year fellowship to attract highly-qualified students who meet the criteria below in an effort to increase diversity at Florida State University and to increase the number of graduate degrees awarded to these underrepresented populations.

Eligibility: For any newly-admitted domestic FSU Doctoral or MFA student who completed (or will complete in Spring 2017) the McNair Scholars program at a federally-recognized institution. Please see the list of eligible MFA major codes and names below. If an applicant is accepted in a major that requires a master's degree prior to entrance to a doctoral program, the student must complete the master's degree prior to applying to this fellowship.

Award and Duration: Guaranteed for up to five consecutive academic years for doctoral students and for up to three consecutive academic years for eligible MFA students. No reapplication necessary, but the student must remain in good academic standing (3.0 GPA per semester), be eligible for Federal Need-based aid, and register for a minimum of 9 credit hours per semester.

Application Information: Application instructions are available each fall semester via the Graduate Faculty/Staff Website and The Graduate School website, <http://gradschool.fsu.edu/Funding-Awards>.

Deadline: Deadline information can be found on the [Funding and Awards section](#) of the Graduate School's website. The university contact for this award is Brian Barton (bbarton@fsu.edu) or Ashley Jarvis (a.jarvis@fsu.edu) in The Graduate School.

Under the Auspices of The Graduate School

Florida Gubernatorial Fellowship Program

The Florida Gubernatorial Fellows Program accepts applications for the following academic year in early March. The Program provides leadership training to outstanding Florida graduate and undergraduate students interested in public service. Preference will be given to graduate students. By immersing students in key areas of government, including the Executive Office of the Governor and the Governor's agencies, students will receive first-hand, on-the-job training as well as valuable high-level experience and insight on government and how it works. Please review the information provided in the link:

<http://www.floridafellows.com>. The university contact for this assistantship is Ashley Jarvis (a.jarvis@fsu.edu) in The Graduate School or by phone to 850-644-3501.

McKnight Doctoral Fellowships

The McKnight Doctoral Fellowship is designed to increase the number of African American and Hispanic graduate students pursuing PhD degrees and joining the faculty ranks at colleges and universities in the State of Florida. The MDF provides up to five years of support that includes a stipend of \$12,000, tuition waivers, student fees and other support for four years with the fifth year of support provided by the student's academic program. This is a state-wide program administered through the Florida Education Fund (FEF). Applications are available on the FEF website: <http://www.fefonline.org/mdf.html>.

Annual Deadline: January 15th. For more information, please contact: Florida Education Fund, 201 E. Kennedy Blvd., Suite 1525, Tampa, FL 33602, (813) 272-2772. The university contact for this fellowship is Dr. Adrienne Stephenson in The Graduate School at apstephenson@fsu.edu or by phone to 850-644-0850.

Leslie N. Wilson-Delores Auzenne Assistantship for Minorities

The Leslie Wilson-Delores Auzenne Assistantship for Minorities is an academic year assistantship given to new or currently enrolled minority graduate students pursuing a graduate degree program full-time (enrolled a minimum of nine (9) hours per semester). Nomination for this assistantship is required and is through the department or college, but the competition for these awards is university-wide. The award provides a minimum of \$5,000 per academic year for a quarter-time assistantship plus tuition waivers. Application instructions are available each November via the Graduate Faculty/Staff Website and The Graduate School web site, <http://gradschool.fsu.edu/Funding-Awards> and information distributed to campus academic departments. The university contact for this assistantship is Ashley Jarvis (a.jarvis@fsu.edu) in The Graduate School or by phone to 850-644-3501.

Deadline: Deadline information can be found on the Funding and Awards section of the Graduate School's website.

Henderson Family Graduate Fellowship for Florida Teachers

The Henderson Family Graduate Fellowship for Florida Teachers is a fellowship created to support Florida public school teachers who are pursuing a Master's or Specialist degree. This award is only offered when funding is available. This award provides for tuition and fees for up to two (2) semesters in an academic year. The criteria for this award are very specific. When funding is available, the announcement and criteria are published to The Graduate School website at <http://gradschool.fsu.edu/Funding-Awards> and information distributed to campus academic departments. The university contact for this assistantship is Ashley Jarvis (a.jarvis@fsu.edu) in The Graduate School or by phone to 850-644-3501.

Deadline: Deadline information can be found on the Funding and Awards section of the Graduate School's website.

External Fellowships and Awards

The Office of Graduate Fellowships and Awards (OGFA) assists FSU's graduate students with articulating their interests and ambitions in support of identifying and successfully competing for external fellowships and awards. External funders include various agencies, foundations, governmental affiliates, and nonprofit organizations. Some example funding sources are the National Science Foundation, Ford Foundation,

American Association of University Women, National Institutes of Health, Fulbright, Social Science Research Council, and many others. OGFA services include: introduction to fellowships and awards, individual assistance with the application process, workshops and info sessions. For more information, please contact ogfa-info@fsu.edu or visit the website at: <http://ogfa.fsu.edu>.

Services and Resources

- Workshops
 - Field- and department-specific workshops provide attendees with resources to identify and apply for funding in their field.
 - Writing workshops provide specific and intensive guidance for development of application materials.
 - Fellowship-specific workshops provide detailed information and tips for certain awards.
- Presentations to students, faculty, and staff at orientations, meetings, seminars, and other events
- One-on-one fellowship advising
 - Advice on the application process including how to conduct a funding search
 - Guidance on relevant campus policies and procedures related to fellowships and awards
 - Assistance with applications, including proposal revision
- Online Resources
 - OGFA website, Facebook, and Twitter pages
 - Newsletter
 - Monthly upcoming deadlines announcement
 - Announcements, reminders, and tips about the application process
- Student Success Stories
 - Publish and highlight student success stories in multiple formats for multiple platforms
 - Maintain database of award winners
 - Highlight and publicize news about FSU graduate student award recipients winners

The Office of Graduate Fellowships and Awards and the Office of National Fellowships serve as campus Program Advisers to graduate and undergraduate students applying for the Department of State's Fulbright Awards and Grants.

Fulbright Awards/Grants

The Fulbright U.S. Student Program offers research, study and teaching opportunities in over 140 countries to recent graduates and graduate students. Annually 1,100 students receive Fulbright grants to conduct research and study overseas. Any student who will earn a bachelor's degree prior to the start of the Fulbright experience, and who has not yet earned a PhD is eligible to apply. For more information, please contact the Office of Graduate Fellowships and Awards at ogfa-info@fsu.edu or 850-644-0850 or the Office of National Fellowships at <http://onf.fsu.edu> or at (850) 644-7596.

State Sponsored Fellowships and Awards

Latin American/Caribbean Scholarships (LACS)

Pursuant to Florida Statute 1009.21, graduate students who are citizens from Latin America and the Caribbean (including Puerto Rico and the U.S. Virgin Islands) who have been awarded a non-duty scholarship of a minimum of \$500 per academic year (Fall and Spring semesters) from the federal government or the State government may be eligible to be designated as Latin American - Caribbean Scholarship recipients.

A Latin American - Caribbean Scholarship recipient will be classified as a Florida resident for tuition purposes only. LAC Scholarship recipients must be awarded an additional \$500 scholarship in order to retain Florida resident status for the summer terms.

Citizens from the following countries are eligible: Anguilla, Antigua & Barbuda, Argentina, Aruba, Bahamas, Barbados, Belize, Bolivia, Brazil, Cayman, Islands, Chile, Colombia, Costa Rica, Cuba, Curacao, Dominica, Dominican Republic, Ecuador, El Salvador, Falkland Islands, French Guiana, Grenada, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Jamaica, Martinique, Mexico, Montserrat, Netherlands Antilles, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, St. Kitts and Nevis, St. Lucia, St. Martin, St. Vincent and the Grenadines, Suriname, Trinidad & Tobago, Turks & Caicos Islands, Uruguay, Venezuela, U.K. Virgin Islands, U.S. Virgin Islands.

LAC Scholarship recipients must be registered graduate students in good academic standing at Florida State University or a prospective graduate student who has been admitted to the University. Each awarding unit may set additional criteria for new and renewal scholarships. Full time enrollment status (12 hours for purposes of the LAC Scholarship) must be maintained. Under-enrollment must meet immigration requirements and must be approved by the academic dean and the FSU Office of the Registrar.

Note: Graduate or research assistantships do not fulfill the definition of scholarship. Recipients who change majors or graduate and begin a second degree program must reapply for the LAC scholarship. Students who, for any reason, lose their LAC scholarship status will revert to out-of-state tuition classification. If a LAC recipient withdraws from the University, the scholarship is cancelled.

****All questions regarding the LACS should be directed to the student's Department/Unit or Academic Dean's Office.**

Full-Time Enrollment for the Purposes of the LAC Scholarship

The University must follow state statutes and federal regulations regarding state and federal funding eligibility, therefore the University defines full-time enrollment for the purposes of the LAC Scholarship to be the following:

- 12 hours for the fall and spring terms
- 12 hours if enrolled in only session A for the summer term
- 6 hours if enrolled in only session B for the summer term
- 6 hours if enrolled in only session C for the summer term
- 6 hours if enrolled in only session D for the summer term
- 6 hours if enrolled in only session F for the summer term
- 6 hours if enrolled in a combination of the above sessions for the summer term

[Click here](#) for the new Latin American Caribbean Eligibility/Payment Form- * Departmental Use Only!*

Florida's International Linkage Institute Programs

Recognizing the need to prepare its students and citizens for participation in the expanding international marketplace, the Florida Legislature created the International Linkage Institute Program in 1986. The goal of the Institutes is to assist in the development and promotion of commercial, educational, and social

exchanges between Florida and foreign countries determined to be of strategic importance to the state. Over the last several years, the value of the Institute program to the state has become more readily apparent.

Since international trade and investment has become Florida's leading source of revenue, Florida must build long- term educational and cultural ties to our strategic trading partners throughout the world in order to provide high quality jobs and incomes for its residents into the 21st century.

The Linkage Institutes are each jointly administered by one or more state universities in partnership with a state community college, and are linked to counterpart organizations of higher education in selected foreign countries.

The Linkage Institutes have developed innovative programs to bring Florida business leaders into direct contact with educators who have expertise and close working relationships in targeted countries. Equally important networks are formed when students from overseas return to their home countries, often to assume important professional and business positions, and take with them the friendships they cultivated in Florida. This type of personal connection to the world outside of Florida translates into immediate and long-term benefits to the state.

The state of Florida permits each Institute to award up to 1,050 student credit hours, per academic year, to partner country students through the Non-Resident Tuition Exemption Program. Students in the program must be enrolled in one of Florida's state universities or community colleges and meet certain established academic and state-legislated criteria in order to qualify. These awards allow the foreign country students to study at in-state tuition rates.

Florida's Linkage Institutes	
Florida—Brazil Institute University of Florida (352) 392-0375 Miami-Dade Community College (395) 237-7443 http://www.floridabrazil.org	Florida—France Institute University of South Florida (813) 974-5528 Florida State University (850) 644-7622 Miami-Dade Community College: TBA http://global.usf.edu/florida_france/index.htm
Florida—Canada Institute University of Central Florida (407) 823-3647 Palm Beach Community College (407) 439-8009	Florida—Israel Institute Florida Atlantic University (954) 201-7707 Broward Community College (954) 201-7707 http://www.floridaisrael.org/v2
Florida—Caribbean Institute Florida International University (305) 348-2894 Daytona Beach Community College (904) 254-3091 http://casgroup.fiu.edu/lacc/pages.php?id=990	Florida—Japan Institute University of South Florida (813) 974-5528 University of West Florida (850) 474-3363 St. Petersburg Community College (727) 341-4732
Florida—China Institute University of South Florida (813) 974-6205 University of West Florida (850) 474-2479 Eastern Florida State College(407) 632-1111 http://uwf.edu/fcli	Florida—Mexico Institute Florida International University (305) 348-2894 Polk Community College (813) 297-1026 http://lacc.fiu.edu/academics/financial/fmi

Florida—Costa Rica Institute Florida State University (850) 644-7217 Valencia Community College (407) 582-5287	Florida—West Africa Institute University of North Florida (904) 620-2657 Florida A&M University (850) 599-3295 Florida State College at Jacksonville (904) 766-6783
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Florida-Costa Rica Linkage Institute

Executive Summary

The Florida-Costa Rica Linkage Institute, known as FLORICA, was created in 1986, authorized by the Florida Legislature in 1987, and formalized by an agreement signed by the State University System of Florida, the Florida Community College System and the Council of Rectors of Costa Rican Universities (CONARE). Since its beginning, FLORICA has been administered for Costa Rica by CONARE and on behalf of the State of Florida by Florida State University and Valencia Community College, with co-directors appointed from each institution. FLORICA has strong credibility both in Florida and Costa Rica as a stimulus and a catalyst. The Institute has interfaced broadly in Costa Rica with public and private institutions and agencies including all the public universities. Costa Rican citizens who have applied and been accepted in a Florida public university or community college may apply for out-of-state tuition waivers through the Florida-Costa Rica Institute Non-Resident Tuition Exemption Program.

Florida-Costa Rica Institute Co-directors	
Florida State University Gisela R. Fisher, Co-Director, Florida-Costa Rica Linkage Institute Florida State University 282 Champions Way Fifth Floor, University Center A, Office Suite A5500 Tallahassee, FL 32306-2420 Phone: (850) 644-7217 Fax: (850) 644-8817 gfisher@fsu.edu	Valencia Community College Rocky Blesso, Co-Director Florida-Costa Rica Linkage Institute Valencia Community College PO Box 3028 Orlando, FL 32802 Phone: (407) 582-5287 hblesso@valencia.cc.fl.us

Florida-France Linkage Institute

Executive Summary

The Florida-France Linkage Institute was created by the Legislature of the State of Florida in 1989. Over the years, the scope of activities and outreach of the Institute have grown considerably; in Florida, in France, and in the departments of the French Caribbean. The Florida-France Linkage Institute is administered by Florida State University, the University of South Florida, and Miami-Dade Community College, as co-sponsors. The educational mission of each of these institutions lends an unusual and unique diversity to the joint co-sponsorship of the Florida- France Linkage Institute. It is supported on behalf of France by the office of the French Consulate-General in Miami.

The Florida-France Linkage Institute utilizes the resources of the State University System and the Community College System. The Institute also serves as a clearinghouse for inter-institutional and community networking to bring projects and activities to college and university campuses.

Income Tax Information: Reporting Your Scholarship/ Fellowship

U.S. Citizens and U.S. Tax Residents

- Fellowship amounts in excess of what you pay out-of-pocket for tuition, books, and required fees/supplies is considered taxable income by the IRS.
- You are responsible for making the computation and including it as income on your tax return.
- The fellowship will not be reported on a 1099 or W-2 form; however it may be reported on the 1098-T form.
- No taxes are withheld, so you may wish to make an estimated tax payment to the IRS using FORM 1040ES.

If you file Form 1040EZ

- Include the taxable amount of your scholarship or fellowship on line 1.
- Print "SCH" and any taxable amount not reported on a W-2 form in the space to the right of the words "W- 2 form(s)" on line 1.

If you file Form 1040A or Form 1040

- Include the taxable amount on line 7.
- Print "SCH" and any taxable amount not reported on a W-2 form in the space to the left of line 7 on Form 1040A or on the dotted line next to line 7 on Form 1040.

Foreign Persons Considered to be Non-Residents for Tax Purposes

- You should be referred to the Payroll Services prior to receiving your fellowship payment.
- The Payroll Services will check to determine whether you are a non-resident for tax purposes and whether there are any tax treaty benefits available to you.
- Your cash fellowship payment will be reported to the IRS and to you on a 1042-S form, which is distributed in February of the next calendar year.
- If you do not have a tax treaty benefit or if your fellowship payment exceeds the limits of your tax treaty benefit, then 14% tax will be withheld from your payment.
- You are responsible for filing a non-resident tax return (1040-NR or 1040-NR-EZ) the next year. You may claim a refund of excess taxes withheld on that return.
- The Center for Global Engagement hosts an annual tax workshop every March to provide information about U.S. tax laws and your responsibilities.

Call Mike Ballow at 644-9464 or email at mballow@fsu.edu for more information.

The Graduate Student Leadership Award

The FSU Graduate School is asking department chairs and faculty to facilitate graduate student applications for the annual Florida State University Graduate Student Leadership Award.

We want to recognize outstanding graduate student leaders who are making a positive difference in their scholarly/creative work, campus, and wider communities. Please encourage currently enrolled graduate students in your program who exhibit strong leadership skills to apply. The person selected for the prestigious Leadership Award and his/her program will be recognized at the "Celebration of Graduate Student Excellence," conducted each spring semester in April. All nominees will be recognized at the event. The Leadership Award recipient will also receive a \$1,000 award.

General Requirements for the Leadership Award

Each applicant must be an enrolled, FSU degree-seeking or professional graduate student in good academic standing and must provide the following to the FSU Graduate School:

- A personal essay that includes a rationale for receiving the Leadership Award
 - The essay needs to explicitly address the evaluation criteria noted in the Instruction Form. Maximum Length is 1 page, double-spaced, 12 pt. font, Calibri, with 1-inch margins.
- An up-to-date Curriculum Vitae or Resume
- A letter of recommendation supporting the student for the Leadership Award
 - Only 1 Letter of Recommendation should be provided by a faculty or staff member who can address the leadership skills and efforts of the student in light of the evaluation criteria. The letter can be co-written. It is strongly encouraged that the faculty or staff member sends the Letter of Recommendation to the student so that it can be uploaded into the online application portal via Qualtrics during the submission process. However, if the faculty or staff member does not feel comfortable doing this, the Letter of Recommendation can be sent via email directly to James Beck (see contact info below). Maximum length is 2 pages, double-spaced, 12 pt. font, Calibri, with 1-inch margins.

Deadlines

Completed applications for the 2022-2023 Graduate Student Leadership Award are due in January 2023. The Registration Link for this award will go live in December 2022 and will be posted on the Graduate School's [main website here](#).

If you have any additional questions, please contact James Beck at 644-3501 or jpbeck@fsu.edu.

Graduate Student Research and Creativity Award

The Graduate School and the Office of Research at Florida State University request nominations for the Graduate Student Research and Creativity Awards Program. This awards program is designed to recognize the superior scholarship of FSU graduate students.

Award

FSU graduate students will be recognized for their outstanding contributions to research and creative endeavors at the Celebration of Graduate Student Excellence held each spring. Awards of \$1,000 will be made to students in three disciplinary categories: natural and physical sciences including mathematics and engineering; social and behavioral sciences; and the humanities and arts.

Criteria

- Must be an FSU degree-seeking graduate or professional student in good academic standing;
- Must show evidence of outstanding scholarly/creative productivity as a graduate/professional student at FSU; if the effort is part of a team the nomination materials must clearly delineate the contributions of the applicant;
- Must show evidence of national visibility in research/creative activity (e.g., publications, presentations, juried exhibits or performances). This could also include evidence of recognition and honors in endeavors related to the research and/or creative activities.

Nomination/Application Process

Students interested in applying for this award should make their interest known to faculty who can write letters of nomination and support. Additionally, faculty are asked to identify and encourage students to prepare application materials that will be submitted online using the FSU Dropbox. Application materials for the Graduate Student Research and Creativity Award are as follows:

- A brief cover letter from the nominee that clearly states in which disciplinary category the nominee wishes to be considered (at the discretion of the reviewers, any question regarding the disciplinary category will be discussed and resolved by the reviewers, the Dean of the Graduate School and the faculty member who nominated the student);
- A letter of recommendation/nomination from a Florida State University faculty member (e.g., major advisor) or administrator that addresses the selection criteria above;
- No more than two (2) additional letters in support of the nomination from FSU faculty;
- A clear, complete and non-technical description (not more than three pages and written by the nominee) of the program of research or creative activities accomplished as a graduate/professional student at Florida State University;
- The nominee's vitae including grants, awards, publications, performances, exhibitions (e.g., dates, locations, page numbers, co-authorship, publication status). Indicate with an asterisk (or by some other means) those publications, exhibitions or presentations that were selected through a formal independent referee or competitive process;
- Letter of endorsement from the departmental chair or dean (see the Selection section below).
- All application materials should be scanned and saved as one PDF document. Preparation of the nomination materials is the responsibility of the nominee, but departments and colleges may (and are encouraged to) provide assistance. Arts and Humanities graduate students may also provide a portfolio of their work, if applicable. All materials, including letters of support, should be scanned as one document in order to submit them electronically.

Preparation and submission of the application materials is the responsibility of the nominee, but departments and colleges may (and are encouraged to) provide assistance. Arts and Humanities graduate students may also provide a portfolio of their work, if applicable.

Selection

The number of nominations each department or college (if no departmental subunits) may submit for the Graduate Student Research and Creativity Awards will be based upon its number of graduate students. Departments or colleges with under 100 graduate students may nominate one candidate; departments or colleges with 100 – 200 graduate students may nominate a maximum of two candidates; and departments or colleges with over 200 graduate students may nominate a maximum of three candidates. Letters of support and the endorsement letter (described in item #6 above) do not need to be placed in sealed envelopes, for the nominee will upload scanned copies with other required materials to the FSU Dropbox (instructions follow).

Discipline-specific committees (natural and physical sciences including mathematics and engineering; social and behavioral sciences; and the humanities and arts) of faculty and graduate students appointed by the Dean of the Graduate School and Vice President for Research will review and score the nominee materials. The Dean of the Graduate School will select the Research and Creativity Awards winners based on the final

scores submitted by the three award selection committees. Award notifications are sent out to all applicants in late March. Winners will be recognized at the spring Celebration of Graduate Student Excellence ceremony scheduled for April.

Submission of Materials

Nomination materials (with endorsement letters) are due in the FSU Dropbox each year no later than 5:00 PM on January 31st. If January 31st falls on a weekend, completed applications will be accepted the following Monday.

FSU Dropbox Directions

- Go to <https://dropbox.ucsf.edu>.
- Click "Login" and log-in with your FSUID and password.
- Click "Drop-off."
- Enter your information and the recipient information: James Beck, jbeck@ucsf.edu.
- Choose the file you would like to upload (e.g., letters of support).
- Click "Drop-off the File(s)."

Questions about the nomination process, materials preparation and submission should be directed to Dr. James Beck (jbeck@ucsf.edu).

Outstanding Teaching Assistant Award (OTAA)

This monetary award program is sponsored annually by The Graduate School, and is designed to recognize graduate student teaching assistants (TAs) for their distinguished contributions to student learning through excellence in instruction. More information regarding this award can be found on the [PIE Website here](#).

Award

Each spring FSU graduate student teaching assistants (TAs) are recognized for their contributions to the teaching community through the Outstanding Teaching Assistant Award (OTAA) program offered through the Program for Instructional Excellence (PIE). Awardees are recognized at the annual Celebration of Graduate Student Excellence.

Who Can Nominate

Department chairs, FSU faculty, FSU staff (who have worked closely with TAs), and FSU undergraduate students can nominate.

Documentation

Nominees must provide documentation of their teaching accomplishments by compiling materials into a teaching portfolio. The selection committee is interested in the distinctive contribution that each nominee has made toward helping students achieve their goals in their academic studies at FSU.

Selection Process

The teaching portfolios are reviewed by an interdisciplinary selection committee comprised of faculty and senior graduate student teaching assistants. Awards are selected by the Dean of The Graduate School based upon the recommendations of this committee.

Eligibility

- Must be an FSU degree-seeking graduate student hired as a teaching assistant (face-to-face or online) and in good academic standing
- Must verify that they have been a TA at FSU for a minimum of two completed semesters, one of which must be during the year of nomination (for example, for the 2016-17 award, must have been a TA for two semesters, one of which must have been during spring 2016, summer 2016, or fall 2016)
- Previous OTAA recipients and current PIE Teaching Associates are not eligible for an award

Criteria for Teaching Excellence

- Facilitates and inspires student learning
- Shows evidence of continued improvement of teaching practice
- Engages in professional growth and leadership
- Provides evidence of unique qualities that set them apart as a TA

Please contact Dr. Lisa Liseno at 645-7318 or lliseno@admin.fsu.edu for additional information.

PIE Teaching Associate Assistantship

During the spring semester applications are accepted for the next academic year for PIE Teaching Associate Assistantships. In April applications are reviewed and approximately fifteen graduate students are selected to serve as PIE Teaching Associates. These graduate students serve The Graduate School to improve teaching across campus by helping departments enhance their TA preparation programs. PIE Teaching Associates serve for one year (fall and spring semesters). Each PIE Associate earns a stipend of approximately \$2,199.60 for his/her work (Note: The stipend received for participating in this program does not reduce the amount received for a teaching assistantship unless you are an international student in which you cannot carry more than 20 hours). Successful candidates demonstrate a passion for teaching, a commitment to helping new graduate student TAs, and a willingness to work toward developing their own workshops. PIE Teaching Associates serve as mentors for other graduate student TAs in the department and assist PIE with university workshops, conferences, teaching awards, and other events.

Eligibility Requirements

A PIE Teaching Associate is an experienced graduate student teaching assistant (TA) nominated by his/her academic department and trained by the Program for Instructional Excellence (PIE).

A PIE Teaching Associate:

- Must be an FSU degree-seeking graduate student in good academic standing and progress toward degree;
- Must have prior teaching experience at FSU (at least two semesters is preferred);
- Must have a TA appointment at FSU for the academic year (fall and spring) that they are applying to serve as a PIE Associate;
- Must be able to commit for the academic year for approximately 5 hours a week during the semester, plus a three day training in mid-August, the PIE Teaching Conference in August, and the PIE Teaching Training the first Friday of the spring semester;
- Must have a recommendation from his/her department;

Please contact Dr. Lisa Liseno at 645-7318 or lliseno@admin.fsu.edu for additional information.

Prospective Students

Conditional Admission Option for International Graduate Students

It is possible to offer conditional admission to your program for international students who have taken the TOEFL but who have not met the university's minimum required score. The following procedures and criteria apply:

- The student must meet all university and program criteria for admission with the exception of the minimum required TOEFL score. The student must have attempted the TOEFL to be considered under these guidelines. If a program wants to admit such a student, the program must contact Melanie Booker in the Office of Admissions.
- The Office of Admissions will need the following information to proceed to the next step: the degree program, major, and the semester and year that the student will be admitted, on the condition that he/she attains the minimum required score on the TOEFL. The Office of Admissions will generate a version of the following letter and send it to the student. If the student does not attain the minimum score on the TOEFL by the indicated deadline then the offer will be voided and the program would need to update the decision. The offer will not include any stipulations about support. A program that chooses this option must admit the student in accordance with the terms stipulated in the letter generated by the Office of Admissions.
- The Graduate School does not intend to advertise this option as a university policy on our website because not all programs may want to adopt this procedure. However, each program should decide if this option is an appropriate course of action and act accordingly.

[Please click here](#) to view the International Graduate Student "Admission with Conditions" Letter Template.

International Graduate Student Admissions

Graduate applicants are urged to submit accurate and complete information as early as possible. Applications and supporting documents received after the University deadline will be processed for the next available term. Since departmental deadlines may differ from that of the University, applicants are encouraged to contact the departments directly for specific deadlines.

Well-qualified applicants may not be offered admission because of the limited number of openings in highly competitive programs, particularly at the doctoral level.

For in-depth information about international admissions, please access <http://admissions.fsu.edu/international>.

Upon arrival at Florida State University, all new international graduate students must attend an orientation at the Center for Global Engagement before registering for classes. The Center for Global Engagement offers several orientation sessions to accommodate students' arrivals.

Services offered by The Graduate School's Graduate Enrollment Team

Marketing

- Data-driven marketing plans
- Branding
- Competitive Analysis
- Digital Media
- Graphic design support
- Website improvements

Communication Plans

- Prospects
- Started, but not submitted
- Submitted, but not decided
- Accepted, but not yet enrolled

Workflow Assistance

- Enrollment automations
- Workflow management

Resources

- Templates
- Research/Best practices
- Ideas

For more information, please contact them at: Grad-Help@fsu.edu.

New and Current Graduate Students

New Graduate Student Orientation

An Orientation for all new graduate students is held each year on the Tuesday before the first day of Fall Semester classes. Additional information and online registration will be available by July at <https://gradschool.fsu.edu/newcurrent-students/graduate-schools-new-graduate-student-orientation>.

Graduate Student Teaching Assistant (TA) Orientation/Conference

Biannual PIE Teaching Conference Overview

On the Wednesday and Thursday prior to the first week of classes, The Graduate School's Program for Instructional Excellence (PIE) conducts a two-day teaching conference for graduate student teaching assistants (TAs). This Biannual PIE Teaching Conference is free to participants and focuses on policies and services of the University as they relate to teaching. **It includes sessions on the Family Educational Rights & Privacy Act (FERPA), the Americans with Disabilities Act (ADA), University policy issues related to Discrimination-Sexual Harassment-Retaliation and the Academic Honor Policy. This training satisfies the required graduate student TA policy training according to university-wide TA standards.**

TAs attending the conference learn strategies, methods, and tools for teaching. They understand the role of the TA as a student, instructor, and apprentice. They learn University policy issues related to academic integrity, sexual harassment, and the procedures in place to address such issues. They also network with experienced TAs and FSU faculty. Additional information and online registration will be available in late June at <http://pie.fsu.edu>.

Who Should Attend

- All who teach are welcome
- Faculty/staff are welcome
- All new graduate students/TAs who will teach at FSU
- Returning/experienced graduate students/TAs who would like to enhance their teaching
- Post Docs interested in teaching

Fellows Society Induction Ceremony and Networking Session

New fellowship holders are welcomed into the Fellows Society by the Dean of The Graduate School at an induction ceremony and networking session that takes place each fall semester on the Friday before classes begin.

Declaring In-State Residency

To view information regarding declaring in-state residency, please see <http://admissions.fsu.edu/residency>.

Instructions for Advising Students on Drop/Add

For the official Drop/Add periods, please refer to the FSU academic calendar:

<http://registrar.fsu.edu/calendar>.

For the official Drop/Add Policy: <http://registrar.fsu.edu/bulletin/graduate/information>.

Professional Development Workshop Series

Each year, The Graduate School partners with the [Career Center](#), [the Office of Graduate Fellowships and Awards](#), [University Libraries](#), the [Office of Distance Learning](#), the [Center for Global Engagement](#), the [Center for Intensive English Studies](#), and the [Center for Leadership and Social Change](#) to conduct a series of professional development workshops. These free workshops, led by FSU faculty and administrators, are designed for graduate students and postdoctoral fellows. Workshop dates and online registration will be available for the academic year in August. Upcoming events may be reviewed on the Graduate School's Professional Development webpage: <https://gradschool.fsu.edu/professional-development/professional-development-workshops>.

Program for Instructional Excellence (PIE)

The Graduate School is committed to excellence in both research and teaching. It is important to prepare graduate students who teach, not only to insure immediate high-quality classroom instruction but also to prepare them for teaching careers when they have completed their degrees. As instructors with primary responsibility, they teach a substantial portion of FSU's undergraduates and as graders, discussion leaders, and lab instructors, they make valuable contributions to courses taught by faculty. The Program for Instructional Excellence (PIE) was established in 1990 to orient and better prepare teaching assistants (TAs)

for their instructional roles at FSU. This university-wide graduate student TA development program is intended to supplement TA preparation offered by departments.

PIE PROGRAMS

TA Training Support for Departments

PIE assists departments with TA training needs. This includes but is not limited to review of pedagogy materials, assistance in planning seminars, identifying methods for evaluating a TA training program, and/or facilitating focus groups with TAs to obtain feedback on departmental TA training. To help departments mentor the TA/faculty relationship there is an online TA Supervisor Handbook available for download at <http://pie.fsu.edu/TA-Supervisors>.

PIE Teaching Conference

To prepare graduate student TAs for immediate undergraduate classroom responsibilities, and to offer ongoing professional development in best practices in teaching and learning, PIE conducts an annual two day teaching conference the Wednesday and Thursday before classes start in the fall semester and a shorter conference in spring. The conference is free to participants and focuses on policies and services at FSU as they relate to teaching. Presenters and participants include senior university administrators, FSU faculty, and experienced graduate student TAs.

PIE Teaching Associate Assistantship Program

The PIE Teaching Associate Assistantship Program helps to improve teaching across campus by helping departments enhance their TA training programs and establish interdisciplinary connections and community among graduate student TAs at FSU. The teaching associate component of PIE draws on and rewards the expertise of experienced TAs by establishing mentoring relationships between experienced TAs and new TAs.

Each spring semester PIE asks interested departments with experienced TAs to apply for a position in the teaching associate program. Applications are reviewed and approximately fifteen departments are selected for a position.

Each PIE Teaching Associate serves for one academic year and earns a stipend of approximately \$2,199.60 for his/her work. PIE Teaching Associates are trained by PIE and learn how to adapt what they know about good teaching to the specific needs of their department and discipline. As a result, the department programs are closely coordinated with the university-wide program and bring a connection between how general teaching principles can and are applied within various academic disciplines. This opportunity advances campus-wide TA training. In addition, it affords PIE Associates the opportunity to serve on committees, take part in focus groups around campus, and develop their leadership skills.

Outstanding Teaching Assistant Award (OTAA) Program

In an effort to identify effective teaching, increase awareness of effective teaching, and offer graduate students an opportunity to develop a teaching portfolio, PIE sponsors the Outstanding Teaching Assistant Award (OTAA) program. Graduate student TAs are nominated by faculty, staff, and students. The nomination should indicate why their teaching at FSU has been recognized as exceptional. To be eligible for the award, nominees submit a teaching portfolio. The portfolio will be evaluated for demonstration of superior instructional skills, sound course structure, teacher accessibility, and strong rapport with students. PIE

provides consultations and small group workshops on planning and assembling documentation for the teaching portfolio. The teaching portfolio also serves as a vehicle for pursuit of other teaching awards, teaching improvement through reflection, and obtaining an academic job. Recipients of these teaching awards are recognized at The Graduate School's annual spring Celebration of Graduate Student Excellence event.

Basics of Teaching @ FSU Online Training Series and Advanced PIE Teaching Training Recognition

This online training series provides an opportunity for a continuation of TA training beyond the annual PIE Graduate Student Teaching Conference. If you meet the specific requirements (successfully complete each of the modules and attend at least two face-to-face PIE workshops), you will earn the Advanced PIE Teaching Training Recognition.

PIE Coffee Hour and Teaching Workshop Series

PIE offers at least five face-to-face teaching workshops each fall and spring semester, and three in the summer,. These workshops give any graduate student, post doc, faculty or staff member that is interested in pedagogy an opportunity to discuss strategies and techniques that promote excellence in teaching and learning. Pie, coffee, and conversation with others from different academic areas is always provided free of charge. Each workshop is led by the PIE Director, PIE Teaching Associates, or FSU faculty or staff member. PIE workshops also count towards the [Advanced PIE Teaching Training Recognition](#).

For information about all of the PIE Programs and resources available for teaching at FSU go to: <http://pie.fsu.edu> or contact Dr. Lisa Liseno, lliseno@admin.fsu.edu (850-645-7318).

Other Resources

Graduate Student Handbook

The Graduate Student Handbook is located on The Graduate School web site, <https://gradschool.fsu.edu>. To go directly to the handbook, please [click here](#).

New Graduate Student Checklist

Once the graduate student has received your notification of acceptance into graduate school, you should begin to prepare for your first semester of enrollment. To ease your transition into the next phase of your education, we have compiled a list of some helpful information for you. Please note that items in the [checklist](#) may or may not apply to your individual situation. If you have questions you should refer to your academic department, the [Office of Admissions](#), or [The Graduate School](#).

Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations

Information regarding the requirements for electronic theses, treatises, and dissertations is located on The Graduate School's main website at <https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>.

Policies and Policy Information

Graduate Policy General Bulletin

Please [click here](#) to view the most recent policy information regarding graduate admissions.

Graduate Faculty Status

Please [click here](#) to view the most recent information regarding Graduate Faculty Status.

Graduate Degree Requirements

Please [click here](#) to view the Graduate Degree Requirements information.

Thesis and Dissertation Defense

Please [click here](#) to view the Thesis and Dissertation Defense announcement form.

University-wide Standards for Teaching Assistants at Florida State University

Please [click here](#) to view the University-wide Standards for Teaching Assistants at Florida State University information.

Full-time and Part-time Status of Graduate Students

Please [click here](#) to view the policies regarding Full-time and Part-time Status of Graduate Students.

Electronic Thesis/Treatise/Dissertation (ETD) Policy

Please [click here](#) to view the guidelines under the "Clearance for Degrees" section.

"Incomplete" Grade Policy

Please [click here](#) to view the "Incomplete" Grade Policy information.

Dual Enrollment, Exception and Time Extension Requests

Please [click here](#) to view the forms for a Dual Enrollment, Exception or Time Extension Request.

Policy on Departmental/Program Graduate Student Handbooks

Please [click here](#) to view the simple policy on Departmental/Program Graduate Student Handbooks.

Annual Review of Doctoral Students

Examples of Annual Reviews of Doctoral Students can be found on The Graduate School's – Faculty/Staff Website by [clicking here](#). They can be found under the "Faculty-Staff Forms" webpage.