



# FLORIDA STATE UNIVERSITY

## COLLEGE OF EDUCATION

*Office of Academic Services and Intern Support*

### IMPORTANT GRADUATE STUDENT DATES Spring 2023

#### **PLEASE NOTE:**

- *Doctoral candidates must include a minimum of two (2) semester hours of Dissertation every term, as part of the full-time enrollment, including summer.\**
- *A doctoral candidate, who continue to use campus facilities and/or receives faculty supervision, but **have not been cleared by the Manuscript Clearance office**, shall include in the required full-time load a minimum of two credit hours of Dissertation per semester, including Summer term, until completion of the degree. Those with underload permission must register for at least two credit hours of Dissertation per semester (or term). Before registering for dissertation hours, the student must consult the major professor as to the proportion of time to be devoted to dissertation work.\**
- *Doctoral candidates must be enrolled in a minimum of two hours of Dissertation in the semester of graduation (degree conferral).*
- *A Thesis-track master's student who enrolls in Thesis hours need not be enrolled continuously thereafter in Thesis hours if they meet the minimum University requirement for full-time or part-time enrollment through other coursework. The minimum number of Thesis hours required for the master's degree is six. Those with underload permission must register for at least two credit hours of Thesis per semester. Before registering for Thesis hours, the student must consult the major professor as to the proportion of time to be devoted to thesis work.\**
- *A Thesis-track master's student must be enrolled in a minimum of two Thesis hours in the semester of graduation (degree conferral).*
- *Enrollment underloads must be approved by the student's academic advisor, per University policy.*
- *All exams (comps, prelims, etc.) and all defenses require registration – contact your department for details.*

*\*Students receiving graduation assistantships may have greater requirements. Consult your academic department administrator. International students may have greater requirements. Consult your CGE Advisor.*

**Dates and times listed below are subject to change.** Please refer to the Registrar's website, [http://registrar.fsu.edu/registration\\_guide/spring/academic\\_calendar/](http://registrar.fsu.edu/registration_guide/spring/academic_calendar/) for the detailed calendar and most up-to-date information.

#### **Spring 2023 Registration**

Enrollment windows for currently enrolled and readmitted degree-seeking students are located at [https://registrar.fsu.edu/registration\\_guide/spring/enrollment\\_appointments/](https://registrar.fsu.edu/registration_guide/spring/enrollment_appointments/).

**Most forms referenced below, and the form signature requirements, may be found online at:** <https://education.fsu.edu/oasis/graduate-students>. Please bookmark this site.

#### **Spring 2023**

##### **Drop/Add**

**January 7 – January 12, 2023** – Spring 2023 add/drop registration window.

*Students are tuition/fee liable for any coursework remaining on their schedule after the drop/add deadline.*

##### **January 9, 2023**

- Semester begins – First day of classes

- Last day to file for change in residency status.

**Late Registration**  
**January 9-12, 2023**

*Late registration fees (\$100.00) will not be waived.*

**January 12, 2023 - Fourth Day of Semester**

- Last day to add a course without Academic Dean's permission.
- Last day to cancel enrollment and have tuition/fees removed.
- Last day to Drop/Add and have tuition/fees removed
- Students are liable for all tuition/fees for courses remaining on their schedules at 11:59 p.m. (Eastern US).
- Drop/Add ends at 11:59 p.m. (Eastern US).

**January 17 – January 27, 2023**  
**Spring 2023 Graduation Application Period**

Apply to graduate online at <https://my.fsu.edu>. Visit <https://registrar.fsu.edu/graduation/> for more details.

- For detailed instructions on applying for graduation online, follow the [How to Apply to Graduate steps](#).
- **January 27, 2023** is the last day to apply to graduate in Spring 2023.
- *Important: You are required to apply to graduate even if you do not intend to attend the Commencement Ceremony*.

**January 20, 2023**

Tuition and fee payment deadline.

**January 27, 2023**

Last day to apply to graduate in Spring 2023.

**January 30, 2023**

Non-payment of tuition schedule cancellations processed for students without a tuition deferment.

**End of 7th Week of the Semester**

**February 24, 2023**

- Last day to submit form requesting S/U grading or to change S/U option back to a regular grade.
- Last day to reduce course load without the permission of Academic Dean. Dean's permission required to drop below twelve semester hours.
- Last day to drop a course without receiving a grade.
- Last day to withdraw *without receiving a grade*.
- Last day for doctoral students to take and pass their preliminary examination in order to add or convert Dissertation hours for the current semester.
- Last day to petition to reinstate class schedule cancelled for nonpayment of tuition.

**February 27, 2023**

- Fall and Summer 2023 Registration Guides available.
- Fall and Summer 2023 course listings available on Course Lookup system.

**March 6, 2023**

- Registration for Summer and Fall 2023 begins.
- Non-payment of tuition schedule cancellations processed for students who had deferments that expired.

**March 17, 2023**

Last day for Doctoral Prospectus approval during the Spring semester in order to graduate in Summer 2023. The Doctoral Prospectus must be approved *by the academic dean* at least **four** (4) months prior to Dissertation Defense. This date is approximately four (4) months from The Graduate School's Summer 2023 final manuscript clearance deadline (July 17).

**March 20, 2023**

Last day for doctoral students to submit doctoral dissertation to The Graduate School for pre-defense format review. ALL initial manuscripts MUST be submitted by this date in order to be eligible to graduate this semester. \*\*

**April 3, 2023** - Last day for master's thesis students to submit their thesis to The Graduate School for pre-defense format review. ALL initial manuscripts MUST be submitted by this date in order to be eligible to graduate this semester. \*\*

**April 17, 2023** – Final manuscript submission deadline. Last day for submission of the post-defense, final *content-approved* thesis or dissertation and required forms to The Graduate School (by midnight Eastern U.S.). All approvals must be obtained before the forms are submitted to the Manuscript Clearance Advisor. \*\*

**April 28, 2023 - Last Day of Classes**

- Deadline for submission of all Spring 2023 Comprehensive Exam/Portfolio results (Masters/Specialist students), Diagnostic/Qualifying Exam Results and Doctoral Preliminary Exam results to OASIS.
- Last day to officially withdraw from the University.

**May 5, 2023 – Semester Ends**

- Deadline for submission of Spring 2023 [Graduate Certificate Admission applications](#).
- Deadline for submission Spring 2023 [Graduate Certificate Completion applications](#) to OASIS.
- Spring 2023 Commencement Ceremony (tentative) – Details TBA by the Registrar's Graduation Office at <http://registrar.fsu.edu/graduation/seating>.

*\*\*All Electronic Thesis, Treatise and Dissertation content and information is found on The Graduate School's website, <http://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>. It is important to review this information for manuscript formatting and manuscript clearance requirements.*

*The detailed spring academic calendar can be viewed at the Registrar's Office website: [https://registrar.fsu.edu/regISTRATION\\_guide/spring/academic\\_calendar/](https://registrar.fsu.edu/regISTRATION_guide/spring/academic_calendar/).*

*For additional dates and information for spring, please visit the Registrar's website: [https://registrar.fsu.edu/regISTRATION\\_guide/spring/](https://registrar.fsu.edu/regISTRATION_guide/spring/).*

*Please bookmark these pages and refer to those links for the most up-to-date information.*

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