



2009-2010 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 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 Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award the associate, bachelor, master, specialist, engineer, doctoral and professional degrees.

The University of Florida does not discriminate on the basis of age, race, color, national or ethnic origin, religious preference, marital status, disability, or sex, in the administration of educational policies, admission policies, financial aid, employment, or any other University program or activity. The University of Florida Title IX Coordinator is located at 145 Tigert Hall, (352) 392-6004.

<https://gradschool.ufl.edu>

MISSION

The mission of graduate education at the University of Florida is to produce individuals with advanced knowledge in their fields, who appreciate learning and are constant learners, and who are prepared to address creatively issues of significance to the local and global community for improving the quality of life.

Essential to this mission is an environment that fosters

- effective transmission of knowledge for future generations.
- inquiry and critical analysis.
- assimilation and creation of new knowledge.
- acquisition of skills contributing to success and leadership in scientific, scholarly, creative, and professional arenas.
- application of that knowledge in service to Florida, the nation, and the global community.

Fall 2009

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
Associate Vice President and Dean of the Graduate School

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ACADEMIC CALENDAR

2009-2010

Fall 2009

August 7, Friday, 5:00 p.m.

Deadline if requesting transfer of credit (for Fall degree candidates).

August 20-21, Thursday-Friday, ends at 5:00 p.m. on Friday

Registration.

August 24, Monday

Classes start.

Drop/add starts.

Late registration starts (late fee assessed after 5:00 p.m.).

August 28, Friday, 11:59 p.m.

Drop/add ends.

Late Registration ends (late fee assessed).

Deadline to withdraw with no fee liability.

September 4, Friday, 3:30 p.m.

Fee payment deadline.

Residency reclassification deadline for receiving the request and all documents.

September 7, Monday, Labor Day

No classes.

September 11, Friday, 5:00 p.m.

Deadline for Graduate Student Records to review S/U option applications for courses approved with this grading scheme.

September 18, Friday, 5:00 p.m.

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

[Degree application](#) deadline for degree award this term.

October 9 Friday, 5:00 p.m.

Last day to submit dissertation for review by Graduate School Editorial Office:

<http://gradschool.ufl.edu/pdf-files/checklist-dissertation.pdf>

October 15, Thursday

Midpoint of term.

Deadline to finalize all data (except Final Exam form) posted to [GIMS](#) for all degree applicants.

Late degree application deadline for degree award this term.

October 16-17, Friday - Saturday, Homecoming

No classes.

November 4, Wednesday, 5:00 p.m.

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

<http://gradschool.ufl.edu/pdf-files/checklist-thesis.pdf>

November 11, Wednesday, Veterans Day

No classes.

November 23, Monday

Last day to withdraw without failing grades, through Dean of Students' Office.
November 26-28, Thursday-Saturday, Thanksgiving
No classes.
December 7, Monday, 5:00 p.m.
Deadline for final exam forms to be posted to [GIMS](#).
Deadline for theses and dissertation students to achieve Final Acceptance status with the Graduate School Editorial Office in order to qualify for degree award this term.
December 9, Wednesday
Classes end.
December 10-11, Thursday-Friday
Examination reading days (no classes).
December 12, Saturday, 14-18, Monday-Friday
Final examinations.
December 18, Friday
Last day to drop a course and receive W on transcript.
December 18-19, Friday-Saturday
Commencement.+
December 21, Monday, 12:00 noon
Final term grades are due.
December 22, Tuesday
Degree certification.
Unofficial transcripts with grades and remarks available late night via ISIS.

Spring 2010

2009

December 9, Wednesday
Deadline if requesting transfer of credit (for Spring degree candidates)

2010

January 4, Monday, 5:00 p.m.
Registration
January 5, Tuesday
Classes start.
Drop/add starts.
Late registration starts (late fee assessed after 5:00 p.m.).
January 11, Monday, 11:59 p.m.
Drop/add ends.
Late Registration ends (late fee assessed).
Deadline to withdraw with no fee liability.
January 15, Friday, 3:30 p.m.
Fee payment deadline.
Residency reclassification deadline for receiving requests and all documents.
January 18, Monday, Martin Luther King Jr. Day
No classes.
January 22, Friday, 5:00 p.m.
Deadline for Graduate Student Records to review S/U option applications for courses approved with this grading scheme.
January 29, Friday, 5:00 p.m.

- [Degree application](#) deadline for degree award this term.
 Deadline to withdraw with 25% refund (W symbol assigned).
- February 19, Friday, 5:00 p.m.
 Last day to submit dissertation for review by Graduate School Editorial Office
<http://gradschool.ufl.edu/pdf-files/checklist-dissertation.pdf>
- February 25, Thursday
 Midpoint of term.
 Deadline to finalize all data (except Final Exam form) posted to [GIMS](#) for all degree applicants.
 Late degree application deadline for degree award this term.
- March 6-13, Saturday-Saturday, Spring Break
 No classes.
- March 19, Friday, 5:00 p.m.
 Last day to submit successfully defended thesis for review by Graduate School Editorial Office:
<http://gradschool.ufl.edu/pdf-files/checklist-thesis.pdf>
- April 9, Friday
 Last day to withdraw without failing grades, through Dean of Students' Office.
- April 19, Monday, 5:00 p.m.
 Deadline for final exam forms to be posted to [GIMS](#).
 Deadline for theses and dissertation students to achieve Final Acceptance status with the Graduate School Editorial Office in order to qualify for degree award this term.
- April 21, Wednesday
 Classes end.
- April 22-23, Thursday-Friday
 Examination reading days (no classes).
- April 24, Saturday, 26-30, Monday-Friday
 Final examinations.
- April 29-30, Thursday-Friday, and May 1-2, Saturday-Sunday
 Commencement+
- April 30, Friday
 Last day to drop a course and receive W on transcript.
- May 3, Monday, 12:00 noon
 Final term grades are due.
- May 4, Tuesday
 Degree certification.
 Unofficial transcript with grades and remarks available late night via ISIS.

Summer 2010

All Summer 2010 graduate-level degrees will be awarded at the end of Summer B/C (August 2010).

All applicants select Summer B/C 2010 on the degree application menu in ISIS.

The Summer 2010 degree application will be available through ISIS in mid-March 2010.

Applicants enrolled only in Summer A courses apply for a Summer B/C degree award, since graduate-level degrees are only awarded at the end of the Summer B/C terms.

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 30).

April 21, Wednesday, 5:00 p.m.
Deadline if requesting transfer of credit (for Summer degree candidates)

May 7, Friday, 5:00 p.m.
Summer A & C registration

May 10, Monday
Summer A & C classes start.
Summer A & C drop/add starts.
Summer A & C late registration starts (late fee assessed after 5:00 p.m.).

May 11, Tuesday, 11:59 p.m.
Summer A & C late registration ends (late fee assessed after 5:00 p.m.).
Summer A & C drop/add ends.
Summer A & C deadline to withdraw with no fee liability.

May 19, Wednesday
Summer A deadline to withdraw with 25% refund (W symbol assigned).
Deadline for Summer A courses for Graduate Student Records to review S/U option applications for courses approved with this grading scheme.

May 21, Friday, 3:30 p.m.
Summer A & C fee payment deadline. Summer A & C residency reclassification deadline for receiving the request and all documents.

May 28, Friday, 5:00 p.m.
Summer C deadline to withdraw with 25% refund (W symbol assigned).
Deadline for Summer C courses for Graduate Student Records to review S/U option applications for courses approved with this grading scheme.

May 31, Monday, Memorial Day observed
No classes.

June 11, Friday
Deadline to withdraw without failing grades with Dean of Students' Office for Summer A term.

June 18, Friday
Summer A classes end.
Summer A final examinations during regular class periods.
Last day to drop a course for Summer A and receive W on transcript.
Last day to submit dissertation for review by Graduate School Editorial Office:
<http://gradschool.ufl.edu/pdf-files/checklist-dissertation.pdf>

June 21, Monday, 12:00 p.m.
Summer A final term grades are due.

June 21-25, Monday-Friday, Summer Break
No classes

June 25, Friday, 5:00 p.m.
Summer B Registration.

June 28, Monday
Summer B classes start.
Summer B drop/add starts.
Summer B late registration starts (late fee assessed).
Midpoint of Summer term.

- Deadline to finalize all data (except Final Exam form) posted to [GIMS](#) for all degree applicants.
- June 29, 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 30, Wednesday, 5:00 p.m.
Summer B/C [Degree application](#) deadline—no exceptions will be granted after this date.
- July 5, Monday, Independence Day observed
No classes.
- July 7, Wednesday, 5:00 p.m.
Summer B deadline to withdraw with 25% refund (W symbol assigned).
Deadline for Summer B courses for Graduate Student Records to review S/U-option applications for courses approved with this grading scheme.
Last day to submit successfully defended thesis for review by Graduate School Editorial Office:
<http://gradschool.ufl.edu/pdf-files/checklist-thesis.pdf>.
- July 9, Friday, 3:30 p.m.
Summer B fee payment deadline.
Summer B residency reclassification deadline for receiving the request and all documents.
- July 28, Wednesday, 5:00 p.m.
Deadline for final exam forms to be posted to [GIMS](#).
Deadline for theses and dissertation students to achieve Final Acceptance status with the Graduate School Editorial Office in order to qualify for degree award this term.
- July 30, Friday
Deadline to withdraw without failing grades with Dean of Students' Office for Summer B or C term.
- August 6, Friday
Classes end.
Final examinations during regular class periods.
Last day to drop a course for Summer B and C terms and receive W on transcript.
- August 7, Saturday
Commencement+
- August 9, Monday, 12:00 noon
Summer B and C final term grades are due.
- August 10, Tuesday
Degree certification.
Unofficial transcripts with grades and remarks available late night via ISIS.

NOTE: 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.

GRADUATE SCHOOL

The Graduate School administration includes the Dean; the Associate Deans; the Graduate Council; and the Graduate Faculty.

General policies and standards of the Graduate School are established by the Graduate Faculty. Detailed policy interpretations published in the Graduate Catalog have the approval of the Graduate Council. The Graduate Catalog is only available online, at <http://gradschool.ufl.edu>

The Graduate School is constitutionally responsible for the general supervision of graduate programs within the University including the enforcement of minimum standards of graduate work in the University, recommendation of candidates for graduate degrees to the President, and the encouragement of graduate study and research.

The responsibility for the detailed operation of graduate programs is vested in the individual colleges, schools, and departments. In most of the colleges an associate dean or other administrator is directly responsible for graduate study in that college. Copies of graduate program policies for individual departments and programs are available from the graduate coordinator of each academic unit.

The Graduate Council, chaired by the Dean, represents the Graduate Faculty in making policy decisions, and approving new and revised graduate degree programs. The Council is composed of 12 Graduate Faculty members who serve overlapping three-year terms: six are elected by their peers and six are appointed by the University Provost. A representative from the Graduate Coordinators Advisory Council serves a one-year term as a voting member. 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. <https://gradschool.ufl.edu/students/graduate-student-council.html>

GRADUATE SCHOOL ADMINISTRATORS

Henry T. Frierson, PhD

Associate Vice President

Dean of the Graduate School

Kenneth J. Gerhardt, PhD

Senior Associate Dean of the Graduate School

Laurence Alexander, JD, PhD

Associate Dean of the Graduate School

Director, Graduate Minority Programs

Karen A. Bradley, DMD, MBA

Associate Director of the Graduate School

Rimjhim Banerjee

Coordinator, Data Management

Janet Purnell-Broiles

Diversity Coordinator for Business, Fine Arts, Humanities, Social Sciences

Margann Enholm

Coordinator, Graduate Student Records

Stacy Wallace

Coordinator, Editorial Office

Earl Wade

Diversity Coordinator for Science, Technology, Engineering and Mathematics

Note: Current directory information is available online at <http://gradschool.ufl.edu>

REGISTRATION AND FEES

Registration Procedures

Students may register for courses and check course schedules, fee assessments, and grades using the online Integrated Student Information System (ISIS) directly at www.isis.ufl.edu or through my.ufl.edu.

Students will receive a registration appointment by mail and should note the time of the 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 ISIS at www.isis.ufl.edu.

ISIS 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 ISIS. 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 (<https://gradschool.ufl.edu/students/catalog.html>) 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. 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, of the 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.

Attendance Policies

Students are responsible for satisfying 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. Following 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 two class meetings of a course or laboratory in which they are registered, and who have not contacted the department 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 department will notify students dropped from courses or laboratories by posting a notice in the department 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 subsequently assign a failing grade for excessive absences.

Cleared prior

Clearing prior is a possibility only for Thesis and Dissertation students who have met all published deadlines for the current term except Final Clearance from the Graduate 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.

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 ISIS.
- 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 email to the student
- Student has successfully met all other degree and administrative requirements within the published deadlines for the current term.
- Student is in the process of finalizing the thesis or dissertation with the Graduate School Editorial Office. No other students are eligible.
- Student has filed a Graduation Date Change Form at the Registrar's Office by the last day of classes of the current term.

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. That is done 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 about three days after certification in December, May, and August.

Readmission

This information applies only to students who have been admitted to a graduate program and attended the University. Graduate students who do not enroll at the University for two consecutive terms, including any summer term, must reapply for admission. Readmission, however, is not guaranteed and is subject to availability of space at the appropriate level, college

or major. Therefore, it is strongly advised that students who wish to take a leave of absence for two or more consecutive terms obtain prior written approval from their academic units. Students who skip a single term will be scheduled automatically for a registration appointment for one additional term. Readmission applications are available from the Office of Admission, P.O. Box 114000, University of Florida, Gainesville, FL 32611-4000 or online at <http://www.admissions.ufl.edu/grad/readmission.html>

Add or Change a Degree Program

Students who wish to change a major or degree objective (including continuing to a PhD after receiving a master's degree, or thesis/non-thesis/project options,), whether in the same or to a different college, must have the academic unit submit a completed Change of Graduate Degree Program form via the Graduate Information Management System (GIMS). Any changes to degree programs, including thesis/non-thesis/project options, MUST occur before the published midpoint deadline of the student's final term.

Do not submit an Application for Admission form to the Office of Admissions. The Office of Admissions only processes Admission forms to the Graduate School for those who have never been enrolled as a UF graduate student.

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 Financial Services, 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, postbaccalaureate, 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 Graduate Catalog available online at <https://gradschool.ufl.edu/students/catalog.html>

FINANCIAL SUPPORT FOR GRADUATE STUDY

Qualified graduate students in every department are eligible for fellowships, assistantships, traineeships, and other financial aid awards.

Graduate assistantship appointments are available through individual academic units. The employing program or unit determines stipend rates. Some units also have fellowships available. Many of these are described in the Financial Assistance section of the Graduate Catalog. Interested students should contact the program graduate coordinator or chair for further information. Contact information for graduate coordinators is available from the unit's website, or online at <https://gradschool.ufl.edu/rosters/rosters.asp>

Information on external fellowships, small grants, and other funding opportunities is available on the Office of Research website: <http://research.ufl.edu/research/funding.html>. The Community of

Science Funding Opportunities database and the GrantsNet Database are keyword searchable and highly recommended as information resources. The University Libraries hosts a website: <http://www.uflib.ufl.edu/funding/>. The Graduate School posts information that it receives concerning external funding opportunities at <https://gradschool.ufl.edu/students/financial-aid-bulletin-board.html>

Loan applications are available from the Student Financial Affairs Office (S107 Criser Hall) or online at <http://www.ufsa.ufl.edu/department/sfa/sfa.shtml>

GRADUATE ASSISTANTS

Graduate Assistants — A student must be classified as a degree-seeking graduate student. If s/he assists in a teaching and/or research function, s/he may not have primary responsibility for that 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 PhD qualifying examination. 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 (Form GS700) for each student is required. 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 for lack of funds; continued failure to perform duties as specified in the Letter of Appointment, after written notification; failure of the student to maintain satisfactory student status or to make appropriate progress toward the degree; no further need for the functions to be performed; incompetence or misconduct of the employee; or the completion of the degree requirements.

GRADUATE 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
- Pre-Doctoral Fellows

The appointment must be awarded through the UF payroll system by the Form GS705. Each term a payment is received: 1) the appointment must conform with the published 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), 3) a fellowship must pay a minimum of \$4,000 per term (prorated for summer term).

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, and 3) be registered for the number of credits required for the appointment.

Tuition and fees at UF are 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 (SP100 Form), or temporary OPS (T110 Form) 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.

APPLYING FOR FLORIDA RESIDENCY

For updated information and forms please consult with the registrar's website at <http://www.registrar.ufl.edu/pdf/residencyreclass.pdf>.

U.S. citizens, permanent residents, and others included in Section 4 of the Board of Education Rule 6a-10.044 are eligible to apply for Florida residency.

Residency for tuition purposes is controlled exclusively by laws enacted by the Florida Legislature. For the purpose of assessing tuition, residency and non-residency status shall be determined as provided in Classification of Students Florida or Non-Florida (Section 6A-10.044, Florida Administrative Code), Section 240.1201, Florida Statutes, and the Florida State University System Residency Policy and Procedure Manual [revised effective October 17, 2000]. The law may be found in its entirety on line at www.leg.state.fl.us/statutes/index.cfm. The residency review staff members in the Office of the University Registrar are not authorized to

provide guidance on methods of obtaining residency. Their role is to review applications for Florida resident status, together with supportive documentation, and to render a decision based on the documentation and the requirements of Florida law.

This law, the rules, and the implementation manual presume that students who are initially classified as nonresident will not be reclassified as residents merely by being enrolled for one year. Physical residence in Florida that is merely incidental to enrollment in a college is not sufficient, under Florida law, to obtain reclassification. It is the sole responsibility of the applicant to provide all appropriate documentation to merit a reclassification for tuition purposes.

A student wishing to establish residency should pick up the Request for Change in Residency Status form from the Office of the University Registrar, 222 Criser Hall, to review the information and items that may be requested when filing for Florida residency for tuition purposes. Check this website for updated information: <http://www.admissions.ufl.edu/residency/>

GRADUATE COURSES AND CREDIT

Undergraduate courses (1000-2999) may not be used as any part of the graduate degree requirements. Up to six credits of undergraduate courses (3000-4999) outside the major may count when taken as part of an approved graduate program.

Courses numbered 5000 and above are limited to graduate students, with the exception described in "Undergraduate Registration in Graduate Courses" in the Graduate Catalog. Courses numbered 7000 and above are mainly for advanced graduate students.

Most graduate courses may not be repeated for credit. However, there is no limit on courses numbered 6971, 6972, 6979, 7979, and 7980. Other courses that may be repeated for credit are designated by "max:" immediately following the single term credit as listed in the Fields of Instruction section of the Graduate Catalog.

Supervised Research and Supervised Teaching—No more than five credits each of 6910/7910 (Supervised Research) and 6940/7940 (Supervised Teaching) may be taken by a graduate student at the University of Florida.

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

Professional Work — Graduate students may receive credit toward their degrees for courses in professional programs (e.g., JD, DVM, or MD) when their advisers and graduate coordinators certify that the course work is appropriate for their programs and when the students receive permission from the departments and colleges offering the courses. A list of such courses for each student must be filed with the Graduate School Student Records Office and is limited to a maximum of 9 credits toward the master's degree and 30 credits toward the doctorate

Complete information about graduate courses, credit, and grades is found online in the Graduate Catalog, at <https://gradschool.ufl.edu/students/catalog.html>

GRADING SYSTEM

Grades

The only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S. C+ and C grades count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+ and A, respectively. Grade points are not designated for S and U grades; these grades are not used in calculating the grade-point average. All letter-graded courses taken as a graduate student, except 1000 and 2000 level courses, are used in calculating the cumulative grade-point average (GPA). 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.

Notation System

The following values are assigned to each grade:

A	=	4.00 points
A-	=	3.67 points
B+	=	3.33 points
B	=	3.00 points
B-	=	2.67 points
C+	=	2.33 points
C	=	2.00 points
C-	=	1.67 points
D+	=	1.33 points
D	=	1.00 point
D-	=	0.67 points
E	=	0.00 points
I	=	Incomplete, 0.00 points
W	=	Withdrew, 0.00 points
X	=	Failure to Take Final Examination, 0.00 points
S/U	=	Satisfactory/Unsatisfactory, not counted in GPA

Calculating Grade Point Averages

Grade point averages for graduate students are computed on all 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 *Fields of Instruction* section of the Graduate Catalog.

Deferred grade H: the grade of H is not a substitute for a grade of S, U, or I. Courses approved for H grades are specifically noted in the Graduate Catalog. This grade may be used only in special situations where the expected work may be developed over a period of time greater than a single term. All H grades must be cleared before graduation.

Incomplete grade I: Grades of I (incomplete) received during the preceding term should be removed as soon as possible. Grades of I carry no quality points, and become punitive after 1 term.

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 <https://gradschool.ufl.edu/rosters/rosters.asp>

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.

Graduate students may only repeat courses in which they earned failing grades (D, D-, or E). The grade points from both the first and satisfactory attempts are included in the computation of the grade point average. Of course, the student receives credit only when the course is passed. 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

Graduate students may drop a course during the current term until the day before commencement, as stated in the Academic Calendar. Students not on appointment must maintain minimum registration when enrolled. Students on appointment must always maintain appropriate registration unless otherwise approved by the Graduate School. Registration adjustments made after the drop/add deadline of the current semester will result in the student having financial liability for all credits, including those dropped or added. This financial liability also applies to students on appointment receiving tuition waivers.

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 truncated 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 (truncated) GPA may not hold an assistantship or fellowship.

REQUIREMENTS FOR ADVANCED DEGREES

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 in Education degree must be completed during the seven years immediately preceding the date on which the degree is awarded.

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

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

Candidacy — Only doctoral students (PhD and EdD) 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 is based on (1) written and oral qualifying examinations, (2) the academic record of the student, (3) the opinion of the supervisory committee concerning overall fitness for candidacy, and (4) an approved dissertation topic.

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.

The Specialist in Education degree requires registration on the Gainesville campus of the University of Florida for at least six credits in a single semester.

Candidates for the EdD and PhD — Beyond the first 30 credits counted toward the 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 doctoral graduate student who will not be registered at the University of Florida for a period of more than one semester is strongly advised to request written permission from his/her faculty adviser for a leave of absence for a designated period.

Foreign Language Requirement — 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.

If an academic unit requires that a student meet a foreign language requirement by satisfactory performance on the Graduate School Foreign Language Tests in French, Spanish, or German, the student should contact the Office of Academic Technology, 392-0371 for applications and payment of fees.

Administration of a Program of Study

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 selection of courses until the supervisory committee is established. The deadline date for appointing a

supervisory committee 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—The supervisory committee for a master's degree with thesis should consist of at least two Graduate Faculty members, unless otherwise specified. The supervisory committee for a master's degree without thesis may consist of one member of the Graduate Faculty who advises the student and oversees the program. If a minor is designated, the committee must include a Graduate Faculty member from the minor department.

Engineer—The supervisory committee must consist of at least three Graduate Faculty members—two from the major department and one from a supporting department. In addition, every effort should be made to have a representative from industry as an external adviser for the student's program.

Specialist in Education—The supervisory committee for the EdS degree may consist of one Graduate Faculty member who advises the student and oversees the program.

Doctoral—For PhD and EdD, 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.

If a minor is chosen, 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.

If a minor is chosen for the EdD or PhD program, the supervisory committee will include at least one person from the Graduate Faculty to represent the minor field of study. This person may also be the external committee member.

A cochair from the same department may be appointed to serve during the planned absence of the supervisory committee chair. Cochairs from outside the department may not substitute for the chair.

AuD—The supervisory committee must include at least two members of the audiology Graduate Faculty.

Doctor of Plant Medicine (DPM) — The supervisory committee must consist of three Graduate Faculty members: one each from plant pathology, entomology/nematology, and plant sciences.

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. No changes in a supervisory committee may be made during a student's graduating term without a letter from the committee chair to the Graduate Student Records Office, justifying the change. Any change must be completed prior to the final examination and before the midpoint deadline of the 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 Degrees —

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 percent completed to review procedures, progress, and expected results and to make suggestions for the completion of the study.

Thesis and Nonthesis—The final exam must be attended by the entire supervisory committee in compliance with Graduate Council policies. When necessary, there may be one faculty substitute standing in for a member who is not the chair of the committee. Only the supervisory committee members may sign the signature pages for the thesis. Unanimous approval is required.

Engineer —

The supervisory committee conducts the final comprehensive written or oral examination, which also involves a defense of the thesis if one is included in the program. Committee approval must be unanimous.

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 Degrees —

AuD—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.

DPM—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.

EdD and PhD—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 entire 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 percent 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 or written or both, to satisfy itself that the dissertation is a piece of original research and a contribution to knowledge. The oral portion of the examination must be conducted in compliance with Graduate Council policies. When necessary, one faculty substitute may stand in for a member who is not the committee chair or the external member. If the examination is satisfactory, all members of the supervisory committee sign the dissertation, and all faculty attending the oral exam sign the Final Examination Report.

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. If a program requires that a student meet a foreign language requirement by satisfactory performance on the Graduate School Foreign Language Test (GSFLT) in French, Spanish, or German, the student should contact the Office of Academic Technology, 392-0371.

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. The oral portion of the examination must be attended by the entire supervisory committee in compliance with Graduate Council policies. When necessary, one faculty substitute may stand in for a member who is not the committee chair or the external member.

The written comprehensive examination for the nonthesis master's degree may be taken at a remote site. All other examinations must be held on campus 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 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 six months of the intended date of graduation.

AuD 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 supervisory committee, is both written and oral. The committee

must decide at this time whether the student is qualified to continue work toward the degree through completion of the clinical residency.

DPM Examination—A comprehensive examination is required of all DPM 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 supervisory committee member who is a specialist in that area. A student who fails to pass a comprehensive examination may retake it within three months.

Edd or PhD Qualifying Examination—A qualifying examination is required for PhD and Edd 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 and approved by the Graduate School. At least one semester of additional preparation is considered essential before reexamination.

Edd—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) examination in the minor or minors, where involved, and 4) an oral examination conducted by the applicant's supervisory committee. The entire supervisory committee must attend the oral portion of the examination in compliance with Graduate Council policies. When necessary, one faculty substitute may stand in for a member who is not the committee chair or the external member.

PhD—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 entire supervisory committee must attend the oral portion of the examination in compliance with Graduate Council policies. When necessary, one faculty substitute may stand in for a member who is not the committee chair or the external member. The supervisory committee has the responsibility at this time of deciding whether the student is qualified to continue work toward the PhD degree.

Edd or PhD 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. At the time of the defense, all committee members sign the dissertation, and the committee and attending faculty sign the Final Examination Report. The entire supervisory committee must attend the oral portion of the examination in compliance with Graduate Council policies. When necessary, one faculty substitute may stand in for a member who is not the committee chair or the external member. This examination must be given within six months of the date of graduation.

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 Electronic Thesis and Dissertation Lab (ETD Lab) presentation, and review the material on the website at <http://etd.helpdesk.ufl.edu/download.php>. 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 review of 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 immediately preceding page 1 of the main text.

A common list of references at the end of the text.

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

Clearance 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, online, and in the front of this handbook.

For updates and new requirements, check the Graduate School website at <https://gradschool.ufl.edu/editorial/introduction.html> or check with your program's graduate coordinator.

Thesis or Dissertation first submission: When first presented to the Graduate School Editorial Office, the thesis should be successfully defended, and should be near-final (not a draft) and completely formatted. In the case of a dissertation, students may or may not have defended prior to first submission. Students should be completely familiar with the format requirements and should work with the ETD Lab to troubleshoot their files before their first submission for the Graduate School Editorial Office (see Deadlines section of this catalog).

Format requirements: <https://gradschool.ufl.edu/pdf-files/editorial-format.pdf>

Format examples: <https://gradschool.ufl.edu/editorial/format.html#samples>

Checklist: <https://gradschool.ufl.edu/pdf-files/checklist-thesis.pdf>

Graduate School Editorial Office: <https://gradschool.ufl.edu/editorial/introduction.html#contacts>

Application Support Center (technical support): <http://etd.helpdesk.ufl.edu/download.php>

Thesis and dissertation students will be billed a \$12.80 library processing fee automatically to their ISIS accounts after initial submission. Dissertation students must also pay a \$65 microfilm fee which will be billed in the same way to their ISIS accounts.

By UF requirement, students must maintain access to their Gatorlink email: the Editorial Office e-mails the student when the thesis or dissertation has been reviewed. The student is responsible for retrieving the marked document, review comments, and resolving any deficits related to the format requirements. Students should promptly make all needed changes.

Uploading and submitting the final pdf: After changes have been made to the satisfaction of the supervisory committee, the ETD Signature Page is given to the Graduate School Editorial Office, and the student may then upload and submit the final pdf of the electronic thesis or dissertation, through the Editorial Document Management (EDM) system. The Editorial Office checks format 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 accepted (not just submitted) by 5:00 pm of this deadline. Students MUST receive an email from the Editorial Office stating that their ETD has been accepted in order to achieve final clearance. Most students complete all requirements well in advance.

Copyright: The student is automatically the copyright holder, by virtue of having written the thesis or dissertation. A copyright page should 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 Romance or Germanic languages and literatures. 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 UMI and distributed through Dissertations Abstracts International. All dissertation students must pay a \$65 microfilm fee. All students must sign the UF Publishing Agreement form. In addition, dissertation students must complete the UMI Publishing Agreement, using the correct forms found on the Editorial checklist.

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, 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.

SELECTING AN ADVISER

The student's studies generally are 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 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 evaluate 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.

APPROVAL OF 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 846-1494. IRB-02 is responsible for all other nonmedical research involving human subjects—the telephone number is 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 www.irb.ufl.edu The site also contains all necessary forms.

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

GUIDELINES FOR 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.

The recommendations of sponsors, which result from pre-publication reviews of research results and which affect subsequent publication of these results, should be considered advisory rather than mandatory.

The maximum delay in publication allowed for pre-reviews should not exceed three months.

There should be no additional delays in publication beyond the pre-review. Timely submission of any patent or copyright applications should be the result of effective communication between investigators and sponsors throughout the course of the project.

There should be no restriction on participation in non-classified sponsored research programs on the basis of citizenship.

Students should not be delayed in the final defense of their dissertations by agreements involving publication delays.

Note: The AAU guidelines contained herein were adopted by the University of Florida Graduate Council on January 19, 1989.

PREPARING FOR GRADUATION

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, as listed in the web-based Graduate Information Management System (GIMS) is accurate (<https://gradschool.ufl.edu/students/gims.html>). 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. 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 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 not be available until approximately six weeks after Commencement and will be mailed to the graduates' permanent addresses. Degrees are posted to the student's transcript approximately four days after graduation.

GRADUATE STUDENT SERVICES

Graduate School Records Office

The Records Office works 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 that all Graduate Council and University policies are followed.

Office of Graduate Minority Programs

The Office of Graduate Minority Programs offers a variety of programs for incoming and continuing underrepresented minority graduate students. The OGMP hosts a fall orientation gathering for new underrepresented minority graduate students, provides individual academic counseling, and sponsors student and professional development workshops, forums and receptions to help students meet faculty and administrators who are important to the graduate matriculation process. The OGMP maintains a close working relationship with the Office of Student Services, supports the efforts of all underrepresented student organizations, and assists other academic units with their ongoing recruitment and retention efforts. The OGMP administers fellowships such as the McKnight Doctoral Fellowship, and the UF/SFC Faculty

Development Project for incoming graduate students, and the OGMP Supplemental Retention Award. The office serves as a liaison between departments and the Graduate School for all African American/Black, Hispanic American, American Indian/Native American, and Pacific Islander graduate students. The OGMP has a website at <https://gradschool.ufl.edu/diversity/introduction.html>

Graduate School Editorial Office

The Editorial Office provides a detailed website with information on formatting and checklists to assist graduate students in the preparation of the manuscript. These guidelines offer suggestions and advice on the preparation and reproduction of illustrative materials, the use of copyrighted materials, and the securing of a copyright for a dissertation. The editorial staff examines a limited portion of the final draft and makes recommendations concerning the format of the manuscript before the final submission. The Editorial Office maintains a file of experienced typists and editors whom students may consult. The responsibility for acceptable English in a thesis or dissertation, as well as the originality and quality of the content, lies with the student and the supervisory committee. Students are required to submit their final theses or dissertations electronically. Workshops are offered by the Application Support Center. Information is available online at <http://etd.helpdesk.ufl.edu/workshops.php>

Guidelines for format, checklists for preparing theses and dissertations to meet deadline, critical dates, and the graduate catalog are available on the Web at <https://gradschool.ufl.edu>, and available for download and printing.

University of Florida International Center

The mission of the University of Florida International Center (UFIC) is to enhance the educational experience and environment of UF's students, faculty and staff by promoting a global perspective. Located in 170 HUB, Stadium Road, the International Center helps bring the world to UF and bring UF to the world. The International Center is the University of Florida's liaison with foreign and domestic embassies and consulates and is responsible for maintaining compliance with federal regulations pertaining to international students, faculty and scholars. For more information, contact the appropriate person at UFIC: phone (352)392-5323, fax (352)392-5575, website <http://www.ufic.ufl.edu>

International Student Services provides 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.

Faculty and Scholar Services offers administrative, liaison, and support services for foreign national faculty, scholars, researchers and professionals. Additionally, Faculty Scholar Services ensures that the university is in compliance with all 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.

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 on return of the student. Study Abroad program details are available in the UFIC library 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 program 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 organization around the world. UFIC houses a Peace Corps recruiting office, and maintains a country specialty database that contains faculty expertise in particular countries that anyone can search by country (www.ufic.ufl.edu/csd/index.asp).

GRADUATE STUDENT RESOURCES

Web Pages for Graduate Students

Information is published online for graduate students at www.my.ufl.edu by Student Services and the Graduate School. This website contains information about important deadlines, 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.

The Graduate School maintains a website for current students at <https://gradschool.ufl.edu> that provides useful information and online forms.

Graduate Student E-mail Listserv

The Graduate School communicates directly with enrolled graduate students via e-mail using GatorLink addresses. These messages include funding announcements, information applicable to graduate students in general, and reminders of deadlines, etc. An archive of messages is available at <http://lists.ufl.edu/archives/gradstudent-1.html>. Students are required to use this account to receive all official university communications. GatorLink has a website at <http://www.gatorlink.ufl.edu>

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, call 392-7200 ext 424, or see the website at <http://grove.ufl.edu/~gsc/>.

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 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 392-0274 or visit the website at www.ufgau.org/

Black Graduate Student Organization

The Black Graduate Student Organization (BGSO) was founded as a forum in which graduate students of African descent in various disciplines could come together. It provides a means for students to share experiences and learn from each other in a way that aids in the successful advancement of its members. Membership is open to all students who embrace the purposes of the BGSO. The BGSO conducts regular meetings and sponsors an assortment of cultural, educational, and social programs throughout the year. For more information call 378-1582.

Hispanic Graduate Student Association

The Hispanic Graduate Student Association (HGSA) is dedicated to meeting the social, academic, and professional needs of all graduate students of Hispanic/Latino(a) descent. The organization offers members an opportunity to celebrate their heritage and forge new relationships. Through providing opportunities for mentorship, social support, and community involvement, the HGSA fosters an environment that enhances the academic development of its members. The HGSA sponsors many events geared to increase networking across academic disciplines such as cultural programming, social events, guest speakers, community service, and monthly meetings. For more information contact the Institute of Hispanic/Latino Cultures at 392-0601, x506.

Student Government

Student Government (SG) comprises the executive, legislative, and judicial branches. The Graduate-Professional Student 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. The director of Graduate Student Affairs also organizes the annual Graduate Student Appreciation Week, held each Spring semester. For more information call 392-1665 ext. 458.

Graduate students participate in the legislative portion of SG by annually electing three graduate students to serve in the SG Senate. These three senators attend Senate meetings and vote on legislation.

Selected other SG cabinets include Academic Affairs, Advertising, Career Development, Community Involvement, Community-Political Affairs, disAbility Affairs, Health, Housing, Internal Communications, LGBTQ Affairs, Multicultural Affairs, Public Relations/Publicity,

Research, Satellite Campus Affairs, Student Organizational Outreach, Technology, and Women's Affairs. Details are available at sg.ufl.edu. Contact SG by telephone at 392-1665 ext. 305.

Workshops for 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 and the "getting started" workshop are mandatory for all who are beginning teaching assignments. The website for teaching assistants is

http://www.teachingcenter.ufl.edu/ta_development.html

Teaching assistants may take all 10 workshops, or they may select the most pertinent ones for their assignments. Among the materials covered are presentation skills, course and lecture planning, techniques for improved student motivation and attention, group dynamics, testing and grading, and how to elicit and interpret feedback. Participants may request videotaping of their classroom presentations and student feedback on strengths and weaknesses. To sign up or for more information, call Dr. Winifred Cooke at the AT 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

http://www.teachingcenter.ufl.edu/materials/ta_handbook_web.pdf

EXCEL Newsletter

EXCEL, a Graduate School publication, is published each spring. The newsletter features graduate students and their research, the winners of the Doctoral Dissertation Mentoring Awards, plus alumni who are now doing interesting work.

University Libraries

The library system consists of three central units—Library West, Smathers Library (Library East), Marston Science Library—and branch libraries in the Colleges of Design, Construction, and Planning; Fine Arts; Education; Journalism and Communications; and Law; the Department of Music; and the J. Hillis Miller Health Science Center. Orientation tours of the main libraries are scheduled at the beginning of each semester. LUIS (Library User Information Service) terminals in each library provide computerized access to the collection. The entire sixth floor of Library West is reserved exclusively for graduate student use. See the library website at

www.uflib.ufl.edu/.

University Counseling Center

The University Counseling Center offers free psychological counseling to currently enrolled students and their partners/spouses. Individual and couples counseling is available for students experiencing personal, social, or marital difficulties, academic or career concerns. The Center offers groups and workshops designed to help students cope with common problems such as stress management, anxiety, self-confidence, relationship and family issues, eating disorders, and substance abuse. Services also are provided to deal with issues related to gender, racial and ethnic identity, physical disability, and sexual orientation. All counseling is confidential. For more information, visit the website at <http://www.counsel.ufl.edu/>

Student Health Care Center

The Student Health Care Center (SHCC) provides outpatient medical services that include primary medical care, health screening programs, health education, sexual assault recovery services, and mental health counseling. Physicians are board-eligible or certified and all clinical staff are experienced in the care of university students. SHCC is accredited by the Accreditation Association for Ambulatory Health Care, Inc.

The SHCC is staffed by physicians, physician assistants, nurse practitioners, registered nurses, dietitians, health educators, psychiatrists, psychologists, and mental health counselors. Health education staff provide counseling and an extensive campus outreach including the GatorWell program.

Detailed information on the Student Health Care Center services and programs is at <http://www.shcc.ufl.edu/>

Speech and Hearing Clinic

This clinic, located in 452 Dauer Hall, offers services to students with speech and hearing disorders. The telephone number is 392-2041; TTY is available.

Students with Disabilities

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. Students with disabilities need to provide documentation regarding their specific disability and meet with the Assistant Dean for Student Services, before receiving reasonable academic accommodations. For further information, please contact 001 Reid Hall, 392-8565 and see the web page at <http://www.dso.ufl.edu/drc/>

English Skills for International Students

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

Applicants whose command of English is not as good as expected may be requested by their departments to attend the English Language Institute (ELI), an intensive English program designed to provide rapid gain in English proficiency. An ELI student may require one, two, or occasionally three semesters of full-time English study before entering Graduate School. Information about ELI is available in 315 Norman Hall.

The Academic Written English (AWE) program is designed to help foreign graduate students improve their writing ability. Applicants whose verbal GRE scores are below 320, or students who have been admitted provisionally with a score lower than required on a TOEFL (550 paper, 210 computer, 80 web), IELTS (6), or MELAB (77) may be required to take a writing test. Those demonstrating a lower proficiency than needed for successful performance in written tasks as determined by their academic unit may be required to take courses in written English. Information about the AWE program is available at the coordinator's office, 4131 Turlington Hall, telephone (352) 392-0639.

The Academic Spoken English (ASE) program is designed to help those students who expect to be Graduate Teaching Assistants at the University of Florida but who cannot demonstrate a high

enough proficiency in English. Students who must raise speaking proficiency scores are advised to take EAP 5835, a course to improve general oral language skills. Information about AE can be found at <http://ase.ufl.edu/>.

Computer Support

Graduate students who are preparing theses or dissertations must contact the Application Support Center. ASC has developed templates in various word-processing programs for typing 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.

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.

CAREER SERVICES FOR GRADUATE STUDENTS

The Career Resource Center offers a range of career exploration and preparation services to advance the career goals of graduate students.

CRC Library: Find everything from college and major descriptions to salary information, resume or curriculum vitae writing, job openings and employer/college information. The CRC has a section specifically geared toward the graduate student experience, including issues in higher education, the academic job search, and marketing your advanced degree outside of academia. There are also sections with immediate job listings, computers for Internet job searching, and subscriptions to various higher education publications.

CRC Web Resources: 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 PhD students, including sample CVs and job search resources/links. Whether you are trying to decide to go on for the PhD, go into industry or go into academia, the CRC graduate student web pages can assist you with your career concerns. Visit <http://www.crc.ufl.edu/gradservices>.

Individual Career Counseling: The CRC offers individual career counseling to graduate students who would like additional assistance with their career decision-making. 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 counselors are here to help.

Individual Advising: Visit the CRC during advising hours where staff will be happy to answer questions related to career and job search concerns. In addition to answering questions, advisors will also critique a curriculum vitae, resume, or job search correspondence. For more complex concerns, please contact the CRC front desk to make an appointment with an advisor familiar with the specific issues of your career field.

Gator Career Link: Grad students interested in non-academic career options should register for Gator Career Link. This on-line career portal for UF students and alumni connects you to

government and industry employment postings, on-campus interview opportunities through the CRC and also highlights important career-related events hosted by the CRC.

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 master's and doctoral level students. The largest fair, Career Showcase, is held every Fall and Spring. Attend each fair to meet employers who are looking to hire you.

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.

Choosing between a Resume and a Curriculum Vitae

What is the difference between a resume and curriculum vitae (CV)? A resume is a short document that summarizes qualifications, including education, experience, skills, and other items related to a job search. A CV is a special type of resume traditionally used for positions in academia, research, or grants. Like the resume, the CV summarizes education, accomplishments, and professional expertise. Specifically, a CV should highlight teaching experience, research work, publications, service or committee work, and professional presentations. While it is recommended that the resume be limited to one or two pages, the CV does not have a page limitation.

Example list of potential CV section headings

Teaching Experience	Graduate Fieldwork	Certification
Teaching Philosophy	Presentations	Licensure
Course Highlights	Convention Addresses	Areas of Expertise
Dissertation Abstract	Invited Lectures	Clinical Experience
Research Experience	Lectures & Colloquia	Service Experience
Research Grants	Administrative Experience	Academic Awards

Employers/search committees will often request the type of document they prefer within the written position announcement. However, not all positions announcements offer the appropriate information. In this case, a decision can be made by contacting the employer/search committee and ask for their preference.

If the position is located within the higher education industry or research-based, submit a CV.

If it is a nonacademic position in industry outside the realm of research, submit a resume.

For more information on writing CVs, visit the Grad Student Web Resources at <http://www.crc.ufl.edu/cv> and attend our CV workshop.

For those students who have decided to apply for academic positions after earning the Ph.D., following a set timeline can help organize job search activities. It will be important to begin early and work closely with the primary advisor/committee chair.

For more information, contact the staff at the Career Resource Center, on the first floor, J. Wayne Reitz Union or on-line at <http://www.crc.ufl.edu>.

CONFIDENTIALITY

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.

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; e-mail 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 I.D. 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>.

Graduate Student Participation in Academic Unit Meetings

On March 15, 1990, the Graduate Council approved the following statement regarding graduate student involvement in policy and procedure meetings.

“Although departments may wish to have graduate students attend and become involved in departmental meetings at which policies and procedures of the graduate programs or other related matters are being discussed, graduate students should not participate in the faculty decisions on matters pertaining to admission of new graduate students or the performance evaluations of current graduate students.”

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. For a thorough discussion of plagiarism and the law, see <http://www.rbs2.com/plag.htm>. A briefer discussion and some tips for avoiding it are provided at <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml#original>

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 that 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 that each will be given fair treatment. Individual departments or colleges may have more detailed grievance procedures. The student should check with his or her program's graduate coordinator.

A grievance is defined as dissatisfaction occurring when a student thinks that any condition affecting him or her is unjust or inequitable or creates 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, and it can sometimes be confusing for the student in knowing where to turn. In general it is desirable to settle grievances in an informal fashion rather than initiating a formal grievance. Communication is the key element. As soon as a grievance issue arises, the student should speak with either the supervisory committee chair or the department graduate coordinator. If neither of these individuals is available, the department chair is the next alternative. In most cases these individuals can work with the student and the person causing the grievance to resolve the issue informally, as specified below.

Students must first attempt to resolve the issue through their academic unit and then college. Only if the issue cannot be resolved may students contact the Ombudsman for an appointment. Documentation must be provided of all formal actions taken to resolve the issue. The Ombudsman for graduate and professional students is located in 31 Tigert Hall, 392-1308.

Informal Stage

In the informal phase of the academic grievance procedure, oral discussion between the 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. Additionally, or in the alternative, the student may wish to present his or her grievance in writing to the person(s) alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student either orally or in writing.

Formal Stage

If the student considers the response to the discussion 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 response of the department to the student's grievance must be given in a timely fashion.

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 within a reasonable time.

The right of appeal in writing to the Ombudsman for graduate and professional students, as the authorized representative of the President of the University, shall be the final appeal but only after the prescribed administrative channels and grievance procedures have been exhausted.

Employment-related grievances are covered by the Collective Bargaining Agreement, Article 11, 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.

Issues of research misconduct are covered by Rule 6C1-1.011, Florida Administrative Code. Any 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 Student Guide (available from Student Services, P202 Peabody Hall) for the appropriate grievance procedure.

ACADEMIC AND ADMINISTRATIVE PETITIONS

At the graduate level, the Senate Petition Packet is for fee refunds only; it is not appropriate for drop/add, academic, and registration petitions. Petition forms, "Senate Petition for Fee Refund," are available at the Registrar's Office in Criser Hall. The completed packet must be submitted to the petitions committee at the Registrar's Office. The actual course drop/add is a separate transaction that must be approved by the academic unit for current term course adjustments, and by the academic unit and the Graduate School for the highly unusual retroactive course adjustment.

Other administrative, academic, and registration petitions will be approved by the Graduate School only for mitigating circumstances. Financial hardship or to raise the GPA, in and of itself, is not sufficient reason. Such petitions must be initiated by the academic unit and must be endorsed by the student's supervisory committee chair, graduate coordinator, or department chair and, in some instances, the college dean. In cases involving assistantships/fellowships, the dean's signature is always required. The petition should cite the policy and justify the exception being requested. Address to the Associate Director of the Graduate School, 164 Grinter Hall, P.O. Box 115500.

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://www.hr.ufl/eo/sexharassment.htm>):

Policy: It is the policy of the University of Florida to provide an educational and working environment for its students, faculty and staff that is free from sex discrimination and sexual harassment. In accordance with federal and state law, the University prohibits discrimination on the basis of sex, including sexual harassment. Sex discrimination and sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. The University encourages students, faculty, staff and visitors to promptly report sex discrimination and sexual harassment.

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 Office for Student Services (392-1261), the University Ombudsman in the Office of Academic Affairs (392-1308), and Graduate Assistants United (392-0274). Confidential counseling services are available at the University Counseling Center (392-1575) and Student Mental Health (392-1161).

REFERENCES

Collective Bargaining Agreement Between University of Florida Board of Trustees and Graduate Assistants United, United Faculty of Florida, 2005/2008 <http://www.ufgau.org/contract/>

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<https://gradschool.ufl.edu/students/catalog.html>

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<https://gradschool.ufl.edu/personnel/policy-manual.html>

Graduate Council. Minutes. Gainesville: University of Florida, Graduate School, January 19, 1989; December 14, 1993; October 27, 1994; December 15, 1994; January 19, 1995; March 16, 1995; September 21, 1995; October 12, 1995.

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University of Southern California. Guidelines for Ethical Faculty and Graduate Student Relations. Los Angeles: USC Vice Provost for Graduate and Professional Studies, August 1989.

Wilson, Edward N. Letter from the Dean. Graduate School Newsletter: Information for Arts and Sciences Graduate Students (Washington University in St. Louis), 4 (1), 1, Fall 1991.

TELEPHONE NUMBERS

Graduate School	392-4646
Administration	392-6622
Data Management	392-1558
Editorial Office	392-1282
Graduate Student Records	392-4643
Office of Graduate Minority Programs	392-6444

Campus Offices

Academic Spoken English program	392-3286
Academic Written English program	392-0639
Admissions Office	392-1365
Career Resource Center	392-1601
Center for Student Activities and Involvement	392-1671
CIRCA Computer Services	392-2007
English Language Institute	392-2070
Family Housing Office	392-2161
Financial Services	392-0181
Gator-One Card	392-8343
Institute for Black Culture	392-1261
J. Wayne Reitz Union Information	392-1649
Student Legal Services	392-5297
Library Information (Campus)	392-3261
Minority Student Affairs	392-1261
Office of Academic Technology	392-2007
Dean of Students Office	392-1261
Office of the University Registrar	392-1374
Ombudsman	392-1308
Senate Petition for Fee Refunds Office	392-1365
SNAP (Student Nighttime Auxiliary Patrol)	392-7627
Stephen C. O'Connell Center	392-5500
Student Affairs	392-1265
Student Financial Affairs	392-1275
Student Government	392-1261
Student Health Insurance	392-4377
Student Honor Court	392-1665
Student Injury Care Center	392-7315
Student Pharmacy	392-1760
Student Recreation and Fitness Center	846-1081
Student Traffic Court	392-8048
University Information	392-3261
University of Florida International Center	392-5323
Withdrawal Procedures	392-1261

Community Services

County Library	334-3900
Legal Information	
Public Defender's Office	372-0519
State Attorney's Office	374-3670

Emergencies

Crisis and Suicide Prevention Center	392-1575
Food Stamp Program	955-5176
Salvation Army	376-1743
St. Francis Kitchen	378-9079
Fire and Police (Campus)	392-1111
Fire and Police Hotline	911
Office for Student Services (M-F 8:00am-4:30pm)	
P202 Peabody Hall (TDD)	392-1261
Police, City	334-2400
Sheriff, County	367-4000

Health

Alcoholics Anonymous	372-8091
Birth and Pregnancy Problems	
Crisis Pregnancy Center	377-4947
Planned Parenthood	377-0881
Women's Counseling Services	392-1575
Bridge House Incorporated	374-5615
Campus Alcohol and Drug Resource Center	
P202 Peabody Hall (TDD)	392-1261
Center for Sexual Assault/ Abuse Recovery and Education	392-1161 x231
Corner Drug Store	338-3800
County Health Department	334-7900
Disability Services	
P202 Peabody Hall (TDD)	392-1261
Drug Emergencies (Shands Hospital)	265-0050
Emergency Transportation (Medical Purposes)	392-1111
Psychological and Vocational Counseling Center	392-1575
Shands Emergency Room	265-0050
Speech and Hearing Clinic	392-2041
Student Health Care Service/Infirmary	392-1161
Student Mental Health	392-1171
Suicide and Crisis Intervention	392-1575
University Counseling Center	392-1575
Women's Clinic	392-1161

Student Groups

ACCENT	392-1665 x306
BACCHUS	392-1261
Black Graduate Student Organization	870-3898
Black Student Union	392-1665 x321
Board of College Councils	392-1665 x345
Environmental Action Group	392-1665 x421
Florida Blue Key	273-0829
Graduate Assistants United	392-0274
Graduate Student Council	392-1665 x345
Hispanic Student Association	392-1665 x324
Jewish Student Union	392-1665 x315
Mayor's Council	392-1665
PRIDE	392-1665 x326
Student Government Productions	392-1665 x307
Volunteers for International Student Affairs	392-1665 x322