

FSU
**DEPARTMENT OF EARTH,
OCEAN & ATMOSPHERIC SCIENCE**
COLLEGE OF ARTS & SCIENCES

Meteorology Program

Graduate Student Handbook

May 2026

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I. Welcome

This guide is intended to give you information that is critical for your participation in the Florida State University Meteorology Program. Please refer to this guide to ensure that you are properly progressing toward your degree. The complete record of policies and procedures is located 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 Department, which will be sent to your FSU email account. We are all here to help you; so please ask questions when you need help.

Orientation and Advising

Orientation

You will be required to attend graduate student orientation, both departmental and The Graduate School orientation. Additionally, incoming Teaching Assistants (TA's) will also be required to attend a two-day Program for Instructional Excellence (PIE) training. You will receive a schedule of August's activities early in the summer.

Initial Advising

All new meteorology graduate students are required to meet with the graduate advising committee (G3) during orientation. The committee will consist of 3 faculty members, one each who specialize in Physical, Dynamic, and Synoptic Meteorology. You will have an assigned time to meet with this committee to review your undergraduate coursework and to make a plan for the coming semester. To best describe the content of courses you already have taken, it is helpful to have a syllabus and lecture notes from prior classes covering Physical, Dynamic, and Synoptic Meteorology. Any gaps in your undergraduate coursework noted by the G3 committee will need to be satisfied through coursework at FSU. Advising for subsequent semesters will be done by the student's committee (which you will form by the end of your second semester).

II. Degree Timeline

Summer before First Semester

- Make sure the Office of Admissions has the final copy of your transcripts from previous institutions illustrating degrees conferred
- Get an FSU Card
- Set up your FSUID and Webmail Account
- Sign any paperwork regarding an assistantship with EOAS HR

Each Semester during your Registration Window

After consultation with your major professor, fill out the **DIS Request Form** (if needed) to register for the following courses (See Table below, registration form found on the graduate student Canvas Organization site):

MET5905r, MET5906r, or MET6906r – Directed Individual Study (DIS): This course is a directed study by a professor (usually the students' major professor) on a specific topic that is not offered in an existing traditional course. Students generally begin to enroll in MET5905 (DIS) in their third term at FSU but

may enroll earlier. The difference between MET5905r and MET5906r is that the former is S/U grade only and the latter is letter graded. Students may begin to enroll in MET6906 only after they have passed the preliminary (Ph. D.) examination.

MET5910r – Supervised Research: Master’s level students need 3 credit hours of research supervised by their major professor, PhD students complete up to 5 credit hours of MET5910, supervised research.

MET5971r – Thesis: Master’s level students enroll in MET5971 when they are writing their thesis. Students need to complete a minimum of 6 credit hours of MET5971 to graduate. Students may enroll in 1-6 credit hours of MET5971 in a semester. Students **must** enroll in at least 2 credit hours of MET5971 during the semester that they graduate/defend.

MET6980 – Dissertation: PhD candidates must enroll in a minimum of 2 credit hours of MET6980 each semester after completing the preliminary examination. 24 credit hours of MET6980 are required for the completion of the PhD degree.

MET8966 – MS Comprehensive examination: Examination for the completion of the Coursework-Only Master’s degree. The comprehensive examination includes a written exam and a conditional oral component with the student’s committee.

MET8964 – PhD Preliminary examination: Formal admission to doctoral candidacy follows passing the Preliminary Examination. The preliminary exam includes written and oral components with the student’s committee. The preliminary exam is a test of the student’s basic competence, not a test for excellence relative to other students.

MET8976 – MS Thesis Defense. Students must enroll for this in the semester they plan to defend their thesis. In exceptional cases they may defend in a subsequent semester and the major professor of the student can modify the “I” grade to a passing letter grade after the successful defense. The student will not register for this course again once registered in a semester.

MET8985 – PhD Dissertation Defense. Students must enroll for this in the semester they defend their prospectus and then again in the semester they plan to defend their dissertation. In exceptional cases they may defend in a subsequent semester and the major professor of the student can modify the “I” grade to a passing letter grade after the successful defense. The PhD student will not register for this course more than twice.

MET 5930 – Master’s Seminar. This course covers reports and discussions of meteorological research. A satisfactory (S) grade in Master’s Seminar requires submission of six (6) reports on Meteorology Seminars, EOAS Colloquia, or other approved relevant seminars that the student has attended during their time in the program. Students enroll for 2 credits and submit the reports in the semester they are enrolled in the course.

MET 6930 – Doctoral Seminar. This course covers reports and discussions of meteorological research. Doctoral candidates give an oral presentation of their prospectus or dissertation. A minimum of two semester hours is required. Students enroll for 1 credit during the semester they defend their prospectus and 1 credit the semester they defend their dissertation.

List of Non-traditional Courses

| Directed Individual Study (DIS) | Supervised Research | Thesis | Dissertation | MS Comps | Defense |
|--|---------------------------------|---------------|---------------------|-------------------------------------|----------------|
| MET 5905 – S/U | MET 5910 | MET 5971 | MET 6980 | MET 8966 | MET 8976 (MS) |
| MET 5906 – Letter Grade | Seminar MET 5930 – MS | | | Doctoral Prelims MET 8964 | MET 8985 (PhD) |
| MET 6906 – PhD DIS – S/U | MET 6930 - PhD | | | | |

End of Each Semester

Complete any Incomplete (“I” grades) from the previous semester. Otherwise, incomplete grades will revert to the grade that you would have earned without completing all of the coursework/exams. This is often a grade of “F” and will be calculated into your GPA. It is your responsibility to follow-up with your professor for an explanation of what is expected for satisfactory completion. (Note: 0 credit courses do not turn into an “F”).

2nd Semester

Choose a major professor, and then select the other committee members in consultation with the major professor. Submit the [committee form](#) to the MET graduate academic coordinator.

End of First Year

Students with assistantships need to reclassify their residency for tuition purposes if originally classified as out-of-state. This can be completed over the summer but must be completed before the first day of classes in August.

Semester you plan to complete the MS Comprehensive Exam (Coursework-Only MS ONLY)

Register for MET 8966 (Master’s Comprehensive Exam). Exams during Spring are usually scheduled for the second week after Spring break (Monday & Wednesday) from 9:00 AM - 5:00 PM. The first day of Fall semester comprehensive exams is usually the last Monday of October. The comprehensive examination includes a written exam and a conditional oral component with the student’s committee.

Semester you plan to complete the Preliminary Doctoral Exam (PhD ONLY)

Register for MET 8964 (Preliminary Doctoral Exam) with your major professor’s permission. Exams during Spring are usually scheduled for the second week after Spring break (Monday & Wednesday) from 9:00 AM - 5:00 PM. The first day of Fall semester exams is usually the last Monday of October. The preliminary doctoral exam includes a written exam and a conditional oral component with the student’s committee. If the doctoral student is also pursuing the coursework-only MS “on the fly”, they need to register for both MET 8964 (Preliminary Doctoral Exam) and MET 8966 (Master’s Comprehensive Exam).

Semester you plan to do Prospectus (PhD ONLY)

Register for 1 credit of MET 6930 Doctoral Seminar. Schedule your oral prospectus with your committee

and the department. To reserve a room, see your Academic Advisor in EOA 2019.

Final Semester (see checklist) -

III. Program Requirements

Meteorology Admission Requirements

Although prior work in meteorology is not a requirement for admission to graduate study in the meteorology program, candidates must have a strong preparation in mathematics and physics. Each student must have completed or must complete during their first year at FSU the foundational coursework in physical meteorology (MET 4420; 4450 or equivalent), dynamic meteorology (MET 4301; 4302 or equivalent), and synoptic meteorology (MET 4500C; 4501C or equivalent). For new graduate students, these courses are taken at the graduate level, i.e., MET 5425 and 5451 (Adv. Physical Meteorology), MET 5311 and 5312 (Adv. Dynamic Meteorology), and MET 5505C and 5506C (Adv. Synoptic Lecture/Lab). During your orientation advising session with the G3 committee (the week before classes begin) they will decide which of these foundational courses each new graduate student must take after reviewing their previous academic coursework. It is recommended that all graduate students who have not had coursework equivalent to MET 3231 (Introduction to Thermodynamics and Dynamics), MET 3101 (Physical Climatology), and 3220C (Meteorological Computations) independently study this material during their first semester in graduate school. Students also should have completed mathematics through ordinary differential equations (MAP 2302 or equivalent), have had a course in programming (COP 3014 [Intro to C++] or equivalent), and have completed at least two semesters of physics with calculus and the associated labs. Students must also complete partial differential equations (MAP 4341 or equivalent) either before beginning the graduate program or during their first year of graduate school. Satisfactory completion of these general requirements is expected to precede graduate level work. All course descriptions can be found the [FSU graduate bulletin](#).

Three letters of recommendation are required when applying for admission. Furnishing GRE scores with your application is no longer mandatory.

Fellowships and assistantships are available to well-qualified applicants.

Meteorology Graduate Degree Requirements

All Graduate Students must maintain a 3.0 (“B” average) Grade Point Average (GPA) for all of their graded courses to graduate from the Meteorology Program at FSU. Students who earn a GPA below 3.0 will be placed on academic probation.

Master’s Degree

Each candidate for the M.S. Degree must satisfy all University-wide M.S. requirements. The requirements listed below may exceed the minimum university requirements, depending on individual student preparation.

Procedures for all Master's students:

- Form a M.S. supervisory committee consisting of three faculty members in meteorology who will oversee the academic requirements of the degree.
- Credits for supervised research (MET 5910r) and supervised teaching (MET 5979r) may be used towards the M.S. Degree.
- It is strongly recommended that all Master's students take the EOAS Professional Development Graduate Seminar [OCC-5930, 1 credit]. This course is designed to help graduate students across EOAS thrive in their graduate programs and enhance their career preparedness upon entering the scientific workforce. While this course may be taken at any time, it is recommended to be taken in the student's first year if possible.
- A satisfactory (S) grade in Master's Seminar (MET 5930) requires submission of six (6) reports on Meteorology Seminars, EOAS Colloquia, or other approved relevant seminars that the student has attended during their time in the program. Reports may be completed at any point during the student's M.S. program and may be retained to submit all six during the semester they enroll in Master's Seminar (MET 5930); typically the semester they graduate.
 - Students who entered the Master's program prior to Fall 2026 may instead choose to satisfy Master's Seminar (MET 5930) through the presentation of a seminar and an approved written version of the seminar, with a satisfactory (S) grade determined by the student's M.S. supervisory committee.

Requirements for the Thesis-Type Plan:

- Complete 30 semester hours, 18 of which must be earned on a letter-graded basis.
- Letter-graded courses must consist of at least two courses each from two of the elective areas and one course each from the other two elective areas, as well as a technical elective.
- Complete 2 credit hours of Master's Seminar (MET 5930).
- Complete 3 credit hours of Supervised Research (MET 5910r).
- Complete an acceptable written thesis of research, with at least 6 credit hours of MET 5971r.
- Register for 0 credit hours of Master's Defense (MET 8976r) during the semester when the thesis is defended.
- Present a seminar to the department.

Procedures for the Thesis-Type Plan:

- A final draft of the thesis must be provided to the student's committee members at least 2 weeks prior to the oral defense date.
- The oral defense date must be arranged in consultation with the Meteorology graduate program academic coordinator and the student's committee members. The last date for defending in the semester that the student intends to graduate is 2 weeks prior to the university deadline for submitting the post-defense, final content-approved thesis. However, students can schedule a defense after this deadline if they choose to graduate in a subsequent semester.
- The public oral thesis defense serves as the seminar and the thesis document serves as its written version.
- A passing grade in Master's Defense (MET 8976r) and passing grades on the Manuscript Signature Form in the Manuscript Clearance Portal (<https://clearance.fsu.edu>) indicates both a successful pass of the thesis defense and a satisfactory presentation of the seminar and approval of its written version

(the thesis).

Requirements for the Coursework-Only Plan:

- Complete 32 semester hours, 21 of which must be earned on a letter-graded basis. The student's M.S. supervisory committee may require additional courses beyond this minimum.
- Letter-graded courses must consist of at least two courses each from two of the elective areas and one course each from the other two elective areas, as well as a technical elective.
- Complete 2 credit hours of Master's Seminar (MET 5930).
- Complete 3 credit hours of Supervised Research (MET 5910r).
- Achieve a passing grade on the Master's Comprehensive Exam (MET 8966).
- Present a seminar to the student's M.S. supervisory committee.

Procedures for the Coursework-Only Plan:

- The Master's Comprehensive Exam (MET 8966) consists of 10 written questions. If the student achieves an average score of greater than or equal to 6.5 on the La Seur scale, no oral exam is required. An average score of less than 5.5 is a failing grade and no oral exam will be given. Average scores between 5.5 and 6.5 require an oral exam. The decision as to whether the student passes is at the discretion of the student's M.S. supervisory committee after the oral exam.
- The seminar may be presented solely to the student's M.S. supervisory committee.
- The precise requirement of what material the seminar presentation must contain is at the discretion of the student's M.S. supervisory committee but should be at least the scope of a class project but more limited in scope and rigor than a M.S. thesis.
- Approval of the seminar is through a departmental form signed by the student's supervisory committee and submitted to the Meteorology graduate program academic coordinator.

Procedures for Doctoral Students Completing an In-Flight Coursework-Only Plan:

- If a student wishes to complete the Coursework-Only Plan as part of their PhD degree, they should enroll in both Master's Comprehensive Exam (MET 8966) and PhD Preliminary Exam (MET 8964) during the same semester. The written and conditional oral components of Master's Comprehensive Exam may be satisfied by passing the PhD Preliminary Exam; no additional questions beyond those for the PhD preliminary exam are required.
- The presentation of a seminar may be satisfied by the PhD prospectus presentation or a regular meeting of the Doctoral Supervisory Committee where research results are presented.
- Approval of the seminar is through a departmental form signed by the student's supervisory committee and submitted to the Meteorology graduate program academic coordinator.
- All other requirements for the Coursework-Only Plan (semester hour/letter-graded requirements, Supervised Research, Master's Seminar) must be satisfied as described above and may be completed at any time prior to the awarding of the M.S. Degree.

MS in Meteorology – Thesis-Type Plan Timeline/Checklist

Coursework

Core Courses:

Complete at least 6 hours from two areas and 3 hours from the other two areas (18 hours total):

| Physical | Dynamical | Synoptic | Climate |
|----------|-----------|----------|---------|
| | | | |
| | | | |
| | | | |

Other Required Courses (at least 6 hours total):

Choose 1 Technical Electives course from the MET Course List

Complete Supervised Research MET 5910 (3 hrs required for MS degree)

Semester and year

Committee* You are strongly encouraged to choose committee before the end of **3rd academic semester** in consultation with major professor (form to MET Academic Coordinator)

_____, _____,

*If no major professor and committee is chosen by the end of the 3rd semester, students will have to complete the MS via the Coursework-Only Plan. Students are strongly encouraged to meet with their committee for feedback at least once before their MS defense.

Thesis Credits

Thesis credits (MET5971r) in semesters when writing. A minimum of 6 hours required to graduate,
credits and semester _____ # credits and semester

Final semester (Check the Final Semester Checklist with MET Graduate Academic Coordinator)

Register for:

Thesis Defense (MET8976r) (must enroll in the semester they defend)

Master’s Seminar (MET5930) (2 hrs required)

Thesis credits (MET5971r) (must enroll for 2 hrs in the semester they defend)

Follow the Graduate School Deadlines for Manuscript submission

(<http://www.gradstudies.fsu.edu/academics-research/thesis-treatise-dissertation>)

2 weeks before defense

Give copies of thesis to committee, Complete documentation on clearance.fsu.edu graduation portal, contact MET Graduate Academic Coordinator to reserve a room for your defense

MS in Meteorology – Coursework-Only Plan Timeline/Checklist

Coursework

Core Courses:

Complete at least 6 hours from two areas and 3 hours from the other two areas (18 hours total):

| Physical | Dynamical | Synoptic | Climate |
|----------|-----------|----------|---------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Other Required Courses (at least 6 hours total):

Choose 1 Technical Electives course from the MET Course List

Complete Supervised Research MET 5910 (3 hrs required for MS degree)

Semester and year

21 of the 32 hours must be letter graded.

Committee A major professor and 3-member committee will be assigned by the end of 3rd academic semester if a major professor is not chosen by the student by end of 2nd academic semester. (form to MET Academic Coordinator)

Final semester

Register for:

Master’s Comprehensive Exam (MET 8966) Master’s Seminar (MET 5930) – 2 hrs required

2-4 weeks before comps and seminar

Arrange date with committee and contact the Academic Coordinator to schedule a room.

Total Credits (32 minimum, 21 letter graded)

Foundation courses _____ Core courses _____ Other required courses _____

Additional courses _____ DIS/other _____

Total _____

Doctoral Degree

Each doctoral student must have a major professor when beginning their studies. In consultation with their major professor, they must then form a doctoral supervisory committee prior to taking the preliminary examination. At least three members must have doctoral directive status, and one must be a University Representative from the tenured graduate faculty of a different department. The department normally requires at least five members (4 from EOAS) with at least two fields of meteorology (physical/synoptic/dynamic/climate) represented. Students are required to meet with their committee at least once each year. **An annual evaluation form cosigned by the candidate and the major supervisor must be completed and submitted to the EOAS academic graduate coordinator. The PhD candidate must schedule an appointment with their advisor to discuss and complete this form. If the evaluation indicates “Official Concern” or “Does not meet expectations” then specific recommendations and remediation plans must be provided in writing as an addendum to the evaluation form.**

All PhD students are strongly encouraged to complete a MS (either thesis or coursework-only) either “on the fly” as a doctoral student or prior to enrolling in the PhD program. All requirements for the MS degree must be met. For PhD students pursuing an in-flight coursework-only MS, those requirements may be met as described on [Page 9](#).

It is strongly recommended that all PhD students take the EOAS Professional Development Graduate Seminar [OCC-5930, 1 credit], if they have not already taken it as an MS student. This course is designed to help graduate students across EOAS thrive in their graduate programs and enhance their career preparedness upon entering the scientific workforce. While this course may be taken at any time, it is recommended to be taken in the student’s first year if possible.

Requirements for the Doctoral Degree:

- A passing grade on the PhD Preliminary Exam (MET 8964r).
- After completing 30 semester hours of graduate work or being awarded the Master's degree, and entering candidacy through passing the PhD preliminary exam, candidates must complete a minimum of 24 hours of Dissertation (MET 6980r).
- After the student is admitted to candidacy, they must enroll in a minimum of 2 credit hours of Dissertation (MET 6980r) every semester, including the semester in which the degree is granted.
- Successful defense of a PhD prospectus, consisting of an oral presentation to the supervisory committee and an approved written prospectus document.
- 2 credit hours of Doctoral Seminar (MET 6930r). Register for 1 credit the semester you defend your prospectus and 1 credit when you defend your dissertation.
- The Graduate School requirement for Scholarly Engagement is to be satisfied by enrolling in one lecture course in every semester except those in which the student is (i) taking the preliminary exam, (ii) defending the prospectus, and (iii) defending their dissertation.

Procedures for the Doctoral Degree:

DIS Registration

Prior to passing the PhD preliminary exam and entering candidacy, the student should register for MET 5905r (S/U) or MET 5906r (letter-graded) as needed.

Preliminary examination

Formal admission to doctoral candidacy follows passing the Preliminary Examination (MET 8964r).

The preliminary exam includes a written and a conditional oral component. **The preliminary exam is a test of the student's basic competence, not a test for excellence relative to other students.**

1. The overall (LaSeur scale; 10-question average) score on the written exam determines the next step.
 - a. Greater than or equal to 7.0: Pass. An oral exam is still required but will not determine whether the student passes or fails.
 - b. 5.5 to 7.0: Conditional pass. An oral exam is required and will determine overall pass/fail
 - c. Less than 5.5: Fail. An oral exam will not occur, and the candidate must pass the exam on the next (the final) attempt to remain a candidate.
2. All committee members, including the University Representative, must attend the conditional oral exam in real time, either by being physically present or participating via distance technology (e.g., Zoom).
3. Students wishing to attain a Ph.D. degree are limited to 2 attempts to pass the Ph.D. preliminary exam, unless the student's committee supports a third attempt, and that exception has the concurrence of a majority of the Meteorology faculty.
4. 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. A "full class week" is defined as a week with five days during which classes are held at FSU. This condition is adhered when the prelim exams are scheduled in second week following spring break and the last Monday of October in fall. However, if the prelim exam is rescheduled for whatever reason, then the gap of six full class weeks between the exams should be observed. Either a "pass" or a "fail" grade is assigned for each attempt. If programs need to adjust the repeatable credit limit of their preliminary exam course and/or make their preliminary defense course repeatable in the same semester, they are asked to contact the Registrar's Office. An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean's Office by either the student or the supervisory committee.

Scholarly Engagement of Ph.D. Students

1. The FSU Graduate School has a "Scholarly Engagement" policy for graduate students. To satisfy this policy, doctoral students with departmental assistantships (TA or RA) must enroll in at least one lecture course each semester except those semesters in which the student is (i) taking the preliminary exam, (ii) defending the prospectus, and (iii) defending their dissertation.
2. After entering candidacy, the student may take letter grade course as S/U with the approval of the course instructor and their major professor. To do so, they will need to fill this form and submit it to the Meteorology graduate academic coordinator (if not available, then to the registrar) by the 7th week of the semester.
3. Students may be exempt from the requirement to enroll in a lecture class each semester if they have already taken all courses offered in a semester or if their committee exempts them, by signing an exemption waiver form (see Meteorology graduate academic coordinator).

4. Additional course work may be 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.

Prospectus defense

1. The candidate must register for 1 credit of Doctoral Seminar (MET 6930r) during the semester in which the prospectus for the Ph.D. research is submitted to their committee.
2. The candidate submits a written prospectus document (typically it contains relevant literature survey, motivation and objectives of the research, discussion of methodology, some preliminary results and anticipated outcomes, and a timeline for completion of the research) to their PhD supervisory committee. This document must be shared two weeks in advance of an oral presentation of the prospectus to the PhD supervisory committee.
3. The prospectus is discussed formally with the student's committee only after passing the preliminary examination. Therefore, it is in the student's best interest to complete the prelims as early as practical. At least six months must pass between the prospectus defense and the PhD defense.
4. All committee members, including the University Representative, must attend the prospectus defense in real time, either by being physically present or participating via distance technology (e.g., Zoom).

Dissertation defense

1. A second registration for 1 credit of Doctoral Seminar (MET 6930r) must occur during the semester in which the candidate plans to defend their dissertation.
2. The candidate must provide a copy of the dissertation 4 weeks in advance of the oral defense to their PhD supervisory committee.
3. The last date for scheduling the oral defense in the semester that the student intends to graduate is 2 weeks (14 days) prior to the university deadline for submitting the final dissertation (post-defense, final content-approved dissertation).
4. All committee members, including the University Representative, must attend the defense in real time, either by being physically present or participating via distance technology. In exceptional cases, committee members (not the University Representative) can arrange for another 'like' faculty to attend on their behalf in case they are unable to attend the defense.

Time limits

The Graduate School requires that students graduate with their doctoral degree within 5 years of passing their preliminary exams. Ultimately the time limits imposed by the University take precedence.

PhD in Meteorology Timeline/Check sheet

Coursework

Before passing Prelims:

- Complete MS coursework requirements (recommended so that candidate is prepared for prelims regardless of whether they are completing the MS degree itself).
- Register for MET 5905r (S/U) or MET 5906r (letter-graded) as needed.
- A typical semester may include one 3-credit lecture class and 6-credits of DIS. The candidate may enroll in as many credit hours of DIS as needed to reach a total of 9 credit hours for a full-time load in a given semester.

After passing Prelims

- 24 Dissertation Credits (MET6980r) in total, at least 2 credit hours every semester.
- PhD DIS (MET 6906r) may be included as needed.
- Any additional coursework specified by your committee
- Register for at least one course each semester except when taking prelims, defending prospectus, defending dissertation.

Committee

Choose supervisory committee before Prelims

_____ (University Representative)

End of year 1 – Meet credit hour requirement for Residence for Doctoral degree (see University Graduate Bulletin. This is not the same as residency for tuition purposes.).

Annual Committee Meetings required (*see MET graduate program academic coordinator for form)

| | | |
|----------------|----------------|----------------|
| Year 1 Date | Year 2 Date | Year 3 Date |
| Year 4 Date | Year 5 Date | Year 6 Date |

Preliminary Exam (MET 8964r)

Usually 1-2 semesters after completing MS (Thesis-Type or Coursework-Only) or equivalent coursework

Must graduate within 5 years of passing exam

Date of Exam

Prospectus

- Register for one credit of Doctoral Seminar (MET 6930r) and contact the MET graduate Academic Coordinator to reserve a room.
- Have committee sign the Prospectus Approval form and return to the Academic Coordinator.

Date submitted _____ Date approved _____

Final semester

- Sign up for graduation during the second and third week of the semester
- Schedule a date and time for the defense with the PhD supervisory committee members
- Register for:
 - One credit of Doctoral Seminar (MET 6930r)
 - Dissertation Defense (MET 8985r)
 - Dissertation Credits (MET 6980r) (at least 2 credit hrs required)

MAKE SURE YOU KNOW THE UNIVERSITY SUBMISSION DEADLINES FOR THE SEMESTER YOU PLAN TO GRADUATE

4 Weeks before defense

- Give copies of dissertation to committee members
 - Complete documentation on clearance.fsu.edu graduation portal, which includes submission of your dissertation for the pre-defense format review.
 - Contact the Academic Coordinator to reserve a room for the defense
-

Meteorology Course Offerings

We list here MET and some of the related graduate (letter graded) courses taken by our graduate students in the last 5 years to give an idea of what has been offered. For some of the special topic courses we also mention when it was last offered. Students are encouraged to also look at the [graduate bulletin](#) for the full list of MET graduate courses. This [link](#) gives the list of MET course offerings in the current semester.

MET 5117 (Climate): Regional Hydroclimatology
MET 5136 (Climate): Extreme weather in a warming climate (Sp 25)
MET 6480 (Climate): Biogeochemical Cycles and Global Change (Sp 21)
MET 6155 (Climate): Modes of climate variability / Using MATLAB for climate studies (Sp 22)
MET 6155 (Climate): Navigating climate overshoot (Fl 25)
MET 6155 (Climate): Environmental Entrepreneurship (Fl 24)
MET 6155 (Climate): Paleoclimate Data, Models, and Theory (Fl 23)
MET 6155 (Climate): Fundamentals of climate and global dynamics (Fl 20)

MET 5403C (Technical): Meteorological Instruments and Observations
MET 6155 (Technical): Applied data analysis (Sp 24)
MET 5541 (Technical/Dynamic): Dynamical Weather Prediction
ISC 5308 (Technical/Dynamic): Computational aspects of data assimilation*
ISC XXXX (Technical): Scientific computing courses are technical electives if taking the class is approved by student's thesis committee

MET 5533 (Synoptic): Tropical Meteorology I
MET 5534 (Synoptic): Tropical Meteorology II
MET 5511C (Synoptic): Meso-Meteorology Lecture/Laboratory

MET 5411 (Physical/Technical): Radar Meteorology*
MET 5455 (Physical): Cloud Physics
MET 5421 (Physical): Radiative Transfer
MET 5471 (Physical): Satellite remote sensing of planetary atmospheres
MET 5537 (Physical/Dynamical): Atmospheric Convection (Sp 26) *
OCP 5551 (Physical): Air-sea interactions
MET 5607 (Physical): Atmospheric Composition, Chemistry, and Climate (Fl 25)

OCP 5050 (Dynamic): Basic physical oceanography
MET 6308 (Dynamic): Waves and instabilities (Sp 24)
MET 6308 (Dynamic/Climate): Marine Meteorology (Sp 23)*
MET 5510C (Dynamic/Synoptic): Midlatitude synoptic scale systems (Fl 25)*
MET 6308 (Dynamic): Large-scale tropical dynamics

* These courses can be classified as either depending on the needs of the student

List of foundation courses:

The foundational courses cross-listed with undergraduate courses are usually for Meteorology graduate students who lack sufficient background in Meteorology, as assessed by the G3 advising committee.

| Course Number | Course Name | Offered in |
|----------------------|--|-------------------|
| MET 5311 | Advanced Dynamic Meteorology I | Fall |
| MET 5312 | Advanced Dynamic Meteorology II* | Spring |
| MET 5425 | Atmospheric Thermodynamics and Cloud Physics (Advanced Atmospheric Physics I) | Fall |
| MET 5451 | Advanced Physical Meteorology II* | Spring |
| MET 5505C | Advanced Synoptic Lecture/Lab I | Fall |
| MET 5506C | Advanced Synoptic Lecture/Lab II* | Spring |

*Two 2nd Semester Foundation Courses may be used to satisfy area requirements for MS degree if all 6 Foundation Courses are completed. One 2nd semester Foundation Course may be used to satisfy an area requirement if 5 Foundation Courses are completed.

Transferring Credit From Another Graduate Program

If you are entering Florida State's M.S. program from another university's M.S. program, you may transfer up to 6 semester hours of credit with the approval of the Meteorology Graduate Program Committee. If you are entering Florida State's Ph.D. program, then the Meteorology Graduate Program committee will decide what part of your M.S. coursework fulfills specific Ph.D. area requirements.

Major Professor and Supervisory Committee

Every candidate for either the M.S. or the Ph.D. must select a major professor who has agreed to work with you. Except for your initial (G3) advising, your major professor will be your advisor throughout your degree program in Meteorology. M.S. students must have a major professor by the end of the first academic year (at the end of 2nd semester at the latest) if they wish to pursue the Thesis-Type Plan. Should a student not have a major professor by the end of the 2nd semester, they will be required to take the Coursework-Only Plan to obtain the Master's Degree. In that case the Graduate Program Committee Chair will assign a major professor and the remaining two committee members of the student's M.S. supervisory committee.

In addition to picking a major professor, students must also select additional supervisory committee members. This committee is chosen with the assistance of the major professor. It is strongly advised that the supervisory committee should be named no later than the end of the third semester of graduate study. Master's student committees have a minimum of 3 tenure-track faculty members including the Major Professor. The committees of Ph.D. candidates consist of 5 tenure-track faculty members including the Major Professor and the University Representative (a tenured faculty member in a different department). A specific exception is graduate students admitted to the Ph.D. program without first having a M.S. degree. These students must form a Ph.D. committee within 9 months of their entrance.

Meteorology Honor Society

Chi Epsilon Pi is the honor society for outstanding undergraduate and graduate meteorology students at FSU and other universities. The Florida State University chapter has existed since 1966. Graduate students must have completed nine (9) credits through the Department of EOAS and be continuously enrolled for 1 year. A graduate student also must have a 3.7 or better GPA for meteorology courses and an overall GPA of 3.5 or higher after 15 graded hours. Students are inducted each spring.

Graduation

Graduate students should check periodically with the MET graduate Academic Coordinator regarding degree requirements. Plan to have the department do a graduation check prior to your final semester (EOA Room 3008). Applications for graduation must be made during the second and third weeks of the intended graduation semester; refer to <http://registrar.fsu.edu/> for this information. Students who graduate must apply for and be readmitted to register for any subsequent term. You should follow the final semester checklist to make sure you are up to date on all requirements for graduation for the Graduate School. Students who graduate must apply for and be readmitted to register for courses in any subsequent term. You should follow the final semester checklist to make sure you are up to date on all requirements for graduation for the Graduate School.

FINAL SEMESTER

CHECKLIST:

Before the Semester Starts

Meet with MET graduate Academic Coordinator (EOA Room 3008) to look through the MS or PhD Checklist to make sure you have satisfied all degree requirements. Be sure to take care of any “Incomplete Grades”.

Register for:

| MS Thesis-Type Plan | MS Coursework-Only Plan | PhD |
|-------------------------------------|------------------------------------|---|
| Master’s Seminar (MET 5930) (2 hrs) | Master’s Seminar (MET 5930) (2hrs) | Doctoral Seminar (MET 6930) (1hr) |
| Thesis Defense (MET 8976) | Comprehensive Exam (MET 8966) | Dissertation Defense (MET 8985) |
| Thesis Credits (MET 5971) (2 hrs) | | Dissertation Credits (MET 6980) (2 hrs) |

Second and third weeks of semester

- Apply for Graduation Online through the registrar through Student Central
- Determine a date for your defense with your committee
- Reserve a room with the Academic Coordinator for the defense.

The Master’s or PhD defense must be held at least 2 weeks (14 calendar days) before the deadline to submit the revised and final post-defense manuscript to the Graduate School through ProQuest.

5-6 weeks before defense:

The thesis or dissertation must follow the formatting requirements and template found on the Graduate School website at

<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/formatting-guidelines>

Submit the dissertation/thesis to the Graduate School for pre-defense formatting approval through ProQuest

4 weeks before PhD defense or 2 weeks before MS defense:

- Submit Defense Announcement form to The Graduate School found at clearance.fsu.edu
- Submit the thesis/dissertation announcement form to the MET graduate Academic Coordinator
- All clearance forms are online at the clearance.fsu.edu portal. They will be populated at the time of your defense. Committee members will be prompted by email to sign your forms.

After Defense:

Make corrections to the dissertation/thesis, as necessary, then submit the corrected version to the graduate school through ProQuest

***** MAKE SURE THAT YOU HAVE RESOLVED ALL “I” GRADES; CHECK WITH MET GRAD ACADEMIC COORDINATOR IN EOA 3008.**

Forms to Complete After Defense:

Online Forms

Survey of Earned Doctorate (SED) (PhD Only)

Doctoral Exit Survey

Responsible Conduct of Research and Creativity (RCRC) Survey

IMPORTANT INFORMATION:

1. All Meteorology graduate students defending their M.S. Thesis or Doctoral Dissertation are required to do so two weeks (14 days) before the Graduate School's final post-defense submission deadline. If students defend after this deadline, they may still defend that semester, but graduation will be delayed to the following semester.
2. All M.S. students must submit their thesis to their major professor and committee for review at least 2 weeks before their seminar date. All Ph.D. students must submit their dissertation to their major professor and committee for review at least 4 weeks before their seminar date. If this deadline is not met, then the student's seminar will be removed from the EOAS calendar by the academic coordinator.
3. All forms must be signed, and dissertations/theses must be submitted with final revisions to the Graduate School within 60 days of the defense or the student will have to re-defend which may delay graduation by a semester. If the 60 days takes the student into the next semester, the student is required to enroll in at least two credit hours (MET5971r for MS Thesis and MET6980r for Ph.D. students).
4. If the forms and dissertation/theses are submitted after the semester deadline but before the 60-day deadline or if the dissertation/thesis is defended less than 14 days before the Graduate School final manuscript submission deadline, graduation will be delayed to the next semester.
5. If the defense of the dissertation/thesis takes place in the semester before formal graduation, students must enroll in at least 2 hours of thesis or dissertation in the final semester.
6. Semester Clearance Deadlines can be found at <http://www.gradstudies.fsu.edu/academics-research/thesis-treatise-dissertation>

IV. Starting out at FSU

FSUCard

Besides serving as a picture I.D., the FSUCard offers many important features. It is your library card and will be used to gain entry into the EOA Building. 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 Woodward Ave. 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/>.

FSU E-Mail Accounts

Much of the business you will conduct with the University will be done through the Student Central application. Academic and non-academic resources, course information, and other tools are housed in the Student Central application. You must activate your FSUID and create a password to access these services, your FSU email account and course registration.

Your FSUID set up is an easy process. Go to <https://nsfp.fsu.edu/resources/activate-your-fsuid> and follow the instructions therein. When you activate your FSUID, you will have access to your FSU email account. FSU email accounts can be accessed from anywhere in the world by using the FSU Webmail system at <http://webmail.fsu.edu/>. You can also forward email from your FSU email address to your personal email address. Always use your FSU Email if you are contacting anyone at the university and check your email often as this is the only email we use to communicate with you.

EMPLID

FSU will assign you a unique employee identification number (EMPLID), which will be used on important documents and forms. To find your EMPLID, follow the steps listed in <https://servicecenter.fsu.edu/s/article/What-is-an-EMPLID-and-how-do-I-get-mine-1600352294805>.

Meteorology Computer Accounts

Most computer-related work by graduate students in meteorology will be done within the research lab of a sponsoring professor or supervising major professor. In addition to research lab computers, the department maintains two computing labs. The department computer labs are SkyLab (6042 EOA), MirLab (2052 EOA) and AtmosLab. SkyLab and MirLab are also teaching classrooms, and its workstations may only be used when class is not in session.

As part of your classes, you will most likely receive an account for use with the department's classrooms computers. If you wish to request an account in advance, please send your request to eoas-support@lists.fsu.edu. Accounts are usually created within 24 hours and may be picked up from EOAS-IT. An account on the computers within your particular research lab will be provided by your sponsoring professor. Should you experience any problems with departmental computing equipment, printers or networking, be sure to let the EOAS-IT group know via email, eoas-support@lists.fsu.edu.

Building Access

To gain access to the EOA building and the department computer labs after hours or on weekends, you will need to have your FSUCard enabled with meteorology security codes. Bring your FSUCard either to the Meteorology Academic Coordinator or the Meteorology Graduate Program Committee Chair to request activating your card.

If you still have issues accessing the EOA building with your FSUCard then contact the System Administrator of EOAS at eoas-support@lists.fsu.edu.

Health Insurance/Health Compliance

*****You must either waive or buy health insurance before each semester, or you will not be able to register.**

Health Compliance Forms: <https://studentinsurance.fsu.edu/>

Health History Form

Student Immunization Record Patient Disclosure Authorization

The State Board of Education requires all entering students born in or after 1957 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 Student Health Compliance Office (850) 645-8583, or 645-0624 for more information or email them at healthcompliance@fsu.edu.

Effective January 2003, new immunization laws enacted by the State of Florida mandate that all university students must be informed of the risks of meningitis and hepatitis B. Log on to <https://studentinsurance.fsu.edu/immunization-requirements> for more information.

You can purchase or waive the Health Insurance on <https://studentinsurance.fsu.edu/purchase-insurance>. You can find out more information about the graduate student health insurance subsidy here <https://gradschool.fsu.edu/funding-awards/subsidy-benefit>.

Students with Disabilities

The FSU Office of Accessibility Services (OAS) is the university's designated office for coordinating academic support services at no cost to qualified students with disabilities. To be eligible for services, you must have a diagnosed disability and provide appropriate documentation to and register with the Center. To learn more about the Center, go to <https://dsst.fsu.edu/oas>. You can also request information by emailing oas@fsu.edu or by calling (850) 644-9566 (voice) or (850)270-5370 for D/deaf or OAS FSU for Skype for D/deaf.

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 virtual parking permit, visit: <http://parking.fsu.edu/>. Be sure to download the free FSU Bus app and parking app, which lets you know the parking availability in real time. As an FSU student you are also able to take advantage of the Tallahassee bus system for free as well.

V. General Course Policies and Information

The Registration Process

Students can search the class schedule and register via the myFSU website: my.fsu.edu

If necessary, fill out and turn in the DIS request form to the academic coordinator, also found on the Graduate Student Canvas Site.

You must be registered for at least one course by the close of the registration window prior to the given semester (new students are exempt), 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 classes prior to the first day of classes. All other students must be registered for all your classes by the fourth day of classes. You will be charged for all classes that are on your schedule on that day.

*Please note that no student will be allowed to register until the required Health Compliance Forms are completed and accepted by the Student Health Services. Also, health insurance has to be purchased or waived.

Students will be assessed \$100.00 for late registration and \$100 for late payment.

Course Load

Nine (9) 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. Three traditional courses per semester is considered a full class load.

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 must find a faculty member who is willing to direct your study. You and the professor will agree on how much credit (1 to 3 hours) you will receive, and what you must do to earn it. You will have to obtain a DIS form through the Graduate Student Canvas Site and have it signed by the faculty member. You will then turn it into the Meteorology Graduate Program Academic Coordinator. It is expected that students will plan their program of studies so as to enroll in regularly scheduled courses, which fulfill degree requirements. If you are a Master's student, you will use either MET 5905r (S/U) or MET 5906r (letter grade) whereas Doctoral students will use MET 6906r (S/U) (after passing prelims) for Directed Individual Studies.

First Class Meeting

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

Grade Reports

Semester grades are available via FSU secure applications site in Canvas and Student Central. **All Graduate Students must maintain a 3.0 GPA (“B” average) in their graded courses taken as a graduate student, otherwise they will be placed on academic probation or dismissed from the program.**

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. The exception is courses involved in allegations of academic dishonesty.

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 through <http://withdrawal.fsu.edu/> or (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 by the professor and the Academic Coordinator and returned to the Office of the University Registrar, after approval by the Dean of Arts and Sciences. The student must then pay for additional course hours within five (5) calendar days to avoid the late payment fee. Students should retain a copy of the Drop/Add form for their records.

Academic Dismissal

EOAS graduate degree programs follow the FSU graduate program policies for academic dismissal as detailed in the academic bulletin (bulletin.fsu.edu). The University reserves the right to dismiss graduate students and terminate their enrollment in an academic program based on a number of different criteria, beyond that of GPA alone. Oversight is provided by The Graduate School, Office of Faculty Development and Advancement, and Office of the Registrar. Additional details on the steps involved in the process are available for faculty and administrators from the Office of Faculty Development and Advancement and for graduate students at the Graduate School. Reasons for program terminations include but are not limited to:

- Inability to conduct independent research in a fashion appropriate with the accepted norms in the earth sciences.
- Inability to function within a team environment to the extent that it negatively affects the learning and/or research of other undergraduate student, graduate student, or postdoctoral researchers.
- Failure to complete important degree milestone requirements (e.g., preliminary exams and prospectus for Ph.D. students) along the expected timeline.
- Receipt of more than two unsatisfactory (U) grades in a S/U course.
- Failure to identify a new major professor within three months after leaving a research group or after the major professor resigns from the student's supervisory committee.
- Failure to be approved for an extension of time
- Failure to address deficiencies resulting in "Not in Good Standing" within one semester. Possible reasons for being placed in "Not in Good Standing" status include but are not limited to:
 - Failure to make satisfactory progress toward degree milestones on the expected timeline.
 - Receiving an unsatisfactory rating on the Annual Academic Progress Review.
 - Failure to submit a progress report on time.
 - Receipt of more than a single unsatisfactory (U) grade in a S/U course.
 - Having a cumulative GPA in FSU graduate courses of less than 3.0
- Being placed in "Not in Good Standing" status more than once.
- Failure to enroll in courses in two subsequent terms.

VI. Finances

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 fourth day of the semester. You may pay by check or electronic payment (electronic checks, FSU Card and Visa, American Express, Discover or MasterCard). The Florida State University will accept credit card payments only over the Internet at <https://fees.fsu.edu>. 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 FSUSN, local phone and address on each check.

Billing

You may obtain your online billing statement on the web at <http://fees.fsu.edu/>. Tuition payment is generally the second Friday of each semester as posted on the Academic Calendar at <registrar.fsu.edu>. Check <studentbusiness.fsu.edu> for upcoming deadlines.

Financial Holds

Students who owe \$0.01 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, until the debt is paid in full. Payments can be made in person, by mail or online at <fees.fsu.edu>. Collection fees are added to accounts that are 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, which must be one half of the total tuition, 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 on 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 if 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://www.gradstudies.fsu.edu/Funding-Awards>.

Loans

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

VII. Departmental Miscellaneous Information

Inventory

Every year FSU requires each department to account for equipment issued to them by the university. 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, you must contact the department first for instructions. Additionally, if you want to move something out of the room it is currently in, contact the department first (Meteorology Graduate Academic Coordinator).

Facilities

Members of the meteorology program enjoy the benefits from advanced scientific equipment and a cooperative research environment with the Oceanography program, the department of Mathematics, the Geophysical Fluid Dynamics Institute, and the School of Computational Science and information Technology (CSIT). Scientific computations are handled by workstations and microcomputers within our facilities. A full suite of applications/software is available to access, manipulate, and display meteorological data. This and other program computer systems communicate through a local area Ethernet network that provides access to the campus computing and supercomputing processors, and a tightly linked [FSU High Performance Computing cluster](#).

The Meteorology program maintains a television studio for student participation in weather television broadcasting. Florida State University also houses the [office of the State Climatologist of Florida](#).

There are more than 1.7 million books and periodicals with extensive holdings of maps, governmental documents and microfilm materials are housed in the University libraries. The University also has a Science Library (The Paul Dirac Science Library), which supplements the central university library (The Robert Manning Strozier Library). This facility houses a substantial collection of scientific volumes and periodicals conveniently located near the EOAS building.

The program also maintains an instrumentation laboratory to support education and research in the area of experimental meteorology. Furnished with state-of-the-art measurement systems, students are exposed to practical fieldwork situations and laboratory problem solving.

The Tallahassee office of the National Weather Service is located in the adjacent LOV building. Faculty, students, and NWS staff collaborate on a wide range of studies.

Specialized atmospheric studies can also make use of the air and water chemistry laboratories in the EOAS building, the electron microscope in the Biology department, and the particle accelerator in the Physics department. There are extensive laboratory facilities for simulating large-scale atmospheric and oceanic motions in the Geophysical Fluid Dynamics Institute. The Edward Ball Marine Laboratory, located 45 miles south of Tallahassee on the Gulf of Mexico, has research and teaching facilities for marine environmental studies.

The program has close ties with the ocean sciences through its direct connection with the Center for Ocean-Atmospheric Prediction Studies (COAPS) and its association with the Oceanography Program.

Meteorology and Oceanography are jointly involved in numerous research projects, including ocean modeling with supercomputers, current meter deployment and retrieval, analysis of environmental pollution, and ocean biology.

EOAS facilities include laboratories for radiochemistry, trace element analysis, organic geochemistry, water analysis, phytoplankton ecology, numerical modeling, and fluid dynamics.

VIII. Graduate Appointment Guidelines

Initial Appointments

The initial appointment will in most cases be at the one-half time rate. Less than one-half time appointments may be offered to students and in cases when students who wish to take an academic course load greater than that recommended for one-half time assistants. All graduate assistants are expected to take a normal course load of 9 credit hours per semester and pay the full registration fee. Matriculation and/or out-of-state tuition may be waived for graduate assistants appointed at one-quarter or greater time rate, depending on availability of waivers and the availability of stipend funds.

Initial HR documents:

TAs work with EOAS HR to complete necessary paperwork. You will need your ORIGINAL Social Security Card and Driver's License.

RAs talk to their Major Professor about who to speak with about getting paid from grant. You will need your ORIGINAL Social Security Card and Driver's License

Continuing Appointments

Graduate assistants will ordinarily be appointed from semester to semester and from year to year provided they are:

1. making satisfactory progress toward a degree, and
2. are performing satisfactorily in their research and/or teaching duties.

During the academic year, graduate assistants will not be appointed at a rate exceeding one-half time, except in cases approved by the EOAS Faculty.

Summer Appointments

Summer appointments *may* be available provided:

1. The student enrolls for the appropriate number of credit hours and
2. There is a need for their services for teaching duties (TAs) or on the contract or grant (RAs) on which they are employed.

Graduate assistants are usually appointed for the appropriate bi-weekly pay periods covering the period of registration, classes, and final exams for each semester. If graduate assistants wish to be employed during the break periods (i.e., at Christmas, in May, and mid-August) they must make the appropriate arrangements with the contract supervisor. Since graduate students do not earn leave time, they must work if they expect to be paid during official break periods.

Continuation of support

Graduate research assistants should realize that the existence of their student assistantship is because the major professor has been awarded grant funding to carry out a specific research objective. The continuation of this funding requires the wholehearted cooperation and support of the student. Research assistantships are contingent upon satisfactory progress on the assigned research project and the availability of funds. Progress on your research project will be subject to continuing review by your major professor.

Graduate study is normally considered a full-time, professional commitment. If a student sees a special need for outside employment this should be discussed with the major professor well in advance.

Added Stipends for TA's

An added stipend *may* be paid to students who take on teaching duties, significant supervisory and/or service functions but only during the semester or term that such duties are being performed. It is felt that such duties often distract from progress toward the M.S. or Ph.D. degree and that special compensation is justified. The research supervisor and/or the EOAS Department Chair will decide when graduate assistants qualify for extra compensation of this type.

Those on fellowship may receive a stipend in addition to their fellowship. Such additional stipend - if approved - is available only to the extent the department or a contract is willing to provide such support.

Termination or Reduction of Appointments

Graduate assistantships are subject to termination or reduction if the incumbent fails to attain satisfactory grades or fails to perform the assigned research or teaching duties in a satisfactory manner, as determined by the appropriate supervisor.

Tuition Waivers

The Meteorology Program follows the University rules for tuition waivers which consist of a matriculation waiver and/or an out-of-state tuition waiver, and are summarized below: Students receiving waivers because of a graduate assistantship must

1. be at least .25 FTE; for the academic period (15 weeks for fall or spring and 13 weeks for summer);
2. be paid at least \$1500 for the academic period; and
3. be enrolled and performing satisfactorily in coursework directly pertaining to their degree program.
4. If the assistantship does not meet the above guidelines, the waivers will be cancelled. (as of Fall 2000)

Waivers cover 9 - 12 credit hours.

Students must be aware the waiver **does not cover the full fees assessed**. There are additional charges (a health fee, financial aid fee, building fee, etc.) which are typically not waived and for which the student must arrange payment.

Courses not related to the academic degree will not be covered by waivers. No recreational courses (bowling, sailing, aerobics, tennis, etc.) will be covered.

IX. Guidelines for Establishing Florida Residency

You must become a Florida Resident before the beginning of your 2nd year at FSU because out-of-state tuition waivers are available for only the first year of graduate school for domestic students.

THIS IS NOT NECESSARY FOR INTERNATIONAL STUDENTS OR STUDENTS USING THE ACADEMIC COMMON MARKET.

To become a Florida resident, you will need to prove you have been living in Tallahassee for 12 months. You will first apply for residency during the summer of your first year.

Please note: All residency reclassification requests are subject to Florida Statute 1009.21 and State Board of Education Rule 6A-10.044 which was adopted by the Florida Board of Governors on September 6, 2006.

Declaring Domicile

To begin the 12-month process to declare domicile, get your Florida driver's license and license plates 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 a year from now without any problems.

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).

Leon County Clerk of Courts
313 South Calhoun Street, Tallahassee, Florida 32302 850-577-4030
Operating Hours: Monday – Friday; 8:00 a.m. – 5:00 p.m. Fee: \$15.00

Driver's License and Vehicle Registration

Locations can be found at: <http://www.flhsmv.gov/offices/leon.html>

Required Documentation

Driver's license: 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 Florida tags and title before you can get a license, and you must take your vehicle registration with you. For more information, visit <http://www.hsmv.state.fl.us/html/titlinf.html>.

Vehicle Registration: Bring title, vehicle, insurance card, social security card, and an ID (out of state license is okay). <http://www.hsmv.state.fl.us/dmv/faqmotor.html> for more information.

IMPORTANT: IF THE CAR YOU DRIVE IS NOT IN YOUR NAME, YOU CANNOT GET IT REGISTERED IN FLORIDA.

Housing Receipts/Lease

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.

After 12 months have elapsed and before the first day of fall second year classes, finalize the residency requirements

Required Documentation (at least 2):

Highlighted Documents are the easiest to obtain for proof of residency. However, it is recommended that you submit as many required documents as possible to justify your claim of Florida residency for tuition purposes

- Florida Driver's license or for non-drivers, a State of Florida identification card
- Florida voter registration card <http://election.dos.state.fl.us/voter-registration/voter-reg.shtml>
- Florida vehicle registration <http://www.flhsmv.gov/html/titlinf.html>
- Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant
- Proof of homestead exemption in Florida
- Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within the last 12 months
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period (Graduate students on Assistantship should complete and submit the Graduate Assistant Verification Form)

Supporting Documentation (at least 1):

It is recommended that you submit as many supporting documents as possible to justify your claim of Florida residency for tuition purposes.

While all documents are important, the **most critical** is the Declaration of Domicile that you obtained one year ago. **Please note:** No claim of residency will be valid without at least two required documents and at least three documents total.

- Declaration of domicile in Florida ("filed date" must be 12 months prior to first day of classes)
- A Florida professional or occupational license
- Florida incorporation
- Documents evidencing family ties in Florida
- Proof of membership in Florida-based charitable or professional organizations

Any other documentation that supports the student's request for resident status, such as:

- Lease agreement and proof of 12 consecutive months of payments. **FSU dorms don't count**
- Utility bills and proof of 12 consecutive months of payments

- Bank records
- Benefit histories from Florida agencies or public assistance programs
- State, federal, or court documents evidencing legal ties to Florida

X. Important People and links

| Need | Contact | Office | Phone | E-mail |
|--------------------|---------------------------------|---------------|--------------|--|
| Graduate Academics | Adea Arrison | EOA 3008C | 644-7443 | aa25bq@fsu.edu |
| Personnel | EOAS HR | EOA 2017 | 644-2059 | |
| Office Keys | Alan Michels or Major Professor | EOA 2039 | 644-6862 | ammichels@fsu.edu |
| IT/Computing | Edward Peirce | EOA M5017 | 644-2522 | eoas-support@lists.fsu.edu ; epeirce@fsu.edu |

Important Links

CANVAS : <https://campus.fsu.edu/>

Look under EOAS Graduate Students in Meteorology to find a lot of useful information and forms

FSU CARD: <http://fsucard.fsu.edu/>

RESIDENCY: <https://admissions.fsu.edu/residency/>

ACADEMIC COMMON MARKET: <https://fda.fsu.edu/academic-resources/academic-policies/academic-common-market>

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

ACADEMIC CALENDAR: <https://registrar.fsu.edu/publications/calendar>

PARKING: <http://transportation.fsu.edu/>

Make sure to download the FSU Bus app as well as the Parking App that shows you how full parking garages are in real time.

FINANCIAL SERVICES: <https://studentbusiness.fsu.edu/>

IT SERVICES AND SUPPORT: <http://its.fsu.edu/ITS-Service-Desk>

MYFSU: <https://my.fsu.edu>

HEALTH COMPLIANCE AND HEALTH INSURANCE INFO: <http://www.uhs.fsu.edu/>

THE GRADUATE SCHOOL: <http://gradschool.fsu.edu/>