



*Marcy P. Driscoll, Professor and Dean  
Office of the Dean  
College of Education  
1102 Stone Building*

*Office: (850) 644-6885  
FAX: (850) 644-2725  
EMail: [driscoll@coe.fsu.edu](mailto:driscoll@coe.fsu.edu)*

## MEMORANDUM

TO: Master's Degree Students  
College of Education

FROM: Marcy P. Driscoll, Professor and Dean  
College of Education

RE: Degree program planning for Master's students

Welcome to the College of Education!

The attached material is designed to assist you in planning the work for your degree, including your academic program of study.

The first thing you are advised to do is become thoroughly familiar with the University Catalog. The sections that you should be most concerned with are the portions dealing with The Graduate School and the College of Education. In addition, consult with your advisor to obtain information about department policies and requirements and follow the directions for planning your degree program as they are stated in these materials. If you have any questions regarding them, contact the Graduate Coordinator, (850) 644-3760.

Deadline dates are online at [www.coe.fsu.edu/OAS/support.html](http://www.coe.fsu.edu/OAS/support.html). You are advised to check with your major professor periodically about these dates as they are subject to change.

It must be emphasized that preparing and following a correctly planned degree program is the **responsibility of each graduate student**. The major professor, committee members, and the others are eager to give all assistance possible, but the responsibility rests with the student.

## **MASTER'S DEGREE PROGRAM PLANNING CHECK SHEET**

1. **Supervisory Committee:** The supervisory committee should be formed within the first semester. When selecting the members of your supervisory committee be sure you have the consent of your major professor and department chair. The makeup of the Master's Supervisory Committee must consist of a minimum of three members. Two members, including the major professor, must be from the major in which the student will receive a degree and have master's or doctoral directive status.
2. **Program of Study:** AN ORIGINAL of the program of study, signed by all committee members and the department chair must be submitted to The Office of Academic Services and Intern Support during the first semester of enrollment. It is necessary for the semester and year to be listed in chronological order (past to present) to determine that the university, department and college requirements will be met.

3. **Minimum University semester hour degree requirements.**

**Course Type**

32 hours total

21 hours must be letter grade

**Thesis Type**

30 hours total

18 hours must be letter grade

6 hours of thesis

4. **Limitations:**
  - a) Work taken as a special student does not carry graduate degree credit. However, if approved by a student's supervisory committee, up to twelve (12) semester hours of "B" or better may be used. This is done on the program of study.
  - b) Work taken more than seven (7) years prior to graduation may not be used toward the degree.
  - c) Credit hours for courses with grades **C** or below will not apply toward the degree, but are computed in the graduate grade point average (GPA).
  - d) The maximum number of 4000 level hours, which may be included in the program of study, is six (6) hours.
  - e) For transfer credit, maximum six (6) semester hours, official transcripts must be submitted to Evaluation and Posting along with a posting memo obtained at <http://www.coe.fsu.edu/OAS>
  - f) Supervised research credit: maximum three (3) semester hours.
  - g) Supervised teaching credit: maximum three (3) semester hours.
  - h) Thesis hours: minimum six (6) semester hours.
5. **Course-Type Programs:** Students must be registered for master's comprehensive exams.
6. **Thesis-Type Programs:**
  - a) Thesis - A copy of the **Guidelines and Requirements for Thesis Writers** can be accessed from the following Blackboard organization

[“GradSpace”](#) A rough draft of the thesis should be given to each committee member at least **four (4) weeks** prior to the defense. A final copy should be in the hands of the committee **two (2) weeks** prior to the defense and **MUST** also be given to the department chair.

- b) Defense of thesis—Follow all the steps in the **Final Term Check List** in this packet.
7. **Graduation:** Application for diploma must be made at <http://registrar.fsu.edu/services/graduation/> during the **FIRST TWO WEEKS** of the semester in which graduation is planned. Notify the Graduate Coordinator if you do not plan to graduate during the semester for which you have applied.
8. A Final Term Check List is included for your assistance.

## **MASTER’S DEGREE FINAL TERM CHECKLIST**

### **Graduation**

1. File for Graduation. This is done in the Registrar’s Office, Graduation Section, 3900 University Center A or in the secure applications tab of Blackboard, during the first two weeks of the semester. At that time, the Final Term Degree Clearance Form is given to the candidate. Follow the steps as indicated on the Final Term Degree Clearance. The Cashier’s stamp must be affixed before requesting signatures from your major professor or department chair.
2. Thesis students should review Thesis Guidelines and Requirements ([Blackboard Organization](#) [“GradSpace”](#)) for all documents required for final graduation clearance. All fees relating to the packet of graduation forms must be paid at the Cashier’s Office before the defense.
3. If you have not registered for Comprehensive Exams/Thesis Defense, this should be done before the end of the second week of the semester. If you have registered for exams or defense in a previous semester and received an incomplete (I) **do not register for it again**. However, you must still register for at least two (2) hours of dissertation credit if completing a Thesis.
4. If you intend to participate in commencement exercises, arrange for cap and gown through the University Bookstore.

### **After Defense of Thesis**

1. Submit the following for final approval **to the department chair. One full-week should be allowed for this process:**

- a. A signed copy of the COE Master's Thesis Defense Clearance/Results form
- b. The Final Term Degree Clearance form, stamped by the Cashier's Office and signed by the major professor and department chair.

Please note that at least one of the signature pages presented to the Final Clearance Advisor must have original signature (black ink only). Signatures by proxy are ILLEGAL.

2. Return the following to the **Graduate Coordinator, 2301 Stone**:
  - a. Master's Thesis Defense Clearance/Results form signed by committee members, and
  - b. The Final Term Degree Clearance Form for the academic dean's signature. (Form must be signed by major professor and department chair and, stamped fees paid by Cashier's Office prior to obtaining Academic Dean's signature.)
3. Deliver the necessary paperwork to the **Final Clearance Advisor**, 408 Westcott, no later than 4:00p.m. of the published deadline date for clearance. **Absolutely no exceptions will be given.**
  - a. All Electronic Thesis, Treatise, and Dissertation content and information can now be found exclusively on The Graduate School Blackboard websites. Students should access the "[GradSpace](#)" webpage. All ETD content and information can be located in the "Thesis, Treatises & Dissertations" submenu, found on the left-hand side of the screen.

#### **After Comprehensive Exam**

1. Master's Comprehensive Exam Results form should be submitted to the Graduate Coordinator, 2301 Stone.