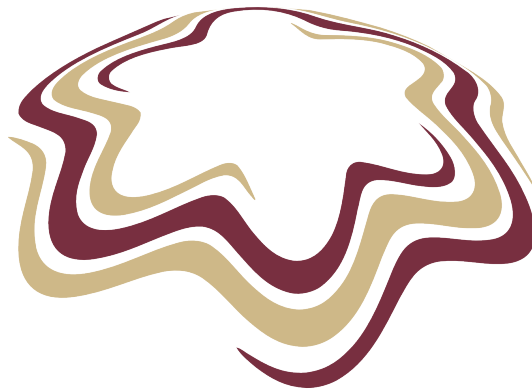


GRADUATE STUDENT HANDBOOK

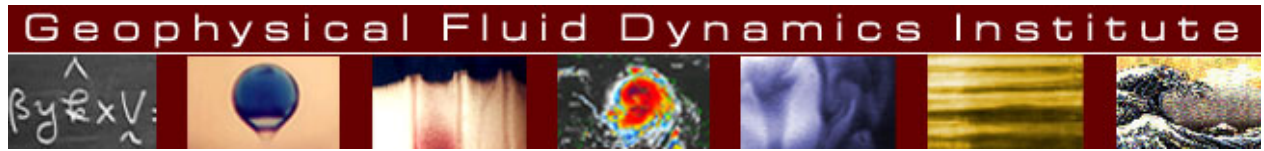
GEOPHYSICAL FLUID DYNAMICS
PH.D. PROGRAM
2022



GEOPHYSICAL FLUID DYNAMICS INSTITUTE
FLORIDA STATE UNIVERSITY
EST. 1967

Table of Contents

Welcome	3
About GFDI	4
GFDI Facilities	6
University Facilities	8
Advising.....	9
Graduate Degree Requirements	12
Graduation.....	13
Degree Timeline	14
Registration	17
Tuition and Fees	19
Assistantship Recipients	21
Mandatory Health Insurance.....	23
Sexual Harassment	23
Living in Tallahassee	24
Appendix I: Sexual Harassment Policy	27



Welcome

This guide is intended to give you information that is critical for your participation in our Program. Please refer to this guide to ensure that you are properly progressing toward your degree. Also, the complete record of policies and procedures can be found in the Graduate Bulletin: <http://registrar.fsu.edu/bulletin/>. Since policies and procedures sometimes change, be sure to pay attention to e-mail announcements from the University and the Institute. We are all here to help you, so please be sure to ask questions when you need help.

About GFDI

Program Background

Geophysical fluid dynamics is an interdisciplinary field of study in which the primary goal is an improvement in our basic understanding of fluid flows that occur in nature. The approach to this understanding is through mathematical, numerical, and experimental modeling as well as observational programs. A geophysical fluid dynamicist must have a firm grasp of the fundamental principles of classical physics, knowledge of the techniques of applied mathematics, and an interest in the natural sciences. It follows that the course of study leading to a degree in geophysical fluid dynamics is a rewarding one in which the student gains an overview of the geophysical sciences not available from study of a single discipline.

The interdepartmental graduate program of study leads to the doctor of philosophy (Ph.D.) degree; currently there is no master's degree offered. The program is administered by the Geophysical Fluid Dynamics Institute, and has its own separate degree requirements. It differs from the regular departmental offerings in the Earth sciences mainly by its interdisciplinary approach and emphasis on the fundamentals of mathematics, physics, and fluid dynamics, with less emphasis on descriptive material from any one discipline.

A major factor in the success of this Ph.D. program is the strong support provided by the Departments of Geological Sciences, Mathematics, Meteorology, Oceanography, Physics, Scientific Computing, Statistics, and the School of Engineering. In particular, these departments offer a wide range of courses from which the student in geophysical fluid dynamics constructs an individualized curriculum.

Faculty members of various departments who have an active research interest in geophysical fluid dynamics form the heart of the program by serving as advisers and instructors for the students in their research.

Key Personnel

	Contact	Phone	E-mail
GFDI Director	Kevin Speer	644-5594	kspeer@fsu.edu
Graduate Program Committee Chair	M. N. Moore	644-5594	mye@fsu.edu
GFD GPC Member	Peter Hoeflich	644-5594	phoeflich@fsu.edu
GFD GPC Member	William Dewar	644-5594	mcai@fsu.edu
Office Manager	Vijaya Challa	644-5594	vijaya@gfdi.fsu.edu
Grant Specialist	Donna Samaan	644-5595	dsamaan@fsu.edu
IT Support Specialist	John Thompson	644-5594	jthompson7@fsu.edu

GFDI Faculty Associates

Associates of the Geophysical Fluid Dynamics Institute are members of a number of different Departments, and their level of involvement with the Institute varies from full-time commitment to occasional cooperation on joint projects. To find out more about the Associates, go to the Associates page of the GFDI web site:

<http://gfdi.fsu.edu/staticpages/index.php/associates>

Dr. Mark A. Bourassa

Professor, EOAS/Meteorology

Dr. Ming Cai

Professor, EOAS/Meteorology

Dr. Gang Chen

Associate Professor, Civil and Environmental Engineering

Dr. Eric Chicken

Associate Professor, Statistics

Dr. Allan Clarke

Professor, EOAS/Oceanography

Dr. David Collins

Assistant Professor, Physics

Dr. William Dewar

Professor, EOAS/Oceanography

Dr. James Elsner

Professor, Geography

Dr. Aseel Farhat

Assistant Professor, Mathematics

Dr. Scott Goodrick

Research Meteorologist/
USDA Forest Service Southern Res. Station

Dr. Peter Hoeflich

Professor, Physics

Dr. Markus Huettel

Professor, EOAS/Oceanography

Dr. M. Yousuff Hussaini

Professor, Mathematics

Dr. Sanghyun Lee

Assistant Professor, Mathematics

Dr. Matthew N. Moore

Assistant Professor, Mathematics

Dr. Ziyad H. Musslimani

Associate Professor, Mathematics

Dr. I. Michael Navon

Professor, Scientific Computing

Dr. Bryan Quaife

Assistant Professor, Scientific Computing

Dr. Kevin Speer

Director of GFDI
Professor, EOAS/Oceanography

Dr. Philip Sura

Associate Professor, EOAS/Meteorology

Dr. Mark Sussman

Professor, Mathematics

Dr. Youneng Tang

Assistant Professor, Department of Civil and Environmental Engineering
FAMU-FSU College of Engineering

Dr. Kamal Tawfiq

Professor and Chair, Civil & Environmental Engineering
FAMU/FSU College of Engineering

Dr. Neda Yaghoobian

Assistant Professor, Mechanical Engineering

GFD Graduate Program Committee

The graduate program committee is in charge of reviewing and implementing changes to the GFD Ph.D. program curriculum. It reviews student applications and makes admission decisions. The committee also reviews student progress on an annual basis.

Student Steering Committee

The GFDI Graduate Student Steering Committee (SSC) was created to give advice and guidance to junior students in the program and to help bring suggestions and concerns to the attention of the Director and the Graduate Program Committee (GPC). The group will attend a regular meeting of the GPC (not less than once per semester) to discuss student matters. The Director chooses the SSG from those students who have passed their preliminary doctoral exams and are degree candidates.

This group is also responsible for the organization of the student seminar series, and will receive a budget (subject to the availability), determined by the Director upon submission of a proposed seminar schedule and anticipated needs.

GFDI Facilities

Facilities are situated in the **Geophysical Fluid Dynamics Institute**, located on the ground floor of the Keen Building, Suite 018, on FSU's main campus. Its primary function is to support and foster those theoretical, experimental, numerical, and observational studies of natural environmental fluid flows that transcend traditional departmental disciplines. These facilities include an open laboratory for hydrodynamics experiments; computing facilities; a colloquium and reading room; a fully equipped machine shop; and faculty, staff, and student offices.

Laboratory

Institute laboratory facilities include several precision rotating turntables, a 6-meter recirculating flume, two 6-meter wave tanks, several large convection tanks, temperature control systems, laser imaging equipment, wave height capacitance gauges, acoustic Doppler velocimeters, multi-channel data acquisition systems, and a facility for the development of ocean drifters.

Computing

The main computing facilities at GFDI consist of two shared servers for computation and data analysis. Together they have 14x 2.2 MHz cores and > 100GB of memory with over 10TB storage capacity on a shared file system with tape drive backup.

This is complemented with access to FSU's Research Computing Center (<https://rcc.fsu.edu>), whose shared high-performance cluster contains over 400 nodes and is capable of over 100 TFLOPS.

GFDI Computer Cluster Accounts

Most computer-related work by graduate students in GFDI will be done within the research group of a sponsoring professor. In addition, the Institute maintains a computing lab and a Linux cluster. The computing lab is in GFDI, room 0018 of the Keen Building.

To obtain an account on GFDI computers, contact Anthony Diaz (ajdiaz@fsu.edu). Accounts are usually created on the same day of your request. Should you experience any problems with departmental computing equipment, printers or networking, contact Mr. Diaz directly.

GFDI E-Mail Accounts

GFDI no longer maintains its own email server. Students and Associates can request an email account through FSU ITS office. It is recommended that you only use this account to forward mail to a more robust university mail account.

Melvin Stern Seminar Room

GFDI houses the Melvin Stern Memorial Seminar Room and Library, named in honor of Professor Emeritus [Melvin E. Stern](#), a member of the National Academy of Sciences and the American Academy of Arts and Sciences, and a GFDI associate.

The seminar room contains a LCD projector an HD monitor as well as seating in both a seminar and classroom configurations. The library contains books and periodicals in fluid dynamics, classical physics, applied mathematics, geophysical sciences, and the astrophysical sciences, which can be checked out by students and faculty associates (see Vijaya Challa for info).

Mailboxes

Even though most of our communication will take place via e-mail, each graduate student has a mailbox in the Institute. These are useful for mailings from outside the Institute, giving items to other graduate students, formal invitations, and university documents that are not

appropriately sent through e-mail. These mailboxes are found opposite the Associates Office near the Machine Shop.

Building Access

To gain access to the Keen Building and GFDI after hours or on weekends, you will need to obtain a key from Vijaya Challa (vijaya@gfdi.fsu.edu) or (850) 644-5594).

Lab/Shop Access

Requests for lab space and access to the machine shop must be approved by Dr. Cathrine Hancock (chancock@fsu.edu) and the Institute Director.

Inventory

Every year FSU requires each department to account for equipment issued to them by FSU. In order to do this, equipment with an FSU property tag must be scanned by a designated person in the department. However, sometimes, equipment gets damaged, stops working, or becomes obsolete. When this happens, **BEFORE YOU DO ANYTHING**, you must first contact John Thompson, (850) 644-4941, jthompson7@fsu.edu. Additionally, if you want to move something out of the room it is currently in, please contact Mr. John Thompson first.

University Facilities

FSUCard

Besides serving as a picture I.D., the FSUCard offers many important features. It is your library card, long-distance calling card, bankcard, snack card, and copy card; you will need the card both to obtain Internet service and to gain entry into campus computer labs. Therefore, **all students are required to have a photo FSUCard**. There is a charge for the first card, which you will pay with your tuition. If you should lose or damage the card, the FSUCard Center (located on the bottom floor of the Parking Garage) will replace it for a fee. The FSUCard Center is open from 8:00 a.m. to 5:00 p.m., Monday through Friday; (850) 644-7777, <http://www.fsucard.fsu.edu/>.

FSUID and FSU E-Mail Accounts

Much of the business you will conduct with the University will be done through www.campus.fsu.edu. Academic and non-academic resources, course information, and other tools are housed in campus.fsu.edu under the "Secure Apps" tab to protect your identity and

secure your privacy. You must activate your FSUID and create a pin to access these services, your FSU e-mail account and course registration.

Your FSU e-mail account is the official form of communication for the University as well as for many academic programs. You may forward e-mail from your FSU e-mail address to your personal e-mail address. FSU e-mail accounts can be accessed from anywhere in the world by using the FSU Webmail system (<https://webmail.fsu.edu/>).

To activate your FSUID and obtain an FSU e-mail address, go to the University Computing Services website (<http://www.ucs.fsu.edu/>) and click "Get Started." You may also activate your FSUID and FSU e-mail account simultaneously via Blackboard: www.campus.fsu.edu. For more information about setting up your email account and accessing FSU's web/computer resources view the Guide to Computing Resources at <http://gtcr.fsu.edu/>.

If you have trouble establishing your FSUID and/or activating your FSU e-mail account, contact the FSU Technology Help Desk at (850) 644-HELP or help@otc.fsu.edu for support.

FSView

The campus daily publication, the FSView is full of good information about FSU and Tallahassee. You can find a copy almost anywhere on campus. There are special stands that hold copies of the FSView; there is a stand in the first floor foyer of the Love Building.

Health and Wellness

University Health Services provides care to Enrolled FSU students; post doctoral fellows; visiting scholars; dependents (spouse and/or children over the age of 13) of enrolled FSU students, post doctoral fellows and visiting scholars. See more at <http://healthcenter.fsu.edu>

Parking

To obtain a parking permit you will need to have an FSU Card and be registered for classes. For more information on how to acquire your tag, visit: <http://parking.fsu.edu/>.

Advising

Orientation and initial advising

Upon arrival, all new graduate students are required to meet with their major professor or the Graduate Program Director, at which time your previous coursework will be evaluated for any deficiencies and a plan will be made for the coming semester. Orientation week also includes several university-sponsored events, which should be attended.

Transferring credit from another graduate program

If you have completed an M.S. degree, it may be possible to transfer credit from your previous department or institution. Upon arrival, you and the Graduate Studies Committee will decide what part of your M.S. coursework fulfills specific Ph.D. requirements.

Major Professor and Supervisory Committee

Every candidate for the Ph.D. degree participates in selecting a major professor. In addition to picking a major professor, students must also decide upon a committee. This committee is chosen with the assistance of the major professor. This supervisory committee should be named no later than the end of the second semester of graduate study. Ph.D. candidates should have four (4) members, including the major professor and an outside member. A course plan acceptable to the supervisory committee should also be filed prior to the end of the first year. A specific exception is graduate students admitted to the Ph.D. program without first having an M.S. Degree. These students must form a Ph.D. committee within 9 months of their entrance into the Ph.D. Program.

Program of Study

The program of study for students is individually tailored to meet their particular needs and interests. The formal requirements are few and include completion of course work from several different departments with a grade of "B" or better, participation in a seminar at least two times, and mastery of modern computer techniques, particularly numerical analysis. The remainder of the curriculum is chosen by the advisory committee in consultation with the student based upon the student's program of study. There is no foreign language requirement. The remainder of the curriculum is normally chosen from among courses offered by several departments. Typically, students in consultation with their advisory committee, will choose from among the following suggested topics and courses:

Common Core Courses: Scientific Programming (ISC 5305) and Applied Computational Science-1 (ISC 5315) is the common core for all students.

Fire Dynamics Core Courses (PhD and MS)

GFD5XXX: Advance Topics in Fire Dynamics (research Seminar)

GFD5XXXL: Fire Dynamics Laboratory

Geophysical Fluid Dynamics Core Courses (4 courses)

Choose one of:

MAP 5431: Introduction to Fluid Dynamics or EML 5709 Fluid Mechanic Principles with Selected Applications (Department of Mechanical Engineering) or CWR 5205 Hydraulic Engineering II (Department of Civil and Environmental Engineering) or AST 52342 (Hydrodynamics and Plasmas in Astrophysics)

Mathematics core (2 courses):

MAP 5345 Elementary Partial Differential Equations I and either MAP 5346 (Elementary PDE II) or MAP 5165 (Methods of Applied Math).

Computational core (1 course):

STA 5106 Computational Methods in Statistics I or ISC 5315 Applied Computational Science I

Recommended Electives

Engineering

Viscous fluid flows, turbulent flows, introduction to computational mechanics, water resources and environmental engineering, hydraulics, hydrology, and ground water.

Courses: CEG 5125, 5415, 5515, 5635; EGM 5456, 5810, 6845; ENV 5045.

Engineering Topics of Interest to Fire Dynamics Majors.

Special Topics in Chemical Engineering, Viscous fluid flows, turbulent flows, Fundamentals of Heat Transfer, Propulsion Systems, and Environmental Systems Analysis.

Courses: ECH 5934r, EGM 5810, 6845; EML 5152, 5422, ENV 5045.

Geological Sciences

Geophysics, geomechanics, geophysical methods, seismology, modeling of groundwater flow, hydrology.

Courses: GLY 4451, 5425, 5455, 5465, 5556, 5573, 5575, 5825, 5826, 5827, 5868r.

Mathematics

Numerical analysis, vector and tensor analysis, ordinary and partial differential equations, matrix algebra, integral transforms and asymptotics, perturbation theory, hydrodynamic stability, wave propagation theory.

Courses: MAA 4402; MAD 5708, 5738, 5739, 6408r; MAP 5207, 5217, 5345, 5346, 5423, 5431, 5441, 5512, 5513, 6434r, 6437r, 6939r.

Meteorology

Atmospheric thermodynamics, atmospheric dynamics, large-scale atmospheric circulations, dynamical weather prediction, air/sea interaction, satellite oceanography.

Courses: MET 5311, 5312, 5340r, 5471, 5541r, 6308r, 6561r.

Oceanography

Ocean waves, stability of geophysical fluid flows, ocean dynamics and circulation, coastal ocean dynamics, main ocean thermocline, turbulence.

Courses: OCP 5056, 5253, 5271, 5285, 5551, 5939r.

Physics

Magnetohydrodynamics, principles of thermodynamics, mechanics, electricity and magnetism, theoretical dynamics, electrodynamics, statistical mechanics.

Courses: PHY 4222, 4513, 5246, 5346, 5347, 5524.

Statistics

Computational methods in statistics, statistical procedures for the natural sciences, statistical inference, probability, multivariate analysis, stochastic processes, applied time series analysis.
Courses: STA 5106, 5206, 5326, 5327, 5440, 5447, 5807r.

Scientific Computing

Numerical methods, scientific visualization, high-performance computing
Courses: ISC 5226, 5227, 5228, 5305, 5307, 5318

Graduate Degree Requirements

General Requirements for the MS degree:

GFDI is in the process of establishing MS Program in the Fire Dynamics. This major involves mathematical modeling, fluid dynamics, and environmental factors dealing with wildland and prescribed fires.

General Requirements for the Ph.D. Degree:

A doctoral candidate in Geophysical Fluid Dynamics must:

- A. Pass the doctoral preliminary examination (GFD 8964r).
- B. Present a satisfactory research prospectus to the candidate's committee.
- C. Present two seminars (GFD 6935r), one at the time of the prospectus presentation and a formal seminar at the candidate's dissertation defense.
- D. Prepare and defend an acceptable doctoral dissertation (GFD 8985r).

Each doctoral candidate, in consultation with the Institute Director and major professor, must form a doctoral supervisory committee before the end of the second semester of study. At least four members must have doctoral directive status, and one must be a representative-at-large from the graduate faculty who is not an Associate of the Institute. The Institute requires at least four (4) members. The committee is to be constituted prior to the preliminary examination. Formal admission to candidacy follows passing the Preliminary Examination.

Satisfactory completion of a preliminary examination is required for admission to candidacy for the doctoral degree. Students can take the preliminary examination for admission to candidacy only two times. A second failure on the preliminary exam makes the student ineligible to continue in the degree program. The second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. Either the student or the supervisory committee can submit an exception request regarding the timing of the re-examination for consideration to the Academic Dean's Office. If academic regulations and/or procedures were improperly applied for the re-examination of their preliminary exam, students may have their grievances addressed through the general academic appeals process.

No student may register for dissertation or doctoral treatise hours prior to the point in the semester in which the preliminary examination was passed. An admission-to-candidacy form must be completed and filed in the Office of the University Registrar prior to registration for dissertation/treatise hours. After completion of the admission to candidacy process, the student may retroactively add dissertation hours for that semester in which the preliminary examination was completed. Retroactive changes are only permitted if the preliminary examination is passed by the end of the seventh week of the semester.

The only specific credit hour requirements for the Ph.D. degree are Seminar (GFD 6935r) and a minimum of twenty-four hours of Dissertation (GFD 6980r). Additional course work is assigned by the supervisory committee to correct deficiencies and strengthen capabilities in the dissertation research area. Required course work is usually completed before submission of the Prospectus.

The candidate must register for Seminar (GFD 6935r) during the semester in which the prospectus for the Ph.D. research is submitted to this committee. A second registration for the Seminar involves presentation of the dissertation. After completing 30 semester hours of graduate work, the Ph.D. residency requirement is met through continuous enrollment for a minimum of 24 graduate semester hours in one consecutive 12 month period. The student must be enrolled in at least one semester hour of dissertation in the final term in which the degree was granted. See Graduate Bulletin. Away from campus, to meet the University requirements register for a minimum of 2 dissertation credits per semester. However, if a student submits all paperwork before the start of the next semester, then one can request an exception to the requirement of registering for two credits.

Scholarly Engagement

Doctoral and Masters students should interact with faculty and peers in ways that may include enrolling in courses; attending seminars, symposia, and conferences; engaging in collaborative study and research beyond the university campus; and utilizing the library, laboratories, and other facilities provided by the university. The goal is to prepare students to be scholars who can independently acquire, evaluate, and extend knowledge, as well as develop themselves as effective communicators and disseminators of knowledge.

Graduation

Graduate students should check with the Institute regarding degree requirements. Plan to have the Institute do a graduation check prior to your final semester. Application for graduation must be made in the Office of the University Registrar by the published deadline; refer to <http://registrar.fsu.edu> for this information. There is no charge for the first application. Students who graduate must apply for and be readmitted to register for any subsequent term.

Degree Timeline

When	What	Where
Now	Make sure the Admissions Department has the final copy of your transcripts from previous institutions illustrating degrees conferred.	Admissions Department: A2500 University Center
The week before your first semester	Get an FSU Card [see page 4]	Bottom floor of parking garage (next to Bookstore)
The week before your first semester	Get an e-mail account and security access [see page 7]	GFDI Keen Building
The week before your first semester	Begin establishing residency (if you are not already a resident of Florida). Declare domicile, get a Florida Driver's License, and register your vehicle [see page 21-23]	Page 21 and FLDOT
Each semester during your registration window	After consultation with your major professor, fill out the appropriate forms to register for the following courses as needed: GFD 6905r (Directed Individual Study); GFD 6915r (Supervised Research); GFD 6980r (Dissertation); GFD 8964r (Preliminary Doctoral Exam); GFD 8985r (Dissertation Defense)	GFDI Keen Building
End of each Semester	Complete any uncompleted coursework (Incompletes or "I" grades) from the previous semesters or file for extensions. Incompletes will turn into "IE's" (Incomplete Expired) and are calculated as an "F" in your GPA. It is your responsibility to make sure you come to the office for a Grade Change Form or an Incomplete Extension Form (Note: 0 credit courses do not expire or turn into an "F").	GFDI Keen Building

Geophysical Fluid Dynamics Institute

When	What	Where
Second semester	Form your committee [see page 9]	GFDI Keen Building
End of first year	Students with assistantships need to reclassify their residency for tuition purposes [see page 21]	Registrar A3900 University Center
Semester you plan to complete the Preliminary Doctoral Exam	Register for GFD 8964r: Preliminary Doctoral Exam with your major professors permission. Exams are usually scheduled for a Monday & Wednesday from 8:00am-5:00pm in March (for Spring), July (for Summer), and November (for Fall). Schedule an Oral Defense with your committee members	GFDI Keen Building
Preliminary Exam / Oral Defense	Complete the written and oral portions of your preliminary exam . Have your committee members sign the Report of Examination.	GFDI Keen Building
Semester you plan to do your Prospectus	Register for GFD 6935r Seminar . Schedule to do an oral prospectus with your committee and the department.	GFDI Keen Building
Prospectus	Get the approval of your committee in a public prospectus seminar . Get the approval of your committee on your written prospectus (Cover Page with Signatures).	GFDI Keen Building
Semester you plan to defend your thesis	Schedule a seminar date . It is your responsibility to make sure your committee members can attend. Register for GFD 6935r and GFD 8985r Dissertation Defense. If you have already registered for these courses in a previous semester, you do not need to register again.	GFDI Keen Building
Two (2) weeks before thesis defense	Announcement of Defense of Thesis or Dissertation needs to be submitted two (2) weeks prior to defense date. The form is available at the Graduate Studies web site: http://www.fsu.edu/gradstudies/	Graduate Studies 408 Westcott

When	What	Where
Thesis Defense	Present your thesis in a public defense. Get the approval of your committee on your thesis (Cover Page with Signatures).	GFDI Keen Building
After successful thesis defense (within 60 days of defense date)	<p>Manuscript Clearance: http://gradschool.fsu.edu/Academics-Research/Manuscript-Clearance In order to submit your manuscript successfully, you must adhere to the formatting rules found in the "Guidelines and Requirements," as well as the deadlines outlined for the semester you plan to graduate.</p> <ul style="list-style-type: none"> • Students should access the "GradSpace" (under "Courses & Orgs" on campus.fsu.edu) • Faculty and Staff should similarly access the "Graduate School - Faculty/Staff" webpage <p>All ETD content and information is located in the "Manuscript Clearance" submenu, found on the left-hand side of the screen. Students will be required to complete the entire clearance of their final manuscript within 60 days of their defense date, or they will have to re- defend. No exceptions will be made to this policy.</p> <p>If you have any questions, comments, or concerns about the ETD process, please consult with the Manuscript Clearance Advisor, via e-mail at clearance@mail.fsu.edu, or by phone at (850) 644-0045.</p>	Graduate Studies 408 Westcott
After thesis or dissertation is complete	Provide GFDI with a copy of your thesis or dissertation (with signed signature page). This can be either a bound hardcopy or a PDF version on a CD.	GFDI Keen Building
Prior to your last semester	Have the Institute do a graduation check .	GFDI Keen Building
Last semester	Apply for graduation. Check this address for specific application deadlines: http://registrar.fsu.edu/services/graduation/apdefault.htm	Registrar A3900 University Center
Last semester	Complete the Final Term Degree Clearance Form (also known as the "Green Form") and other forms located in Office of Graduate Studies Blackboard site.	Graduate Studies 408 Westcott

Registration

Requirements

Students can search the class schedule and register via the FSU website:

<http://registrar.fsu.edu/>.

Please be aware that you must be registered for at least one course by the first day of classes or a late fee of \$100 will be charged to your account. If you are receiving an assistantship, you need to be registered for all of your classes prior to the first day of classes. All other students must be registered for all classes by the fifth day of classes. You will be charged for all classes that are on your schedule on that day.

Students Will Be Assessed \$100.00 for Late Registration and \$100.00 for Late Payment

Health Compliance

Please note that no student will be allowed to register until the completed required student health history and accompanying immunization information has been accepted by the *University Health Services Compliance Office*. The healthcare compliance packet should have been mailed to you; if you have not received it, download it here:

<http://uhs.fsu.edu/forms/forms.html>.

The State Board of Education requires all entering students born in 1957 or later to present documented proof of immunity against measles (Rubella and Rubeola) prior to registration. Failure to comply will result in a stop being placed on your registration. Call the *University Health Services Compliance Office* at (850) 644-3608 for more information.

Effective January 2003, new immunization laws enacted by the State of Florida have mandated that all university students must be informed of the risks of meningitis and hepatitis B. See <http://uhs.fsu.edu/forms/forms.html> for more information

Course Load

Twelve (12) hours per semester, (Fall and Spring), constitutes a full-time load for graduate students. Those receiving an assistantship must register for a minimum of 9 hours each semester to be granted full-time status.

Directed Individual Study (DIS)

If you are interested in studying a particular topic not covered in the regular course offerings, you may be interested in registering for a Directed Individual Study (DIS). You will have to find a faculty member willing to direct your study; and you and the professor will have to agree on how much credit (1 to 3 hours) you will receive and what you will do to earn it. You will have to

obtain a DIS form and have it signed by the faculty member. It is expected that students will plan their program of study so as to enroll in regularly scheduled courses, which fulfill degree requirements. When registering for a DIS, you will register for GFD 6905r (S/U), Directed Individual Study.

Individualized Sections

If you will be registering for thesis hours, dissertation hours, the preliminary exam, or the thesis or dissertation defense, you will have to have a section created individually for you. Please see Vijaya Challa for the reference and section numbers for any of these courses. If you are registering for thesis or dissertation hours you must have written permission from your major professor before the office will issue a reference number.

First Class Meeting

Attendance at the first class meeting is mandatory unless properly excused by the class instructor. Students who are not excused and do not attend the first class meeting of a course in which they are registered will be dropped from that course by the academic department offering the course. This policy applies to all levels of courses and to all campuses and study centers. **Remember, it is the student's responsibility to verify course drops and check that fees are adjusted.**

Grade Reports

Semester grades are available via FSU secure applications at www.campus.fsu.edu.

Drop/Add and Withdrawal Policy

Drop/Add Policy

The deadline for students to drop courses without their academic dean's permission or grade liability is the end of the 7th week of the semester. Courses may be dropped through the end of the 7th week of classes, with the exception of courses involved in allegations of academic dishonesty. Approval of the Academic Dean is required if you are dropping your course load below 12 hours or increasing your course load to over 18 hours.

Withdrawal Policy

The deadline to officially withdraw from the University without grade liability is the end of the 7th week of the semester. For information about withdrawing from the University, please contact the Office of Withdrawal Services at (850) 644-1741.

Students are financially liable for tuition for all courses that appear on their schedule after the 4th day of classes (the end of the official Drop/Add period).

Change of schedule after Drop/Add

A Drop/Add form must be completed and returned to the Office of the University Registrar. The student must then pay for additional course hours within five (5) calendar days to avoid the late payment fee. Students should retain the yellow copy of the Drop/Add form for their records.

Maximum Credit Hours of Enrollment

Each year the Office of Financial Aid is required by the federal government to assess the academic progress of graduate students to determine their eligibility for federal aid. Federal regulations specify a pace for timely completion within a maximum time frame.

To ensure that we comply with federal regulations, the Office of Financial Aid assesses progress based on a few factors, one of which is number of credit hours completed compared to a maximum for the particular degree. Every graduate student has a program of study as described earlier in this handbook. The maximum period for this degree would be eight years because university policy states that the degree should be completed within 5 years of prelims. Assuming 9 hours per semester, the maximum would be 216 hours for the GFD Ph.D. Program. This is a maximum and the expectation is that the degree would be completed before the maximum period has elapsed.

Tuition and Fees

Fee Payment Regulations

Tuition payment liability is incurred at the time of registration. Students who enroll must pay fees and tuition in full or initiate an installment contract by the tuition and fees payment deadline. Students who fail to pay tuition in full by the fee payment deadline will be assessed a late payment fee of \$100.00. **All waivers, vouchers, Intern Participation Certificates, agency billings, and department billings for all students, including those receiving financial aid, must be submitted by the fifth day of the semester.** You may pay by check, cash, money order or FSUCard. These payments may be submitted by mail, drop box or in person. They also take electronic checks, FSU Card, American Express, Discover, or MasterCard payments via the Internet at <http://www.fees.fsu.edu>. **The Florida State University will accept credit card payments only over the Internet at the site listed above.** There is a fee to cover the cost of providing this service. Classes added after the Drop/Add deadline must be paid for within five (5) calendar days. Foreign and two party checks are not accepted. Make checks payable to The Florida State University and include the student's social security number, local phone and address on each check.

Tuition Bill

You may obtain your online billing statement on the web at <http://www.fees.fsu.edu>. Tuition must be paid by the date posted at <http://www.sfs.fsu.edu/>.

Financial Holds

Students who owe \$.01 or more to the University will not be able to register for classes, receive transcripts or receive a diploma. The stop will not be removed and such students will not be permitted to register again until the debt is paid in full. Payments can be made in person, by mail or online at <http://www.fees.fsu.edu>. Collection fees are added to accounts that have outstanding debts for 120 days or longer and are sent to one of the collection agencies contracted by the state.

Installment Contracts

Students incurring tuition fees greater than \$150.00, are eligible to execute an installment fee payment agreement for Fall and Spring semesters only. The initial payment must be one half of the total tuition and is due by the tuition payment deadline. Failure to pay the balance of tuition by the second installment deadline will result in a \$100.00 late payment fee. All credit and records will be held if the balance is not paid by the end of the semester. A fee will be assessed at the time of first payment for this option. Students should make payment in person to initiate and sign the agreement/receipt or send a letter requesting the installment plan and include the fee, plus half of the tuition. **This payment plan is not available through the internet. Once an installment contract is executed, any course added at a later date must be paid in full within five (5) calendar days.** It will not be covered under the previously executed contract. Failure to pay tuition in full for such a course will result in the assessment of a late payment fee (\$100.00). Failure to pay the second installment by the due date will result in the assessment of a late payment fee.

Delinquent Accounts

All delinquent university accounts must be paid before students may complete registration. Outstanding accounts, including delinquent current semester tuition, **will prevent you from registering until all delinquent fees are paid.** Diplomas and official transcripts will not be issued when any amount is owed the University. Delinquent accounts are referred to a collection agency if fees are not paid in full. Collection costs are added to your outstanding balance. **Delinquent accounts must be paid by cash, money order or cashier's check.**

Financial Assistance

Information about fellowships, assistantships and other forms of financial aid for graduate students can be found at <http://gradstudies.fsu.edu/funding.html>.

Loans

Please contact the *Office of Financial Aid*, 4400A University Center A (UCA), by telephone: (850) 644-0539, or on-line: <http://www.finaid.fsu.edu/>.

Assistantship Recipients

Tuition Waivers

Students who are paid by the university for at least ten (10) hours per week for an entire semester are eligible for matriculation (in-state) waivers; first year and international students who are on the payroll are also eligible for out-of-state waivers, though availability may be limited. Students receiving matriculation and/or out-of-state waivers must register for a full load (9 - 12 hours) of credits during each semester that they are on the university's payroll. This is currently nine (9) to twelve (12) credit hours per semester. Under no circumstances will a waiver cover more than 12 hours.

If you will be receiving a tuition waiver, you will need to see Vijaya Challa at the beginning of every semester to sign your Waiver Receipt Form. The form will show you the classes you are registered for, the tuition fees for each class, a total of the tuition fees across all classes, outstanding accounts receivable (e.g., unpaid university parking tickets), the amount of your total waiver, and total amount you owe. Receipt of this form will indicate that the tuition waiver has been issued and you can now pay for fees. The purpose of this form is to advise you that if you drop any of your courses after the fourth day of classes, your waiver will be cancelled and you will be liable for the fees associated with the dropped course(s).

Paychecks

Assistantship paychecks are generally deposited directly into your bank account bi-weekly on Fridays (please see the department personnel representative to initiate this).

Establishing Florida Residency

Because out-of-state tuition waivers are available for only the first year of graduate school for domestic students, it is imperative that you take the appropriate steps for establishing

residency prior to the beginning of your second year of study. To become a Florida resident, you will need to prove you have been living in the state of Florida for 12 months. You may apply for residency during the summer after your first year. The more evidence you can provide, the better your chance of receiving residency status. You must either be a U.S. citizen, a permanent resident alien, or a legal alien granted indefinite stay by the U.S. Immigration and Naturalization Service to qualify as a Florida resident. Declare domicile immediately and get your driver's license, vehicle registration and license plate as soon as you can. The sooner you do these things, the more likely it will be that you will be able to declare residency in one year, without any additional problems.

Declaring Domicile

Before the first day of classes, go to 301 South Monroe Street, *Official Records*, Leon County Courthouse, with your current driver's license (any state) and the following form: http://www.clerk.leon.fl.us/sections/clerk_services/online_forms/official_records/declaration_of_domicile.pdf to declare domicile in Florida (a small fee is required).

Driver's License

You can get your driver's license at:

- *Capital Commerce Center* at 504-A Capital Circle N.E. in the back of the plaza, look for signs. This is the only location where you can take a road test. The hours of operation are 7 a.m. to 6 p.m. Tuesday through Friday. Call 488-0933 to make an appointment.
- 870 Blountstown Hwy, Suite A, 32304, 488-4735 (Mon-Fri 8:30am-5pm)
- 2810 Sharer Road, 32312, 488-4735 (Mon-Fri 8:30am-5pm)

Be sure to bring your social security card and current driver's license. If you have a valid out-of-state driver's license, you will only have to take a vision test. If you own a vehicle, you must have a Florida tag and vehicle registration before you can get a license and you must take your vehicle registration with you. If you are taking a driving test, proof of insurance may also be required. For more information, visit <http://www.hsmv.state.fl.us/html/titlinf.html>.

Vehicle Registration

To get your Florida title and tag, you can go to any of six locations:

- *Leon County Courthouse*, Tax Collector's Office, 301 South Monroe St. Room 112
- *Sugar Creek Office*, 2810 Sharer Rd. Suite 17, 32312
- 1210-G Capitol Circle, SE, 32301
- 3425 Thomasville Road, Suite 19, 32308
- *West Side Office*, 870-1 Blountstown Highway, 32304

- *Woodville*, 9019 Woodville Hwy

Bring the title, vehicle, insurance card, social security card, and an ID (out of state license is okay).

Visit <http://www.hsmv.state.fl.us/dmv/faqmotor.html> for more information.

Housing Receipts

When you declare residency at the *Registrar's Office*, you should bring your mortgage or rent receipts to show that you have been living in Florida for one year. You should know that university dormitories and other FSU campus addresses are not permanent addresses for residency purposes; an **exception** to this policy is *Alumni Village*, a university-sponsored apartment complex.

Mandatory Health Insurance

All new, full-time, main campus students carrying at least nine (9) graduate credit hours are required to show proof of adequate health insurance or enroll in the University sponsored plan. For information on mandatory health insurance and immunization, go to the University Health Services website: <http://studentinsurance.fsu.edu>.

Sexual Harassment

It is important for all students, faculty, and staff to be familiar with the university's sexual harassment policies and reporting procedures. This information is provided in **Appendix I**.

Living in Tallahassee

There is a lot to do for fun in and around Tallahassee. Go to the tourism site <http://www.visittallahassee.com> for more information. The City of Tallahassee also puts out a yearly visitor's guide with excellent information for new residents <http://www.visittallahassee.com/request-a-visitor-guide/>.

Utilities

City of Tallahassee: (850) 891-4968. The deposit for electricity only is roughly \$140; \$180 for electric and water; \$60 for gas only; \$240 for electric, gas, and water. It is advisable to call first for updates about fees. You can also get more information at www.talgov.com (you can also pay your utility bills on-line).

Talquin (for non-city residents): 877-2111; *Bradfordville* 893-6853; *Crawfordville* 926-7422; *Lake Jackson* 562-0125; *Quincy* 878-4414.

Cable and Internet services are provided by <http://www.xfinity.com> and <https://www.centurylink.com>.

Sports

The University has a number of great sports teams (especially football, baseball, softball, and basketball). We are the **Seminoles** and are in the ACC (Atlantic Coast Conference). Schedules for all the teams can be obtained at <http://seminoles.collegesports.com/>. All students currently pay an athletic fee when paying tuition and can receive coupons for free tickets to basketball, baseball, softball, and football games. All other sports' games are free with a valid student I.D.

Campus Recreation

FSU provides several free recreation facilities for students. These can be found at <http://campusrec.fsu.edu/>.

Bobby E. Leach Center and Fitness and Movement Clinic

FSU has several recreation centers that are free to all enrolled students. The Leach Center is a state of the art gym with an indoor lap and diving pool, spas and saunas, free weights, machines, racquetball courts, and much more. Campus Recreation also offers personal trainers, classes, and massages. For information, you can call (850) 644-0548 or go to <http://campusrec.fsu.edu/fitness/>.

Intramural Sports

Florida State University's Intramural Sports Program offers over 40 individual and team sports throughout the year. See <http://campusrec.fsu.edu/sports/im> for more information.

FSU Reservation

The Florida State University Reservation is a 73-acre facility, with 10 active acres, located on beautiful Lake Bradford. The "Rez" is located 1/4 mile from the airport and four miles from the Florida State campus. In our unique natural setting you can enjoy canoeing, kayaking, picnicking, swimming, sand volleyball, disc golf, and many other activities.

Morecom Aquatics Center

The \$10.5 million Morcom Aquatic Center, mainly used for varsity sports, admits students for a small fee <http://www.seminoles.com/ViewArticle.dbml?ATCLID=209595998>

Local Sites

A brief list of some great local sites are: *Wakulla Springs* (35 minutes away), *St. George Island* (1 ½ hours away), *St. Mark's Wildlife Refuge* (45 minutes away), *Leon Sinks Geological Area* (15 min away!), *Lichgate Park* (very local), *Bradfordville Blues Club*, *Apalachicola* and *Panama City* (2 hours away). Two outstanding in town attractions are *Maclay Garden*, year-round, and *Springtime Tallahassee*, every April. The *Chamber of Commerce* (850) 224-8116, and *AAA Auto Club South* (850) 878-6000 can provide you with more information. The front section of the Tallahassee phone book also has a lot of good information.

Pets

Tallahassee can be a difficult place for your pets. We have a flea problem and if you are from the North you may be in for quite a surprise and battle. Most people keep their pets indoors exclusively or totally outdoors (at least in the peak flea months, April to October). There are sprays that can be sprayed both indoors as well as in your yard, and some skin preparations, dips, and medications for your pets. It is a good idea to be extremely careful from the start and find a veterinarian as soon as possible.

Shopping and Bookstores

There are two malls (*Governor's Square* on Apalachee Pkwy, and *Tallahassee Mall* on N. Monroe) and many small plazas as well as many grocery and convenience stores. Summer is a particularly good time to be here, as traffic is significantly lighter (due to fewer students and legislators), the pace of life is slower, and there are many bargains to be found. There are several *Salvation Army* and *Goodwill Industry Stores*; select stores have furniture and plants. The flea market at the corner of Capital Circle and South Monroe is also a good place to get

plants and fresh vegetables. The flea market is open every weekend. From March until October, every Saturday there is a downtown farmers market from early morning until early afternoon.

There are several bookstores in town, including many of the chain variety (*Books-A-Million*, *Barnes and Noble*, and *Borders*). The *University Bookstore* is located on Woodward Avenue on the first floor of the parking garage. One local, independent bookstore is very popular, *Bills Bookstore*, a decades-old institution is located on Copeland St, diagonally across from Wescott, the main entrance to campus. *Bill's* also has locations on Tennessee and Murphree Streets and Pensacola and Ocala Streets.

University Childcare and Escort Services

Childcare

The university offers a preschool for children of students, staff, and faculty. Evening hours are also available. For hours, locations, and fees, visit: <http://www.childcare.fsu.edu/> or call 644-7970.

Student Alert Force Escort Connection

S.A.F.E. Connection offers FSU students and faculty escorts to and from all areas on-campus and selected areas off-campus. Walking and driving escorts are available until midnight, and driving escorts are available from midnight to 3 a.m., (students under the influence of alcohol are driven from and to selected off-campus areas). The number to call is 644-SAFE. Women, as well as men, walking alone are strongly encouraged to take advantage of this service. Also, a lighted trail identified by blue emergency lights runs through campus. The blue emergency lights are “phones” that connect directly to the *FSU Police Department* immediately upon pushing the button. For more information, visit: http://www.fsu.edu/~sga/campus_security/safe.html.

Appendix I: Sexual Harassment Policy

1. **POLICY STATEMENT.** Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the University's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of federal and state laws and University rules and policies. Sexual harassment cannot and will not be tolerated by the Florida State University, whether by faculty, students, or staff; or by others while on property owned by or under the control of the University.
2. **OFFICE OF INSPECTOR GENERAL.** The Office of Inspector General (OIG) is charged with receiving and investigating sexual harassment complaints as set forth in this policy and shall maintain the records pertaining thereto. Within the OIG, the Coordinator of Sexual Harassment Resolutions has primary responsibility for leading these investigations.
3. **DEFINITION.** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an employee or student by another when:
 - a. submission to such conduct is made either explicitly or implicitly a term or condition of employment, academic status, receipt of University services, participation in University activities and programs, or affects the measure of a student's academic performance; or,
 - b. submission to or rejection of such conduct is used as the basis for a decision affecting employment, academic status, receipt of services, participation in University activities and programs, or the measure of a student's academic performance; or,
 - c. such conduct has the purpose or effect of unreasonably interfering with employment opportunities, work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.
4. **EXAMPLES OF SEXUAL HARASSMENT.** Incidents of sexual harassment may involve persons of different or the same gender. They may involve persons having equal or unequal power, authority or influence. Though romantic and sexual relationships between persons of unequal power do not necessarily constitute sexual harassment, there is an inherent conflict of interest between making sexual overtures and exercising supervisory, educational, or other institutional authority. Decisions affecting an employee's job responsibilities, promotion, pay, benefits, or other terms or conditions of employment, or a student's grades, academic progress, evaluation, student status, recommendations, references, referrals, and opportunities for further study, employment or career advancement, must be made solely on the basis of merit.

Examples of sexual harassment include, but are not limited to, the following, when they occur within the circumstances described in Section (3) above:

- a. use of gender-based verbal or written language, including electronic communication, offensive or degrading to a person of that gender, whether or not the content is sexual;
 - b. inappropriate display of gender-based pictorial images offensive or degrading to a person of that gender, including but not limited to sexual posters, photographs, cartoons, drawings, or other displays of sexually suggestive objects or pictures;
 - c. use of inappropriate gestures or body language of a sexual nature, including leering or staring at another;
 - d. unwelcome requests or demands for sexual favors or unwelcome sexual advances;
 - e. inappropriate nonconsensual touching of another's body, including but not limited to kissing, pinching, groping, fondling, or blocking normal movement; or
 - f. sexual battery. (Note: some acts of sexual harassment may also constitute violations of criminal law, e.g., sexual battery, indecent exposure, sexual abuse, etc. In such instances, the Florida State University Police Department is to be notified immediately and will provide assistance to the victim and initiate an investigation of the crime. For additional information, please refer to the University's Sexual Battery Policy.)
5. **DISCIPLINARY AND OTHER ACTIONS.** Sexual harassment is prohibited by the Florida State University. The University will take appropriate action against any person found to be in violation of this policy. (Note: a person who has sexually harassed another or retaliated against another may also be subject to civil or criminal liability under state or federal law.)
- a. **Disciplinary Actions.** Any employee who has sexually harassed another employee or a student, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy shall be guilty of misconduct and subject to disciplinary action up to and including dismissal, in accordance with applicable law, rules, policies, and/or collective bargaining agreements. In addition, any student who has sexually harassed another student or an employee, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy may be subject to disciplinary action up to and including expulsion, pursuant to the Student Code of Conduct. The term "employee" includes all persons employed by the University including faculty and graduate teaching assistants.
 - b. **Other Actions.** The University will take such corrective action against any non-students or non-employees found to have violated this policy, as may be appropriate under the circumstances.
6. **RETALIATION.** Retaliation against one who in good faith brings a complaint of sexual harassment or who in good faith participates in the investigation of a sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary or other action as described in Section (5) above.

7. **FILING OF FALSE SEXUAL HARASSMENT COMPLAINT.** Knowingly filing a false sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section (5) above. A complaint that is investigated and deemed unsubstantiated is not necessarily a false complaint.
8. **REPORTING REQUIRED.** Any student or employee who has witnessed what is perceived to be a violation of this policy should promptly report that conduct to the OIG, who then will proceed as appropriate. Any supervisor¹ who has witnessed or becomes aware of the alleged occurrence of sexual harassment by, or who receives a complaint of sexual harassment involving a person within that supervisor's purview is required to take prompt corrective action as appropriate, and to report the matter, if possible, within two work days to the OIG. Failure of the supervisor to take appropriate corrective action or to report the incident shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section (5) above.
9. **COMPLAINT PROCEDURE.**
 - a. **Filing of Complaint.** Any student or employee who believes that he or she is a victim of sexual harassment in violation of this policy is encouraged to promptly notify the alleged perpetrator (the "respondent") verbally or in writing that his or her conduct is unwelcome. Such action may cause the unwelcome conduct to cease as well as help to maintain an environment free from sexual harassment. Assistance and support is available from the Office of the Dean of the Faculties (for faculty), the Office of the Dean of Students (for students), or the Department of Human Resources (for non-faculty employees). Regardless of having given notice to the respondent, the student or employee (the "complainant") may initiate a complaint under this policy by promptly bringing the matter to the attention, preferably in writing by completing the complaint form, of any of the following:
 1. The Office of Inspector General;
 2. The Office of the Dean of the Faculties;
 3. The Office of the Dean of Students;
 4. The Department of Human Resources;
 5. A student's school or college dean; or,
 6. An employee's immediate or next immediate supervisor.

All complaints should be filed in a timely manner. Complaints filed for acts that occurred more than one year from the filing date of the complaint will generally not be investigated unless appropriate in the judgment of the OIG.

- b. **Preparing a Complaint.** The complainant should provide the following information to facilitate a prompt and thorough investigation:
 1. The names, addresses, telephone numbers, administrative unit, and position or status of the complainant and the respondent, if known;
 2. Specific acts alleged, including dates, times, and locations;
 3. Names, addresses, and phone numbers of potential witnesses;

4. The effect the alleged acts have had on the complainant;
 5. Actions the complainant may have taken to attempt to stop the harassment;
 6. Complainant's suggestion of proposed action to address or resolve the harassment; and
 7. Other information the complainant believes is relevant.
- c. Transmitting a Complaint to the OIG. The complaint shall immediately be forwarded to the OIG. If the complaint is verbal, the person receiving the complaint shall make a written summary thereof on the complaint form and request the complainant to sign it.
 - d. Reviewing a Complaint. The OIG will make an initial determination whether the alleged perpetrator is a student or employee. If the alleged perpetrator is identified, as one who is not a student or employee, then the OIG will refer the matter to the Office of the General Counsel for appropriate action. If the OIG determines that the alleged perpetrator is a student or employee, the OIG will review the complaint to determine whether the acts complained of, as stated by the complainant, constitute a violation of this policy, and if not, the complainant will be so informed. If the OIG determines the alleged acts may constitute a violation of this policy, the investigation will proceed as set forth in Section (10) below, unless the matter is satisfactorily resolved as in the following paragraph (e).
 - e. Notifying the Respondent and Supervisor; Informally Resolving a Complaint; Withdrawing a Complaint. The OIG will notify the respondent and his or her appropriate supervisor of the allegations contained in the complaint. In an effort to informally resolve the complaint, the OIG will elicit from the complainant, proposed actions the complainant believes are necessary to address or resolve the alleged harassment. The OIG will discuss these proposed actions with the respondent and with appropriate levels of management. The respective parties will also have the opportunity to propose other means of resolution. Thus, if the matter can be resolved informally, or if the complainant chooses to withdraw the complaint, the complainant will sign a statement outlining the informal resolution and releasing the University from taking any further action. If the matter is not resolved at this stage, the complaint will be investigated as set forth in Section (10) below.
10. **INVESTIGATION.** The following procedures will govern all investigations of complaints alleging violations of this policy:
- a. The OIG will thoroughly investigate complaints alleging violations of this policy with the assistance, as needed, of the following: the Office of the Dean of the Faculties, the Department of Human Resources, and/or the respondent's supervisor(s), except in cases where the respondent is a student. If the respondent is a student, the OIG will forward a copy of the complaint and any associated materials to the Office of the Dean of Students, which will, if

appropriate, adjudicate the matter under the Code of Student Conduct. The Dean of Students shall notify the OIG of the outcome.

- b. The investigation should include interviewing the complainant and witnesses suggested by the complainant who may have knowledge of the alleged offending behavior. Employees and students shall fully cooperate in the investigation.
 - c. The respondent will be given an opportunity to respond to the complaint verbally and in writing and may suggest additional witnesses.
 - d. The investigation should also include interviewing such other witnesses as are deemed appropriate under the circumstances.
 - e. The investigation should include a review of any files and records of previous sexual harassment complaints against the respondent and any other documents deemed relevant.
 - f. All witnesses who provide relevant information should submit a written, signed statement attesting to their knowledge of the subject circumstances.
 - g. Confidentiality of the investigation will be maintained to the extent allowed by law.
11. **REPORT OF OIG.** The OIG will prepare a report setting forth its findings and a determination concerning violation of this policy. The report should be completed within 120 days following the filing of the complaint, where feasible, and will be submitted to the appropriate vice president of the respondent's unit or department.
12. **SUBSEQUENT ACTION.** The vice president will make a determination, upon review of the OIG's report, consultation with the Dean of the Faculties or the Director of Human Resources, and consideration of any other relevant information, including aggravating or mitigating circumstances, whether disciplinary action is warranted under the circumstances. If the vice president determines that disciplinary action should be initiated, then, consistent with due process requirements, the respondent will be notified in accordance with applicable Florida Board of Education and University rules and policies and collective bargaining agreements, and appropriate disciplinary procedures as provided for therein will be followed. Regardless of whether formal disciplinary action is initiated, the University may take such informal corrective action as may be appropriate under the circumstances. The vice president will notify the OIG of the outcome. The OIG will notify the complainant of the results of the investigation and subsequent disciplinary or other corrective action taken, if any, to the extent allowed by law. The OIG will notify the respondent of the results of the investigation when no policy violation is found and no further action planned.
13. **DISTRIBUTION OF POLICY.** Copies of this policy are available to all current and future employees and students at the Florida State University in hard copy (policy brochures, student handbooks, The Bulletin, etc.), electronic format (www.inspectorgeneral.fsu.edu/sh/policy), and will be made available in alternative format upon request. Any person involved in the process under this policy needing accommodations for a disability should notify the OIG.

14. **APPLICABILITY.** This policy supercedes any and all prior University policies regarding complaints of alleged acts of sexual harassment.

15. **EFFECTIVE DATE.** The effective date of this policy is July 1, 1998 as amended December 31, 2002.

¹ For purposes of this policy, the term "supervisor" shall be deemed to include vice presidents, deans, directors, department chairs, unit heads, supervisors, principal investigators, etc.; faculty when acting in a supervisory capacity or within the faculty-student role; and graduate research assistants, teaching assistants, residence hall coordinators, etc.