

FSU

DEPARTMENT OF ARTS LEADERSHIP,
EDUCATION & THERAPY

COLLEGE OF FINE ARTS



Student Handbook

M.A. Museum Education &
Visitor-Centered Curation

2026-2027

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Welcome

Greetings! Welcome to the Department of Arts Leadership, Education & Therapy at Florida State University! We are delighted you have chosen FSU to embark on your academic journey. Whether you are new to FSU or returning, you are now part of a vibrant community where creativity, passion, and scholarly dedication thrive.

Florida State University, recognized as a preeminent institution in Florida, holds the highest designation of very high research activity as classified by the Carnegie Classification of Institutions of Higher Education. Our faculty members are leaders in their fields, bringing creativity and research excellence to foster an engaging and dynamic learning environment.

Our philosophy and curriculum are designed to build a strong sense of community, encourage creativity, and support our mission of empowering individuals through the arts. We believe in the transformative power of art education to enhance social consciousness, deepen empathy, and promote community integration. Our graduates have pursued diverse and impactful careers as educators, therapists, planners, curators, administrators, and more.

This handbook is designed to guide you through your master's journey, outlining the policies and procedures essential for navigating the Master of Art (M.A.) major in Museum Education & Visitor-Centered Curation. It covers each phase of the program, from admission to graduation, reflecting our commitment to high standards that may exceed those of the Graduate School. Master students and graduate faculty must stay informed of current Graduate School policies and procedures, including updates between manual releases.

As you navigate through this handbook, you will find essential information and resources to help you succeed. We encourage you to take full advantage of the many opportunities within our supportive and inclusive community, engage with peers and faculty, participate in interdisciplinary collaborations, and immerse yourself in FSU's learning experiences.

Thank you for joining the Arts Leadership family. We look forward to supporting your growth, celebrating your achievements, and seeing your contributions to our community. Questions about this handbook should be directed to the [Chair of the Arts Leadership, Education & Therapy Department](#).

General Information

With over a 70-year history, the Department of Arts Leadership, Education & Therapy believes in the intrinsic value of art as a catalyst for social change. Not only can art promote the development of the individual but serves to enrich and enliven the world around us. As a comprehensive education and research program, we only offer graduate level degrees. We find this provides a rigorous and individualized learning experience as students work towards one of our 9 specialized degree options.

Mission

In the Department of Arts Leadership, we empower people to empower people through the arts.

Values

While we pursue our mission, we value:

- Raising social consciousness
- Deepening empathy
- Embracing complex social identities
- Fostering community integration
- Championing participatory action

Community Vision

The Department of Arts Leadership, Education & Therapy strives to create a climate of inclusivity for our faculty, staff, and students. In doing so, we acknowledge that we are imperfect and are constantly working towards building a more just academic community. Because of this, we are always in the process of reviewing our curriculum, policies, and departmental culture to identify and address areas in need of reform. As such, we encourage departmental stakeholders to voice concerns or share ideas with the Student Success Committee, which meets monthly. As issues and ideas are presented, the faculty is committed to engaging in civic discourse focused on meaningful change as we push ourselves to broaden our perspectives and continue to open our doors wider.

Student Success

All students are invited to join the Student Success Committee in the Department of Arts Leadership. This committee is constituted by both faculty and student representatives, and is dedicated to fostering a supportive and inclusive environment for all graduate students. It guides initiatives that promote student well-being, academic success, and a strong sense of community within the department. Through events, such as orientations, town halls, professional development workshops, and monthly committee meetings, we work to ensure that students feel welcomed, heard, and connected throughout their academic journey. Students are encouraged to participate in the committee's events and consider getting involved to help shape the graduate experience for themselves and their peers.

Program Objectives

The M.A. major in Museum Education & Visitor-Centered Curation conflates museum education and exhibition functions. This major prioritizes addressing the educational needs of museum visitors through programming, interpretation, and exhibitions. This program takes advantage of the expertise and resources available through The Ringling and FSU Museum of Fine Arts to We prepare **edu-curators** (a hybrid of education and curation functions) to advance museum theory and practice

The primary mission of the M.A. in Museum Education & Visitor-Centered Curation at Florida State University is to prepare graduates for leadership roles in museums, while becoming innovative and socially-engaged scholars. Informed by an adapted feminist systems approach, the specialized program aims to develop practitioners who envision exhibitions and interpretative planning as non-hierarchical, collaborative processes.

Departmental Contact Information

Our department staff and faculty are always happy to answer any questions you have. Please be sure to look carefully at who the best person might be to respond to your inquiry. Be sure to use email whenever possible, as this creates a clear and transparent communication trail. Also remember to expect that emails sent before or after normal working hours/days will be responded to during normal business hours. Most faculty and staff strive to respond to emails within 48 hours.

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Art Education

Academic Calendar & Registration Deadlines

The Academic Calendar holds essential information on how our academic year is structured, including key dates, deadlines, and holidays. Understanding the academic calendar is crucial for planning your studies, ensuring you meet important deadlines, and maximizing your academic experience.

Our academic year is divided into three main semesters: Fall, Spring, and Summer. Each semester has its own unique schedule, including start and end dates, registration periods, and exam periods.

We encourage you to familiarize yourself with these calendars and refer to them regularly to stay informed about important dates and events throughout the academic year. If you have any questions or need more assistance, please contact the Office of the Registrar.

The [Florida State University Registration Guide](#) is published biannually by the Office of the University Registrar as an edition of the General Bulletin. The Registration Guides provide a specific term's enrollment appointments, academic calendar, exam schedules, financial information, university notices, and registration information.

Fall	Spring	Summer
Academic Calendar	Academic Calendar	Academic Calendar
Enrollment Appointments	Enrollment Appointments	Enrollment Appointments
Exam Schedule	Exam Schedule	Exam Schedule
Fees and Financial Info	Fees and Financial Info	Fees and Financial Info
Registration Info	Registration Info	Registration Info
University Notices	University Notices	University Notices

NOTE: Students must take care to register within their enrollment period to avoid late registration fees. If a student requires help with registration, they can contact the department's Academic Program Specialist: Jennie Christensen, jmchristensen@fsu.edu

Admission

Admission Requirements

Experience & GPA Requirements

- An earned bachelor's degree from a regionally accredited US institution, or a comparable degree from an international institution, with a minimum of 3.0 (on a 4.0 scale) grade point average (GPA) in all coursework
- The applicant must be in good standing in the institution of higher education
- An undergraduate major related to Art, Art Education, Arts Administration, Museums, or Performing Arts

- Thirty (30) hours of Arts and/or Arts Leadership coursework or relevant work experience in a cultural organization. (Students may satisfy deficiencies upon acceptance into the program)

TOEFL (for International Students only)

- Minimum scores: 80 internet/213 computer

Transcripts

- Official transcripts must be submitted
- For detailed information on this process, visit: Graduate Admissions.

Admissions decisions are made after the application deadlines. If you have questions about the degree during the application process, you can reach out to the program director within the major you are applying for. If you need clarification on the application itself, please don't hesitate to contact our Academic Program Specialist Jennie Christensen, jmchristensen@fsu.edu.

Application Materials

Letters of Recommendation

- Students must submit three letters of recommendation
- The letters of recommendation should be from someone who can describe your ability to meet the graduate level of rigor and expectations in coursework, writing, and speaking skills

Statement of Purpose: A 1,000 word biography addressing:

- professional or academic background
- career goals
- rationale for applying to the program
- [Advice for writing a statement of purpose can be found at the FSU Career Center Website](#)

Academic Writing Sample

- Most people submit a paper that they wrote in college, retouching it for content and style.
- If you don't have a paper that you have already written, you can write one from scratch.

- You'll want to submit a piece of writing that demonstrates your ability to analyze a topic in the same (or related) field to which you are applying.

Resume / CV

Application Deadlines

Our preferred start date is Fall.

- Fall start: International applicants, priority deadline: January 15
- Fall start: Applicants interested in funding consideration: February 1
- Fall start: Applicants uninterested in funding consideration: July 1
- Spring start: November 1

Tuition & Funding Opportunities

Tuition

Graduate students are charged tuition on the basis of Florida residency or non-residency. The current schedule of charges may be obtained at: <https://tuition.fsu.edu/>.

The Academic Common Market (ACM): The Academic Common Market (ACM) is a tuition-savings program for college students in 15 Southern Regional Education Board (SREB) states, who want to pursue degrees that are not offered by their in-state institutions. Students can enroll in out-of-state institutions that offer their degree program and pay the institution's in-state tuition rates. Search programs available for your home state by clicking Search for Programs on the ACM website: <https://fda.fsu.edu/academic-resources/academic-policies/academic-common-market>.

Graduate Assistantships (Apply by Feb 1st)

Prospective and admitted students are eligible to apply for an assistantship. Assistantships are competitive and the number of funded positions varies from year to year. Assistantships supply graduate students with a tuition waiver and stipend. The Department is an equal opportunity employer. PhD students receive priority for Graduate Assistantship funding, with limited support available for MA students as resources permit.

The department offers three different types of assistantships:

- Graduate Assistantships (GA): GAs may receive a position in support of an academic degree program, the department administration, a department committees, or in assisting an individual faculty member.
- Research Assistantships (RA): RAs may receive a position to carry out research with a specific faculty member or within a funded research project.
- Teaching Assistantships (TA): TAs are degree-seeking graduate students with a related master's degree. TAs perform primary teaching duties as the Instructor of Record (IOR). Non-native English speakers must pass a speaking proficiency exam to become an Instructor of Record (See: <https://cies.fsu.edu/programs/english-academic-purposes/speak-exam-information>).

Graduate Assistantships cover the fall and spring semesters and do not include summer. The award involves both a tuition waiver and a stipend. Students receive a waiver for their tuition (not inclusive of student fees) for at least 9 credit hours. Graduate assistants must enroll in a full course load (9 hours) of approved graduate credit each semester (your adviser is responsible for approving your courses). The stipend is awarded for work completed within the department. The amount of the stipend reflects the hours contracted. Assistantships are typically a 25%-time dedication (i.e., 10 hours per week), and at this level the stipend amount is approximately \$9,300 per year.

The application form for assistantships can be found at: <https://arted.fsu.edu/assistantships-funding/>

Other Fellowships and Funding Sources

The Graduate School offers fellowship opportunities and awards to prospective and active students: <https://gradschool.fsu.edu/funding-awards>.

Financial Aid

Loan Programs are available. Contact the Office of Financial Aid for more information: <https://financialaid.fsu.edu>

Financial Aid Awards vary according to need. Details about student loan and work-study opportunities at the University at <https://financialaid.fsu.edu/types-aid/federal-workstudy>

International Students

Few schools offer more support and services to their international population than FSU. Our [Center for Global Engagement](#) staff will work with you to ease your transition to our Seminole Community. We hope you will contact us with any of your questions that are left unanswered after browsing our handbook. After you have been admitted to the University, please browse [this site](#) for information on your next steps. The following sections outline key points for international graduate students at FSU, more information can be found on the [international admissions page](#).

English Language Proficiency

Official English Language Proficiency results are required of all international applicants whose native language is not English. The following are the minimum scores required for admission to the University, although some departments require higher scores at the graduate level:

- Internet based TOEFL ([IBTOEFL](#)): 80
- Paper based TOEFL ([TOEFL](#)): 550
- International English Language Testing System ([Academic IELTS](#)): 6.5
- Pearson Test of English ([PTE](#)): 55

These scores are considered official only when they are sent directly to the Office of Admissions from the testing agency and are not valid after two years. International graduate applicants seeking teaching assistantships are required to pass the SPEAK test which evaluates the English-speaking ability of non-native speakers of English and is administered at Florida State.

Academic Records

All transcripts/academic records that are not in English must be accompanied by certified English translations. To be considered "certified," documents should be true copies that are signed and dated by an educational official familiar with academic records. Any translated record should be literal and not an interpretive translation. Documents signed by a notary or other public official with no educational affiliation will not be accepted. If the transcript/academic record does not indicate the degree earned and date the degree was awarded, separate proof of degree is required.

Finances

Florida State University is required by U.S. federal regulations to verify the financial resources of each applicant prior to issuing the Form I-20. If granted admission to the University, an email with instructions on how to complete the I-20 will be sent from the Center for Global Engagement (CGE). You will provide information verifying your financial support (bank statements, award letters, scholarships, etc.). FSU requires proof of financial support for the first year of study and demonstrated availability of funds for the length of your academic program. U.S. federal grants and loans are not awarded to international students. Graduate students may apply to their respective departments for assistantships or fellowships, although funds are very limited. For further information, please contact your academic department directly.

The Center for Global Engagement

The [Center for Global Engagement](#) (CGE) and its staff are here to serve international students and their families. Whatever you need to help make your transition to Florida State go more smoothly, they will work hard to provide. They will advise you about F and J visa requirements and assist you with cultural adjustment, employment matters, housing, or personal concerns. The Center itself offers meeting space to international student organizations, a kitchen, and lounges for recreational use.

Intensive English Studies

If you need to improve your English skills before beginning your academic career in the United States, Florida State's [Center for Intensive English Studies](#) (CIES) is the place for you. CIES is an English language school for serious students who want to improve their English skills. You will be given personalized instruction by highly qualified teachers in a safe, friendly environment. Please note that admission to and completion of the CIES program does not necessarily guarantee admission to the University as a degree-seeking student.

Procedures & Policies

The following section outlines the broad procedures and policies for graduate study in the Department of Art Education. This section serves as an introduction to you and your advisor; the grievances and appeals process; and the expectations and requirements for all master's students. In this first section certain topics are covered summarily with links to more in depth descriptions in other parts of the handbook.

Student Responsibilities

Student responsibilities include meeting with the program advisor prior to registration each semester to ensure appropriate course selection and timely degree progress. Your primary obligation is the timely and satisfactory completion of your program requirements including research and/or course work. It is your responsibility to become familiar with program requirements and policies in the [Graduate Student Handbook](#) and the [College of Fine Arts Student Handbook](#).

You are responsible for maintaining contact with advisors, instructors, and committee members in order to keep them updated on your progress through courses and the program. You are responsible for meeting deadlines and providing quality academic products for evaluation in both your coursework and dissertation work.

As a graduate student in the Department of Arts Leadership, you have the right to regular contact with advisors and/or committee members throughout your program. In the event of an extended leave for your primary supervisor, you have the right to an alternate advisor. In order to facilitate the timely completion of program requirements, you also have the right to timely feedback (within approximately one month) on all academic work presented for evaluation. If you feel that your rights and obligations as a student have been violated, please see the grievances and appeals section of this handbook.

The university has outlined the following rights and responsibilities in the [Graduate Student Handbook](#):

A responsible student recognizes that freedom means the acknowledgment of responsibility to the following: to justice and public order; to fellow students' rights and interests; to the University, its rules, regulations, and accepted traditions; to parents, teachers, and all others whose support makes one's advanced education possible; to

city, state, and national laws; to oneself; and to the opportunity for specialized training and continuing education toward the ends of personal fulfillment and social service. Students are urged to use their freedom in the University community to develop habits of responsibility that lead to the achievement of these personal and social values. Responsible student behavior requires observance of the Student Conduct Code, which is based on respect for the dignity and worth of each person and the requirements for successful community life. (from the [FSU graduate student handbook](#))

Attendance

FSU has a strict first-day attendance policy. Attend your classes the first week, or professors will drop your enrollment. There is a professional dress requirement for departmental arts administration classes.

Communication Expectations

As a master's student you will be in a position to direct and be responsible for your education. Communication can occur in multiple ways, via face-to-face meetings, zoom, email, phone, scans, or fax. Regardless of how the meetings occur, students should follow the guidelines below and speak with their advisors regarding the establishment of regular advisory meeting times.

Face-to-face Meetings

Face-to-face meetings are an important way to establish a relationship by providing a hands-on environment for working on multiple aspects of your education. However, face-to-face meetings may not be possible due to either public health issues or geographic proximity. So, discuss these issues with your advisor and make the appropriate adjustments and arrangements.

Zoom

Multiple video conferencing options seem to provide the most accessible forms of communication which transcend public health concerns and geographic challenges. FSU has secure Zoom platforms that are available for all students and faculty, so it is recommended that students use those video conferencing venues. For more information on zoom conferencing see the University ITS Website.

Email

Complementary to or instead of face-to-face or video conferencing meetings, email can be used for communication between you and your advisor, classmates, and the program. You will receive a Florida State University email account when you enroll in the masters program at FSU. Please use this email account to communicate with your faculty academic advisor, program, and Department. Do not forward FSU emails to another account. Please check your FSU email account on a daily basis and make sure you are receiving incoming emails, as this is the main way you will receive important announcements from the program as well as your advisors/instructors. At the same time be mindful of responding to emails requiring a response in a timely manner.

Telephone

Telephone meetings can also be used as a means of communication. With current cell phone technology either audio or video communications can occur through teleconferencing. Please confer with your advisor and professors to discuss the telephone numbers they would prefer to use in their communications with you.

Scanning and Fax

Scanning and Faxing are other modes of communication if students need to submit hard copy documents or assignments which for some reason cannot be submitted through other electronic means. Please be sure to check with your Faculty Academic Advisor to determine if original documents are required.

Advisor Responsibilities

An essential part of your experience in the graduate program is the relationship with the advising and supervising faculty. When you enter the program, you are assigned a faculty advisor who is generally the director of the program in which you are enrolled. The faculty advisor/program director will assist you with the following both initially and throughout the program.

- Orientation to the program
- Review of the policies and procedures of the program
- Mapping out the plan of study
- Tracking and evaluating student progress through the program

- Selection of electives
- Fulfillment of graduation requirements and documentation

Academic Achievement/Grades

FSU requires that you maintain a 3.0 cumulative average, failure to do so results in a termination of studies. In addition to this requirement, any grade of a C or lower can result in you being asked to retake the course by your advisor or chair.

Academic Integrity

The Academic Honor System of FSU is based on the premise that each student has the following responsibilities:

- To uphold the highest standards of academic integrity in the student's own work
- To refuse to tolerate violations of academic integrity in the university community
- To foster a high sense of integrity and social responsibility on the part of the university community.

This means you must do your own work and appropriately cite sources used to avoid the appearance of plagiarism.

The Academic Honor Policy is an integral part of the FSU academic environment. The policy outlines the University's expectations for students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process. New students are introduced to the Academic Honor Policy at Orientation and pledge to uphold it at New Student Convocation. In surveys, students have indicated that the strength of an individual instructor's message about the importance of academic integrity is the strongest deterrent to violating the Academic Honor Policy. Thus, instructors should remind students of their obligations under the policy and fully communicate their expectations to students.

If an instructor encounters academic dishonesty, they should follow the procedures detailed below to resolve the alleged violation in a timely manner while protecting the personal and your educational rights as a student. Please review the full academic honor policy on the [Office of Faculty Development and Advancement website](#).

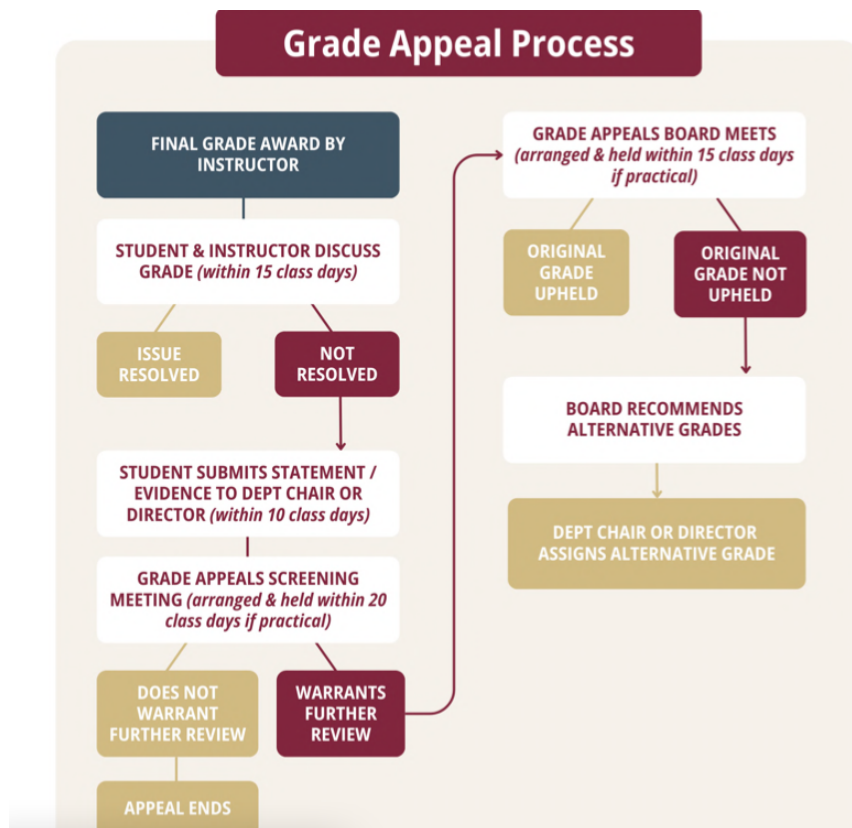
Grievances & Appeals

Grievances and Appeals

You are responsible for interacting with faculty, advisors and staff members in a professional manner and doing your part in maintaining positive working relationships. You are responsible for respecting requests for confidentiality and privacy and can expect this same confidentiality and privacy in return. You also have the right to expect a professional relationship with your advisors, instructors, and staff members. You have the right to assistance from your advisors, instructors, staff members, department, and the Graduate School to ensure a successful student-advisor relationship. If you feel that irreconcilable differences have emerged, you have the right to request a separation from advisors. Within this process you can expect that diligent efforts will be made for the successful integration with a new advisor. You also have the right to report grievances against students, faculty, or staff.

Grade Appeal Process

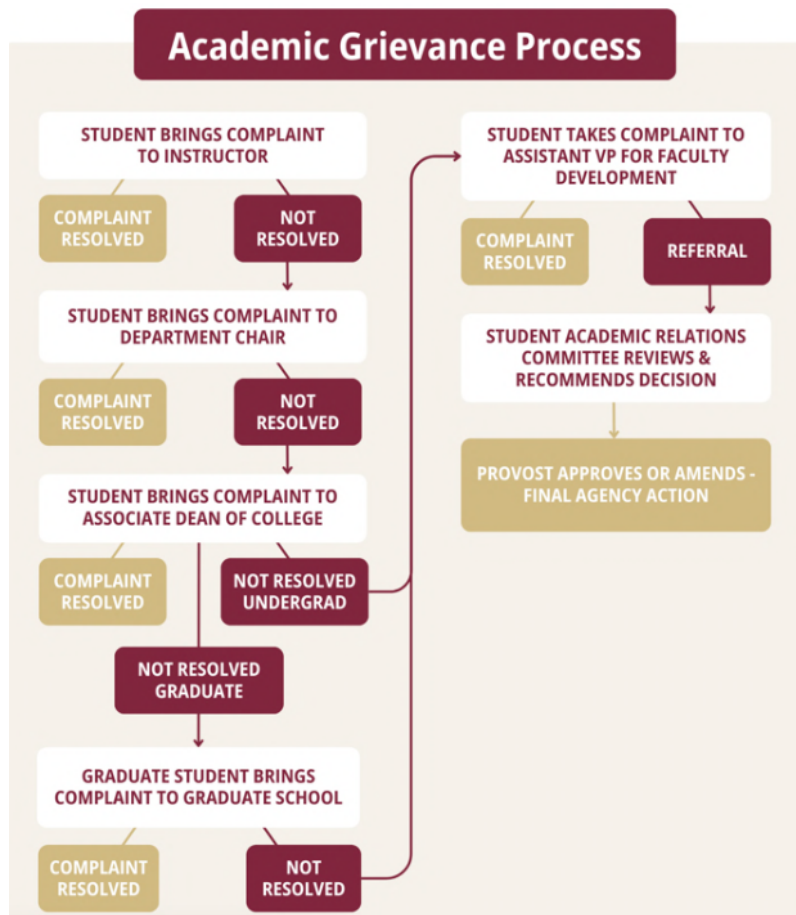
The purpose of the grade appeals system is to afford an opportunity for an undergraduate or graduate student to appeal a final course grade under certain circumstances. Faculty judgment of students' academic performance is inherent in the grading process and hence will not be overturned except when you can show that the grade awarded represents a gross violation of the instructor's own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or discriminatory manner. The evaluation (grading) statement used during the grade appeals process is the one in your instructor's syllabus at the beginning of the semester. For instructions on the process, please review the "Grade Appeals Flowchart" document. This system does not apply to preliminary exams or to thesis or dissertation defenses; these issues are reviewed by the Student Academic Relations Committee via the Office of Faculty Development and Advancement. This process begins inside of the department and should follow the flowchart below:



*If the major professor is the faculty member you wish to file a grievance against, another associate or full faculty member can become the point of contact for the second and third step in the process.

Academic Grievance Process

Students who allege that academic regulations and procedures have been improperly applied in specific instances may have their grievances addressed through the general academic appeals process. In this process, you bring a complaint first to the instructor, then to the department chair, and finally to the academic dean appropriate to the course involved, stopping at the level at which the complaint is resolved. If no resolution is reached, you bring the complaint to the attention of the Vice President for Faculty Development and Advancement for either resolution or referral to the Student Academic Relations Committee of the Faculty Senate. A graduate student whose complaint is unresolved must see the Dean of the Graduate School prior to meeting with the Vice President for Faculty Development and Advancement.



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 shares a joint pathway with the dismissed degree program.

Program terminations (dismissal for a reason other than GPA) are generally identified by the faculty with support from the Department Chair (or unit head) in the department/unit or single-unit college level and may occur for a number of different reasons.

As specified by university policy, Graduate policy, or within the unit's Graduate Student handbook, reasons may include but are not limited to:

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

In addition, please note that suspension or expulsion from the university may result if a student is found responsible in a formal Academic Honor Policy (AHP) hearing for an egregious AHP violation, or as an outcome from a Student Conduct Code charge for which a student is found responsible.

Graduate program handbooks must provide information about failure to meet specific milestone or behavioral requirements. Students who are dismissed for reasons other than grades may follow the General Academic Appeals Process if they have evidence that academic regulations and procedures have been improperly applied.

Procedures for Dismissal of a Graduate Student for Reasons Other than GPA

Category 1

Failure to make Adequate Progress in the Academic Degree Program and/or Failure to Meet the Professional Standards of the Discipline

This may include, but is not limited to the following:

- Inability to conduct independent research in a fashion appropriate with the accepted norms of a discipline.
- Inability to function within a team environment to the extent that it negatively affects the learning, practice and/or research of fellow graduate students and/or the faculty PI.
- Behavior that does not meet the professional standards of a discipline (e.g., clinical, social work or school settings, but also including Motion Picture Arts, internship work, etc.).
- Failure to meet artistic or creative performance standards.
- Failure to complete important degree milestone requirements within a reasonable period of time.
- Failure to complete the master's degree or make timely progress towards the research or writing of their thesis.

Category 2

Failure to Meet University or Program Requirements for Continuation in the Academic Degree Program

This may include, but is not limited to the following:

- Failure to pass the comprehensive examination, if required by a program for the master's or specialist degree.
- Failure to pass the defense of the thesis, treatise, or dissertation.
- Failure to meet the time limit completion requirement for the master's, specialist, or doctoral degree.
- Failure to be approved for an Extension of Time (EOT).

At a minimum, except for situations in which a serious violation of established behavioral, academic, or professional expectations has occurred in the academic degree program, the following steps must be addressed.

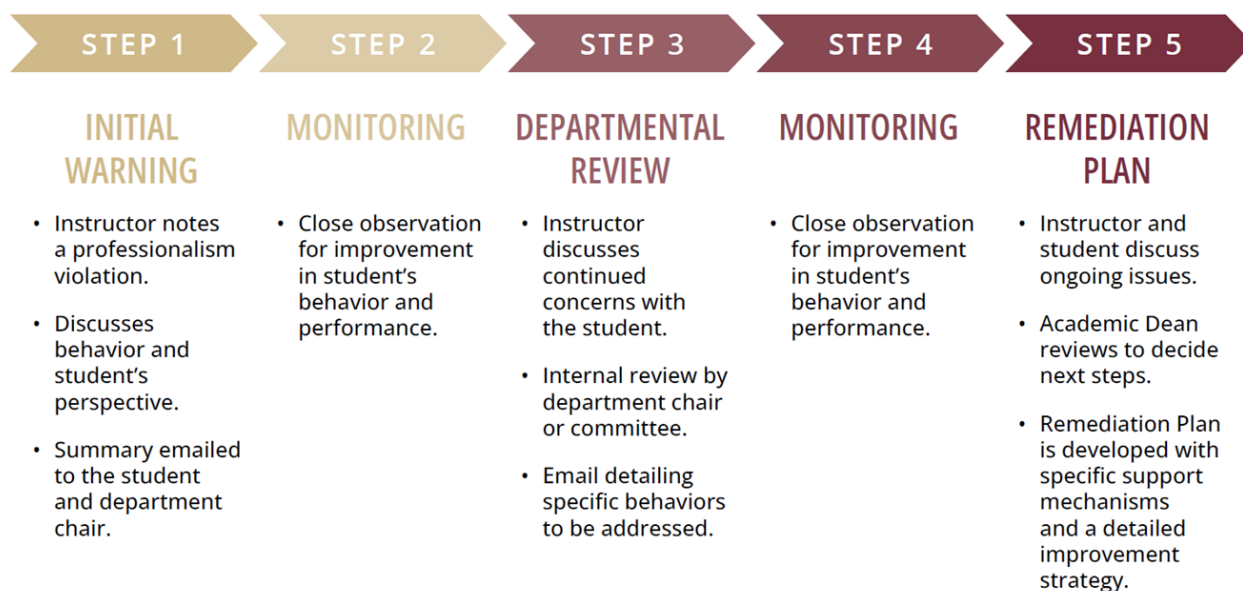
Steps for Dismissal of a Graduate Student for Reasons Other than GPA

Step 1: Identification

A graduate student is identified by the faculty or unit leadership in their academic program, department, or single-unit college as:

- Category 1: Failing to make adequate progress in the academic degree program and/or failing to meet the professional standards of the discipline.
 - Proceed to Step 2.
- Category 2: Failing to meet university or program requirements for continuation in the academic degree program.
 - Skip Step 2. Proceed to Step 3.

Figure: From Identification to Remediation



Step 2: Remediation Plan

If the reason for the dismissal of the graduate student falls into Category 1 (see above), then the graduate student must meet with their major professor/faculty advisor and Department Chair to develop a detailed remediation plan for improvement.

- The unit should provide a written remediation plan and/or written academic communication to the graduate student containing specific information about improvement(s) needed to avoid dismissal.
- The remediation plan and/or academic communication should be developed by the major professor/faculty advisor and Department Chair for the individual graduate student and be shared with the graduate student in writing.
- NOTE: The remediation plan should include a reasonable timeline for the graduate student to meet the goals and objectives of the remediation plan. The length of time for remediation is dependent on the situation and is up to the program to decide and justify.
- The Associate Dean for Academic Affairs must be notified of the situation, the deficiencies, and the remediation plan prior to communication with the graduate student.

*If the reason for the dismissal of the graduate student falls into Category 2 (see above), then the Department Chair can move directly to Step 3 (see below).

Step 3: Consultation

This step involves Consultation with the Office of Faculty Development and Advancement to Discuss Potential Program Dismissal.

If the graduate student fails to resolve/remediate the specified and documented deficiency within a reasonable timeframe, as noted in Step 2 (see above), or falls into Category 2, then the department or single-unit college may initiate a program dismissal. If the program chooses to terminate the academic progress of the graduate student, then the following steps must be completed prior to notifying the graduate student of the termination and sending the graduate student a dismissal letter.

- The Department Chair must first consult with the Associate Dean for Academic Affairs of the college regarding their intent to dismiss. The discussion should include the unit's graduate handbook language, the remediation steps taken (if Category 1), the graduate

student's efforts to date to resolve or address the deficiencies, and the grounds for the program termination.

- The Associate Academic Dean for Academic Affairs (Dr. Sara Scott Shields, skshields@fsu.edu) should contact the Office of Faculty Development and Advancement (Dr. Amy Guerette, aguerette@fsu.edu) and set up a consultation to discuss the program's intention to move forward with the dismissal (for reasons other than GPA) of a graduate student from a degree program.
- At a minimum, the dismissal letter must specify the following information.
 - The process followed to notify the graduate student of their deficiencies and the opportunity and guidance that was provided to allow them an opportunity to rectify those deficiencies.
 - The termination reasons.
 - Benchmarks missed.
 - The fact that dismissal from the degree program constitutes dismissal from the University (unless formally admitted to another graduate degree program prior to dismissal).
 - Clear information about the method and timing of the graduate student's separation from the degree program and University.
 - An academic hold will be placed on registration to prevent future registration. Any future registration will be cancelled.
 - If applicable, outline possible alternatives offered and agreed upon by the graduate student, e.g., conferral of a lower-degree level (see Step 3D below).
 - Timeline to complete specific coursework for the given semester, if any. For example, the letter needs to clearly articulate to the graduate student that the courses in which they are currently enrolled need to be completed by the dismissal date in order to earn credit for them.
 - Notification of the right to appeal and information about how to do so, and
 - A deadline for any appeal submittal to the Associate Academic Dean for Academic Affairs. *See "[General Academic Appeals Process](#)" for more information.

During the consultation with the Office of Faculty Development and Advancement and/or writing of the dismissal letter, there can be a discussion about the possibility of providing the graduate student with alternative opportunities. This is not required, and it is at the unit's discretion to offer.

Under certain extenuating circumstances during the dismissal process of a graduate student, the Department Chair, or Associate Dean for Academic Affairs may offer the graduate student

with the opportunity to change their degree program type or level within the same degree program (i.e., MA to MS, MFA to MS, PhD to EdS, PhD to MA/MS, etc.). The student must accept a conferral of an alternate degree or degree level.

Prior to considering and offering this opportunity to the graduate student, the Department Chair, or Associate Dean for Academic Affairs must first evaluate the following:

1. Whether the graduate student already possesses the lower level of the degree, as the University prohibits the awarding of more than one degree from the same CIP Code.
*There can be no appeal to this requirement.
2. The Department Chair must clearly explain to the graduate student in writing that if the lower level of the degree is awarded, then:
 - a. The graduate student can facilitate a Change of Major Request into a different degree program (if accepted by the other program).
 - b. All coursework leading up to that degree is considered final and credits used towards the alternate degree cannot be used towards a future graduate degree.

Step 4: Approval of Dismissal Letter

Once the dismissal letter has been written and finalized by the Department Chair and reviewed and approved by the Associate Dean for Academic Affairs, it should be sent for final approval to the Office of Faculty Development and Advancement (Dr. Amy Guerette, aguerette@fsu.edu).

Step 5: Sending the Dismissal Letter

After final approval has been granted from the Office of Faculty Development and Advancement, the written dismissal letter must be sent to the graduate student who is being dismissed, as well as several offices for record-keeping.

Curriculum

Degree Requirements

Core course requirements (21 hours)

- ARE 5258 Museum Education
- ARE 5665 Leading the Arts Organization
- ARE 5256 Visitor-Centered Exhibitions
- *** ARE 5257 Visitor Studies**
- ARE 5245 Program Development
- ARE 5641 Critical Analysis
- ARE 5745 Research Survey

Electives (9 hours)

May include:

- ARH 3854 Museum Object
- ARE 5253 Arts in Community Engagement
- ARE 5867 Grant Writing & Development in the Arts
- LIS 5590 Museum Informatics
- Or, other as approved by advisor

Internship (6 hours)

*** ARE 5944 Internship**

Comprehensive exam

ARE 8966r (0 hours)

**** These courses may involve distance learning (online classes) or a 1-semester relocation to The Ringling Museum in Sarasota, FL.***

Degree Progression

Full time: 9 hours per semester

This is a sample calendar and is subject to change

Fall Semester 1	Spring Semester 1
ARE 5258 Museum Education ARE 5745 Research Survey ARE 5256 Visitor-Centered Exhibitions	ARE 5665 Leading the Arts Organization ARE 5641 Critical Analysis <i>Elective</i> (ARH3854 Museum Object)
Fall Semester 2 <i>Ringling Campus</i>	Spring Semester 2
ARE 5257 Visitor Studies ARE 5944 Internship	ARE 5245 Program Development <i>Elective</i> (ARE 5867 Grant Writing & Development in the Arts) <i>Elective</i> ARE8966 Comprehensive Exam

Internship

Museum Education & Visitor-Centered Curation (EC) students must complete a minimum of six credit hours of internship for the Master's program. You should complete at least one semester of required coursework before beginning any internship.

You are responsible for securing your internship placement. If you need any assistance, please work with the program director. An internship may occur at one or multiple venues during one or more semesters. For each credit hour of internship taken, you must complete approximately 45 clock hours of work.

Submit a copy of the internship contract to Dr. Rowson Love at the start of the internship. Keep a copy for your records.

You and your on-site supervisor should determine the content of the internship. You may manage one major project or several smaller ones, but activities should extend beyond clerical work. You should conduct yourself professionally during interviews and the internship and apply course content appropriately. Sign up for internship credit hours, ARE 5944 Field Lab Internship, with Dr. Rowson Love. During the internship, you should report to your site supervisor. Contact Dr. Rowson Love if there are any concerns.

You may qualify for compensation through the Federal work-study or community service program, if you complete an unpaid off-campus internship with a nonprofit organization. However, you must demonstrate need through the Free Application for Federal Student Aid (FAFSA).

International students

The Curricular Practical Training (CPT) policy requires any F-1 international students completing an on- or off-campus internship, practicum, or co-op to obtain pre-authorization even if the work completed is UNPAID. The university must record these types of work experiences in SEVIS (federal immigration database), regardless of whether or not they are paid.

Please carefully follow the steps outlined here: <https://cge.fsu.edu/international-students/current-students/employment/practical-training-f-1/curricular-practical-training-cpt>

Master's Comprehensive Exam

Museum Education & Visitor-Centered Curation students must pass a comprehensive exam with a satisfactory grade to graduate from the program. The exam is a one-week, take-home test consisting of three questions related to your coursework and career interests. Your exam committee will develop the questions and assess your responses. Because it is a take-home exam, APA style is required, and writing, formatting, and spelling all count.

To get started, consult with the program director on the timing of the exam and the selection of committee members. With your chair, establish an appropriate time period to take the exam. Allow enough lead time for your chair to solicit questions from your committee.

In addition to the committee chair (advisor), the committee will consist of two faculty from the department. Contact committee members to see if they are willing to participate and tell them

about your coursework and areas of interest. Once confirmed, provide the committee chair with their names and e-mail addresses.

On the agreed-upon date, your chair will e-mail you your exam. If you have any questions, refer them to your chair. You must complete the exam without any other outside assistance.

After you submit the exam, your chair will confer with the other committee members and notify you of your success.

Student Success

Getting Started

Follow these steps to get off on the right foot!

- Schedule a meeting with your advisor
- Register for classes: [You can find the dates for enrollment appointments in the FSU Academic Calendar](#). If you're new, look for the dates for New Graduate Students.
- Join [Department Canvas site](#) and stay up-to-date on department events
- Follow us on our socials! @FSUArtsLeadership & @WJBGallery
- Read the remainder of your program handbook
- Read the [FSU Graduate Student Handbook](#)
- Complete the [graduate school checklist](#)
- Attend the new student orientation
- Find a dedicated space in your home to work
- Create a schedule that plans for 10-12 hours of dedicated work per class (including in-class time). See the time management strategies here: <https://ace.fsu.edu/study-tools-and-tips/time-management>

Professional Organizations

Professional associations in the museum field include Academic Association of Museums and Galleries (AAMG) www.aamg-us.org; American Alliance of Museums (AAM) www.aam-us.org/; Southeastern Museum Conference (SEMC) www.semcdirect.net; and Florida Association of Museums (FAM) <https://flamuseums.org/>.

Students are encouraged to attend the Florida Art Education Association's annual conference, which takes place in mid-October. See: www.faea.org

Students are encouraged to attend the National Art Education Association's national convention, which takes place in March or April. See: www.arteducators.org

University Resources

New Students

- [Graduate Student Handbook](#): Policies and standards governing student conduct and rights at the university
- [New Student Resources](#): Review the resources for new graduate students, which includes information about campus life and childcare
- [FSU Graduate School](#) The Graduate School supports graduate students in every program at Florida State University. We provide assistance in academic matters, advice on University-wide degree requirements, information on the availability of financial assistance including assistantships, fellowships and scholarships, as well as approval for theses and dissertations.
- [Admissions](#) Online status checks, information about Previews, residency requirements, majors, and more
- [Financial Aid](#) Links to FAFSA, Scholarship info, and costs for attending FSU
- [Division of Student Affairs](#) - The Florida State University Division of Student Affairs empowers and supports all students to achieve their full potential.
- [My.fsu.edu student portal / Secure Apps](#)
- [Canvas \(canvas.fsu.edu\)](#)

Campus Life at FSU

- [FSU Events Calendar](#)
- [Student Organizations and Involvement](#) serves as a guide for Florida State students in molding and creating their FSU experience.
- [Student Government Association](#) The Student Government Association is your voice at Florida State University with three branches of the government—executive, legislative,

and judicial. SGA budgets more than ten million dollars of activity and service fees each year to Student Organizations, the Oglesby Union, and Campus Recreation.

- [Congress of Graduate Students \(COGS\)](#) As the body representing graduate students, COGS represents graduate student interests to the university and community and is empowered to issue resolutions expressing the views of graduate students and calling attention to important issues. The Congress provides graduate students with grants for conference travel, and funds programs and activities across campus that are targeted at graduate students. Additionally, the Congress is a funding source for graduate student organizations.
- [FSU Athletics](#) Scores, schedules, and more for all Men's and Women's Sports
- [Oglesby Student Union](#) The Oglesby Union offers several activities for students, 7 days a week. Departments include:
 - [The Union Art Center](#)
 - [Crenshaw Lanes Bowling](#)
 - [FSU Flying High Circus](#)
 - [Club Downunder](#) offers concerts, comedians, and other activities several times a week
 - [Student Life Cinema](#) Blockbuster films shown in FSU's movie theatre, FREE for FSU Students
- [Seminole Dining](#) Check out all of the dining options on campus, including the Suwannee Room, Chili's, and more

Health & Wellness

- [Campus Recreation](#) Work out at the Leach Center, join a Sports Club or Intramural Team, reconnect with nature through Outdoor Pursuits and the FSU Reservation, and more.
- [Department of Student Support & Transitions](#) The Victim Advocate Program offers support for victims of crime, and education to the community
- [University Health Services](#) FSU's fully accredited Primary Care facility, providing a full range of medical services and outreach programs
- [University Counseling Center](#) Provides confidential mental health counseling services and prevention programming to FSU students free of charge.
- [Alcohol.fsu.edu](#) Read about the dangers of binge drinking, FSU's alcohol policies, and other information
- [Tobacco-Free Campus](#) Read the Tobacco-Free Policy and find resources for tobacco cessation.

- [Healthy Campus](#) Our Mission is to maximize campus wellness, we support academic and personal success.

Academics

- [Registrar](#) Information about Courses, Academic Calendar, Tuition, and Graduation
- [Reading-Writing Center](#) Consultants in the Reading-Writing Center, many of whom are themselves graduate students and all of whom are trained in holistic, process-centered peer consulting, help fellow writers both strategically, and with practical support for the project in hand: from brainstorming, to getting words on the page through extended drafting and revising, tutors act as both test audience and experienced commentators, talking with students about their goals and expectations, and offering practical help, feedback and advice. In addition, RWC consultants can help hone analytical reading skills that are an essential prerequisite for effective academic writing
- [Office of Accessibility Services](#) As a primary advocate for students with disabilities, the OAS works with faculty and staff to provide accommodations for the unique needs of students both in and out of the classroom.
- [Career Center](#) As a centralized comprehensive career services office, the Career Center is involved in a wide variety of programs including career planning services, experiential education, course instruction and research. Career Liaison, College of Fine Arts - Aimee Rieger - arieger@fsu.edu
- [Garnet & Gold Scholar Society](#) The Garnet and Gold Scholar Society facilitates involvement and recognizes the engaged, well-rounded student who excels within and beyond the classroom in the areas of Leadership, Internship, Service, International, and Research.

Community

- [Center for Global Engagement](#) Provides comprehensive immigration services and advising to international students, scholars, faculty and staff. The Center for Global Engagement is certified by the federal government's Student and Exchange Visitor Program.
- [Center for Leadership & Service](#) The Center for Leadership & Service transforms lives through leadership development and community engagement.
- [Student Organizations and Involvement](#) serves as a guide for Florida State students in molding and creating their FSU experience.