International Affairs Graduate Program

College of Social Sciences and Public Policy

Florida State University

Graduate Handbook

2023-2024

3 Major Options:

Asian Studies

International Affairs

Russian and Eastern European Studies
Dear New Graduate Students:

Welcome to the Florida State University International Affairs Program!

This handbook will be your reference for details and requirements of the degree program and the most relevant university policies. Some of the material duplicates information that is in the graduate edition of the General Bulletin and the Registration Guide. You are encouraged to refer to these publications for more detail as needed. The bulletin and guide are available online at http://registrar.fsu.edu.

You may rely on this handbook for program specific information. Updated information as well as other announcements of interest is available on the International Studies Organization site on Canvas. Automatic enrollment will happen in the first week of classes. If you do not see this organization on your Canvas site, please contact the Graduate Program Specialist. Many announcements will be shared on our Facebook group (FSU International Affairs) and LinkedIn group (Florida State University International Affairs Program). Recent alumni are members of this group, so we encourage you to join the group and actively engage and network with them.

We are strongly interested in your success and are here to assist you as you work toward the achievement of your academic goals. The Graduate Director provides career counseling and support. The Graduate Program Specialist assists with academic advising, course registration and other university policies and procedures.

Sincerely,

International Affairs Faculty and Staff

College of Social Sciences and Public Policy

Florida State University
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General Information

IA Graduate Program’s New Student Orientation **(ATTENDANCE-MANDATORY)**
At the beginning of each semester, the program director meets with new graduate students to acquaint them more fully with the program and its degree requirements. Incoming graduate students are expected to attend this orientation meeting. There is a university-wide orientation for new graduate students during the week before classes in August, hosted by the FSU Graduate School. Students are encouraged to attend this orientation also. The university’s graduate-level policies and procedures differ from those held at the undergraduate-level. Students are responsible for familiarizing themselves with the university’s graduate-level policies and procedures, as they may differ from those from a student’s prior institution(s) attended.

Academic Advising
Students are expected to contact the Program Director (Dr. Metcalf) and Graduate Director (Dr. Nagar) for academic advisement, career planning, and course selection. Students are expected to contact the Graduate Program Specialist to register for the comprehensive exam, to get information about university procedures and policies, obtain various forms and documents, and for graduation clearance.

Registration
Registration is conducted online at specified times for all new and continuing students. Students may refer to [http://registrar.fsu.edu](http://registrar.fsu.edu) for the Registration Guide, university notices, and academic calendar for the term or other web resources. In general,

- Spring term registration begins in October.
- Summer term registration begins in March.
- Fall term registration begins in March.

Any student who has not registered for at least one (1) course prior to midnight before the first day of classes will be assessed a late fee by the university. University policy requires full payment for any course dropped (as well as any course added) after the end of the Drop/Add period. Please check the University Academic Calendar ([https://registrar.fsu.edu/registration_guide/](https://registrar.fsu.edu/registration_guide/)) carefully each semester for important dates and deadlines.

**Note:** Courses are listed under the department offering the course. Since International Affairs is an interdisciplinary program, most courses will not be found under the heading of International Affairs. Lists of approved courses for each term will be available on the Canvas site. Please email the Graduate Program Specialist with any questions.

Special Registration for Directed Individual Study
Students must obtain instructor consent from the professor they wish to work with and register for the DIS through that professor’s department. (For example, if the professor teaches Economics, you will need to contact the Economics department directly for DIS course registration.) The course title, credit hours, course criteria and goals are determined between the student and the professor supervising the DIS.

Students are expected to meet with the professor on a weekly basis. Students must have prior written approval from the International Affairs’ Program Director for any DIS credit to count towards a student’s degree requirements. If approved, it is the student’s responsibility to provide the Graduate Program Specialist with the Program Director’s written approval as soon as it is approved. The Graduate Program Specialist will house the documentation in the student’s file and update the student’s Program of Study.

Drop/Add Period
Every semester, during the first four days of classes, individual courses may add, drop, or switch sections of a course (see Academic Calendar) freely, without any additional administrative approvals. Students are financially liable for all courses appearing on their schedule after the fourth day of classes each semester.
To Add a Class AFTER Drop/Add: Students must fill out and sign an Add Slip to add a course(s) after the first four days of classes, which will also need to be signed by a program representative and the Academic Dean. Please consult with the Graduate Program Specialist, as we do not recommend students add classes after Drop/Add ends; however, under certain conditions, exceptions can be made.

To Drop a Class AFTER Drop/Add: Courses dropped during Drop/Add period through the seventh week of classes (except for courses involved in allegations of academic dishonesty) and do not appear on a student's transcript. Students are tuition/fee liable for all coursework remaining on their schedules after the drop/add deadline each term. Students are grade-liable for coursework remaining on their schedules after the seventh week deadline of a given term. (See Academic Calendar.) Students must fill out and sign a Drop Slip to drop a course(s) after the first four days of classes, which will also need to be signed by a program representative and the Academic Dean.

Fee Payment
See the “Academic Calendar” and "Fee Payment Regulations" sections of the Registration Guide (http://registrar.fsu.edu) for deadlines and payment options.

Course Load
An appropriate graduate course load may vary from student to student, based on any applicable characteristics: international students, athletes, assistantship(s), funding source(s), on-campus housing requirements, and individual preference. We typically recommend students consider taking nine (9) graduate credit hours in their first semester to adjust to graduate-level coursework and expectations. **It is a student’s responsibility to verify their course load requirements with the applicable office(s).**

The standard full-time load for graduate students for certification purposes is twelve (12) credit hours per semester, unless otherwise noted. For graduate students receiving a university or externally funded fellowship, twelve (12) credit hours per semester should constitute full-time student status. Please note that a full-time course load, as defined by the university, is subject to change. Students should refer to the Graduate Bulletin, found on the Registrar’s website, for current course load information as defined by the university.

For thesis-seeking master's students, after completion of the required coursework and six (6) credit hours of thesis, master’s students must be enrolled for a minimum of three (3) credit hours per semester (of which at least two (2) credit hours must be thesis hours) until degree completion.

Transfer Credit
Transfer of courses not counted toward a previous degree from another regionally accredited graduate school is limited to six (6) credit hours. Transfer of courses not counted toward a previous degree within FSU, including work taken as a special student or non-degree seeking, is limited to twelve (12) credit hours. All transfer credits must: 1) be approved by the program director, 2) be evaluated as graduate work by the evaluation section of the Office of Admissions of FSU, 3) have been completed with grades of 3.0 ("B") or better, and 4) not subject the student to breaking their seven (7) year residency of degree completion. The process for having transfer work and special student hours posted to the transcript for graduate credit is initiated by the International Affairs program office.

Course Grade Basis
Most course offerings are letter grade basis. Some are Satisfactory/Unsatisfactory (S/U) grade basis. Courses with S/U grade basis are noted in the General Bulletin. Any course, which has had the grade basis changed, will not be counted toward the required hours for the International Affairs master’s degree.

Duplicate Credit
Students may not apply graduate level course work to the master’s degree that duplicates course work taken at
the upper level while enrolled as an undergraduate student at Florida State University. In other words, courses taught in combination 4000/5000 level at FSU may not be taken a second time and apply to the master’s degree.

**Academic Standards**

Graduate students must have a cumulative grade point average of at least 3.0 in formal graduate courses to be eligible for conferral of a degree. Students must also be in good academic standing before taking their comprehensive examination. Credit hours for graduate courses graded below a “C-” will not apply toward the degree, but they will be factored into a student’s term and overall graduate GPA.

It is the student’s responsibility to be aware of the Academic Honor Policy and the Student Code of Conduct. Please ensure you adequately inform yourself of the university’s policies prior to beginning your first semester. Please utilize the embedded links to familiarize yourself with the full documents.

Below are eight examples of honor code violations:

1. **PLAGIARISM.** Presenting the work of another as one’s own (i.e., without proper acknowledgement of the source). Typical Examples Include: Using another’s work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts, or information without acknowledgement of the source.

2. **CHEATING.** Improper access to or use of any information or material that is not specifically condoned by the instructor for use in academic exercise. Typical Examples Include: Copying from another student's paper or receiving unauthorized assistance during a quiz, test, or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.

3. **UNAUTHORIZED GROUP WORK.** Unauthorized collaboration with others. Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.

4. **FABRICATION, FALSIFICATION, AND MISREPRESENTATION.** Unauthorized altering or inventing any information or citation that is used in assessing academic work. Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.

5. **MULTIPLE SUBMISSION.** Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor’s responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given. Typical Examples Include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

6. **ABUSE OF ACADEMIC MATERIALS.** Intentionally damaging, destroying, stealing, or making inaccessible libraries or other academic resource material. Typical Examples Include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student’s notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)

7. **COMPLICITY IN ACADEMIC DISHONESTY.** Intentionally helping another to commit an act of academic dishonesty. The Florida State University Academic Honor Policy Page 3 3 Typical Examples Include: Knowingly
allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.

8. ATTEMPTING to commit any offense as outlined above.

Academic Probation
A graduate student whose cumulative grade point average for courses taken at Florida State University falls below a 3.0 at the end of a term will be placed on academic probation. If a 3.0 cumulative grade point average is not attained by the end of the next term of enrollment, the student will not be permitted to register for future coursework. However, at that time, the Program Director may petition the Academic Dean and the Dean of Graduate Studies for consideration of special circumstances that may constitute justification for an exception to this regulation. Under no circumstances will a student be allowed more than one (1) additional term of probation.

Readmission Requirements
Returning students who have been out of school for two (2) or more consecutive terms (including the summer term) must apply for readmission. This can be done at: http://admissions.fsu.edu/Readmissions

Time to Degree Completion
The work for the master's degree must be completed within seven (7) years from the time the student first registers for graduate credit. Any graduate work transferred from another institution must have commenced not more than seven (7) years prior to completion of the degree for the credits to be applicable to the master's degree. If the master's degree is not completed within seven (7) years from the time the student first registers for graduate credit, and the program and/or Department Chair does not choose to approve an Extension of Time (EOT), then the student may no longer be enrolled in that program or at Florida State University. See the Graduate Bulletin for more information: https://registrar.fsu.edu/bulletin/graduate/information/graduate_degree/.

Library Privileges
FSU maintains multiple libraries, which contain more than 2.1 million volumes. The Robert M. Strozier Library, located next to the Bellamy building, has extensive research collections, over 164,000 maps, and more than 2.5 million microforms. For more information, hours of operation, and search options, visit: lib.fsu.edu.

IA Graduate Program Overview

The Graduate Program in International Affairs in the College of Social Sciences is an interdisciplinary program leading to the degrees of Master of Arts (MA) or Master of Science (MS). Students may choose to concentrate on a wide variety of substantive interests, geographical areas, and disciplinary emphases. Students take courses with distinguished faculty members in any of the nine participating departments and one school and have the option of taking a limited amount of course work from outside these areas.

After graduation, students will be equipped with a fundamental knowledge of the field of international affairs, basic methods of approaches to the field, and intelligent observation of international affairs. Employment opportunities can be found in government service, international organizations (public, private, or non-profit), business, journalism, and teaching.

Type of Program – Course or Thesis
Students may choose between a course-type program and a thesis-type program. This choice will depend upon a student’s interests and career objectives. The course-type program is recommended for most students in the international affairs graduate program. Those students interested in the thesis-type program are advised to consult with the program director within their first semester of the program and to review the Guidelines for
Thesis at the Graduate School organization site on Canvas. Thorough consideration and consultation with faculty is needed prior to selecting the thesis option.

<table>
<thead>
<tr>
<th>Course-Type Program</th>
<th>Thesis-Type Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete thirty-one (31) graduate credit hours (minimum of twenty-one (21) of these credits must be letter graded coursework*)</td>
<td>Complete thirty-one (31) graduate credit hours, including thesis credits (minimum of eighteen (18) of these credits must be letter graded coursework. *)</td>
</tr>
<tr>
<td>Minimum 3.0 overall graduate GPA</td>
<td>Minimum 3.0 overall graduate GPA</td>
</tr>
<tr>
<td>Proficiency of a Foreign Language</td>
<td>Proficiency of a Foreign Language</td>
</tr>
<tr>
<td>Satisfactory completion of the Comprehensive Exam</td>
<td>Successful defense of thesis</td>
</tr>
</tbody>
</table>

*Note: Change of course grade basis is not approved. (Internship, some DIS, thesis, and some special topics courses have S/U grade basis and do not apply as letter-grade basis.)

**Master of Arts (MA) or Master of Science (MS)**

Students will earn a Master of Science degree, unless they take six hours of coursework in history, modern language, philosophy, or religion, in which case they are eligible to apply for either a Master of Arts or a Master of Science degree. The program does not recommend one type of degree over the other.

**International Affairs Graduate Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Lee Metcalf</td>
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<td><a href="mailto:lmetcalf@fsu.edu">lmetcalf@fsu.edu</a></td>
</tr>
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<td>Graduate Program Specialist</td>
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</tr>
</tbody>
</table>

**Program Requirements**

Students map out their courses on their Program of Study according to their interest and career goals. This is to help students plan out their graduation in a timely manner. There are many requirements for the degree, and it is important to check your Program of Study with the Graduate Program Specialist. The International Affairs program director serves as faculty advisor to students in the program. Courses should be selected from the established list of approved course offerings for the graduate program.

It is the **student’s responsibility** to:
- Make sure all degree requirements are completed within the 7-year residency window,
- Contact the Graduate Program Specialist regularly with updates, approved waivers/exceptions granted, and academic advising concerns,
- Maintain a 3.0 (or higher) graduate GPA to remain in good academic standing,
- Register for appropriate classes in a timely manner,
- Know and uphold the university’s **Academic Honor Code** and **Student Code of Conduct** manuals.
## International Affairs Graduate Program: One Degree with Three Major Options

### 31 Graduate Credit Hours

(Effective Fall 2023)

<table>
<thead>
<tr>
<th>Graduation Requirements</th>
<th>International Affairs (IA) Major</th>
<th>Graduation Requirements</th>
<th>Asian Studies (ASN) Major</th>
<th>Russian/East European Studies (REES) Major</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Credits</strong></td>
<td>31 graduate credits</td>
<td>31 graduate credits</td>
<td>31 graduate credits</td>
<td></td>
</tr>
<tr>
<td><strong>CORE Coursework</strong></td>
<td>7 credits required.</td>
<td></td>
<td>4 credits required.</td>
<td>4 credits required.</td>
</tr>
<tr>
<td>(These core courses do NOT count as a participating department.)</td>
<td>- INR5938 Seminar in IA (3 credits)</td>
<td>- INR5012 Problems of Globalism (3 credits)</td>
<td>- INR5935 Colloquium (1 credit)</td>
<td></td>
</tr>
<tr>
<td><strong>DEVELOPING WORLD Coursework</strong></td>
<td>6 credits required.</td>
<td><strong>SUBJECT AREA HISTORY Coursework</strong></td>
<td>6 credits required.</td>
<td><strong>SUBJECT AREA SOCIAL SCIENCE Coursework</strong></td>
</tr>
<tr>
<td>(Developing World Courses may overlap with departmental coursework.)</td>
<td>Courses focusing on the developing or post-communist world (i.e., outside of the US, Canada, Western Europe, Japan, Australia, and New Zealand)</td>
<td><strong>Approved options listed on IA Graduate Bulletin and on the approved course list each semester</strong></td>
<td><strong>Approved options listed on IA Graduate Bulletin and on the approved course list each semester</strong></td>
<td><strong>Approved options listed on IA Graduate Bulletin and on the approved course list each semester</strong></td>
</tr>
<tr>
<td><strong>DEPARTMENTAL Coursework</strong></td>
<td>9 credits required.</td>
<td><strong>SUBJECT AREA ARTS &amp; HUMANITIES Coursework</strong></td>
<td>6 credits required.</td>
<td>*<em>SUBJECT AREA ELECTIVE Coursework</em></td>
</tr>
<tr>
<td>At least nine (9), but no more than eighteen (18), credits in one of the participating departments.</td>
<td></td>
<td><strong>Approved options listed on IA Graduate Bulletin and on the approved course list each semester</strong></td>
<td><strong>Approved options listed on IA Graduate Bulletin and on the approved course list each semester</strong></td>
<td>Remaining credits left for the degree must be taken from the approved course list.</td>
</tr>
<tr>
<td><strong>ELECTIVE Coursework</strong>*</td>
<td>8-10 credits required.</td>
<td><strong>SUBJECT AREA ELECTIVE Coursework</strong>*</td>
<td>9 credits required.</td>
<td></td>
</tr>
<tr>
<td>Remaining credits left for the degree must be taken from the approved course list, from the participating departments.</td>
<td>Remaining credits left for the degree must be taken from the approved course list.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### All Majors

Program Type: Pass Comprehensive Exam (INR8966) OR successfully defend thesis.

Proficiency in a Foreign Language:
- Complete 12 credits of college-level coursework in the chosen language (avg grade of at least a 3.0 or B) or satisfactorily complete coursework through the 2000 level (including CLEP)
- Pass a reading comprehension test administered by FSU Department of Modern Languages & Linguistics
- Complete 4 years of a single language in high school
- If first language is NOT English: must meet the minimum scores on either TOEFL (80) or IELTS (6.5).

* Students may also study abroad or complete internships for credit to complete their remaining elective hours. Thesis hours also count toward elective coursework.

- **IA majors must have a minimum of three (3) different departments represented on their Program of Study.**
- **Note:** With prior written approval from the program director, students may earn credit(s) toward a master’s degree for coursework selected from outside the participating departments/ not on the approved course lists. The criteria for approval of such coursework are based on the course’s relevance to international affairs and to the student’s particular educational objectives. Courses of this nature may account for no more than nine (9) credit hours of the thirty-one (31) needed to complete the program.
Language Requirement
All students must satisfy the foreign language requirement in a modern foreign language to graduate from the International Affairs Graduate Program, even if they select the Master of Science option.

Any of the following options below will demonstrate proficiency in a foreign language:

- Completion of twelve (12) credit hours in a foreign language with an average grade of at least 3.0 (“B”) from a post-secondary institution; or
- Score above the intermediate level on the FSU Foreign Language Placement exam (or complete the intermediate/2220 equivalent); or
- Satisfactory performance on the Graduate Reading Knowledge Examinations (GER 5069, ITA 5069, POR 5069, RUS 5069, SPN 5069) or on the Graduate School Foreign Language Tests of the Educational Testing Service; or

(The modern language department offers a 3-credit hour course ---5060 designed to prepare students for the Graduate Reading Knowledge Exam in some languages. The course title is Graduate Reading Knowledge in (French, German, Italian, Portuguese, Russian, or Spanish). This is an appropriate course for review in preparation for the exam, but the credit hours will NOT apply toward the master’s degree.).

- Certification by the appropriate language department for departmental language requirement; or
- Four (4) years of a single language in high school (student must provide the program with high school transcripts).

Although this is the minimum required, students are encouraged to develop fluency in a foreign language through further coursework at Florida State and/or abroad. Graduate level courses in modern foreign language may count toward the master’s degree if those courses represent work over and above that required for satisfying the foreign language requirement. See the Graduate Program Specialist or Program Director with any questions.

Quantitative Methods
Quantitative methodologies are increasingly used in the social sciences, and they are a valuable job skill. For this reason, the program has obtained permission from several departments for students who have advanced math skills and are interested in learning these methodologies to take courses in their graduate methods tracks. The departments currently participating are Economics, Political Science, and Urban and Regional Planning. Because these courses are part of sequences, they are typically only offered in the fall. Interested students should contact the program director for more information.

Study Abroad
Since personal experience with international life and culture is a valuable asset, students should make every effort to gain international experience. There are study abroad opportunities for International Affairs graduate students through FSU International Programs. These programs are designed to give an international study dimension to the international affairs curriculum and to provide opportunities for further language and cultural study.

Students are advised to consult early in the program with the International Affairs Program Director and the International Programs staff about their interest and plans for overseas study. Information about specific programs is available at http://www.international.fsu.edu/. Scholarships are available from the department and other sources. The application forms for the department scholarships, which are due February 15 every year, are available on the FS4U platform (All Opportunities - FS4U (academicworks.com). Students may explore programs offered by other universities that are more appropriate to their needs, and they are encouraged to think about the opportunities offered through other exchange programs (Global Exchanges (fsu.edu).

Internships
The International Affairs Program provides a variety of internship opportunities designed to supplement course
work towards the master's degree. Some internship placements are with agencies and businesses in Florida's capital that work in the international arena. Others are available in Washington, D.C., through our partnership with The Washington Center. Students may also apply for international internships through our partnership with Educational Programs Abroad (EPA).

Information about additional opportunities is available on our Canvas site. **All Internships must be approved by the internship coordinator [Dr. Nagar for Fall and Spring and Dr. Metcalf for Summer] the semester prior to enrollment.**

The maximum amount of credit toward the International Affairs master's degree for approved internships is six (6) credit hours (S/U grade basis). Registration for internship is through the International Affairs program office. The application form must be signed by the student, the internship supervisor, and the faculty sponsor.

Students are required to obtain a midterm and final evaluation from their supervisors. There is an academic component to the internship credit, entailing a fifteen (15) page research paper on a topic chosen in consultation with the instructor, in which students should integrate the practical experience of the internship with their academic coursework. In addition, students are required to write a midterm and final reflection. The application form describes the expectations and requirements in more detail.

**Directed Individual Study (DIS)**

Students are encouraged to take full advantage of the regular course offerings. From time to time, it may be appropriate for a student to consider the option of a directed individual study course to do extended research or reading on a particular topic or in a particular field of International Affairs.

Under this option, students may enroll in courses directed by an instructor for individual study of a particular area not covered by the regular course offerings. DIS provides students with the opportunity to work with a professor from whom they have taken a course and to study in further depth a particular subject area. DIS is sometimes used to study course material when the course the student wishes to take is not going to be offered before his/her planned date of graduation. Students need to have a clear and specific purpose to justify approval of DIS work for their academic program of study. Students may earn up to six (6) credits of DIS towards their degree requirements. All DIS credits are S/U-graded only.

**Joint Law Degree Program**

The Joint Degree Program in International Affairs and the Law School at Florida State University allows a student to complete both the law degree and a concurrent master's program. Eight (8) credit hours of the law program may be applied to the master's degree and eight (8) credit hours in the master's program may be applied to the law degree. **Students must complete an application for a joint degree program** through the College of Law at the end of their first year in law school. Contact the College of Law for more information.

**Joint Urban and Regional Planning Degree Program**

The joint degree program with International Affairs and Urban and Regional Planning is designed to better prepare students for overlapping careers in Planning and International Affairs. The program allows for some overlap so that a student may complete the Master of Science in Planning (M.S.P.) and the Master of Science in International Affairs in somewhat less time than it would take to complete the two programs separately. For more information, please contact the Graduate Program Specialist in Urban and Regional Planning or International Affairs. There is a form that must be completed and approved by both departments and then goes to the Academic Dean's Office for final approval.

**Graduate Certificate Programs**

The university offers a variety of certificate programs, which students can use to enhance their academic and professional experience. Some examples include Emergency Management and Homeland Security, and U.S. Intelligence Studies. Visit Graduate Certificate Programs | The Graduate School (fsu.edu) for a complete list.
Approved IA courses that are applicable to a graduate certificate program may overlap and satisfy requirements for both entities. Please check with the department hosting the graduate certificate program and/or the graduate program specialist if you have any concerns.

**Career Information and Preparation**

The International Affairs program office has some career materials available for students, including newsletter publications, and some information is on the Canvas site. However, the best source for career preparation is the FSU Career Center, located at the Dunlap Success Center. This incredible resource provides many services, free to all FSU students, including: Professionole Clothing Closet, Professionole Pathways and Badges, Career Liaisons and mentors, various certifications, and fall/spring career fairs.

**International Affairs Canvas Site**

The program maintains a site on Canvas (http://campus.fsu.edu). All graduate students are automatically registered to this site after attending the program’s Orientation session. Recent announcements will appear when you log onto Canvas. Students are encouraged to explore and refer often to this site for more information about upcoming campus events, conferences, etc. Information on internships, fellowships, memberships in academic associations, etc. is also shared on this platform.

**Program Procedures**

**Program of Study**

A program of study must be created and on file with the department during the first semester of enrollment in the International Affairs graduate program. This form is completed in an advising session with the Graduate Program Specialist between new student Orientation for the program and the end of the Drop/Add window of a student’s first semester in the program.

It is the student’s responsibility to:
- Make sure all degree requirements are completed within the 7-year residency window,
- Contact the Graduate Program Specialist regularly with updates, approved waivers/exceptions granted, and academic advising concerns,
- Maintain a 3.0 (or higher) graduate GPA to remain in good academic standing,
- Register for appropriate classes in a timely manner,
- Know and uphold the university’s Academic Honor Code and Student Code of Conduct manuals.

**Exceptions to Approved Course Listings**

Students wishing to take courses that are not listed on the published approved course list, must have prior written approval from the program director for the course to count toward the student’s degree requirements. It is the student’s responsibility to provide the Graduate Program Specialist with the written approval of the program director, for that documentation to be housed in the student’s file.

It is helpful for students to provide the program director with the course(s) syllabus/i AND provide a statement of how this course will apply to the student’s career objectives when making a request for course approval(s).

Students should NOT anticipate or expect that a course will be approved or retroactively approved by the program director to count towards degree requirements. All requests for course exceptions are made on a case-by-case basis- there are no guarantees of approval. Only the Program Director can approve course exceptions.

**Thesis**

The supervisory committee consists of at least three (3) faculty members. All committee members for thesis track students must be tenure track and hold at least Graduate Faculty status. Thesis track students need a major
professor who serves as the instructor on record for the thesis hours and the professor with major responsibility for supervising the preparation of the prospectus and the thesis. For the thesis-type program, the primary function relates to thesis guidance and the thesis defense. Students interested in completing the Thesis-track must contact the Program Director for further guidance.

**Registering for Thesis Defense**
Thesis students must register for thesis defense before the end of the Drop/Add period in the semester they plan to defend their thesis. Check the Graduate School site on Canvas for the important required forms and deadlines BEFORE the start of the semester of the thesis defense. Thesis students arrange the date and time for the defense in consultation with their committee members. The academic coordinator can arrange for the room and give reminder notices to the committee members. All committee members must be present (in person, by phone, or via Skype) to constitute a valid defense.

**Comprehensive Exam**
All committee members for non-thesis track students must hold Graduate Teaching status. Faculty from at least two of the participating departments must be represented on the committee, and students must have taken at least one course with each committee member. For the course-type program, the primary function of the committee relates to the comprehensive examination.

**Registering for Comprehensive Exam**
Students must be in good academic standing to take the comprehensive exam. You must meet with the Graduate Program Specialist and review your current Program of Study before registering for the comprehensive exam or thesis defense. Students will be registered for the exam before the end of drop/add, in the term they plan to take the exam. Students will be manually enrolled by the Graduate Program Specialist following the specified advising meeting. It is offered once in the fall semester, once in the spring semester, and up to two times in the summer semester. Registered students will be notified of the date, time, and place of the exam well in advance of the test date.

**What is the Comprehensive Exam**
The exam consists of nine (9) essay-style questions from three (3) faculty members selected by the student, including either the Department Chair or Program Director representing the program’s required core coursework. Students are graded on their responses to six (6) of the nine (9) questions. The questions are based on the student’s specific coursework and the content gained throughout the program. Students will type their responses using a university computer in a proctored testing environment during a prearranged exam time.

All students pursuing the course-based track of the International Affairs graduate degree are required to register for and pass the Comprehensive Exam (INR8966) to be eligible to graduate from the program. To pass the exam, students must pass (score above 80%) four (4) out of the six (6) questions AND have an overall average of 80% or above on all six (6) questions. Students have two (2) attempts to pass the exam within their seven (7) year residency window. If a student is unsuccessful in both attempts at the exam, that student is no longer able to graduate from the master’s program—no exceptions.

Please refer to the FAQ Comprehensive Exam Reference Sheet (Appendix 1 in this document, which is also available on the Canvas site) for full details regarding exam logistics and expectations.
Graduation

Applying for Graduation
Once you have completed all International Affairs degree requirements (coursework as established in the Program of Study, satisfied the Foreign Language requirement, and passed the comprehensive exam), **you must apply for graduation to receive your diploma.** Students must apply for graduation within the first two (2) weeks of the semester they intend to graduate.

- Visit: FSU Academic Calendar for current semester deadlines.
- Visit: FSU Registrar Training for step-by-step instructions on how to apply for graduation.
- Visit: FSU Graduation for important dates regarding graduation.

Students must indicate the correct degree expected (either MS for Master of Science or MA for Master of Arts). If a student applied for graduation in a previous term but did not complete the degree, the application for graduation will automatically be carried forward to the subsequent term.

**Important Distinction:** Graduation and Commencement are two different things. **Graduation** is the conferral of a degree upon successful completion of all requirements; **Commencement** is an optional celebratory ceremony. You are not required to walk at commencement if you do not wish to do so.

- Visit: FSU University Bookstore if you intend to participate in the Commencement Ceremony, to arrange for your cap and gown.

Graduation Clearance
When a student has completed all necessary degree requirements, the Graduate Program Specialist will file a graduation clearance form with the Academic Dean’s Office at the end of the student’s final term. That student will be cleared to receive their diploma. Degrees are posted to the student's transcript during the first four weeks of the term following the student’s final semester in the program. Once a degree has been awarded, all coursework leading to that degree is considered final and not subject to change.

Diplomas are mailed directly to graduates and typically arrive within six (6) to eight (8) weeks after the end of your last semester. For more information, visit: [https://registrar.fsu.edu/graduation/diplomas/](https://registrar.fsu.edu/graduation/diplomas/).
Useful Resources

Residency: https://admissions.fsu.edu/residency/
How to establish Florida residency for tuition purposes (Note: this is different from establishing Florida legal residency!)

Textbooks FSU Bookstore: https://www.bkstr.com/floridastatestore

University Graduate Orientation: The Graduate School also holds an optional New Graduate Student Orientation each fall semester: https://gradschool.fsu.edu/newcurrent-students. This orientation does NOT substitute for the department/program orientation.

Important Websites:
• University Graduate Admissions: https://gradschool.fsu.edu/graduate-admissions
• International Students - Center for Global Engagement: https://cge.fsu.edu/
• Tuition/Fee Rates: https://studentbusiness.fsu.edu/tuition-fees
• Tuition/Fee Payments: https://cfprd.its.fsu.edu/dsa/Fees/
• Office of Financial Aid: https://financialaid.fsu.edu/
• Student Central “How-to” Help for Students: https://sc.my.fsu.edu/students
• University Registrar’s Office: https://registrar.fsu.edu/
• University Graduate Bulletin: https://registrar.fsu.edu/bulletin/graduate/
• The Graduate School: https://gradschool.fsu.edu/
• University Health Services: https://uhs.fsu.edu/
• University Counseling and Psychological Services: https://counseling.fsu.edu/
• Office of Accessibility Services (OAS): https://dsst.fsu.edu/oas
• Career Center: https://career.fsu.edu/
• Reading and Writing Center: https://wr.english.fsu.edu/reading-writing-center

Graduate Funding Opportunities:
* Funding and Awards (The Graduate School): https://gradschool.fsu.edu/funding-awards
* Linkage Institutes: https://cge.fsu.edu/international-students/funding/linkage-institute

The State of Florida Legislature established 11 International Linkage Institutes to develop stronger economic, cultural, educational and social ties between Florida and countries considered strategically important to the state (Florida state statute 288.8175). The Linkage Institutes’ Out-of-State Tuition Exemption program provides international students from eligible countries with the opportunity to apply for a waiver of the out-of-state portion of tuition. Selection is competitive and students must apply to the appropriate Linkage Institute directly.

* FSU4U- FSU's Scholarship Opportunities homepage: https://fsu.academicworks.com/
* Latin America-Caribbean (LAC) Scholarship: https://gradschool.fsu.edu/fundingawards/financial-support-general-information/latin-america-caribbean-lac-scholarship

Graduate students who are citizens from Latin America and Caribbean (including Puerto Rico and the U.S. Virgin Islands) who have been awarded a non-duty scholarship from the U.S. federal government, the State of Florida government or by the government of the Latin American/Caribbean country of origin, of a minimum of $500 per semester, may be eligible to be designated as Latin American and Caribbean Scholarship recipients. A Latin American and Caribbean Scholarship recipient (LAC) will be classified as a Florida resident for tuition purposes only.
## Important Contacts Around Campus

<table>
<thead>
<tr>
<th>Email</th>
<th>Office Location</th>
<th>Office Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Dr. Lee Metcalf</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:lmetcalf@fsu.edu">lmetcalf@fsu.edu</a></td>
<td>211 BEL</td>
<td>644-4418</td>
</tr>
<tr>
<td>Dr. Na’ama Nagar</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:nnagar@fsu.edu">nnagar@fsu.edu</a></td>
<td>545 BEL</td>
<td>N/A</td>
</tr>
<tr>
<td>Dr. Onnie Norrbin</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:onorrbin@fsu.edu">onorrbin@fsu.edu</a></td>
<td>243 BEL</td>
<td>645-2301</td>
</tr>
<tr>
<td>Christine Abdelhadi</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:cabdelhadi@fsu.edu">cabdelhadi@fsu.edu</a></td>
<td>211 BEL</td>
<td>644-3076</td>
</tr>
</tbody>
</table>

### International Affairs Graduate Program Contacts

<table>
<thead>
<tr>
<th>Email</th>
<th>Office Location</th>
<th>Office Phone Number</th>
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<tbody>
<tr>
<td>Program Director:</td>
<td></td>
<td></td>
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<tr>
<td>Dr. Lee Metcalf</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:lmetcalf@fsu.edu">lmetcalf@fsu.edu</a></td>
<td>211 BEL</td>
<td>644-4418</td>
</tr>
<tr>
<td>Graduate Director &amp; Internship Coordinator:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Na’ama Nagar</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:nnagar@fsu.edu">nnagar@fsu.edu</a></td>
<td>545 BEL</td>
<td>N/A</td>
</tr>
<tr>
<td>Director of International Education:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Onnie Norrbin</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:onorrbin@fsu.edu">onorrbin@fsu.edu</a></td>
<td>243 BEL</td>
<td>645-2301</td>
</tr>
<tr>
<td>Graduate Program Specialist:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christine Abdelhadi</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:cabdelhadi@fsu.edu">cabdelhadi@fsu.edu</a></td>
<td>211 BEL</td>
<td>644-3076</td>
</tr>
</tbody>
</table>

### College of Social Sciences and Public Policy Contacts

<table>
<thead>
<tr>
<th>Email</th>
<th>Office Location</th>
<th>Office Phone Number</th>
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<tbody>
<tr>
<td>Dean of the College</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>160 BEL</td>
<td>644-6284</td>
</tr>
<tr>
<td>Academic Dean’s Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:cosspp-gradprograms@fsu.edu">cosspp-gradprograms@fsu.edu</a></td>
<td>101 BEL</td>
<td>644-5470</td>
</tr>
</tbody>
</table>

### Florida State University- Campus Wide Contacts

<table>
<thead>
<tr>
<th>Email</th>
<th>Office Location</th>
<th>Office Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Office of the Registrar</td>
<td><a href="mailto:registrar@admin.fsu.edu">registrar@admin.fsu.edu</a></td>
<td>A3900 UCA</td>
</tr>
<tr>
<td>The Career Center</td>
<td><a href="mailto:career-advisors@fsu.edu">career-advisors@fsu.edu</a></td>
<td>DSC</td>
</tr>
<tr>
<td>Financial Aid</td>
<td></td>
<td>A4474 UCA</td>
</tr>
<tr>
<td>International Programs</td>
<td></td>
<td>A5500 UCA</td>
</tr>
<tr>
<td>Center for Global Engagement</td>
<td><a href="mailto:cge@fsu.edu">cge@fsu.edu</a></td>
<td>GME</td>
</tr>
<tr>
<td>Student Business Services</td>
<td></td>
<td>A1500 UCA</td>
</tr>
<tr>
<td>The Graduate School</td>
<td><a href="mailto:grad-help@fsu.edu">grad-help@fsu.edu</a></td>
<td>408 WES</td>
</tr>
<tr>
<td>Graduate School Admissions</td>
<td><a href="mailto:grad-admissions@fsu.edu">grad-admissions@fsu.edu</a></td>
<td>314 WES</td>
</tr>
</tbody>
</table>

International Affairs Program  
Florida State University  
113 Collegiate Loop  
PO Box 3062161  
Tallahassee, /FL 32306-2161  

Campus Postal Code Number: 2161
Q1. What is the Comprehensive (aka “Comp”) Exam?
A1. The Comprehensive Exam consists of nine (9) essay-style questions from three (3) faculty members, selected by the student. Students are graded on their responses to six (6) of the nine (9) questions. (International Affairs majors will choose two (2) faculty to serve on their exam committee; Asian Studies and REES majors will choose all three (3) faculty for their committee.) Students are graded on their responses to six (6) of the nine (9) questions. The questions are based on the student’s specific coursework and the content gained throughout the program. Students will type their responses using a university computer in a proctored testing environment during a prearranged exam time.

All students pursuing the course-based track of the International Affairs graduate degree are required to register for and pass the Comprehensive Exam (INR8966) to be eligible to graduate from the program. A passing score on the exam is 80%, passing four (4) of the six (6) responses submitted. Students have two (2) attempts to pass the exam within their seven (7) year residency window. If a student is unsuccessful in both attempts, that student is not able to graduate from the program.

Q2. When is the exam offered?
A2. The exam is offered once a semester (in Fall and Spring) and possibly twice in the summer semester. Check with the Graduate Program Specialist for the exact date of the exam prior to the end of Drop/Add.

Q3. When do you register and take the exam?
A3. Usually students take the exam in their final semester of the program, though this is not required. To be able to take the exam, you must have satisfied both core courses (Seminar and Globalism). It is strongly recommended students take the exam as close to the completion of all coursework, so you retain as much information as possible from your courses.
   - You may take the exam during the same semester as one of your classes that is on your exam, but it is not recommended because the exam is taken during the semester (not at the end).
   - You may take the exam after completing all your classes, but if you only enrolled in the comprehensive exam (and not taking any other classes), the university will charge you one (1) credit hour of graduate tuition for the exam. This fee is non-negotiable.

Q4. How do I register for the exam (INR8966)?
A4. You will need to secure your exam committee (the three (3) professors who will make up your committee) and have them either sign the online fillable “Instructor Consent for Comprehensive Exam Committee Form” (available on the Canvas site), or you can forward the Graduate Program Specialist an email from each professor, where they indicate they are willing to serve on your committee for that particular semester.

**If you do not take the comprehensive exam in the semester you registered for it, you will need to obtain CONFIRMATION from EACH professor AGAIN to serve on your upcoming exam committee in that future semester.**

Q5. How many classes will be tested on the exam? How many questions per class?
A5. For International Affairs majors: Either Dr. Metcalf or Dr. Nagar will be one of the professors, and they will ask you questions related to both the Seminar and Globalism core coursework. You then pick two additional professors (from two different participating departments), who will form your exam committee. For the exam, each professor will write three questions. You need to answer two questions from each professor. In total there are nine (9) questions on the exam; you must answer six (6), two from each professor.

A5. For Asian Studies and REES majors: You will need to contact three (3) professors to serve on your exam committee, from at least two different participating departments. For the exam, each professor will write three questions. You need to answer two questions from each professor. In total there are nine (9) questions on the exam; you must answer six (6), two from each professor.

Q6: Can you use a professor for a class that you are currently taking in the same semester as the exam?
A6: No, it is not recommended. The exam is not at the end of the semester, so you wouldn’t have learned all the course
material before sitting to take the exam. However, if you’ve taken (and completed) another class with that professor, that’s fine (if the professor agrees). Some professors prefer you to have taken at least two classes with them.

**Q7: Can you use a second INR professor?**
**A7:** Yes, if you took a second INR class with either Dr. Metcalf / Dr. Nagar (besides the Globalism and Seminar Core classes). Or if you took an INR class with another professor (such as Professor Vovsi or Dr. Bendeck), they could count as your second professor on your committee if they agree to serve on your committee.

(For example, Dr. Metcalf could count as two of your three professors on your committee if you took a required class and an elective INR class with her (such as Yugoslavia for example).

**Q8. Do we pick individual classes for the exam or area of study? (Some people take multiple classes with the same professor.)**
**A8:** You need to select two professors and if you’ve had that professor for more than one class, the professor will likely ask you from which class you would like them to develop questions, or they may ask questions from both classes. It is up to the student to clarify with the professor from which class the exam questions will be created prior to the professor agreeing to be a committee member.

**Q9. If I am taking a course to satisfy the language requirement, can I use that professor for the exam?**
**A9:** No, there wouldn’t be enough information to test your knowledge of the course. All courses used towards the comprehensive exam must be at the graduate level.

**Q10. When should we contact our professors to ask them to write our exam questions?**
**A10:** No later than the last week of classes of the semester before you take the exam. (You must have all 3 professors confirmed by the 1st week of classes in the semester you are taking the exam.) Plan to remind your professors of their commitment to sit on your exam committee as you get closer to the exam date.

**Q11. Can you ask your professors for practice questions?**
**A11:** Yes. It is up to the professor, but some will tell you the exam topics in advance (Dr. Metcalf does this).

**Q12. Are you allowed to answer more than 6 questions?**
**A12:** No. The graders look at the first two questions you answer for each section and grade those responses.

**Q13. Should we use examples in our responses?**
**A13:** It depends on the question, some questions are more suitable to use examples to support your response and some aren’t. Speak with your professors about this when they agree to be on your exam committee.

**Q14. Do you have to be in Tallahassee to take the exam?**
**A14:** It is expected that you will be in Tallahassee to take the exam.

**Q15. How is the exam administered on campus?**
**A15:** The exam is administered in a computer lab on campus. When the test begins, you will be given a hard copy of your exam question packet. You will use a university computer to type your responses on a Word document during the allotted exam time. Your proctor will give you instructions before beginning the test on how to submit your responses. You will turn in your exam question packet to the proctor before leaving the exam.

**Q16. How do I pass the exam?**
**A16:** Each member of the exam committee will grade your responses to that member’s questions. Each question will be assigned a numerical score on the following scale:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100:</td>
<td>Pass with Distinction*</td>
</tr>
<tr>
<td>80-89:</td>
<td>Pass</td>
</tr>
<tr>
<td>Below 80:</td>
<td>Fail</td>
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*Please note that when a student passes with distinction, the distinction will not appear on the student’s transcript. However, students who pass with distinction are encouraged to include this information on their resumes.

The score for each portion of the exam will be the average of the scores assigned to each of the questions. The score of
the total test will be the average of the three portions. To pass the exam, a student must achieve an overall score of at least 80 AND a passing grade on at least four (4) out of the six (6) questions answered on the exam.

Q17. What if I fail the exam?
A17. If a student fails their first attempt, that student must pass the comprehensive exam on their second attempt, to be eligible to graduate from the International Affairs master’s program.
NO STUDENT WILL BE ALLOWED TO TAKE THE COMPREHENSIVE EXAM MORE THAN TWICE. NO EXCEPTIONS.

Q18. Do you get feedback on your exam responses, regardless of whether you pass or fail?
A18. No, professors do not give feedback.

Q19. When do you get the exam results?
A19. There is no definitive timeline, but you will receive your results via FSU email before graduation.

Q20. What if I decide (for ANY reason) not to take the exam in the semester I registered for it? Can I defer to the next semester?
A20. No. There is no deferring an exam. If you are unable to take your exam in the semester you registered for it, you will need to notify via email the Graduate Program Specialist (before the exam date and time begins) of this change. You will need to complete a Course Drop Request and remove the exam (INR8966) from your schedule. You will need to redo the process of securing your exam committee for the semester in which you plan to take the exam (email the Graduate Program Specialist documentation of your three professors’ confirming their participation in your exam committee).
Important: If you are not registered for any other classes, the university will assess you a one (1) graduate credit hour fee to cover the cost of the exam.

If you have any questions regarding the Comprehensive Exam after reading this document, contact the Graduate Program Specialist as soon as possible.
IA Office Phone Number: 850-644-5513