

**2025-2026**  
**School of Theatre**  
**Graduate Student Handbook**

Welcome to the Student Handbook: a collection of information, policies, and procedures meant to guide Graduate Students in the School of Theatre at Florida State University and support you as you navigate your degree program. While the Handbook includes important information, it does not substitute for communication and collaboration with faculty and staff. You are encouraged to engage with the artists and scholars you meet who will help foster your growth as you think through your academic and artistic goals.

The School of Theatre is an accredited member of the National Association of Schools of Theatre. The degree requirements are in accordance with the latest published guidelines of that association and with the rules and regulations of Florida State University.

It is the responsibility of each individual student to know the rules and regulations contained in the Florida State University *General Bulletin: Graduate Edition*, the School of Theatre handbook, and applicable University handbooks.

**This handbook is available in alternate format upon request.**

## **Table of Contents**

### **Academic Policies**

- Student Files and Plan of Study
- Transfer Credit
- Full-Time Student Course Load
- Academic and Program Standing
- Final Clearance for Graduation

### **Master of Fine Arts Degree**

### **Master of Arts Degree**

### **Doctoral Degree**

### **Assistantships**

- Supervision and Work Evaluation
- Teaching Assistantship Assignments
- Tuition Waivers
- Residency

### **Absences**

- Absences from Classes
- Absences for Teaching Assistants

### **Resources**

# **Academic Policies**

## **Student Files and Plan of Study**

The student's academic file is the official academic record and includes the Plan of Study, practicum assignments, qualifying examination results, thesis materials, assistantship evaluations, and other materials related to the student's matriculation. Original materials remain in the student's academic file in the Office of Academic and Student Services, but the student and the advisor may retain copies.

The Program Director and the student create the Plan of Study. The Plan of Study includes projected courses, credit and non-credit production assignments, and the projected length of time to complete the degree. The plan is intended to guide the student's matriculation, but it is not a binding agreement and may be changed with the consent of the Program Director.

The work for the masters degree must be completed within seven years from the time the student first registers for graduate credit. All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination, or the student's supervisory committee will require that a new preliminary examination be passed.

## **Transfer Credit**

Transfer of courses counted toward a previous degree from another regionally accredited graduate school is limited to six (6) semester hours and transfer of courses not counted toward a previous degree within The Florida State University is limited to twelve (12) semester hours. Any graduate work transferred from another institution must have commenced not more than seven years prior to completion of the degree for the credits to be applicable to the masters degree. The applicability of course work toward a Plan of Study is determined by the appropriate Program Director in conjunction with the School of Theatre Director and Chair.

The University does not accept experiential learning or award credit for experiential learning. Therefore, transfer credit based on experiential learning from another institution will not be accepted.

## **Full-Time Student Course Load**

The minimum load for a student appointed to a residential graduate assistantship is nine (9) credit hours. A student who wishes to register for fewer than nine (9) semester hours must have approval from the School of Theatre Director and Chair prior to registration.

## **Academic and Program Standing**

Continuation in the School of Theatre depends on progress in completing requirements, academic performance, potential for success in the field, and general attitude and conduct as displayed in the ability to collaborate and work with peers, faculty members, and other stakeholders. In order to remain in good standing in the School, a student must:

1. Achieve a grade of "B" or better in all required coursework
2. Meet all major milestone requirements for the program

3. Attend all scheduled progress reviews and receive passing assessments from reviewing committees
4. Comply with all program and School of Theatre policies
5. Make sufficient programmatic progress and growth in the program in which they are enrolled
6. Consistently demonstrate behavior that meets the professional standards of the discipline including the ability to collaborate with others and to function within a team environment

Students who fail to meet these minimum standards will be placed on probation for the subsequent semester. Steps necessary to remove the probation status will be discussed with the student and provided in writing at the time they are notified of probationary status.

In addition to these general standards, the academic programs may have additional evaluation procedures and guidelines. Students should discuss these with the appropriate Program Director.

### Probation

Students on probation have a specified period to return to good standing in the program. The length of time allowed to address the probation status will be determined by the Program Director and the School of Theatre Director and Chair. Actions needed to remove probationary status may include, but are not limited to, the following: retaking required courses (at the student's expense), improving quality of work, growth in professionalism and communication, and/or successful completion of additional practical assignments. The Program Director will discuss the steps necessary to remove the probation status with the student at the time they are notified of probationary status. The Program Director will also schedule meetings with the student throughout the probationary period to check-in on their progress. The Program Director may set benchmarks for the student to achieve as a way to help measure their progress. The Program Director will meet with the student again at the end of the designated probation period to determine if the student has made sufficient progress to move back to good standing. The Program Director will discuss their evaluation with the other program faculty and make a decision on the student's status. Students on probation may be limited in their scope of production involvement at the discretion of the School of Theatre Director and Chair. Failure to remove probationary status after one semester may result in discontinuation.

The process for probation and discontinuation will follow the policy outlined by The Graduate School and Office of Faculty Development and Advancement and can be found in the College of Fine Arts Student Handbook.

### Policy for Dismissal of 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:

- ï Inability to conduct independent research in a fashion appropriate with the accepted norms of a discipline.
- ï Inability to function within a team environment to the extent that it negatively affects the learning, practice and/or research of fellow graduate students.
- ï 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.).
- ï Failure to meet artistic or creative performance standards.
- ï Failure to be approved for an Extension of Time (EOT).
- ï Failure to complete important degree milestone requirements within a reasonable period of time.
- ï Inability to pass the doctoral diagnostic exam, preliminary exam for admission to candidacy in, etc.
- ï Failure to complete the doctoral degree or make timely progress towards the research or writing of their treatise or dissertation.
- ï 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.

### Probation

Students on probation have a specified period to return to good standing in the program. The length of time allowed to address the probation status will be determined by the Program Director and the School of Theatre Director and Chair. Actions needed to remove probationary status may include, but are not limited to, the following: retaking required courses (at the student's expense), improving quality of work, growth in professionalism and communication, and/or successful completion of additional practical assignments. The Program Director will discuss the steps necessary to remove the probation status with the student at the time they are notified of probationary status. The Program Director will also schedule meetings with the student throughout the

probationary period to check-in on their progress. The Program Director may set benchmarks for the student to achieve as a way to help measure their progress. The Program Director will meet with the student again at the end of the designated probation period to determine if the student has made sufficient progress to move back to good standing. The Program Director will discuss their evaluation with the other program faculty and make a decision on the student's status. Students on probation may be limited in their scope of production involvement at the discretion of the School of Theatre Director and Chair. Failure to remove probationary status after one semester may result in discontinuation.

### **Professional Conduct Policy**

This statement outlines the standards of professional conduct expected of students in the College of Fine Arts. These standards emphasize the importance of maintaining professional conduct and remaining in good academic standing with the University and the College. If a student's professional performance falls below minimum expectations, the faculty may issue a warning, place the student on probation with a remediation plan, or recommend dismissal from the program. Students in the College of Fine Arts must also adhere to the University Academic Honor Policy, Student Conduct Code, and Summons to Responsible Freedom. Throughout each semester, faculty are constantly assessing how well you perform in each area of the CFA's Principles of Professional Conduct — Adaptability, Resourcefulness, Tenacity, Inquiry, Self-awareness, Teamwork – or A.R.T.I.S.T. for short (please note, these expectations stand alongside any expectations already in place by the units). These principles are supported by research on the habits of mind, which emphasizes the importance of critical thinking, problemsolving, and lifelong learning. If a concern about a student's professional conduct emerges, the process begins with an instructor issuing a warning via email and copying the department chair. A second violation involves a departmental review, potentially resulting in a formal notification outlining specific behaviors to address. A third violation may lead to the implementation of a remediation plan. Failure to meet the remediation plan's requirements could result in dismissal from the program. This process ensures a clear, escalating response to unprofessional behavior, providing multiple opportunities for you to correct your behavior with the support and guidance of faculty and administration.

Please view pages 18-19 of the 2024-2025 College of Fine Arts Student Handbook for additional information regarding the CFA Conduct process.

### **Final Clearance for Graduation**

Prior to enrolling in their final semester, graduate students must meet with their Program Director and review their academic record to ensure they are meeting the requirements for graduation.

After the student successfully completes the appropriate defense or exam, the Program Director will date and sign the Program Defense Form and submit the form to the School of Theatre Director and Chair for final signature.

Question about Academic Policies in the School of Theatre should be directed to the Office of Academic and Student Services.



# **Master of Fine Arts Degree**

## **Degree Objectives**

The Master of Fine Arts is the terminal degree in many theatre arts fields. The objective of the program is to provide students with competencies appropriate to the needs of professional theatres in America. The goals of the program are to: ensure opportunities for mastering the application of theory and skills by practicing a professional specialization; encourage on-the-job training in actual working conditions; and provide a general background in theatre history and practice.

## **General Program Requirements**

A minimum of 60 semester hours beyond the baccalaureate degree is required for completion of the MFA degree. Individual Plans of Study may involve more than the minimum and may include an internship. A minimum of nine credit hours per semester of graduate level courses for residential Graduate Assistants is considered full time enrollment.

## **MFA Qualifying Examination (The 8963r, 0 Hours S/U Grade)**

One major objective of the MFA programs in the School of Theatre is to prepare professionals for work in the theatre. To achieve this objective, the MFA faculty review each student's progress toward professional development at the end of each semester. These reviews are the MFA Qualifying Examinations (QE). Students enrolled in MFA programs in the School of Theatre will register for the MFA QE each semester. The designated faculty will review each student at the end of each semester. The result of this examination will be a written evaluation presented to the student by the Program Director.

Prior to the QE, the Program Director will consult with other faculty members in developing a review. Faculty will evaluate each student on a number of criteria regarding their progress within the program including, but not limited to, quality of work, communication skills, professionalism, problem-solving abilities, teaching skills, and cooperation with others. At the review, the Program Director will present and discuss the final evaluation with the student. A copy of the QE, signed by both the Program Director and student, will be given to the Office of Academic and Student Services to be placed in the student's academic file. (Records for students enrolled in the FSU/Asolo Conservatory for Actor Training are housed at the Conservatory.) The written evaluation should be presented to the student during finals week. In those instances where the program faculty meets with students during finals week, the written comments should be presented to the student as soon as possible following that meeting. Students have the right to provide a written response to an evaluation. This response will be filed with the Office of Academic and Student Services in the student's academic file.

In addition to written comments, the QE form will indicate the student's eligibility status at the end of each semester. Three status levels exist: continue, probation, and dismissal. The consequences for each category are as follows:

Continue - Student is progressing academically and programmatically.

Probation - The faculty has concerns about the student's academic and/or programmatic development. The Program Director should work with the student to develop a written plan for improving the areas detailed by the faculty. This remediation plan will be filed with the Office of Academic and Student Services and reviewed as part of subsequent Qualifying Exams.

Discontinuation – The student has not met one or more major milestones and/or program standards as previously defined in this, or the College of Fine Arts student handbook. Discontinuation will only occur when a student who is on probation does not meet the requirements to return to good standing within the allotted time frame.

### **Creative Final Project (THE 5973r, 3-6 hours S/U grade)**

Each Program Director defines the contents of this requirement. The creative final project gives the student an opportunity to demonstrate their best work on a significant and challenging assignment over an extended period of time.

### **Defense MFA Degree (The 8978, 0 Hours S/U Grade)**

All MFA students must register for Defense MFA Degree their final semester. The form of the defense is cumulative and varies with each program. The defense may focus on a portfolio review; a review of design, acting, directing, or technical work on a particular production; or a review of a written examination.

An MFA Defense Committee is responsible for the final review of a student's work. The committee is typically chaired by the Program Director, with other members selected from individuals eligible for committee service as outlined by university policy. Although the creative project is important as a demonstration of competence, the Defense Committee considers the entire body of a student's work in its deliberations.

### **Advising**

The Program Director serves as the primary advisor for students in the MFA program. It is the student's responsibility to meet with their primary advisor before registration for each semester. Students are responsible for meeting all university deadlines and requirements. Each semester, the student's plan of study is reviewed, updated, and approved by the Program Director.

## **Master of Arts Degree**

The MA Program in Theatre & Performance Research trains individuals interested in creating theoretically engaged scholarship or innovative theatre or who plan to pursue diverse careers beyond the academy. We believe that graduate education in Theatre & Performance Research contributes to contemporary society by confronting difficult questions, finding humanity in multiple perspectives, and contributing to a culturally diverse, democratic society.

The MA program offers students the opportunity to work with outstanding faculty in a flexible curriculum. Classes at the graduate level are small, enabling students to have direct contact with the professor, contribute extensively in discussion, and do significant projects and papers. The MA Program is designed for students 1) who desire a foundation for pursuing doctoral studies, 2) who are interested in teaching at the secondary school or community college level, or 3) who want to strengthen their academic preparation for theatre-related professions such as literary management and dramaturgy.

### **Program Requirements**

The M.A. in Theatre & Performance Research is designed as a two-year program (4 semesters). It comprises core courses in methodologies and theoretical approaches while offering students opportunities to tailor their degree to their scholarly interests. The program provides students with foundational coursework as well as opportunities to devise individual research trajectories and projects. Students are encouraged to pursue interdisciplinary research.

The M.A. degree may be earned under a thesis or a comprehensive exam track. Students work with faculty at the end of their first year in the M.A. program to determine which track will be most helpful for their future plans.

The Master's thesis track provides students with the opportunity to develop original research on a topic of their choice. Students work with an advisor who mentors them through a directed independent research process. This option is ideal for students interested in delving deeply into a topic of their choosing and exploring their ideas in writing. Students planning to pursue a Ph.D. are advised to pursue the thesis track.

The Master's comprehensive exam track offers students the opportunity to take additional coursework and focus on building expertise in multiple areas of interest. Students work with faculty experts to customize reading lists in literature, history, and a unique specialization. This option is beneficial for students interested in exploring a broader range of materials, seeking a foundation for career flexibility, or hoping to earn a graduate degree without writing a thesis.

### **Advising**

The TaPR Program Director serves as the primary advisor for students in the M.A.

program. Students may consult with other faculty, particularly potential major professors, throughout their time at FSU. It is the student's responsibility to meet with their primary advisor before registration for each semester. In addition, students are responsible for meeting all university deadlines and requirements. Each semester, the Program Director reviews, updates, and approves the student's plan of study.

### **Annual Performance Reviews**

At the end of each academic year, M.A. students submit updated C.V.s and self-assessments regarding their progress through the program. The Program Director then gathers written evaluative comments on each student from members of the TaPR faculty. (At their discretion, the Program Director may invite other faculty members to contribute.) Each student meets with the faculty to discuss written comments, address questions and concerns, plan for the upcoming year, and adjust the evaluation as needed.

### **Professional Development**

Professional development is a significant component of the TaPR graduate programs. All students attend meetings devoted to professional issues sponsored by the TaPR faculty throughout the academic year. Students should also regularly consult their faculty regarding other questions as they prepare for careers within or outside the academy after their degree. The Career Center (<https://career.fsu.edu>) offers valuable resources for careers beyond the professoriate. Students can also explore certificates in a wide range of fields to build additional skills, though many of FSU's certificate programs will require time beyond the planned four semesters for students in the M.A. program (<https://gradschool.fsu.edu/academics-research/graduate-certificate-programs>). As students take on professional activities and seek out new skills, it is helpful to seek advice early and often; regular consultation with faculty members is an essential part of graduate education and our program.

### **Credit Hours**

Both the thesis and comprehensive exam tracks require a minimum of 30 hours of coursework. In the thesis track, at least six of those hours must be dedicated to thesis credit.

### **Language Competency**

Students in the TaPR graduate programs must demonstrate fluency in written and spoken English, command of standard grammar and usage, and mastery of the *Chicago Manual of Style*. *Chicago* (Notes & Bibliography) is the standard style manual for TaPR courses in the School of Theatre, and its manual/website (<https://www.chicagomanualofstyle.org/home.html>) addresses many questions regarding writing style and publication. Our major publications most frequently use Chicago (Notes & Bibliography and Author-Date) and MLA, so students should familiarize themselves with these styles.

### **Foreign Language Requirement**

Students in the M.A. program must demonstrate the ability to read one foreign language with a dictionary. Students should provide evidence of having satisfied this requirement no later than the fall semester of their second year in the program.

The FSU Department of Modern Languages and Linguistics and the Department of Classics administer the required reading knowledge examinations. Language courses numbered 5060 are service courses designed to prepare students for these proficiency examinations. The student may take these courses as many times as needed. Students will use the 5069 courses to register for the examination. **These courses do not count toward degree hour requirements and are not covered by tuition waivers funded by the College of Fine Arts.**

### **Production Involvement**

Theatre Practice is an essential component of the M.A. program in the School of Theatre. In addition to undertaking specific course work on the topic, students must satisfactorily complete one theatre practice assignment for the School's regular season.

To complete this requirement, students should identify opportunities they are interested in pursuing and a College of Fine Arts faculty or staff member to serve as their mentor. Students should also ensure that the Program Director knows their plans and records their completed theatre practice assignment in their permanent record.

Students considering additional or outside production work must remember that our program is academically demanding. TaPR faculty can help students decide which opportunities would best serve their career goals while ensuring they can continue to succeed in the program.

### **Thesis or Comprehensive Exam Requirements**

#### **Thesis Track**

The subject of the thesis must be within the major field of study and must reveal independent investigation and knowledge of the methods of scholarship. Under the guidance of the thesis Chair, selected by the student, the student writes a prospectus. (Students should consider whether Human Subjects approval is needed for the project; if so, that process must begin early.) The prospectus guides the whole and, once the chapters are complete, a revised version becomes the introduction.

The Chair of the thesis committee must approve the prospectus before it is distributed to other committee members. The committee must approve the prospectus and complete the Prospectus Approval Form, a copy of which should be given to the Program Director.

The thesis Chair will guide the research and writing process, but the entire committee is available for conversation and advice. It is helpful to meet regularly with the thesis Chair to discuss ideas, share writing, and set deadlines. Students must enroll in Thesis (THE

5971r) during each semester in which they intend to have any significant interaction with their committee.

In their final semester, students will enroll in Thesis Defense (THE 8976) and work with their Chair to schedule the Oral Defense. It is the student's responsibility to ensure that the defense date is submitted to the Graduate School at least two weeks before the defense. The defense is open, and all committee members are to be present physically or virtually.

Students are responsible for downloading and following the University's *Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations*. Students can find the newest edition, as well as contact information, workshops, and an overview of the manuscript clearance process, on FSU's Graduate School website (<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation>). Become acquainted with the guidelines early in the process and write all drafts using the required format. Verify understanding of the guidelines with the manuscript clearance advisor in the Graduate School.

All theses must be submitted electronically in accordance with University regulations. The student is responsible for meeting the regulations and deadlines set by the Graduate School for the mechanical matters related to the thesis and graduation, and for ensuring that the TaPR Program Director receives a signed and completed copy of the Graduate School's "Manuscript Signature Page."

The student must apply for graduation through the Graduation Section of the Registrar's Office by the date specified in the University Academic Calendar.

### **Comprehensive Examination Track**

The final requirement for the course-type M.A. degree is a written examination taken during the student's last semester. The examination must be taken no later than four weeks before the end of the final semester. Students will designate a member of the TaPR faculty as the exam chair.

The examination will cover three areas: literature, history, and specialization. The exam chair will gather and administer the questions. The exams are proctored and will require no more than six hours of writing time. The questions are comprehensive in coverage rather than specifically course-oriented, thus reflecting the balance of the student's program of study.

Each committee member will evaluate the questions on a Satisfactory/ Unsatisfactory basis. To pass the exam, the student must receive a majority vote of satisfactory on all questions. In the case of a conditional evaluation, the student must repeat the areas covered by the questions not receiving a satisfactory. In the case of a fail, the student must retake the entire examination. The student has one additional chance to remedy any exam deficiencies.

Students must ensure that committee members complete the Comprehensive Exams Completion Form and that the Program Director receives an original, signed copy. In addition, the student must apply for graduation through the Graduation Section of the Registrar's Office by the date specified in the University Academic Calendar.

## **Doctoral Degree**

Grounded in both new theoretical approaches and traditional research methods, the Ph.D. in Theatre & Performance Research (TaPR) provides students with rigorous scholarly foundations in history, critical theory, literature, and pedagogy, as well as personalized artistic experiences. This degree emphasizes theatre and performance research as a set of practices: the practice of scholarly research and writing, including practice-based research; the practice of pedagogy; and the practices of directing, devising, dramaturgy, and design. Our focus on diverse practices and interdisciplinary research prepares Theatre & Performance Research graduates for careers within and beyond the academy.

The Ph.D. prepares students for careers in teaching and research at the college and university levels and various careers in the arts and related professions. The program offers students the opportunity to work at a major research university with outstanding faculty and a flexible curriculum. Classes at the graduate level are small, enabling students to have direct contact with faculty, contribute extensively in discussion, and do significant projects and papers.

### **Program Requirements**

The Ph.D. in Theatre & Performance Research is designed as a five-year program (10 semesters). It provides students with foundational coursework as well as opportunities to devise individual research trajectories and projects. Students are encouraged to pursue interdisciplinary research and to work at the intersections of theatre, performance practice, and scholarship.

The degree consists of 54 required credits (without including the dissertation): 45 units of coursework and 9 units dedicated to comprehensive exams. In addition, students must demonstrate reading knowledge of at least one foreign language and complete an assignment in production work within the School of Theatre. Once students have passed their comprehensive examinations, they advance to candidacy and the dissertation. Finally, students must complete a minimum of 24 credits of dissertation research, which will include writing and defending both a prospectus and the dissertation.

### **Advising**

The TaPR Program Director serves as the primary advisor for students in the Ph.D. program. Students may consult with other faculty, particularly potential major professors, throughout their time at FSU. It is the student's responsibility to meet with their primary advisor before registration for each semester. Students are responsible for meeting all university deadlines and requirements. Each semester, the student's plan of study is reviewed, updated, and approved by the Program Director.

### **Annual Performance Reviews**



In the first year of the Ph.D. program, students have individual meetings with the faculty to discuss concerns, progress, and overall plans. At the end of their first year and for all subsequent years, Ph.D. students submit updated C.V.s and self-assessments regarding their progress in research, writing, teaching, service, fundraising, networking, career planning, and work/life balance. The Program Director then gathers written evaluative comments on each student from members of the TaPR faculty. (The Program Director may also invite other faculty members to contribute.) Each student meets with the faculty to discuss written comments, address questions and concerns, plan for the upcoming year, and adjust the evaluation as needed. The written evaluation, CV, and self-assessment are filed in the student's academic record in the Office of Academic and Student Services, and students retain a copy for their records.

### **Professional Development**

Professional development is a significant component of graduate programs in TaPR. All students attend meetings devoted to professional issues sponsored by the TaPR faculty throughout the academic year. Students should also regularly consult their faculty regarding other questions as they prepare for careers within or outside the academy after their degree. The Career Center (<https://career.fsu.edu>) offers valuable resources for careers beyond the professoriate, and students can also complete certificates in a wide range of fields to build additional skills (<https://gradschool.fsu.edu/academics-research/graduate-certificate-programs>). As students take on professional activities and seek out new skills, it is helpful to seek advice early and often; regular consultation with faculty members is an essential part of graduate education and our program.

### **Credit Hours**

The TaPR doctoral program requires 54 semester hours of coursework. After students advance to candidacy, the University requires 24 hours of dissertation credits. After those 24 hours are complete, students actively working with faculty or university resources must register for a minimum of two dissertation hours each term.

### **Scholarly Engagement**

Students in the TaPR program engage with scholarly activities by attending courses, contributing to performance practice, attending professional development sessions, engaging with the field beyond the campus, and using university resources (university libraries, theatres, etc.).

### **Language Competency**

Students in the TaPR graduate programs must demonstrate fluency in written and spoken English, command of standard grammar and usage, and mastery of the *Chicago Manual of Style*. *Chicago* (Notes & Bibliography) is the standard style manual for TaPR courses in the School of Theatre, and its manual/website (<https://www.chicagomanualofstyle.org/home.html>) addresses many questions regarding writing style and publication. Our major publications most frequently use Chicago (Notes & Bibliography and Author-Date) and MLA, so students should familiarize themselves with these styles.

### **Foreign Language Requirement**

Students in the doctoral program must demonstrate the ability to read at least one foreign language with a dictionary. Students should provide evidence of having satisfied this requirement no later than the spring semester of their second year in the program.

The FSU Department of Modern Languages and Linguistics and the Department of Classics administer the required reading knowledge examinations. Language courses numbered 5060 are service courses designed to prepare students for these proficiency examinations. The student may take these courses as many times as needed. Students will use the 5069 courses to register for the examination. **These courses do not count toward degree hour requirements and are not covered by tuition waivers funded by the College of Fine Arts.**

### **Production Involvement**

Theatre Practice is an essential component of the Ph.D. program in the School of Theatre. In addition to undertaking specific course work on the topic, students must satisfactorily complete one theatre practice assignment for the School's regular season.

To complete this requirement, students should identify opportunities they are interested in pursuing and a College of Fine Arts faculty or staff member to serve as their mentor. Students should also ensure that the Program Director knows their plans and records their completed theatre practice assignment in their permanent record.

Students considering additional or outside production work must remember that our program is academically demanding. TaPR faculty can help students decide which opportunities would best serve their career goals while ensuring they can continue to succeed in the program.

### **Comprehensive Examination**

Comprehensive exams are fully integrated into the curriculum, facilitating the development of an original research proposal and a publishable essay. As part of their comprehensive exams, students will practice skills in oral presentation and pursue intellectual inquiry in their specializations. In concert with program coursework, these mentored exams prepare students to write a dissertation and to succeed in and beyond the degree.

**First-Year Exam:** This semester-long process is designed to teach students the process of revising their writing, demonstrate the ability to develop a sustained argument using relevant evidence and theoretical/methodological framing, and make a clear claim for the significance of their work. The student who has been admitted to work toward the doctoral degree may, before the end of the second semester of post-baccalaureate study, be required to take a departmentally administered diagnostic examination. It will be designed to appraise the student's ability to pursue the PhD degree in the field and to facilitate counseling in the development of the student's program of studies. The department/unit will notify the Office of the University Registrar if the diagnostic examination is failed and the student's program is to be terminated.

- Students enroll in Pedagogy & Revision, a course designed, in part, to take students through the writing revision process.
- Students present a revision of a paper written in their first year to the TaPR faculty. Each faculty member will offer individualized feedback to each student.
- Upon successful completion of this exam, students propose a second-year project to be advised by a faculty member.

Second-Year Exam: This year-long process involves working closely with a faculty advisor to develop a research project. A prelude to the dissertation process, this more extended project requires research, writing, revising, and a presentation. A successful exam will demonstrate the development of a clear, well-written research project based on original research, theoretical engagement, and compelling argumentation. Students will present their research publicly and address questions professionally. All TaPR faculty determine successful completion of this portion of the exam.

- Students register for independent study hours and work with their faculty advisor to develop a research project.
- Students submit their first draft to the full TaPR faculty for feedback.
- Students present their revised work at a School of Theatre colloquium.

Third-Year Exam: Designed to work as preliminary reading for each student's dissertation topic, this exam asks students to prepare materials for *discussion* with their faculty advisors. This process models conversations students will have at conferences and prepares them for networking with future colleagues.

- Students prepare two reading lists for oral examination in Theory and History. These lists, taken individually and together, will demonstrate both breadth of expertise and specific aspects of the student's professional profile. Depending on the area, reading lists may include plays, as well as critical, theoretical, and historical writings. Contents of the lists should not overlap.
- Students select their reading topics and advisors based on their research interests.
- Students enroll in Preliminary Doctoral Exam for the semester in which they will complete the Third-Year Exam. To be eligible to enroll, students must have:
  - Passed all required courses and completed the required number of semester hours of coursework with a grade of B- or better
  - Completed all other comprehensive exams
  - Fulfilled the foreign language requirement
  - Completed their production requirement in the School of Theatre
- All examining committee members participate in the discussion, with individual faculty advisors taking the lead in their respective areas. The examining committee determines pass or fail.
- Students who fail one or both areas must arrange to meet with the relevant faculty advisor for further discussion. They will have the opportunity to retake the oral defense up to two times within one semester.

Students must successfully complete each year's exam before moving on to the next exam. Grades for the comprehensive exam are pass or fail. A majority vote of the committee determines whether a student has passed or failed each exam. A tie vote means failure. Students who have not resubmitted exams within one year of the initial exam will not continue in the program.

Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the PhD degree. No student may register for dissertation hours prior to the point in the semester in which the 37 preliminary examination was passed. An admission to candidacy form must be completed and filed in the Office of the University Registrar prior to registration for dissertation hours. After completion of the admission to candidacy process, the student may retroactively add dissertation hours for that semester in which the preliminary examination was completed. Retroactive changes are only permitted if the preliminary examination is passed by the end of the seventh week of the semester. For term specific deadline dates, please refer to the "Academic Calendar" in the Registration Guide. The preliminary examination is designed to test scholarly competence and knowledge and to afford the examiners the basis for constructive recommendations concerning the student's subsequent formal or informal study. The form and content of this examination will be determined by the department, college, school, or examining committee (typically, but not necessarily the same composition as the supervisory committee) administering the degree program. Prior to the examination, the student's examining committee will determine whether the student 1) has a 3.0 average, and 2) has progressed sufficiently in the study of the discipline and its research tools to begin independent research in the area of the proposed dissertation. The chair of the major department, the academic dean, and the Dean of The Graduate School may attend any session of the supervisory or examining committee as nonvoting members. A member may be appointed to the examining committee at the discretion of the academic dean or Dean of The Graduate School or on recommendation of the major professor. Normally, the examining committee will be identical with the supervisory committee. The examining committee will report the outcome of the examination to the academic dean: passed, failed, additional work to be completed, or to be re-examined; the report following the reexamination must indicate the student either passed or failed. The results of the examination will be reported to the Office of the University Registrar for inclusion in the student's permanent record. If a student fails the preliminary examination before being admitted to candidacy, then the student is ineligible to continue in the degree program unless a re-examination of the preliminary examination is offered by the student's supervisory committee or other relevant decision-making body within each department or unit, per that department or unit's doctoral student handbook. The Academic Dean's office should be notified of the outcome of any preliminary exam attempt. 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. For the purpose of this policy, a "full class week" is defined as a week with five days during which classes are held at FSU. 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. An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean’s Office by either the student or the supervisory committee. Students who allege that 38 academic regulations and/or procedures were improperly applied for the re-examination of their preliminary exam may have their grievances addressed through the general academic appeals process.

<https://gradschool.fsu.edu/sites/g/files/upcbnu761/files/media/Files/Grad%20Student%20Handbk/Graduate%20Student%20Handbook-%202024-%20Final3.pdf>

## **The Dissertation**

The subject of the dissertation must be within the major field of study and must reveal independent investigation and knowledge of the methods of scholarship. Under the guidance of the dissertation Chair, selected by the student, the student writes a prospectus. (Students should consider whether Human Subjects approval is needed for the project; if so, that process must begin early.) The prospectus guides the whole and, once the chapters are complete, a revised version becomes the introduction.

The dissertation committee Chair must approve the prospectus before it is distributed to other committee members. Once they grant approval, students work with their Chair to schedule an oral defense of the prospectus with the entire committee. The committee must approve the prospectus and complete the Prospectus Approval Form, a copy of which should be given to the Program Director and placed in the student's file.

The dissertation Chair will guide the research and writing process, but the entire committee is available for conversation and advice. It is helpful to meet regularly with the dissertation Chair to discuss ideas, share writing, and set deadlines. Students must enroll in dissertation credits during each semester in which they intend to have any significant interaction with their committee.

In their final semester, students will enroll in Dissertation Defense and work with their Chair to schedule the Oral Defense. It is the student's responsibility to ensure that the defense date is submitted to the Graduate School at least two weeks before the defense. The defense is open, and all committee members are to be present physically or virtually.

**Examination in Defense of Dissertation** The defense of the dissertation will be oral. Responsibility for suggesting the time, designating the place, and presiding at the examination rests with the major professor. It is recommended that students defend no later than the eighth week of classes in the semester of intended graduation. Students must meet all semester deadlines for manuscript clearance set by The Graduate School in the semester of graduation. Manuscript/forms submission deadlines can be found on The Graduate School's website under Thesis, Treatise, and Dissertation. Additional rules apply to thesis, treatise, or dissertation students who miss a Manuscript Clearance Deadline during their defense semester. See Defense Decision Definitions for details.

Academic courtesy requires that the dissertation be submitted to each member of the supervisory committee at least four weeks before the oral examination unless all members of the examination committee agree to a shorter reading period. At the same time, the dissertation should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to The Graduate School's formatting requirements. Electronic manuscript submission instructions can be found on The Graduate School's website under Thesis, Treatise, and Dissertation. The supervisory committee will conduct the examination. All members of the graduate faculty are invited to attend. At least two weeks prior to the date of the examination, the student is required to submit the Defense Announcement Form of the dissertation title, date, and place of the examination to The Graduate School. The Defense Announcement Form must be submitted electronically in The Graduate School's Manuscript Clearance Portal at least two weeks prior to the date of the examination and will be posted on the Defense Calendar on The Graduate School's website. Electronic forms submission instructions can be found on The Graduate School's website under Thesis, Treatise, and Dissertation. By this time, the students must be enrolled in their defense course. 40 All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. Individual departments may impose stricter requirements on physical attendance, e.g., all members must be physically present. Departments and other degree-granting programs must publicize their policy on defense attendance in their Graduate Student Handbook and in the relevant section of the Graduate Bulletin. If exceptional emergency circumstances, e.g. medical or other emergency situations, prevent the participation of a committee member, then it may be necessary to arrange for an additional appropriately qualified colleague to attend the defense. If the University representative is unable to attend in real-time, then a new, appropriately qualified University representative must be selected to attend the defense. A minimum of four members with Graduate Faculty Status must participate. Defense Decision Definitions (For Thesis, Treatise, and Dissertation) Each member must sign the online Defense Decision Form to substantiate the results of the defense. The oral examining committee will certify the results of the defense. The oral examining committee will certify the results of the examination as one of the following: Pass, Pass with Major Revisions, Re-Examine, or Fail. Pass. To receive a Pass, the thesis, treatise, or dissertation must be in its final form or require only minor revision (e.g., grammar, typographical, clarifications, minor changes not requiring review by full committee) at the time of the defense, and the student passed their oral defense. A decision of Pass for the defense of thesis, treatise, or dissertation requires at least a majority approval of the committee. Students who defend successfully with a "Pass" but miss the defense semester's Manuscript Clearance submission deadlines will need to register for an additional semester and meet the Manuscript Clearance deadlines of the semester following the original defense semester. Students who fail to graduate in their original defense semester and the semester after their original defense semester are required to re-defend their thesis, treatise, or dissertation and meet Manuscript Clearance deadlines during the second semester since their original defense semester (e.g., original defense F24, required re-defense Su25). Students who re-defend and do not earn a "Pass," should be given a

“Fail.” The transcript will reflect a “Pass” once the student submits their successfully defended document. Exception requests for extenuating circumstances can be submitted by the unit's academic dean to the Dean of The Graduate School (or designee) for consideration. Individual departments/units may impose stricter requirements for what constitutes a Pass or the timing of a redefense. Departments and other degree-granting programs must publicize their policy on these issues in their Graduate student Handbook and in the relevant section of the Graduate Bulletin.

**Pass with Major revisions.** This defense decision category is a sub-category of the “Pass” category. This decision indicates that the thesis, treatise, or dissertation requires major revisions (e.g., additional chapters, major restructuring, significant changes needing approval by either the major professor/chair or the full committee), and the student passed their oral defense. Students who defend successfully with a “Pass with Major revisions” but miss the defense semester’s Manuscript Clearance submission deadlines will need to register for an additional semester and meet the Manuscript Clearance deadlines of the semester following the original defense semester. Students who fail to graduate in their original defense semester and the semester after their original defense semester are required to re-defend their thesis, treatise, or dissertation and meet Manuscript Clearance deadlines during the second semester since their original defense semester (e.g., original defense F24, required re-defense Su25). Students who re-defend and do not earn a “Pass,” 41 should be given a “Fail.” The transcript will reflect a “Pass” once the student submits their successfully defended document. Exception requests for extenuating circumstances can be submitted by the unit's academic dean to the Dean of The Graduate School (or designee) for consideration.

**Re-Defense.** The committee may determine that a re-examination in defense of thesis, treatise, or dissertation is necessary if the thesis, treatise, or dissertation has significant flaws and major revisions that are needed and/or the student's oral defense is unsatisfactory. This decision can only be given once. If the student re-defends and the manuscript requires more than only minor revisions to pass, they should be given a Fail. It is the committee's goal to prevent students from defending if their work is substantially flawed when they are reviewing it prior to defense. Fail. In the case of a Fail, the thesis, treatise, or dissertation had significant flaws to the point at which the committee believes the student should discontinue the program, or that a new research direction is required; and/or the student's oral defense was unsatisfactory, and another defense of the existing project will not be allowed. This decision should only be given when a committee/academic unit does not believe the student should continue in the program, or if the student will be required to move in an entirely new direction for their research. It is the committee's goal to prevent students from defending if their work is substantially flawed when they are reviewing it prior to defense. This decision is required if a student a re-defends and does not earn a Pass. After approval by the oral examining committee (which includes or may be the same as the supervisory committee) and completion of the Final Content Approval Form in the Manuscript Clearance Portal, the student should electronically submit the post-defense, final content-approved version of the thesis, treatise, or dissertation to the Manuscript Clearance Advisor via ProQuest. This submission must occur by the semester deadlines for manuscript clearance. The degree cannot be awarded until the required forms have been completed on The Graduate School's Manuscript Clearance Portal and the final version of the manuscript

has been submitted to and approved by the Manuscript Clearance Advisor. If a semester deadline is missed, the student's semester of graduation may be delayed, and a re-defense may be required.

Students are responsible for downloading and following the University's *Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations*. Students can find the newest edition, as well as contact information, workshops, and an overview of the manuscript clearance process, on FSU's Graduate School website (<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation>). Become acquainted with the guidelines early in the process and write all drafts using the required format. Verify understanding of the guidelines with the manuscript clearance advisor in the Graduate School.

All dissertations must be submitted electronically in accordance with University regulations. The student is responsible for meeting the regulations and deadlines set by the Graduate School for the mechanical matters related to the dissertation and graduation, and for ensuring that the TaPR Program Director receives a signed and completed copy of the Graduate School's "Manuscript Signature Page."

The student must apply for graduation through the Graduation Section of the Registrar's Office by the date specified in the University Academic Calendar.

**Annual Evaluation of Ph.D. Students** The purpose of the annual evaluation is to provide doctoral students with clear, constructive feedback on their academic progress and professional development. This process is designed to help students identify strengths, address challenges in a timely manner, and ensure steady advancement toward degree completion.

In accordance with university and program policy, all doctoral students will be evaluated annually during the spring semester. The evaluation form will be completed by the student's first-year advisor or major professor and reviewed by the program faculty. Following this review, one signed copy of the evaluation will be provided to the student, and one copy will be uploaded to the Graduate Student Tracking Database. If any item in Part B of the evaluation is rated as an "Official Concern," the major professor will develop and attach a written remediation plan. This plan will outline specific expectations, required actions, and timelines for improvement.

### **Assistantships**

Graduate students receiving a graduate assistantship from the School of Theatre, regardless of their particular program, are expected to adhere to the following policies on graduate appointments.

The School of Theatre Director and Chair oversee all assistantships in the School of Theatre and make appointment decisions in consultation with the appropriate Program Director and the Office of Academic and Student Services. While every effort is made to match student academic interest with the assistantship assignment, such a match



cannot be guaranteed. Additionally, the School of Theatre Director and Chair make the final decision regarding continuation of an assignment.

The official appointment dates for School of Theatre graduate assistantships will be communicated in the appointment letter detailing the assignment for the semester. Students are expected to be on campus and working at these times. Exceptions for professional commitments, internships, etc. must be arranged with the assistantship supervisor(s) in advance and require the approval of the appropriate Program Director and the Director of the School of Theatre. Responsibilities for both terms run through the week of finals. Official term beginning and end dates can be found in the Florida State University Academic Calendar.

Mandatory graduate assistant-related meetings, including those occurring during orientation week count toward assistantship hours.

### **Supervision and Work Evaluation**

The School of Theatre Director assigns supervisors for each graduate assistant. The supervisor will explain the specific duties involved with each assignment and work closely with the student during the semester. At the end of each semester, the supervisor will provide to the student a written evaluation of their performance, based on standards explained at the beginning of the term. Supervisors are encouraged to provide feedback at the mid-point of the term as well. The School of Theatre Director and Chair will resolve any conflicts that may arise between a student and a supervisor. The assistantship supervisor should also keep the Program Director informed of each students' performance in the assistantship.

### **Teaching Assistantship Assignments**

Florida State University has clearly established teaching assistant standards related to appointments. The School of Theatre adheres to those standards when making graduate TA appointments. Typically, initial teaching assignments will include responsibility for such tasks as clerical duties, grading, supervising labs, recitation sections, and giving class lectures. Prior to receiving an assignment as a course instructor, the student must demonstrate the ability to handle the course with minimal supervision.

### **Tuition Waivers**

Florida State University makes every effort to provide graduate assistants with a tuition waiver for a minimum of nine credit-hours each semester. These waivers are part of the overall compensation package in the School of Theatre. To remain eligible for an assistantship, a student must complete the assistantship assigned duties satisfactorily as determined by the supervisor.

Waivers typically cover only 5000- and 6000-level courses. Courses below the 5000-level may be acceptable if they are approved by the Program Director and the Director of the School of Theatre as part of the degree program. The School of Theatre Director

and Office of Academic and Student Services should be notified immediately of any changes made in the student's schedule that affect tuition waivers and fees.

### **Residency**

Students on a School of Theatre assistantship are required to establish State of Florida residency prior to the beginning of class of the first semester of their second year of study. Specific information regarding residency is available at the Office of the Registrar in the University Center A. Graduate assistants who do not establish residency by that time may be liable for the out-of-state portion of their tuition.

### **Absences**

The School of Theatre recognizes that at times students enrolled in its graduate programs need to be away from campus for personal and professional reasons. At the same time, graduate students are expected to be engaged in their academic and assistantship assignments. Faculty and assistantship supervisors plan activities based upon expected student attendance in class and the assistantship.

Graduate students should discuss and receive approval for any planned absences from their Program Director, faculty, and assistantship/practicum supervisor. It is the student's responsibility to make-up any work or hours that are missed during the absence. Students needing to be away from campus for emergency reasons should contact their Program Director, faculty, and supervisor(s) as soon as possible.

### **Absences from Classes**

Students should consult the course syllabus regarding course attendance policy.

### **Absences for Teaching Assistants**

Teaching assistants who are absent because of illness or other legitimate reasons must notify the Office of Academic and Student Services and the assistantship supervisor as early as possible. It is the teaching assistant's responsibility to make alternative arrangements to cover classes or other assignments.

## **Resources**

### Graduate Student Forms

#### General Forms

	Graduate waiver receipt form (Obtain from Academic & Student Services)
	Residency form: visit the Grad Space section <a href="https://gradschool.fsu.edu/prospective-students/graduate-admissions/graduate-residency">https://gradschool.fsu.edu/prospective-students/graduate-admissions/graduate-residency</a>
	Program of Study form (Obtain from Major Professor)
	Assistantship Evaluation (Obtain from assistantship supervisor)

#### MFA evaluation and graduation forms

	MFA Qualifying Examination form (Obtain from Major Professor)
	MFA Supervisory Committee form (Obtain from Major Professor)
	MFA Creative Thesis defense form (Obtain from Major Professor)
	MFA Program Defense form (Obtain from Major Professor)

#### MA/PhD evaluation and graduation forms

<https://gradschool.fsu.edu/graduate-student-forms>

<https://gradschool.fsu.edu/current-students/thesis-treatise-and-dissertation>

## FSU Reporting Systems

It's important to note that if you believe the situation is an emergency requiring immediate attention, you should first call FSUPD at (850) 644-1234.

Report.fsu.edu is a platform dedicated to facilitating the reporting of incidents or concerning behaviors within the Florida State University community. This site provides a user-friendly interface for submitting reports on various issues, including sexual misconduct, stalking, domestic/dating violence, ADA or accessibility issues, and more. To submit a report, simply hover over the button corresponding to the type of report you wish to submit and click (or tap on mobile devices) to proceed. Whether it's addressing online behavioral issues in Canvas, reporting acts of discrimination, or seeking assistance from the Victim Advocate Program, report.fsu.edu is an essential tool for ensuring the safety and well-being of the FSU community.

## Sexual Misconduct

Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, & stalking), and all other forms of sex discrimination are violations of University policy and contrary to the University's values, which recognize the dignity and worth of each person. They are also illegal. Sexual misconduct will not be tolerated by Florida State University, whether by faculty, staff, students, visitors, or others.

If you have experienced sexual misconduct, FSU wants to help. The University has policies and services available to support you.

### Pertinent University Policies

- **Title IX Statement:** outlines FSU's Title IX obligations and identifies campus Title IX Coordinators.
- **Non-Discrimination Policy:** prohibits sex discrimination (adverse treatment or the creation of a hostile environment based on a person's sex). Sexual misconduct, sexual harassment, and sexual violence are all prohibited forms of sex discrimination.
- **Sexual Harassment Policy:** provides detailed guidance about the University's prohibition against sexual harassment, which includes sexual misconduct and sexual violence as prohibited conduct.
- **Sexual Battery Policy:** gives specific guidance to support victims of sexual violence, to apprehend perpetrators, and to outline special reporting obligations for employees with knowledge of this crime.

### Sexual Misconduct Resources

#### Confidential Support

If you have experienced sexual misconduct, you may want to discuss your options on a completely confidential basis. While FSU handles sexual misconduct complaints sensitively and discretely, many University employees including faculty and supervisors are required to report sexual misconduct to University administrators. If you are unsure whether someone can maintain complete confidentiality ask them *before* you give details about your situation.

Staff members at the following on and off campus offices can maintain complete confidentiality and provide support:

<b>FSU Victim Advocate Program</b>	850-644-7161 or 850-644-2277 nights/weekends 850-644-1234, ask for advocate on call	<a href="http://victimadvocate.fsu.edu">victimadvocate.fsu.edu</a>
Confidential, 24-hour, free support services for victims of sexual violence and other crimes. Services include: crisis counseling, emotional support, assistance with academic alterations, temporary safe lodging, and assistance during medical and legal proceedings (including obtaining orders of protection) and on-campus complaint processes.		
<b>FSU Counseling Center</b>	850-644-2003	<a href="http://counseling.fsu.edu">counseling.fsu.edu</a>
Confidential, free, mental-health counseling and referrals for FSU students. Hosts survivor support groups.		
<b>FSU Employee Assistance Program</b>	850-644-4444	<a href="http://vpfa.fsu.edu/Employee-Assistance-Program">vpfa.fsu.edu/Employee-Assistance-Program</a>
Confidential, free, mental-health counseling, referrals, and other support services for employees.		
<b>Refuge House</b>	850-681-2111	<a href="http://refugehouse.com">refugehouse.com</a>
Confidential, 24-hour hotline, information and referral, crisis intervention, advocacy and accompaniment: medical and legal, support groups, medical referrals and follow-up, victim/survivor follow-up, shelter, and emergency financial assistance. Assistance in filing for protective injunctions (restraining order) through the Refuge House office at the Leon County Courthouse.		
<b>211 Big Bend</b>	211	<a href="http://211bigbend.net">211bigbend.net</a>
Confidential, 24-hour crisis helpline and referral services for the Tallahassee community.		

### On Campus Complaint Resolution

<b>FSU Police Department</b>	850-644-1234 or 911	<a href="http://police.fsu.edu">police.fsu.edu</a>
Emergency response, crime reporting (including sexual violence), and investigation of crimes occurring on campus. The University encourages survivors to simultaneously pursue both a criminal investigation with the police and a University sexual misconduct complaint investigation.		
<b>Title IX Co-Coordinators</b>	850-644-5590 (students) 850-644-8082 (non-students)	<a href="http://hr.fsu.edu/PDF/Forms/TitleIXStatement.pdf">hr.fsu.edu/PDF/Forms/TitleIXStatement.pdf</a>
Oversight of University Title IX compliance (including sex discrimination, sexual harassment, and sexual violence complaint supervision) and information about University policies and complaint procedures.		
<b>Dean of Students Department</b>	850-644-2428	<a href="http://deanofstudents.fsu.edu">deanofstudents.fsu.edu</a>
Responsible for resolution of sexual misconduct complaints against students (including sexual violence and sexual harassment complaints).		
<b>Equal Opportunity &amp; Compliance</b>	850-645-6519	<a href="http://compliance.hr.fsu.edu">compliance.hr.fsu.edu</a>
Responsible for resolution/investigation of sexual misconduct complaints against faculty, staff, visitors, contractors, and any other non-students (including sexual violence and sexual harassment complaints).		
<b>FSU EthicsPoint Hotline</b>	855-231-7511	<a href="http://fsu.ethicspoint.com">fsu.ethicspoint.com</a>
Anonymous discrimination and sexual misconduct (including sexual harassment & sexual violence) reporting hotline.		

### Additional On Campus Resources

<b>University Health Services</b>	850-644-4567	<a href="http://healthcenter.fsu.edu/contactUs.html">healthcenter.fsu.edu/contactUs.html</a>
Healthcare services for students (including emergency contraception through the Women's Clinic).		

**Seminole Allies and SafeZones**

850-644-2003

[safezone.fsu.edu](http://safezone.fsu.edu)

Support network and resources for lesbian, gay, bisexual, and transgender students and employees.

**FSU Measure Up**[FSUmeasureup.com](http://FSUmeasureup.com)

Campaign devoted to correcting misconceptions regarding sexual violence and creating a campus culture that is less victim-blaming and more proactive in intervening to prevent sexual assault.

**M.A.R.C. (Men Advocating Responsible Conduct)**[sga.fsu.edu/marc/](http://sga.fsu.edu/marc/)

Student group devoted to peer education regarding sexually responsible behavior.

**Additional Off Campus Services****Tallahassee Police Department**

850-891-4200 or 911

[talgov.com/tpd/tpdhome.aspx](http://talgov.com/tpd/tpdhome.aspx)

Law enforcement authority for reporting and investigating crimes occurring off campus (in the city of Tallahassee).

**Leon County Sherriff's Office**

850-922-300 or 911

[leoncountyso.com](http://leoncountyso.com)

Law enforcement authority for reporting and investigating crimes occurring off campus (in Leon County).

**Tallahassee Memorial Hospital**

850-431-0911

[tmh.org](http://tmh.org)

Emergency room services and SAE sexual assault exams for evidence collection ("rape kit").

**Tallahassee Police Department Victim Advocacy**

850- 891-4432

[talgov.com/tpd/tpd-victim.aspx](http://talgov.com/tpd/tpd-victim.aspx)

24-hour victim advocate services including: on scene assistance (crime scene, hospital etc.) crisis counseling, support during the legal process, and emergency legal assistance (obtaining protective injunctions).

**Leon County Sherriff's Office Victim Advocate**

850-922-3300

[leoncountyso.com/divisions/criminal-investigations/victim-advocate](http://leoncountyso.com/divisions/criminal-investigations/victim-advocate)

24-hour victim advocate services including: on scene assistance (crime scene, hospital etc.) crisis counseling, support during the legal process, and emergency legal assistance (obtaining protective injunctions).

**Florida Bar Lawyer Referral Service**

800-342-8011

[floridabar.org](http://floridabar.org)

Referral service to find legal representation in Florida.

**Florida Council Against Sexual Violence**

1-888-956-7273

[fcasv.org](http://fcasv.org)

State-wide information and resources for sexual violence.

**Florida Coalition Against Domestic Violence**

1-800-500-1119 or TDD (800) 621-4202

[www.fcadv.org](http://www.fcadv.org)

State-wide information and resources for domestic and dating violence.

**National Domestic Violence Hotline**

1-800-799-7233 or TTY 800-787-3224

[www.thehotline.org](http://www.thehotline.org)

24/7 support, crisis intervention, and referral service for victims of domestic violence.

**RAINN (Rape, Abuse, & Incest National Network)**

1-800-656-4673

[rainn.org](http://rainn.org)

Rape recovery support services.