

# Program in Neuroscience

## Graduate Student Handbook



FLORIDA STATE UNIVERSITY

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Neuroscience Graduate Student Handbook  
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## NEUROSCIENCE GRADUATE STUDENT HANDBOOK

### PHILOSOPHY

The Interdisciplinary Program in Neuroscience provides comprehensive training of graduate students in this exciting discipline that probes the function of the brain and nervous system. Neuroscience combines the resources of many traditional disciplines such as anatomy, biology, biomedicine, chemistry, nutrition, physiology, psychology, and behavioral science to look at all aspects of neural function. The goal of the FSU Program in Neuroscience is to transform students into first-rate scholars prepared for neuroscience research and teaching positions in academic settings or applied careers in industry or government. Through mentored research experience supplemented with formal and informal instruction, students obtain a broad appreciation of the field of neuroscience with expertise in an area of specialization; an ability to formulate and test hypotheses that advance our knowledge of the nervous system; an understanding of ethical and moral standards in the conduct of research; and training in effective communication in written and oral form.

Faculty members of the interdisciplinary Program in Neuroscience have their primary appointments in one of four departments in two colleges: In the College of Arts and Sciences, the departments of Biological Science, Psychology and Mathematics and in the College of Medicine, the department of Biomedical Science. These faculty members come together in the Program in Neuroscience for collegial interaction and research collaborations, and to provide classroom instruction and research mentoring for students studying for the Ph.D. in Neuroscience. Students must meet the admission requirements for the Program in Neuroscience and be accepted into a home department, generally the department of their initial advisor/major professor. The degree program is governed by the specific requirements for the Ph.D. in Neuroscience administered by the Program in Neuroscience, as explained in this document, and by the general degree requirements of The Florida State University. Advice on interpretation of these requirements is generally available from a student's doctoral supervisory committee, from the graduate office of the student's home department or from the Director of the Program.

Formal courses required for all students are kept to a minimum to allow flexibility in assembling a program of coursework and research compatible with the highest standards of scholarship and best suited to the student's research goals. Despite this flexibility, there are timelines that have to be observed. Students should take control of their careers at FSU using careful time management, looking forward to each goal and "planning backwards" to determine where to start and what route to take in order to arrive at that goal at the appropriate time.

**ADMISSION:** Applicants are generally required to meet minimal criteria of 3.0 undergraduate grade point average (upper division work) and competitive applicants generally achieve a score above the 60<sup>th</sup> percentile on the verbal and quantitative sections of the Graduate Record Exam. In addition, the faculty evaluate three current letters of recommendation from individuals who are able to assess the applicant's academic and research potential. Foreign students, in addition to the above, also must meet University minimum standards for English proficiency (e.g., TOEFL exam). The Program ordinarily does not accept a student without a faculty sponsor or sponsors willing to serve as the initial advisor(s). More details on the admission process are available from the Program in Neuroscience website at <http://www.neuro.fsu.edu>.

**DEGREE REQUIREMENTS:** The Ph.D. in Neuroscience is a research-intensive degree for which the main effort will be an independent research project that makes a scholarly contribution to scientific knowledge in the discipline. The minimum requirements are 54 semester hours of graduate level courses (or 24 hrs beyond the master's degree) including designated required courses, various additional requirements specified below, the writing and defense of a dissertation, and publication of the results of the dissertation research (see section 15: Dissertation, Defense and Seminar).

Degree requirements may be modified from time to time by vote of full members of the Program in Neuroscience, on the recommendation of the director and executive committee, or in accordance with University regulations. With approval of the supervisory committee, students may elect to complete their degrees under the rules in place at the time they enter the degree program or any subsequent complete set of rules.

Each stage of a student's progress to the degree is documented by memos or letters sent to the Neuroscience Office as specified in the relevant sections below. Some departments (e.g. Biological Science) require copies of all these documents be sent to the graduate office of the student's home department. It is the student's responsibility to ensure that all documents reach the appropriate destinations.

**Responsible Conduct of Research:** Students entering the Program in Neuroscience are expected to know and follow the accepted practices of good scientists including respect for intellectual property, full and honest reporting of experimental results, and careful attention to the welfare of human subjects and experimental animals. These and other concerns are discussed in a required course taken in the first semester.

**1. Degree Program:** Students entering the Program in Neuroscience are considered to be "doctoral-track". However, students have the option, with approval of the major professor and supervisory committee, to obtain a Master's degree in their respective home departments. Each student's progress towards the Ph.D. degree will be assessed each year by that student's supervisory committee.

**2: Time Limit:** The Ph.D. degree must be completed within 5 years from the date of the passing of the Preliminary Exam (normally by the fall semester of the students 3<sup>rd</sup> year). This is when formal admission to candidacy occurs (see section 12: Preliminary Exam, page 7).

**3. Major Professor:** By the beginning of the Spring semester of the first year, students should choose a major professor, to become the chair of the student's supervisory committee mentoring the student's progress in the program. In most cases the initial advisor/sponsor is also the major professor but this is not required. With mutual agreement between the student and another faculty member, and the director, a new major professor may be chosen. The Program will make every effort to arrange funding where the transfer to a new lab is seen to be in the student's best interest but the former source of funds may not be transferable (e.g., if from an individual faculty research grant).

**4a. Initial Supervisory Committee membership (3+ members).**

Students enter the Program under the sponsorship of an initial advisor whose area of research matches the student's interest. This matching process allows students to start hands-on research in their area of interest but does not obligate them to continue in the same lab for their dissertation research. The initial three-person supervisory committee guides students as they choose a research project. It is normally expanded to form the full five-member committee, but an entirely new committee could be formed if appropriate. The initial supervisory committee also has the correct membership to be a Masters Degree

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committee if the student and the committee agree that the experience of completing a MS degree (in the student's home department) would be an advantage.

1. Initial faculty sponsor acting as major professor: Neuroscience member.
2. A second Neuroscience member.
3. Non-Neuroscience member from the student's home department.

The initial committee should be chosen in consultation with the major professor and established by the end of the Spring semester in the student's first year. When committee membership is agreed by all members, a memo is sent to the Graduate Office of the student's home department and a copy is sent to the Neuroscience Office. The student is responsible for ensuring that this memo is sent, as well as completing the necessary paperwork in the home department, if a master's degree is sought.

### **4b. Doctoral Supervisory Committee membership** (5+ members; at least 3 Neuroscience members).

The doctoral supervisory committee provides advice and guidance, and monitors the student's progress to the degree and graduation. The committee has the responsibility for ensuring that the work conforms to the standards for scholarly research at FSU, that the student meets all the other requirements for the degree, and that the student is fairly treated by all. Any personal or financial relationships that could create a perception of bias or conflict of interest must be avoided. The University Graduate Faculty Representative will ultimately make a written report to the Dean of Graduate Studies that this responsibility has been met and that the dissertation defense was properly conducted. Within the constraints of the required make-up of the committee, members are chosen for their expertise in the student's field of research. Committee members are, thus, qualified to evaluate the work and to give useful advice on avoiding pitfalls so that the completed work is of the highest possible quality.

1. Major Professor - NS member and (normally) a member of the student's home department.
2. University Graduate Faculty Representative – Tenured faculty member, NOT a member of the student's home department and NOT a member of the Program in Neuroscience.
3. Member of the student's home department, NOT a member of the Program in Neuroscience.
4. Neuroscience member who is NOT a member of the student's home department. (could be the major professor if not a member of the student's home department).
5. Neuroscience member from any department.

All members except the University Representative are selected as experts qualified to give advice on and/or to evaluate the student's dissertation topic. Additional members beyond the five specified may be included but are not required. All voting members must have Graduate Faculty Status at FSU (see below). The Major Professor and a minimum of two other members must have current approval to direct doctoral dissertations in Neuroscience. Departments may prefer that a majority of committee members be from the student's home department. If there is a conflict with the guidelines, students should consult the Neuroscience Director.

FSU Faculty (regular or courtesy) with approval to direct doctoral dissertations only in degree programs other than Neuroscience cannot be major professor for the Neuroscience degree but may be co-major professor with a Neuroscience member approved to direct Neuroscience doctoral degrees. Faculty without an FSU appointment (regular or courtesy) cannot be voting members of a Neuroscience supervisory committee. Temporary Graduate Faculty Status may be requested from the Dean of Graduate Studies specifically to allow an FSU faculty member without such status, or a non-FSU faculty member, to be a voting member of the committee. Non-FSU faculty must receive the

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appropriate courtesy appointment before requesting this one-time Graduate Faculty Status. The full five-member committee should be established before the preliminary exam and by the end of the Spring semester in the student's second year, or by the end of the first semester after completing a MS degree. A memo from the major professor indicating committee membership and initialed by each committee member is sent to the Graduate Office of the student's home department with a copy sent to the Neuroscience Office. The student is responsible for ensuring that this memo is sent and for completing all necessary paperwork in the home department.

**5. Required Courses:** The required courses include the basic core of neuroscience knowledge. Advanced courses examine state of the art research in the primary literature and Directed Individual Study (DIS) courses allow students to acquire technical skills. The minimal course-load is nine credit-hours each semester for each of the three semesters: Fall, Spring and Summer. Some of these required hours each semester will normally be devoted to research in the student's home laboratory. Where the student can benefit from additional credit-hours, additional tuition waivers up to 12 hrs may be available through the student's home department (check with your departmental graduate office).

Four basic graduate neuroscience courses are required for all students. Cell/Molecular Neuroscience and Systems/Behavioral Neuroscience form a two semester sequence in the first and second semesters of the first year. Molecules to Behavior and Vertebrate Neuroanatomy are normally taken during the second semester but Neuroanatomy can be postponed to the second year. Two additional required courses are: Responsible Conduct of Research, taken during the first semester of the first year and Research Design and Analysis (statistics) normally taken in the second year. Students must also complete two one-semester DIS laboratory courses with two different Neuroscience faculty members (outside the lab of the initial advisor), and at least one course from the Molecular/Physiological core-elective group and one from the Behavioral core-elective group. Selection of a program of study beyond the introductory courses, or alteration in the sequence of courses, should be made in consultation with the major professor and the supervisory committee. The committee may also require a student deficient in some field essential to the student's chosen research project to take one or more courses in that field. The Neuroscience Summer Seminar series provides an opportunity for students to practice assembling and presenting a body of scientific research, an essential skill for scholars in any field. All students are expected to make one or more presentations in the Summer Seminar series (see Seminar requirement).

In exceptional circumstances, a student may request approval from the supervisory committee to substitute another course for a required course. In deciding whether to recommend substitution, the committee will give appropriate weight to the opinion of the major professor and will rule on whether the student already has sufficient background in the area covered by a required course. The committee will then decide whether to recommend that a requirement or a particular course be substituted. The final decision will be made by the Director, with advice from the Training Committee. Students requesting waiver of requirements on the basis of courses taken at another institution must provide sufficient evidence on the substitute-course content and level. Any decision on substitution of a required course will not create a precedent for other students.

Where their course loads allow, all students should also register each Fall and Spring for Neuroscience Colloquium as well as each year for the course associated with "The Rushton Lectures" symposium or lecture series. These seminar/colloquium series feature nationally and internationally known neuroscientists discussing their latest research findings.

A list of graduate courses available to Neuroscience students is given in Appendix I.

**6. Program of Studies:** It is a University requirement that a Program of Study be prepared, to include a “complete plan of courses to be taken.” The plan for future courses to be taken while a graduate student at FSU, should be compiled in consultation with the major professor, starting with a list of upper level undergraduate courses and graduate courses already taken. The completed Program of Studies should be approved and signed by each member of the supervisory committee and sent to the Graduate Office of the student’s home department. A copy of the signed Program of Studies should be provided to the Program Office.

The University’s residence requirement is (*University Bulletin, Graduate Edition*): “After having finished thirty (30) semester hours of graduate work or being awarded the master's degree, the student must be continuously enrolled on The Florida State University Tallahassee campus for a minimum of twenty-four (24) graduate semester hours of credit in any period of 12 consecutive months”

**7. Research Presentation Requirement:** All students must make at least two formal research presentations in addition to a presentation in the Neuroscience Summer Seminar (and the doctoral dissertation-defense seminar). These may be in-house (e.g., NS Summer Seminar or Baker Seminar) or at a local, national or international meeting. A poster presentation at a regional, national or international meeting may be substituted, but only if the student is first author. The purpose of the requirement is to ensure that students have an opportunity to assemble and present scientific data and receive feedback on content, organization and presentation. The supervisory committee is responsible for determining that the presentation is acceptable to satisfy the requirement and that the student has received adequate feedback. Presentations in the Neuroscience Seminar (Baker Seminar or summer-seminar) will be evaluated by the instructor of record, who will communicate with the supervisory committee.

**8. Teaching requirement:** The Program in Neuroscience recognizes the value of teaching as an essential skill for prospective faculty members and as a valuable learning experience in communication applicable to all careers. Two semesters of teaching experience are required for the Ph.D. in Neuroscience. The requirement can be satisfied by a regular teaching-assistant style assignment, generally in a laboratory course, or by a "mentored teaching experience". This mechanism involves enrolling for supervised teaching associated with a faculty-taught course. The student attends all lectures in the course and discusses teaching techniques with the faculty member. The student is also required to prepare, practice with the faculty member, and then present to the class, at least two self-contained lecture segments, followed by evaluation and feedback by the faculty member and (optional) by the class. Students should work with their major professor and committee to choose an appropriate format and time for teaching, depending on the student's academic progress and research. The supervisory committee decides whether the extent and format of the proposed or completed teaching experience meets the requirements.

### **GRADUATE EXAMS AND COMMITTEE MEETINGS**

Students should check with their committee members well in advance of any required committee meetings or examinations to make sure that everybody will be available to participate. Committee members may be out of town or on sabbatical for one or both semesters of the academic year. It is often difficult to arrange an exam or defense during the summer because of the unavailability of committee members who may be off-campus during this time.

**9. Committee Meetings:** Each graduate student must meet with her/his supervisory committee at least once per year, generally towards the end of the Fall semester. The purpose of this meeting is to review the student's academic progress in research or in formulating a suitable research project. It is an opportunity for the committee to contribute advice and offers of technical/theoretical assistance as well as constructive criticism. The content of the meeting is determined by the major professor and the committee but it is the responsibility of the student to make sure the meeting takes place in a timely manner. A face-to-face meeting is required. A component of the annual committee meeting will be the annual graduate student review (see below). A key time for assessment of progress and of the student's suitability for continuation in the Ph.D. track is at the end of the student's second year. Some departments require a written memo at this time stating if the student is bypassing the MS (see 11. Continuation in Neuroscience PhD track, below).

**10. Annual Graduate Student Review:** Each graduate student's progress in the Neuroscience Ph.D. degree track is reviewed by the Program each year to ensure that students make timely progress towards the degree. The major portion of this review will take place in the annual committee meeting, but some participating departments may wish to institute additional procedures. Students prepare an Annual Activities Report (see appendix) containing a summary of activities and a 200 word (+/-) abstract summary of their research over the previous year, plus a description of plans for the upcoming year. This document and a copy of the student's updated Progress Checklist (see appendix) should be approved by the major professor and sent (by the student) to supervisory committee members before the review meeting. Following the review, a written evaluation for each student, is approved by the supervisory committee and reviewed by the student, and is submitted to the Program Office, together with final, committee approved, versions of the Activities Report and Progress Checklist. The evaluation should indicate whether progress has been satisfactory (with reasons, if not satisfactory), and indicate any areas of concern. A recommendation that a certain degree requirement be met ASAP is not necessarily an "area for concern" unless the student fails to comply. Unsatisfactory progress or other concerns will be referred to the Program Director and/or Graduate Training Committee for corrective action. A copy will remain on file in the Neuroscience Office. For students who are formal candidates for the Ph.D., that is, those who have passed the preliminary examination and whose Admission to Candidacy form has been certified by the Office of University Registrar, the University requires an annual written evaluation of the student's progress from the supervisory committee.

*The following is provided as a guideline to the meaning of "satisfactory progress."* Progress is expected on both course work and research. Students on academic probation (GPA less than 3.0) or who make two grades of C or lower on Neuroscience required/core courses are not necessarily evaluated as "unsatisfactory progress" if considerable research achievements have been made, but these students' performance is definitely an area for concern. Too little research progress even when grades are high is also an area for concern when students are beyond the second year. Too little achievement in both coursework and research is always unsatisfactory. An evaluation of "unsatisfactory progress" or two evaluations of "progress a matter for concern" could be cause for dismissal from the program. A student receiving such an evaluation is not automatically dismissed. He/She should consult with his/her major professor and supervisory committee within 2 weeks of the



evaluation, for advice on how to improve. A written plan for improvement should be prepared by the student within 30 days and approved by the major professor and supervisory committee, who will monitor adherence to the plan. Copies should be sent to the training committee and the Neuroscience Office. This document will be available for the next annual review, and progress in completing the plan will be considered in determining the next evaluation. Evaluations can be appealed to the Neuroscience Director.

**11. Continuation in the Neuroscience Ph.D. Track:** A decision by the student's supervisory committee that the student should not continue for the Ph.D. degree is reviewed by the Program in Neuroscience Training Committee faculty. The reviewing faculty can recommend that the decision be reconsidered, but cannot overrule a unanimous decision by the supervisory committee. In the event the supervisory committee is not unanimous, the student has the option of finding another committee (and/or major professor) that would be prepared to support the student's continuation in the Program. If the supervisory committee's final decision involves dismissal or continuation to a terminal MS degree only, this is indicated in the annual evaluation report. An extra copy of the report is supplied to the student and should be signed by the student and major professor and returned to the Neuroscience Office. If the student decides to drop out of the Ph.D. track, no formal decision by the committee on the student's suitability for doctoral studies is required. The decision to drop a student from the Neuroscience Ph.D. track may be appealed to the Neuroscience Director, who will consult with the supervisory committee, the training committee and other Neuroscience faculty before making a final decision. This decision has no necessary direct effect on any *departmental* decision to continue the student in a *departmental* doctorate or master's degree track.

**12. Preliminary Exam:** This comprehensive exam provides evidence of scholarly competence before admission as candidate for the Neuroscience Ph.D. degree (see timetable). Generally, written questions are submitted to the major professor by each committee member to be answered by the student in writing. The University Representative on the committee may simply serve as a reader and is not required to pose a separate question. The committee decides the question format. The committee member who set the question evaluates the written answer, but all questions and answers should be available to the committee, generally one week prior to the oral exam. The student is further evaluated by the full committee in the oral examination. The content of the oral exam is open but should concentrate on clarification of written answers plus general questions relevant to the student's chosen research area. Generally, the oral exam should follow completion of the written exam by no more than two weeks. The entire process should be complete within one semester's length.

There are four possible outcomes:

- (1) Pass,
- (2) Conditional pass, requiring additional work and approval by the committee (the additional work should generally be completed within 60 days),
- (3) Fail with opportunity to retake the exam (normally within one semester, with, generally, only one opportunity to retake the exam),
- (4) Fail with dismissal from the Ph.D. program (completion of a terminal MS may be recommended).

Students who do not complete the preliminary exam by the end of their fourth year are considered to have made "unsatisfactory progress" unless there are special extenuating circumstances (as determined by vote of the supervisory committee) and must pass the exam by the end of the next semester.

The outcome of the exam is reported in writing to the Neuroscience Office, the graduate office of the student's home department and the office of the student's Academic Dean. If the student retakes the exam, the written report must indicate that the student either passed or failed (*FSU Graduate*

*Bulletin*). When the student passes the exam, notice must be sent to the University Registrar, on an official Admission to Candidacy form. The student is responsible for ensuring these notices are sent.

**13. Ph.D. Degree Proposal:** The Ph.D. proposal should take the form of a research-grant proposal in NIH or NSF format. Its purpose is to enable the student to plot a course to the completion of a significant research project; to identify the experiments and resources necessary, the methods of analysis, anticipated results, the resolution of possible pitfalls and the time required. The student should meet with the supervisory committee and defend the proposal. On acceptance of the proposal by the committee, an approval form signed by all committee members is submitted to the Graduate Office of the student's home department, with a copy to the Neuroscience Office. Students are reminded that animal care and human subjects research requires preapproval by the ACUC and/or IRB, respectively. A copy of the approval form will be required as an appendix to the dissertation. Students must be named in any approved protocol that covers research that the student intends to include as a part of their dissertation.

**14. NRSA Proposal:** An individual National Research Service Award (NRSA), from a federal funding agency such as the National Institutes of Health (NIH), is recognized as a significant achievement both for the student and for the Program, and also provides more financial support than most other sources. The Program in Neuroscience strongly encourages eligible students to apply for these awards. Students should consider submitting an application in the Fall semester of their third year. Well-prepared students could submit earlier. A special workshop on preparation of an NRSA application is provided, generally each Fall semester, which takes students step by step through the process. Drafts of student-prepared applications are reviewed by a "mock study section" to illustrate the criteria used in the review that will determine whether the proposal is funded. The mock study section is made up of faculty who sit on real study-sections (review groups) reviewing grant and fellowship applications for NIH or other agencies. These faculty members provide detailed feedback to students and their major professors on ways to modify the proposal to increase the probability it will be funded. Students in neuroscience research are fortunate in that this is one of the few fields in which individual predoctoral NRSAs are currently available. However, they are only available to US citizens and permanent residents ("green-card" holders).

**15. Dissertation, Defense and Seminar:** "The Dissertation must be completed on some topic connected with the major field of study. To be acceptable it must be an achievement in original research constituting a significant contribution to knowledge and represent a substantial scholarly effort on the part of the student" (*FSU Graduate Bulletin*).

The Dissertation Defense for neuroscience doctoral students consists of a public seminar presenting information from the dissertation followed by an oral examination, which is administered by the candidate's supervisory committee. The major professor is responsible for deciding when and where the student should defend the dissertation and should preside at the examination. University policy demands that all committee members be present for the dissertation defense. The use of distance technology (e.g., Skype) is allowable in order to meet this requirement.

Students should consult the most recent deadlines and forms in the GradSpace Blackboard site (see FSU Graduate Bulletin: [http://registrar.fsu.edu/bulletin/grad/info/grad\\_degree.htm](http://registrar.fsu.edu/bulletin/grad/info/grad_degree.htm) ). A preliminary draft of the dissertation must be submitted electronically through ETD Administration (GradSpace) and to each member of the supervisory committee at least **four weeks before** the date of the oral examination. At least **two weeks before** the date of the examination, the student or major professor must submit an announcement of the dissertation title and the date and place of the examination through [netprod.oti.fsu.edu/Defense\\_Announcement](http://netprod.oti.fsu.edu/Defense_Announcement) and to the Department and Neuroscience Offices.

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After a successful defense, the student should: submit revised manuscript as instructed by GradSpace: Final Document Clearance. Assure that University Representative form has been submitted by 1 week following the defense. Assure major professor submits Manuscript Signature Form. Assure Final Degree Clearance Form is submitted. Complete the required online surveys and ETD forms in GradSpace. The final version of the manuscript must be cleared and all forms received in the correct format by 60 days or less following the defense.

The result of the defense and oral examination: passed, failed or to be re-examined must be certified in writing via a memo signed by all members of the oral examining committee, to the Academic Dean of the student's home department, with copies to the Neuroscience Office and the graduate office of the student's home department. Following any re-examination a follow-up written report must indicate that the student either passed or failed. The student is responsible for adhering to all FSU regulations with respect to graduation and dissertation format and publication. Students should contact the FSU Office of Graduate Studies *before* the term in which they expect to defend their dissertation, for up to date information on University procedures refer to the University's "GradSpace" blackboard site.

Dissertation work should be of a high scholarly standard suitable for publication in peer-reviewed scientific journals. However, the requirement for publication of the dissertation is satisfied by deposit of the dissertation in the University Libraries System, via the FSU Office of Graduate Studies. The student agrees to this form of publication as a condition of undertaking a doctoral program.

### 16. Outline timetable for the Neuroscience Ph.D. Degree:

Initial Advisor	On Entry (Initial faculty sponsor serves as major professor for up to one year).
Major Professor	Beginning of Spring semester, year 1.
Initial Committee	Spring semester, year 1 (3 members).
First Committee Meeting	End of Summer/ beginning of Fall, year 1-2 (plans, prospects) First full Annual Review.
Program of Studies	Fall semester, year 2.
Degree project selected	Spring semester, year 2 or earlier.
Decision on track	End of Year 2 (committee decision on progress/potential) (Proceed with Ph.D., or to intervening or terminal MS, or dismissal) (Psychology students only: <a href="http://www.psy.fsu.edu/grad.prog/docs/MS_Requirements_Form.pdf">http://www.psy.fsu.edu/grad.prog/docs/MS_Requirements_Form.pdf</a> )
Full committee meeting	Annual Review each Fall (before Preliminary Exam, 5+ members).
NRSA proposal written	Generally by Fall semester, year 3 (could be earlier) (Deadline Dec 5 - if funded: starts July + 6mo.).
Preliminary exam	Year 3, preferably early (if pass, student is <i>candidate</i> for Ph.D.). (Must complete degree within 5 years, but at least 6 mo after passing this exam)
Degree proposal	Beginning of year 4 or earlier.

**A detailed timeline and checklist for each requirement is provided in Appendix V.** Note that each student is responsible for ensuring that the Neuroscience Office (and departmental graduate office) receives the appropriate memos marking her/his progress in the degree program. Either departmental or Program (Appendix VI) forms will be accepted by all parties.

**17. Financial Support:** The Program in Neuroscience makes every effort to support all students in good standing with adequate stipends and full payment or waiver of tuition. Support comes from:

- Institutional NRSA (National Research Service Award) Training Grants (Federal funds)
- Individual NRSA Fellowships (Federal funds)
- Neuroscience Fellowships (State funds)
- University Fellowships (State funds)
- Teaching or Graduate/Departmental Assistantships (State funds)
- Individual faculty research grants (various sources).

The funds available and the rules governing these sources vary. The Program strongly encourages and assists eligible students to apply for individual NRSA support as early in their careers as possible (see NRSA proposal section above).

NRSA awards: Stipend levels are currently set by the federal government and adjusted periodically. These awards also pay insurance, partial tuition and some research and travel expenses. Appointments to Training Grants are decided by the director(s) of the grant and a committee of faculty on the basis of academic performance and potential. Eligibility is limited to US citizens or permanent residents and Training Grant support may be further limited by the conditions of the grant to students in their first two years of study or to students working in certain fields.

Individual predoctoral NRSA awards are highly competitive awards to an individual student on the basis of a detailed training and research proposal submitted and reviewed by the specific funding agency in NIH.

Neuroscience Fellowships: Funds for these awards come from the Program in Neuroscience general budget. Stipend levels are set by the Program in Neuroscience Director in consultation with faculty on the basis of academic performance and potential, and are currently similar to the federal NRSA level..

University Fellowships: University Fellowships are awarded on a University-wide competitive basis following application by departments or programs. Stipend levels are similar to NRSA rate and major professors are requested to supplement the stipend up to NRSA level if necessary. Not all faculty have research funds that can be used for this purpose. There are no research or travel funds set aside for awardees but they are eligible for travel funds available to all students.

Teaching and Graduate/Departmental Assistantships: These are awarded by the student's home department in exchange for teaching or other duties. Their availability depends on the departmental budget and the number of students to be supported. The stipend level is set by the department and may vary across departments participating in the Program in Neuroscience. Major professors are requested to supplement stipend levels up to the NRSA level if possible from their own externally funded research grant(s). Not all faculty have research funds that can be used for this purpose. There are no research or travel funds set aside for awardees but they are eligible for travel funds available to all students.

Research Assistantships: These appointments are made at the discretion of individual faculty members to qualified students in exchange for work on an externally funded research grant. The research work performed is generally the student's dissertation work. University rules require that a student's tuition be paid from the same source as the student's stipend. Research grant funds can be used only in accordance with the original terms of the grant and some grants may not allow student support or tuition expenditures.

Tuition waivers: Waivers of tuition are available from departments for students performing service (teaching or other) to that department. Waivers may be available for tuition beyond the minimal

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nine credit hours per semester, but this should be approved in advance.

Continued support is dependent on good academic standing and satisfactory progress. Students supported for three years on traineeship or fellowship support are expected to have made sufficient research progress to have a publication submitted or ready for submission by the end of the third year. This criterion will be considered in decisions on continued support beyond the third year.

Students on academic probation (GPA below 3.0) are not eligible for support on training grants except in exceptional circumstances. Students receiving two grades of C or lower on required or core Neuroscience courses, even if maintaining a 3.0 GPA, will also be ineligible for traineeship/fellowship support for at least the subsequent semester. Students receiving an evaluation of "unsatisfactory progress" or two successive evaluations of "concern" are ineligible for traineeship/fellowship support for at least the subsequent semester and/or until their progress is considered satisfactory upon completion of the plan for improvement.

Students supported on FSU institutional assistantships have certain rights under the FSU UFF-GAU Collective Bargaining Agreement, including an annual employment evaluation, separate from the annual academic evaluation.

**18. Dispute Resolution and Appeals:** Substantive disagreements on interpretation or application of degree requirements or other rules should generally be brought first to the next higher authority for resolution. Thus, disagreements between student and major professor should be brought to the full supervisory committee, one of whose reasons for existence is to assure a fair treatment for the student in accordance with FSU policies. All unresolved disputes of any kind may be appealed to the Program in Neuroscience Director, who will seek advice from the Neuroscience Training Committee and other Program faculty. Many elements of the Neuroscience degree requirements are also University requirements. Disagreements on interpretation of University degree requirements may be appealed first to the Program in Neuroscience Director. If not satisfied, the student may then appeal to the Academic Dean of the student's home department, and then the Dean of Graduate Studies. See also GSAC, below.

**19. Graduate Student Advisory Committee (GSAC):** The six-member GSAC is mandated by Program in Neuroscience by-laws to provide two-way communication between the Program and graduate students. Members are elected annually by graduate students in the Program (except that a minority-group member may be additionally appointed by the Director). The GSAC polls students and makes recommendations to the director and faculty on courses, degree requirements and all aspects of graduate student life and reports back to students. The GSAC selects one of its members to be the student member of the Program in Neuroscience Training Committee. The GSAC is specifically designated to communicate the concerns of individual students or groups of students, who wish to remain anonymous, to the Director or other appropriate faculty member(s). Inappropriate behavior or treatment of a student or students by any member of the university community are examples of legitimate concerns that might warrant anonymous reporting (and resolution). See also dispute resolution and appeals, above.

By courtesy of the Neuroscience Graduate Students Association (NGSA), and for simplicity, the student elections for NGSA officers and for GSAC committee members are traditionally combined. The NGSA officers serve as GSAC members, which facilitates the two-way communication that GSAC is intended to provide. However, NGSA is an independent student organization. It is only in their capacity as GSAC members that its officers have any specific obligations to the Program. NGSA officers and members have provided outstanding community service in outreach to local K-12 schools and the general community, with assistance from the Program and the N. Florida Chapter of SfN.

## 20. MISCELLANEOUS

1. Graduate students are not permitted to have undergraduates, graduates or technical staff conduct any part of their dissertation research for them other than the repetition of routine tasks, the principles and practice of which the graduate student has already mastered.
2. DIS students can work with a graduate student on a non-thesis/dissertation project as long as the DIS student has significant interaction with the major professor/faculty member.
3. Supervisory committees can recommend that a particular requirement (e.g., teaching) be modified or a deadline postponed but these decisions are subject to review and approval by the Program in Neuroscience Director. Be aware, also, that supervisory committees may impose additional requirements than those listed in the graduate student guide (handbook).
4. Travel funds for graduate students: The Program may have a small pool of funds to assist graduate student travel to scientific meetings in order to present research conducted at FSU. The student must be first author on the presentation and must make strenuous efforts to obtain funding from other sources including the major professor, the home department and the Congress of Graduate Students (COGS). In most cases Neuroscience funds will not cover the entire cost of the trip.
5. Dissertation Format. The dissertation may be written as a single work or as several individual chapters intended to be, or actually, independent manuscripts. The Graduate School requires that in the latter case the thesis/dissertation must include an overall Introduction and an overall Conclusions section. Clearance guidelines can be found via the GradSpace blackboard site.
6. Academic Probation. Students on initial probation (1st semester of probation) have one (1) semester to bring their cumulative GPA up to 3.0. If the student does not reach a cumulative 3.0 by the end of that term, he/she will be dismissed from the University. Reinstatement for one additional term is possible in cases in which a cumulative GPA of 3.0 is very likely by the end of the next semester. The University does not allow reinstated students to draw a stipend during the additional term.
7. Program/Departmental/University Facilities. The Program maintains various research-support facilities available to all Neuroscience faculty and students including, Photo-Lab/Graphic Artist (Charles Badland), Computer lab (Jason Orman), Histology/Molecular lab (Dr. Xixi Jia). The Program shares the maintenance of additional facilities with the Psychology and Biology Departments. These shared facilities are available to all Neuroscience faculty and students by arrangement with facilities supervisors, and include: Electronics engineer (Psy), Electronics lab (Psy), Machine shop (Psy), Illustrator/Graphic Artist (Psy),, Imaging/ Electron Microscope facility (Bio). Additional facilities maintained by Biological Science are available by arrangement including: Analytical Laboratory, Molecular and Hybridoma Laboratory, Machine shop and, Electronics shop. Some of the equipment and services are free or at materials-cost only, but some are not. Students should consult first with the major professor and then with the contact person named above concerning the use of these facilities. Additional research facilities are located in the College of Medicine and may be available to Neuroscience students and faculty, by arrangement.

## APPENDIX I: Curriculum

### Required Courses (offered every year):

PCB 5845	Cell and Molecular Neuroscience
PSB 5341	Systems and Behavioral Neuroscience
PSB 5230C	Vertebrate Neuroanatomy
PSB 5057	Molecules to Behavior
PSB 5077	Responsible Conduct of Research
PSY 6919	Research Design and Analysis
Directed Individual Study (laboratory rotations, 2 required)	

### Core Electives (Take at least 1 from each cluster: A and B)

#### A. Molecular/ Physiological Cluster

PCB 5835	Membrane Biophysics (Advanced Neurophysiology) #
PCB 5795	Sensory Physiology #
PCB 5137	Advanced Cell Biology*
PHA 6545	Neuropharmacology (FAMU College of Pharmacy)

\* Committee may require a second physiology course in addition to PCB 5137;

#### B. Behavioral Cluster

PSB 5406	Neurobiology of Learning and Memory #
PSB 6059	Behavioral Endocrinology #
PSB 5347	Psycho-neuropharmacology #
EXP 5717	Animal Psychophysics #

# Generally available on a three year cycle

### Other Elective Courses (examples)

Grant Writing and NRSA Proposal Preparation  
Molecular Biology  
Advanced Molecular Biology  
Immunology  
Computational Neuroscience (under consideration for promotion to a core elective)  
Medical Biochemistry (College of Medicine)  
Advanced Toxicology (FAMU College of Pharmacy)

### Advanced Seminars (Not necessarily available in all semesters)

Integrative Reviews in Animal Behavior  
Seminar in Physiological Psychology  
Seminar in Sensory Processes  
Seminar in Genetics and Cell Biology

### Weekly Events

Neuroscience Colloquium  
Neuroscience Summer Seminar

### Annual Events

PSB 6070 Current Problems in Neuroscience (associated with The Rushton Lectures Series)

## **APPENDIX II: Dual Compensation**

The stipend provided to graduate students is intended to facilitate study, educational progress and research. Additional, unrelated, outside employment reduces a student's role in contributing to the graduate program, and could also be construed as indicating a lack of commitment to a student's training.

However, special extenuating circumstances may make outside employment critical for a student's continuation in the Program. The following guidelines should be observed:

1. Half-time (or less) graduate research assistants (RAs): Such a student finding it necessary to obtain supplementary, outside employment must provide justification and obtain signature-approval of his/her major professor, other supervisory committee members and the Program in Neuroscience Director.

2. Graduate training grant and fellowship recipients (domestic and foreign): Some fellowships include funds for payment of all fees, others pay some but not all fees, and some pay no fees. There may be funds available to provide students a supplement equivalent to the fee waivers available to other graduate assistants. A copy of the award letter or fellowship appointment indicating the distribution of external funds will be needed to determine eligibility for internal supplemental funds. Nevertheless, any fellowship recipient finding it necessary to obtain supplementary, outside employment should provide justification and obtain signature-approval of his/her major professor, other supervisory committee members and the Program in Neuroscience Director.

Without the necessary approvals, it is inappropriate to be a full-time student on a TA/DA/RAship or fellowship and also receive outside employment. Unapproved dual employment could jeopardize a student's eligibility for continued University support and/or grant support, and/or research training with the major professor of choice.

Written approval of supplemental work and compensation is required two weeks before the work begins and separate approval is required for each semester that such supplemental work continues. Copies of the written approval should be sent to the Neuroscience Office for inclusion in the student's academic folder. Approval does not excuse a student from the timelines applicable to other students.



### APPENDIX III: Florida Residency

It is essential that all students, except international students, petition for Florida residency status as soon as possible, in order to be eligible for in-state tuition rates after the first year in residence. Tuition is not paid directly by students but comes from training or research grants or from a limited waiver pool. The high rate of out-of-state tuition means that fewer students can be admitted and supported if existing students fail to apply for residency as soon as possible. Once you have residency, your registration fees will be substantially reduced. You must actually be a resident for one year before applying for resident-status, which means that there are certain steps that you should take upon arriving in Tallahassee. The process will be described at orientation and is detailed at the following web site:

<http://admissions.fsu.edu/residency/policy/reclassification.cfm>

**Important:** IMMEDIATELY (i.e., **BEFORE** the first day of classes of the first semester) file a Declaration of Domicile form:

[http://www.clerk.leon.fl.us/sections/clerk\\_services/online\\_forms/official\\_records/declaration\\_of\\_domicile.pdf](http://www.clerk.leon.fl.us/sections/clerk_services/online_forms/official_records/declaration_of_domicile.pdf)

The Clerk of Circuit Court Official Records Recording Department is located at the Bank of America Annex, 313 S. Calhoun Street, Suite 101, Tallahassee, FL 32301. The department is open for business 8:00 AM to 5:00 PM, Monday through Friday. (850) 577-4030. A valid Florida driver's license and a fee will be required.

2. Obtain the following prior to the first day of class of the first term of enrollment:

- (a) Florida voter's registration
- (b) Florida driver's license
- (c) Florida vehicle registration

3. Other supporting documents to be submitted at time of application for residency:

- (a) Employment Memorandum/Statement of Independence form obtained from the Neuroscience office (or department): <http://admissions.fsu.edu/residency/policy/reclassification.cfm>
- (b) Proof of 12 months' continuous physical presence in FL (lease agreement, utility bills, bank records, etc).

Applications for residency, along with supporting documents, must be submitted to the Residency Section of the Registrar's Office prior to the last day of registration for the term for which resident status is sought.

#### **APPENDIX IV Requirement Paperwork:**

Departmental forms may vary. The Program will accept copies of Departmental or University forms for notification purposes. Copies of paperwork should be submitted to the Program Office (C241 PDB) and to your Departmental Graduate Studies Office, including paperwork you directly submit to the University.

*Psychology:* Departmental forms can be found in the nested pull down tabs of the [www.psy.fsu.edu](http://www.psy.fsu.edu) web site under Graduate - Current Students - Resources - Departmental Forms and Resources.

*Biology:* Departmental forms are available at: <http://www.bio.fsu.edu/gradstudentinfo/forms.html>

*BMS:* Forms are in the BMS handbook posted online. Note: the BMS handbook information is for general BMS students. Neuroscience-BMS students should follow the Neuroscience Program handbook, as the requirements are different, but may use the BMS handbook to obtain the required forms.

**Note:** Requirements and University forms change periodically. Students should check the Blackboard GradSpace site.

The following will be required. Copies of acceptable forms are in Appendix VI and as separate forms on the Neuro web site, if your Departmental site does not have a preferred form.

**Supervisory Committee** (initial 3 member, final 5 member, or any time there is a change)

**Program of Studies** (Fall semester, year 2)

**Annual Review** (Neuroscience versions of form required; updated every year; signed by student)

**Progress Report Form or Bio Annual Review form** (to be completed by major professor)

**Defense Report** (following, Preliminary exam, Prospectus and Dissertation defense)

Also Prospectus/ Proposal Approval form (for BIO students)

Preliminary evaluation form (for BMS students)

**Defense Announcement** (prior to dissertation defense)

**GradSpace forms for Dissertation** (Check for current instructions in GradSpace)

**Announcement**

**ETD**

**Final Clearance (copies to Home Department and Program Office)**

**Outside Member form**

**Contact form** (post graduation)

Additionally for students in *PSY*:

**Predoctoral Options** (notification of decision to bypass MS or not)

**Admission to PhD Program** (following MS, if doing MS thesis)

Additionally for students in *BMS*:

**Course Request** form each term

**APPENDIX V Detailed Checklist:**

An abbreviated “Progress Check List” used for annual review is below.

\_\_\_ Choose a **Major Professor** and initial **Committee** (3 members) (*1<sup>st</sup> semester*)

Initial committee make up (also suitable for a departmental MS degree):

\_\_\_ Your major professor (Neuroscience)

\_\_\_ Departmental representative (non-Neuroscience)

\_\_\_ Neuroscience professor (in home Department if pursuing MS)

\_\_\_ **Submit form** identifying committee

\_\_\_ **Meet** with your committee by end of summer in first year (or early in fall) to discuss your goals.  
**Submit Annual Review** form.

\_\_\_ If desired or required by committee, obtain the **Master’s degree** (*generally by the end of year 2*)  
(Follow Departmental Guidelines if pursuing this option)

\_\_\_ (PSY only) If bypassing MS, submit bypass form to PSY office.

\_\_\_ Form **PhD Supervisory Committee** containing 3 Neuroscience faculty members all must have Graduate Faculty Status from the University:

\_\_\_ Your major professor (Neuroscience)

\_\_\_ Departmental representative (non-Neuroscience)

\_\_\_ Neuroscience professor (not in your home department)

\_\_\_ Neuroscience professor (any department)\*

\_\_\_ University Representative (tenured non-Neuroscience; not in your home department)

\* Department may prefer that committee have a majority of department members

\_\_\_ **Submit form** identifying Supervisory Committee. (*by end of year 2*)

\_\_\_ **Program of Studies.** (*by end of fall, Year 2*)

*University Requirement:* A complete plan of courses to be taken should be prepared in consultation with the Major Professor, as soon as possible after the appointment of the Supervisory Committee. This Program of Studies should be approved and signed by each member of the committee and kept in the student’s file. **Submit form** to both Program and Departmental Offices.

\_\_\_ Successfully complete **Required Courses** and additional Core (cluster) Courses (*generally in first two years*) with a Grade Point Average of 3.00 (B) or better. Grades for all individual **required** courses must be C (2.00) or better. Cluster courses and lab rotations must be approved by committee.

Required Courses

\_\_\_ PCB 5845 Cell and Molecular Neuroscience

\_\_\_ PSB 5341 Systems and Behavioral Neuroscience

\_\_\_ PSB 5321L Comparative Neuroanatomy Laboratory

\_\_\_ PSB 5057 Molecules to Behavior

\_\_\_ PSB 5077 Responsible Conduct of Research

\_\_\_ PSY 6919 Research Design and Analysis (or equivalent)

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### \_\_\_\_\_ **Physiology Cluster Course**

(at least 1 of the following: PCB 5795 Sensory Physiology, PCB 5835 Membrane Biophysics, BSC 5936-03 [or new number], PCB 5137 Advanced Cell Biology, Mammalian Physiology II, PCB5747, PHA 6545 Neuropharmacology (FAMU College of Pharmacy))

### \_\_\_\_\_ **Behavioral Cluster Course**

(at least 1 of the following: EXP 5717 Animal Psychophysics; EXP5406: Neurobiology of Learning and Memory; PSB 6059: Behavioral Endocrinology; PSB 5347 Psycho-Neuropharmacology.

\_\_\_\_\_ **Laboratory Rotation** (Directed Individual Study in a different lab from the home lab; *generally in the first two years*) (2 required)

### \_\_\_\_\_ **Teaching requirement**

*Neuroscience Requirement (students in all departments):* Two semesters of teaching in a lab or lecture course or via “mentored teaching” with a faculty member.

*Biology Requirement:* 5 credit hours of BSC 5945 Supervised Teaching, or 2 separate courses. Additionally, new students in Biological Science must take a teaching workshop before their first fall term.

### \_\_\_\_\_ **Presentations (oral or poster)** (3 required)

Types of presentations accepted:

- Departmental seminars (e.g., PSB 6933 Neuroscience Summer Seminar) *One Neuroscience seminar is required.*
- Presentations at regional and/or national meetings (\**Note:* Poster presentations count only for the senior author. Two poster presentations can count towards this requirement at the discretion of the supervisory committee)

\_\_\_\_\_ **Submit Annual Activities Information Form** (Gradbrag) and updated **Annual Progress Checklist** to the Neuroscience Office and to dept. graduate office.

Yr 1 \_\_\_; Yr 2 \_\_\_; Yr 3 \_\_\_; Yr 4 \_\_\_; Yr 5 \_\_\_ ' Extra Yr \_\_\_\_\_

### \_\_\_\_\_ **Hold Annual Committee Meeting/Annual Review Meeting**

Note: the chair of your department, dean of your college and the dean of graduate studies (or designees) may attend any committee meeting as non-voting members.

\_\_\_\_\_ **Assure that Annual Review form** is submitted to Program and Departmental Offices

*Neuroscience Requirement:* Annual committee meetings must be face-to face.

*Biology Requirement:* Committee meetings should be completed preferably before the end of September each year and before the Bio-Neuro annual review meeting.

*Other Departments:* Annual review committee meetings should be held by early Spring term.

*Suggested materials to bring to each meeting:* Research project description(s), Program of Studies (courses and grades, planned courses), completed Annual Activities Information Form (Grad-Brag) and updated Progress Checklist.

\_\_\_\_\_ Year 1

\_\_\_\_\_ Year 2

\_\_\_\_\_ Year 3

\_\_\_\_\_ Year 4

\_\_\_\_\_ Year 5 \_\_\_\_\_ (extra year)

## Neuroscience Graduate Student Handbook: Checklist

**Preliminary (Qualifying) Exam** (should be taken by Year 3, preferably early)

\_\_\_\_\_ \* *Psychology Requirement*: Register for Preliminary Examination Preparation (PSY6656) with minimum of 3 hours.

\_\_\_\_\_ **Register for Doctoral Preliminary Examination** (*Psychology*: PSY8964; *Biology*: BSC 8964; *Biomedical Sciences IHS 8960*) during the semester in which the examination will occur (If exam cannot be taken in that semester an incomplete [I] grade can be given)

\_\_\_\_\_ **Complete and orally defend Preliminary Exam**

\* Format to be determined by committee: Generally written questions followed by an oral exam. Written answers should be submitted at least 2 weeks prior to oral exam.

\_\_\_\_\_ **Submit Defense Report form** to both Program and Departmental Offices

\* *BMS requirement*: use Preliminary exam evaluation form

The result of the examination must be reported to the academic dean of the student's department (usually by the departmental graduate office). An "Admission to Candidacy" form must also be sent to the Office of the University Registrar.

\* Note: After completing your preliminary exams and after submission of the "Admission to Candidacy" form, you are now considered a doctoral candidate and can enroll for dissertation research credit hours. **YOU NEED 24 SEMESTER HOURS OF DISSERTATION RESEARCH CREDIT TO GRADUATE.** You must graduate within 5 years, but no less than 6 months after passing the preliminary exam (University regulations).

**Dissertation Proposal** (generally by beginning of year 4)

\_\_\_\_\_ Complete **written Dissertation proposal** in the format of an NIH or NSF grant proposal and submit to committee at least 2 weeks prior to the defense date

\_\_\_\_\_ **Orally defend** dissertation proposal.

\_\_\_\_\_ **Submit Defense Report form** (PSY) or **Prospectus/Proposal Approval form** (BIO) to both Program and Departmental Offices.

\_\_\_\_\_ **Assure** IRB (for human subjects) or ACUC (for animals subjects) approval for all procedures. A copy of the approval letter will be required with dissertation.

Dissertation

\_\_\_\_\_ Complete at least **24 Dissertation hours** (*PSY 6980, BSC 6980, or IHS 6980*)

\*You must enroll for a minimum of 2 dissertation hours in each semester in which a substantial amount of work is being done on the dissertation (as part of a full time enrollment), and a minimum of 1 hour in the semester of your defense.

\_\_\_\_\_ **Register for Dissertation Defense** (PSY 8985, BSC 8985, IHS 8970) in the term you plan to defend.

## Neuroscience Graduate Student Handbook: Checklist

\*Make sure to check all deadlines (departmental, university, etc.) for submitting materials required to graduate, in order to give yourself enough time to finish the dissertation, defend, and make corrections.

\_\_\_ **Announcement of final committee.** Announcement of final committee must be done **by the second week of classes of the term of graduation.**

The Defense Report Form/Prospectus Approval Form signed at the Dissertation Prospectus completes this requirement. Notify both Departmental and Program Offices if the composition of the committee has changed since that time.

\_\_\_ **Defense Announcement.** Notify the university via Blackboard using the following links - Organizations - Gradspace - Manuscript Clearance – Forms. You will need to note the dissertation title, the date, time, and location of the examination, and the name of the major professor **at least 2 weeks prior to the defense date.** Submit copies to Departmental and Program Offices.

\_\_\_ **Apply for the degree (by the deadline posted** in the Directory of Classes) via Blackboard and then log onto Secure Apps

\_\_\_ **Submit written dissertation** to committee at least 4 weeks prior to the oral defense. The dissertation must be submitted to the university via Blackboard - Organizations - Gradspace - Manuscript Clearance - The Manuscript Clearance Process.

\_\_\_ Orally **defend** the dissertation by presenting a public seminar and answering questions from the committee (in closed session). All committee members must be present at the defense (distance technology (e.g., Skype) can satisfy this requirement.

\_\_\_ Make your committee's corrections and **submit on-line** to Florida State University. See: Blackboard - Organizations - Gradspace - Manuscript Clearance - The Manuscript Clearance Process

\_\_\_ **Formatting** must be approved by the Office of Graduate Studies by the date listed in the Academic Calendar (available on the Registrar's website)

\_\_\_ **Final version** of the dissertation must be submitted by the date listed in the Academic Calendar, or within 60 day of defense, which ever date comes first

\_\_\_ Committee signs the **Manuscript Signature Form** available on Blackboard via the following links - Organizations - Gradspace - Manuscript Clearance - Forms

Note: The final version of your dissertation must be submitted **within 60 days of your defense** date or you will be required to re-defend (*Graduate School requirement*)

\_\_\_ Submit the **Degree Clearance Form** to the University along with other forms listed on the Forms Checklist available on Blackboard via the following links - Organizations - Gradspace - Manuscript Clearance - Forms

- It should be signed in the following order: (1) major professor, (2) the department's Director of Graduate Studies, and (3) the Dean. The manuscript fees are paid at time the manuscript is submitted.

\_\_\_ Submit Contact Information Form to both Program and Departmental Offices

**Additional procedures for departmental clearance:**

*Psychology*

\_\_\_\_\_ The Defense Report Form located at:

[http://www.psy.fsu.edu/grad.prog/docs/Defense\\_Report.htm](http://www.psy.fsu.edu/grad.prog/docs/Defense_Report.htm) signed by all committee members must be turned into the departmental Graduate Office upon the successful completion of the dissertation defense.

*Biology*

\_\_\_\_\_ Submit to the Graduate Office a complete vita.

\_\_\_\_\_ Upon successful completion of defense, submit to the Graduate Office:

- a. Memo from major professor indicating results of defense.
- b. A committee-initialed copy of your abstract. (Doctoral candidates only)
- c. A copy of your thesis/dissertation, all signature pages, and the Clearance form.

*If you fail to come through the Graduate Office, you run the risk of being deleted from the graduation list and therefore not graduating.*

**Other General Information:**

- Grade change forms must be submitted to the Graduate Training Office by the major professor for any incompletes received in Preliminary Examination Preparation (*Psychology requirement: PSY6656*) or Dissertation (PSY 9980, BSC 6980 or BMS 6980 ?). Students are responsible for insuring that other incompletes appearing on their transcript have been resolved.
- With sufficient time prior to graduation, students should review their Program of Studies to confirm that all courses approved by the doctoral committee have been completed. If the student has deviated from the Program of Studies, the form should be updated and changes should be approved by committee members.

**APPENDIX VI: Examples of appropriate format for memos**

Memos used to notify the Neuroscience Office (and others) of completion of major steps in the degree program. Electronic versions of each individual form are available on the Neuro web site. Except for University forms, a memo in different format containing the same information is acceptable. *(The university, colleges and departments change their required forms from time to time and may require some information be submitted on-line; For non-Neuroscience forms, CHECK with the Neuroscience graduate office or your department graduate office that you are submitting information in the required format)*

A. Doctoral Supervisory Committee

B. Program of Studies

C. Annual Review Information (GradBrag)

D. Annual Checklist

E. Annual Review Progress Report Form (Psych-Neuro and BMS-Neuro students)

F. Annual Review Form (Bio-Neuro students)

G. Defense Report Form

H. Dissertation Defense Announcement.

I. Contact form



**Appendix. VI-A      Memo on Doctoral Supervisory Committee**

**SUPERVISORY COMMITTEE**

for

**Degree Sought:      MS      PhD**

Committee members--please initial, by your name, as your agreement to serve on this committee.

Typed name	<u>Professor Directing Thesis/ Treatise/Dissertation</u>
Typed name	<u>Co-Professor Directing Thesis/ Treatise/Dissertation</u>
Typed name	<u>University Representative</u> (not required for master's students)
Typed name	<u>Committee Member</u>
Typed name	<u>Committee Member</u>
Typed name	<u>Committee Member</u>
Typed name	<u>Committee Member</u>