

Graduate Student Handbook

August 19, 2020

1. Introduction

Thank you for contributing to our community!

We hope this guidebook will communicate key policies and procedures to help you complete your degree. Graduate students are ultimately responsible for knowing and completing departmental and school requirements.

The Geography Department handbook was designed to be used in tandem with FSU's comprehensive [Graduate Student Handbook](#) (FGSH). The Geography Department handbook emphasizes department specific guidelines and resources. Please refer to the FGSH for policies and resources that are not described in this document.

The Graduate Program in Geography dates to 1934 when it was in the Department of History and Geography at the then Florida State College for Women. In 1946 the college was renamed the Florida State University and Geography become a separate department. A PhD program was added in 1994 and a Masters in Geographic Information Science program in 2005.

Today, geographers at FSU draw on spatial and human-environment traditions to explain our rapidly changing world and to develop relevant interventions. Common to our work are concerns for sustainability and interdisciplinary thinking that combines social, ecological, physical, and economic knowledge. We apply an array of conceptual perspectives and methodological techniques to address problems of significant societal importance.

The curriculum is designed to promote a broad sense of the Geographical tradition in its evolving relationship with other disciplines in the sciences, social sciences, and humanities, and to provide a disciplinary and inter-disciplinary platform for more specialized scientific and scholarly investigation. Our shared commitment to collaboration within an inclusive and diverse community of scholars makes for a lively and engaged department.

2. Department Culture and Expectations:

The Department of Geography at FSU is dedicated to promoting a culture of diversity, inclusion, and equity. We expect faculty, staff, and students to be respectful and collaborative and to support the maintenance of a diverse, multicultural, inclusive, and equitable setting. This commitment is mirrored by the University's [Diversity and Inclusion Plan](#) and the College of Social Science & Public Policy's [Strategic Plan](#). As a department we are committed to building a culture of equity and inclusion, as well as addressing discriminatory or exclusionary behavior. If a student feels that a member of the department's faculty, staff, or graduate students are behaving in an inappropriate manner, they are encouraged to report the individual or incident to either the department chair or graduate director. Students are also strongly encouraged to take part in departmental and university trainings to support the continued development of an equitable and inclusive department.

3. Contact Information

Department Chair: James Elsner (jelsner@fsu.edu); Bellamy 323A

Graduate Director: Chris Uejio (cuejio@fsu.edu); Bellamy 317A

Graduate Committee: Sarah Lester (slester@fsu.edu); Bellamy 303

Graduate Committee: Tyler McCreary (tmccreary@fsu.edu); Bellamy 309

Academic Program Specialist: Allison Young (aryoung@fsu.edu); Bellamy 301

Administrative Specialist: Adam Ware (ajware@fsu.edu); Bellamy 323B

Administrative Assistant: Lucy Bastidas (lbastidasvallejo@fsu.edu); Bellamy 323

4. In-State Residency

Applying for Florida Residency: Funded U.S. graduate students must start the process of becoming a Florida resident before the first day of classes. Florida residents qualify for a lower tuition fee than out of state residents. This policy does not apply to funded international students. Funded positions include teaching assistantship (TA), online preceptors, research assistantship (RA), or technical/computer support technicians.

- Legal (first year, before classes start): Obtain a Florida driver's license or State of Florida identification card (non-drivers). The [Florida Department of Motor Vehicles webpage](#) describes the documents you need to obtain a license or identification card. Note: Florida voter registration or vehicle registration can also be provided in lieu of a license/identification card. Other acceptable documents are described in the official [residency reclassification form](#).
- Physical (first year, before classes start): Copy of a 12-month housing or apartment lease agreement or deed. Residence in an on-campus dorm does not support Florida residency for the purposes of tuition.
 1. **Note:** You may submit a [declaration of domicile in Florida](#) in lieu of a lease. The declaration can be obtained for a ~\$10 fee from the [Clerk of the Circuit Court in Leon County](#) (301 S. Monroe St., Suite 100 or 1276 Metropolitan Blvd., Suite 101)
- Complete the residency application (second year, before classes start): Submit the following documents (and the two documents above) to FSU that provide a rationale for being in Florida and proof of legal and physical ties to the state.
 1. Rationale for being in Florida: Official confirmation of Graduate Assistantship from the department employing you. Complete Part 1 of the [Graduate Assistant Verification Form](#) and obtain the Geography Department graduate director's signature.

2. [Residency reclassification form](#): Read and fill out pages 3 and 4 of the official form.
3. Submit all documentation to the FSU Registrar's Office **prior to the first day of classes for the semester**. Note: Applications will be accepted no earlier than one (1) month prior to the first day of classes.
 - Questions? Please contact the FSU Registrar's Office: (850) 644-1050 <http://admissions.fsu.edu/residency>
 - In rare cases, graduate students may need to delay applying for Florida residency. Requests for retaining out-of-state status will be considered on a case by case basis. Students must submit a written request to delay applying for Florida residency stating the reason, duration of delay, and statement committing to apply for Florida residency as soon as possible.

5. Getting Started at FSU

- [Apply for In-State Residency](#)

- **FSU Card:** The FSU Card is your official University identification card. It will also serve as your Bellamy building swipe card, provide access to campus facilities such as the library and gyms, and provide free transportation on the city bus. Please Visit [FSU Card Services](#) to obtain your card.
Cost: There is no cost for your initial FSU Card. Replacement card(s) cost \$15.00 which can be paid at the time of replacement or billed to your student financial services account. **NOTE:** There is no charge for legal name changes or replacement of stolen FSU Cards when proper documentation is presented.

- **Activating your FSUID Account:** Your FSUID is a unique login ID that provides you with an official email account; access to the University network, Canvas (teaching website), myFSU Portal, and course registration; and online access to fees and fee payments. To activate your permanent FSUID, visit the [FSUID Activation page](#). For more details, view our [FSUID How-To Guide](#).

- **Building, Office and Computer Lab Access**
 - **Office Space:** As space permits, funded graduate students will be provided shared office space.
 1. PhD offices are assigned by seniority, good standing with the department and distinguished by usage.
 2. MA students are free to choose their preferred work spaces in the lab located in Bellamy Room 232. Work space options are limited based on availability.
 3. Teaching assistants and instructors of record with face-to-face sections (as opposed to online) will also be assigned office space.
 4. Please contact Adam Ware or Lucy Bastidas if you have any questions or preferences regarding office assignments.

- **Keys:** Please see Lucy Bastidas or Adam Ware in Room 323 of Bellamy to order an office key. After receiving confirmation emails (takes about two days) you may pick up the key at the Key Bank/Service Center ([Mendenhall Bldg A, Room 150 on Learning Way](#)).
 - **Swipe Access:** Swipe access is needed to enter Bellamy Hall and the department corridors after hours and on weekends. It is also needed to enter the GIS Lab. To gain card swipe access, email the 16-digit number on the front of your [FSU Card](#) (not your 14-digit library number) and your [EMPLID number](#) to Lucy Bastidas or Adam Ware.

- **Housing:** The following information can help you start your housing search. However, the FSU Geography Department cannot directly help students find housing. Moving to a new city can be exciting as well as a daunting prospect. Housing options in the area include apartments, condominiums, townhouses and rental homes. You can easily find a spacious one bedroom in town for less than \$800 per month. There are several apartments that are walking distance of the Geography Department.
 - **FSU sources of housing information:**
 1. The Center of Global Engagement: General information on housing and a list of apartments recommended by current International Students. <https://cge.fsu.edu/living-tallahassee/housing>
 2. The Student Government Association off-campus housing website: General information and in the roommate's section, you can create an account with your FSU email, complete a personal profile and communicate with other FSU students looking for a room or someone to share their apartment with. <https://offcampushousing.fsu.edu/>

 - Although FSU does not endorse or recommend any off-campus housing options, the following websites can help you get started.
 1. <https://tallahassee.craigslist.org> (this is a public forum that sometimes contains scams)
 2. <http://www.rentalguide.net/Rentals/FL/City/Tallahassee/Listings.html>
 3. <http://www.rent.com/rentals/florida/tallahassee-and-neighborhood/tallahassee/>
 4. <http://www.apartmentguide.com/apartments/Florida/Tallahassee/>
 5. <http://www.renttally.com/>
 6. <https://www.facebook.com>: Group - Florida State University (FSU) Housing, Sublets & Roommates (you will need an FSU email)
 7. <https://www.reddit.com> (this is a public forum that sometimes contains scams)
 8. https://www.zillow.com/homes/for_rent

9. <https://www.trulia.com/rent/> (contains nice overlays for commute times, affordability, traffic, etc.)
10. <https://www.google.com/maps> (searching keyword: apartment)

- **Transportation:**

- Students can ride both the city (Star Metro) and campus bus service (Seminole Express) for free using their FSUID. You can access information on these bus routes at <https://www.talgov.com/starmetro/starmetro-routes-se.aspx> or get real-time updates of individual buses from Rider mobile app (<https://apps.apple.com/us/app/transloc-rider/id751972942>).
- 1. Other commuting options including Nole cab and Rideshare can be found at <https://transportation.fsu.edu/transportation-services/commuting-options>.
- 2. Additionally, parking on campus is free for students as long as you register for a virtual parking permit through parking services (<https://transportation.fsu.edu/parking/parking-permits>), although finding open parking spaces in lots convenient to Bellamy can be challenging at certain times of day.

- **International students:** If this is your first-time traveling to the US, here are some suggestions for you to set the tone for a new semester.
 - Arriving at Tallahassee a couple of weeks earlier than the registration dates is always a safer choice because you probably have some preparations to do and it takes time to deal with jet lag.
 - If you are not going to buy a vehicle shortly after you arrive, you may want your rental house or apartment to be fully furnished. It will be challenging to furnish your apartment without a car.
 - A local sim card is the first essential item you will need upon your arrival. You can visit local wireless service providers (in-store or online) to set a wireless plan.
 - A local bank account is needed to pay your rent or deposit cash. There is a Sun Trust bank next to the FSU bookstore on campus, you can open your first bank account there.

6. Registration Policies

Students are responsible for knowing when your registration window opens each semester and registering appropriately. Graduate students will accrue fees for not registering on time.

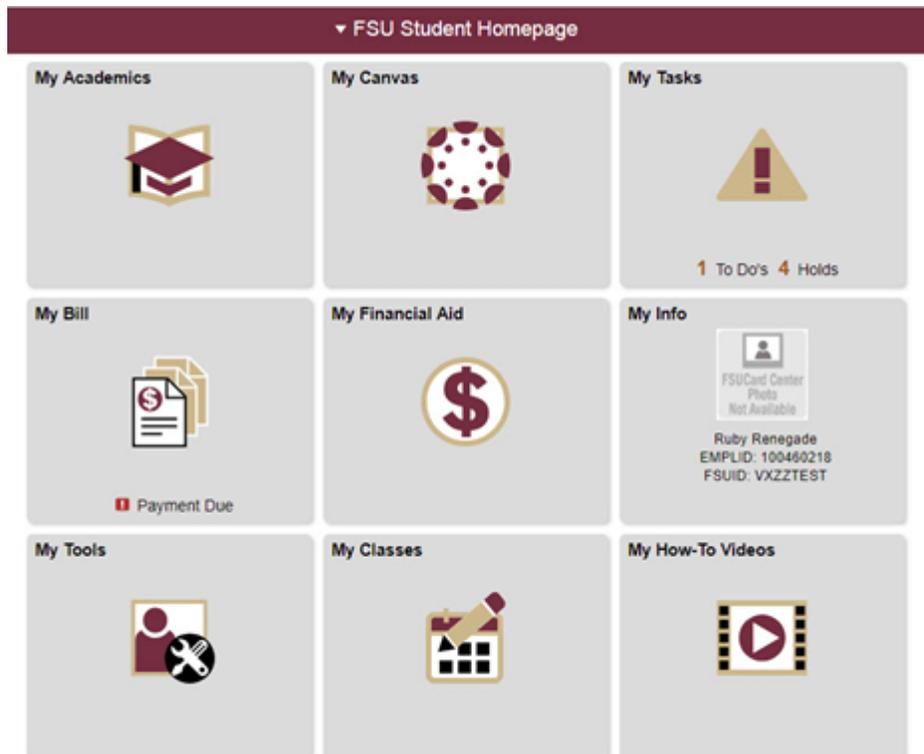
- Registration Windows: Before the start of each semester, there is a limited period when you can enroll in classes.
 - In general, the registration window is between March and April for the Summer and Fall semester and October and early December for the Spring semester.

See https://registrar.fsu.edu/registration_guide/ for the exact dates and times.

 - You must be enrolled in at least 1 course prior to the first day of classes.
 - Students who fail to register for classes before the first day of class will be assessed a \$100.00 late registration fee

- Do NOT wait until Drop/ADD to register for classes.
- The following classes cannot be added without approval of your advisor. MSGIS students must seek the Graduate Director's approval. Email aryoung@fsu.edu and carbon copy your advisor/instructor to add the course.
 - DIS (Directed Individual Study). Instructor approval.
 - Thesis Credit Hours
 - Thesis Defense (mandatory 0 credit hour course)
 - PhD Preliminary Examination
 - Dissertation Credit Hours
 - Dissertation Defense (mandatory 0 credit hour course)
- Departmentally funded students are supported by teaching or research assistantships, serving as instructors of record, online preceptors, or other departmental support positions. Students may also be funded through a research assistantship associated with a faculty research grant.
 - Required to register for classes in order to receive a paycheck from the university. This applies to the academic year as well as the summer.
 1. Other Personal Services (OPS) Options: Instead of being hired as a research assistant, a student employed by a grant to conduct research can be hired as an OPS employee during the summer. Graduate students may benefit by not having to pay credit hour fees. However, students cannot register for classes and will not have access to some student services during the summer (e.g., free gym access).

- Tuition Waivers & Hours: Full time departmentally funded students and students granted a tuition waiver must enroll in the appropriate number of credit hours by the end of Drop/Add.
 - Departmentally funded students: must enroll in 9 credit hours in the fall/spring terms and 5 credit hours in the summer term.
 1. Student who receive federal financial aid must meet the minimum enrollment requirement of 6 credit hours each term. Please contact the Graduate Director if you need to enroll in 6 instead of 5 credit hours in the summer term.
 - International students must enroll in 9 hours per term. Federal guidelines require that international students be enrolled full-time.
 - Self-funded domestic students: May opt for part-time status with the approval of the Graduate Program Director in which case they must enroll for a minimum of 2 dissertation hours per term.
- Holds on your Account:
 - May prevent you from registering for classes (Example: Student Health Insurance).
 - Holds can be viewed in your Student Center.



- Clear any holds prior to registration.

- Fees

- Students who fail to register for at least one course before the first day of class will be assessed a \$100.00 late registration fee.

- Changing courses after the drop/add period may also result in a fee

1. **ADDED:** Classes added after the drop/add deadline must be paid for within five calendar days.

2. **DROPPED:** If you drop a course **AFTER** drop/add closes you will be **FEE LIABLE** for that course.

- a. Waivers may be granted in situations involving administrative error or unusual circumstances beyond the control of the student. Students will be required to present written documentation of the circumstances involved.

Note: Lack of awareness of the deadlines or lack of funds are not valid waiver reasons

7. Departmental Funding

Departmentally funded students are supported by teaching or research assistantships, serving as instructors of record, online preceptors, or other departmental support positions.

- Students must complete the following steps in order to maintain funding.
 - Complete FSU's Program for Instructional Excellence workshop.
 1. Please remember to sign the attendance sheet.
 2. This workshop is typically held 1-2 weeks before classes start. Please plan accordingly and see this website for more information <<https://pie.fsu.edu/>>.
 - Register for the required number of units each term.
 - Sign your reappointment letter and contract each semester. This is typically sent ~1 month before classes start. Please remember to periodically check your university email over the summer/winter breaks.
 1. The reappointment letter describes the amount of funding and fees students can expect to receive each term. For illustration, we provide the 2019-2020 example assistantship offer and academic fees.

Assistantship Offer Estimate Based on Tuition Rates for 2019-2020					
In-State Rates:					
FALL 19		SPRING 20		SUMMER 20	
Tuition Waiver: 9 credit hrs	\$3,668	Tuition Waiver: 9 credit hrs	\$3,668	Tuition Waiver: 5 credit hrs	\$2,038
Stipend	\$9,007	Stipend	\$9,007	Stipend	\$2,500
Total	\$12,675	Total	\$12,675	Total	\$4,538
Total Department offer for 2019-2020 academic year is \$29,888					
Out-of-State/International Rates:					
FALL 19		SPRING 20		SUMMER 20	
Tuition Waiver: 9 credit hrs	\$9,080	Tuition Waiver: 9 credit hrs	\$9,080	Tuition Waiver: 5 credit hrs	\$5,045
Stipend	\$9,007	Stipend	\$9,007	Stipend	\$2,500
Total	\$18,087	Total	\$18,087	Total	\$7,545
Total Department offer for 2019-2020 academic year is \$43,719					

Academic Fee Estimate based on Tuition Rates for 2019-2020					
In-State Rates: \$75.81 per credit hour					
FALL 19		SPRING 20		SUMMER 20	
Fees: 9 credit hrs	\$682	Fees: 9 credit hrs	\$682	Fees: 5 credit hrs	\$379
Prospective graduate assistant responsibility for 2019-2020: Fees \$1,743 + Health Insurance estimate \$680* = \$2,423 (Health Ins. Annual Premium 2,563 – Subsidy 1,883 = 680)					
Out-of-State/International Rates: \$105.87 per credit hour					
FALL 19		SPRING 20		SUMMER 20	
Fees: 9 credit hrs	\$953	Fees: 9 credit hrs	\$953	Fees: 5 credit hrs	\$529
Prospective graduate assistant responsibility for 2019-2020: Fees \$2,435 + Health Insurance estimate \$686* = \$3,121 (Health Ins. Annual Premium 2,606 – Subsidy 1,920 = 686)					
<i>*Annual Premiums based on student only, rates may be higher is adding spouse/children.</i>					

8. Process of Assigning Teaching Roles

Graduate Students are integral to teaching for our two undergraduate degrees in Geography and Environment and Society. Teaching can be an incredibly rewarding experience, can help improve your own understanding of the subject, can enhance your research, and will help build your resume. The instructor of record (IOR) is responsible for designing and implementing the course curriculum, effectively communicating with undergraduate students, and evaluating learning outcomes. Online mentors support an IOR, participate in grading and evaluation, and interact with students.

- ***Who can serve as the IOR?***

Graduate students must meet the following criteria to serve as the IOR for 1000 or 2000 level course:

- Master's degree or accumulate at least 18 total credit hours (Master's students and PhD students with a Master's degree) to be eligible to be IOR.
- A score of 50 or higher on FSU's SPEAK test, or 26 or higher on the speaking portion of the IBTOEFL.

In addition, graduate students must meet the following criteria to serve as the IOR for a 3000 or 4000 level course:

- Master's degree or at least 30 total hours of graduate coursework in the teaching discipline.

- ***How do we assign IORs and the courses they teach?***

Assigning teaching roles can be a complex process. In general, in descending order of importance, these are the criteria for assigning IORs to courses.

- a. Departmental needs. 1st and 2nd year PhD students with Masters degrees may need to teach courses somewhat outside of their research expertise;
- b. Student's topical expertise and demonstrated teaching proficiency;
- c. Student's career goals (e.g. university research, teaching college, private sector);
- d. Student's past teaching assignments and requests. This will be prioritized by:
 - Good standing and consistent progress in the PhD program;
 - Seniority;

In summary, 1st and 2nd year PhD students with Masters degrees will likely teach 1000-2000 courses. Some 3rd and 4th year students will teach upper level (3000/4000) level courses.

- ***How many courses will I need to prepare?***

We will try to limit the number of new IOR course preparations. However, PhD students may be asked to teach up to three different courses over four years. The graduate committee recognizes

that some students prefer to reteach courses to improve their teaching quality and effectiveness and will try to accommodate these preferences when feasible.

- ***How are online mentors assigned?***

This section discusses the priorities for assigning students to be online mentors.

- a. New PhD students will serve as online mentors during their first semester in the department. The purpose of this policy is to help students adjust to a new university and strengthen their time management skills.
- b. Funded MA/MS students who have taken fewer than 18 credit hours may only serve as TAs/mentors.
- c. PhD students who are on track to graduate will be given preference for online mentor positions in their anticipated last or second to last semester (Fall or Spring) of their 4th year (5th year if entering without a MA/MS). This policy will provide time to focus on dissertation writing and support their graduation on time.
- d. International students without English proficiency are ineligible to serve as instructors of record. They may be designated as online mentors for a limited period.
- e. Faculty serving as instructor of record may request a specific student to serve as an online mentor.

9. Policies for the Instructor of Record

The instructor of record (IOR) is responsible for designing and implementing the course curriculum, effectively communicating with undergraduate students, and evaluating learning outcomes.

- Policies: [PIE TA Handbook](#) Contains general teaching policies for Teaching Assistants at FSU.
 - Picking your own textbook for the course does not need to be approved by the advisor, department chair or graduate coordinator.
 - The syllabus must conform to FSU standards
 1. [Required language](#)
 - 2.
 3. requirements are stated in the PIE TA Handbook.
- No graded assignments the week prior to final exam week.
- Mandatory PIE Training
- Required language, Liberal studies, E-series courses
- Mandatory first day class roster
- Drop students who do not attend (See Policy)
- Class must start on scheduled time (may end minutes early)
- Complaints/disputes/grievances
- Instructor works with students
- Graduate Director
- Report.fsu.edu
- risk to safety: FSUPD
- Teaching evaluation forms (SUSSAI) must be completed by end of last teaching week (NOT exam week)
- - [Online Course Policies](#)
 - Check with Allison Young to add students to an in-person course, if the class is already full.
 - Test papers and assignments are required to be kept for between 3 to 5 years.
- **University Policies, Dates and Deadlines**
 - Required First Day Attendance Policy: University-wide policy requires all students to attend the first day of class meeting of all classes for which

they are registered. Students who do not attend the first-class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses. **It remains the student's responsibility to verify course drops and check that fees are adjusted.**

- **Student Policies**

- [Academic Honor Policy](#) emphasizes the University's values regarding academic integrity and outlines procedures for resolving cases of alleged dishonesty (cheating, plagiarism, etc.) that occur.
- [Grade appeals policy](#) handles students' concerns about final grades in a course.
- Class Disruption: Students are expected to participate in class activities without causing disruption or infringing on the rights of others. They are also expected to comply with the reasonable order of any University official, including an instructor. Behavior that does not meet these standards can subject the student to charges under the [Student Conduct Code](#).
 1. Instructors may ask students to leave class when their behavior is disrupting the learning process.
 2. Instructors who have concerns about disruptive student behavior should contact the [Dean of Students](#). The [FSU Police Department](#) will respond directly to classroom situations at any time and should be called if an instructor believes that a class disruption might pose a risk to his or her safety or to the safety of students. The Student Situation Resolution Team coordinates communication and problem-solving efforts in situations involving distressed and distressing students whose behavior is causing concern to the University community. It may be accessed by contacting either the Dean of Students or the Office of Faculty Development and Advancement
- The sexual harassment policy protects the rights of both faculty and students to an environment free of intimidation, and the general grievance process helps to resolve situations in which students allege that academic regulations and procedures outside the realms of grade appeals and academic integrity have been improperly applied.
- For more specific information please refer to the [PIE TA Handbook](#).

- **Department Evaluations**

- Does anyone from the department come into our class and evaluate us?
- Give feedback to improve teaching styles?

10. Health Insurance/Compliance

- **Mandatory Health Insurance Requirement:** ALL Graduate students are required to show proof of health insurance or they will be unable to register for classes. Student health insurance can be purchased through FSU or students can show comparable coverage.
 - Health insurance information: www.studentinsurance.fsu.edu or call (850) 644-6230
- **Health Insurance Subsidy for Graduate Assistants 2018-2019:** The Graduate School offers qualifying graduate assistants a subsidy benefit towards the purchase of the University-sponsored health insurance. Your assistantship is 0.5 FTE status and as such attracts a subsidy of \$1,883 in-state and \$1,920 International for health insurance.
 - For guidelines and eligibility visit: www.gradschool.fsu.edu/funding-awards/subsidy-benefit

11. Degree Requirements - *See Section 17 for a complete list of degree requirements*

12. Graduate Programs

- **MSGIS**
- **Masters of Science - Thesis/Non-Thesis**
- **PhD**
- **Established protocol on transferring from Masters to PhD program without finishing the Masters**
 - Currently enrolled MS thesis students in their first or second year may request to be considered for transferring over to the PhD track if such a change is endorsed by their primary advisor and MS committee (where transferring means applying the classes and research they have conducted for their MS to the pursuit of a PhD degree, instead of completing the MS degree and then applying to the PhD program). To qualify, the student must have a form signed by all members of their MS committee (including their primary advisory) indicating that the student has made sufficient progress to transfer and that all members approve of the change in degree program.
 - In this case, the student would be considered for admission to the PhD program along with all regular applicants that year, but they would not need to submit new application materials (although they may submit new materials if they wish, such as a new statement of purpose). The student or their advisor must notify the Graduate Committee of this request by the application deadline (by submitting the signed form, described above), and the Graduate Committee may review the student's previous application to the MS program and any new application materials the student submits, and can further consult the student's advisor and MS committee for input.

- The Graduate Committee will review the application materials and decide whether to offer admission and/or funding support. If a student transfers, the time spent as an MS student would count towards their time funded by the department as a PhD student, and thus their departmental offer into the PhD program would indicate 1 or 2 fewer years of support if they have completed 1 or 2 years, respectively, as an MS student.

- **Transfer Credit**
 - Transfer of courses not counted toward a previous degree from another regionally accredited graduate school (or comparable international institution) is limited to **six semester hours**.
 - Transfer of courses not counted toward a previous degree within Florida State University is limited to **twelve semester hours**, except when the departmental course requirement exceeds the thirty-two-hour University-wide minimum requirement. In the latter case, additional transfer credit may be allowed to the extent of the additional required hours. In all cases, the majority of credit must be earned through Florida State University or its official consortial institutions.
 - All transfer credit must: 1) be recommended by the major department; 2) be evaluated as graduate work by the Evaluation Section of the Office of Admissions of Florida State University; and 3) have been completed with grades of 3.0 (“B”) or better.
 - Grades earned at another institution cannot be used to improve a grade point average or eliminate a quality point deficiency at Florida State University. The University does not accept experiential learning or award credit for experiential learning. Transfer credit based on experiential learning from another institution will not be accepted.

- **Graduation of Master’s and Doctoral Students**
 - **Registration for Final Term:** Doctoral students and master's students in a thesis-type program, registration shall be required in the final term in which a degree requiring a thesis, dissertation, or treatise is granted.
 - **Applying for Graduation:** A student should apply for graduation online at <http://my.fsu.edu> under the "Academics" tab in the term that the student anticipates completing the degree. The application window is available in the academic calendar.
 - **Manuscript Clearance Portal:** Students are responsible for knowing the University's manuscript clearance requirements AND deadlines before writing their thesis, dissertation, or treatise. Manuscript Clearance Workshops are also held during each semester. Workshop dates are posted to the calendar of events for The Graduate School. All thesis, dissertations, and treatises must be electronically submitted to The Graduate School via the Manuscript Clearance Portal.
 1. **Sixty-Day Deadline:** All manuscripts must be cleared within sixty days after a successful defense. No exceptions will be made for this policy.

13. List of FSU and Department Resources Available to Graduate Students

- **Enterprise Rent-a-car discount through the university:** Travelers should use the State of Florida Enterprise/National contract, when reserving vehicles. The University will only reimburse for the rental of compact size vehicles unless justification is provided detailing the necessity for a larger vehicle. The University's Travel Card is the preferred method of payment. Please see Lucy Bastidas or Adam Ware to reserve your car rental for you.
 - [FSU Enterprise/National Rental Portal](#)
- **Free copies/printing:** Graduate students have access to black/white printing and copying, as well as scanning in Bellamy Room 320.
- **GeoStudy Room:** Located in Bellamy Room 320 provides a casual work space for students to take lunch breaks, relax or use as a study hall.
- **Coffee:** Available in the Main Office in Bellamy Room 323
- **IT Support:** Log-in/technical support requests for desktops available
- **University (FSU) Funding:**
 - Congress of the Graduate School travel funding
 - \$200 for US
 - \$500 for International
- **FSU Libraries Textbook Grant:**
 - [FSU Library](#)
- **Dissertation Grants:**
- **Department Travel Funding:**
 - Requirements
 - \$200 for SeDAAG
 - \$250 for AAG

14. Graduate Researchers of Geography (GRG):

15. Mental Health, Disability & Wellness Services

- **[Adult Learning Evaluation Center \(ALEC\):](#)** Provides evaluations for ADHD and/or mental health difficulties.
- **[Student Disability and Resource Center:](#)** The SDRC can provide academic and other accommodations if needed for specific disabilities
- **[Counseling Center:](#)** University Counseling Center (UCC) is confidential and helps students with all kinds of questions and concerns, like homesickness, relationships, sexual identity and gender questions, cultural issues, eating and body image, substance use, worries, and depression. licensed and professionally trained staff offer counseling to those currently enrolled at FSU through one-on-one sessions, couple sessions, group sessions and walk-in services for urgent situations. These services are covered by student fees, there is no out-of-pocket expense for any visit.

- **Case Management Services:** Works with individuals to provide emotional support, counseling, advocacy, and to identify immediate needs, making appropriate referrals to campus and community resources. Cases are monitored, as needed, to ensure that individuals receive the support necessary to improve their life situation.
- **Victim Advocate Program:** A confidential advocate is on call twenty-four hours a day to respond to FSU students, faculty, and staff who are victimized anywhere or at any time. Services offered include emotional support, instructor notification, referrals, crisis intervention and assistance in student conduct, legal and medical matters.
 - Victimitizations include sexual assault, sexual battery, Intimate partner violence, stalking, harassment, robbery, theft, battery, home invasions, homicide, manslaughter, etc.
- **Workplace Grievance:** Please refer to the Collective Bargaining Agreement between Florida State University and Graduate Assistants United for more information about filing a grievance against the university.

16. FERPA

- **The Family Educational and Privacy Rights Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) guarantees students access to their educational records and protects those records from unauthorized release to others. Faculty members may access student records only when they have a legitimate need to know the information, such as when serving in an advisory capacity. Faculty must not release confidential information to others.
- The confidentiality of email is not protected; instructors wishing to communicate grades to students should do so through Canvas. If email communication concerning grades takes place, such communication should be sent to the **official FSU student email account**. Non-university email accounts should not be used to communicate protected student information. The Registrar's statement on FERPA rights along with other helpful information is found at: <https://registrar.fsu.edu/records/ferpa/>.

17. Title IX

- FSU does not discriminate based on sex in education programs and activities. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Additionally, the Florida Educational Equity Act prohibits discrimination based on race, ethnicity, national origin, gender, disability, or marital status.
- **How do I file a report?**
 - Individuals may report information on their own behalf or on behalf of another. A report may be made, verbally or in writing (including online) by bringing the matter to the attention of: Title IX Director; Deputy Title IX Coordinators; FSUPD; or any additional Responsible Employees.

There is no time limit for an Affected Party to make a Title IX report, but it may be more difficult to conduct a thorough investigation after an extended period of time.

- **Can I fil a report online?**
 - Yes, via <http://report.fsu.edu> or <http://fsu.ethicspoint.com>.
- **Who MUST report sexual misconduct?**
 - All Responsible Employees, including but not limited to faculty, adjuncts, staff, graduate assistants, and student employees. As a responsible employee, you must report any student or subordinate disclosure within two business days. When in doubt, report to the Title IX Director; privacy will be maintained within the scope of the law.
 - Confidential Support is Available: If an employee at FSU becomes aware of an incident, they must report to the Title IX Coordinator. However, the Victim Advocate Program is confidential and is therefore exempt from the reporting requirement but can help file a report upon request.
 - Victim Advocate services are available 24 hours a day, including holidays. To reach a confidential advocate day or night please call: (850) 644-7161

18. Degree Requirements - Students must attain at least a B in required classes and B- in electives for all degree programs.

1. MSGIS

- A minimum of 30 graduate credit hours (5000 level or higher) are required to complete the program in 12 months full-time or longer if part-time.
 - GIS5101 Introductory GIS (3 credits) and GIS5101L Introductory GIS Lab (1 credit) Required (Fall/Spring)
 - GIS5034 Introductory Remote Sensing (3 credits) and GIS5034L Introductory Remote Sensing Lab (1 credit) Required (Fall)
 - GIS5106 Advanced GIScience (3 credits) Required (Spring)
 - GIS5950 GIScience Capstone (6 credits) Required (Summer)
 - GEO5165C Quantitative Geography (3 credits) Elective (Fall)
 - GEO5378 Landscape Ecology (3 credits) Elective (Fall)
 - GIS5305 GIS for Environmental Analysis & Modeling (3 credits) Elective (Fall)
 - GIS5318 Climate Change & Ecosystems (3 credits) Elective (Fall)
 - GIS5103 GIS Programming (3 credits) Elective (Fall)
 - GIS5112 GIS Databases (3 credits) Elective (Fall)
 - GIS5038C Advanced Remote Sensing (3 credits) Elective (Spring)
 - GIS5331 Florida GIS Applications (3 credits) (Spring)

- GIS5122 Applied Spatial Statistics (3 credits) Elective (Spring)
- GIS5605 GIS Local Government (3 credits) Elective (Spring)
- GIS5131 Geographic Visualization (3 credits) Elective (Spring)
- GIS5400 GIS Applications in Social Sciences (3 credits) Elective (Spring)
- GIS5306 Environmental Change Modeling (3 credits) Elective (Spring)
- GIS5111 Spatial Modeling in GIScience (3 credits) Elective (Summer)

2. MS Geography

- A minimum of 30 graduate credit hours (5000 level or higher) is required, with either a thesis (for those students intending to pursue doctoral research) or non-thesis (for those students seeking to immediately enter the workplace).
- Department by-laws state that, given satisfactory scholastic progress and a good disciplinary record students entering the Master's program are funded for 2 years (3 years if the supervising professor deems it absolutely necessary). Please note that a lack of timely progress can result in loss of funding and/or dismissal from the program.
 - List of required core classes (**total 9 credit hours**):
 - GEO5058 Survey of Geographic Thought (3 credits) Fall Sem. Year 1
 - GEO5165C Quantitative Geography (3 credits) Fall Semester Year 1 OR GEO6113 Qualitative Geography (3 credits) Spring Semester Year 1
 - GEO5118C Geographic Research (3 credits) Spring Sem. Year 1
- **Non-Thesis:** Students must earn a grade of "B" or better in each of the core courses (**total 9 credit hours**). In addition, each student must earn a grade of "B–" or better in elective courses totaling another **21 credit hours**. Elective courses must be selected in consultation with the Graduate Program Director.
- **Thesis:** Students must earn a grade of "B" or better in each of the core courses (**total 9 credit hours**). In addition, each student must earn a grade of "B–" or better in elective courses totaling another **15 credit hours**. Elective courses must be selected in consultation with the Graduate Program Director. The remaining **6 credit hours** are to be taken as **thesis hours**, under the course **GEO5971**. The student must create a thesis committee; this is composed of the supervising professor, and at least two members of the Geography Unit. No University Representative is required
 - **Thesis Proposal** (Thesis Prospectus): During the time students are registering for thesis credit hours (approximately Year 2, Semester 1 for full-time students) students will write a proposal for research. The proposal needs to outline the scope, depth, and timeline of the thesis; the exact format is down to the discretion of the student and supervising professor. But as a guideline the proposal needs to describe research that

will be narrow enough to focus on specific weaknesses in the geography literature, but broad enough to demonstrate mastery of the geography discipline. The proposal is NOT an FSU Grad School requirement, so no forms are to be signed or courses to register for. This is purely a Departmental requirement. The completed proposal will then be discussed (not defended) a meeting with the thesis committee. The aim of this meeting is to advise the student on issues such as how to define hypotheses, collect data, improve methodologies, test results, and draw conclusions. More than one meeting with the committee may be necessary.

- **Thesis Defense:** The final step involves an oral defense of the thesis, which is announced to the Department and FSU Grad School at least 4 weeks prior, and open to public viewing. During the thesis defense, all committee members, and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. A grade for zero credit GEO8976 will be determined by a majority vote by the committee and is one of the following: Pass, Incomplete, or Fail. Pass leads to the award a Master's degree, incomplete leads to revisions (which may be limited to 30 days or less) and may result in a pass, and fail leads to the non-awarding of the Master's degree.
- **Supervision:** All thesis option students are expected to develop a research program of study in consultation with their supervising professor and committee members, but it is the student's responsibility to initiate and refine the program until it is at a level of proficiency worthy of a thesis. It is not the responsibility of the supervising professor or committee members to compose thesis programs for students; it is a collaborative process that requires students to learn how to engage and contribute to scholarly knowledge, participate at conference meetings and workshops, master organizational abilities, manage time efficiently, sharpen communication skills, and demonstrate independent research ethics. To that end, students are only admitted to the Department on the premise that their research interests overlap to some extent with one or more faculty members. Students should declare a supervising professor by the beginning of the Year 1, Semester 2, and are allowed to switch to another professor at any time (as long, out of courtesy, they inform the current professor and inform the Graduate Program Director). Faculty members are not obliged to accept supervision of students; instead students must impress on faculty the depth of their research interests, articulate scholarly potential, and maintain good academic standing in the program. The Graduate Program Director confirms the program of study.

3. PhD Geography

- A minimum of 48 graduate credit hours (5000 level or higher) are needed to complete the PhD degree. The timeline is as follows:
 1. **Coursework** of 24 credit hours.

2. **Preliminary Examination** (student must enroll in zero credit class GEO8964. A pass leads to Doctoral Candidacy ([form](#))).

3. **Doctoral Candidacy** must have a dissertation proposal (prospectus) approved by a committee and at least 24 dissertation hours (GEO6980) completed.

4. **Dissertation Defense** (registering for zero credit GEO8985) and completing --

- List of required classes (**total 12 credit hours**):
 - GEO5058 Survey of Geographic Thought (3 credits) Fall Sem. Year 1
 - GEO5118C Geographic Research (3 credits) Fall Semester Year 2
 - GEO5165C Quantitative Geography (3 credits) Fall Semester Year 1 OR GEO6113 Qualitative Geography (3 credits) Spring Semester Year 1
 - GEO6093 Professional Development Geography (3 credits) Spring Semester Year 2 or 3
- **Coursework:** 24 credit hours with at least grade B for required classes and B- for elective classes. These hours are comprised of 12 from required courses: GEO5058 Survey of Geographic Thought, GEO5118C Geographic Research, GEO5165C Quantitative Geography OR GEO6113 Qualitative Geography, and GEO6093 Professional Development and 12 from elective courses (as approved by the main supervisory professor). Students should create a committee by no later than the spring semester of their second year of study. Committees must have a minimum of 3 from the Geography Unit (one being the main supervisory professor) and one University representative (tenured FSU professor from outside of the Geography unit).
- **Doctoral Candidacy:** Upon successful completion of the preliminary examination the student is admitted to doctoral candidacy and must complete 24 dissertation hours (GEO6980). Before writing the dissertation, the Department requires that the student first prepares a written **dissertation proposal** (or prospectus) that demonstrates the potential to conduct original research making a significant contribution to geographic knowledge. **Note:** this is a Departmental requirement and not an FSU Grad School requirement.
 - The format of the proposal is open and should be designed by the student and the supervising professor. Once the proposal is deemed acceptable by the major professor, a meeting with the rest of the committee is arranged. This meeting is purely advisory, needs no forms to be completed, or courses to register for, and is designed to help the student plan for a dissertation that is narrow enough to focus on quality but broad enough to demonstrate mastery of the Geography discipline. The format of these advisory meeting at the proposal stage is completely at the discretion of the committee, and more than one meeting may sometimes be required. Once the committee is satisfied with the proposal, the student begins

research and commences the writing process over at least one calendar year. If the dissertation is not completed by the end of the student's teaching or research assistantship the student may continue writing for up to 5 years after the end of the preliminary examination, but must register for a minimum of 2 hours in the semester they plan to defend the dissertation and graduate.

- **Note:** Students receiving assistantships with a stipend and waiver must enroll for a minimum of 9 hours of which at least 2 must be dissertation hours, so too students on fellowships (internal or external) must enroll for at least 9 of which at least 2 must be dissertation hours as stipulated by the fellowship requirements. Domestic students without an assistantship or fellowship may opt for part-time status with the approval of the Graduate Program Director in which case they must enroll for a minimum of 2 dissertation hours. To receive financial aid, students must meet the minimum enrollment requirement of 6 credit hours. Federal guidelines require that international students be enrolled full-time.

- **Dissertation Defense:** The final step involves an oral defense of the dissertation, which is announced to the Department and FSU Grad School at least 4 weeks prior, and open to public viewing (**Dissertation Proposal**). During the dissertation defense, all committee members, and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. A grade for zero credit GEO8985 will be determined by a majority vote by the committee and is one of the following: pass, incomplete, or fail. Pass leads to the award a PhD, incomplete leads to revisions (which may be limited to 30 days or less) which may result in a pass and fail leads to the non-awarding of the PhD.

- **Supervision:** Students considering applying to the Ph.D. or thesis Master's program in Geography are strongly encouraged to identify and make contact with 1-2 prospective faculty members that would serve as supervisors for the duration of their graduate program. A good research fit between advisor and advisee is the cornerstone of a successful graduate experience, so communications between prospective students and advisors should be initiated well before the application deadline.
 - All students are expected to develop a research program of study in consultation with their supervising professor and committee members, but it is the student's responsibility to initiate and refine the program until it is at a level of proficiency worthy of a dissertation. Students who cannot develop a scholarly dissertation program may be diverted to the Master's program. It is not the responsibility of the supervising professor or committee members to compose dissertation programs for students; it is a collaborative process that requires students to learn how to engage and contribute to scholarly knowledge, participate at conference meetings and workshops, master organizational abilities, manage time efficiently,

sharpen communication skills, and demonstrate independent research ethics. To that end, students are only admitted to the Department on the premise that their research interests overlap to some extent with one or more faculty members. Students should declare a supervising professor by the beginning of the second semester of year 1 and are allowed to switch to another professor at any time (as long, out of courtesy, they inform the current professor and inform the Graduate Program Director). Faculty members are not obliged to accept supervision of students; instead students must impress on faculty the depth of their research interests, articulate scholarly potential, and maintain good academic standing in the program. The Graduate Program Director confirms the program of study.

- **Duration:** Department by-laws state that, given satisfactory scholastic progress and a good disciplinary record students entering the PhD program with a master's degree are funded for 3 years (4 years if the supervising professor deems it necessary). Students entering the PhD program without a Master's degree are funded for 4 years (5 years if the supervising professor deems it necessary). Please note that a lack of timely progress can result in loss of funding and/or dismissal from the program.
 - PhD Checklist