

2016-2017 MS Graduate Program Policy and Procedure Guide

Department of Tourism, Recreation and Sport Management

Master of Science (MS)

Degrees in:

Tourism and Recreation Management (TOU)

*With a Specialization in:
Tourism and Commercial Recreation
Natural Resource Recreation*

Sport Management (SPM)

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”.

<http://gradcatalog.ufl.edu>

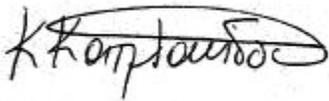
P.O Box 118208, Gainesville, FL 32611

P: 352-392-4042 / F: 352-392-7588

Message from the Graduate Coordinator

We are pleased you have joined one of the best and more prestigious graduate programs in the country in the fields of tourism and recreation management, special events and sports! We are a dynamic and striving for excellence team of professors, students and staff working to enhance and facilitate your experience while here. This handbook will guide you through the many steps of conquering the graduate program process, from admission to graduation. We encourage you to read through the phases and steps that apply to your degree and program and then ask your lead advisor to clarify any parts you are unsure about. Like all instruction manuals, it will serve you better if you read it before you make certain decisions and take certain actions, rather than as a post-mortem in trying to untangle some policy or paperwork that you failed to comply with and have now reached a roadblock.

We hope you find this handbook informative and helpful in facilitating your graduate adventure.

A handwritten signature in black ink, appearing to read 'K. Kaplanidou', with a large, sweeping flourish at the end.

Dr. Kyriaki Kaplanidou, Ph.D.
Graduate Coordinator and Associate Professor

Table of Contents

| | |
|----|--|
| 4 | Introduction |
| 5 | General Information |
| 15 | Master's Program |
| 20 | Tourism and Recreation Management |
| 21 | Sport Management |
| 22 | Concurrent/Combined/Joint Degrees |
| 24 | Study Abroad/Exchange Student Opportunities/Certificate Programs |
| 25 | Final Exam/Thesis |
| 29 | Graduation Requirements |
| 31 | Financial Assistance |
| 32 | Resources & Forms |

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 like you successfully make your 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 TRSM department guidelines and the graduate school catalog as you pursue your advanced degree in TRSM. <http://www.graduateschool.ufl.edu/>

Your progress in the TRSM graduate program at the University of Florida is administered by your graduate supervisory committee (explained later in detail). The TRSM Graduate Program Staff consists of:

Dr. Kyriaki Kaplanidou, Associate Professor and Graduate Coordinator
FLG 190C kiki@hnp.ufl.edu

Ms. Casey Phillips, Graduate Program Assistant
FLG 330D caseymphillips@ufl.edu

After meeting with your graduate advisor to choose classes and decide other matters, the next point of contact for graduate students is the program assistant listed above. That person will handle the processing of most forms relating to the graduate program, and can answer most questions about policies and procedures. Students are free to contact the 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.

Note that this handbook summarizes the policies and procedures that were in effect on the date of the front cover. Students will be notified of changes as they occur, but this handbook is not a contract and if policies change in minor ways during a student's course of study, then the student may be asked to work toward a degree under the new policies in place of policies that were in effect when the student was admitted. This is another reason to be alert to messages from the program assistant and UF Graduate School.

General Information

Please include your UFID in ALL correspondence to the graduate program assistant

NEW STUDENTS

- ❖ Acceptance into program
 - It is the responsibility of the student to verify that their final official was received at the office of admissions. Failure to comply will result in placement of a hold on your ONE.UF account, preventing your ability to register for future classes.
 - International Students: The final official transcript must be received in both native language and translated, along with a copy of the degree certificates.
 - The final official transcripts will show a degree has been awarded.
 - For transfer students, final grades will appear for the last semester attended.
- ❖ Conditional Acceptance
 - The letter of conditional acceptance will state the conditions that must be met before full acceptance can be granted. If the conditions are not met by the student in the time specified, then the student may be dismissed from the program. It is the student's responsibility to verify that the conditions have been met as required.
- ❖ UFID
 - You were given a UFID when you first applied to UF and this 8-digit number will always be your student (and even post-student) UF identification. This unique UFID belongs to you solely and forever. For example, if you leave UF for several years and then re-apply for admission, you will still have the same UFID, so please retain it so you can recall it when needed for future communication with UF.
- ❖ 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. 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. To contact the Gator 1 Central office: (352) 392-8343. <http://www.bsd.ufl.edu/G1C/gator1/contact.asp>
 - A student's spouse or domestic partner may also obtain a Gator 1 ID; verification of eligibility for a spouse or domestic partner is performed by Student Legal Services: <https://www.studentlegalservices.ufl.edu/Gator1Registration.aspx>
- ❖ Graduate Student E-Mail Listserv, GatorLink Account and myUFL Portal
 - The Graduate School communicates directly with enrolled graduate students via e-mail using GatorLink email addresses. **Students MUST establish their GatorLink account and MUST check it regularly!** The Graduate School cannot utilize alternate personal e-mail addresses.

- The GatorLink e-mail addresses of all currently enrolled graduate students are automatically added to the Graduate School’s Graduate Student Listserv. **A student cannot opt out of receiving these messages.** Messages contain time-sensitive information about important deadlines. If you choose to forward GatorLink messages to another e-mail address, be aware that some commercial e-mail clients may filter out these messages. Therefore, you should actively check your GatorLink account separately.
 - Please go to <http://helpdesk.ufl.edu/self-help/> to set up your email and log in accounts. Notify the graduate program assistant of your UFL email address. GatorLink is your official computer identity (username and password) at the university. It creates your username@ufl.edu e-mail address, where official university communications are sent. Please check your UF email periodically, even if you don’t use it for your daily email correspondence.
 - GatorLink also gives you a variety of campus computing services, such as e-mail and computer lab access. Most campus services require a GatorLink sign-on, including ONE.UF, My UFL, GIMS, e-Learning, computer lab and network connections, print services and the ability to download university-licensed software.
- ❖ Registration Holds
 - Each semester students will be required to update their Emergency Contact Information in ONE.UF before the registration hold may be lifted.
 - Each semester a hold is placed on every account requiring students to “accept the terms of registration” before they are allowed to register for the following semester
 - New students: The University of Florida requires completion of the Campus Clarity “Think About It” online training course for all new students. This mandatory course addresses the interconnection between drug and alcohol abuse, hookup culture, and sexual violence, and encourages students to reflect critically on the personal beliefs, social norms, and cultural pressures that enable high-risk behaviors.
<https://www.dso.ufl.edu/nsfp/first-year-experience/campus-clarity-think-about-it-module/>
- ❖ Parking on campus
 - Parking decals are required by everyone who parks on campus, except in limited visitor parking locations. <http://www.parking.ufl.edu/>
 - To order a decal: <https://www.bsd.ufl.edu/decal/Order/start.aspx>
 - Campus Parking Maps: <http://www.parking.ufl.edu/pages/maps.asp>
 - Parking FAQ’s: <http://www.parking.ufl.edu/pages/parkinfofaq.asp>
 - Parking Rules and Regulations: <http://www.parking.ufl.edu/pages/rules.asp>
 - Park where decal is designated
 - Don’t park across white lines

❖ Campus Safety

- Driving on campus: speed limit 20 mph
- Bike Laws: <http://www.police.ufl.edu/community-services/bicycle-laws/>
- Campus Safety: <http://www.police.ufl.edu/community-services/community-awareness-brochures/>
- Off Campus Life: www.offcampus.ufl.edu
- Safety Tips: <http://www.police.ufl.edu/community-services/safety-tips/>
- SNAP: Student Nighttime Auxiliary Patrol
 - Courtesy escorts for students across campus
 - Hours of operation:
 - Fall/Spring: 6:30pm-3am
 - Summer: 8:30pm-3am
 - <http://www.police.ufl.edu/community-services/student-nighttime-auxiliary-patrol-snap/>

❖ Meal Plan Information

- <http://gatordining.com/meal-plan-information/>

❖ Computer Requirements

<http://www.it.ufl.edu/policies/student-computing-requirements/>

❖ Housing

- To apply for on campus housing: <http://www.housing.ufl.edu/gfh/apply/howto/>
- To apply for UF off campus housing: <http://www.offcampus.ufl.edu>
- Off campus housing locator: <http://housing.offcampus.ufl.edu>
- Graduate and Family Housing: villages@housing.ufl.edu or call (352) 392-2171
 - The Continuum is UF affiliated off-campus housing
 - Additional information about all Graduate and Family Housing facilities: <http://www.housing.ufl.edu/gfh/choices/>

❖ Graduate 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 graduate degree and have not been admitted to doctoral candidacy, are classified as 8HH. PhD students who have been "admitted to candidacy" are reclassified as 9HH.
- Graduate students who graduated from UF with their undergraduate degree will NOT appear as 7HH until the semester they are scheduled to begin their graduate program.

❖ Degree Audit

- The "Degree Audit" option in ONE.UF is not applicable to the graduate degrees in the Department of Tourism, Recreation and Sport Management.

❖ Advisor/Supervisory Committee Chair

- The student's advisor is assigned when the student is admitted to the department and is named in your letter of admission. In most cases, the advisor serves the role of a de-facto supervisory committee chair. Students are permitted to change their advisor/supervisory committee chair from the faculty member they were initially assigned. This is most often done when a student switches from thesis to non-thesis, or vice versa, but is also permitted based on student preference or change of topic of study, though faculty prefer that this occur no later than the third semester and the sooner the better.
- Advisors assist students in planning their program of study, selecting their courses to enroll in each semester, verifying completion of academic requirements, mentoring their involvement in conferences and presentations and supervise completion of thesis/dissertation or professional paper, if appropriate. For MS non-thesis and Ph.D. students, the advisor orchestrates the compilation, review and grading of the comprehensive exams, which are typically proctored by the graduate program assistant.
 - Provides personal, professional and academic advice.

❖ Supervisory Committee

- All students must fill out a supervisory committee form completely by obtaining the UFID (required of faculty members from outside department) and signature of each committee member, followed by the final approving signature of the supervisory committee chair, before submitting to the graduate program assistant. If the form is incomplete, it will be returned and NOT be processed.
 - MS students are encouraged to submit this form PRIOR to the end of their first semester of study, however in NO case shall committee members be designated later than the end of the second semester of enrollment.
 - 4+1 students must submit their supervisory committee form before the end of their 1st semester.
 - Registration holds will be placed on student accounts who have not submitted the supervisory committee form by the deadlines outlined above. Submission of a completed form is required before the hold will be removed. Only in rare instances will exceptions be made, by decision of the graduate program assistant or graduate coordinator.
- Changes to supervisory committees are permitted by filling out another supervisory committee form completely and marking "change" in supervisory committee, by attaining signatures from ALL members being replaced and NEW member(s), and submitting it to the graduate program assistant for an approval process. ALL updates need to be clearly marked on the form (stating who is replacing whom). Unclear requests will NOT be processed. It is NOT the responsibility of the graduate program assistant to "know" the students intentions when the form is not clearly marked.

- Only faculty specifically designated as “Graduate Faculty” by the Graduate School may serve as advisors or supervisory committee members. Special member appointments may be requested under special circumstances, to allow a non-designated faculty to serve on a committee. Under NO circumstance, is a non-designated faculty member permitted to serve as Committee Chair on a Thesis or PhD committee.
- Non-thesis MS committee members may not fully appear in GIMS after submission of the supervisory committee form.
- Substitutions of Committee Members During Oral Defenses
 - If a supervisory committee member cannot be present at the student’s oral defense, a graduate faculty member in the same academic area may substitute for the absent committee member. The substitute should sign the examination form noting the name of the absent member.
 - The use of Skype and Conference calling may be used in lieu of a substitute at the defense, if the absent member has the capability. Faxed signatures on documents are acceptable in these cases. Be aware of the next bullet point though.
 - No substitutions may be made for the committee chair or the external member of the committee. Both must be physically present with the student at the place of examination. Formal changes to a supervisory committee are made through the office of the program assistant. A petition to the graduate school (with valid rationale) is required for proposed changes to committee membership during the student’s final term.
 - Should you require a substitute during the final exam, the substitute should not sign the signature page of the thesis or dissertation. They may only sign the examination form. The original committee member must sign the thesis or dissertation pages.
- ❖ Transfer of Credit
 - 4+1 students MUST submit a transfer of credit request BEFORE the end of their first semester. Graduate courses completed during the students undergraduate program of study, do not automatically transfer towards their graduate degree program.
- ❖ 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 (and there could be other behaviors that result in this status).

- ❖ Graduate Information Management System (GIMS)
 - View the degree programs you have on record and your supervisory committee members through this portal. If any information in your record is inaccurate, please contact the graduate program assistant.
 - MS non-thesis committee supervisors may not be accurately reflected.
 - <http://www.graduateschool.ufl.edu/student-life-and-support/gims>

- ❖ Registration Guidelines
 - You will work with your faculty advisor (as indicated in your acceptance letter) on your first and all following semester course schedules (unless you formally change advisors).
 - We expect that each student will pay attention to registration and fee payment announcements and deadlines. Early registration is strongly encouraged! Late registration will result in a **\$100 late fee penalty, payable by the student.**
 - <https://catalog.ufl.edu/ugrad/current/Pages/dates-and-deadlines.aspx>
 - Drop-Add Procedure
 - Any change in registration after the drop-add deadline must be initiated with your advisor's approval and then proceed to the program assistant's office. The normal drop-add period only extends a few days into the semester (summer is 2 days). Changes in enrollment after this time must have exceptional justification and will result in tuition and potential fee liability to the student. Changes in registration after the normal drop-add period require Graduate School, College and/or University approval, which is given only on the basis of strong justification, usually with faculty advisor support. The tuition and fees incurred for any courses which are dropped after the formal drop-add period will be billed to the student.
 - It is imperative that you verify and confirm your registration each semester before the end of drop-add to prevent late course change requests and incurring additional late enrollment expenses.

- ❖ Registering for classes
 - ONE.UF "Register Now" is where a student will process their course registration changes.
 - Schedule of Courses: allows you to view classes available during a specified semester in specified departments.
 - www.registrar.ufl.edu/soc
 - The student is responsible for registering themselves for all classes, except the ones that require special department clearance which can usually be resolved by the

graduate program assistant, or the assistance with an outside department representative in the case of courses outside of the college.

❖ Office of the University Registrar

- PO Box 114000 / 222 Criser Hall, Gainesville, FL 32611-4000
 - Ph: (352) 392-1374 / Fax: (352) 846-1126
 - www.registrar.ufl.edu

❖ Office of Admissions

- PO Box 114000 / 201 Criser Hall, Gainesville, FL 32611-4000
 - Ph: (352) 392-1365 / Fax: (352) 392-2115
 - www.admissions.ufl.edu

❖ Office of Graduate Minority Programs (OGMP)

- The OGMP administers various student-centered support services, which includes but are not limited to, various multicultural educational programs that support and foster an intellectually and culturally diverse student population. Funding opportunities may be available for those who qualify by contacting the OGMP office.

- The OGMP also sponsors professional development activities, open to the entire graduate student body. These events can include monthly Professional Development Workshops, and an annual Grants and Fellowships Conference. Attending and listing these sessions can enhance your resume. Announcements and deadlines for all award programs are made through the Graduate Student Listserv.

- <http://www.graduateschool.ufl.edu/student-life-and-support/diversity-programs>

❖ Graduate Student Handbook: The graduate school provides additional information in the online Graduate Student Handbook: <http://www.graduateschool.ufl.edu/student-life-and-support/student-handbook>

❖ Integrated Student Information System (ONE.UF): Log on with your GatorLink username and password. www.One.UF.ufl.edu. ONE.UF is the university's secure Web site, and ONE.UF is your gateway to:

- | | | |
|----------------------------------|-----------------------|------------------------------|
| • Course registration | • Holds | • Transcripts |
| • Schedule adjustment (drop/add) | • Address changes | • Your directory information |
| • Fee payments | • Degree audits | • Federal loan interviews |
| • Financial aid | • Degree shopping | • Course descriptions |
| • Grades | • Degree applications | • Textbook information |
| | • Your class schedule | |

ONE.UF is available from 7:00 a.m. through 3:00 a.m., Monday through Saturday, and 10:00 a.m. to 3:00 a.m. Sunday (Eastern Time).

❖ Student Organizations:

- TRSM Graduate Club
 - Exists to serve the TRSM graduate student community through service projects, social programs and professional development among RPT and SPM majors, and MS and PhD degree seeking students. It also includes a “mentor” program. Contact Ms. Casey Phillips for more information.
- Leisure Education and Parks Students (LEAPS)
 - For TOU students interested in Recreation, Parks, Tourism, Hospitality and Event Management. LEAPS encourages development of professionalism, provides practical leadership development experiences, and provides networking opportunities, social programs, service programs and fundraising activities for professionally minded students.
- Graduate Student Advisory Council (GSAC)
 - Organized by the College to unite the graduate student body across departments and advocate on behalf of all graduate students in the college of HHP. Provides a safe forum for expression of views, facilitates collaborations, mentoring relationships and general support. The GSAC sponsors workshops of interest to graduate students across the college.

❖ University Level Student Services

- Career Resource Center (CRC): A comprehensive career planning facility located on the first floor of the J. Wayne Reitz Union. Designed to provide opportunities for students to EXPLORE career paths, PREPARE for and START an internship/job, including resume writing, and assist students in learning how to ADAPT to changing work activities. <https://www.crc.ufl.edu/students/>
- Counseling and Wellness Center: A confidential service by professional counselors offering short-term counseling for no charge, to UF students for personal and educational concerns. If you or someone you know might be struggling, be a friend and refer them here: (352) 392-1575 or <http://www.counseling.ufl.edu> located at 3190 Radio Road, on campus.
- Student Health Care Center (SHCC): an accredited outpatient clinic offering a wide variety student-focused services, including: General Medical Care/Primary Care; Health Counseling; Immunizations; Lab and X-ray/EKG Services; Pharmacy and Mini Drug Store; Sexual Health Services; Allergy Injection Therapy; Flu shots; Massage Therapy (SHCC@CorryVillage); Nutrition Services; Physical Therapy (operated by UF Health Rehab Center); Sports Medicine Clinic; and Women’s Clinic.
 - Please CALL FIRST to be seen: (352) 392-1161

- Infirmary Building, 280 Fletcher Drive

- Students are encouraged to view an introductory video and review basic information about the SHCC by visiting the “New Students: General Information” <http://shcc.ufl.edu/new-students/>
- The tuition-included health fee helps pay for basic evaluations, but does not cover all possible charges at the SHCC. Patients are financially responsible for items including, but not limited to: physicals; procedures; X-rays; lab tests; medications; medical equipment; massage; and physical therapy. Private health insurance plans are accepted for payment of covered services, and you can submit/verify your coverage online; visit the “Fees & Insurance” area of the SHCC website at: <http://shcc.ufl.edu/fees-and-insurance/>

❖ University Writing Studio

- As part of the College of Liberal Arts and Sciences, the writing studio is located in 302 Tigert Hall [(352) 846-1138], offers one-on-one tutoring and writing help for both undergraduate and graduate students. The Studio often helps people with application essays and personal statements for graduate school applications. It also offers help on papers written for graduate school classes, and theses or dissertations. The Studio guarantees 30 minute sessions to look over a student’s writing. Evening tutoring is also offered on the third floor of library west. Appointments can be made through the website: www.writing.ufl.edu

❖ Ombuds

- The Office of the University Ombuds helps students resolve problems and conflicts by offering an informal avenue of redress for students’ problems and grievances that arise in the course of interacting with the institution. 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. For more information: <http://www.ombuds.ufl.edu>

International Students

- ❖ UFIC: <http://www.ufic.ufl.edu/>
- ❖ Information: <http://www.ufic.ufl.edu/ISS/newstudents.html>
- ❖ Admission: <http://www.ufic.ufl.edu/ISS/UFdepAdmission.html>
- ❖ Handbook: <http://www.ufic.ufl.edu/iss/handbook.html>
- ❖ Services: <http://www.ufic.ufl.edu/ISS/currentF1studentsOPT.html>

❖ 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.
- English Language Institute (ELI) is an intensive English program designed to provide rapid gain in English proficiency. Located in 315 Norman Hall.
- The Academic Spoken English (ASE) program primarily consists of a three credit supervised ITA teaching course-EAP 5836, which is required of all international teaching assistants (whose first language is not English) during their first semester of

teaching at UF, whose TOEFL-IBT Speaking score is between 23-27 or UF SPEAK score is 45-50.

- Extra fees apply for these courses.
- This course does not count toward your graduate degree credits.
- For information on taking the SPEAK test to see what level your English proficiency is, consult this site: <http://ase.ufl.edu/testing.html>

Master's Program

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

Master's Degrees and Concentrations

Tourism and Recreation Management (thesis/non-thesis/professional paper)

- Tourism
- Natural Resource Recreation

Sport Management (thesis/non-thesis)

❖ Electives

- Students may select elective courses from the graduate courses offered by the department, or from other departments on campus such as education, sociology, psychology, gerontology, business, management, public relations, forestry, urban planning, exercise physiology, health promotion and wellness, and others, with the approval of their faculty advisor and preferably their graduate advisory committee. The University of Florida has excellent educational and instructional facilities and is one of the few public university members of the prestigious Association of American Universities (www.aau.edu). The Department of Tourism, Recreation & Sport Management also has fully qualified faculty in each of the emphasis areas offered by the program.

❖ Courses and Credits

- Undergraduate courses (1000-2999) 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, if enrolled as a graduate student but do not count towards the credits needed for an MS degree.
- Six credits of higher level undergraduate courses (3000-4999) 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. Enrollment without approval may result in the course being evaluated as inadequate to count towards the MS degree.
- Courses numbered 5000 and above are limited to graduate students, with the exception described under “Undergraduate Registration in Graduate Courses” in the graduate school catalog. Courses numbered 7000 and above are normally for advanced graduate students at the PhD level.
- MS SPM non-thesis students are allowed a maximum of 12 combined practicum/internship/undergraduate credits of their 15 required credits of electives.

❖ Advisors and Supervisory Committee

- The graduate coordinator will assign the student to a graduate faculty advisor prior to his/her first semester of enrollment. Note that each member must hold graduate faculty status, for thesis students. It is strongly recommended that the supervisory committee members be selected by the end of the first semester of enrollment. However, in NO case shall they be selected later than the end of the second semester of enrollment. Courses enrolled before the supervisory committee is formally declared, are subject to the approval of all committee members before they formally count towards graduation.
- Minimum Supervisory Committee Member Requirements:
 - Non-Thesis: Chair + 1 Member
 - Thesis: Chair + 1 Internal Member + 1 External (of Dept) Member
 - Minor: 1 External Member from minor department
- A supervisory committee form must be filled out by the student, the student then goes to each prospective committee member to obtain their UFID (required of members from outside department) and/or signature on the form. When all proposed committee members have signed, then turn the form in to the graduate program assistant who will obtain approval and the signature of the graduate coordinator. The proposed committee is not final until it has been approved and entered into the Graduate School Information Management System (GIMS), and approved by the Dean of the Graduate School. As noted below, if there are later changes to the committee's membership, then this same form must be completed again signifying "change", by attaining signatures from ALL members being replaced and NEW member(s), and submitted to the graduate program assistant for an approval process.
 - External/Minor committee members must provide UFID and name of department on the supervisory committee form, or the request cannot be processed.
- If the student desires to change his/her supervisory committee chair or members after the first two semesters (for reasons other than faculty leaving UF, retirements or sabbaticals), s/he must petition to the department graduate committee, who makes a recommendation to the department chair for final approval or denial.
- The supervisory committee approves the student's degree plan preferably by the end of the first semester of enrollment and no later than the end of the second semester of enrollment. Any changes to the degree plan must be approved by the student's supervisory committee. (Your advisor is the same as your committee chair, unless you declare otherwise).

❖ Transfer of Credit

- Only graduate-level (5000-7999 or equivalents) courses with a grade of B or better, are eligible to be considered for transfer of credit. A maximum of 15 approved transfer credits are allowed. These can include no more than 9 credits from institution/s approved by UF, with the balance potentially obtained from post baccalaureate work at the University of Florida. (Combined degree (4+1) students may transfer up to 12 credits of approved graduate coursework from their undergraduate program, as specified on their approved combined degree form). Approved credits transferred from other universities are applied toward the degree requirements, but grades earned are not computed in the student's UF grade point average. Acceptance of transfer of credit requires approval of the student's graduate supervisory committee and the Dean of the Graduate School.
- Petitions for transfer of credit for a master's degree must be made during the student's **first term of enrollment** in their graduate program, and submitted to the graduate program assistant.
- The supervisory committee is responsible for ensuring the academic integrity of coursework before accepting graduate transfer credits.

❖ Time Limitation

- All work (including transferred credit) counted toward the master's degree must be completed within 7 years 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 for a leave of absence for a specified period of time. This approval remains in the student's departmental file. The student must reapply for admission on return. See "Resources & Forms" section of the department website
<http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/>

❖ Pre-Requisites

- Pre-requisites are based on the content and requirements of individual graduate courses and are listed accordingly in the Graduate Catalog's listing of courses. In some cases (e.g., previous degree is from an outside discipline), a student's advisor or committee may recommend or require specific pre-requisite courses that do not necessarily count toward the graduate degree.

❖ Practicum (RPT/SPM)

- Every 48 clock hours = 1 credit hour of coursework
- Work must be completed during the term of enrollment, except in rare preapproved instances

- Registration credits vary from 1-3 credits; maximum of 6 credits total over multiple semesters towards one degree
- The student's supervisory committee chair/advisor will assist with the internship placement and serve as the university internship supervisor
- This is an option for non-thesis students, not often utilized for thesis students
- Registration occurs by completely filling out the practicum registration contract form, attaching the job description/plan of work, and obtaining the advisor of the course's signature of approval. Incomplete registration forms will NOT be processed. All registration HOLDS must be cleared BEFORE the practicum registration will be able to 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. <http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/>
- 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, to your faculty advisor for this course
 - SPM non-thesis:
 - Required to include with proposal, on the registration contract for practicum credits, to specify their role(s) in the practicum as well as personal learning objectives. These are important as they will be addressed in the mid-term and final evaluations. Additionally, a final paper or project will also be required.
 - As part of your grade requirement, you will be required to email a digital picture of yourself in front of a sign or building that symbolizes or states where your practicum took place, and submit to your advisor.

❖ Internships (SPM)

- Every 48 clock hours of internship = 1 credit hour of coursework
- Work must be completed during the term of enrollment, except in rare preapproved instances
- Registration credits vary from 3-9 credits
- The student's supervisory committee chair/advisor will assist with the internship placement and serve as the university internship supervisor
- Typically an option for non-thesis students only
- Registration is obtained through completely filling out the internship registration contract form, attaching the job description/plan of work, and faculty advisor for the internship signature of approval. Incomplete registration forms will NOT be processed. All registration HOLDS must be cleared BEFORE the registration will be able to be processed. It is the students' responsibility to submit the request in a timely fashion and verify all holds have been removed, or additional fees may be incurred. <http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/>
- 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.
- SPM non-thesis students will be required to include in their proposal, on the registration contract for internship credits, to specify their role(s) in the practicum as well as personal learning objectives. These are important as they will be addressed in the mid-term and final evaluations. Additionally, a final paper or project will also be required.
 - SPM non-thesis:
 - As part of your grade requirement, you will be required to email a digital picture of yourself in front of a sign or building that symbolizes or states where your internship took place, and submit to your advisor.

*A maximum combined 12 CH of practicum & internship credits are allowed to count towards the 15 CH requirement of electives for SPM non-thesis students.

❖ Final Exam

- Typically completed during the final semester of study, although the capstone and thesis are gradually worked on during the course of the student's program of study.
- MS Non-thesis:
 - A formal written exam that must be successfully passed to meet the final requirements of Master of Science degree, written by the supervisory committee.
 - The exam must be passed in its entirety. If not, a rewrite or oral defense may be further scheduled.
 - RPT non-thesis ONLY: Professional Paper is an option in lieu of the practicum, however, still requires the completion of the comprehensive exam.
- MS Thesis: A research project supervised by the supervisory committee and defended in a formal setting.
 - This will consist of a written portion and an oral defense of the project.
 - Final exam performance results are submitted by the program assistant. The information is supplied by the supervisory committee chair that the student has passed and met the requirements for the final exam.

Tourism and Recreation Management

The Master of Science in Tourism and Recreation Management offers the following areas of concentration:

❖ **Tourism**

- Travel activities to and staying outside one’s usual environment; hospitality, transportation
- Recreation activities covered by fees, charges or other non-tax revenues; theme/amusement/water parks, cruise ships, sport/fitness/health clubs, golf resorts, time share resorts, etc.
- Examples of employers include: travel agencies, cruise lines, dance studios, special event companies, resorts, multipurpose sports clubs and health & fitness clubs

❖ **Natural Resource Recreation**

- Park(s) Management, protected areas, wilderness conservation
 - National and State parks, river floating, horseback riding & hiking trails
 - Beach and boating management; ocean, river & lake recreation
 - Campground management
- Ecotourism & sustainability
- Outdoor recreation leadership
- Conservation management, planning and policy
- Examples of employers include: federal agencies (National Park Service, U.S. Army Corp of Engineers, Bureau of Land Management, US Forest Service, US Fish & Wildlife Service, Department of Defense, etc.); state park and conservation agencies in all 50 states; nature centers; small outdoor business operations (canoe/rafting/kayak rentals, horseback riding, private campgrounds, zip lines, fishing guides, marinas, etc.)

❖ Graduates of the Master of Science in Tourism and Recreation Management , will be trained for entry, middle and/or upper level management positions, in fields like (but not limited to) those mentioned above.

Curriculum

| Courses | Thesis | Non-Thesis Internship* OPTION 1 | Non-Thesis Prof. Paper* OPTION 2 |
|--|----------------|------------------------------------|-------------------------------------|
| LEI 5188 – Trends in Leisure Studies+ | 0 | 3 | 3 |
| LEI 6108 - Contemporary Theories+ | 3 | 3 | 3 |
| HLP 6515 - Evaluation Procedures+ | 3 | 3 | 3 |
| HLP 6535 - Research Methods+ | 3 | 3 | 3 |
| LEI 6513 – Administrative Procedures+ | 3 | 3 | 3 |
| Specialization course 1** | 3 | 3 | 3 |
| Specialization course 2** | 3 | 3 | 3 |
| Electives*** | 6 ^a | 9 | 9 |
| LEI 6944 - Practicum in Leisure Services | 0 | 3 | 0 |
| LEI 6971 - Master’s Thesis | 6 | 0 | 0 |
| LEI 6905 - Professional Paper | 0 | 0 | 3 |
| TOTAL CREDITS | 30 | 33 | 33 |

^a3 credits may be used for Practicum in Leisure Services (subject to approval by Faculty Advisor)

*Comprehensive exams also required for Option 1-Internship and Option 2-Professional Paper

**Students can select courses from their respective Specializations offered by the Department

) Natural Resource Recreation, 2) Tourism & Commercial Recreation, 3) Recreation Administration & Supervision, 4) Campus Recreation Programming & Administration

***Students may select electives courses from the Department and/or other Degree programs

+ Core courses for GPA

Sport Management

The Master of Science in Sport Management is designed to educate students to become managers and administrators in a variety of sport settings: intercollegiate, professional (both major league and minor league), and highly organized amateur sports. Job placement is enhanced through contacts made in practicum and internship experiences.

*Students can choose between two options: 1) Thesis or 2) Non-Thesis

**Students must also select to be solely: 1) on campus or 2) online degree (non-thesis only). You cannot switch between programs during your course of study. Once you commit to one option, you are locked into it.

MS (Non-Thesis) Degree Requirements (36 credits)

Research Core (6 credits).

| Course | Date | Credit | Grade |
|---------------------|------|--------|-------|
| HLP 6515* (Eval) | | 3 | |
| HLP 6535* (Res) | | 3 | |

Concentration Courses (15 credits)

Electives (15 credits)

| Course | Date | Credit | Grade | Course | Date | Credit | Grade |
|-----------------|------|--------|-------|--------|------|--------|-------|
| SPM 5016 (Soc)* | | 3 | | | | | |
| SPM 5309 (Mar)* | | 3 | | | | | |
| SPM 5506 (Fin)* | | 3 | | | | | |
| SPM 6158 (Man)* | | 3 | | | | | |
| SPM 6726 (Law)* | | 3 | | | | | |

+Maximum combined SPM 6947/SPM 6948 = 12 CH

Common Electives taken: SPM 6106 (Facilities); SPM 6948 (Practicum) 1-3 (max 6); SPM 6947 (Internship) 3-9 (max 9)

MS (Thesis) Degree Requirements (30 credits)

Research Core (9 credits).

| Course | Date | Credit | Grade |
|---------------------|------|--------|-------|
| HLP 6515* (Eval) | | 3 | |
| HLP 6535*(Res) | | 3 | |
| + | | 3 | |

+Committee approved Research Course

Concentration Courses (15 credits)

Thesis (6 credits)

| Course | Date | Credit | Grade | Course | Date | Credit | Grade |
|-----------------|------|--------|-------|----------|------|--------|-------|
| SPM 5016 (Soc)* | | 3 | | SPM 6971 | | 6 | |
| SPM 5309 (Mar)* | | 3 | | | | | |
| SPM 5506 (Fin)* | | 3 | | | | | |
| SPM 6158 (Man)* | | 3 | | | | | |
| SPM 6726 (Law) | | 3 | | | | | |

*Core Courses for GPA

For information regarding the online MS SPM program: <http://sm.hhp.ufl.edu>

*Students in the campus program cannot switch to nor take classes through the online program, and vice versa.

Concurrent/Combined/Joint Degrees

- ❖ **Concurrent:** Any student interested in pursuing two master's degrees in two different programs/majors, 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.
 - **MSM/MS Concurrent Degree Program**
 - This concurrent degree program is offered through the College of Business Administration (Master of Science in Management [MSM]) and the College of Health and Human Performance's, Department of Tourism, Recreation and Sport Management (Master of Science in Sport Management [MS-SPM] or Tourism and Recreation Management [MS-TOU]). This MS is a non-thesis degree. The MSM is designed for students who seek a graduate business degree and who lack the work experience necessary or other credentials for admission to the MBA program. The MSM curriculum is similar to the first year of the MBA program, giving students a good foundation in business principles. 9 credits of approved elective coursework is "shared" between the two programs of study.

- *The Department of TRSM is willing to attempt to develop a concurrent plan with other programs who are able and willing as well.

- **The purpose of a "concurrent" program is to allow students to pursue more than one graduate/professional degree at the same time (concurrently), with the opportunity to share credits. We strongly prefer SPM students to take at least 1-2 TRSM classes each semester, or alternate semesters. We do NOT support the idea of pursuing one degree and then another, (i.e., sequentially or consecutively) as meeting the definition of concurrent.

- ❖ **Combined Degree Program (4+1):** The combined BS/MS degree program allows qualified students to earn both the bachelors and masters degrees with 12 credit hours of graduate-level course work being counted for both degrees. This program is considered a "4+1" because (course schedule permitting) you "may" be awarded both degrees in a five-year period (sometimes takes more than five years).
 - Please contact the undergraduate TRSM Academic Adviser no later than the first semester of your undergraduate junior year to begin this accelerated option. This opportunity is available for both TOU and SPM majors.
 - If accepted into the combined degree program, you **MUST** request a transfer of credit during the first semester of your Master's program (i.e., after you have completed and graduated with your B.S.).

- ❖ **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

- The faculties of the College of Law and the College of Health and Human Performance have prepared a joint degree program culminating in both a Juris Doctor degree, awarded by the College of Law and a Master of Science in Sport Management, awarded by the Department of Tourism, Recreation and Sport Management. 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. You can NOT have already completed one of these degrees.
- Courses used for joint credit: 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.
- Students enrolled in the joint degree program must complete an advanced writing requirement for the College of Law. An approved MS thesis in the TRSM program will satisfy the advanced writing requirement of the College of Law, if certified by a law school faculty member. Non-thesis students must still satisfy the College of Law’s writing requirement.
- For joint degree seeking students, it is highly recommended given the availability and consent of appropriate law faculty, the student’s graduate supervisory committee be comprised of two TRSM graduate faculty members and one law faculty member. Whether a law faculty member serves on the supervisory committee or not, theses must deal with a topic related to law and/or legal issues.

Study Abroad/Exchange Student Opportunities/Certificate Programs

- ❖ Study Abroad Opportunities include:
 - Australia (Northern Queensland)
 - Fiji
 - New Zealand
 - Greece
 - Peru
 - International Academic Exchanges:
<http://efti.hhp.ufl.edu/index.php/programs/international-academic-exchanges/>

- ❖ German Sport University-Cologne: Exchange Program
 - The University of Florida Department of Tourism, Recreation and Sport Management has partnered with the German Sport University-Cologne for both undergraduate and graduate students. Graduate students on exchange will take no fewer than 9 and no more than 16 credit hours of coursework per fall/spring academic semester. This opportunity is open to students of both RPT and SPM MS majors. Please see Dr. Sagas for additional information regarding this opportunity.

- ❖ Certificates
 - Historic Preservation Certificate
 - Tropical Conservation and Development Certificate
 - Certificate in Tourism and Hospitality Business Management
 - <http://efti.hhp.ufl.edu/index.php/programs/certificates/certificate-tourism-and-hospitality-business-management/>
 - Additional information can be found on the TRSM graduate program website:
<http://trsm.hhp.ufl.edu/index.php/graduate/masters-programs/certificate-programs/>

Final Exam/Thesis

All Master of Science students are required to show competence in their field of study, requiring the passing of a final comprehensive exam, capstone project or thesis, as well as a cumulative and core grade point average of 3.0.

❖ Final Semester Registration

- Students are required to be registered (i.e., enrolled in a class) in their final semester (i.e., the semester in which they graduate)
- Students are required to be registered for a minimum of 3 credits (Fall/Spring)/2 credits (Summer A/B or C) during their final semester (more if on assistantship)
 - **THESIS:** The student must register for SPM/LEI 6971 Masters Research (regardless of if the required minimum number of credits have been met)
 - **Non-Thesis:** The coursework must apply to the students program or degree plan

❖ Final Exam Options (TOU/SPM Non-Thesis Option)

- Comprehensive Exams (TOU/SPM Non-Thesis Option)
 - Written comprehensive examinations will be taken during the student's last semester. Questions will address 3 areas: (1) core (administration, history trends and theories); (2) specialization area; and (3) research methods & statistics.
 - Supervisory committee members will write the questions and grade the answers. Consult with your committee chair about scheduling the comprehensive exams during your final semester. 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
 - If the student fails, s/he must wait and take the entire written examination again the following semester. If the student re-writes any part or takes an oral exam on any part and fails that part a second time, s/he must wait and take the entire written examination again the following semester. When a student fails the exam, the student may be required to enroll in a course(s) to correct deficiencies.
 - It is the responsibility of the student to contact the graduate program assistant, who typically proctors the exam, regarding available dates for the exam to be given, in advance. Available time slots are:
 - 8:30a-12:30p
 - 1p-5p

- MS students primarily schedule their exams within 3 (TOU) / 2 (SPM) consecutive days, based on availability. Plan ahead to schedule your exam, as the calendar fills up quickly. Work with your advisor regarding their suggested dates, but be flexible.
 - Students take the exam individually, when possible.
 - A computer without access to the internet will be provided to type exam responses
 - Professional Paper (TOU Non-Thesis Option)
 - TOU Non-Thesis students have the option of writing a Professional Paper in lieu of a Practicum; however, they are still required to sit for comprehensive exams. The professional paper is prepared by the student in cooperation with his/her supervisory committee and chair.
 - Capstone Project (SPM Non-Thesis Option)
 - Upon completion of at least 27+ credit hours, a non-thesis student majoring in Sport Management and select to complete the Capstone Project for their final exam, must complete the Capstone Project, which serves as the final exam for the Sport Management degree. This project is the final step in the degree process and must be completed prior to graduation.
 - The purpose of the Capstone Project is threefold:
 - Documents that the student is able to take newly acquired knowledge and skills and apply them to professional practice
 - Helps the student understand their weaknesses and strengths when seeking employment
 - Prepares the student in organizing information that will help them in seeking employment by effectively promoting themselves
 - Sport Management Professional Development Capstone Project
 - <http://trsm.hhp.ufl.edu/wp-content/uploads/SMCapstone-2015.pdf>
 - Capstone Evaluation
 - <http://trsm.hhp.ufl.edu/wp-content/uploads/CapstoneEvaluation1.pdf>
- ❖ Thesis (TOU/SPM Thesis Option)
 - Each master's thesis candidate must prepare and present a thesis that shows independent investigation and that is acceptable in form and content to the supervisory committee and to the Graduate School. Generally, the student also presents and defends a thesis proposal, before initiating thesis data collection. The work must be at a quality level suitable for publication, using the Graduate School's format requirements. The department and specifically the graduate supervisory committee are responsible for quality and scholarship.

- Thesis Proposal:
 - The student develops a draft proposal, typically the first three chapters (Introduction, Review of the Literature, and Methods) of the eventual full thesis
 - The supervisory committee chair edits and eventually approves the next draft of the proposal
 - The student shares the proposal draft with supervisory committee members for their comments and input
 - The student will work with the committee and chair to determine possible dates and times for dissertation proposal and final defense. S/he will then email the graduate program assistant these dates/times to determine the availability of the department conference room. If this room is not available or not preferred, then the student may contact the Dean's office (FLG 200) regarding availability of other rooms in the college.
 - The Thesis Proposal/Defense Announcement Form can be found in the "forms & resources" section on the department website under "current students": <http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/>. This completed form is due to the graduate program assistant at least two weeks before the proposal date
 - The department secretary or graduate program assistant can let you in to the TRSM conference room when setting up for your presentation. It is your responsibility to make sure that the room has been cleaned up, closed down and locked when done.
 - The student presents and defends the proposal in a public forum with all members of their graduate supervisory committee present. It is required that the student and chair must be in the same physical location. All other members may participate from remote sites via technological means.
 - Revise the proposal as needed based on feedback received at the thesis proposal defense and secure final approval from at least your committee chair, and preferably your entire supervisory committee to proceed with data collection.

- Thesis Procedures:
 - The student proceeds with completion of the thesis, under the guidance of the supervisory committee and submits drafts of the thesis to their supervisory chair and eventually to the entire committee for comments and suggested revisions before the thesis defense.
 - The student will work with the committee and chair to determine possible dates and times for thesis proposal and final defense. S/he will then email the graduate program assistant these dates/times to determine the availability of the department conference room. If this room is not available or not preferred,

then the student may contact the Dean's office (FLG 200) regarding availability of other rooms in the college.

- The Thesis Proposal/Defense Announcement Form can be found in the “forms & resources” section on the department website under “current students”: <http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/>. This form is due to the graduate program assistant at least two weeks before the thesis defense date
 - The department secretary or graduate program assistant can let you in to the TRSM conference room when setting up for your presentation. It is your responsibility to make sure that the room has been closed down and locked when done.
 - The student completes and defends the thesis in a public forum with all members of the supervisory committee present. It is required that the student and chair, and minor committee member (if applicable) must be in the same physical location. All other members may participate from remote sites via technological means. You are encouraged to attend and participate in several proposal or thesis defenses presented by your peers before you prepare your own.
 - Proposal and Thesis defense public forums should comply with university deadline dates.
 - All forms must be completed and submitted per the university's schedule
- ❖ Graduate School Editorial Office Resources:
- <http://www.graduateschool.ufl.edu/graduation/thesis-and-dissertation>
 - EDM System Login <http://edm.gradschool.ufl.edu>
 - Format Requirements: <http://www.graduateschool.ufl.edu/about-us/offices/editorial/format-requirements/>
 - Format Examples: <http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/format-requirements/examples/>
 - Library Portal: <http://www.uflib.ufl.edu/etd.html>
- ❖ For brief questions about Graduate School Editorial Office requirements:
- Graduate School Editorial Office
 - 224-B Hub Building (Stadium Road)
 - Email: gradedit@aa.ufl.edu
 - Phone: (352) 392-1282
 - Website: <http://graduateschool.ufl.edu>
- ❖ For technical help with formatting templates, troubleshooting, and PDF conversion:
- Application Support Center (ASC)
 - 224 Hub Building (Stadium Road)
 - Email: asc-hd@ufl.edu
 - Phone: (352) 392-HELP Option 5
 - Website: <https://asc.helpdesk.ufl.edu>

Graduation Requirements

- ❖ It is the responsibility of the student to verify all requirements and every deadline has been met for graduation. If in doubt, please refer to the Graduate Catalog, where you can find deadlines and requirements found at <http://gradcatalog.ufl.edu/>. They change each semester, so be sure to check for the semester you intend to graduate in.
 - Must file a DEGREE APPLICATION with the Office of the University Registrar at the start of the final term you plan to graduate, before the mid-point of the semester, otherwise you will be required to wait until the following semester to apply to graduate. Email notification from the graduate school is typically emailed out during the first few weeks of the semester.
 - Degree Applications do NOT carry over from one semester to the next. You must reapply to graduate if your intended graduation semester changes.
 - Must meet MINIMUM registration requirements.
 - Must have a minimum cumulative and core GPA of 3.0
 - Must resolve any financial or academic holds
 - You CANNOT graduate with an “I” grade on your transcript; it must be resolved prior to mid-point of final semester. Check your ONE.UF screen to be sure there are no issues here.
 - You CANNOT graduate with a C-, D+, D, D-, E or U grade on your transcript without an exception granted by the graduate school; they must be petitioned by the department to the Graduate School. Please notify your advisor well before graduation deadlines if we need to prepare a petition on your behalf with a rationale as to why you should be allowed to graduate with such a grade(s). Check your ONE.UF screen to be sure there are no issues regarding the grades you have earned.
 - You must verify that the Final Exam Form has been submitted in GIMS (this is entered by the program assistant after your final defense has been approved by the committee or your capstone has been approved).
 - You are responsible to verify the information in GIMS is accurate and correct prior to the midpoint of your final semester you plan to graduate. Issues that arise after this point, could delay your graduation by a semester.

- ❖ If the degree is not awarded for some reason, the student must:
 - File a Graduation Date Change Form with the Registrar’s office at 222 Criser Hall, before the end of the non-graduating term (please see the Registrar’s office to obtain).
 - Re-apply for the degree award (Degree Application Form) via ONE.UF in a subsequent term, by the published deadline for that term, AND
 - Meet all other requirements for the term the degree will potentially be awarded.

*These requirements also apply when a thesis student has been approved to clear prior by the Graduate School Editorial Office. “Clear Prior” status is only possible for thesis and dissertation students who have met all published deadlines for the current term except Final Submission and/or Final Clearance from the Graduate 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. To find out if you qualify for “Clear Prior” status, please contact the Graduate School Editorial Office located at 224 The Hub.

❖ Graduate Resource Links:

- <http://www.graduateschool.ufl.edu/media/graduate-school/pdf-files/graduation-checklist.pdf>
- <http://www.graduateschool.ufl.edu/media/graduate-school/pdf-files/Thesis-Checklist-201602.pdf>
- Critical Graduate Deadline Dates:
<http://gradcatalog.ufl.edu/content.php?catoid=8&navoid=1480>

❖ Registrar’s checklist <http://www.registrar.ufl.edu/commencement/checklist.html>

❖ Participate in the Graduation Ceremony outside of the term of actual graduation request:

- <http://abe.ufl.edu/academics/forms/WalkEarlyForm.pdf>

Financial Assistance

While we do not provide assistantships for master's level students, Recreational Sports, University Athletic Association, Steven C. O'Connell Center, and Student Affairs sometimes have such positions. Some of our students obtain positions with those entities or with the Division of Housing where they receive both pay and housing. Potential places to check are:

- Recreational Sports
 - David Bowles
 - DavidB@recsports.ufl.edu
 - <http://recsports.ufl.edu/>

- University Athletic Association
 - You have to contact their personnel department or each individual unit
 - <http://gatorzone.com/employment>

- Stephen C. O'Connell Center
 - <http://www.oconnellcenter.ufl.edu/contact/contact.aspx>

- J. Wayne Reitz Union
 - <https://www.union.ufl.edu/jobs>

- Office of Student Affairs
 - http://www.ufsa.ufl.edu/students/campus_jobs/

- Career Resource Center: <https://www.crc.ufl.edu/students/>
- Counseling Center: <http://www.counseling.ufl.edu/cwc/>
- Dean of Students Office: <https://www.dso.ufl.edu/contactus/>
- Financial Aid <http://www.sfa.ufl.edu/>

- ❖ Graduate Student Travel Funds Request
 - Travel Funds Request
 - https://research.ufl.edu/research-program-development/research_program_development_docs/travel.pdf
 - Graduate Student Council Travel Grants
 - <http://gsc.sg.ufl.edu/grants/>
 - Graduate School Travel Support
 - <http://www.graduateschool.ufl.edu/prospective-students/funding/travel/>
 -

The Health and Human Performance Graduate Handbook also lists potential funding sources for research funding, found at <http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/>

Resources and Forms

The following Resources and Forms can be found on the TRSM website
<http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/>

- ❖ Graduate Contracts & Forms:
 - Graduate Internship (SPM 6947) and Advanced Practicum (SPM 6948) Contract & Proposal Form
 - Graduate Credit Transfer Form
 - Practicum and Internship Mid-Term Evaluation Form
 - Practicum and Internship Final Evaluation Form
 - RPT (*to be renamed TOU*) Graduate Contract (Research, Teaching, and Independent Study)
 - SPM Graduate Contract (Research, Teaching, and Independent Study)
 - Supervisory Committee Form
 - Add-Drop Late Form
 - Proposal Announcement
- ❖ Graduate Program Plans:
 - RPT (*to be renamed TOU*) MS Program Plan
 - RPT PhD Program Plan
 - SPM MS Program Plan
 - SPM PhD Program Plan
 - Proposal/Defense Announcement Form
 - RPT(*to be renamed TOU*) Combined Degree Template
 - SPM Combined Degree Template
- ❖ Catalog & Other Graduate Programs:
 - Graduate Catalog
 - Department of Health Education & Behavior (HEB) Graduate Programs
 - <http://heb.hhp.ufl.edu/index.php/academia/graduate-programs/>
 - Department of Applied Physiology and Kinesiology (APK) Graduate Programs
 - <http://apk.hhp.ufl.edu/index.php/graduate-programs-2/>
- ❖ Graduate Resources:
 - TRSM Graduate Orientation
 - TRSM Graduate Handbook
 - HHP Graduate Handbook
 - TRSM GA Handbook
 - UF Graduate Catalog: <http://www.graduateschool.ufl.edu/academics/graduate-catalog>
 - Walk Early Form
 - Registrar
 - Library
- ❖ Requesting Graduate Student Travel Funds:
 - 2013-14 Graduate Student Travel Policy
 - Graduate Student Request for Travel Funds
 - Graduate Student Council Travel Grants
 - Graduate School Travel Support
 - Professional Development Award
 - Travel Authorization Form (Before Travel)
 - International Travel Checklist (Before Travel)
 - Travel Expense Report Form (After Travel)
 - Meal Reimbursement Form *Hosting* (None Travel)
 - Other Reimbursement Form (None Travel)
- ❖ Readmission:
 - Readmission Guidelines
 - Readmission Application