

# GRADUATE STUDENT 2016-2017 HANDBOOK



THE GRADUATE SCHOOL

**UF** UNIVERSITY of  
FLORIDA



## **Graduate School**

### **2016-2017 HANDBOOK**

### **for Graduate Students**

Every effort has been made to ensure the accuracy of the information presented in this handbook. It is intended as a resource guide for graduate students. The [Graduate Catalog](#) is the official University of Florida (UF) publication for graduate policies and procedures and will take precedence if there are any discrepancies between the two publications.

The University of Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Bachelor's, Master's, Specialist, Engineer\*, Doctoral, and Professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of Florida.

The University of Florida is committed to diversity and creating a community that reflects the rich racial, cultural and ethnic diversity of the state and nation. No challenge that exists in higher education has greater importance than the challenge of enrolling students and hiring faculty and staff who are members of our country's diverse groups. This pluralism enriches the university community, offers robust academic dialogues and contributes to better teaching and research. The University and its components benefit from the richness of a multicultural student body, faculty and staff who can learn from and support one another. Such diversity will empower and inspire respect and understanding among us. Importantly, the University does not tolerate the actions of anyone who violates the rights of another person.

For more information regarding UF's commitment to equity and diversity, visit The Office of Institutional Equity & Diversity's website at <http://www.hr.ufl.edu/eo/default.htm>.

Also, more information is available to you at the UF Graduate School website at <http://graduateschool.ufl.edu>.

\*Refer to the 2016-2017 Graduate School Catalog

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# THE GRADUATE SCHOOL

## Vision, Mission, Values

### VISION

Excellence in all aspects of graduate education at the University of Florida

### MISSION

The UF Graduate School is committed to providing services to the campus community that maintain integrity and excellence in graduate education through clear and consistent policies, high standards, efficient procedures and direct student support. We seek to support all graduate students, faculty, and staff by fostering relationships, increasing communications and collaborations, and delivering comprehensive research and data resources to inform graduate education. The Graduate School:

- **Provides** opportunities through funding support, professional development activities, support for student groups, awards, and fellowships to enhance recruitment, further retention, and doctoral degree completion;
- **Partners** with academic units in providing underrepresented minority and international outreach and support in recruiting potential students;
- **Promotes** efficiency and effectiveness in graduate education, so UF graduate students can achieve their educational and professional potential and make contributions to the university, the state, the nation and the world.

### VALUES

- Excellence in graduate education
- Recruitment and graduation of outstanding students
- Ethical conduct in graduate studies and research
- Diversity among students, faculty, and staff
- Communication and collaboration throughout the graduate community
- Graduate student professional development
- Preservation of academic standards
- Maintaining accurate data and records



## **Dean's Welcome**

**Fall 2016**



Dear Graduate Students:

On behalf of the Graduate School, I extend a warm welcome to you as a new or returning graduate student for this academic year at the University of Florida.

As the best and brightest, you have the opportunity through your academic and research studies to strengthen the economic and social welfare of Florida, the nation, and the world. The dynamic partnership between experienced faculty and enthusiastic and curious graduate students generates creativity, excitement, and innovation.

Along with the Graduate Catalog, one of the most important documents to keep readily available is this Graduate Student Handbook. This handbook is intended to assist you by providing helpful information and reference material in a useful format. Please take the time to read through the table of contents and become familiar with the topics that are covered.

I wish you enjoyable and successful years on this campus as a Gator Graduate Student.

Henry T. Frierson, Ph.D.

Associate Vice President and Dean of the Graduate School

## About the Graduate School

Since 1964, overall responsibility for graduate education at the University of Florida has been officially vested in the Graduate School, as specified in Article VI, Section 6 of the University of Florida Constitution.

In 2007, the Graduate School became a unit in the Office of the Provost. Henry T. Frierson was named Dean of the Graduate School and Associate Vice President of the University. He is assisted by the Senior Associate Dean, R. Paul Duncan, and the Assistant Dean for Administration, Rhonda S. Moraca.

The Graduate School is organized into the following units [Administration](#), [Data Management](#), [Editorial](#), [Graduate Records](#), and the [Division of Graduate Student Affairs \(DGSA\)](#), which contains the [Graduate Minority Programs \(OGMP\)](#), [Graduate International Outreach \(OGIO\)](#), and [Graduate Professional Development \(OGPD\)](#).

Visit the Graduate School's website at [www.graduateschool.ufl.edu](http://www.graduateschool.ufl.edu) for more information about the Graduate School at the University of Florida.

The Graduate School is responsible for oversight of minimum general standards of graduate work at the University and for coordinating the graduate programs of the various colleges and divisions of the University. General policies and standards of the Graduate School are established by the Graduate Faculty through the Graduate Council. The Graduate Council, chaired by the Dean of the Graduate School, reviews and approves academic programs, petitions, and policy related to graduate study and associated research.

A graduate student is elected each year by the Graduate Student Council to serve a two-year term on the Graduate Council, serving the first year as a nonvoting alternate member, attending and participating in meetings, and the second year as a voting member. To be eligible for this appointment, a student must be enrolled in a doctoral program.

Members of the Graduate Council are found at <http://graduateschool.ufl.edu/faculty--staff/resources/graduate-council/members/>.

The University of Florida has a decentralized model for Graduate Education. Responsibility for detailed operation of graduate programs is vested in individual colleges, schools, divisions, and academic units. In most colleges, an associate dean or other administrator is directly responsible for graduate studies in that college.



## Graduate School Website & Contacts

<http://graduateschool.ufl.edu>

The Graduate School website contains information about important deadlines, checklists, grants and fellowships, workshops, and other items relevant to graduate education. Students will be held responsible for procedures, and deadlines that are published through this website.

### ADMINISTRATION

Telephone: 392-6622, Email: [gradschool@ufl.edu](mailto:gradschool@ufl.edu)

Henry T. Frierson, Ph.D.  
*Associate Vice President and Dean*

R. Paul Duncan, Ph.D.  
*Senior Associate Dean*

Gann Enholm  
*Associate Director, Graduate Research and Special Projects*

Rhonda S. Moraca, Ph.D.  
*Assistant Dean for Administration*

Stephanie Nielsen  
*Associate Director, Accounting*

### DATA MANAGEMENT

Telephone: 392-6623, Email: [graddata@ufl.edu](mailto:graddata@ufl.edu)

Jenn Hubbs  
*Associate Director, Data Management*

### DIVISION OF GRADUATE STUDENT AFFAIRS

Telephone: 392-6444, Email: [ogmp@ufl.edu](mailto:ogmp@ufl.edu)

#### OFFICE OF GRADUATE INTERNATIONAL OUTREACH

Emilia Hodge, Ph.D.  
*Graduate Education Outreach Director*

Matthew Mitterko, M.A.  
*Associate Director, Graduate International Outreach*

#### OFFICE OF GRADUATE MINORITY PROGRAMS

Tyisha Hathorn, Ph.D. 392-6444  
*Director, Graduate Minority Programs*

OFFICE OF GRADUATE PROFESSIONAL DEVELOPMENT  
Bradley Osborn  
*Academic Assistant, Professional Development*

EDITORIAL OFFICE

Telephone: 392-1282, Email: [gradedit@aa.ufl.edu](mailto:gradedit@aa.ufl.edu)

Stacy Wallace  
*Assistant Director, Editorial Office*

GRADUATE RECORDS

Telephone: 392-4643, Email: [gradschool@ufl.edu](mailto:gradschool@ufl.edu)

Patricia Van Wert  
*Assistant Director, Graduate Degree Certification*

# ACADEMIC CALENDAR 2016-2017

## Fall 2016 Calendar

### **August 5, Friday, 5:00 p.m.**

Deadline for requesting transfer of credit (for fall degree candidates)

### **August 19, Friday, 5:00 p.m.**

Registration deadline

Last day for thesis and dissertation students to clear prior to the fall semester with the Graduate School Editorial Office.

See <http://graduateschool.ufl.edu/editorial/deadlines> for more information.

### **August 22, Monday**

Classes start.

Drop/add starts.

Late registration starts (late fee assessed after 5:00 p.m. on 8/19/16).

### **August 26, Friday, 11:59 p.m.**

Drop/add ends.

Late Registration ends (late fee assessed).

Deadline to withdraw with no fee liability

### **September 2, Friday, 3:30 p.m.**

Fee payment deadline

### **September 2, Friday, 5:00 p.m.**

Residency reclassification deadline for receiving the request and all documents

### **September 5, Monday, Labor Day**

No classes

### **September 9, Friday, 5:00 p.m.**

Deadline for Graduate Student Records to review/approve S/U Option Application for courses with this grading scheme

### **September 16, Friday, 5:00 p.m.**

Deadline to withdraw with 25% refund (W symbol assigned)

<http://registrar.ufl.edu/services/withdrawals.html>

Degree application deadline for degree award this term

<http://graduateschool.ufl.edu/graduation/checklists>

<https://one.uf.edu/>

**September 30, Friday, 5:00 p.m.**

Last day to submit Transmittal Letter and dissertation for initial review by Graduate School Editorial Office: <http://graduateschool.ufl.edu/graduation/checklists>

**October 6, Friday**

Midpoint of term

Deadline to finalize all data (except Final Exam) in GIMS for all degree applicants

Late degree application deadline for degree award this term

<http://www.registrar.ufl.edu/currents/latdegreeinfo.html>

**October 14-15, Friday-Saturday, Homecoming**

No classes

**October 26, Wednesday, 5:00 p.m.**

Last day to submit successfully defended thesis for review by Graduate School Editorial Office: <http://graduateschool.ufl.edu/graduation/checklists>

Deadline for final exam forms to be posted to GIMS for thesis students

**November 11, Friday, Veterans Day**

No classes

**November 21, Monday, 5:00 p.m.**

Deadline for final exam forms to be posted to GIMS for dissertation, non-thesis, project, and project-in-lieu of thesis students

Deadline for ETD Signature Pages to be posted to GIMS for thesis and dissertation students

Deadline for thesis and dissertation students to submit final pdf document for review by the Graduate School Editorial Office in order to qualify for degree award this term

No exceptions can be granted.

<http://graduateschool.ufl.edu/editorial/deadlines>

[www.graduateschool.ufl.edu/graduation/checklists](http://www.graduateschool.ufl.edu/graduation/checklists)

**November 21, Monday, 11:59 p.m.**

Last day to withdraw (all courses) without failing grades via [one.ufl.edu](http://one.ufl.edu)

<http://registrar.ufl.edu/services/withdrawals.html>

**November 23-26, Wednesday-Saturday, Thanksgiving**

No classes

**December 6, Tuesday, 5:00 p.m.**

Deadline for thesis and dissertation students to receive confirmation of Final Clearance status with the Graduate School Editorial Office to remain eligible for a degree award this term.

No exceptions can be granted.

<http://graduateschool.ufl.edu/editorial/deadlines>

**December 7, Wednesday**

Classes end.

Deadline for requesting transfer of credit (for spring degree candidates)

**December 8-9, Thursday-Friday**

Examination reading days (no classes)

**December 10, Saturday, and 12-16, Monday-Friday**

Final examinations

**December 16, Friday, 5:00 p.m.**

Last day to drop a course and receive W on transcript via College petition to the Registrar, Room 222 Criser

Last day to withdraw (all courses) without failing grades via College petition to the Registrar, Room 222 Criser

**December 16-17, Friday-Saturday**

Commencement Ceremonies+

**December 19, Monday, 12:00 noon**

Final term grades are due.

**December 20, Tuesday**

Degree certification

**December 21, Wednesday**

Unofficial transcripts with grades and remarks available via [one.ufl.edu](http://one.ufl.edu).

**Spring 2017 Calendar**

**December 7, Wednesday, 5:00 p.m.**

Deadline for requesting transfer of credit (for spring degree candidates)

**January 3, Tuesday, 5:00 p.m.**

Registration deadline

Last day for thesis and dissertation students to clear prior to the spring semester with the Graduate School Editorial Office—visit <http://graduateschool.ufl.edu/editorial/deadlines> for more information.

**January 4, Wednesday**

Classes start.

Drop/add starts.

Late registration starts (late fee assessed, after 5:00 p.m. on 1/3/17).

**January 10, Tuesday, 11:59 p.m.**

Drop/add ends

Late Registration ends (late fee assessed).

Deadline to withdraw with no fee liability

**January 13, Friday, 3:30 p.m.**

Fee payment deadline

**January 13, Friday, 5:00 p.m.**

Residency reclassification deadline for receiving requests and all documents

**January 16, Monday, Martin Luther King Jr. Day**

No classes

**January 20, Friday, 5:00 p.m.**

Deadline for Graduate Student Records to review/approve S/U Option Application for courses with this grading scheme

**January 27, Friday, 5:00 p.m.**

Degree application deadline for degree award this term

[www.graduateschool.ufl.edu/graduation/checklists](http://www.graduateschool.ufl.edu/graduation/checklists)

<https://one.uf.edu/>

Deadline to withdraw with 25% refund (W symbol assigned)

<http://registrar.ufl.edu/services/withdrawals.html>

**February 10, Friday**

Midpoint of term

Deadline to finalize all data (except Final Exam) in GIMS for all degree applicants

Late degree application deadline for degree award this term



**February 10, Friday, 5:00 p.m.**

Last day to submit Transmittal Letter and dissertation for review by Graduate School Editorial Office

<http://www.graduateschool.ufl.edu/graduation/checklists>

**March 4-11 Saturday-Saturday, Spring Break**

No classes

**March 14, Tuesday, 5:00 p.m.**

Last day to submit successfully defended thesis for review by Graduate School Editorial Office: <http://graduateschool.ufl.edu/graduation/checklists>

Deadline for final exam forms to be posted to GIMS for thesis students

**April 5, Wednesday, 5:00 p.m.**

Deadline for final exam forms to be posted to GIMS for dissertation, non-thesis, project, and project-in-lieu of thesis students

Deadline for ETD Signature Pages to be posted to GIMS for thesis and dissertation students

Deadline for thesis and dissertation students to submit final pdf document for review by the Graduate School Editorial Office in order to qualify for degree award this term--no exceptions can be granted--[www.graduateschool.ufl.edu/graduation/checklists](http://www.graduateschool.ufl.edu/graduation/checklists)

**April 7, Friday, 11:59 p.m.**

Last day to withdraw (all courses) via one.ufl.edu without failing grades

<http://registrar.ufl.edu/services/withdrawals.html>

**April 19, Wednesday**

Classes end.

**April 19, Wednesday, 5:00 p.m.**

Deadline for thesis and dissertation students to receive confirmation of Final Clearance status with the Graduate School Editorial Office to remain eligible for a degree award this term--no exceptions can be granted--

<http://graduateschool.ufl.edu/editorial/deadlines>

Deadline for requesting transfer of credit (for summer degree candidates)

**April 20-21, Thursday-Friday**

Examination reading days (no classes)

**April 21, Friday**

Doctoral Degree Commencement Ceremony+

**April 22, Saturday; April 24-28, Monday-Friday**

Final examinations

**April 28, Friday**

Last day to drop a course and receive W on transcript via College petition to the Registrar, Room 222 Criser

Last day to withdraw (all courses) without failing grades via College petition to the Registrar, Room 222 Criser

**April 28-30, Friday-Sunday**

Commencement Ceremonies (non-doctoral) +

See commencement schedule for specific dates:

<http://www.registrar.ufl.edu/commencement/>

**May 1, Monday, 12:00 noon**

Final term grades are due.

**May 2, Tuesday**

Degree certification

**May 3, Wednesday**

Unofficial transcripts with grades and remarks available via [one.ufl.edu](http://one.ufl.edu).

**Summer 2017 Calendar**

All Summer 2017 graduate-level degrees will be awarded at the end of Summer B/C (August 2017). Applicants will select Summer B/C 2017 on the degree application menu in [one.ufl.edu](http://one.ufl.edu). The Summer 2017 degree application will be available via [one.ufl.edu](http://one.ufl.edu) mid-March 2017. Students enrolled only in Summer A courses must still apply for degree award during the Summer B/C term, since graduate-level degrees are only awarded at the end of the B/C term. No graduate-level degrees are awarded at the end of Summer A (June). No late degree applications will be approved after the B/C deadline (June 28). For more information, visit [www.graduateschool.ufl.edu/graduation/checklists](http://www.graduateschool.ufl.edu/graduation/checklists).

**April 19, Wednesday, 5:00 p.m.**

Deadline for requesting transfer of credit (for summer degree candidates)

**May 5, Friday, 5:00 p.m.**

Summer A & C registration

Last day for thesis and dissertation students to clear prior to the summer semester with the Graduate School Editorial Office

<http://graduateschool.ufl.edu/editorial/deadlines>

**May 8, Monday**

Summer A & C classes start.

Summer A & C drop/add starts.

Summer A & C late registration starts (late fee assessed).

**May 9, Tuesday, 11:59 p.m.**

Summer A & C late registration ends (late fee assessed).

Summer A & C drop/add ends.

Summer A & C deadline to withdraw with no fee liability

**May 17, Wednesday, 5:00 p.m.**

Summer A deadline to withdraw with 25% refund (W symbol assigned)

<http://registrar.ufl.edu/services/withdrawals.html>

Summer A Deadline for Graduate Student Records to review/approve S/U Option Application for courses with this grading scheme

**May 19, Friday, 3:30 p.m.**

Summer A & C fee payment deadline

**May 19, Friday, 5:00 p.m.**

Summer A & C residency reclassification deadline for receiving the request and all documents

**May 26, Friday, 5:00 p.m.**

Summer C deadline to withdraw with 25% refund (W symbol assigned)

<http://registrar.ufl.edu/services/withdrawals.html>

Summer C Deadline for Graduate Student Records to review/approve S/U Option Application for courses with this grading scheme

**May 29, Monday, Memorial Day**

No classes

**June 9, Friday, 5:00 p.m.**

Last day to withdraw (all courses) via one.ufl.edu for Summer A without failing grades

<http://registrar.ufl.edu/services/withdrawals.html>

**June 12, Monday, 5:00 p.m.**

Last day to submit Transmittal Letters and dissertation for initial review by Graduate School Editorial Office: [www.graduateschool.ufl.edu/graduation/checklists](http://www.graduateschool.ufl.edu/graduation/checklists)

**June 16, Friday**

Summer A classes end.

Summer A final examinations during regular class periods

**June 16, Friday, 5:00 p.m.**

Last day to drop a course and receive W on transcript for Summer A term via College petition to the Registrar, Room 222 Criser

Last day to withdraw (all courses) without failing grades for Summer A term via College petition to the Registrar, Room 222 Criser

**June 19, Monday, 12:00 p.m.**

Summer A final term grades are due.

**June 19-23, Monday-Friday, Summer Break**

No classes

**June 21, Wednesday**

Final grades viewable via [one.ufl.edu](http://one.ufl.edu) for Summer A courses

**June 23, Friday, 5:00 p.m.**

Summer B Registration

**June 26, Monday**

Summer B classes start.

Summer B drop/add starts.

Summer B late registration starts (late fee assessed, after 5:00 p.m. on 6/24/16).

**June 27, Tuesday, 11:59 p.m.**

Summer B drop/add ends.

Summer B late registration ends (late fee assessed).

Summer B deadline to withdraw with no fee liability

**June 28, Wednesday**

Midpoint of summer term

Deadline to finalize all data (except Final Exam) in GIMS for all degree applicants

Summer B/C degree application deadline due via [one.ufl.edu](http://one.ufl.edu)—no exceptions will be granted after this date: [www.graduateschool.ufl.edu/graduation/checklists](http://www.graduateschool.ufl.edu/graduation/checklists)

**July 4, Tuesday, Independence Day**

No classes

**July 5, Wednesday, 5:00 p.m.**

Summer B deadline to withdraw with 25% refund (W symbol assigned):

<http://registrar.ufl.edu/services/withdrawals.html> or 222 Criser Hall

Summer B Deadline for Graduate Student Records to review/approve S/U Option

Application for courses with this grading scheme

**July 6, Thursday, 5:00 p.m.**

Last day to submit successfully defended thesis for review by Graduate School Editorial

Office: [www.graduateschool.ufl.edu/graduation/checklists](http://www.graduateschool.ufl.edu/graduation/checklists)

Deadline for final exam forms to be posted to GIMS for thesis students

**July 7, Friday, 3:30 p.m.**

Summer B fee payment deadline

**July 7, Friday, 5:00 p.m.**

Summer B residency reclassification deadline for receiving the request and all

documents

**July 25, Tuesday, 5:00 p.m.**

Deadline for ETD Signature Pages to be posted to GIMS for thesis and dissertation students

Deadline for final exam forms to be posted to GIMS for dissertation, non-thesis, project, and project-in-lieu of thesis students

Deadline for thesis and dissertation students to submit final pdf document for review by the Graduate School Editorial Office in order to qualify for degree award this term--no exceptions can be granted--[www.graduateschool.ufl.edu/graduation/checklists](http://www.graduateschool.ufl.edu/graduation/checklists)

**July 28, Friday, 11:59 p.m.**

Last day to withdraw (all courses) for Summer B or Summer C via [one.ufl.edu](http://one.ufl.edu) without

failing grades: <http://www.registrar.ufl.edu/currents/withdraw.html>

**August 2, Wednesday, 5:00 p.m.**

Deadline for thesis and dissertation students to receive confirmation of Final Clearance status with the Graduate School Editorial Office to remain eligible for a degree award this term--no exceptions can be granted--

[www.graduateschool.ufl.edu/graduation/checklists](http://www.graduateschool.ufl.edu/graduation/checklists)

**August 4, Friday**

Summer B and C classes end.

Final examinations are during regular class periods.

**August 4, Friday, 5:00 p.m.**

Last day to drop a course and receive W on transcript for Summer B or Summer C via College petition to the Registrar, Room 222 Criser

Last day to withdraw (all courses) without failing grades for Summer B or Summer C via College petition to the Registrar, Room 222 Criser

Deadline for requesting transfer of credit (for fall degree candidates)

**August 5, Saturday**

Commencement+

**August 7, Monday, 12:00 noon**

Summer B and C final term grades are due.

**August 8, Tuesday**

Degree certification

**August 9, Wednesday**

Unofficial transcripts with grades and remarks are available via [one.ufl.edu](http://one.ufl.edu).

**NOTES: All dates and deadlines are subject to change and will be updated accordingly. Prospective students should contact the appropriate academic unit for admission application deadlines. + Projected dates. Notification of dates and times of ceremonies for colleges and schools will be sent to degree candidates as soon as plans are finalized. Please do not anticipate exact dates and times until notification is received.**



## **ACADEMIC UNIT MEETINGS PARTICIPATION**

On March 15, 1990, the Graduate Council approved the following statement regarding graduate student involvement in policy and procedure meetings. Individual academic units may have additional requirements for graduate students participating in academic unit 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 students or the performance evaluations of current graduate students.”

## **ADD OR CHANGE A DEGREE PROGRAM**

Students who wish to change a major or degree objective (including continuing to a Ph.D. after receiving a master's degree,), whether in the same or to a different college, must have the academic unit offering the degree add a degree segment via the Graduate Information Management System (GIMS). Any changes to degree programs, including thesis/non-thesis/project options, concentrations, or minors **MUST** occur before the published midpoint deadline of the student's final term. Do not submit another Application for Admission to the Office of Admissions.

## **ADVANCED DEGREES**

### **Administration of a Program of Study**

All graduate degrees must have graduate faculty oversee the student's program of study and progress. For thesis and dissertation degrees, this oversight process is accomplished by a formal committee. These committees have slightly different criteria based on the particular degree.

For non-thesis degree programs, the oversight is at the academic unit/department/college level only. Non-thesis programs may choose to have a formal committee or an alternate structure as determined by the program's graduate faculty and consistent with academic unit policies. The oversight authority will be considered a duty of the supervisory committee. Units are able to enter their internal information into GIMS as a convenience.

Regardless of degree program, any student with a minor must have the name of the graduate faculty member overseeing the minor entered into GIMS.

A temporary adviser may be appointed by the chair or graduate coordinator of the major academic unit in the first semester of study. This adviser guides the student in the selection of courses until the supervisory committee is established. The deadline date for appointing a supervisory committee for thesis or dissertation students is at the end of the term in which the student has accumulated 12 or more credits, or at the end of the second semester.

### **Composition of a Supervisory Committee**

**Master's Degree:** The supervisory committee for a master's degree with thesis should consist of at least two Graduate Faculty members unless otherwise specified. The committee membership is entered by academic unit staff into the Graduate Information Management System (GIMS). For students pursuing a non-thesis program, the supervisory committee does not need to be entered into GIMS; if a minor is elected, the name of the minor representative must be entered into GIMS.

**Specialist in Education:** For students pursuing this non-thesis program, the supervisory committee, as determined by the academic unit, does not need to be entered into GIMS. If a minor is elected, the name of the minor representative must be entered into GIMS.

**Doctoral Degree:** For Ph.D. and Ed.D., the supervisory committee for a candidate for the doctoral degree shall consist of no fewer than four members selected from the Graduate Faculty. At least two members, including the chair, will be from the major academic unit, and at least one member will be drawn from a different educational discipline with no ties to the home academic unit to serve as the external member. One regular member can be from the home or any other academic unit.

**Doctor of Audiology (Au.D.):** For students pursuing this non-thesis program, the supervisory committee, as determined by the academic unit, does not need to be entered into GIMS. If a minor is elected, the name of the minor representative must be entered into GIMS.

**Doctor of Plant Medicine (D.P.M.):** For students pursuing this non-thesis program, the supervisory committee, as determined by the academic unit, does not need to be entered into GIMS. If a minor is elected, the name of the minor representative must be entered into GIMS.

If a *minor* is chosen for any degree, the supervisory committee will include at least one person selected from the Graduate Faculty from outside the discipline of the major for the purpose of representing the student's minor. In the event that the student elects more than one minor, each minor area must be represented on the supervisory committee. For the Ed.D. or Ph.D. programs, this person may also be the external committee member.

A *co-chair* from the same department may be appointed to serve during the planned absence of the supervisory committee chair. Co-chairs from outside the department may not substitute for the chair.

## Examinations

**Test of Spoken English (TSE)/SPEAK Test:** All graduate assistants who hold a position that places them in contact with other students—for example, tutoring, lecturing, assisting in a laboratory class—and who do not speak English as their native language must take the Test of Spoken English or SPEAK Test. A score of 45 or higher is required.

**Foreign Language Examination:** A foreign language examination is not required for all degree programs. Each student should contact the graduate coordinator in the appropriate program for specific information.

**Master's Examination:** A final comprehensive examination – oral, written, or both – must be passed by the candidate. This examination must cover at least the candidate's field of concentration and in no case may be scheduled earlier than the term preceding the semester in which the degree is to be conferred. For thesis degrees, the oral portion of the examination must be attended by the entire supervisory committee in compliance with Graduate Council policies. The written comprehensive examination for the non-thesis master's degree may be taken at a remote site. All other examinations must be held in compliance with Graduate Council policies with all participants. For specific examination requirements, see the individual degree listings in the Graduate Catalog.

**Engineer Examination:** After the student has completed all work on the plan of study, the supervisory committee/oversight authority conducts a final comprehensive oral and/or written examination, which also involves a defense of the thesis if one is included in the program, within 6 months of the degree award.

**Specialist in Education Examination:** Students are tested by three faculty members in both a written and an oral examination. These examinations must be given within 6 months of the intended date of graduation.

**Au.D. Examination:** The comprehensive examination, which is required of all candidates, may be taken during the eighth semester of study beyond the bachelor's degree. The examination, prepared and evaluated by the oversight authority, is both written and oral. The decision is made at this time whether the student is qualified to continue work toward the degree through completion of the clinical residency.

**D.P.M. Examination:** A comprehensive examination is required of all D.P.M. students and may be taken at the end of the Fall, Spring, or Summer Semester in which the student completes all course work and internships. Each of the three examinations is administered and evaluated by the oversight authority who is a specialist in that area. A student who fails to pass a comprehensive examination may retake it within three months.

**Ed.D. or Ph.D. Qualifying Examination:** A qualifying examination is required for Ph.D. and Ed.D. students. It may be taken after the third semester of graduate study. The results of the qualifying examination, successful or unsuccessful, must be filed with the Graduate School. If the student fails the qualifying examination, a reexamination may be requested, but it must be recommended by the supervisory committee. At least one semester of additional preparation is considered essential before reexamination.

**Ed.D.:** The applicant is recommended for the qualifying examination by the supervisory committee after completion of sufficient course work. The examination, administered by the student's major department, consists of

- 1) A general section,
- 2) A field of specialization section,
- 3) An examination in the minor or minors, where involved, and an oral examination conducted by the applicant's supervisory committee.
- 4) The supervisory committee must attend the oral portion of the examination in compliance with Graduate Council policies.

**Ph.D.:** The examination, conducted by the supervisory committee or the major and minor academic units, is both written and oral and covers the major and minor subjects. The supervisory committee must attend the oral portion of the examination in compliance with Graduate Council policies. The supervisory committee has the responsibility at this time of deciding whether the student is qualified to continue work toward the Ph.D. degree.

**Ed.D. or Ph.D. Final Examination:** After submission of the dissertation and completion of all other prescribed work for the degree, the candidate is given a final examination, which includes the defense of the dissertation. It is usually oral but may be written or both. The entire supervisory committee must attend the oral portion of the examination in compliance with Graduate Council policies. After the defense, all committee members sign the Final Examination form. Unanimous approval is required. This examination must be given within six months of the date of graduation.

## General Requirements

The following are Graduate School regulations. Colleges and academic units may have additional regulations.

**Time Limit:** All work counted toward the Master's degree or Specialist degree must be completed during the seven years immediately preceding the term in which the degree is awarded.

For the Engineer degree, the final 30 semester credits must be completed within five calendar years of the master's degree award.

For both the Ph.D. and the Ed.D., all work must be completed within five calendar years after the qualifying examination, or the examination must be repeated.

**Candidacy:** Only doctoral students (Ph.D. and Ed.D.) are formally admitted to candidacy. Such admission requires the approval of the student's supervisory committee, the department chair, the college dean, and the Dean of the Graduate School. The approval must be based on:

- The academic record of the student
- The supervisory committee's opinion on overall fitness for candidacy
- An approved dissertation topic
- A qualifying examination

**Credits earned at UF:** Unless otherwise specified, for any *master's degree*, the student must earn a minimum of 30 semester credits as a graduate student at the University of Florida, of which no more than 9 semester credits of graduate courses earned with a grade of A, A-, B+, or B may be transferred from an institution approved for this purpose by the Dean of the Graduate School. (See the Graduate Catalog for the requirements for a specific master's degree.)

For the *Engineer* degree, a total registration in an approved program of at least 30 semester credits beyond the master's degree is required. This minimum requirement must be earned through the University of Florida.

Beyond the first 30 credits counted toward a *doctoral* program, students must complete 30 credits in residence at the University of Florida campus or at approved branch stations of the University of Florida Agricultural Experiment Station or the Graduate Engineering and Research Center.

**Leave of Absence:** A graduate student who ceases to be registered at UF for more than 1 term needs prior written approval from the supervisory committee chair for a leave of absence for a stated period of time. This approved leave is kept on file in the student's departmental record. It does not need Graduate School approval. The student must reapply for admission on returning.

**Language Requirement:** All candidates must be able to use the English language correctly and effectively, as judged by the supervisory committee. A foreign language examination is required for some degree programs. Each student should contact the graduate coordinator in the major department for information on language requirements.

## Responsibilities of the Supervisory Committee

The general duties of all supervisory committees include informing the student of all regulations governing the degree sought, checking the qualifications of the student, and planning and approving a program of study. Any change to the committee must be completed prior to the final examination and before the posted midpoint deadline of the graduating term.

Although it is the duty of the supervisory committee to inform the student of all regulations governing the degree sought, this does not absolve the student from the responsibility of being informed concerning these regulations.

### ***Master's Degree***

**Thesis:** In addition to the general responsibilities and those listed below for all master's committees, the supervisory committee for a thesis program must approve a thesis topic and the plans for carrying out the research. The committee must meet when the thesis is at least 50% completed to review procedures, progress, and expected results and to make suggestions for the completion of the study.

The final exam must be attended by the supervisory committee in compliance with Graduate Council policies. Only the supervisory committee members may sign the ETD Signature page for the thesis. Unanimous approval is required.

**Non-thesis:** A final comprehensive exam is required for all non-thesis degree programs. The exam is administered by the program in a variety of formats, and may include a capstone course. Students should consult with the program to determine how this Graduate Council requirement is fulfilled.

### ***Specialist in Education***

Three faculty members are necessary to conduct the final written and oral examinations for the Specialist in Education degree. Recommendation for the awarding of the degree must be unanimous.

### ***Doctoral Degree***

**Au.D.:** Duties include curriculum planning for the student, annual evaluation of the student's progress in the program including administration of the oral and written comprehensive examination in the third year of study, and determination of successful completion of the Audiology research project.

**D.P.M.:** Duties include curriculum and internship planning and evaluation of the student, annual evaluation of the student's progress in the program, and cooperation in the final written and/or oral comprehensive examination in the areas of plant pathology, entomology/nematology, and plant sciences.

**Ed.D. and Ph.D.:** The supervisory committee must meet to discuss and approve the proposed dissertation topic and the plans for carrying out the research. The supervisory committee conducts the written qualifying examination or, in those cases where the written examination is administered by the department, takes part in it. The oral qualifying examination must be attended by the supervisory committee in compliance with Graduate Council policies. The committee recommends the student's admission to candidacy for the degree.

The committee chair must oversee and supervise the student's research. To protect both the student's and the University's interests in this important task, the chair is required to give the student a yearly letter of evaluation in addition to the S/U grades awarded for the research courses 7979 and 7980. A copy of the letter of evaluation must be placed in the student's confidential departmental file.

The supervisory committee should meet again when at least 50% of the work on the dissertation has been completed to review procedures, progress, and expected results and to make suggestions for completion.

The supervisory committee conducts the final examination, which may be oral, written, or both, to satisfy itself that the dissertation is original research and a contribution to knowledge. The oral portion of the examination must be conducted in compliance with Graduate Council policies. If the examination is satisfactory, all members of the supervisory committee sign the Final Examination Report.

### ***Selecting an Adviser***

The student's studies are generally guided and evaluated most directly by an adviser known officially as the supervisory committee chair. The relationship between a student and an adviser is extremely important. The adviser acts as a mentor, shaping the student's academic values and understanding of research. Thus, the agreement between an adviser and a student to work together must be made carefully. Both the student and the adviser should consider research goals, mutual interests, compatibility of work habits and personalities, and the student's career goals.

The best student/adviser relationships are those that closely approximate the relationship between senior and junior colleagues. The adviser may participate in the research to varying degrees, depending on the discipline and the research issues being addressed. However, it is the adviser's responsibility to guide the student through the first research experiences and to understand and constructively critique research accomplishments. It is the responsibility of the adviser and the student to meet frequently enough to achieve these goals. As a mentor, the adviser neither gives the student excessive guidance nor allows the student to struggle needlessly. The ultimate objective of the graduate research experience is for the student to progress to the point of being self-reliant in subsequent research experiences. To this end, advice to the student should be given with the aim of teaching effective research practices.

The adviser has the responsibility of discussing career opportunities with the student throughout the graduate program. During the year before graduation, advisers assist students in searching for a position by helping to identify potential positions and evaluating opportunities, writing letters of reference, reviewing and critiquing the student's vita, and guiding the student through the application and review process. In some disciplines, advisers may contact colleagues on behalf of their graduate students. In other fields, open position files may be maintained for graduate students' access.

The following sections contain questions for the graduate student and for the potential adviser that may help in assuring a good match.

### ***Questions for the Graduate Student***

Near the beginning of the graduate program, you should consider the following questions.

- Have you actively and thoroughly researched potential advisers?
- Have you met potential advisers? Have you read the recent publications of your potential advisers? Have you discussed perceived strengths and weaknesses of your potential advisers with current or recent students of those advisers?
- Have you and your potential adviser discussed projects and potential career options that will be available on completion of the degree program? In these discussions, have you and your potential adviser been able to communicate honestly and effectively?

Throughout the graduate program, the following questions should be considered.



- Do you and your adviser meet frequently to discuss the progress you are making and problems that you have encountered?
- Do you have opportunities to develop non-research skills, such as public speaking and writing, which are necessary for success in most jobs?
- Have you considered the ethics issues involved in the discovery of knowledge?

### *Questions for the Potential Adviser*

You may want to ask the potential adviser the following questions.

- Have you considered whether you will have the time and resources to advise and support me in providing education and experience so I will be able to complete the degree program at the appropriate quality level in a timely manner?
- How will I be made aware of possible career opportunities and career paths in my field? Is this information provided throughout the program? Does the department make information available on the previous placement of graduates, on position openings, and on postdoctoral opportunities?
- Does the department have a mechanism to assist graduate students in preparing, assessing, and improving their vitae? Do graduate students have opportunities to learn strategies for enhancing their job search knowledge and skills?

Note: This material is excerpted and adapted with permission from Graduate Education at Purdue University.

### *Thesis and Dissertation*

Each thesis or dissertation candidate must prepare and present a body of work that must be of publishable quality and must be in a form suitable for publication, using the Graduate School's format requirements. The department is responsible for quality and scholarship. Graduate Council requires the Graduate School Editorial Office, as agents of the Dean of the Graduate School, to briefly review theses and dissertations for acceptable format, and to make recommendations as needed.

**Thesis:** Every thesis should have a thesis statement, which tells the reader what the writer has investigated. It gives the writer's point of view and indicates what focus the paper will take. According to the Prentice Hall Handbook for Writers, a well-formed thesis statement has four main characteristics:

- **Unity:** The thesis states a single controlling idea. The idea may be complex and have several parts, but it should be one idea.
- **Focus:** The thesis should be restricted and specific enough for the reader to gain a clear idea of the subject and the direction.
- **Structure:** If the thesis is sufficiently focused, it will provide a basis for decisions about which information to include and which to exclude from the paper.
- **Interest:** The thesis should sharpen the reader's interest in the subject.

In some fields, a thesis statement may be known as the problem statement, research question, or statement of purpose. The common thread running through all of these variations is the notion of the advancement in knowledge that the document is attempting to convey.

A project report cannot become a thesis by using Graduate School format. There must be some version of a thesis statement and the appropriate scholarly investigation relative to that thesis statement.

**Dissertation:** A doctoral dissertation must demonstrate the ability of the author to conceive, design, conduct, and interpret independent, original, and creative research. It must describe significant original contributions to the advancement of knowledge and must demonstrate the ability to organize, analyze, and interpret data.

A dissertation includes a statement of purpose, a review of pertinent literature, a presentation of methods and results obtained, and a critical interpretation of conclusions in relation to the findings of others. It involves a defense of objectives, design, and analytical procedures.

**Preparation of the document:** Prior to beginning the thesis or dissertation, the student is strongly encouraged to attend an Application Support Center (ASC) presentation, and review the material on the website at <http://helpdesk.ufl.edu/application-support-center/>. The Graduate School Editorial Office examines a limited portion of the final draft and will make recommendations concerning the format of the manuscript before final submission.

The thesis or dissertation must have a common introduction and an appropriate review of the literature. There must also be a final chapter summarizing the overall results, conclusions, and recommendations for further research. In addition, the dissertation or thesis must have the following elements:

- A common table of contents covering the entire body.
- An abstract of the complete study.
- A common list of references for the entire document.
- All pages numbered in sequence—from page 1 through the biographical sketch.

The responsibility for acceptable style rests primarily with the supervisory chair and committee. However, the Graduate Dean, as an ex-officio member of all supervisory committees, has the right of final approval on both style and scope of content. At the candidate's final examination, each member must sign the Report of Final Examination. Prior to the Editorial Office Final Submission Deadline, each member must sign the ETD Signature Page certifying that he or she has read the final version of the manuscript and found it acceptable in scope and quality.

Dates for submission of theses and dissertations are published in the Graduate Catalog, the Graduate Academic Calendar, and in the front of this handbook.

For updates and new requirements, check the Graduate School website at <http://graduateschool.ufl.edu/about-us/offices/editorial/thesis-and-dissertation/> or check with your program's graduate coordinator.

**Thesis or dissertation first submission:** When first presented to the Graduate School Editorial Office, a master's thesis must be successfully orally defended, and should be in near-final condition; it must not be in draft form. In addition, it must be completely formatted using the provided template and Graduate School guidelines, found at the above web address.

In the case of doctoral dissertations, students may or may not have defended prior to making their first submission to the Editorial Office. Excluding the need to defend prior to making their first submission, students must meet the same formatting requirements listed for the master's thesis. All students should be completely familiar with the Graduate School's format requirements and the provided template. Each student should work with the Application Support Center to troubleshoot their files before making their first submission for the Graduate School Editorial Office.

- Checklist for master's theses:  
<http://graduateschool.ufl.edu/editorial/checklists/thesis>
- Checklist for doctoral dissertations:  
<http://graduateschool.ufl.edu/editorial/checklists/dissertation>
- Graduate School Editorial Office:  
<http://www.graduateschool.ufl.edu/about-us/offices/editorial/>
- Format requirements:  
<http://www.graduateschool.ufl.edu/about-us/offices/editorial/format-requirements/>
- Format examples:  
<http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/format-requirements/examples/>

**Library processing fee:** Thesis and dissertation students will be billed a \$12.80 library processing fee automatically to their [one.ufl.edu](http://one.ufl.edu) accounts after initial submission. Dissertation students must also pay a \$25 microfilm fee which will be billed in the same way to their [one.ufl.edu](http://one.ufl.edu) accounts and forwarded to ProQuest International on their behalf.

**Gatorlink email:** By UF requirement, students must maintain access to their Gatorlink and UF Business emails; the Editorial Office emails the student when the thesis or dissertation has been reviewed via this account.

**Uploading and submitting the final pdf:** After changes have been made to the satisfaction of the supervisory committee, the ETD Signature Page is submitted by the department via GIMS, and the student may then upload and submit the final pdf of the electronic thesis or dissertation, through the Graduate Information Management System (GIMS). By the final clearance deadline, the Editorial Office will check the document for formatting issues and working hyperlinks, and emails the student regarding the status of the ETD (electronic thesis or dissertation). If accepted, no further changes are allowed.

**Editorial final clearance:** The final PDF and all other required documents must be confirmed as finalized by 5:00 pm of this deadline. Students MUST receive an email from the Editorial Office stating that their ETD has been accepted and finalized in order to achieve Final Clearance. To ease their discomfort levels, most students complete all requirements well in advance of this date.

**Copyright:** The student is automatically the copyright holder, by virtue of having written the thesis or dissertation. A copyright page must be included immediately after the title page to indicate this.

**Thesis or dissertation language:** Theses or dissertations must be written in English, except for students pursuing degrees in a foreign language and/or their literature. Students in these

disciplines, with the approval of their supervisory committees, may write in the topic language. A foreign language thesis or dissertation should have the Acknowledgments, Abstract, and Biographical Sketch written in English. All page titles before Chapter 1 should also be in English.

**Journal articles:** A thesis or dissertation may include a journal article(s) as a chapter(s) if all copyright considerations are addressed appropriately. In such cases, Chapter 1 should be a general introduction, tying everything together as a unified whole. The last chapter should be general conclusions, again tying everything together into a unified whole. Any chapter representing a journal article needs a footnote at the bottom of the first page of the chapter: “Reprinted with permission from” giving the source, just as it appears in the list of references.

**Publication of thesis or dissertation:** All theses and dissertations are placed in the University archives, as well as in circulation through the UF library system. All dissertation abstracts are also microfilmed by ProQuest and distributed through Dissertations Abstracts International. All dissertation students must pay a \$25 microfilm fee. All students must sign the UF Publishing Agreement form. In addition, dissertation students must complete the ProQuest Publishing Agreement.

### *Clearing Prior*

Clear prior status is only possible for thesis and dissertation students who have met all published deadlines for the current term except *Final Submission* and/or *Final Clearance* from the Graduate School Editorial Office. No other students are eligible. Clear Prior permits students to be exempt from registration for the term in which the degree will be awarded. Although not required to register during the term of degree award, students are required to file a new degree application for that term within all published deadlines for doing so, as degree applications do not carry over from semester to semester and are essential for the degree to be awarded.

A student requesting to clear prior must meet ALL of the following criteria:

- Student has successfully submitted a degree application for the current term within the published deadlines, as confirmed by print screen available from one.ufl.edu.
- Student has appropriately satisfied the current term registration.
- Student has successfully met the current term first submission deadlines for the thesis or dissertation, as confirmed by the Editorial Office, via a confirmation email to the student and committee chair.
- Student has successfully met all other degree and administrative requirements, within the published deadlines for the current term, except Final Submission and/or Final Clearance with the Graduate School Editorial Office.
- Student is in the process of finalizing the thesis or dissertation with the Graduate School Editorial Office. No other students are eligible.

### *Hints for Dissertation Writers*

*Keep things simple.* Handle complex questions (proofs, constructs) step by step rather than assuming the reader has extensive knowledge of your particular topic.

*General.* State your thesis (problem, the area of exploration) at the outset and proceed to explain how you are going to prove (disprove, shed new light on) it in a step-by-step fashion. Then allow this step-by-step procedure to guide your writing of the chapters of your dissertation.

Explain your concepts (methodology, experimental design) and support your explanations by citing your sources.

## **ATTENDANCE POLICIES**

Students are responsible for meeting all academic objectives as defined by the instructor. Absences count from the first class meeting. In general, acceptable reasons for absences from class include illness, serious family emergencies, special curricular requirements, military obligation, severe weather conditions, religious holidays, and participation in official University activities. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Other reasons also may be approved.

Students may not attend classes unless they are registered officially or approved to audit with evidence of having paid audit fees. After the end of drop/add, the Office of the University Registrar provides official class rolls/addenda to instructors.

Students who do not attend at least one of the first 2 class meetings of a course or laboratory in which they are registered and who have not contacted the academic unit to indicate their intent may be dropped from the course. Students must not assume that they will automatically be dropped if they fail to attend the first few days of class. The academic unit will notify students dropped from courses or laboratories by posting a notice in the academic unit office. Students may request reinstatement on a space-available basis if documented evidence is presented.

The University recognizes the right of the individual professor to make attendance mandatory. After due warning, professors may prohibit further attendance and then assign a failing grade for excessive absences. Students who have registration changes, at any time during the semester, should verify their registrations before the last day of class of the term. Retroactive drop/add or other registration changes will not be permitted.

## **DEGREE AWARD DATE**

Although a student may have fulfilled academic requirements, the degree is not awarded until the Graduate School certifies the degree to the University Registrar. Certification occurs at the end of Fall, Spring, and Summer C terms for all students who applied to graduate. Some employers and licensure boards require the degree statement on the transcript, which is available the day after certification in December, May, and August.

## **FLORIDA RESIDENCY**

For updated information and forms please consult with the registrar's website at <http://www.admissions.ufl.edu/residency/qualifying.html>.

Residency refers to whether you are an in-state Florida resident or an out-of-state resident, and this classification determines your rate of tuition. Florida residents pay less in fees per credit hour than do non-Florida residents.

Florida state statute Section 1009.21 defines the requirements for in-state status. Generally, a person is considered a Florida resident for the purpose of paying taxes, voting or other legal purposes after residing in the state for a designated length of time.

However, state statute specifies additional requirements for a student to be classified as an in-state resident for tuition purposes. Most importantly: Living in or attending school in Florida will not, in itself, establish legal residence for tuition purposes.

Your initial residency classification (<http://www.admissions.ufl.edu/pdf/residency.pdf>) is determined by the Office of Admissions when you apply to the university. Failure to provide all relevant information and required documentation in the residency section of the admission application could result in a non-Florida or out-of-state resident classification for tuition purposes.

You have until the last day of classes in your first term to request the Office of Admissions to re-evaluate your residency status by providing additional documentation not submitted previously.

Once you have completed your first term at UF, you can request a reclassification (<http://www.admissions.ufl.edu/pdf/residencyreclass.pdf>) of your residency status. You must contact the Office of the University Registrar to initiate this process:  
<http://www.registrar.ufl.edu/currents/residencychange.html>.

## **FUNDING FOR GRADUATE STUDY**

Financial aid for graduate students is available from a number of sources at the University of Florida. Many departments and colleges within UF offer scholarships, assistantships and fellowships to qualified students pursuing master's degrees and doctoral degrees. Contact your specific graduate program to find out what financial aid opportunities are available at the department and college level, and what is required to qualify for them.

For more information on funding opportunities, please visit the Graduate School website at the following locations:

- [Careers at UF](#)
- [Dissertation](#)
- [Fellowships](#)
- [Financial Aid Bulletin Board](#)
- [Graduate Assistantships](#)
- [International](#)
- [Minority](#)
- [Other](#)
- [Postdoctoral Jobs](#)
- [Student Financial Affairs](#)
- [Travel](#)

### **Graduate Assistants**

The University of Florida, like other major research institutions, employs several thousand graduate students at any given time. In circumstances where the employment is directly contributive to the student's graduate degree program or professional development, the preferred form of this employment is the **graduate assistantship**.

In keeping with longstanding traditions in graduate education, graduate assistantships have multiple functions. Appointment as a Graduate Assistant is intended to



- (a) Provide paid employment (and hence financial support) for the student involved;
- (b) Be an integral part of the graduate student's academic program, such that the employment supports progress toward the degree, and/or provides professionally relevant experience that will strengthen the student's subsequent career development; and
- (c) Support the employing department's human resources needs in pursuit of its academic mission.

Graduate Assistants at the University of Florida are employees covered under the [Agreement between the University of Florida Board of Trustees and Graduate Assistants United - United Faculty of Florida 2014-2017](#)

The following titles for graduate assistants and guidelines for each classification are listed below:

**Graduate Assistants:** A student must be classified as a degree-seeking graduate student. In this classification, the graduate student may not have primary responsibility for teaching and/or research.

**Graduate Research/Teaching Assistant:** Available for those students who have a master's degree or who have completed 30 credits at UF toward a master's degree. These students may hold an appointment with an FTE between .25 and 1.0. These students must be classified as degree-seeking graduate students who perform research or teaching duties.

**Graduate Research/Teaching Associate:** Available for those students who have passed the Ph.D. qualifying examination. The appointment does not carry tenure and is temporary in nature, either because of the character of the project or because the appointee will leave the University upon completion of requirements for a doctorate. These students may hold an appointment with an FTE up to full time. These students must be classified as degree-seeking graduate students who perform research or teaching duties.

No employee shall be assigned employment responsibilities that exceed an average of 10 hours per week for one-quarter time (0.25 FTE); 13.3 hours per week for one-third time (0.33 FTE); or 20 hours per week for one-half time (0.50 FTE) appointment. Appointment of graduate students on a full-time basis is discouraged.

A Letter of Appointment for each student is required and must contain the items described in the [Agreement between the University of Florida Board of Trustees and Graduate Assistants United - United Faculty of Florida 2014-2017](#) document. The actual stipend paid will depend on available funds, but in no case will fall below the minimum rate. Graduate Assistants must be evaluated annually by their immediate supervisors.

Any appointment may be curtailed, diminished, or terminated at any time only by reason of any one of the following: 1. Continued failure to perform duties as specified in the letter of appointment after written notification; 2. Failure of the employee in the academic judgment of

the university to maintain satisfactory student status or to make appropriate progress toward the degree; 3. Incompetence or misconduct of the employee which is documented; 4. Completion of degree requirements; 5. Lack of funds as a result of adverse financial conditions.

## **Tuition Payments**

The State of Florida Legislature provides funding to award tuition payments to graduate students receiving appointments as:

- Graduate Assistants
- Graduate Research Assistants
- Graduate Teaching Assistants
- Graduate Research Associates
- Graduate Teaching Associates

The appointment must be awarded through the UF payroll system. Each term a payment is received: 1) the appointment must conform with the published academic year appointment calendar dates, 2) an assistant or associate appointment must be a minimum of .25 FTE (quarter-time) but not more than 1.0 FTE (full-time), To receive a Graduate Tuition Payment a student must 1) be admitted and enrolled in a graduate program at the University of Florida, 2) maintain a GPA of 3.00 (truncated) or have a petition approved by his/her adviser, the associate dean of the college, and the Graduate School, 3) be registered for the number of credits required for the appointment, and 4) be appointed for the full academic term.

Tuition and fees at UF are usually charged on a per credit hour basis. The tuition and fees for each credit hour include several student services fees. A Graduate Tuition Payment pays the matriculation fee (often referred to as "in-state" tuition) and, if necessary, the nonresident fee ("out-of-state" tuition) for the number of credits required for the appointment. The student is responsible for paying the student services fees for all credits. In addition, the student is responsible for paying all tuition and fees for credits carried over the minimum number of credits required for the appointment. Graduate Tuition Payments are processed automatically by the student's department at the beginning of each term.

A Graduate Tuition Payment is NOT available for audited courses, correspondence work, DOCE courses, self-funded courses, courses not eligible to count toward a graduate degree, or dropped courses regardless of the point of the term at which the course is dropped. Employment as a student assistant or temporary OPS will not qualify the student for a Graduate Tuition Payment.

Any change in the student's academic or employment status after processing the Graduate Tuition Payment will result in the entire original payment liability being reassigned to the student.

For further information or clarification, contact the Academic Personnel Office, 392-2477.

## **GRADING SYSTEM**

### **Grade Point Averages**

Grade point averages for graduate students are computed on all eligible credits attempted at the 5000 level and above and 3000/4000 level outside the major taken at the University of Florida while in a 7, 8, or 9 classification. Courses receiving grades of S and U are excluded. Courses taken at the 1000-2000 level are excluded. Credits at the 1000-2000 level may not count toward

the campus residence requirement or toward the total credits required for a degree. Students must earn an overall GPA of 3.00 (truncated) AND a major GPA of 3.00 (truncated) (also applicable to a minor if elected). Applicable coursework for the major and minor are defined in the Majors and Concentrations section of the Graduate Catalog.

Course work transferred from either the baccalaureate status (credits in excess of bachelor's degree requirements) or from a post-baccalaureate status at the University of Florida is computed in the grade point average. Course work transferred from another institution is assigned to total credits only. Such transfers are not included in the computation of grade point average for work attempted at the University of Florida.

All questions should be directed to the academic unit. Contact information is available online at <http://graduateschool.ufl.edu/faculty--staff/resources/graduate-contacts/>.

### Grade Points

The following values are assigned to each grade:

A	A-	B+	B
4.0	3.67	3.33	3.0
B-	C+	C	C-
2.67	2.33	2.0	1.67
D+	D	D-	E
1.33	1.0	0.67	0
WF	I	NG	S/U
0	0	0	0

Note: The degree-granting college may require a minimum grade of C in particular courses. GPA calculations are truncated (not rounded) and displayed on the transcript to the hundredths place.

### Non-Punitive Grades and Symbols: Zero Grade Points – Not Counted in GPA

W = Withdrew

U = Unsatisfactory

H = Deferred grade assigned only in approved sequential courses or correspondence study

N\* = No grade reported

I\* = Incomplete

### Failing Grades: Zero Grade Points – Counted in GPA

E = Failure

WF = Withdrew failing

NG = No grade reported

I = Incomplete

### Grades

**Passing, Non-Punitive and Failing Grades:** The Office of the University Registrar records student grades. The word “credit” refers to one semester hour, generally representing one hour per week of lecture or two or more hours per week of laboratory work.

The only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S. Grades of B-, C+ or C count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+, A- and A, respectively. Grade points are not given for S and U grades; S and U grades are not used to calculate grade point averages. All letter-graded courses eligible to count toward the graduate degree, except 1000- and 2000-level courses, are used to calculate the cumulative grade-point average. Letter grades of C-, D+, D, D- or E are not considered passing at the graduate level, although the grade points associated with these letter grades are included in grade point average calculations.

**Satisfactory/Unsatisfactory:** Grades of S and U are the only grades awarded in courses numbered 6910 (Supervised Research), 6940 (Supervised Teaching), 6971 (Research for Master's Thesis), 6972 (Engineer's Research), 7979 (Advanced Research), and 7980 (Research for Doctoral Dissertation). Additional courses for which S and U grades apply are noted in the academic unit offerings in the Programs Section of the graduate catalog.

All language courses regardless of level may be taken S/U if the student's major is not a language and the courses are not used to satisfy a minor, with approval from the student's supervisory committee chair and the instructor of the course. S/U approval should be made by the published deadline date. All 1000 and 2000 level courses may be taken S/U. No other courses (graduate, undergraduate, or professional) may be taken for an S/U grade.

**Deferred grade H:** The grade of H is not a substitute for a grade of S, U, or I. Courses for which H grades are appropriate must be so noted in their catalog descriptions, and must be approved by the Graduate Curriculum Committee and the Graduate School. This grade may be used only in special situations where the expected unit of work may be developed over a period of time greater than a single term. All grades of H must be removed before a graduate degree can be awarded.

**Incomplete grades:** Grades of I (incomplete) received during the preceding term should be removed as soon as possible. Grades of I carry zero grade points and become punitive after 1 term. All grades of I must be removed or petitioned before a graduate degree can be awarded.

### **Repeating Courses**

Repeating courses refers only to repetition of the same course where no significant change in content has occurred. It does not include repetition of seminars, special problems, or courses that have a varying content.

With academic unit approval, graduate students may only repeat courses in which they earned failing grades (C-, D+, D, D-, or E). Grade points from both the initial failed attempt and the first attempt earning a grade of C or better are included in computing the grade point average. The student receives credit for the satisfactory attempt only. Repeating a course for credit may not be used to resolve an incomplete grade. If enrollment is needed for completion, then auditing the course is the appropriate registration.

### **Registration Adjustment – Drop/Add**

Courses may be dropped or added during the drop/add period without penalty. This period usually lasts 5 UF business days in the fall and spring semesters or 2 business days for summer semesters, starting with the first day of the term. Classes that meet for the first time after drop/add may be dropped without academic penalty or fee liability by the end of the next business day after the first meeting. This does not apply to laboratory sections.

After this period, a course may be dropped and a W appears on the transcript. Students become financially liable for any course added or dropped after the deadline, including students with tuition waivers. Prior to the last day of classes for each term, students should personally verify all registration changes and any required adjustments online on one.ufl.edu. Retroactive drop/add will not be permitted.

### **Unsatisfactory Scholarship**

Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated and a 3.00 truncated GPA in their major (and in the minor, if a minor is declared) at graduation. Students with less than a 3.00 GPA may not hold an assistantship or fellowship.

## **GRADUATE COURSES AND CREDIT**

Undergraduate courses (1000-2999) may not be used to satisfy any graduate degree requirements. All 1000- and 2000-level courses may be taken on a satisfactory/unsatisfactory (S/U) basis. Up to six credits of undergraduate courses (3000-4999) outside the major may count when taken as part of an approved graduate program. Consult the Academic Unit before registering.

Courses numbered 5000 and above are limited to graduate students, with the exception described under *Undergraduate Registration in Graduate Courses*. Courses numbered 7000 and above are normally for advanced graduate students.

**Supervised Research and Supervised Teaching:** No more than 5 credits each of 6910 (Supervised Research) and 6940 (Supervised Teaching) may be taken by a graduate student at UF. Students who have taken 5 credits of 6910 cannot take 7910; the rule also applies to 6940 and 7940. Courses numbered 7979 and 7980 are not eligible to count toward a master-level degree program.

**Audited Courses:** Audited courses at any level do not count toward any graduate degree requirements.

**Repeating courses for credit:** Generally, graduate courses may not be repeated for credit. However, there is no limit on courses numbered 6971 (but the Graduate School will only count a maximum of 6 credits of 6971 toward a thesis master's degree), 6972, 6979, 7979, and 7980. Other courses repeated for credit indicate "max" **after the single term credit**, as listed in the Majors Section of the graduate catalog.

**Professional course work:** Graduate students may receive credit toward their degrees for courses in professional programs (e.g., J.D., D.V.M., or M.D.) when their advisers and graduate coordinators certify that the course work is appropriate for their programs and when the students receive permission from the academic units and colleges offering the courses. The courses must be letter-graded and earned with a grade of B or better. However, the associated grades in these professional courses are not included in the calculations of the overall GPA, major GPA, and minor GPA. A list of UF professional courses for each student must be filed with Graduate Student Records (106 Grinter) on or before the midpoint deadline within the intended term of degree award. Professional courses earned at other institutions must be approved by the Graduate School via the transfer credit process. In all cases, these credits are limited to a maximum of 9 credits toward the Master's degree and 30 credits toward the Doctorate.

More information about graduate courses, credit, and grades is found online in the Graduate Catalog, at <http://gradcatalog.ufl.edu>. Academic units decide which graduate courses to offer in a given term. Contact the academic unit for information on available courses.

## **GRADUATION PREPARATION**

Degrees are awarded after each term in December, May, and August. The semester before graduation, the candidate should check his or her file with the academic unit to make sure that all incompletes or other unresolved grades are cleared, grade changes have been recorded, and the supervisory committee (if required) and all degree program details listed in the web-based Graduate Information Management System (GIMS) are accurate.

<http://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp>.

**Application for the degree** must be made online

(<http://www.registrar.ufl.edu/currents/degreeapp.html>) early in the semester of graduation by the deadline published in the University Calendar and the Graduate School Academic Calendar. Application for the degree assures that the student's name is on the graduation list and includes the application for the diploma, placement of the student's name in the commencement program, and placement of the name on the list to receive information on commencement procedures, including rental or purchase of regalia. Application for graduation must be made each term a student anticipates graduating. The application does not carry over from a previous semester. Failure to make application by the published deadline will preclude the student's graduation in that term.

Students must **register** for at least three credits (two in summer) that count toward the degree during the semester of graduation. Students on an assistantship, fellowship, or traineeship must be registered appropriately for their appointment. Thesis students must register for 6971 and doctoral students for 7979 or 7980. Candidates pursuing concurrent degrees to be awarded in the same semester need to apply to the Office of the University Registrar for both degrees.

Satisfactory performance on **the final examination or defense and final submission of the corrected thesis or dissertation** must be completed by the deadline dates shown in the Graduate School calendar.

Diplomas will be available approximately six weeks after Commencement and will be mailed by the Registrar's Office to the graduates' permanent addresses. Degree remarks are posted to the student's transcript by the Registrar's Office and are generally available the day after certification.

## **GRIEVANCE PROCEDURE FOR ACADEMIC PROBLEMS**

The University of Florida is committed to a policy of treating all members of the university community fairly in regard to their personal and professional concerns. A formal grievance procedure exists to ensure each graduate student is given adequate opportunity to bring complaints and problems of an academic nature, exclusive of grades, to the attention of the University administration with the assurance each concern be given fair consideration.

Individual academic units, departments or colleges may have more detailed grievance procedures. The student should check with his or her program's graduate coordinator for information about individual unit grievance procedures.

A grievance is defined as dissatisfaction occurring when a student thinks that any condition affecting him or her is unjust or inequitable or creates an unnecessary hardship. Areas in which student grievances may arise include scientific misconduct, sexual harassment, discrimination, employment-related concerns, and academic matters. The University has various mechanisms available for handling these problems when they arise. In general, it is desirable to settle concerns in an informal fashion rather than initiating a formal grievance. Communication is a key element. As soon as an issue arises, the student should speak with either the supervisory committee chair or the departmental graduate coordinator. If neither of these individuals is available or if they are part of the circumstance of concern, the department chair is the next alternative.

### **Grievance Procedure**

**Step 1.** Oral discussion between the graduate student and the person(s) alleged to have caused the grievance is strongly encouraged. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. The student may wish to present his or her grievance in writing to the person(s) alleged to have caused the grievance.

The person alleged to have caused the grievance must respond to the student either orally or in writing.

**Step 2.** If the student considers the response to the discussion and/or written document from Step 1 to be unsatisfactory and feels that the grievance still exists, the grievance should be brought in writing, with all supporting documentation, to the department chair or a designated representative of the department.

The department chair or designated representative of the department must respond to the student's grievance in writing in a timely fashion.

**Step 3.** If the grievance is still considered to be unresolved, the student may then file the grievance in writing with the dean of the college, who shall investigate the matter and respond to the student in writing within a reasonable timeframe.

**Step 4.** The right of appeal in writing to the Ombuds for graduate and professional students, as the authorized representative of the President of the University, shall be the final appeal but only after the above steps 1–3 have been exhausted. The Office of the Ombuds is located in 31 Tigert Hall, 392-1308 and their website is <http://www.ombuds.ufl.edu>.

**Other Grievance Resources:** Most employment-related grievances are covered by the Collective Bargaining Agreement, Article 22, between the Florida Board of Education of the State University System and Graduate Assistants United. Students with employment-related concerns should contact the GAU office at 392-0274, or Human Resource Services at 352-392-2477.

Allegations of research misconduct should be brought to the attention of the administrative officer (e.g., department chair, dean) to whom the accused party reports. Students may wish to seek advice from the Director of the Division of Sponsored Research, 219 Grinter, 392-1582, before making a formal complaint.

Graduate students who have complaints or problems with other aspects of university life should consult the Dean of Students Office in 202 Peabody Hall, 392-1261 for the appropriate grievance procedure.

## **INSTRUCTIONAL FEES**

Instructional fees are payable on the dates listed in the University Calendar or the dates shown on statements sent to those participating in advance registration. Registration and payment of fees must be completed on or before the stated date. Fees are paid at [University Bursar](#), S113 Criser Hall. In cases where fees are to be paid by a previously approved loan, scholarship, etc., the student must provide University Financial Services with properly executed authorization before the deadline.

Fees for tuition are based on the level of the course taken and not on the classification of the student as an undergraduate, post-baccalaureate, or graduate student. All students pay Florida tuition and fees. Nonresidents pay additional out-of-state tuition and fees.

Other fees and expenses such as health, microfilm, library processing, and late payment of fees are discussed in the Financial Information section of the Graduate Catalog, available online at <http://gradcatalog.ufl.edu>.

## **INTEGRITY**

Plagiarism is not tolerated at the University of Florida. Plagiarism in a thesis or dissertation is punishable by expulsion. If the plagiarism is detected after the degree has been awarded, the degree may be rescinded. The University of Florida has an honor code that defines plagiarism as follows:

### Section 3a: Plagiarism.

A student shall 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. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.
2. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.

Please note that intent is not an element of this kind of violation so it is important to take great care, appropriately citing your work. For a good discussion about plagiarism and how to properly cite your sources, please visit

<http://mediasite.video.ufl.edu/Mediasite/Play/adaa44500eaf460a84f238e6b9a558f9>

For a complete description of the UF Honor Code and procedures, please visit:

<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

## **PETITIONS**

A petition is a request for an exception to a current graduate education policy due to an unusual situation beyond the control of student, staff or faculty member. At the graduate level, the academic unit staff and or graduate coordinator initiates and processes the petition request for the graduate students to the Graduate School. Petitions are submitted to [GraduateSchoolPetitions@aa.ufl.edu](mailto:GraduateSchoolPetitions@aa.ufl.edu) by the academic unit with college approval, on behalf of the student. Once the petitions have been acted on by the Graduate School, the graduate student may need to complete a Senate Petition Packet for fee refunds only.



Instructions for Petitions for Fee Refund are available at the Registrar's Office website:  
<http://www.registrar.ufl.edu/services/petitions.html>

## **READMISSION**

This information applies only to students who have previously been enrolled in a graduate, post-baccalaureate or professional UF program. Former students who do not enroll at the university for two consecutive terms, including any summer term, must apply for readmission at the same level of their previous enrollment.

Students who wish to take a leave of absence for two or more consecutive terms should obtain written approval from their academic units before they leave. Students who skip a single term will be scheduled automatically for a registration appointment for one additional term.

All readmission applicants must meet the current admission requirements of the college or school they expect to enter. Readmission is not guaranteed and is subject to availability at the level, college and major. Consult the appropriate program's admission requirements. Readmission is for a specific term. If you are unable to enroll for the term for which you have been admitted, you must apply for readmission again to a different term.

Applicants must present a satisfactory record of conduct. Regardless of other qualifications, applicants who have experienced major or continuing difficulties with school or other authorities since their last enrollment at the University of Florida may find their application for readmission denied.

The readmission application (<http://www.admissions.ufl.edu/forms.html>) must be completed via a PDF copy and mailed to the Office of Admissions. A non-refundable \$30.00 application fee is required. The application requires you to indicate the college and program/major of your last enrollment at the university as well as the college and major you want to re-enroll or apply to:

Office of Admissions  
P.O. Box 2946, University of Florida  
Gainesville, FL 32602-2946

For further information:  
<http://www.admissions.ufl.edu/prospectivegraduate.html>

## **REGISTRATION PROCEDURES**

Students may register for courses and check course schedules, fee assessments, and grades using the online one.ufl.edu directly at <https://one.uf.edu/> or through <http://www.my.ufl.edu/ps/signon.html>.

Students should note the time of the registration appointment and the deadlines for registration and payment of fees to avoid late fee penalties. Graduate students who have been admitted and who do not receive a registration appointment should check with the Office of the University Registrar in S222 Criser Hall.

Procedures for registration are outlined in the Schedule of Courses publication, online at <http://www.Registrar.ufl.edu> or on one.ufl.edu at <https://one.uf.edu/>

One.ufl.edu will provide confirmation of student transactions. If the student does not get a confirmation, then the registration transaction has not been completed. The student should contact the academic unit for assistance if there is a problem with one.ufl.edu. In any case, confirming the registration during the drop/add period is strongly urged so that errors may be easily corrected.

Before registration, each graduate student should check with an academic adviser. Depending on the graduate program, this may be the supervisory committee chair or the degree program graduate coordinator. In some cases, particularly when the section number is not published in the Schedule of Courses, permission of the department or the instructor must be obtained before registration. The section number of the course will be given to the student at the time permission to register for the course is granted.

## **REGISTRATION REQUIREMENTS**

Review the Graduate Catalog (<http://gradcatalog.ufl.edu>) for complete registration requirements, including full-time or full-time equivalents.

If enrolled, graduate students must register for a minimum of three credits in fall or spring and two credits in summer; minimum registration for students receiving financial aid may be different. Students on a fellowship, traineeship, or assistantship must be registered appropriately for their appointments. Students who do not register properly will not be permitted to remain on appointment. Any graduate student who is using University facilities (e.g., libraries, laboratories, etc.) and/or faculty time must register for an appropriate load. The departmental graduate coordinator, college dean, and Graduate School must approve all exceptions.

During the terms of the qualifying examination, final examination, and the final term in which the degree is awarded, the student must be registered for credits that count toward the graduate degree. In the latter of the two terms cited, thesis students must be registered for 6971 and doctoral students for 7979 or 7980.

## **RESEARCH INVOLVING HUMAN OR ANIMAL SUBJECTS**

University regulations require that all research projects involving human or animal subjects be reviewed even if the research does not involve experimentation, if it is purely observational, or if it appears totally harmless. In addition, projects must be reviewed whether or not they are 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 department.

The Institutional Review Board (IRB) reviews all research involving humans. There are three IRB offices. IRB-01 is responsible for reviewing research conducted at the Health Science Center, Shands HealthCare, Inc., and the VA Hospital and conducted by faculty or staff working at any of those facilities – the telephone number is 352-273-9600. IRB-02 is responsible for all other nonmedical research involving human subjects – the telephone number is 352-392-0433. IRB-03 is responsible for the University Medical Center in Jacksonville – the telephone number is 904-244-5310. For further information on these offices see <http://irb.ufl.edu>. The site also contains all necessary forms.

The Institutional Animal Care and Use Committee (IACUC) reviews all research involving animals. See <https://iacuc.ufl.edu/> for guidelines, forms, and detailed information.

## RESOURCES

### Career Services

**Career Resource Center:** The Career Resource Center helps graduate students across all disciplines to explore careers both inside and outside academia by reviewing their individual strengths, skills and subjects of interest. Prepare for internships and job searches helping students get involved on and off campus. Start an internship or job search helping to create application materials including CVs, resumes and cover letters, practice networking and interviewing skills and start job searching.

The Career Resource Center also works with students to help them learn to adapt to a changing world, gaining comfort with the uncertainty in career planning and learning to create flexible adaptable plans.

The CRC website has pages dedicated to your specific career concerns as graduate students. You can find detailed information about the job search needs of master's and doctoral students, including sample CVs and job search resources/links. Whether you are trying to decide to go on for the Ph.D., go into industry or go into academia, the CRC graduate student web pages can assist you with your career concerns. <http://www.crc.ufl.edu>

**Gator CareerLink** is an on-line career portal for UF students and alumni which connects you to government, industry, and academic employment postings, on-campus interview opportunities through the CRC and also highlights important career-related events hosted by the CRC. Graduate students can log into Gator Career Link through the CRC website: <http://www.crc.ufl.edu/gatorcareerlink>

**Career Planning:** The CRC offers individual career counseling and advising to graduate students who would like assistance with their career decision-making and job search strategies. Whether you are interested in narrowing down your career options, exploring who you are in relation to your work, discovering meaningful career options or nurturing your creativity within your chosen vocational path, our career planning staff is here to help. Staff will also be available to answer questions related to career and job search concerns including CV, resume, or other job search materials. <http://www.crc.ufl.edu/students/studentCareerPlanning.html>

**Career Fairs:** The CRC organizes several career fairs for you to explore options and meet with numerous employers at one time. Employers offer a number of professional opportunities for masters and Ph.D. students. The largest fair, Career Showcase, is held every fall and spring. Attend each fair to meet employers who are looking to hire you. <http://www.crc.ufl.edu/students/studentCareerFairs.html>

**Workshop Series:** The CRC offers a series of workshops for graduate students to help with all job search needs, including curriculum vitae and resume writing, organizing and preparing for the job search, interviewing techniques, creating professional portfolios, and exploring academic and non-academic career options. <https://www.crc.ufl.edu/students/events-and-programs/>

### Computer Support

Students are required to have computer hardware and software appropriate to their degree program and to have basic competency in computer use. Consult your college or department

website for the specific requirements for your degree program. Consult UF Computing Help Desk (downstairs HUB) for further advice and information.

Services are available to graduate students through the **Office of Academic Technology @ The Hub**, including electronic thesis and dissertation computing support, phone and walk-in application support, plotter printing, technical & mobile device consulting, email support, software distribution (including statistical software), and the use of computer classrooms. The AT computer classrooms are available for personal and academic use. They are equipped with both Windows and Macintosh-compatible computers, laser printers, plotters, and scanners.

Instructors may use the site-licensed E-Learning course management system to provide online course tools such as syllabus, content and secure grade posting. Instructors may reserve an AT computer classroom or multimedia lecture classroom for class sessions. For more information about these and other Academic Technology services, contact the UF Computing Help Desk, 132 Hub, <http://helpdesk.ufl.edu>, (352) 392-HELP (4357).

Graduate students who are preparing theses or dissertations must contact the **Application Support Center**. ASC has developed templates in various word-processing programs for preparing theses and dissertations in the Graduate School format. Students should download these templates from <http://etd.helpdesk.ufl.edu>. Thesis or dissertation production consulting also is available by appointment: call ASC, 392-HELP (392-4357), option 5, and ask for a thesis/dissertation consultant.

### **Counseling and Wellness Center**

The Counseling and Wellness Center (CWC) offers services to currently enrolled graduate students for personal and educational concerns.

Professional counselors offer short-term individual, couples, and group counseling. There is no charge for the Center's confidential services. Topics of services for graduate students often include help with concerns related to academic success, time and stress management skills, anxiety and depression, personal and family relationships, adjustment to the culture, and other issues associated with transition.

Counseling and Wellness Center clinicians also provide a range of consultation and outreach programs to the campus community. Phone or in-person consultation is available for students, parents, faculty, and staff regarding any issues related to student development. The CWC clinicians serve as program resources for a wide variety of student organizations and academic departments. The Center has an extensive training program for selected graduate students. The clinical staff teaches undergraduate and graduate courses in the Departments of Psychology and Counselor Education and guest lecture on a variety of psychological and wellness topics.

All CWC activities are conducted with sensitivity to the diversity of the students on a large, multicultural campus.

For more information, phone (352) 392-1575, or visit <http://www.counseling.ufl.edu>. The CWC is located at 3190 Radio Road (down the street from Lakeside and SW Rec Center).

### **Directory**

<https://www.directory.ufl.edu/>

## **Disability Resource Center**

The Disability Resource Center provides individual support services based on specific needs and may include campus orientation, assistance with registration, and support in securing auxiliary learning aids. All support services provided to and for University of Florida students are individualized to meet the needs of students with disabilities. To obtain individual support services, each student must meet with one of the support service coordinators at the Disability Resource Center and collaboratively develop appropriate support strategies. Appropriate documentation regarding the student's disability is necessary to obtain any reasonable accommodation or support service. For further information, please contact 001 Reid Hall, 392-8565 and see the web page at <https://www.dso.ufl.edu/>

## **Editorial Office**

The Graduate School Editorial Office provides format requirements for theses and dissertations on the editorial page of the Graduate School website in order to help students prepare their manuscripts for submission to the Editorial Office. The Graduate School Editorial Office facilitates the thesis and dissertation process, by providing clear guidelines and checklists, and by outlining the procedures to follow when completing the thesis or dissertation. In order to complete degree requirements, all thesis and dissertation students must gain clearance status with the Editorial Office by each of the posted deadlines for the term in which they intend for the degree to be awarded.

The Application Support Center, although not a part of the Graduate School Editorial Office, provides assistance to students seeking help with the guidelines of the Editorial Office free of charge. Their services are invaluable to students concerned about meeting the submission standards of the Editorial Office. Students should avail themselves of these services long before making their first submission to the Editorial Office. Appointments are encouraged, particularly well in advance of deadlines, because seats are extremely limited. More information is available at <http://helpdesk.ufl.edu/application-support-center>.

The Graduate School Editorial Office maintains a list of formatters, editors, and binders that students may hire for a fee if needed; however, the Application Support Center also offers many formatting and conversion services at reasonable rates as well.

More information is available at <http://graduateschool.ufl.edu/about-us/offices/editorial/thesis-and-dissertation/>.

## **English Skills for International Students**

The University of Florida makes available three English language programs to help international graduate students improve their proficiency in English under the umbrella of the UF English Language Institute. These programs are 1) Academic Spoken English, 2) Academic Written English, and 3) the Intensive English Program.

The Academic Spoken English (ASE) program consists, primarily, of the 03 credit supervised ITA teaching course—EAP 5836. This course is required of all international teaching assistants (whose first language is not English) during their first semester of teaching at UF, whose TOEFL-IBT Speaking score is between 23–27 or UF SPEAK score is 45–50. A 04 credit EAP 5835 course is also offered for students who need to make rapid progress in their oral proficiency in English or who desire to improve their performance on a UF SPEAK test. These two credit-bearing courses are eligible for a graduate tuition waiver. Non-credit ASEP classes

intended to help with general oral communication in English skills (fluency, pragmatics, pronunciation) are offered each semester if there is sufficient student demand. Information about ASE can be found at <http://ase.ufl.edu/>.

The Academic Written English (AWE) program is designed to help international graduate students improve their writing ability. Applicants admitted with low verbal GRE scores, or those demonstrating a lower proficiency than needed for successful performance in written tasks as determined by their academic unit, may be required to enroll in a Scholarly Writing course. Students may also self-select to enroll in these classes if they find they need additional academic writing support to be successful. The Scholarly Writing course is offered as a non-credit class lasting six weeks. This course is not eligible for a tuition waiver and is not offered as a distance education class. Information about AWE can be found at <http://www.eli.ufl.edu/programs/AcademicWrittenEnglish.html>.

The Intensive English Program can help graduate applicants improve their spoken and written English prior to beginning graduate studies. In some cases, applicants with low or missing English test scores may receive ELI Conditional Admission, requiring them to exit the Intensive English Program before receiving full admission to their graduate programs. Information about the Intensive English Program can be found at <http://www.eli.ufl.edu/>.

### **Gatorlink**

The Graduate School communicates directly with enrolled graduate students via email using UF business email addresses; this listing generally corresponds to a student's GatorLink account. Students must establish a Gatorlink account and must check it regularly. In order to set up the required GatorLink account, one should visit their website at <http://www.gatorlink.ufl.edu>. The Graduate School cannot maintain personal email addresses.

The UF business email addresses of all currently enrolled graduate students are automatically added to the Graduate School's Graduate Student listserv. **A student cannot opt-out of receiving these messages.** Messages contain time-sensitive information about important deadlines. An archive of messages is available at <http://lists.ufl.edu/archives/gradstudent-1.html>.

The [Graduate Information Management System \(GIMS\)](#) has information about important milestones, grants and fellowships, workshops, and many other pertinent items relevant to graduate education. Students must check GIMS on a regular basis.

### **Graduate Information Management System (GIMS):**

<http://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp>

The Graduate School maintains a database which captures key elements of graduate students' progress through their degree program. Students are expected to review this read-only data a minimum of twice each semester. The first review should be two weeks after drop-add, to make sure their demographic information is pulling correctly from the university directory. At the end of each semester, students should review GIMS to make sure all degree program changes and/or milestones achieved in that term have been properly recorded. Prudent students will carefully review their GIMS' record any time a milestone has been reached. During the final term/graduating semester, students must be certain that all necessary GIMS data is entered on



time to meet the deadlines posted in the graduate calendar. Failure to meet any deadline will result in delay of degree award to a future term.

### **Graduate Student Council**

The Graduate Student Council (GSC) was formed in 1989 to foster interaction among graduate students on campus and to provide an agency for the coordination of graduate student activities and programs. The GSC seeks the improvement of graduate student education through active and permanent communication with the Graduate School, the University administration, and the Board of Trustees. It also represents the interests of graduate students at the student government, administration, local, state, and national levels.

GSC activities include participating in the annual fall and spring orientations for new graduate students, organizing the Graduate Student Research Forum every spring semester, and funding travel grants for graduate students who participate in conferences. GSC meetings are scheduled monthly and a student represents each department. Interested students should contact department chairs for details on how to get involved with the GSC, and visit the website: <http://gsc.sg.ufl.edu>.

### **Graduate Assistants United**

Graduate Assistants United (GAU) represents graduate assistants in collective bargaining with respect to wages, credits, and other conditions of employment. GAU also serves as an advocate for graduate assistants with employment grievances, publishes a newsletter, provides an email list, and organizes social events. The GAU includes the GAU Women's Council. Call 352-575-0366 or visit the website: <http://ufgau.org/wp/>.

### **International Center (UFIC)**

Located on 1765 Stadium Rd. Suite 170, Hub, the University of Florida International Center (UFIC), through Exchange Visitor Services, International Student Services, Study Abroad Services, and Program Development, serves in a leadership and facilitation role to further the University's international agenda, providing assistance and support to faculty, staff, administrators, and students as well as external stakeholders in their international activities. In addition to assisting these clients, the Center also functions to enhance the University's ability to pursue and develop international activities and partnerships appropriate to its core mission, motivating and mobilizing the UF community to integrate and sustain high-impact global dimensions in learning, discovery, and engagement, and provides administrative support to assure leadership for this vision.

For more information:

Phone: (352) 392-5323

Fax: (352) 392-5575

Email: [ufic@ufic.ufl.edu](mailto:ufic@ufic.ufl.edu)

Website: <http://ufic.ufl.edu>

**Exchange Visitor Services** offers administrative, liaison, and support services for foreign national faculty, scholars, researchers and professionals. Additionally Exchange Visitor Services ensures that the university is in compliance with immigration laws and regulations affecting immigration statuses for sponsored foreign nationals and visiting scholars by providing technical and advisory information to the university community. Support services include assistance with immigration regulations compliance, pre-arrival procedures, and orientation to the campus and community.

**International Student Services** provides support services for international students through immigration document preparation, orientation, immigration services, and various workshops. These services include advising international students on academic, immigration, financial, cultural, and personal issues. All new international students are required to check-in with the International Center.

**Study Abroad Services** administers a wide range of programs that give students the opportunity to live and study abroad while fulfilling degree requirements. Students can choose among faculty-led summer programs, exchange programs, and independent programs for the summer, a semester, or an academic year as well as spring break, Thanksgiving break, and other programs. Various scholarships and other financial aid can be applied to help finance the international academic experience. UF exchange programs enable students to pay UF tuition while studying abroad. Study Abroad program assistants advise applicants on all aspects of UF approved programs, provide pre-departure orientations, and process the foreign transcript upon return of the student. Study Abroad program details are available in the UFIC library or on the UFIC website.

**Program Development** helps UF faculty and students develop programs in international applied research, technical cooperation, workshops, outreach, and other international activities. Working closely with other centers, academic units, and colleges, PD promotes programs and projects that capitalize on the strengths of UF's faculty and staff. UFIC administers the World Citizenship Program, an international internship program, which places students with nongovernmental organizations around the world.

### **Libraries**

The libraries of the University of Florida (UF Libraries) form the largest information resource system in the state of Florida and include seven libraries. Six are in the system known as the George A. Smathers Libraries, and one (Legal Information Center) is attached to the law school's administrative unit. All of the libraries serve the entire community, but each has a special mission to be the primary support of specific colleges and degree programs. Because of the interdisciplinary nature of research, scholars may find collections built in one library to serve a specific discipline or constituency to be of great importance to their own research. The University of Florida Gator 1 card provides access to library services.

Library orientation programs are offered at the beginning of each term. In addition, instruction librarians will work with faculty and teaching assistants to develop and present course-specific library instruction sessions for their students. Subject specialists, who work closely with faculty and graduate students to select materials for the collections, also advise graduate students and other researchers who need specialized bibliographic knowledge to define local and global information resources available to support specific research.

The sixth floor of Library West is a study area reserved for graduate students. Access is provided after students register at the Circulation Desk on a first come, first served basis.

<http://www.uflib.ufl.edu>

### **Minority Programs**

The Office of Graduate Minority Programs (OGMP) is defined by its student-centered support services. The OGMP administers various multicultural educational programs that support and foster an intellectually and culturally diverse student population.



The OGMP's staff accomplishes this by actively working with academic units to recruit and retain students who are underrepresented in their field of study (women in engineering, men in nursing, etc.), low-income, or first-generation students, as well as ethnic/cultural minorities (African Americans, Hispanics, Native Alaskans [Aleuts and Eskimos], Native Americans, and Native Pacific Islanders).

Recruitment activities occur through Graduate School programs, including the Fall and Spring two-day Campus Visitation Program (CVP), the Graduate School Information Day, and the HBCU-UF Master's to the Ph.D. Pathway Project. Student funding opportunities are available through the Florida Board of Education (BOE) Summer Fellowship Program, Florida A&M University (FAMU) Feeder Program, McKnight Doctoral Fellowships, UF/SFC Faculty Development Project, National Consortium for Graduate Degrees for Minorities in Engineering and Sciences, Inc. (GEM) Fellowships, McNair Graduate Assistantship Program, NSF Florida-Georgia Louis Stokes Alliance for Minority Participation Bridge to the Doctorate, and the NSF Atlantic Coast–Social, Behavioral and Economic Sciences Alliance. Retention and completion support programs include the Supplemental Tuition Retention Award, Delores Auzenne Dissertation Award, Graduate School Dissertation Award, and Graduate School Doctoral Research Travel Award.

For more information, visit OGMP's website: <http://graduateschool.ufl.edu/about-us/offices/division-of-graduate-student-affairs-dgsa/graduate-minority-programs-ogmp/>.

## **ONE.UF**

Integrated Student Information Systems: <https://one.ufl.edu/>

The Office of the Registrar provides one.ufl.edu as a central location for many academic services and student resources. Please become familiar with the elements, including access to the Graduate Catalog, GIMS, your transcript, grades, registration, etc. Be advised that some of the items in one.ufl.edu are for undergraduates.

## **Speech and Hearing Clinic**

Faculty in the Department of Speech, Language, and Hearing Sciences see patients in the Speech and Hearing Center located at UF Health, as well as at UF Health Rehab at Magnolia Parke, UF Health Hearing Center at Hampton Oaks, and UF Health Hearing Center at Park Avenue. Our clinics serve the needs of the individual from initial evaluation through the rehabilitation process.

Members of our clinical staff are all Board Certified & Florida Licensed Audiologists and Speech-Language Pathologists. We are committed to maintaining the highest standard of excellence in all areas of service to the patient. Our clinics are premier centers for delivering speech, language, swallowing, hearing and balance services to individuals of all ages.

Speech & Hearing Center  
2nd Floor, Dental Tower  
1600 S.W. Archer Road  
Gainesville, Florida 32610  
Room: D2-055

Speech Pathology: (352) 273-5871  
Audiology: (352) 273-5555  
Fax: (352) 846-1565

## **Student Government**

Student Government (SG) comprises the executive, legislative, and judicial branches. The Graduate, Professional, and Family Affairs cabinet post, part of the executive branch, works to help SG properly identify and respond to the unique concerns of graduate students. The cabinet officer works closely with graduate student organizations and the Graduate Student Council to enhance their programs. This position allows graduate students to take an active role in the decision-making process of SG. For more information call (352) 392-1665. Graduate students participate in the legislative portion of SG by annually electing eleven graduate students to serve in the SG Senate. These senators attend Senate meetings and vote on legislation. Selected other SG cabinets include Academic Affairs, Career Development, Community Involvement, External Affairs, Disability Affairs, Health, Housing, Internal Communications, LGBTQ Affairs, Multicultural Affairs, Student Organizational Outreach, Technology, and Women's Affairs.

Details are available at <http://sg.ufl.edu>. Contact SG by telephone at (352) 392-1665.

## **Student Groups**

The Center for Student Activities and Involvement

<https://www.studentinvolvement.ufl.edu/>

## **Student Health Care Center**

The Student Health Care Center (SHCC) is an accredited outpatient clinic offering a wide variety student-focused services, including General Medical Care/Primary Care; Health Counseling; Immunizations (flu shots, vaccinations for travel, etc.); Lab and X-ray/EKG Services; Pharmacy and Mini Drug Store; Sexual Health Services; Allergy Injection Therapy; Massage Therapy (SHCC@CorryVillage); Nutrition Services; Physical Therapy (operated by Shands Rehab Services); Sports Medicine Clinic; and Women's Clinic.

Please CALL FIRST to be seen: (352) 392-1161. SHCC staff is comprised of licensed, board-certified physicians (MDs), physician assistants (PAs), advanced registered nurse practitioners (ARNPs), registered nurses (RNs), health support technologists (HSTs) and many others who pride themselves in helping each student achieve maximum physical and emotional health so that each may participate fully in the educational and personal growth opportunities afforded by the University.

The tuition-included health fee helps pay for basic evaluations but does not cover all possible charges at the SHCC. Patients are financially responsible for items including, but not limited to: physicals; procedures; X-rays; lab tests; medications; medical equipment; massage; and physical therapy. Private health insurance plans are accepted for payment of covered services, and you can submit/verify your coverage online; visit the "Fees & Insurance" area of the SHCC website at <http://shcc.ufl.edu/fees-and-insurance> for more information about charges, billing and health insurance. NOTE: The health fee is not considered health insurance.

Students are encouraged to view an introductory video and review basic information about the SHCC by visiting the "New Students: General Information" area of the SHCC website at <http://shcc.ufl.edu/new-students>.

## **Student Records**

Graduate Student Records staff work with academic units to support students at all phases of their graduate careers, from admission through degree certification and graduation. The office is

responsible for keeping the official graduate student record and ensuring compliance with all Graduate Council and University policies.

### **Teaching Assistants**

The Graduate School and the Office of Academic Technology offer an orientation and a series of workshops for teaching assistants who want to improve their instructional skills. The orientation session is mandatory for all who are beginning teaching assignments. The website for teaching assistants is <https://teachingcenter.ufl.edu/ta-development/>.

Free workshops for teaching assistants and other graduate students who want to improve their instructional skills are conducted each semester. There are two strands of workshops: "Improving Your Teaching" and "Using Technology to Enhance Learning." Certificates of participation are given for attending each workshop strand (one for pedagogy and another for teaching with technology).

Participants may request videotaping of their classroom presentations and student feedback on strengths and weaknesses. To sign up or for more information, call the Teaching Center, 392-2010, or drop by the office on the ground level, Southwest Broward Hall.

Teaching at the University of Florida: A Handbook for Teaching Assistants is available on-line at <https://teachingcenter.ufl.edu/ta-development/teaching-assistant-handbook/>.

### **RESTRICTION ON RELEASE OF DISSERTATIONS**

Research performed at the University can effectively contribute to the education of our students and to the body of knowledge that is our heritage only if the results of the research are published freely and openly. Conflicts can develop when it is in the interests of sponsors of university research to restrict such publication. When such conflicts arise, the University must decide what compromises it is willing to accept, taking into account the relevant circumstances.

### **SEXUAL HARASSMENT**

Sexual harassment is illegal under federal and Florida law as well as University rules and collective bargaining agreements. See below for the University's policy statement (<http://hr.ufl.edu/manager-resources/policies-2/sexual-harassment>):

**Policy:** The University of Florida is committed to maintaining a safe and comfortable workplace and academic environment. The sexual harassment policy is available in the Office of Human Resource Services and the Institutional Equity and Diversity section of this website. Sexual harassment of employees, students or visitors will not be tolerated by the university.

Sexual harassment occurs in a variety of situations that tend to share a commonality: the inappropriate introduction of sexual activities or comments in a situation where sex would otherwise be irrelevant. Sexual harassment is a form of sex discrimination and a violation of state and federal laws as well as of the policies and regulations of the university.

The university's policy is to protect all members of the community from sexual harassment. As a result, the responsibility for reporting incidents of sexual harassment also must rest with all members of the university community. Any employee, co-worker, or student who has knowledge of sexual harassment is strongly encouraged to report it promptly to the Director of Institutional Equity & Diversity. Employees with supervisory responsibility and faculty who have knowledge of sexual harassment are required to promptly report the matter directly to the Director of Institutional Equity & Diversity, and may be disciplined for failing to do so. It is the

university's goal to process complaints of harassment in a prompt and responsive manner to enable appropriate corrective action.

**Scope:** This policy applies to visitors, applicants for admission to or employment with the University, and students and employees of the University who allege sex discrimination, including sexual harassment, by University employees, students, visitors or contractors.

**Definition:** Sexual Harassment is a form of sex discrimination that can occur when:

The submission to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is made an implicit or explicit term or condition of employment or education; or

The submission or rejection to unwelcome physical conduct of a sexual nature, or to unwelcome request for sexual favors or other verbal conduct of a sexual nature, is used as a basis for academic or employment decisions or evaluations; or

Unwelcome physical acts of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, have the effect of creating an objectively hostile environment that interferes with employment or education on account of sex.

**Reporting:** A person who believes that he or she has been subjected to sex discrimination or sexual harassment should report the incident to any University official, administrator or supervisor. The Office of Human Resource Services investigates all complaints. Incidents should be reported as soon as possible after the time of their occurrence.

Any student who needs help in resolving a sexual harassment problem or filing a complaint is encouraged to seek assistance from the Vice Provost, 392-6004.

Inquiries and requests for assistance may also be directed to faculty members, department chairs, assistant or associate deans, deans or directors, the Dean of Students Office (392-1261), the University Ombuds in the Office of Academic Affairs (392-1308), and Graduate Assistants United (392-0274). Confidential counseling services are available at the University Counseling and Wellness Center (392-1575). More information is also available at the Division of Student Affairs website:

[http://www.ufsa.ufl.edu/faculty\\_staff/fees\\_resources\\_policies/sexual\\_harassment](http://www.ufsa.ufl.edu/faculty_staff/fees_resources_policies/sexual_harassment)

## **STUDENT FILES**

The University of Florida assures the confidentiality of student educational records in accordance with the State University System rules, state statutes, and the Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment or FERPA.

Information that may be released to the public on any student is the name; class, college, and major; dates of attendance; degree(s) earned; awards received; local and permanent address; email address; local telephone number; nature and place of employment at the University; participation in officially recognized activities and sports; and the weight and height of members of athletic teams.

In general, a present or former student has the right to review personally his or her own educational records for information and to determine the accuracy of these records. Parents of dependent students, as defined by the Internal Revenue Service, have these same rights. A photo ID or other equivalent documentation or personal recognition by the custodian of record is required before access is granted.

Additional information detailing the confidentiality of student records is available at <http://www.registrar.ufl.edu/ferpa.html>