

2016-2017 PhD Graduate Program Policy and Procedure Guide

Department of Tourism, Recreation and Sport Management

Doctor of Philosophy (PhD)

Health and Human Performance

With concentrations/specializations in

Recreation, Parks & Tourism (RPT)

Tourism

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>

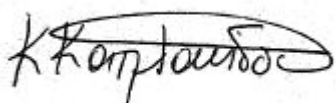
P.O Box 118208, Gainesville, FL 32611

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, special events, parks, recreation 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 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', written in a cursive style.

Dr. Kyriaki Kaplanidou, Ph.D.

Graduate Coordinator and Associate Professor

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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 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 UF 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 2016-17 TRSM Graduate Program Staff consists of:

Dr. Kyriaki Kaplanidou, Associate Professor and Graduate Coordinator
FLG 190B kkaplanidou@hwp.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 (if needed), 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 your 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 transcript (indicates the last degree you received) 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 to English, along with a copy of the degree certificates.
 - The final official transcripts need to show a degree has been awarded.
 - For transfer students, final grades need to be recorded for the last semester attended.

- ❖ Conditional Acceptance (relevant to some admitted students but not all)
 - 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 assigned 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, hopefully as an alumnus.

- ❖ 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. 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, with other suffixes such as Hotmail, Yahoo, or Gmail, etc. 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 and form submissions. 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 TRSM 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 that registration hold may be lifted. There may be others, such as fines, fees or parking ticket holds that require additional action to 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/parkinfaq.asp>
 - Parking Rules and Regulations: <http://www.parking.ufl.edu/pages/rules.asp>
 - Failure to comply with the parking rules and regulations could result in being ticketed, wheel boot, or towed.
 - 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-free late hour shuttles
 - 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>
- Graduate and Family Housing: villages@housing.ufl.edu or call (352) 392-2171 Ext10321
 - 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.
 - RPT PhD: Candidacy is met when the PhD coursework has been completed and the qualifying/comps exams have been successfully passed
 - SPM PhD: Candidacy is met when the PhD coursework has been completed, the qualifying/comps exams have been successfully passed and the student has successfully proposed their topic.

❖ 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 has a 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 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.

- PhD students are encouraged to submit this form PRIOR to the end of their first year of study, but absolutely NO later than the end of their second year (and this is considered rather late by most faculty). Plus, related to this, keep in mind that if a PhD student seeks to transfer more than 30 credit hours of graduate level coursework (30 CH from prior MS degree, up to 15 CH transferred from another PhD program), then that form is required NO later than the end of their first year of study, and they would be well advised to seek their graduate advisory committee's input on this.
 - 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 and signed form is required before the hold will be removed. Only in rare instances will exceptions be made, by decision of the TRSM 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.
- 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 faculty committee member must sign the thesis or dissertation pages.
- ❖ Transfer of Credit
 - Transfer of Credit petitions for PhD students must be filled out and submitted to the TRSM graduate program assistant by the end of the student's first year. The form must be filled out completely, including the advisor/supervisory committee chair's signature of approval. Incomplete submission requests will NOT be processed until completed.
- ❖ 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.
 - <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, following the process noted on p. 9).
 - 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 semesters are 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 TRSM graduate program assistant, or the assistance with an outside department representative in the case of courses outside of the college.

❖ Student Evaluations

PhD student progress is monitored by your committee chair and verified by the graduate coordinator every academic year. You will be notified in writing at the conclusion of every academic year if you are deficient in any basic standard of performance. Your academic advisor will monitor your progress and consult with the graduate coordinator if any deficiencies appear prior to the annual evaluation. This annual evaluation will report on your accomplishments (presentations, papers submitted, research/dissertation proposals submitted, etc.). It is imperative that the student keep an accurate record of such accomplishments across the year so they can be accurately reported.

❖ 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 (check the OGMP website) 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 UF Graduate Student Handbook: <http://www.graduateschool.ufl.edu/student-life-and-support/student-handbook>
- ❖ HHP Graduate Student Handbook: The College of Health and Human Performance provides additional information in an online HHP Graduate Student Handbook: <http://gradprograms.hhp.ufl.edu/wp-content/uploads/2015-Graduate-Handbook-PDF.pdf>
- ❖ 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.
 - 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. Please contact Ms. Bingjie

“Becky” Liu for more information at icebecky@ufl.edu

❖ 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. <http://www.crc.ufl.edu/>
- 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/>

❖ Off Campus Life

- Off campus housing locator: <http://housing.offcampus.ufl.edu>
- Off Campus Life: www.offcampus.ufl.edu

❖ TA Institute

- Teaching Assistants who have been given the responsibility of creating a course from scratch may find the Faculty Institute in Online Teaching helpful: <http://teach.ufl.edu/development/ta-institute/>

- ❖ University Writing Studio
 - As a service 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. <http://www.eli.ufl.edu/programs/AcademicWrittenEnglish.html>
 - The English Language Institute (ELI) is an intensive English program designed to provide rapid improvements 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. <https://ase.ufl.edu>
 - Extra fees apply for these courses (typically not covered by assistantships).
 - 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>

Doctoral Program

Doctoral Degree in Health and Human Performance, with Concentrations in:

- Recreation, Parks & Tourism
- Tourism
- Natural Resource Recreation
- Sport Management

❖ 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. Final responsibility for knowing and meeting the academic policies of the graduate school always rests with the student.

❖ 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 to enhance one's background knowledge, if enrolled as a graduate student, but do not count towards the credits needed for an PhD degree.
- Credits of higher level undergraduate courses (3000-4999) outside the TRSM department are very rarely approved for the doctoral degree (only up to six approved credits towards a 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.
- Most courses taken for credit require a letter grade. The following courses require an S/U grade: HLP 6911, HLP 7979, HLP 7980, LEI 6903, LEI 6910, LEI 6935, LEI 6940, LEI 6971, LEI 7904, LEI 7910, LEI 7936, SPM 6910, SPM 6947, SPM 6971. If one of the previously mentioned courses mistakenly receives a letter grade, it MUST be corrected with a grade change (initiated by the instructor of the course) BEFORE your final semester.

❖ Minors

- Officially declared minors require anywhere from 6-15 credit hours minimum requirement of approved courses in the designated area of study the minor is in. Please refer to the UF graduate catalog to identify courses that will count: <http://gradcatalog.ufl.edu/content.php?catoid=5&navoid=1070>
- You MUST have a graduate faculty committee member from each minor program, if you officially declare a minor on your record.

❖ Advisors and Supervisory Committees:

- Prior to registration, all incoming doctoral students have been designated a graduate faculty member in the department to supervise the student. That faculty member is the academic advisor and typically is eventually designated as the Chair of the supervisory committee, though another faculty member can be selected as Chair, at the student's discretion. The members of the supervisory committee should be designated as soon as possible after the student has begun doctoral work, and in general, no later than the end of the fourth semester of equivalent full-time study, though earlier is preferred by most faculty.
- The supervisory committee for a candidate for the doctoral degree shall consist of no fewer than four members selected from the Graduate Faculty. At least two members, (this includes the chairperson), must be from the TRSM department, and at least one member will be drawn from a different academic discipline. The supervisory committee will include at least one person selected from the Graduate Faculty from outside the college of HHP (designated as the external member).
- A departmental 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 TRSM 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 TRSM graduate program assistant for an approval process. A few days later, verify that the change has been recorded in your ONE.UF account.
 - External/Minor committee members must provide UFID and name of department on the supervisory committee form, or the request cannot be processed.

- Minors: A representative faculty member from each minor sought by the student, must be selected to participate in the committee. The first minor representative committee member may also be the external member, however, any additional minor disciplines must have their own represented graduate faculty committee member in addition to the required four. For example, a student with 2 declared minors, must have at least 5 members on their committee (and at least one graduate faculty member from each minor department).
- “Special Appointment” committee members do NOT count as the core four committee members, nor can they represent minors.
- Supervisory Committee Form located in “Resources and Forms” section on the department website <http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/>

❖ Transfer of Credit

- No more than 30 credits of a master’s degree from an approved other higher education institution will be transferred to a doctoral program. If a student holds a master’s degree in a discipline different from the doctoral program, the master’s work will not be counted in the program unless the academic unit petitions the Dean of the Graduate School with a rationale as to why it is relevant. All courses beyond the master’s degree taken at another university to be applied to the Ph.D. degree must be taken at an institution offering a doctoral degree and must be approved for graduate credit by the Graduate School of the University of Florida. All courses to be transferred must be graduate-level, letter-graded with a grade of B or better and must be documented to relate directly to the UF degree being sought. All such transfer requests must be made by petition to the supervisory committee no later than the third term of Ph.D. study. The total number of credits (including 30 for a prior master’s degree) that may be transferred cannot exceed 45, and in all cases the student must complete the qualifying examination at the University of Florida. In addition, any prior graduate credits earned at UF (e.g., a master’s degree in the same or different discipline) may be transferred into the doctoral program at the discretion of the supervisory committee and by petition to the Graduate School. The petition must explain how the prior course work is relevant to the current degree.
- 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 TRSM graduate program assistant.
- The supervisory committee is responsible for ensuring the academic integrity of coursework before accepting graduate transfer credits.

❖ Time Limitation

- Course requirements for doctoral degrees vary from field to field and from student to student. In all fields, the Ph.D. degree requires at least 90 credits beyond the bachelor’s degree. All masters degrees credits counted in the minimum must be earned in the 7 years before the semester the degree is awarded.

- All work for the doctorate must be completed within 5 calendar years after the qualifying examination, or this examination must be repeated.
- Minimum Time Lapse: Between the oral part of the qualifying examination and the date of the degree, there must be at least 2 semesters. The semester the qualifying examination is passed is counted, if the examination occurs before the midpoint of the term. The term midpoint is an exact date specified on the graduate school semester calendar.
- 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 the "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.

❖ Curriculum and Examination:

- Curriculum includes core department, college, and university course requirements and recommended courses. The courses all must be completed with a grade of B or better to count toward the PhD degree credit total. The student must earn a minimum 3.0 GPA for their core required coursework and their overall program coursework. In addition, doctoral students must pass a comprehensive written and oral qualifying examination upon completion of all coursework, maintain a satisfactory academic record, submit an approved dissertation topic, and receive the supervisory committee's favorable opinion of the student's ability for advancement to candidacy. They must publically present and defend both a dissertation proposal and final dissertation in front of the supervisory committee, and these occasions are typically also open to any graduate student or non-committee faculty to attend also.

❖ Annual Performance Report

- Be sure to keep track of all accomplishments (presentations, papers submitted, research proposals submitted, etc.) you have achieved each year, as they need to be reported annually in the Spring semester on an annual performance report that will be reviewed by your committee chair and the graduate coordinator. You will receive a written evaluation of your performance annually, typically in May or June.

Admission to Candidacy/Final Exam

❖ Qualifying Examination

- All Ph.D. candidates must take the qualifying/comprehensive examination (comp exams). It is implemented usually in the semester following the completion of PhD coursework, but before formal work on the dissertation proposal or data collection begins. The student must be registered during the term the qualifying examination is given.
- The examination is prepared, evaluated and graded by the PhD student's full supervisory committee, and is both written and oral, and covers major and minor subjects. Except for allowed substitutions, all members of the supervisory committee must be present with the student during the oral portion. At the completion of the exam, the supervisory committee is responsible for deciding whether the student is qualified to continue progress toward completing a Ph.D. degree by initiating the dissertation process.
- If a student fails the qualifying examination, the Graduate School must be notified. A re-examination may be requested, but it must be recommended by the supervisory committee and approved by the Graduate School. At least one semester of additional preparation is needed before the re-examination.
- Time lapse: Between the oral part of the qualifying examination (meeting Ph.D. candidate eligibility) and the date the Ph.D. degree is granted, at least 2 semesters must pass. The term the qualifying examination is passed is counted, if the examination occurs before the midpoint of the term. The graduate school calendar specifies the official semester midpoint date on-line.
- It is the responsibility of the student to contact the TRSM graduate program assistant, who typically proctors the exam, regarding available dates for the exam to be given, after securing approval to do so from their supervisory committee chair. Please email the TRSM graduate program assistant your preferred dates and times. Available time slots are:
 - 8:30a-12:30p*
 - 1p-5p**Tuesday schedule may be altered due to availability of proctor.
- PhD students usually schedule their written comprehensive exams over 4 consecutive days for SPM and 5 consecutive days for RPT (1 day/weekend off in-between days is permitted but not required), based on availability. Plan ahead to schedule your exam, as calendar dates can fill up quickly, as other students may claim you preferred dates before you. Work with your advisor regarding their suggested dates, but be flexible. Be aware of the consequences of scheduling it before or after the mid-point of the semester (see "Time Lapse" section above).
- Students take the exam individually on an assigned computer with no internet access.

❖ Registration in Research Courses

- The Advanced Research (HLP 7979) course is open to doctoral students not yet admitted to candidacy. Students enrolled in HLP 7979 during the term they qualify for candidacy will stay registered in this course unless their committee chair elects to change their enrollment to Research for Doctoral Dissertation (HLP 7980), which is reserved for doctoral students admitted to candidacy. This requires a letter of petition from the major department. This change of registration is not required for a student, as both courses count towards the student's research credit requirement. This request is only necessary if a student registers for HLP 7979, and then is admitted to candidacy prior to the mid-point of the semester, AND plans to graduate the following semester consecutively. The student must request the petition from the department, it is their responsibility to initiate this. It is not automatically processed.

❖ Admission to Candidacy

- A doctoral student becomes a candidate for the Ph.D. degree when the student is granted formal admission to candidacy. Such admission requires the approval of the student's supervisory committee, the department chair, the college dean, and the dean of the Graduate School. The approval must be based on:
 - The academic record of the student
 - Passing the qualifying examination as described above
 - A supervisory committee approved dissertation topic*
 - The supervisory committee's opinion on overall fitness for the candidacy
- The student should apply for admission to candidacy as soon as the qualifying examination is passed and a dissertation topic is approved by the student's supervisory committee*. A student may not register for HLP 7980 (Research for Dissertation) until he or she is admitted to candidacy for a doctoral degree.
- *RPT: When students pass the qualifying written and oral exam, they are considered "admitted to candidacy".
- *SPM: When students have passed the written and oral exams, and once they have successfully proposed their dissertation to their supervisory committee, they are then considered "admitted to candidacy".

❖ Dissertation

- Every candidate for a doctoral degree is required to prepare and present a dissertation that shows independent investigation and acceptable in form and content to the supervisory committee and to the Graduate School. Dissertations must be written in English and acceptable in form and content to the supervisory committee and to the Graduate School. The work must be publishable quality and preferably in a form closely adaptable to publication, using the Graduate School's formatting requirements.
 - The student will work with the committee and chair to determine possible dates and times for the dissertation proposal and final dissertation defense. S/he will then email the TRSM 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 Dissertation 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 dissertation 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.
 - Dissertation first submission: When first presented to the Graduate School Editorial Office, the dissertation should be near-final (not an early draft), completely formatted, and saved as a PDF file. The Graduate School Editorial Office reviews dissertations for acceptable format, and makes recommendations as needed. Students should be completely familiar with the format requirements and should work with the Editorial Thesis and Dissertation (ETD) lab to troubleshoot their files before printing out their submission for the Graduate School Editorial Office.
<http://graduateschool.ufl.edu/graduation/thesis-and-dissertation>
 - The first submission consideration is subject to specific deadlines published by the graduate school editorial office that vary each semester. These dates can be found on the graduate school webpage:
<http://gradcatalog.ufl.edu/content.php?catoid=5&navoid=1040>
- ## ❖ Final Semester Registration
- 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)

- PhD students, MUST register for HLP 7980 Advanced Doctoral Research (regardless of if the required number of credits have been met)
- Requirements according to UF Graduate Catalog can be found in the “Resources & Forms” section of the department website
<http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/>

❖ Final Dissertation Defense

- After the submission of the dissertation and the completion of all other prescribed work for the degree, but in no case earlier than six months before the conferring of the degree, the candidate will be given a final oral examination by the supervisory committee through a meeting on campus. All supervisory committee members must be present with the candidate at the oral examination. The candidate and the entire supervisory committee must interact during the defense. Typically, all committee members are present in the room, but at minimum, it is required that the student and chair, and minor committee member must be in the same physical location. Other members may participate from remote sites via technological means.
- All dissertation defense forms should be signed at the successful completion of the dissertation defense: the candidate and the supervisory committee chair sign the ETD Rights and Permission form; and the entire supervisory committee should sign the ETD Signature Page and the Final Examination Report. If dissertation edits/changes are requested by the supervisory committee at the final defense, the supervisory committee chair may hold the Final Examination Report or ETD page until satisfied with the dissertation edits. Satisfactory performance on this defense and adherence to all Graduate School regulations outlined above and meeting appropriate deadlines, complete the degree requirements for the doctoral degree.
- The ProQuest/UMI Publishing Agreement, which is mentioned in the Doctoral Dissertation Checklist (<http://www.graduateschool.ufl.edu/files/checklist-dissertation.pdf>) can be found on the TRSM website:
<http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/>
- Before departing the program after completing all requirements, the department requires the completion of the graduate student Exit Survey and Exit Checklist (for GA’s) to understand your future status and ways to contact you in the future. Typically, the HHP Associate Dean for Student and Academic Affairs will also contact you for an interview about your UF academic experience before you depart campus.
- You will also receive an email survey from the university registrar’s office that is required to be electronically completed as a graduation requirement (as noted on the Doctoral Dissertation Checklist mentioned above).

- ❖ **Time Limitation**
 - All work for the doctorate must be completed within five calendar years after successful completion of the qualifying examination or the qualifying examination must be repeated.

- ❖ **Exit Checklist and Survey (see “Resources & Forms” section)**
 - Be aware that there is an Exit Checklist and Survey that the department asks you to complete upon departure from the program. They are to be completed and returned to the TRSM graduate program assistant. Failure to do so, will be communicated to your graduate advisor, who may consider this non-compliance in future letters of recommendations s/he writes for you.

- ❖ **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/files/etd-guide.pdf>
 - Format Examples: <http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/format-requirements/examples/>
 - Checklist: <http://graduateschool.ufl.edu/files/checklist-thesis.pdf>
 - Library Portal: <http://www.uflib.ufl.edu/etd.html>
 - Deadlines: <http://graduateschool.ufl.edu/files/editorial-deadlines.pdf>

- ❖ **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.
 - You 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 reminder 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 TRSM program assistant after your final defense has been approved by the committee or your capstone has been approved).
 - You are responsible to verify your 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, as soon as you know this is the situation, but no later than 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 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/files/graduation-checklist.pdf>
 - <http://graduateschool.ufl.edu/files/checklist-thesis.pdf>
 - Critical Graduate Deadline Dates:
 - <http://gradcatalog.ufl.edu/content.php?catoid=8&navoid=1480>
 - <http://graduateschool.ufl.edu/files/editorial-deadlines.pdf>
- ❖ Registrar's checklist <http://www.registrar.ufl.edu/commencement/checklist.html>
- ❖ To request to participate in the Graduation Ceremony outside of the term of actual graduation request, complete and submit this form as instructed on the form:
 - <http://abe.ufl.edu/academics/forms/WalkEarlyForm.pdf>
- ❖ Complete the TRSM Alumni Survey
 - https://ufltrsm.co1.qualtrics.com/SE/?SID=SV_0pNe8jS9X5IKyrP
- ❖ Complete the TRSM Exit Interview Survey
 - https://ufltrsm.co1.qualtrics.com/SE/?SID=SV_7WbS0tX5wdYNood
- ❖ Complete the HHP Exit Interview with the Associate Dean for Student and Academic Affairs by making an appointment with him.
- ❖ Two additional exit documents are emailed to graduating PhD students during their final semester:
 - One is for PhD specific employment data that the University tracks
 - One is for GA's as they are "checking out" of their office

Post-Degree Employment

Recreation, Parks & Tourism

Graduates with a Ph.D. in Health and Human Performance with a concentration in Recreation, Parks & Tourism, are trained for entry, middle and/or upper level management positions, in fields like tourism, city/county recreation and park departments, city/county/state or national park or forest management, though typically Ph.D. graduates apply and are qualified for positions in teaching, education and research, usually professor or lecturer positions at colleges or universities around the world.

Sport Management

The Ph.D. in Health and Human Performance with a concentration 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. It also prepares graduates for positions in teaching, education and research, usually professor or lecturer positions at colleges or universities around the world.

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 contact Dr. Bopp or Dr. Sagas for additional information regarding this opportunity.

❖ Certificates

- Certificates are structured, formally acknowledged credentials (similar to a formal academic minor) verifying a basic level of knowledge in the certified topic, through enrollment and passing grades in specific courses. They require formal paperwork and approval in the appropriate department offering the certificate program.
 - 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/>

Financial Assistance

While we do not provide assistantships or OPS employment (no tuition waiver with OPS) for master's level students, Recreational Sports, University Athletic Association, Steven C. O'Connell Center, Student Affairs and potentially other campus entities 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://www.recports.ufl.edu/home.aspx>
- 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
 - <http://www.union.ufl.edu/staff/>
- Office of Student Affairs
 - <http://www.ufsa.ufl.edu/aboutufsa/abutsa/shtml>

- Career Resource Center: <http://www.crc.ufl.edu/>
- Counseling Center: <http://www.counsel.ufl.edu/>
- Dean of Students Office: <http://www.dso.ufl.edu/contactus/>
- Financial Aid <http://www.fa.ufl.edu/bursar/>
- UF Libraries <http://www.uflib.ufl.edu/pers/StudentEmployment.html>

- ❖ Graduate Student Travel Funds Request
 - Travel Funds Request
 - http://www.research.ufl.edu/researchsupport/research_support_docs/travel.pdf
 - Graduate Student Council Travel Grants
 - <http://grove.ufl.edu/~gsc/aboutTravelGrant.html>
 - Graduate School Travel Support
 - <http://gradschool.ufl.edu/students/travel-support.html>
 - Eric Friedheim Tourism Institute
 - <http://efti.hhp.ufl.edu/>
 - May have funds periodically to assist with students specializing in tourism topics to present tourism related papers at conferences or to assist with tourism related dissertation data collection expenses.

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 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 MS Program Plan
 - RPT PhD Program Plan
 - SPM MS Program Plan
 - SPM PhD Program Plan
 - Proposal/Defense Announcement Form
 - RPT 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/current-students/prospective-students/>
- ❖ 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
 - UMI Agreement
- ❖ 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