School of Communication
Florida State University

Graduate Student Handbook
Fall 2026

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Introduction

Welcome to Tallahassee (http://www.talgov.com) and to the School of Communication (http://www.cci.fsu.edu/) at The Florida State University (http://www.fsu.edu/). We are delighted that you have chosen to study with us. This handbook will answer some of your questions related to graduate study at Florida State University and in the School of Communication and will also provide you with general guidelines to help you adjust to living here in Tallahassee, Florida.

If you have any questions during your stay at Florida State University, you may e-mail the School of Communication Director, Dr. Patrick Merle, patrick.merle@cci.fsu.edu, the Assistant Director, Jason Khan-Hohensee, Jason.hohensee@cci.fsu.edu, the Director of Masters Studies, Juliann Cortese, jcortese@fsu.edu, the Director of Doctoral Studies, Arienne Ferchaud, or the Graduate Academic Program Specialist, Ms. Natashia Hinson-Turner, at (850) 644-5034 or natashia.turner@cci.fsu.edu.

For your convenience, this handbook is divided into three parts:

1) Moving to Tallahassee
2) The Florida State University general guidelines
3) School of Communication graduate guidelines

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Moving to Tallahassee

City of Tallahassee

Tallahassee is the capital of the State of Florida. For more information about Tallahassee and the surrounding area, please visit http://talgov.com. For information on local news and entertainment please visit http://www.tallahassee.com. The front section of the city phone book contains a city map to help you navigate the area.

Housing

Graduate students at Florida State University have a choice between on-campus and off-campus living accommodations.

On-Campus

Housing agreements with the University are available after you are officially admitted to FSU. You can apply for housing online at https://housing.fsu.edu/future-residents/graduate-and-non-traditional-student-housing and make a $225 partially-refundable advance payment within 10 days (rates subject to change). Please check the terms and conditions of the housing contract regarding refunds.

Housing Options

Several housing options exist for single students or for students with families. You can apply at *Ragans Hall* and *Traditions Hall.*

Housing Contracts

Go to https://housing.fsu.edu/future-residents/graduate-and-non-traditional-student-housing#contract for more information.

Off-Campus

Tallahassee has numerous off-campus living accommodations ranging from large apartment complexes to small, quaint apartments, duplexes, and houses in the downtown and surrounding areas. Please visit https://offcampushousing.fsu.edu/ for information about off-campus housing. If you have transportation, driving around the areas surrounding the campus usually reveals several rental properties not otherwise listed in the newspapers or online.

Housing Receipts

When you declare Florida residency at the end of the fiscal year (September 30 - October 1) at the REGISTRAR'S OFFICE you should take your mortgage or rent receipts to show that you have been living in Florida for one year. University Residence Halls and other FSU campus addresses are not permanent addresses for residency purposes.

Utilities

This section provides general information for establishing utility services in Tallahassee.

Phone

Tallahassee has two phone service companies to choose from: CenturyLink and COMCAST.

CenturyLink customer service can be reached at 1-800-366-8201, or online at: http://www.centurylink.com/. CenturyLink also offers DSL (Broadband Internet) service.

Electricity, Water & Gas

To establish electric, water, sewer, and/or gas service, contact the CITY OF TALLAHASSEE at (850) 891-4YOU (4968). You can also visit in person at 435 N. Macomb Street or online at: https://www.talgov.com/you/you.

Cable

COMCAST is the primary local cable provider. Call (850) 574-4000 or visit http://www.comcast.com/ for more information about channel and broadband Internet service.

Transportation

Air

The Tallahassee Regional Airport is located off Capital Circle, SW. It is served by several airlines including American Airlines, Continental, Delta, US Airways. For a more detailed listing of carriers and for more, please visit: https://www.talgov.com/airport/airport or call (850) 891-7800.

Bus

Students frequently use StarMetro, Tallahassee's local bus system, for in-town transportation. The main terminal is located on Tennessee and Adams Street near FSU's campus where you can pick up schedules; schedules are also available at FSU's Parking Services office. You can also view StarMetro maps at http://talgov.com/starmetro/starmetroHome.aspx or call (850) 891-5200.

Across the street from the StarMetro station is the GREYHOUND bus terminal for out-of-town travel: http://www.greyhound.com/ or call (850) 222-4249.

Vehicle Registration

Within 30 days of moving to Florida, you must obtain a Florida License Plate. Proof of Florida auto insurance is required when you register your car in Tallahassee. The tag expires at midnight on your birthday. For more information, call (850) 606-4700.

Driver's License

Florida law requires new residents to have a Florida license no later than 30 days after becoming a resident. The license is valid for six years. You can obtain your driver's license at the Department of Highway Safety and Motor Vehicles, https://www.flhsmv.gov/locations/leon/. Office hours are 8:30 AM - 5 PM Monday - Friday. You can make an appointment by calling (850) 606-4700. Take your title and vehicle registration with you if you own a vehicle. If you have a valid out-of-state driver's license you will only have to take a vision test.

Establishing Florida Residency

In order to receive in-state tuition rates, you must establish Florida residency.

Declaring Domicile

Before the first day of classes, you should go to the Recording Department, located behind the Leon County Courthouse at 301 S. Monroe St. Suite # 100, to declare domicile in Florida. Office hours are 8:00 AM-4:30PM Monday-Friday. Take your current driver's license (any state) and $15 (cost subject to change) to cover the application fees. If you have any questions, call that office at (850) 577-4030 or visit [Note: you will need Adobe Acrobat to view this file]:

https://cvweb.clerk.leon.fl.us/public/clerk_services/official_records/forms/declaration_of_domicile.pdf

Applying for Residency

(not applicable to International Students)

Because out-of-state tuition waivers from the School of Communication are available for only the first year of graduate school it is imperative that you take the appropriate steps for establishing residency prior to the beginning of your second year of study. Please contact the Residency Office in the Office of Admissions to find out what information you will need to provide at grad-residency@fsu.edu.

You must be a U.S. citizen, permanent resident alien, or a legal alien granted

indefinite stay by the U.S. Immigration and Naturalization Service to be eligible to become a Florida resident. You must prove you have been living in Florida for 12 months to claim Florida residency.

You should apply for residency during the summer of your first year or as soon as you can prove, through your declaration of domicile or your driver's license and license plates or mortgage/rent receipts, that you have met the requirements. You should keep your records current.

You cannot declare residency if you are living in a university residence hall or have any other FSU campus address.

Florida State University

FSU Card

The FSU Card is your student identification card. You should apply for your FSU Card as soon as you arrive in Tallahassee. Take a valid picture ID to the FSU CARD STUDENT SERVICE CENTER located under the WOODWARD Parking Garage, next to the FSU Bookstore, at the corner of West Call Street and Woodward Avenue. Office hours are Monday to Friday from 8:00AM to 5:00PM; cashier hours are 8:30AM to 4:30PM. If you are unsure how to get there, call (850) 644-7777 for directions; their fax number is (850) 644-4999. You can also get information at http://www.fsucard.fsu.edu.

There is a $10 student fee for your first card and a $15 charge for any replacement cards (prices subject to change). There is no charge for legal name changes.
The card serves as your student ID and allows you to register for classes. It is also your library card and long-distance card. You will be given a long-distance personal identification number (PIN) when your FSU Card is issued. You can also use the card to obtain access to Internet service and to gain entry into computer labs at FSU.

The FSU Card has the capability to store pre-paid value. Pre-paid value can be added on the CARD DEPOSIT tab of your FSU Card menu on the FSU Black Board site. It can be used at vending machines such as drink and snack machines and laundry machines, photocopiers, microfiche copiers, and laser printers. By using your FSU Card when purchasing drinks from Coca-Cola machines on campus you SAVE .10 cents per 20 oz. drink and .05 cents per can. You save .02 cents per copy at the copiers in the libraries and around campus. Prices are subject to change.

Health Insurance

You can apply for health insurance through the Florida State Health and Wellness Center. More information about health insurance can be found at http://studentinsurance.fsu.edu/. You may have received information from the University about health insurance in the mail. Pamphlets are available at the Wellness Center. For more information, call (850) 644-6230.

International Students

If you are an international student, be sure to visit http://cge.fsu.edu for important information about your stay at Florida State University.

Center for Global Engagement

The Center for Global Engagement, located at 110 Woodward Ave, offers an

array of services for international students and scholars. Relocation information, conversation clubs, and academic and immigration issues advising are provided for interested international students. In addition to the web site listed previously, you can call (850) 644-1702 for more information. International students should consult closely with the International Center to ensure all visa requirements are met and student's visa eligibility is maintained.

Florida Linkage Institutes for International Students

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.

The Institutes include:
Florida-Brazil Institute,
Florida-Canada Institute,
Florida-Caribbean Institute,
Florida-China Institute,
Florida-Costa Rica Institute,
Florida-Eastern Europe Institute,
Florida-France Institute,
Florida-Israel Institute,
Florida-Japan Institute,
Florida-Mexico Institute, and
Florida-West Africa Institute.

The state of Florida permits each Institute to award up to 1,050 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**. For more details, visit their website at http://international.fsu.edu/Default.aspx

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Registration

All paperwork for admission to the University and to the School of Communication, including the **Student Health History Form,** must be completed before you can register for classes. The Health Form is also available at https://uhs.fsu.edu/forms-and-records or you can call (850) 644-6230 for more information.

Because you are new to FSU, you can only enroll during the period referred to as "First Time at FSU degree-seeking (graduate)" in the Registration Guide. You will be able to register via your personalized Blackboard page. To gain access to the University network, you must register for the FSU Online Personalized Web Services at https://www.my.fsu.edu/.

Registration for the Fall semester "First time at FSU degree-seeking (graduate)" **opens on Monday, August 17, 2026, at 8:00AM** and **closes Thursday, August 27, 2026, at 11:59PM.** We provide these dates for your convenience; however, you should verify all dates in the Fall 2026 Registration Guide as outlined by the University Registrar at:
https://registrar.fsu.edu/registration_guide/summer/enrollment_appointments/

If you do not register for classes during the "First Time at FSU" registration period, you can register during the late registration period and pay a $100 late registration fee. Late registration begins for the Fall semester is on **Monday, August 24, 2026, at 12:01AM** and closes **Thursday, August 27, 2026, at 11:59PM.**

In subsequent semesters, if you owe money to the University, you will be prevented from registering until the debt is paid. You will also be unable to receive official transcripts or your diploma.

If you encounter problems during registration, you can email or call the following person:

- Ms. Natashia Hinson-Turner, Graduate Academic Program Specialist, (850) 644-5034 or natashia.turner@cci.fsu.edu.

Course Load

Nine (9) credit hours are considered a normal full-time load for everyone, even people not on an assistantship and international students.

Fee Payment

You must ensure that your fees and tuition are paid in full or made arrangements for deferment of fees by **Sept. 04, 2026.** You will be charge for all classes that are on your schedule at that time. A **$100.00 late registration penalty** will be added to your fees if you fail to register within the University's registration deadlines.

You can pay your fees using check, cash, money order, or FSU Card. These payments can be submitted by mail, at any drop box specifically designated for that purpose, or in person at University Center, Building A-1500. You can also pay your fees by credit card at https://www.my.fsu.edu/. You can use this website to check your fee payment and account status.

A fee waiver is money that the School of Communication pays toward your tuition. If you have been granted a tuition waiver, you are responsible for paying other fees such as student health center fee, parking, athletic fees, etc. Before the waiver is posted, you will be contacted by an Administrative Assistant and asked to sign the **Fee**

Waiver Receipt Form at University Center, Building C-3100. DO NOT WAIT to hear from the department before paying your fees.

Academic Common Market

The academic common market is an interstate agreement between member states to share academic programs and reduce tuition. Participating states enable 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 academic common market student an applicant must obtain certification from the common market 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 the University Registrar before the first day of classes for the effective term. For information on the state's authorization of programs or on the identity of the coordinator for a particular state, contact the *Office of the University Registrar or Southern Regional Education Board, 592 10th Street N.W., Atlanta, GA 30318-5776; (404) 875-9211.* For information about The Florida State University's programs participating in the Academic Common Market, contact the *Office of Faculty Development and Advancement, 314 Westcott, (850) 644-6876.*

Maps and Campus Tours

Campus maps are available at http://campus.map.fsu.edu/index.aspx. The Visitor Information Center conducts tours around campus; you can schedule campus tours at https://visit.fsu.edu/ or by calling (850) 644-3246. A 20-minute video is shown before the tours so schedule your arrival accordingly.

Parking at FSU

Parking Permits are virtual and are associated with your license plate. You should register your vehicle information on myFSU. Log in at https://my.fsu.edu/, click on the Secure Apps tab, and then choose Parking Permits. Follow the directions to register your vehicle. You can also call Parking Services at (850) 644-5278 https://transportation.fsu.edu/. Be sure to do this before the semester begins. Permits are required when parking in non-metered spaces.

Fees

You will be assessed a transportation fee paid with your tuition to cover your parking and transportation needs. All students pay a transportation fee that includes parking and campus bus transportation. If you were offered fee waivers to cover your tuition, you must pay the additional fees to obtain your parking decal. Take a valid picture ID when you go for the parking permit.

Enforcement

Parking rules are strictly enforced between the hours of 7:30AM – 4:30PM on weekdays. Please familiarize yourself with campus parking rules to avoid receiving citations.

Handicapped Parking

Handicapped parking is available. You are required to purchase the appropriate parking permit to park on campus. Your handicapped permit and FSU permit allow you to park in designated handicapped spaces, authorized lots (as determined by their parking permit eligibility), Loading Zones, and Short-Term Spaces. Time restrictions posted on the space or lot must be observed. Vehicles bearing the state and university parking permits may also park at no additional charge in metered spaces.

Temporary Handicapped Parking Permits

Temporary handicapped parking permits are available at no charge provided that you have paid the appropriate parking fees. You have to provide a statement from your physician or medical documentation with the request. Temporary handicapped parking permits are available at the Office of Transportation & Parking Services, 104 North Woodward Avenue, (850) 644-5278.

Seminole Express Bus Service

The Seminole Express (busing service) provides on-campus transportation. You can ask for maps and route scheduling when you pick up your parking decal. You can also obtain maps at Student First in the Lobby at University Center, Building A or from the Office of Transportation & Parking Services, 104 North Woodward Avenue, (850) 644-5278.

Libraries

Your FSU card is your library card. You can use the copying machines in the libraries with your FSU card. Machines are available for adding money to your card. Computer searches are available as are interlibrary loans. Go to http://www.lib.fsu.edu/ for more information.

The FSU library network, which ranks among the nation's top research libraries, is made up of 8 libraries and 15 subject-specific reading rooms. The libraries support the university community through:

- Holdings of more than 10.1 million books, government documents, videos, microforms, databases.
- Tens of thousands of full-text electronic books and articles.
- City (FL).
- Facilities in London, England; Florence, Italy; and Panama City, Panama, for

participants in the FSU international programs.

In most instances, the broad term "FSU Libraries" refers to the *Robert Manning Strozier Library*, *Paul A.M. Dirac Science Library*, and *Special Collections*, which includes the *Claude Pepper Library*. The *Robert Manning Strozier Library* has over 2 million volumes, ready access to other research libraries, and is the main source of books, journals, and other resource materials on campus. It is also a repository for federal government documents.

In addition to the three libraries and special collections that fall under the heading of University Libraries, there are a number of other libraries with shared relationships with FSU Libraries or associated with specific FSU programs, schools and colleges.

Career Center Library
https://www.career.fsu.edu/resources/career-center-library

College of Law Library
https://www.law.fsu.edu/research-center

College of Medicine Medical Library
http://www.med.fsu.edu/library/

Harold Goldstein Science Library
http://goldstein.cci.fsu.edu/

Panama City (FL) Campus Academic Resource Center (ARC)
http://pc.fsu.edu/students/library-and-learning-center

Warren D. Allen Music Library
http://www.music.fsu.edu/library

Graduation Requirements

A number of steps are involved in the graduation process. Listed below are general University guidelines. Please see the most current copy of the University General Bulletin – http://bulletin.fsu.edu for complete details.

Applying for Graduation

You should apply for graduation at the beginning of the term in which you plan to graduate at https://registrar.fsu.edu/training/graduation/apply/. The school will check your student file to see that you have met your degree and university requirements. It is your responsibility to schedule an appointment with your advisor for a graduation check the semester before you graduate.

Manuscript and Final Clearance

If you are writing a thesis, a treatise, or a dissertation, you should attend at least one workshop on manuscript and final clearance procedures. These workshops are announced at the beginning of the semester and are published at https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-workshop-materials.

Formatting Guidelines and Requirements for Electronic Theses, Treatises & Dissertations (ETDs)

Please go to the Graduate School website at https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/formatting-guidelines on all aspects of preparing and submitting your electronic thesis or treatise/dissertation. Contact the Manuscript Clearance Office with questions at (850) 644-0045 or clearance@fsu.edu.

Continuance and Graduation of Master's and Doctoral Studies

Once you have applied for graduation, a STOP will be placed on any future registrations unless you have been re-admitted to the university or your name has been removed from the graduation list. You may cancel your intent to graduate prior to the end of the semester in which you declared your intent to graduate. Check with the Registrar's Graduation section for the cancellation deadline.

If you wish to continue taking classes as a doctoral student, special student, or to pursue another master's or bachelor's degree post-graduation, you must complete a readmission application. To learn more go to https://gradschool.fsu.edu/readmissions-non-degree-seeking-and-transient-students#readmissions.

Diplomas

Your diploma will be mailed to you after you are cleared by both your academic dean and the Registrar's Office. Your diploma should arrive approximately 6 to 8 weeks after the end of the semester. If you have additional questions about your diploma, call (850) 644-1050.

Transcripts

Your degree will be posted to your transcript early in the semester following your graduation. Exact dates are available online or you can contact the Office of the Registrar at (850) 644-1050.

You can request an official transcript in person at the Registrar's Office in Suite 3900 in University Center A, by mail or online. For detailed information go to http://registrar.fsu.edu/records/transcripts. There is a $10.00 charge for each transcript.

Commencement Information

When you apply for graduation, you will receive information about ordering caps and gowns, tickets for the graduation ceremony, graduation announcements, and commencement details.

All students must rent or purchase regalia through the University Bookstore or Herff Jones. If you plan to purchase your gown, allow 6 – 8 weeks for delivery. Please note that decorated caps will not be allowed at the commencement ceremony. If you have questions, contact the FSU Bookstore at (850) 644-0832.

If you are attending a commencement ceremony and require accommodations, please contact the Office of Accessibility Services (OAS) at 850-644-9566 or oas@fsu.edu in advance to make special arrangements.

Cap and Gown Orders

Cap and gown order information is published each semester at http://registrar.fsu.edu/graduation/.
To purchase regalia go to https://registrar.fsu.edu/graduation/cap-gown
To rent regalia go to http://colleges.herffjones.com/college/_fsu/
All rented regalia orders include a prepaid shipping label to return them to the company.
All refunds must be requested prior to the ceremony through the FSU Bookstore.

Graduation Announcements

You can purchase graduation announcements from Herff Jones at http://colleges.herffjones.com/college/_fsu/ as part of your cap and gown purchase or separately.

Commencement Dates and Times

Commencement dates and times are published at https://registrar.fsu.edu/graduation/seating

Guest Tickets

Graduates who indicate they plan to attend the commencement will be invited to request up to TBD tickets through the Donald L. Tucker Civic Center. The email to request guest tickets is typically sent three weeks before the day of the ceremony. Your guests should arrive at the Civic Center an hour before the ceremony begins. For those unable to attend, the ceremony is webcast live at https://commencement.fsu.edu.

School of Communication

Orientation

At the beginning of each fall semester, the school schedules orientation activities in conjunction with various university offices. We will notify you by e-mail of this year's school orientation in August. The activities include advising and an introduction from the area heads.

A university-wide workshop sponsored by the Center for the Advancement of Teaching (CAT) is held in the fall to help graduate students and faculty prepare for teaching. For more information about instructional support at FSU, please visit: *Required Training - Center for the Advancement of Teaching (fsu.edu)*).

Swipe Access Form

The swipe form is for Communication student and grants them access to the building after he/she has filled out the swipe form. Please email or call Ms. Natashia Hinson-Turner (Natashia.turner@cci.fsu.edu/850-644-5034).

Faculty/Staff

Please visit http://www.cci.fsu.edu/Faculty-Staff for a list of faculty members as well as their academic background and areas of interests. Review this list and make direct contact with the faculty members. Let them know of your interests and your desire to conduct research.

Study Program

As a graduate student in the School of Communication, you will work with faculty who will assist you in planning a course of study, which is due your first semester.

Major Professor

If you are a doctoral candidate, you must designate a Major Professor who has consented to serve in that capacity within thirty (30) days after the beginning of your second semester. The Major Professor will take over the advising duties of your Provisional Advisor and will assist in choosing members of your Doctoral Supervisory Committee.

Graduate Advisory Committee

Every graduate student is required to have a committee to guide the design of their course of study, to assist in putting together a program of study, and to administer

comprehensive exams or approve a thesis or dissertation at the end of the degree program.

If you are pursuing a non-thesis master's degree, there is a standing committee for your major areas. The Director of Master's Studies will serve as your committee chair and will be your main point of contact. If you choose to complete a creative project or thesis as your capstone experience, you will need to secure a major professor and form a replacement advisory committee to oversee your program and your project.

If you are pursuing a Doctoral degree or a Master's degree with a thesis, your major professor is your primary advisor and serves as the chair of your dissertation or thesis committee. The committee should be made up of faculty members whose research interests and expertise can best assist you in your chosen area of research.

If you are pursuing a master's degree, each member of your committee must have at least Master's Directive Status.

If you are pursuing a Doctoral degree, your committee will have a minimum of four (4) members. One member must be from a different department (generally your cognate area). All members must have Master's Directive Status while at least three members, including the member from outside the school, must have Graduate Faculty Status. The outside member reports directly to Dr. Kazmer, Dean of Communication & Information, and to the Dean of the Graduate School.

For doctoral students, after you have passed your Preliminary Examinations, you may re-form the committee. This new or reconstituted supervisory committee will oversee the proposal, approve the dissertation, and supervise the dissertation defense. See page 20 of this handbook for more information on the Preliminary Examination.

Transferring Credit

You can transfer up to six (6) semester hours from another graduate school for the master's degree. Your committee must approve the transfers, and you must have earned a "B" or higher in course.

You cannot transfer or count undergraduate credit towards your graduate degree. If you are transferring graduate coursework, please see Ms. Natashia Hinson-Turner.

Program of Study

A Program of Study is an agreement signed by you, your committee, the Director of Master's Studies or Director of Doctoral Studies, and the Director of the School of Communication. It lays out your plan of study. It gives a complete listing of the courses that you have taken, are taking, or will be taking to receive your degree. The advising sheets for each major area provide an overview of your goals and requirements but include choices of many optional courses. The Program of Study is your individual plan that must be approved by your committee.

Through the Program of Study, the School tracks your progress and ensures that you successfully complete the requirements for the degree that you are seeking. Students will use DocuSign to request all signatures, and then have the system send the signed document to the Graduate Academic Program Specialist. You must check with the Graduate Academic Program Specialist to confirm receipt of the document. When all required signatures are appended, a copy will be placed in your file, and you will be cleared to register for courses for the second term.

If you are in the master's program, you must complete your Program of Study in the first term that you attend.

If you are in the Doctoral program, you should complete your Program of Study during the second semester that you attend.

Grades

Graduate students are required to earn grades of "B-" or better *in all courses for the courses to be counted toward the degree.* If you earn a grade below "B-" in a graduate course, then you will be required to retake the course and obtain a grade of "B-" or higher.

Graduate Students are required to maintain a grade point average of at least 3.0 for all coursework. If you fall below the minimum, you will be placed on probation for one semester. If you are unsuccessful in raising your grade point average to 3.0, you will be dismissed from the program.

If you receive an incomplete ("I") in a course, then you must satisfactorily complete the coursework in the following semester. Only under exceptional circumstances will an extension be given beyond that semester. An "Incomplete Expired" will result in a grade of "F" in the course.

Changes to Program of Study Form

If courses you proposed in your Program of Study are not available, or other courses are offered that you did not know about, you can request a change in your Program of Study. Once the change on your form has been approved, please make sure it has been signed by all the persons who signed the original Program of Study, the amendment must be placed in your file, which is kept by the Graduate Academic Program Specialist.

Reviews

The Graduate Program Committee reviews doctoral students annually at the end of the spring semester.

The review process considers (a) progress made toward the degree, for example, courses completed, incompletes, grades obtained, and so on; (b) the status of your

Program of Study and the formation of your supervisory committee; and (c) where the Program of Study has been approved, noting any unapproved deviations. Subsequent to the review, you will be notified of satisfactory progress or areas of concern.

Registration for Thesis/Treatise/Dissertation Hours

When you complete the required coursework and continue to use campus facilities and/or receive faculty supervision but have not made a final manuscript submission, you must register for **a minimum of two (2) credit hours per term**. The exact number of hours shall be determined by your major professor. You will complete relevant forms in the Communication Office. The Graduate Program Specialist will assist you.

In the final term in which a degree requiring a thesis, treatise, or dissertation is granted, registration is required and shall consist of **a minimum of two (2) semester hours** of thesis/dissertation credit. This is to reimburse the University for the Administrative Costs associated with manuscript clearance and final degree clearance procedures. The school cannot waive the three credit hours in your final semester.

If you have not been enrolled for the previous two terms, readmission is required before registration.

Funding Opportunities

For more information about funding opportunities, please visit the Graduate School website, https://gradschool.fsu.edu/funding-awards/graduate-school-fellowships-and-grants/fellowships-offered-graduate-school.

Requirements for Master's Students

For full details about university requirements, please see the General Bulletin. Available at http://bulletin.fsu.edu.

NOTE: The Online SC program is a 33 credit-hour degree that is coursework-only. The capstone options presented below do not pertain to this degree.

Capstone Options

Residency (for In-person SC students only)

Students in any of the in-person master's programs may complete a residency, but it can only be counted as a capstone experience for in-person SC students. This decision should be made in conjunction with your committee and must be approved by the Director of the School.

You are expected to identify a professional situation where you can spend an ample amount of time applying what you have learned in coursework under the supervision of a professional communicator.

A residency allows you to apply the ideas and practices you have encountered in your courses to a work experience in an organizational setting. You are expected to spend at least half of a regular workweek in the residency. You can receive remuneration from the organization sponsoring the residency.

Guidelines for the Residency are available on the school's canvas.

Creative Project

If you plan to complete a Master's Creative Project, consult with your major professor about the research/creation process, the final written document, and the oral defense.

Course-Only Capstone

For the course-only option, students complete two extra classes instead of the other capstone options.

Thesis

If you plan to complete a Master's Thesis, consult with your major professor about the research process, the final written thesis, and the oral defense.

Prior to completing the thesis, you are strongly encouraged to attend a workshop presented by the Graduate School that addresses the proper formatting of the thesis. For more information call (850) 644-3501 or visit the Graduate School website, https://gradschool.fsu.edu.

Manuscript Clearance Overview (ETD)

The following checklist of things you must do before you are cleared for graduation is available on the Graduate School website https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-overview.

Theses

- Student uploads pre-defense manuscript to ProQuest ETD
- Student will receive formatting feedback from the Manuscript Clearance Advisor by email
- Students submit Defense Announcement Form on the Manuscript Clearance Portal no later than two weeks before the defense.
- Students submit Access Agreement Form on the Manuscript Clearance Portal
- Committee chair signs the Access Agreement on the Manuscript Clearance Portal.

- Student defends successfully
- All committee members log into the Manuscript Clearance Portal
- Student makes all content changes requested by their committee members and all formatting changes requested by the Manuscript Clearance Advisor
- Committee chair signs the Final Content Approval Form on the Manuscript Portal
- Student submits their post-defense, content-approved manuscript on the same ProQuest ETD
- Student receives any additional formatting revisions from the Manuscript Clearance Advisor by email
- Student receives clearance email from the Manuscript Clearance Advisor on ProQuest ETD confirming revisions
- Student is given "Official Final Clearance" in the Manuscript Portal and receives email from the Manuscript Clearance Advisor indicating all forms have been received and the manuscript was approved

Approval Letter to Graduate

You must have a letter of approval from Dr. Michelle Kazmer, Dean of the College of Communication & Information, in order to graduate.

Requirements for Doctoral Students

For full details about university requirements, please see the General Bulletin. Available at: http://bulletin.fsu.edu. See the updated Doctoral Guidelines document each year for specific procedures.

Original Scholarly Paper

You must have three scholarly papers accepted to appropriate journals and/or a state, regional, or national conventions. This requirement must be approved by your Doctoral Supervisory Committee during your pre-preliminary exam meeting to meet this requirement.

Preliminary Examination

You must enroll for COM 8964 and take the Doctoral Preliminary Examination no earlier than your last semester of course work, and before your Prospectus is submitted for approval. You will not be allowed to take the Examination if you have one or more incomplete grades. During that semester, you can take up to six (6) hours of coursework and readings. The school director must certify that you are eligible for the Preliminary Examination before it is administered.

The goal of the Preliminary Examination is to ascertain that you have mastered the central concepts, theories, and methods related to your chosen field of study, and that you are ready to undertake independent research on the doctoral degree.

"Prior to the semester in which the Examination is taken, you will have a pre-preliminary exam meeting in which you and the members of your committee will determine the date and time, as well as the nature and content of the examination."

You cannot register for dissertation hours until successful completion of the written and oral portions of the Preliminary Examination.

Written Preliminary Examination

The Doctoral Preliminary Examination is designed, administered, and evaluated by the Doctoral Supervisory Committee, with assistance from other faculty members in the school as appropriate. The Examination will consist of at least twelve (12) hours of written examination in the major field and collateral areas. The Examination is given during a specific two-week period.

Oral Preliminary Examination

The oral portion of the Doctoral Preliminary Examination should occur at least one week, but nor more than two weeks, following submission of the written portion to committee members. At least one week prior to the Examination, you must notify all school faculties of the date, time, and place of the oral examination.

You are responsible for scheduling the oral defense at a time that is convenient for all committee members. The Examination must be scheduled according to university deadlines found on the Graduate School website. Because faculty appointments are uncertain during the summer so you should avoid scheduling the Examination during the summer semester.

You must successfully complete the Preliminary Examination before you are admitted to candidacy for the doctoral degree. You should immediately file the Admission to Candidacy Form with Ms. Natashia Hinson-Turner who will forward it to the Office of the University Registrar.

According to the FSU General Bulletin, students can take the preliminary examination for admission to candidacy a maximum of only two times. A second failure on the preliminary exam makes the student ineligible to continue in the degree program. The second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. Students must be registered separately for their first and second attempt, if necessary, within the same semester, and must receive either a "pass" or a "fail" grade for each attempt.

After the Admission to Candidacy Form is filed with the Registrar's Office, you will be able to register for dissertation/treatise hours (COM 6980). You can register for dissertation hours each term in which a substantial amount of work is being done on the dissertation. For every subsequent semester after completing your coursework that you register but do not graduate, you must carry three (3) dissertation hours. In the final

semester in which you graduate, you must carry a minimum of three (3) dissertation hours to cover the use of university facilities and/or faculty supervision. The minimum number of dissertation hours for completion of a doctoral degree shall be twenty-four (24) semester hours.

You have five years after admission to candidacy to complete all degree requirements. If you fail to meet that deadline, you must retake the Preliminary Examination.

You must be admitted to candidacy at least six (6) months prior to the granting of the degree.

Prospectus Meeting

After you pass the Preliminary Examination, you should work with your major professor on putting together your prospectus. In general, a prospectus is the first three chapters of the dissertation outlining the goals of the project, the proposed theories or framework, and the method(s) of data collection. When scheduling the prospectus meeting, you will check with all the members of the committee to ensure that you choose an appropriate date and time. If one of your members is out of town, you can ask him/her and your major professor about having a conference call.

When your prospectus is approved, you must obtain a Prospectus form, complete it, and return it to the Graduate Academic Program Specialist, Ms. Natashia Hinson-Turner via email.

Dissertation Defense

You should review the Manuscript Clearance Overview available on the Graduate School blackboard site or the School of Communication to ensure that you have complied with all University requirements for preparing your dissertation, clearance, and dissertation defense.

Your dissertation defense will be oral. Together with your major professor, you are responsible for arranging the time and designating the place for your defense. Your major professor will preside at the examination. Sufficient time should be allowed between defense and manuscript submission to make any revisions required. Final manuscripts must be turned in by the date specified in the *Registration Guide*, which you can obtain at http://registrar.fsu.edu/registration_guide/.

Academic courtesy requires that you submit a preliminary draft of the dissertation to each member of your dissertation committee at least four weeks before the date of the oral examination, and a final draft two weeks prior to the oral exam. Your dissertation committee, your director, and such other members of the faculty as may be appointed by the academic dean, may conduct the examination. All members of the graduate faculty are invited to attend. At least two weeks prior to the date of the examination, you or your

major professor is required to submit a defense announcement with the title of the dissertation and the date, place, and time of the examination to the Graduate School. The defense will be announced to the general university community in "The Week Of" (a publication of the Graduate School).

The examining committee will certify in writing to Dr. Michelle Kazmer, Dean of Communication & Information, the results of the examination: passed, failed, or to be re-examined. One re-examination is allowed. The report of results following a reexamination must indicate that you either passed or failed. A written critique of the conduct of the dissertation defense should be submitted by the representative-at-large from the graduate faculty to Dr. Kazmer and the Dean of Graduate School within one week after the date of the defense.

Manuscript Clearance Overview (ETD)

The following checklist of things you must do before you are cleared for graduation is available on the Graduate School website https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-overview.

Dissertations

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- Students submits Defense Announcement Form on the Manuscript Clearance Portal no later than two weeks before the defense.
- Students submits Access Agreement Form on the Manuscript Clearance Portal
- Committee chair signs the Access Agreement on the Manuscript Clearance Portal.
- Student defends successfully
- All committee members log into the Manuscript Clearance Portal
- University Representative submits the University Representative Doctoral Defense Report on the Manuscript Clearance Portal
- Student makes all content changes requested by their committee members and all formatting changes requested by the Manuscript Clearance Advisor
- Committee chair signs the Final Content Approval Form on the Manuscript Portal
- Student submits their post-defense, content-approved manuscript on the same ProQuest ETD
- Student receives any additional formatting revisions from the Manuscript Clearance Advisor by email
- Student receives clearance email from the Manuscript Clearance Advisor on ProQuest ETD confirming revisions
- Student is given "Official Final Clearance" in the Manuscript Portal and

receives email from the Manuscript Clearance Advisor indicating all forms have been received and the manuscript was approved.

Approval Letter to Graduate

You must have a letter of approval from Dr. Michelle Kazmer, Dean of Communication & Information, in order to graduate.

Awards and Honors

Graduate students are eligible for numerous university and school awards and honors. Among these are:

- Teaching Associate (Center for the Advancement of Teaching, CAT)
- Outstanding University Teaching Assistants,
- Outstanding Graduate Student, and
- Outstanding Graduate Student Research/Scholar.

Professional Organizations

There are several national and international communications associations that have multiple sections covering almost all the sub-fields in communication. There are other more specialized organizations.

Among the larger organizations are the:

- Association for Education in Journalism and Mass Communication, AEJMC (http://www.aejmc.org/),
- Broadcast Education Association, BEA (http://www.beaweb.org),
- International Communication Association, ICA (http://www.icahdq.org/),
- National Communication Association, NCA (http://www.natcom.org/), and
- Southern States Communication Association, SSCA (http://www.ssca.net/).

You should speak with your professors about other specialized organizations that include groups such as the Public Relations Society of America, the American Academy of Advertising, etc.

Calls for Articles and Notes for Authors

You can find the calls for papers and instructions for authors for these communication journals at the web addresses listed below (note: URLs are subject to change):

Canadian Journal of Communication
http://www.cjc-online.ca/index.php

Communication Education
http://www.natcom.org/default.aspx

Critical Studies in Media Communication
http://mc.manuscriptcentral.com/nca/rcsm

European Journal of Communication
http://www.sagepub.co.uk/journal.aspx?pid=105536

Gazette
http://www.sagepub.com/journal.aspx?pid=82

The Information Society
http://www.indiana.edu/~tisj/

International Journal of Cultural Studies
http://www.sagepub.com/journal.aspx?pid=196

Javnost: The Public
http://www.javnost-thepublic.org/

Journal of Applied Communication Research
http://mc.manuscriptcentral.com/RJAC

Journal of Communication
http://oxfordjournals.org/our_journals/jnlcom/about.html

Journal of Communication Inquiry
http://www.sagepub.com/journal.aspx?pid=190

Journal of Computer Mediated Communication
http://jcmc.indiana.edu/

Journalism and Mass Communication Quarterly
http://jmq.sagepub.com/

The Journal of International Communication
http://ijoc.org/index.php/ijoc

Media, Culture and Society
http://www.sagepub.com/journal.aspx?pid=208

New Media and Society

http://www.new-media-and-society.com/

Quarterly Journal of Speech
http://www.tandf.co.uk/journals/titles/00335630.asp

Telecommunications Policy
http://www.elsevier.com/wps/find/journaldescription.cws_home/30471/description#description

Television and New Media
http://tvn.sagepub.com/

Text and Performance Quarterly
http://www.tandf.co.uk/journals/titles/10462937.asp

Theory, Culture and Society
http://tcs.sagepub.com/

School of Communication Graduate Student Code of Conduct

Florida State University
School of Communication
Graduate Student Code of Conduct

As graduate students, you play a vital role in our academic community by advancing knowledge and engaging in scholarly dialogue within your discipline. This Code of Conduct sets forth the values and expectations that guide professional and ethical behavior in our School.

Graduate students are expected to demonstrate integrity, professionalism, and responsibility in their roles as emerging scholars and future leaders. Upholding these standards is considered part of satisfactory progress in graduate study, alongside meeting academic requirements such as maintaining the minimum grade-point average and achieving success in coursework.

A violation of these standards raises doubts that the graduate student is worthy of continued membership in our community. As such, violations may result in academic sanctions as outlined by the FSU Student Code of Conduct, the FSU Academic Honor Policy, and the FSU Graduate Bulletin 2024-2025 p. 94 Policy for Dismissing a Graduate Student for Reasons Other Than GPA- also included in Appendix H.1 of this document.

By adhering to this Code of Conduct, you demonstrate your commitment to academic excellence, integrity, and professionalism as a graduate student. These rules of conduct should be read broadly and are not designed to be considered exhaustive.

Academic and Research Integrity:

- Uphold the highest standards of academic honesty and integrity in all aspects of your research, scholarship, and coursework.
- Properly attribute ideas, data, and sources in accordance with accepted academic conventions and citation styles.
- Obtain proper approvals and permissions for research involving human subjects, vulnerable populations, sensitive data, etc.
- Ensure the accuracy, reliability, and reproducibility of research findings by maintaining detailed records and following established protocols.
- Report any instances of research misconduct, including data falsification, fabrication, or other unethical behaviors, to appropriate authorities.

Professional Conduct:

- Familiarize yourself with and adhere to all institutional policies, regulations, and procedures governing academic conduct, research ethics, and student behavior.
- Seek clarification or guidance from appropriate authorities if you are unsure about the interpretation or application of institutional policies.

- Treat all members of the academic community with respect, dignity, and fairness, regardless of their background, beliefs, or opinions.
- Engage in constructive and professional interactions with faculty, fellow students, and staff, fostering an environment of intellectual exchange and collaboration.
- Communicate promptly, professionally, and courteously in all academic and administrative matters, including emails, meetings, presentations, and grading.
- Adhere to established times for classes and meetings and comply with established verbal and written deadlines.
- Actively engage in opportunities for academic and professional development, including seminars, workshops, conferences, and networking events.
- Take responsibility for your own academic progress and career advancement, setting clear goals, timelines, and strategies for success.
- Respect the intellectual property rights and contributions of collaborators and others.

Your compliance with these principles not only benefits your own academic and professional growth but also contributes to the overall integrity and reputation of our institution. Thank you for your dedication to upholding these standards of conduct and for your continued contributions to the advancement of knowledge in your field.

Approved by faculty majority vote

December 5, 2025

Appendix H.1

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Policy for Dismissing a Graduate Student for Reasons Other Than GPA

The University reserves the right to dismiss graduate students and terminate their enrollment in an academic program based on a number of different criteria, beyond that of GPA alone. Oversight is provided by The Graduate School, Office of Faculty Development and Advancement, and Office of the Registrar. Additional details on the steps involved in the process are available for faculty and administrators from the Office of Faculty Development and Advancement and for graduate students at the Graduate School. Dismissed students will not be permitted to register for further graduate study, including registering as non-degree students, in the degree program or college from which they had enrollment terminated. Graduate students who have been dismissed from one degree program may seek admission to another degree program but will not be readmitted or allowed to add the dismissed degree program back as a second major or degree. This includes seeking admission into a different degree program that shared a joint pathway with the dismissed degree program. Program terminations (dismissal for a reason other than GPA) are generally identified by the faculty with support from the Department Chair (or unit head) in the department/unit or single-unit college level and

may occur for a number of different reasons. As specified by university policy, Graduate policy, or within the unit's Graduate Student handbook, reasons may include but are not limited to:

• Inability to conduct independent research in a fashion appropriate with the accepted norms of a discipline.
• Inability to function within a team environment to the extent that it negatively affects the learning, practice and/or research of fellow graduate students.
• Behavior that does not meet the professional standards of a discipline (typically clinical, social work or school settings, but also including Motion Picture Arts, internship work, etc.).
• Failure to meet artistic or creative performance standards.
• Failure to be approved for an Extension of Time (EOT).
• Failure to complete important degree milestone requirements within a reasonable period of time.
• Inability to pass the doctoral diagnostic exam, preliminary exam for admission to candidacy in, etc.
• Failure to complete the doctoral degree or make timely progress towards the research or writing of their treatise or dissertation.
• Failure to complete the master's degree or make timely progress towards the research or writing of their thesis, or the production of their thesis-equivalent creative project.

In addition, please note that suspension or expulsion from the university may result if a student is found responsible in a formal Academic Honor Policy (AHP) hearing for an egregious AHP violation, or as an outcome from a Student Conduct Code charge for which a student is found responsible. Graduate program handbooks MUST provide information about failure to meet specific milestone or behavioral requirements. Students who are dismissed for reasons other than grades may follow the General Academic Appeals process if they have evidence that academic regulations and procedures have been improperly applied.

Suggestions and Comments

This concludes the Graduate Student Handbook. The School of Communication welcomes your feedback on this handbook. Please direct questions, corrections, suggestions, and comments to:

- Dr. Patrick Merle, School of Communication Director, by email patrick.merle@cci.fsu.edu
- Jason Khan-Hohensee, School of Communication Assistant Director, by email jason.hohensee@cci.fsu.edu
- Dr. Juliann Cortese, School of Communication Director of Master Studies, by email jcortese@fsu.edu
- Dr. Rachel Bailey, School of Communication Director of Doctoral Studies, by email rbailey2@fsu.edu
- Ms. Natashia Hinson-Turner, Graduate Academic Program Specialist, by phone at (850) 644-5034, or email: natashia.turner@cci.fsu.edu