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Steps to Graduation: The Final Semester

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Graduating on time is not a difficult task, provided you take the necessary steps in the proper order, at the correct time. This document contains **everything** that needs to happen so you can graduate. Keep it handy for easy reference during your last semester at Florida State.

*****NOTE:** To avoid confusion, the Graduate Music Office is here, in the College of Music, room 204-A HMU. The Graduate School is located on the 3rd floor of the Westcott Building, #314. It is your responsibility to know which office requires which forms/signatures, etc.

Step 1. Apply for graduation.

Graduation does not occur automatically. If you intend to graduate you must apply online by the deadlines found on Gradspace. To apply online, visit the FSU Registrar's website, (registrar.fsu.edu) and click "Graduation", under "Links to Other Pages". If you miss the application window, you will need to send me an email requesting that you be added to that semester's graduation list. I will then forward the request to the University Graduation Office.

Step 2. Gradspace: Thesis, Treatise, & Dissertation Writers, only.

All Electronic Thesis, Treatise and Dissertation content and information can now be found exclusively on The Graduate School's Blackboard websites. All ETD content and information can be located in the "Manuscript Clearance" submenu, found on the left-hand side of the screen. Students should access the "GradSpace" webpage through Blackboard under "Organizations". In order to submit your manuscript successfully, you must adhere to the formatting rules found in the "Guidelines and Requirements," as well as the deadlines outlined for the semester you plan to graduate.

FSU theses, treatises, and dissertations are to be submitted to the Manuscript Clearance Advisor through the new FSU UMI ETD Administrator site (www.etsadmin.com/fsu). Use of this portal for submission means that there will no longer be a charge for the traditional mode of publishing. **Please note that the change also means that students will no longer pay ETD fees to Student Financial Services, but will instead pay any fees for optional services or bound manuscript copies directly to ProQuest, through the Administrator site.**

Step 3. Register for the appropriate final semester exams/recitals/defenses.

Master's performance students must register for their Comprehensive Exam for zero (0) credit and their recital for two (2) credit hours. Non-performance master's degree students writing a thesis must have registered for a minimum total of six (6) thesis hours, and register for thesis defense for zero (0) credit during the final semester. A minimum of two (2) Thesis credits are required, each semester, (including the final term!), until they graduate. Non-performance master's degree students not requiring a thesis will need to register for their Comprehensive Exam for zero (0) credit during their final semester.

Doctoral performance students must have completed a total of at least twenty-four (24) credits of combined treatise and recital hours by the end of their degree. A minimum of two (2) Treatise credits are required, each semester, (including the final term!), until they graduate. They must register for their treatise defense for zero (0) credit during the final semester. Doctoral non-performance students must have completed a total of at least twenty-four (24) hours of dissertation by the end of their degree. A minimum of two (2) Dissertation credits are required, each semester, (including the final term!), until they graduate. They must register for their dissertation defense for zero (0) credit during the final semester.

Please note that if your degree requires a thesis/treatise/dissertation defense, you must only register for defense one (1) time. Registering for defense more than once will delay degree conferral. If you have registered for defense and discover that you will be unable to defend during the given term, you will earn an “Incomplete”; and your major professor must submit a grade change form to the Music Registration Office when you defend successfully. Please do not register for defense more than once.

Make sure you are registered for the appropriate number of hours and the correct items for your final semester. These should be on your schedule by the end of the drop-add period. If you are only signed up for something for zero (0) credit, be aware that you will still be charged the amount for one (1) in-state credit hour for the semester.

Step 4. Gather the appropriate forms and documents for your file.

Master’s students must have the following forms on file in the Graduate Music Office:

- a) Program of Studies
- b) Master’s Supervisory Committee Form
- c) Exam/Recital/Defense Pass Form
- d) Full copy of signed Prospectus (Thesis writers only)
- e) Student Exit Summary

Doctoral students must have the following forms on file in the Graduate Music Office:

- a) Program of Studies
- b) Doctoral Supervisory Committee Form
- c) Doctoral Exam Pass Form
- d) Recital Forms (Performance majors)
- e) Full copy of signed Prospectus
- f) Doctoral Information Form
- g) Student Exit Summary

Regarding each form:

Program of Studies: This is perhaps the most important form in your file. It outlines what courses you have taken and what requirements each course satisfies. The master’s degrees have very specified course requirements outlined on the POS; the doctoral degrees are much less strict in nature, and allow room for creative course loads. For a detailed explanation of how the POS is used in a “grad check”, stop by the Graduate Music Office. **Fill out this form early in the semester of graduation (or even the prior semester) so that any problems can be detected with time correct them; a late POS sometimes results in finding problems that can’t be fixed in the remaining semester timeframe, causing graduation delays.**

Master's and Doctoral Supervisory Committee Forms: This form should be signed by your committee and in your file by the end of your second semester of study, or **as soon as possible if it hasn't already been submitted**. Specific requirements about master's and doctoral committees (directive status, outside members, etc.) are printed at the bottom of each form. The Master's Committee will consist of three (3) members; all of which must hold Graduate Faculty Status. The Doctoral Committee will consist of four (4) members; all of which must hold Graduate Faculty Status. The Doctoral Committee must include one (1) Outside Committee Member, with GFS. Please check with the Graduate Music Office if you are at all unclear about your Supervisory Committee requirement.

Exam/Recital/Defense Pass Form: This is a form specifically for master's degree students. It contains the boxes for signatures of all possible requirements for the master's degree. Some students only take Comprehensive exams; some take exams and do a recital. Some only do a thesis defense. Check the Graduate Handbook for specific degree requirements. This form must have the signatures of your committee for each required item.

Doctoral Exam Pass Form: This is a form specifically for doctoral students. It contains boxes for signatures for the diagnostic exam (if required by the program), preliminary/comprehensive exam, and the treatise/dissertation defense. All doctoral students need signatures for all of these requirements.

Recital Forms: Doctoral performance majors will also need this form to document each recital completed as a requirement for their degree, and Committee signatures must be obtained for each recital. You are also required to submit recital programs to the Graduate Music Office, for your student file. Check the Program of Studies for specific recital requirements for your degree.

Doctoral Information Form: All doctoral students need to fill out this form, available in the Graduate Music Office and online, within the first six weeks of the semester. This is used to create the commencement program for the graduation ceremony, and must be completed early in the semester so the program can be assembled.

Student Exit Summary: This form addresses your experience as a music major at Florida State, and is required for graduation by the College of Music. Your satisfaction with (and reactions to) your educational and student life experiences in the College of Music are important to us and will be used in educational planning for future students.

SPECIAL CASE FORMS

Dual Enrollment Form: If you are pursuing two degrees at once, or have graduated with one degree and are pursuing a second degree for which coursework overlaps with the first, you will need to submit this form to the Graduate Music Office. It is available for download from the Gradspace website, requires a statement from you about pursuing two degrees, and the signatures of: 1) the department head for each degree, 2) the Senior Associate Dean (Dr. Beckman), and 3) the Dean of The Graduate School. Submit the form with your statement and the department heads' signatures and we'll take care of the rest. This form should be submitted as soon into the graduating semester as possible.

Extension of Candidacy Form: If you have taken longer than the prescribed time to complete your degree, then you will need to submit this form to the Graduate Music Office. According to University regulations, a master's degree student has seven years from the first semester of graduate

enrollment to complete their degree; a doctoral student has five calendar years from the time they pass their preliminary/comprehensive exam. It is available for download from Gradspace, requires a statement about why you have taken longer than the allotted time and the length of extension requested (for example, "Please extend through the end of the Fall '12 semester"), and the signatures of: 1) all committee members, 2) the Senior Associate Dean (Dr. Beckman), and 3) the Dean of The Graduate School. Submit the form with your committee's signatures and we'll take care of the rest. This form should be submitted as soon into the graduating semester as possible.

Step 5. Schedule and announce your defense/recital.

After consulting with your committee and finding a date that works for everyone, (I suggest using doodle.com,) make sure that all appropriate parties have been informed of your recital/defense. This includes checking with Tiawana Meeks (644-4649) to reserve a room for the defense, or Lee Smith (644-2705) to reserve a hall for the recital. Get your recital program to Wendy Smith (644-4774) in the Music Publicity Office in sufficient time for proofing and printing. Fill out a Defense Announcement Form through the Gradspace website, and submit to The Graduate School *at least* two weeks prior to your scheduled Defense. **Don't wait until the last minute to contact these folks; do it early in the semester.**

Step 6. Defend, prepare and submit your final manuscript.

If your degree requires a thesis, treatise or dissertation, you will need to defend and submit your final document to The Graduate School by the published deadlines. Lauren Smith (644-5848) prints flyers each semester with all the deadlines; these are available at the end of the semester prior to submission (i.e. Spring deadlines available in December the previous Fall).

There are two resources that you should obtain as early in the writing process as possible. The first is the Treatise and Dissertation Handbook, published by the Graduate Music Office and available in hard copy in the Graduate Music Office and online at the College of Music website. It addresses issues specific to a music thesis/treatise/dissertation. It contains information that spans the gamut of the project, from committee formation to electronic submission. The second resource is the Guidelines and Requirements for Electronic Thesis, Treatise, and Dissertation (ETD) Writers, published by The Graduate School and available on the Gradspace website. It contains the University-wide standards and procedures for writing and submitting your final document. Both sources are invaluable references for information about the final steps of submitting your thesis/treatise/dissertation.

Once you have successfully defended your document, it must be formatted for electronic submission to The Graduate School. Final formatting must be approved by the Manuscript Clearance Advisor in 408 Westcott. It is to your benefit to meet with the Manuscript Clearance Advisor at least once prior to your defense; this will give you a chance to fix any recurring formatting problems in your document prior to your final submission. You may contact the Manuscript Clearance Advisor by calling (850) 644-3501.

From your document, the Graduate Music Office requires a copy of your title page to go in your file. We don't need a copy of the signature page since we will already have the signatures of your committee on your Defense Pass Form.

Step 7. The Final Term Degree Clearance Form (If applicable)

If you are writing a thesis/treatise/dissertation, this document is your ticket out of Florida State University. (That is, it is not required of students who do not have a written document component in their degree program.) It is the final step in the graduation process, and is required by both The Graduate School and also by the College of Music. Students fill-out and print this document from Gradspace during the semester in which they've applied for graduation. You must first fill it out with all of your information, under the "Student Information" section. Then, you must obtain the appropriate signatures under the "Approval" section of the document. This includes stopping-by the Graduate Music Office for the Senior Associate Dean's signature, before delivering this document to the Manuscript Clearance Advisor in The Graduate School. Please visit Gradspace to view this, and all other forms, surveys, etc. that may be required by The Graduate School.

A few other miscellaneous items.....

If you are participating in the graduation ceremony, make sure to order your cap and gown at the appropriate disbursement time and place. Cap and gown order deadline dates are posted on the University Registrar's Graduation Section webpage, and are earlier than you may realize each semester. The Graduation Section of the Registrar's Office coordinates this with the FSU Bookstore. Please visit: <http://registrar.fsu.edu/services/graduation/>. If you are a doctoral student you will also receive a hood and be hooded at the ceremony by your major professor. Make sure she/he knows where to be and at what time. There is a short "training session" just before the ceremony on how to wear the hood and how it will be placed around your neck during the ceremony. All the details regarding the ceremony, cap and gown, etc. are handled through Graduation. Please call 850-644-5850 with any questions.

If your family is coming to town, make your reservations EARLY –in January for the Spring ceremony, or August for the Fall ceremony. Don't wait until the last minute – your family may end up sleeping on the floor of your dwelling place.

VERY IMPORTANT – The University Registrar's Graduation Section Office has had to "tighten-up" the "early walk" process, due to fire code issues. The Civic Center, where the graduation ceremonies are held, gets very, very crowded. If you will not be able to meet all requirements for your degree and graduate during the semester that you applied for graduation, but still wish to participate in the graduation ceremony during that term, then you MUST contact me VERY EARLY in that semester in order to request to be added to the "Early Walkers" list. Failure to do so may result in you not being granted permission (by the Graduation Office) to walk in the ceremony, and your family/friends/etc. will have made the trip to Tallahassee for nothing. For the most up-to-the-minute polices regarding the "early walk" process, please consult the Graduation Office, directly: 850-644-5850.

If you know where you will be post-graduation, **please be sure and update your contact information here in the Graduate Music Office**, including your address and phone number, place of employment, and e-mail address. We want to be able to find you and communicate with you about alumni events.

Steps to Graduation Checklist: MASTERS

***PLEASE REMEMBER TO RETURN YOUR FSU KEY(S) BEFORE YOU LEAVE TOWN! YOU WILL NOT BE CLEARED FOR GRADUATION UNTIL ALL KEYS HAVE BEEN RETURNED TO THE COLLEGE OF MUSIC.
CONTACT TIAWANA MEEKS FOR MORE INFO: 850/644-4649.***

- Apply for graduation.
- Register for the appropriate final semester courses.
 - Exams
 - Recitals
 - Defense
- Gather the appropriate forms for your file: Master's students must have the following forms on file in the Graduate Music Office (SOME FORMS ARE NOT APPLICABLE TO ALL DEGREE PROGRAMS)
 - Program of Studies
 - Master's Supervisory Committee Form
 - Exam Pass Form
 - Recital Pass Form
 - Full copy of signed Prospectus (Thesis degrees)
 - Defense Pass Form
 - Student Exit Summary
- Check for "Special Case Forms" - Dual Enrollment Form, Extension of Candidacy Form
- Schedule and announce your defense/recital.
- Defend, prepare and submit your final manuscript.
- Return all College of Music keys to Tiawana Meeks!

FOR STUDENTS REQUIRING A THESIS

- The Final Term Degree Clearance Form – From Gradspace.
- Return all College of Music keys to Tiawana Meeks!

Steps to Graduation Checklist: DOCTORAL

PLEASE REMEMBER TO RETURN YOUR FSU KEY(S) BEFORE YOU LEAVE TOWN! YOU WILL NOT BE CLEARED FOR GRADUATION UNTIL ALL KEYS HAVE BEEN RETURNED TO THE COLLEGE OF MUSIC. CONTACT TIAWANA MEEKS FOR MORE INFO: 850/644-4649.

- Apply for graduation.
- Register for the appropriate final semester courses.
 - Exams
 - Recitals
 - Defense
- Gather the appropriate forms for your file: Doctoral students must have the following forms on file in the Graduate Music Office - SOME FORMS ARE NOT APPLICABLE TO ALL DEGREE PROGRAMS
 - Program of Studies
 - Doctoral Supervisory Committee Form
 - Doctoral Exam Pass Form
 - Recital Pass Form
 - Full copy of signed Prospectus
 - Doctoral Information Form
 - Student Exit Summary
- Check for “Special Case Forms” - Dual Enrollment Form, Extension of Candidacy Form.
- Schedule and announce your defense/recital.
- Defend, prepare and submit your final manuscript.
- Return all College of Music keys to Tiawana Meeks!

FOR STUDENTS REQUIRING A TREATISE OR DISSERTATION

- The Final Term Degree Clearance Form – From Gradspace.
- Return all College of Music keys to Tiawana Meeks!