



# 2018-19 Master's Program Policies and Procedures

## Graduate School Policy

*"It is the responsibility of the graduate student to become informed and to observe all regulations and procedures required by the program s/he is pursuing. The student must be familiar with those sections of the Graduate Catalog that outline general regulations and requirements, specific degree program requirements, and the offerings and requirements of the major academic unit. Ignorance of a rule does not constitute a basis for waiving that rule."*

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## **Introduction**

This handbook is a compilation of policies and procedures of the Tourism, Recreation, and Sport Management graduate program at the University of Florida. It is meant to serve as a guide to help students successfully make their way through the program. Note that this handbook does not cover all of the policies of the University of Florida Graduate School. Those policies are compiled in the University of Florida Graduate Catalog which is available at the Graduate School web site. You must follow both the department guidelines and the UF Graduate School guidelines as you pursue your advanced degree.

Your degree progress at the University of Florida is administered by your Graduate Supervisory Committee (explained later in detail). After meeting with your graduate advisor to develop your program plan, the next point of contact for graduate students is the Program Assistant listed below. Students can contact the Graduate Program Assistant, the Graduate Coordinator or any member of their Graduate Supervisory Committee regarding questions or other issues relevant to program logistics, forms or procedures.

The 2017-18 TRSM Graduate Program Staff consists of:

Dr. Kyriaki Kaplanidou, Professor and Graduate Coordinator  
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Amanda Cluxton, Graduate Program Assistant  
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## **New Student Information**

### **UFID**

Students are assigned a UFID during the application process to the University of Florida and this 8-digit number will always be your student UF identification.

### **GatorLink Account**

A GatorLink username and password is required for access to most University of Florida information systems. GatorLink accounts are provided to individuals with active affiliations with the university, as recorded in the UF Identity Registry. Please go to [UF Computing Help Desk](#) to set up your email and log in accounts. *All official university communication will be sent to your GatorLink email address.* Please check your UF email regularly, even if you do not use it for your daily email correspondence.

### **Registration Holds**

Each semester holds are placed on student accounts requiring students to accept the terms of registration and update emergency contact information before they are allowed to register for the following semester. Students should check their account holds periodically through [ONE.UF](#)

**ONE.UF**: Log on with your GatorLink username and password. ONE.UF is your gateway to:

Course registration	Address changes	Your directory information
Schedule adjustments	Degree audits	Federal loan interviews
Fee payments	Degree shopping	Course descriptions
Financial aid	Degree applications	<b>Textbook information</b>
Grades	Your class schedule	
Holds	Transcripts	

### **Final Official Transcript Requirement**

It is the responsibility of the student to verify that their final official transcript was received by the Office of Admissions. The final official transcripts need to show a degree has been awarded. Failure to comply will result in a hold on your student account, preventing your ability to register for future classes. *International Students:* The final official transcript as well as copies of degree certificates must be received in both native language and translated to English. For transfer students, final grades need to be recorded for the last semester attended.

### **Conditional Acceptance**

The Graduate School grants conditional admission for students to begin master's work with the understanding that they will meet specific conditions to continue in the program such as minimum GRE scores, minimum GPA in graduate coursework, or pre-requisite coursework. The letter of acceptance lists conditions students must meet. Responsibility for meeting the conditions, both in terms of specific details and within specific time limits, rests with the student, with support from the advisor, and Graduate Program Assistant. Students who do not meet the conditions may be dismissed from the program.

### **Campus Clarity Training**

The University of Florida requires completion of the [Campus Clarity "Think About It" online training course](#) for all new students. You will not be able to register for courses until this has been completed.

### **[Gator 1 Card](#)**

The Gator 1 Card is the official UF picture ID card. This card contains your UFID. A valid Gator 1 Card must be presented to transact business at UF and check out books from the library. The card can be obtained and purchased for \$15.00 at the Gator 1 Central office located at the UF Bookstore and Welcome Center at the Museum Road door entrance (in room G072). An official photo ID is required for most campus functions. Contact the Gator 1 Central office at (352) 392-8343.

### **[Graduate Information Management System \(GIMS\)](#)**

View the degree programs you have on record and the supervisory committees assigned to you on this convenient and easy-to-use online portal. If there are any items on your GIMS record in need of correction or updating, contact a graduate staff member in your department for help.

### **Other Resources:**

[Parking on campus](#)

[Order a Decal](#)

[Campus Parking Maps](#)

[Parking FAQ's](#)

[Bike Laws](#)

[Campus Safety Brochures](#)

[Off Campus Life](#)

[Safety Tips](#)

[SNAP](#)

[Meal Plan Information](#)

[Technology Requirements](#)

### **Housing**

[On Campus Housing](#)

[Off Campus Housing](#)

[Off Campus Housing Locator](#)

## **Registration Guidelines**

### **Choosing Courses**

Advisors, as indicated in your acceptance letter, help students select elective coursework that align with their professional interests and career goals for their program of study. Students electing to complete a thesis or project will obtain input from their supervisory committee members during the program planning process. If changes are made to the plan of study the advisor must approve the changes and note those changes on the original program of study planning sheet.

### **Registration Requirements**

Graduate students must register for a minimum of three credits in fall or spring and two credits in summer; minimum registration for students receiving financial aid may be different. Students on a fellowship, traineeship, or assistantship must be registered appropriately for their appointments. During the terms of the final examination and the final term in which the degree is awarded, the student must be registered for the minimum number of credits and courses that count toward the graduate degree.

### **Drop-Add Procedure**

Any change in registration after the drop-add deadline must be initiated with the advisor's approval. The regular drop-add period only extends a few days into the semester. Changes in enrollment after this time must have justification and will result in tuition and potential fee liability to the student.

It is imperative that students verify and confirm registration each semester before the end of drop-add to prevent late course change requests and incurring additional late enrollment expenses.

### **Registering for classes**

Students are responsible for registering themselves for classes.

[ONE.UF](#) is where a student will process their course registration changes.

The [Schedule of Courses](#) allows you to search for and view available classes.

Refer to the [Office of the Registrar](#) for registration dates and deadlines.

### **Non-lecture coursework**

To register for practicum/internship/independent study/research courses, students must complete and submit the appropriate registration form to their advisor for approval, and then to the Graduate Program Assistant for processing. Students participating in a practicum or internship must include an internship/practicum packet with the registration form. Registration must be completed according to the university add/drop deadline.

## **Master's Program Guidelines**

### **Degree Title and Options**

The Master of Science Degree awarded in the Department of Tourism, Recreation & Sport Management, referred to in general terms as the M.S. degree, includes two primary degree options:

*M.S. in Tourism and Recreation Management (30 credit thesis/30 credit non-thesis options)*

- Areas of concentration:
  - Tourism (8 credits)
  - Natural Resource Recreation (9 credits)
- Areas of specialization:
  - Tourism Analytics (12 credits)
  - Destination Development and Crisis Management Specialization (9 credits)

*M.S. in Sport Management (30 credit thesis/36 credit non-thesis options)*

- No concentrations

### **M.S. Student Classifications**

Graduate students seeking their first master's degree are classified as 7HH. Graduate students who have earned a master's degree, or who have earned 36 or more credits while seeking a master's degree are classified as 8HH.

### **Faculty Advisors and Supervisory Committees**

The Advisor (also referred to as the Supervisory Committee Chair) represents a key person in a successful M.S. program. The Graduate Coordinator will assign the student to a graduate faculty advisor prior to his/her first semester of enrollment as noted in letter of admission. Advisors help students plan a program of study and supervise completion of thesis or capstone work if appropriate. They also provide personal, professional, and academic advice. The department matches students and advisors based primarily on professional and research interests.

### **TRSM Masters Degree Committee Requirements**

- Students in the Non-Thesis Master of Science program: Committee Chair + 1 Member
- Students in the Thesis Option: Committee Chair + 1 Member + 1 External Member (outside student's department)
- If formal Minor is declared: 1 External Member from minor department

### **Committee Selection**

Supervisory committee members should be selected no later than the second term of enrollment. Only faculty specifically designated as "Graduate Faculty" by the Graduate School may serve as advisors or supervisory committee members for thesis students. To finalize your supervisory committee, students complete a supervisory committee form, obtain all signatures, and return to the Graduate Program Assistant. Once approved, committee members will be listed under the student profile in GIMS.

### **Committee Changes**

If the student requests to change his/her supervisory committee chair or committee members after the first two semesters, s/he must petition to the department graduate committee, who will make a recommendation to the department chair for final approval or denial.

## **Planning a Program of Study**

The Advisor helps students select elective coursework that align with their professional interests and career goals for their program of study. Students electing to complete a thesis will obtain input from their supervisory committee members during the program planning process. In addition to specifying coursework in the various categories, the program of study includes projected dates for internships, capstone project or thesis defense, and a projected timeline for graduation. The dates may change, but the student, advisor, and supervisory committee (when indicated) plan work within the projected calendar. If changes are made to the plan of study the advisor must approve the changes and note those changes on the original program of study planning sheet in the academic file.

### **Minimum Credits Required for the M.S. Degree in Tourism and Recreation Management**

	<b>Non-Thesis</b>	<b>Thesis</b>
<b>Core Coursework</b>	12	15
<b>Elective Coursework</b>	18	15
<b>Total Credits</b>	<b>30</b>	<b>30</b>

### **Minimum Credits Required for the M.S. Degree in Sport Management**

	<b>Non-Thesis</b>	<b>Thesis</b>
<b>Core Coursework</b>	21	21
<b>Elective Coursework</b>	15	0
<b>Research Coursework</b>	0	9
<b>Total Credits</b>	<b>36</b>	<b>30</b>

### **Required Core Coursework**

#### Tourism and Recreation Management Non-Thesis (4 core courses)

- LEI 5188 Trends & Issues in Tourism & Recreation Management (3)
- HLP 6515 Evaluation Procedures in Health and Human Performance (3)
- HLP 6535 Research Methods in Health and Human Performance (3)
- LEI 6944 Practicum in Tourism and Recreation Management or LEI 6905 Professional Paper (3)

#### Tourism and Recreation Management Thesis (4 core courses)

- LEI 5188 Trends & Issues in Tourism & Recreation Management (3)
- HLP 6515 Evaluation Procedures in Health and Human Performance (3)
- HLP 6535 Research Methods in Health and Human Performance (3)
- LEI 6971 Research for Master's Thesis (6)

#### Sport Management Non-Thesis (7 core courses)

- SPM 5016 Sport Sociology (3)
- SPM 5309 Sport Marketing (3)
- SPM 5506 Sport Finance (3)
- SPM 6158 Management/Leadership in Sport (3)
- SPM 6726 Issues in Sport Law (3)
- HLP 6515 Evaluation Procedures in Health and Human Performance (3)
- HLP 6535 Research Methods in Health and Human Performance (3)

#### Sport Management Thesis (7 core courses)

- SPM 5016 Sport Sociology (3)
- SPM 5309 Sport Marketing (3)
- SPM 5506 Sport Finance (3)
- SPM 6158 Management and Leadership in Sport (3)
- SPM 6726 Issues in Sport Law (3)
- HLP 6515 Evaluation Procedures in Health and Human Performance (3)
- HLP 6535 Research Methods in Health and Human Performance (3)

## **Special Coursework/Non-lecture Coursework**

*Lecture coursework* includes courses offered in a traditional, face-to-face, teaching-learning format where instructors and students meet during a set schedule for a semester. *Non-lecture coursework* includes work scheduled independently between students and a faculty sponsor in courses such as supervised readings, independent study, supervised teaching, and supervised research. Courses that qualify as non-lecture are listed below:

**SPM 6905—Directed Independent Study (1-5 credits; max: 12 credits)** Individual projects under faculty guidance. Letter grade.

**SPM 6910—Supervised Research (1-5 credits; max: 5 credits)** S/U grade.

**SPM 6940—Supervised Teaching (1-5 credits; max: 5 credits)** S/U grade.

**SPM 6947—Graduate Internship in Sport Management (3-9 credits; max: 5 credits to count towards degree credit requirement)** On-site, full-time, practical experience in field of study. S/U  
*Eligibility: Completion of 2 semesters of course work applicable to specialization; permission of advisor, written application and site approval.*

**SPM 6948—Advanced Practicum in Sport Management (1-5 credits; max: 10 credits)** On-site practical experience in field of study. Letter grade.

**SPM 6971—Research for Master's Thesis (1-15 credits)** S/U grade.

**LEI 6903—Readings in Recreation, Parks and Tourism (1-3 credits; max: 6 credits)** *Intended for master's students. S/U.* Selected independent in-depth readings on a specific topic that will be supervised and evaluated.

**LEI 6905—Directed Independent Study (1-5 credits; max: 10 credits)** Individual projects under faculty guidance. Letter grade.

**LEI 6910—Supervised Research (1-5 credits; max: 5 credits)** S/U grade.

**LEI 6940—Supervised Teaching (1-5 credits; max: 5 credits)** S/U grade.

**LEI 6944—Practicum in Leisure Studies (1-6 credits; max: 6 credits)** On-site, full-time, practical experience in field of study. Letter grade. *Eligibility: Completion of 18 credit hours of course work applicable to degree; permission of advisor, written application and site approval.*

**LEI 6971—Research for Master's Thesis (1-15 credits)** S/U grade.

**LEI 7904—Advanced Readings in Recreation, Parks and Tourism (1-3 credits; max: 6 credits)** *Intended for doctoral students. S/U.*

**LEI 7905—Advanced Independent Study in Recreation, Parks and Tourism (1-3 credits; max: 6 credits)** *Intended for doctoral students.* Individual projects under faculty guidance. Letter grade.

**LEI 7910—Advanced Supervised Research (1-5 credits; max: 5 credits)** *Intended for doctoral students. Not open to students who have taken 6910.* S/U grade.

**HLP 7979—Advanced Research (1-12 credits)** Research for doctoral students before admission to candidacy. S/U grade.

**HLP 7980—Research for Doctoral Dissertation (1-15 credits)** *Eligibility: Doctoral students admitted to candidacy.* S/U grade.

## **Practicum/Internship Guidelines**

### **Sport Management Advanced Practicum – SPM 6948**

- Students with fewer than 18 credit hours of graduate coursework must register for SPM 6948.
- Students can have no more than 12 combined credit hours of internship and/or practicum count towards their required elective credit hours.
- Every 48 clock hours = 1 credit hour of coursework.
- Students cannot retroactively add or drop credit hours to/from the course.
- Registration credits vary from 1-3 credits with a maximum of 6 credits total over multiple semesters towards one degree.
- Work must be completed during the term of enrollment, except in rare preapproved instances.
- The student's supervisory committee chair/advisor will assist with the internship site approval and serve as the university internship supervisor.
- Registration occurs by completely filling out the practicum registration form, attaching the job description/plan of work, and obtaining the advisor's signature of approval. Incomplete registration forms will not be processed. All registration holds must be cleared before the practicum registration will be processed. It is the student's responsibility to submit the request in a timely fashion and verify all holds have been removed or additional fees may be incurred.
- Mid-term practicum evaluation forms completed by the on-site supervisor are due at the mid-point of the semester to the faculty advisor of this course.
- End of semester evaluation forms completed by the on-site supervisor are due one week prior to final exams.
- Practicum is graded on letter scale. Student grades will be assigned based on their supervisor's evaluations as well as their agreed upon deliverables.

### **Sport Management Advanced Internship – SPM 6947**

- Students who have successfully completed two full-time semesters or 18 credit hours of graduate coursework can register for SPM 6947.
- Every 48 clock hours of internship = 1 credit hour of coursework.
- Students cannot retroactively add or drop credit hours to/from the course.
- Work must be completed during the term of enrollment, except in rare preapproved instances
- Registration credits vary from 3-9 credits with a maximum of 9 credits total over multiple semesters towards one degree.
- Students can have no more than 12 combined credit hours of internship and/or practicum count towards their required elective credit hours.
- The student's supervisory committee chair/advisor will assist with the internship site approval and serve as the university internship supervisor.
- Registration occurs by completely filling out the practicum registration form, attaching the job description/plan of work, and obtaining the advisor's signature of approval. Incomplete registration forms will not be processed. All registration holds must be cleared before the practicum registration will be processed. It is the student's responsibility to submit the request in a timely fashion and verify all holds have been removed or additional fees may be incurred.
- Mid-term internship evaluation forms completed by the on-site supervisor are due at the mid-point of the semester to the faculty advisor for this internship.
- End of semester evaluation forms completed by the on-site supervisor are due one week prior to final exams to the faculty advisor for this internship.
- Graduate Internship is graded on Satisfactory/Unsatisfactory basis. Student grades will be assigned based on their supervisor's evaluations as well as their agreed upon deliverables.

## **Practicum/Internship Guidelines Continued:**

### **Tourism & Recreation Management Practicum - LEI 6944**

- Students must complete 18 hours of coursework relevant to the degree before registering for these courses.
- Every 48 clock hours = 1 credit hour of coursework.
- Students cannot retroactively add or drop credit hours to/from the course.
- Registration credits vary from 1-3 credits; maximum of 6 credits total over multiple semesters towards one degree.
- Work must be completed during the term of enrollment, except in rare preapproved instances.
- The student's supervisory committee chair/advisor will assist with the internship site approval and serve as the university internship supervisor.
- Registration occurs by completely filling out the practicum registration form, attaching the job description/plan of work, and obtaining the advisor's signature of approval. Incomplete registration forms will not be processed. All registration holds must be cleared before the practicum registration will be processed. It is the student's responsibility to submit the request in a timely fashion and verify all holds have been removed or additional fees may be incurred.
- Mid-term practicum evaluation forms completed by the on-site supervisor are due at the mid-point of the semester to the faculty advisor of this course.
- End of semester evaluation forms completed by the on-site supervisor are due one week prior to final exams.
- Practicum is graded on letter scale. Student grades will be assigned based on their supervisor's evaluations as well as their agreed upon deliverables.

### **Elective Coursework**

The student and advisor select graduate level (5000 or above) elective coursework based on the student's career or research interests. Projects relating to interest areas can be completed as non-lecture coursework (see page 9). Coursework taken outside of the TRSM department must be approved by the student's advisor.

### **Undergraduate Courses**

Six credits of upper level undergraduate courses (3000-4000) outside the TRSM department may count when taken as part of an approved graduate program. Consult your Academic Advisor/Committee Chair before registering to determine if the proposed course is acceptable to your degree plan. Advisor's must sign an updated program plan that includes the requested courses for approval. Enrollment without approval may result in the course being evaluated as inadequate to count towards the graduate degree. Undergraduate courses taken within the department of TRSM will not count towards graduate degree requirements under any circumstances.

Undergraduate courses (1000-2000) may not be used as any part of graduate degree requirements. All 1000- and 2000- level courses may be taken on a satisfactory/unsatisfactory (S/U) basis to enhance one's background knowledge, if enrolled as a graduate student, but do not count towards the credits needed for a graduate degree.

### **Transfer of Credit**

No more than 9 credits of graduate courses may be transferred from another approved institution. Transfer courses must be completed with a grade of A, A-, B+, or B to be accepted. The supervisory committee is responsible for ensuring the academic integrity of coursework before accepting graduate transfer credits. Petitions for transfer of credit must be made during the student's first term of enrollment in their graduate program, and submitted to the Graduate Program Assistant.

### **Time Limitation**

All work (including transferred credit) counted toward the master's degree must be completed within 7 years from initial matriculation, for the degree to be awarded.

### **Leave of Absence**

Any student who does not register at UF for a period of more than 1 semester needs prior written approval from the supervisory committee chair. The student must apply for readmission upon return.

### **Unsatisfactory Progress or Unsatisfactory Scholarship**

Any graduate student may be denied further registration or placed on probation, if progress towards completing the program of study becomes unsatisfactory to the graduate committee, department, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted.

### **Grades**

#### **Grade Point Average**

Grade point averages for graduate students are computed on all eligible credits attempted at the 5000 level and above and 3000/4000 level outside the major taken at the University of Florida while in a 7, 8, or 9 classification. Courses receiving grades of S and U are excluded. Courses taken at the 1000-2000 level are excluded.

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

W = Withdrew

U = Unsatisfactory

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

N\* = No grade reported

I\* = Incomplete

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

E = Failure

WF = Withdrew failing

NG = No grade reported

I = Incomplete (final grade)

#### **Passing Grades**

The only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S. Grades of B-, C+ or C count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+, A- and A, respectively. Grade points are not given for S and U grades; S and U grades are not used to calculate grade point averages. 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.

## **Minors**

If a minor is chosen, the supervisory committee must include a representative from the minor field. A minor requires at least 6 to 15 credits depending on the program. The minor appears on the student's transcript along with the program name and the degree awarded.

M.S. students who wish to declare a formal minor must provide a letter signed by the minor representative, which includes the title of the minor, number of credits and coursework to be completed to fulfill the minor. Coursework selected for the minor must be approved by the supervisory committee.

## **Concurrent/Combined/Joint Degrees**

**Concurrent:** The purpose of a "concurrent" program is to allow students to pursue more than one graduate/professional degree at the same time with the opportunity to share up to 9 credits. Any student interested in pursuing two master's degrees in two different programs must apply and be admitted into both programs independently. Written approval is needed from each academic unit and the Graduate School Dean to officially be designated as a concurrent student.

**Combined Degree Program (4+1):** The combined BS/MS degree program allows qualified students to earn both the bachelors and masters degrees with 9-12 credit hours of graduate-level course work applying towards both degrees. This program is considered a "4+1" because students may be awarded both degrees in a five-year period if schedules permit.

- During the first semester of the Master's program (i.e., after the Bachelor's degree has been awarded), students must submit a credit transfer request form to the Graduate Program Assistant for processing.

**Joint Degree Program:** A course of study that leads simultaneously to a graduate degree and a professional degree (e.g., J.D., Pharm.D.). Normally, 12 credits of the same coursework can be counted towards both degrees. To participate in a joint program, a student must be admitted to both programs. Enrollment in one program may precede the enrollment in the other program. During the term the student is graduating, registration is required (at least 3 credits fall or spring, or 2 credits summer). This course work must be credits that applies toward graduate degree requirements.

- **Juris Doctor/Sport Management Joint Degree**
  - Under this joint degree program, a student can obtain both degrees in approximately one year less if both degree programs are pursued concurrently. Students must be admitted, begin and complete both programs of study during the same semester.
  - TRSM courses must carry a grade of "B" or higher, and will not count towards the College of Law GPA. College of Law courses which are to be credited toward the TRSM degree must carry a grade of "C" or higher and will not be counted in the GPA for TRSM.
  - An approved M.S. thesis in the TRSM program will satisfy the advanced writing requirement of the College of Law, if certified by a law school faculty member.
  - For joint degree seeking students, it is recommended that the student's graduate supervisory committee be comprised of TRSM graduate faculty members and one law faculty member.
  - Thesis topics must be related to law and/or legal issues in sport.

## **Final Semester Requirements**

Students are required to be registered during their final semester for minimum of 3 credits in Fall and Spring or 2 credits in Summer A, B or C.

- Thesis Students must register for SPM/LEI 6971 Masters Research during their final term.
- Non-Thesis students must register for coursework that applies to the degree program.

## **Final Comprehensive Exam**

All Master of Science students are required to show competence in their field of study, requiring the passing of a capstone project or thesis, as well as a cumulative and core grade point average of 3.0. Students in the *Thesis Option* must successfully defend their thesis to the Supervisory Committee during the final semester of their program according to the published deadlines determined by the Graduate School.

## **Non-Thesis Capstone**

A non-thesis student majoring in Sport Management or Tourism and Recreation Management must complete the Capstone Project, which serves as the exit requirement for the degree. The purpose of the Capstone Project is to demonstrate that the student is able to take newly acquired knowledge and skills and apply them to professional practice. It helps the student understand their weaknesses and strengths when seeking employment, and prepares the student in organizing information that will help them in seeking employment by effectively promoting themselves.

The Capstone Project document is submitted by the student to his/her Committee no later than the final examination date as determined by the Graduate School for the semester in which the student plans to graduate. Supervisory committee members will meet and discuss the written examinations and decide whether the student:

- Passes
- Re-writes any part
- Takes an oral exam on any part
- Fails
- Program Dismissal

If the student fails, s/he may be permitted to retake the entire written examination again the following semester with committee approval. When a student fails the exam, the student may be required to enroll in a specific course(s) to correct deficiencies. Minimum registration requirements, as determined by the Graduate School, must be met in order to complete the final exam during a given semester.

The Department may dismiss students for not making satisfactory progress toward the degree. The grounds for dismissal include a judgment supported by a majority of the supervisory committee, including the Chair of the Committee, determining that the student's performance toward the degree requirements (e.g., coursework, final exam) is unacceptable.

## **Thesis Procedures**

### **Thesis Proposal**

Thesis proposal presentations typically last about 30 minutes. They often include a brief handout of the presentation outline and main points, and electronic presentation formats such as PowerPoint presentations. Advisors help students decide on an appropriate presentation package. The Graduate Program Assistant will invite all graduate students and department faculty to attend the public portion of proposal meetings.

*In preparing for thesis proposal meetings, M.S. students will:*

- Work closely with the advisor and supervisory committee at all stages in developing a proposal.

- Prepare a proposal that includes 3 fully developed chapters presented to the supervisory committee at least 2-3 weeks (10-15 work days) prior to the proposal meeting.
- Students traditionally take responsibility for contacting committee members and graduate program staff and arranging a date, time, and location for proposal meetings.

## **Thesis Procedures Continued**

### **Thesis Defense**

Final defense presentations typically last about 30 minutes. They often include a brief handout of the presentation outline and main points, and electronic presentation formats such as slides or PowerPoint presentations. Advisors will help students decide on an appropriate presentation package.

The student proceeds with completion of the thesis, under the guidance of the supervisory committee and submits drafts of the thesis to their supervisory committee for comments and suggested revisions before the thesis defense.

The Graduate Program Assistant will announce the thesis final defense date, time, and location at department and college levels once notified by the student.

*In preparing for thesis final defense meetings, M.S. students will:*

- Work closely with the advisor and supervisory committee at all stages in completing the thesis.
- Prepare a final version of the thesis presented to the supervisory committee at least 2-3 weeks (10-15 work days) prior to the final defense meeting.
- Students traditionally take responsibility for contacting committee members and graduate program staff and arranging a date, time, and location for thesis final defense meetings.
- Dress in business casual attire.

All supervisory committee members must be physically present and sign the appropriate paperwork following successful defense of a thesis. Paperwork is provided by the Graduate Program Assistant. When the thesis is ready to be put in final form for submission to the Graduate School, the student should review the Format Requirements of the Graduate School Editorial Office and should work with the Application Support Center to format the document in order to meet the minimum submission requirements of the Editorial Office.

## **Planning for Graduation**

Planning for graduation starts the day M.S. students begin their programs of study. To ensure a successful graduation experience, complete the following steps:

- ✓ Set a tentative term and year for graduation with your advisor at the initial program of study planning meeting.
- ✓ Confirm with the advisor that all degree program requirements will be met for graduation that term and year.
- ✓ Ensure that transferred coursework approved by the graduate program committee is submitted and accepted by the Graduate School.
- ✓ Clear all “holds” on your records (outstanding fees, library charges, SHCC fees, parking fines, and related items.)
- ✓ Check transcripts to verify that the minimum cumulative and core GPA requirements have been met.
- ✓ Address and resolve all incomplete (I) or unsatisfactory (U) grades with the Advisor.
- ✓ Meet final term registration requirements.
- ✓ Check the Academic Calendar for the degree application deadline.
- ✓ Submit an application for degree on ONE.UF by the published deadline. Print and save confirmation.
- ✓ Discuss schedule for final exam, defense or capstone with the advisor.
- ✓ From ONE.UF, select “Graduate Information Management System (GIMS)” and log into GIMS (using your Gatorlink username and password). View the following Milestones in GIMS and make sure they are correct before the published deadline:
  - Non-Thesis
    - View Committee in GIMS; make sure names, committee roles, and titles are correct
    - Final Exam data (mm/dd/yyyy) submitted by Department by published deadline
  - Thesis
    - View Committee in GIMS; make sure names, committee roles, and titles are correct
    - Final Exam data (mm/dd/yyyy) submitted by Department by published deadline
      - The graduate program assistant submits a confirmation of successful completion of this form electronically through GIMS once you have successfully defended your thesis. You must ensure this has been posted to GIMS prior to submitting your thesis for review.
    - Document Title
    - Embargo Period (also known as UF Publishing Agreement)
    - Final Thesis Clearance with Graduate School Editorial Office

## **Lasting Commitment to Personal Integrity**

By formally registering for coursework at the University of Florida, students agree to conduct themselves based on principles contained in the following official statements:

*"We, the members of the University of Florida, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."*

*"I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University."*

*"All faculty, staff and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate."*

## **UF Student Resources**

[Career Resource Center](#) (CRC): A comprehensive career planning facility located in the gallery on level 2 of the J. Wayne Reitz Union. Designed to provide opportunities for students to explore paths, prepare for and start an internship/job, including resume writing, and assisting students in learning how to adapt to changing work activities.

### [Counseling and Wellness Center](#)

A confidential service provided by professional counselors offering short-term counseling for personal and educational concerns. If you or someone you know are in need of assistance refer them here:

3190 Radio Road, PO Box 112662  
Gainesville, FL 32611-2662  
Phone: (352) 392-1575  
Office Hours: Mon-Fri, 8am-5pm

### [University Writing Studio](#)

The Writing Studio is a free service for current UF graduate and undergraduate students. Students have the opportunity to work one-on-one with a consultant on issues specific to their own particular development.

### [Ombuds](#)

The role of the Ombuds is to serve as a resource and designated neutral party for students and staff who may have a university related concern or problem. Such problems may be related to grades, difference of opinion with instructors or co-workers, interpretation of university policies, or other administrative issues that may be of concern. The Ombuds will work with staff and students to interpret university policy, and help identify options and strategies for resolving issues. By considering problems in an unbiased way, the Ombuds works to achieve a fair resolution and works to protect the rights of all involved parties.

### [Student Legal Services](#)

Student Legal Services is staffed by four licensed attorneys who are available to offer students assistance in understanding and solving their legal problems.

### [Student Healthcare Center](#)

### [Career Resource Center](#)

### [Graduate Catalog](#)

### [Dean of Students Office](#)

### [Financial Aid](#)

## **International Student Resources**

### UF International Center

- [Information](#)
- [Admission](#)
- [Handbook](#)
- [Services](#)

### **English Skills for International Students**

[The Academic Written English](#) (AWE) program is designed to help foreign graduate students improve their American English speaking and writing abilities. Certain requirements apply.

[The English Language Institute](#) (ELI) is an intensive English program designed to provide rapid improvement in English proficiency.

[The Academic Spoken English](#) (ASE) program course EAP 5836 is required of all international teaching assistants (whose first language is not English) during their first semester of teaching at UF.