



Graduate Student Handbook
2021-2022

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Dean's Welcome

Dear Graduate Students,

On behalf of the Graduate School, I offer a warm welcome to you as a University of Florida graduate student, whether you are new to campus or returning to continue working on your advanced degree.

Your academic studies and research in higher education here not only afford you opportunity for personal and professional advancement, but also the promising potential to shape a healthier, more hopeful, and more humane world.

You are a valued stakeholder in a dynamic partnership between seasoned faculty and an inquisitive graduate student body that has long made the University of Florida a powerhouse that generates creativity, innovation, and progress locally, nationally, and globally.

This Graduate Student Handbook will help you to navigate policy and procedure commonly encountered by UF graduate students.

This publication is a handy digest of — not a replacement for — the Graduate Catalog, which is the official, detailed, and complete final word on all graduate policy and procedure at UF. To peruse the catalog, click this online link: [UF Graduate Catalog](#).

Another resource worth your time and attention is UF's Student Honor Code and Student Conduct Code. To find it online, click this link: [The Orange Book: UF Student Honor Code and Student Conduct Code](#).

Please use these resources in concert with your graduate coordinator and graduate staffers in the home unit of your degree program — they are there to help you with your questions and concerns.

I wish you much success as you break new boundaries and plumb new depths in your higher education endeavors as a UF graduate student!



Nicole L.P. Stedman, Ph.D.

Dean and Associate Provost
The Graduate School
University of Florida

Introducing... Team Grad School

The **UF Graduate School** is a service-driven team here to help our coworkers across campus — colleges, departments, and graduate degree programs — to usher you from admissions to graduation with administrative, and mentoring support for graduate students.

Administration coordinates policies and procedures to ensure the integrity, thoroughness, rigor, and value of your graduate education at UF. Email: gradschool@aa.ufl.edu.

Data Management harnesses information, statistics, and technology to track your progress through your degree program and take stock of our institution's effectiveness. Email: graddata@ufl.edu.

Editorial sees you through the process of finishing, formatting, and submitting your thesis or dissertation. It also maintains UF's graduate catalog. Email: gradedit@aa.ufl.edu.

Graduate Student Affairs hosts a variety of services and programs in three units to enhance your academic, personal, and professional growth as part of UF's graduate student body:

- **Graduate Diversity Initiatives** fosters equity and inclusiveness through recruitment, mentoring, and advocacy for underrepresented students within the campus community. Email: ogdi@aa.ufl.edu.
- **Graduate International Outreach** spearheads global recruitment efforts and builds worldwide links with higher education across borders. Email: ogio@aa.ufl.edu.
- **Graduate Professional Development** offers opportunities to hone academic, career-building, and personal care skills. Email: ogpd@aa.ufl.edu.

Student Records monitors your academic performance and certifies your fulfillment of all graduation requirements at the conclusion of your graduate degree program. Email: gradrecords@aa.ufl.edu.

Accreditation

Institutional accreditation is a sign that a higher educational institution meets standards that ensure the quality and integrity of the education it offers. It helps other educational institutions to discern acceptability of transfer credits, assures employers of alumni's qualifications, enables graduates to sit for certification examinations, and determines eligibility for federal student financial aid.

The University of Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, education specialist, and doctoral degrees. If you have questions about UF's accreditation, please contact:

Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097
404 679 4500
sacscoc.org

Attendance

You must be officially registered in or approved to audit courses (with proof of paid audit fees) to attend classes. After drop/add each semester, the Office of the University Registrar gives instructors official class rolls and addenda that list all students allowed to attend their classes.

You must meet all attendance requirements set by your instructor. Absences count from the first class meeting. Acceptable reasons for absences include illness, serious family emergencies, military duty, life-threatening weather conditions, religious holidays, special curricular requirements, and participation in official UF activities. Instructors must excuse absences due to court-ordered legal obligations, such as jury duty or subpoena. They may excuse absences for other reasons as well.

If you do not attend at least one of the first two class meetings of a course or laboratory in which you are registered, and have not contacted its academic unit to inform of it of your intent, you may be dropped from the course. However, you must not assume you will be dropped automatically if you do not attend the first few days of class.

UF recognizes the right of instructors to make attendance mandatory. After due warning, instructions may forbid further attendance and then assign a failing grade for excessive absences.

If you make any changes in your registration for courses at any time during the semester, verify your official registration before the last day of class for that semester to make sure it is correct. Retroactive drop/add or other registration changes are not allowed.

Calendar

For the latest Graduate School and University of Florida calendars of important dates and deadlines, click on this online links: [Graduate School Calendar](#) and [University of Florida Calendar](#).

Career Counseling

The Graduate School's **Office of Graduate Professional Development (OGPD)** offers many resources to help you develop professional, communication, and leadership skills to prepare for

the workforce and launch your career. To learn more, click this online link to its website: [UF Graduate Professional Development \(OGPD\)](#).

The **UF Career Connection Center (C3)** helps you to:

- Explore careers inside and outside academia by assessing your strengths, skills, and interests.
- Prepare for internship and job searches through development of application materials (like curricula vitae, résumés, and cover letters) and interview/networking skills.
- Cultivate flexible, adaptable career planning strategies to meet the challenges of a competitive job market and a changing world.

To learn more about its resources and services for individuals and groups, click this online link to its website: [UF Career Connections Center \(C3\)](#).

Its **Gator CareerLink** service is an online portal that connects you to academic, government, and industry job openings, on-campus interview opportunities, and other career-related events hosted by C3. To learn more, click this online link: [C3 Gator CareerLink](#).

Its **Career Action Plan** service helps you to learn about yourself, match your interest and aspirations with career paths, develop professional strategies, and build experience. To learn more, click this online link: [C3 Career Action Plan](#).

Its seasonal **Career Fairs** help you network, all in one place at the same time, with numerous employers looking to hire. The largest fair, **Career Showcase**, is held every fall and spring. To learn more, click on this online link: [C3 Career Fairs](#).

Its **Workshop Series** helps equip you for your job search with helpful information and advice on writing your curriculum vitae or résumé, creating professional portfolios, preparing for interviews, and exploring both academic and non-academic career paths. To learn more, click on this online link: [C3 Workshops](#).

To find out how the UF Career Connections Center can help meet your specific needs, contact them online: [Contact C3](#).

Changing or Adding Degree Programs

If you want to move from a graduate degree program in one major into a graduate degree program in another major, submit a new graduate admission application through the UF Office of Admissions website at this online link: [Graduate Admissions](#).

If you are advancing from a master's degree program to a Ph.D. degree program within the same major, contact the graduate staff for those degree programs and ask them to add the new degree program to your current active student record in the Student Information System (SIS).

If you are no longer pursuing a graduate degree program in a particular major, contact the graduate staff for that degree program and ask them to discontinue that degree program in your student record in the Student Information System (SIS).

Any changes to degree programs, including thesis/non-thesis/project option, must occur before the midpoint deadline published in the Graduate Catalog's academic calendar for your final term.

Conflict Resolution

The University of Florida is committed to treating all members of the campus community fairly and considerately when it comes to conflict resolution.

UF has mechanisms in place to ensure that you are given adequate opportunity to raise concerns (aside from grades) before university administrators if you feel that you have experienced unfair treatment or undue hardship, such as academic issues, discrimination, employment problems, scholarly misconduct, or sexual harassment.

Your degree program, department, or college may have their own specific conflict resolution procedures as well, so be sure to check with those units.

If **academic conflicts** arise, here are the steps you can take to address and resolve them:

1. Communicating promptly and proactively is key. As soon as you become aware of activity or circumstances that cause you concern, speak to the individuals involved, your department's graduate coordinator, or your supervisory committee chair, to see if you can resolve the conflict informally. You may wish to present your concerns in writing to the individuals alleged to have caused a conflict. Those individuals must respond either orally or in writing.
2. If Step 1 does not resolve the conflict to your satisfaction, submit a written grievance and supporting documentation to your department chair or designated representative, who must respond to you in writing in a timely fashion.
3. If Step 2 does not resolve the conflict to your satisfaction, submit your written grievance and support documentation to your college's graduate associate dean, who will investigate the matter and respond to you in writing within a reasonable time frame.
4. If Step 3 does not resolve the conflict to your satisfaction and the issue includes questions of fairness, justice, discrimination, or similar concerns, submit your written grievance and support documentation to the UF Office of the Ombuds. You can only take this step after you have gone through Steps 1 through 3. Appeals to and decisions of the Ombuds are final. For more information, click this online link to the Ombuds website: [UF Ombuds](#).

For graduate assistants, most **employment-related grievances** are covered by Article 22 of the Collective Bargaining Agreement between the Florida Board of Education of the State University

System and Graduate Assistants United (GAU). In such cases, call the GAU office at 352-392-0274 or UF Human Resources at 352-392-2477 for information and instructions.

In cases of **research misconduct**, consult UF Research Integrity before lodging a formal complaint, by clicking on this online link: [UF Research Integrity](#). Any follow-up formal complaints would go to the administrator (department chair or dean, for example) to whom the accused party reports.

If you have questions, problems, or complaints with other aspects of student life, consult the UF Dean of Students Office: [UF Dean of Students Office](#).

Contacts

Emergency (Police/Fire/Paramedic)

	911
Campus Police (Non-Emergency)	352 392 1111
Counseling and Wellness Center	352 192 2575
GatorWell	352 273 4450
Graduate School	352 392 6622
Library	866 281 6309
OneStop Student Customer Service	352 392 2244 or toll-free 833 UF1 STOP
Student Health Care Center	352 392 1161

Courses and Credit

Eligible Courses

Courses numbered **1000-2999** are lower-division undergraduate courses and cannot count toward any graduate degree requirements. You can take 1000-2999 courses for an S/U (satisfactory/unsatisfactory) grading option.

Courses numbered **3000-4999** are upper-division undergraduate courses. In a small number of narrowly defined circumstances, up to six credits of 3000-4999 courses outside of your major may be counted toward your graduate degree with prior approval from your degree program, so check with your graduate coordinator or staffer before you register for them.

Courses numbered **5000-7999** are graduate courses. Enrollment in them is limited to graduate students, aside from specific exceptions detailed in the undergraduate catalog.

As a norm, courses numbered **7000-7999** are for advanced graduate students only.

Professional Coursework

You may receive credit toward your graduate degree for courses in professional degree programs (DVM, JD, or MD, for example) if your graduate coordinators and advisors certify that

the courses are appropriate for your degree program and when you receive permission from the academic units and colleges offering those professional courses.

The courses must be letter-graded, and you must earn a grade of B or better in them. However, those grades in those courses will not calculate into your overall, major, or minor grade point averages.

Your degree program must file a list of UF professional courses for you with Graduate Student Records in the Graduate School by the midpoint deadline in the semester in which you plan on graduating with your graduate degree.

The Graduate School must approve applying professional courses earned at other institutions toward your UF graduate degree via the transfer credit process. See your graduate coordinator or staffer about that process.

There are limits to how much professional coursework you can apply toward your graduate degree: no more than nine credits toward a master's degree and no more than 30 credits toward a doctoral degree.

Audited Courses

If you audit any courses at any level, they will not count toward your graduate degree requirements.

Supervised Research and Supervised Teaching Courses

You cannot take more than five credits of Supervised Research (numbered 6910) and Supervised Teaching (numbered 6940) at UF. If you have taken five credits of 6910, you cannot take Advanced Supervised Research (7910). If you have taken five credits of 6940, you cannot take 7940. Courses numbered 7979 and 7980 (Advanced Research and Research for Doctoral Dissertation) cannot count toward a master's degree at UF.

Repeating Courses

Repeating course means repeating a course in which there is no significant change in content from semester to semester. It does not apply to repeating seminars or special topic courses, where content varies from semester to semester.

You can only repeat courses if you earned a failing grade (C-, D+, D, D-, or E) in them. You can only repeat courses in which you earned a passing grade (C or higher) if your degree program, college, and the Graduate School approve through a formal petition process. Grades and grade points for repeated courses are counted into your grade point average each time you repeat the same course — but credits for the course will only be awarded once.

If you earn an Incomplete (I* or I) grade in a course, you cannot retake the course to get it replaced with a standard letter grade (A-E). If attending the course again is necessary to

complete your work and resolve the I* or I grade, you must audit, not register for, it. For details on auditing courses, click this online link: [Auditing Courses](#).

There is no limit on repeating courses numbered 6971, 6972, 6979, 7979, and 7980, but the Graduate School will only count up to six credits of 6971 toward a thesis master's degree. Other courses repeated for credit indicate "Max" (maximum) after the single semester credit in the Graduate Catalog. Click this online link to look at specific courses: [Graduate Courses A-Z](#).

Degree Award Dates

Although you may have fulfilled all academic requirements for your degree, your degree is not awarded until the Graduate School certifies your graduation to the Office of the University Registrar. Certification happens at the end of Fall, Spring, and Summer C Semesters for all students who applied to graduate in those terms. Some employers and licensing boards require the degree award date on your transcript, which is available the day after certification in December, May, and August.

Degree Program Changes

If you are a master's degree student who wishes to pursue a Ph.D. degree program in the same major, contact your academic unit to have them add it to your record in the Student Information System (SIS).

If you wish to change your major or add a degree program in another major, you must submit a new graduate admission application through the UF Office of Admissions website by clicking on this online link: [Graduate Admission](#).

If you wish to make changes within your degree program — for thesis/non-thesis/project options, concentrations, or minor, for example — contact your academic unit to make those changes in the Student Information System (SIS). Those changes must be made before the published midpoint deadline of your final semester, when you plan on graduating.

Dismissal

You can be dismissed from your degree program and barred from further enrollment at UF if you:

- Demonstrate unsatisfactory scholarship (less than a 3.00 grade point average in all course work you attempt).
- Fail to meet academic performance, curricular, or research goals set by your degree program, college, or the Graduate School.

- Violate standards of integrity in [The Orange Book: UF Student Honor Code and Student Conduct Code](#), any other UF regulations, or civil and/or criminal law.

Diversity, Equity, and Inclusion

The University of Florida is committed to diversity, equity, and inclusion as the foundation of a campus community that mirrors the racial, ethnic, and cultural medley of the population in our state, our nation, and our world.

Enrolling students and hiring faculty and staff of all backgrounds drawn from that pluralism enriches teaching, learning, and research in higher education because it fosters academic dialogue from multiple perspectives and nurtures cross-cultural understanding in the pursuit of mutual respect, understanding, and collaboration for the common good.

As part of that commitment, UF does not tolerate the actions of anyone who violates the rights of another person.

For more information about UF's efforts to cultivate diversity, equity, and inclusion on campus, click these online links:

- [UF Institutional Equity and Diversity](#)
- [UF Multicultural and Diversity Affairs](#)
- [UF Office of Graduate Diversity Initiatives](#)

Drop/Add: Adjusting Your Enrollment

Each semester, you may adjust your enrollment by dropping or adding courses during its drop/add period, without any penalty. Drop/add usually lasts five business days in fall and spring semesters or two business days in summer semesters, starting the first day of the semester. If your class meets for the first time after drop/add, you may drop it without academic penalty or fee liability by the end of the next business day after its first meeting — though that does not apply to laboratory sections of courses.

After drop/add, you may drop a course, but a W (Withdrawn) grade will appear on your transcript.

You are financially responsible for any courses you add or drop after deadline — including if you are a student on a tuition waiver.

Retroactive drop/add after the end of a semester is not allowed, so verify all enrollment changes and any needed adjustments online at [ONE.UF](#) before the last day of classes for each semester.

Email

Both UF and its Graduate School will send official, critical, and time-sensitive messages to the UF business email address listed for you in the UF Directory, so make a habit of checking that account regularly, so that you do not miss important information and deadlines. Usually, your UF business email address is attached to your GatorLink account. For more information about GatorLink, click this online link to its website: [GatorLink](#).

Also, your email address will be added automatically to the Graduate School’s graduate student listserv, over which it sends messages from time to time about academic, financial aid, professional development, and student enrichment updates and opportunities. You cannot opt out of that listserv while you are enrolled at UF. We do our best to keep listserv messages to a minimum and make sure they address as broad appeal as possible, though not all may be of interest to every single graduate student.

Grading

Your **grade point average** gauges your academic performance as a graduate student. It is calculated based on your grades, their point values, and how many credits taken. For example:

Grade	Points		Credits		Total Points
A	4.00	×	3	=	12.00
B	3.00	×	6	=	18.00
Totals			9	=	30.00
Total Points			Total Credits		
30.00	÷		9	=	3.33

At UF, grade point averages are truncated, not rounded (which means a 3.69 grade point average is reckoned as 3.6, not 3.7, for example).

Your graduate grade point average counts all credits for courses numbered 5000 or higher, plus any courses numbered 3000-4999 taken outside of your major. Courses numbered 1000-2999 do not figure into your grade point average and will not count toward your minimum registration requirements or the total number of credits required for your graduate degree.

To be in good standing as a graduate student at UF, you are expected to maintain at least a 3.00 grade point average. To graduate with your graduate degree, you must have at least a 3.00 grade point average (overall and major, plus in a minor if you pursue one). There are no exceptions to that minimum.

UF’s **grade scale**, from which your grade point average is calculated, is:

Grade	Points	Value for graduate students	Counts in average?
A	4.00	Passing	Yes

A-	3.67	Passing	Yes
B+	3.33	Passing	Yes
B	3.00	Passing	Yes
B-	2.67	Passing	Yes
C+	2.33	Passing	Yes
C	2.00	Passing	Yes
C-	1.67	Failing	Yes
D+	1.33	Failing	Yes
D	1.00	Failing	Yes
D-	0.67	Failing	Yes
E	0.00	Failing	Yes
H	0.00	Deferred	No
I	0.00	Failing	Yes
I*	0.00	Incomplete	No
NG	0.00	Failing	Yes
NG*	0.00	No Grade Reported	No
S	0.00	Passing	No
U	0.00	Failing	No
W	0.00	Withdrawn	No
WF	0.00	Failing	Yes

A through **E** grades are standard letter grades for academic performance in a course. Your degree program must petition the Graduate School to allow graduation with failing grades on your transcript before UF can award your graduate degree.

H grades are **Deferred** grades, limited to specific courses noted in the Graduate Catalog, as approved by the Graduate Curriculum Committee and the Graduate School, for course work that by design is meant to be completed over more than one semester. A final grade is deferred until the course work is done. H grades do not count into your grade point average. They must be replaced by a standard letter grade (A-E) before UF can award your graduate degree.

I* and **I** grades are **Incomplete** grades, assigned if you did not complete your work in a course by the end of its semester. Incomplete grades start as an I* on your transcript and do not count into your grade point average for 150 days. If you do not complete your course work and get your I* grade changed to a standard letter grade (A-E) within 150 days, it will turn into an I grade and count into your grade point average as a failing grade. All I grades must be resolved before your graduate degree can be awarded. To resolve an I* or I grade, you must complete your course work, not retake the course. If attending the course again is necessary to complete your work and resolve the I* or I grade, you must audit, not register for, it. For details on auditing courses, click this online link: [Auditing Courses](#).

NG* and **NG** grades are **No Grade Reported** grades. If you get an NG* grade, contact your instructor or graduate coordinator as soon as possible. If left unchanged after one semester, it will turn into an NG grade and count into your grade point average as a failing grade. If NG

grades remain unchanged, your degree program must petition the Graduate School to allow graduation with them on your transcript before UF can award your graduate degree.

S (Satisfactory) and **U** (Unsatisfactory) grades are allowed for select courses listed with that grading option in the Graduate Catalog. They are not an option for all courses. S is a passing grade, while U is a failing grade, though neither earn points that count into your grade point average. If you earn U grades, your degree program must petition the Graduate School to allow graduation with them on your transcript before UF can award your graduate degree.

W and **WF** grades are **Withdrawn** grades. A W grade is assigned if you withdraw from a course by the deadline published in the Graduate Catalog and does not count into your grade point average. A WF grade is assigned if you withdraw after that deadline and counts into your grade point average as a failing grade.

Graduate Student Representation and Advocacy

The Graduate School's **Division of Graduate Student Affairs** offers a variety of opportunities for graduate student engagement, such as the [Organization for Graduate Student Advancement and Professional Development \(OGAP\)](#), among others:

- Its **Office of Graduate Diversity Initiatives (OGDI)** fosters equity and inclusiveness through recruitment, mentoring, and advocacy for underrepresented students within the campus community. Click this link to visit its website: [OGDI](#). To learn more about student groups with which it works, click these online links:

[Asian Graduate Student Organization \(AGSO\)](#)

[Black Business Students Association](#)

[Black Graduate Student Organization \(BGSO\)](#)

[Gator McKnights Unite \(GMU\)](#)

[Latino-Hispanic Organization of Graduate Students \(LOGRAS\)](#)

[Society for Advancement of Chicanos/Hispanics and Native Americans in Science \(SACNAS\)](#)

- Its **Office of Graduate International Outreach** spearheads global recruitment efforts and builds worldwide links with higher education across borders. Click this link to visit its website: [OGIO](#).
- Its **Office of Graduate Professional Development** offers opportunities to hone academic, career-building, and personal care skills. Click this link to visit its website: [OGPD](#).

The **Graduate Student Council (GSC)** serves as a liaison between UF graduate students, UF administration, and UF Student Government. It sponsors and coordinates various activities to enhance graduate student networking and advancement, including a domestic and international **travel grant program** to help you travel for conferences and professional development opportunities. Click this online link to explore its website: [Graduate Student Council \(GSC\)](#).

Graduate Assistants United (GAU) represents graduate assistants in collective bargaining union negotiations over wages, credits, and other employment issues. It also serves as an advocate for graduate assistants with employment grievances, publishes a newsletter, maintains an email list, and hosts social events. Click this online link to explore its website: [Graduate Assistants United \(GAU\)](#).

UF Student Government advocates for student interests at UF through its executive, legislative, and judicial branches, funding a bevy of organizations and activities on campus — including the Graduate Student Council (GSC). A proportionate share of seats in its Senate are reserved for graduate student representatives, to ensure that graduate student voices, concerns, and input are heard in the legislative process. Click on this online link to explore its website: [UF Student Government](#).

Graduation

UF awards degree after each semester in December, May, and August. Please note that **commencement** (a graduation ceremony) and **graduation** (the actual awarding of a degree) are not the same thing. You are not officially graduated until the Graduate School certifies that you met all degree requirements, and the Registrar’s Office updates your transcript, and diplomas are delivered afterwards.

The Semester Before You Plan on Graduating

The semester before you plan on graduating, check with your degree program to:

- Make sure all Incomplete (I) grades and other unresolved or ineligible grades are cleared up.
- Make sure any needed grade changes have been made.
- Make sure your degree program and supervisory committee information in the Student Information System (SIS) and Graduate Information Management System (GIMS) is accurate.

Please note: If you are a student in a non-thesis master’s degree program, entering supervisory committee data into GIMS is optional. Check with your degree program.

The Semester You Plan on Graduating

The semester you plan on graduating, submit a degree application online as early as possible online through the ONE.UF website, before the deadline published in the UF calendar and the Graduate School calendar in the Graduate Catalog. If you do not apply by that deadline, you cannot graduate that semester. Click this online link for the ONE.UF website: [ONE.UF](#).

If you are in a concurrent degree program and expect to graduate with both degrees at the end of the same semester, you need to submit degree applications for both degrees.

The degree application:

- Ensures that your name is on the graduation lists for that semester.
- Confirms your name for placement on your diploma and in the commencement program.
- Puts your name on the list to receive information about commencement ceremonies, including rental or purchase of graduation regalia, such as cap, hood, and gown.

Your degree application will not “roll over” from one semester to another. If you do not graduate one semester, you must submit a new degree application for the next semester you plan on graduating.

During the semester you plan on graduating, you must register for at least three credits for Fall or Spring Semester, or two credits for Summer Semester. If you are on an assistantship, fellowship, or traineeship, you may have to register for more credits to meet their minimum enrollment requirements.

During the semester you plan on graduating, you must complete satisfactory performance on your final examination or defense, plus final submission of your corrected thesis or dissertation, by the deadlines published in the Graduate School calendar in the Graduate Catalog.

At the End of Your Graduating Semester

The Registrar’s Office posts your graduation date and degree earned on your transcript after graduation certification is finished. Updated transcripts are usually available the day after graduation certification. Thesis master’s degree students must register for courses numbered 6971, and doctoral students must register for courses numbered 7979 or 7980.

Diplomas are ordered after the semester is over. About eight weeks after graduation, yours will be sent to your permanent home address on file at the Registrar’s Office — so well before graduation, please be sure to verify (and, if needed, update) your permanent home address by clicking on this online link: [Update Your Address](#).

Health and Wellness: Body, Mind, and Spirit

Being proactive about taking care of yourself as a graduate student is vital to your academic performance and balanced, well-adjusted living. UF offers a number of services and resources to help keep you well in body, mind, and spirit.

The **UF Student Health Care Center** offers a broad variety of medical services to meet your personal healthcare needs, including primary care, specialty care, urgent and emergency care, immunizations, allergy treatment, telehealth consultations, a full-service pharmacy, and more. Find out more:

Website: [UF Student Health Care Center](#)

Telephone: 352 392 1161

The **UF Counseling and Wellness Center (CWC)** provides wide-ranging confidential services to support and enhance your mental health and emotional balance as a graduate student. Its in-person and online offerings include crisis support, one-on-one counseling, group therapy, couples counseling, addiction recovery support, anxiety reduction, personal growth workshops, and much more. Find out more:

Website: [UF Counseling and Wellness Center \(CWC\)](#)

Telephone: 352 392 1575

U Matter We Care gets you in touch with education, training, programs, resources, and support networks to help you care for yourself and others amid the challenges of graduate student life. Find out more:

Website: [U Matter We Care](#)

Telephone: 352 294 CARE (2273)

Email: umatter@ufl.edu.

UF GatorWell provides information, insight, and coaching on how to prioritize your well-being by developing healthy habits that enhance your time management, stress reduction, sleep, and social life. Find out more:

Website: [UF GatorWell](#)

Telephone: 352 273 4450

UF RecSports helps keep you physically fit and socially engaged through programs, resources, and services focused on exercise, nutrition, sports, and outdoor recreation. Find out more:

Website: [UF RecSports](#)

The **UF Campus Multi-Faith Cooperative** connects you with faith and fellowship within a diverse spectrum of religious traditions to provide spiritual nurture and sense of community while you pursue your graduate studies. Find out more:

Website: [UF Campus Multi-Faith Cooperative](#)

Email: campusmultifaithcooperative@gmail.com.

Integrity

Integrity — honesty and soundness in your work and behavior — is a paramount principle and expectation in UF's academic culture. For complete details about its Student Honor Code and Student Conduct Code, click this online link: [The Orange Book: UF Student Honor Code and Student Conduct Code](#).

UF does not tolerate plagiarism, as its honor code states:

A student must not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:

1. Stealing, misquoting, insufficiently paraphrasing, or patch-writing.
2. Self-plagiarism, which is the reuse of the student's own submitted work, or the simultaneous submission of the student's own work, without the full and clear acknowledgment and permission of the faculty to whom it is submitted.
3. Submitting materials from any source without proper attribution.
4. Submitting a document, assignment, or material that, in whole or in part, is identical or substantially identical to a document or assignment the student did not author.

Plagiarism is punishable by expulsion. If detected after a degree is awarded, UF may revoke the degree.

Please note that intent is not an element of this kind of violation of academic integrity, so it is extremely important to take great care in appropriately citing your work.

For more information about properly citing sources and avoiding plagiarism, click these online links:

[Citing Sources and Avoiding Plagiarism Video](#)

[UF Libraries: Copyright on Campus](#)

Language Requirement for Teaching Assistantships

Florida law requires international students to demonstrate adequate fluency in speaking English before they can be hired as graduate teaching assistants in a classroom, laboratory, or other instructional venue. UF uses either its own local SPEAK Test or the TOEFL iBT Speaking Section to meet the requirements of that law. Click this link to learn more about minimum required scores and other policies, along with SPEAK Test dates and procedures:

[UF Academic Spoken English \(ASE\)](#)

Leave of Absence

If you need to take a leave of absence from your degree program for three or more consecutive semesters, make sure you get written approval from your degree program before you leave.

To return from a leave of absence, you will need to submit a readmission application. For more information on that process, please see the “Readmission” section in this handbook.

If you need to take a leave of absence from a graduate assistantship or other campus-related employment, please contact the human resources staffer in your degree program’s unit and [UF Human Resources](#) to find out policies and procedures beforehand.

Listserv

Your UF business email address on file will be added automatically to the Graduate School’s graduate student listserv, over which it sends messages from time to time about academic, financial aid, professional development, and student enrichment updates and opportunities. You cannot opt out of that listserv while you are enrolled at UF. We do our best to keep listserv messages to a minimum and make sure they address as broad appeal as possible, though not all may be of interest to every single student.

To view an archive of past graduate student listserv messages, click this online link: [UF Graduate Student Listserv Archive](#).

OneStop: All-in-One Student Customer Service

UF’s **OneStop Enrollment Services Center** offers you convenient, centralized, seamless customer service for admissions, bursar, financial aid, and registrar-related business and needs — via telephone, email, Zoom, or in person:

Online: [OneStop Online](#)

Telephone: 352 392 2244 or toll-free 833 UF1 STOP

In-Person: Ground floor lobby of Criser Hall

Hours: 8:30 a.m. to 4:30 p.m. Monday through Friday

Petitions

Petitions are requests for an exception to current UF or Graduate School policy due to extraordinary circumstances beyond the control of the student, degree program, department, or college.

If you need a petition, your graduate coordinator or staffer will initiate it for you, and get college approval for it, before submitting it for you to the Graduate School.

The Graduate School will notify your degree program via email about the decision made on your petition, so be sure to check back with your graduate coordinator or staffer about the outcome.

If you are seeking a refund of fees as part of the petition, you may need to complete a separate petition packet through the Registrar's Office **after** the Graduate School has acted on your petition. For information and instructions on petitioning for fee refunds, click this online link: [Refund Petitions](#).

Readmission

If you do not enroll at UF for three consecutive semesters (not including summer terms), you must apply for readmission via the UF Office of Admission website to resume your graduate degree program. For more information, instructions, and the application form, click this online link: [Readmission](#).

All readmission applicants must meet their department's or college's current admission requirements. Readmission is not guaranteed and depends on availability at the program, department, and college levels. Please check with your degree program before applying for readmission.

Readmission is for a specific semester and year. If you are unable to enroll for the semester for which you were readmitted, you must apply again for a different semester.

All readmission applicants must submit a satisfactory record of conduct. Regardless of prior admission or other qualifications, if you have experienced major or continuing difficulties with school or civil authorities since your last enrollment at UF, your readmission application may not be approved.

Registration

Registration Procedures

Each semester, you will get a registration appointment from the Registrar's Office, which is when you can start enrolling in courses for the next term. If you do not get a registration appointment, contact the Registrar's Office on campus (222 Criser Hall), by telephone (352 392 1374), or online by clicking this link: [Contact the Registrar's Office](#).

Before registering for courses, check with your academic advisor. Depending on your degree program, your advisor may be your supervisory committee chair, graduate coordinator, or a graduate staffer. In cases where a course's section number is "departmentally controlled" (not published in the Schedule of Courses), you will need to contact its department to get that number to register for it.

After checking with your academic advisor, you can register for courses and check class schedules, fee assessments, and grades online via the ONE.UF website. Click this online link for it: [ONE.UF](#).

Please pay attention to your registration appointment time, as well as the registration and fee payment deadlines on the UF academic calendar, to avoid late fee penalties.

ONE.UF provides confirmation of your registration transactions. If you do not get a confirmation, your registration transaction has not been completed. If that happens, or you have any questions about the registration process, contact your degree program's graduate coordinator or graduate staffers for help.

Make a habit of confirming your enrollment via ONE.UF during the registration and drop/add periods each semester to avoid errors and correct any right away.

Registration Requirements

Minimum registration for UF graduate students is three credits during Fall Semester or Spring Semester and two credits during Summer Semester.

Full-time registration is at least nine credits during any semester.

To have access to UF facilities (laboratories, libraries, studios, and the like) and faculty time, you must be duly enrolled.

Assistantships, fellowships, traineeships, and other forms of financial aid set their own minimum registration requirements. Please make sure you register for the minimum they require to remain on appointment or receive funding. If you drop below their minimum registration requirements at any time during the semester, you will have to pay for that semester's tuition and fees.

During the semesters of your qualifying examination, final examination, and graduation with your degree, you must register for credits that count toward your graduate degree program. In the semesters of your final examination and graduation with your degree, you must register in a course numbered 6971 if you are a master's degree student, or in courses numbered 7979 or 7980 if you are a doctoral student.

All exceptions to minimum registration requirements must be approved your graduate coordinator, college dean, and the Graduate School.

For complete details on registration requirements, including definitions of "full-time" or "full-time equivalents," read "Registration Requirements" at this online link to the Graduate Catalog: [Graduate Academic Regulations](#).

If you have any question about your registration requirements, check with the graduate coordinator or graduate staffer in your degree program.

Research with Human or Animal Subjects

UF regulations require that all research projects involving human or animal subjects be reviewed, even if the research does not involve experimentation, is purely observational, or seems totally harmless. This applies whether or not the research project is funded.

Graduate research that will involve collecting data using human or animal subjects must be approved before the project begins by one of three boards outside of the academic unit. The **Institutional Review Board (IRB)** reviews all research involving humans, through three IRB offices:

- **IRB-01** (telephone number 352 273 9600) reviews research at the Health Science Center, Shands HealthCare Inc., and the Veterans Administration (VA) Hospital conducted by faculty or staff working at those facilities.
- **IRB-02** (telephone number 352 392 0433) reviews all other nonmedical research involving human subjects.
- **IRB-03** (telephone number 904 244 5310) reviews research for the University Medical Center in Jacksonville, Florida.

For more information and forms, click this online link: [UF Institutional Review Board](#).

The **Institution Animal Care and Use Committee (IACUC)** reviews all research involving animals. For more information, guidelines, and forms, click this online link: [UF Institutional Animal Care and Use Committee](#).

Residency

Residency refers to your status as an in-state Florida resident or an out-of-state resident. It affects what tuition and fees you pay. Because UF is a state institution, Florida residents pay less tuition and fees per credit hour than non-Florida residents.

The UF Office of Admissions determines your residency status when you first apply for graduate admission to UF. Once you finish your first semester at UF, you can request a change in your residency status through the UF Office of the University Registrar.

For more information on residency policies and procedures, click this online link: [Residency](#).

Student Participation in Academic Unit Meetings

The Graduate Council's March 15, 1990 session approved this statement about graduate student involvement in policy and procedure meetings:

“Although departments may wish to have graduate students attend and become involved in departmental meetings at which policies and procedures of the graduate programs or other related matters are being discussed, graduate students should not

participate in the faculty decisions on matters pertaining to admission of new graduate student or the performance evaluations of current graduate students...”

Your academic unit may have additional requirements for graduate student participation in academic unit meetings.

Student Records

UF upholds the confidentiality of your student educational record in line with the State University System’s rules, Florida state statutes, and the Family Educational Rights and Privacy Act of 1974 (FERPA, also known as the Buckley Amendment).

Those legal measures allow release to the public of your name, class, college, major, dates of enrollment, degree(s) earned, awards received, address (local and permanent), email address, local telephone number, nature and place of employment at UF, participation in officially recognized activities and sports, and your weight and height if you are on a UF athletic team.

In general, UF students or alumni have the right to review their own educational records personally for information and determining their accuracy. Parents of dependent students, as defined by the US Internal Revenue Service, have those same rights. Photo identification, other like documentation, or personal recognition by the custodian of the records is needed before access is allowed.

For more details on the confidentiality of your student records, click this online link: [FERPA](#).

Supervisory Committee

Your supervisory committee is a team of graduate faculty members who oversee and mentor your progress through your graduate degree program, setting criteria and goals to ensure the integrity of your course work and research.

Once you and your degree program determine the membership of your supervisory committee, it enters your supervisory committee into GIMS (Graduate Student Management System) for you. Your supervisory committee is to be appointment as soon as possible after your admission as a graduate student and no later than your second semester of graduate enrollment.

Members of supervisory committees must be UF faculty members with graduate faculty status or special appointments made by your degree program. The Dean of the Graduate School is an ex officio member of all supervisory committees.

Supervisory Committee: Doctoral Degree

If you are a student in a doctoral degree program, your supervisory committee must have at least four members:

- A **chair** (who must have graduate faculty status in your degree program’s home unit).
- A **co-chair** or **member** (who must have graduate faculty status in your degree program’s home unit).
- A **member** (who must have graduate faculty status in any UF unit).
- An **external** (who must have graduate faculty status in any UF unit except for your own degree program’s home unit).

If you are pursuing a minor, one of the members on your supervisory committee must have graduate faculty status in that minor’s home unit. If you are pursuing more than one minor, you must have a graduate faculty member from each minor’s home unit on your supervisory committee.

Supervisory Committee: Master’s Degree with Thesis

If you are a student in a thesis master’s degree program, your supervisory committee must have at least two members:

- A **chair** (who must have graduate faculty status in your degree program’s home unit).
- A **member** (who must have graduate faculty status in any UF unit).

If you are pursuing a minor, one of the members on your supervisory committee must have graduate faculty status in that minor’s home unit. If you are pursuing more than one minor, you must have a graduate faculty member from each minor’s home unit on your supervisory committee.

Supervisory Committee: Master’s Degree without Thesis

If you are a student in a non-thesis master’s degree program, please check with your unit, since non-thesis programs may choose to have a formal supervisory committee or alternative oversight determined by its graduate faculty and in line with its policies.

Whether you have a supervisory committee or alternative oversight, if you are pursuing a minor, you must have someone with graduate faculty status in that minor’s home unit overseeing your work in that minor.

Special Appointments to Supervisory Committees

Special appointments enable qualified individuals who not have graduate faculty status at UF to serve as guest experts on your supervisory committees. They are made individually, on a case by case basis, per your degree program unit’s approval.

Special appointments do not count toward the required minimum of members for a valid supervisory committee (which must be filled by current UF graduate faculty), and they cannot serve as chairs, co-chairs, or externals on supervisory committees (only as members).

Check with your supervisory committee chair, graduate coordinator, and/or graduate staffer about adding a special appointment to your supervisory committee, as your degree program's unit must do this for you on GIMS (Graduate Student Management System).

Changing Your Supervisory Committee

Changes to your supervisory committee must be made in consultation with your degree program's unit and are allowed up to the midpoint deadline of the semester when you plan on graduating, so long as your final defense has not taken place. No changes are allowed after the defense. Please check with your degree program's unit for more information.

Unsatisfactory Scholarship

You may be denied further enrollment if your progress toward completing your degree program becomes unsatisfactory in the eyes of your department, school, college, or the Graduate School.

Unsatisfactory scholarship is defined as failure to maintain at least a 3.00 grade point average in all course work you attempt, as well as failure to meet curricular or research goals set by your degree program. If your grade point average falls below 3.00, you may not hold an assistantship or fellowship.

You cannot graduate with your degree if your overall and major grade point averages (you're your minor grade point average, if you pursue a minor) fall below 3.00.

At UF, grade point averages are truncated, not rounded, which means that a 2.97 grade point average is reckoned as 2.9, not as 3.0.