General Regulations

The information in this catalog is current as of July 2013. Please contact individual departments or programs for any additional information or updates.

The student is responsible for becoming informed and observing all program regulations and procedures. The student must be familiar with Graduate Catalog general regulations and requirements, specific degree program requirements, and offerings and requirements of the major academic unit. *Rules are not waived for ignorance*. Any exceptions to the policies stated in the Graduate Catalog must be approved by the Dean of the Graduate School. After admission to the Graduate School, but before the first registration, the student should consult the college and/or the graduate coordinator in the major academic unit about courses and degree requirements, deficiencies if any, and special regulations of the academic unit. The dean (or representative) of the college where the degree program is located must oversee all registrations. Once a supervisory committee is appointed, registration approval is the responsibility of the committee chair.

Key information is contained or disseminated through several electronic sites. Each student **must** regularly check the Graduate Information Management System (GIMS) for accuracy and currency of the degree program and associated milestones. In addition, each student is required to create, maintain, and regularly check a GatorLink e-mail account. Critical information is sent directly to GatorLink accounts.

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Catalog Year

Catalog year determines the set of academic requirements that must be fulfilled for graduation. Students graduate under the catalog in effect when they first enroll as degree-seeking students at UF provided they maintain continuous enrollment. Students who are not registered for 2 or more consecutive terms (including any summer term) must reapply for admission and will be assigned the catalog in effect when enrollment is resumed. With the approval of their college dean's office, students may opt to graduate under the requirements of a later catalog, but they must fulfill all graduation requirements from that alternative year. The University will make every reasonable effort to honor the curriculum requirements appropriate to each

student's catalog year. However, courses and programs are sometimes discontinued and requirements may change as a result of curricular review or actions by accrediting associations and other agencies.

Classification of Students

6	Postbaccalaureate students: Degree-holding students who have been admitted to postbaccalaureate status
7	Graduate students seeking a first master's degree
8	Graduate students who have earned a master's degree, or who have earned 36 or more credits while seeking a graduate degree, and who have not been admitted to doctoral candidacy
9	Graduate students who have been admitted to doctoral candidacy

Confidentiality of Student Records

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

Student directory information that can be released to the public is limited to

- Student name
- Local/permanent addresses
- Listed telephone number(s)
- Email address
- Class and college
- Major
- Enrollment status (e.g., undergraduate or graduate level; full time or part time)
- Dates of attendance at UF
- Degree(s) and awards received at UF
- Most recent previous educational institution attended
- Weight and height of university athletes
- Publication titles (theses and dissertations)
- Nature and place of employment at UF

Currently enrolled students must contact the appropriate agency/agencies **to restrict release of directory information**. The Office of the University Registrar, the Department of Housing and Residence Education, and Human Resource Services routinely release directory information to the public. Directory information may also be released by other university departments and/or employees.

- Students who want to restrict directory information must do so at the Office of the University Registrar in 222 Criser Hall.

- Students who live on campus also must request this restriction from the Department of Housing and Residence Education (next to Beaty Towers).

- Students who are university employees also must request this restriction from Human Resource Services.

- Students who do not want their addresses, phones or personal information published on the Web should update their directory profile.

Student **educational records may be released** without your consent to school officials who have a legitimate educational interest in accessing the records. *School officials* shall include:

- An employee, agent or officer of the university or State University System of Florida in an administrative, supervisory, academic, research or support staff position;

- Persons serving on university committees, boards and/or councils; and

- Persons employed by or under contract to the university to perform a special task, such as an attorney or an auditor.

Legitimate educational interest shall mean any authorized interest or activity undertaken in the name of the university for which access to an educational record is necessary or appropriate to the operation of the university or to the proper performance of the educational mission of the university.

The university also may disclose information from your educational record without your consent to individuals or entities permitted such access under applicable federal and state law.

You have the right to review your own educational records for information and to determine accuracy. A photo I.D., other equivalent documentation or personal recognition by the custodian of record will be required before access is granted. Parents of dependent students, as defined by the Internal Revenue Service, have these same rights upon presentation of proof of your dependent status. Each spring when the catalog is published, students are notified of their FERPA rights.

If you believe your educational record contains information that is inaccurate, misleading or in violation of your rights, you can ask the institution to amend the record. The UF Student Guide outlines the procedures for challenging the content of a student record, as well as the policies governing access to and maintenance of student records.

If you who believe the university has not maintained the confidentiality of your educational record as required by law, you may file a complaint by contacting the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901.

Academic Honesty

In 1995 the UF student body enacted an honor code and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standard drafted and enacted by students.

Preamble: In adopting this honor code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the university community. Students who enroll at the university commit to holding themselves and their peers to the high standard of honor required by the honor code. Any individual who becomes aware of a violation of the honor code is bound by honor to take corrective action. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the honor code.

The Honor Pledge: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

On all work submitted for credit by students at the university, the following pledge is either required or implied: **On my honor, I have neither given nor received unauthorized aid in doing this assignment.**

The university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of academic dishonesty. In addition, every dishonest act in the academic environment affects other students adversely, from the skewing of the grading curve to giving unfair advantage for honors or for professional or graduate school admission. Therefore, the university will take severe action against dishonest students. Similarly, measures will be taken against faculty, staff and administrators who practice dishonest or demeaning behavior.

Student Responsibility. Students should report any condition that facilitates dishonesty to the instructor, department chair, college dean, Student Honor Council or Student Conduct and Conflict Resolution in the Dean of Students Office.

Faculty Responsibility. Faculty members have a duty to promote honest behavior and to avoid practices and environments that foster cheating in their classes. Teachers should encourage students to bring negative conditions or incidents of dishonesty to their attention. In their own work, teachers should practice the same high standards they expect from their students.

Administration Responsibility. As highly visible members of our academic community, administrators should be ever vigilant to promote academic honesty and conduct their lives in an ethically exemplary manner.

Student Conduct Code

Students enjoy the rights and privileges that accrue to membership in a university community and are subject to the responsibilities that accompany that membership. For a system of effective campus governance, it is incumbent upon all members of the campus community to notify appropriate officials of any violations of regulations and to assist in their enforcement. The university's conduct regulations, available to all students, are set forth in Florida administrative code. Questions can be directed to the Dean of Students Office.

Alcohol and Drugs

The use of alcohol and other drugs can have a negative impact on judgments and reactions, health and safety, and may lead to legal complications as well.

The university's principal role is to engage in education that leads to high standards and respectful conduct. When those are compromised, the university will take disciplinary action against organizations and individuals violating either the law or the unreasonable use of alcohol. It also must provide help for students who are alcohol-dependent. The university will deal severely with students convicted of the illegal possession, use or sale of drugs.

What the university community can do to prevent alcohol abuse and drug use: Students can help control substance abuse by declining to use or to condone the use of drugs and by insisting that organizations and individuals use alcohol within the bounds of the law and reasonable conduct. Students should make an effort to prevent persons who have abused alcohol or used drugs from harming themselves or others, especially while driving a motor vehicle. They should encourage those needing professional help to seek it. The same standards and regulations apply equally to faculty, staff and administration.

Relations between People and Groups

One of the major benefits of higher education and membership in the university community is greater knowledge of and respect for other religious, racial and cultural groups. Indeed, genuine appreciation for individual differences and cultural diversity is essential to the environment of learning. Another major aspect of university life involves sexual relationships. Sexual attitudes or actions that are intimidating, harassing, coercive or abusive, or that invade the right to privacy of the individual are not acceptable. Only in an atmosphere of equality and respect can all members of the university community grow.

Service to Others

An important outcome of a University of Florida education should be a commitment to serving other people. This sense of service should be encouraged throughout the institution by faculty, administration, staff and students. Through experience in helping individuals and the community, students can put into practice the values they learn in the classroom.

Standard of Ethical Conduct

Honesty, integrity and caring are essential qualities of an educational institution, and the concern for values and ethics is important to the whole educational experience. Individual students, faculty and staff members, as well as the university's formal organizations, must assume responsibility for these qualities. The concern for values and ethics should be expressed in classes, seminars, laboratories and in all aspects of university life. By definition, the university community includes members of the faculty, staff and administration as well as students.

Education at the University of Florida is not an ethically neutral experience. The university stands for, and seeks to inculcate, high standards. Moreover, the concern for values goes well beyond the observance of rules.

A university is a place where self-expression, voicing disagreement and challenging outmoded customs and beliefs are prized and honored. However, all such expressions need to be civil, manifesting respect for others.

As a major sector in the community, students are expected to follow the university's rules and regulations that, by design, promote an atmosphere of learning. Faculty, staff and administrators are expected to provide encouragement, leadership and example. While the university seeks to educate and encourage, it also must restrict behavior that adversely affects others. The Standard of Ethical Conduct summarizes what is expected of the members of the university community.

Registration Requirements

The University of Florida operates on a semester system consisting of two 16-week terms and two 6-week summer terms. One semester credit equals 1.5 quarter credits. "Term" is used hereafter, instead of "semester".

Required Full-Time Registration

	Fall and Spring	Summer A	Summer B	Summer C
Full-time graduate students not on appointments	9-12	4	4	8
Fellows receiving $4,000 or more per term*, and trainees	12	4	4	8
Assistants on .25 to .74 FTE	9	3	3	6
Assistants on .75 to .99 FTE	6	2	2	4
Full-time assistants:				
1.00 Fall & Spring	3			
1.00 Summer A		2	or	2
1.00 Summer B			2 or	2
1.00 Summer C		1 and	1 or	2

Graduate students on appointment: Required registration for fellows and trainees with stipends of $4,000 or greater per term (*prorated for summer as $1,500 for Summer A, or $1,500 for Summer B, or $3,000 for Summer C) is 12 credits for fall and spring, 8 credits for summer. Fellows whose stipends are less than $4,000 must register for at least 3 credits during fall and spring terms, and 2 credits for summer. The full-time registration requirement is reduced for students who are graduate assistants: 9 credits for fall and 9 credits for spring. Summer A appointments must be registered for 3 credits, and Summer B appointments must be registered for 3 credits. For students on appointment for Summer C, registration must equal 6 credits. This may be any combination of A, B or C, but cannot be all in A or all in B. (See Academic Personnel website, http://www.hr.ufl.edu/academic/regrequirements.asp, for more specific details for summer terms).

Students on appointment are financially liable for excess credits beyond the required registration. If a student on appointment drops below the required registration at any time in the semester, the student becomes financially liable for the entire registration. Students who do not register properly are not permitted to remain on appointment.

Full-time registration is 9 to 12 credits. However, most fellows must be registered for 12 credits in fall or spring and 8 credits in summer. Students not on an appointment may want to enroll full time to finish their degrees in the minimum time frame or may be required to enroll full time by external funding agencies or their academic units.

Registration for fewer than 9 to 12 credits may be considered equivalent to full-time enrollment in specific circumstances, such as internships or fieldwork required for all students within the degree program, or lockstep programs (e.g., M.B.A.). On academic unit request, the Graduate School will certify specified students as full-time equivalent under the circumstances stated in the Graduate Council Policy Manual.

Part-time registration: Students not on an appointment and without a specific registration requirement by the academic unit, external funding agency, or government may register as a part-time student. Minimum registration is 3 credits in fall or spring and 2 credits in summer.

Part-time registration and financial aid: Graduate students should be aware that in order to qualify for most financial aid programs (federal, state, or institutional), students must be enrolled at least half time. For financial aid purposes, a grad student must be enrolled for five hours during fall or spring term, four hours during summer term. In addition, due to limited funds, priority is generally given to full-time students.

For more information: http://www.sfa.ufl.edu/receiving/enrollment-requirements

Employee registration: UF staff employed on a permanent, full-time basis may be permitted to waive fees up to a maximum of 6 credits per term on a space-available basis. Enrollment is limited to courses that do not increase direct costs to the University. Courses that increase direct costs can include TBA (to be arranged), computer courses, individualized courses, distance learning, internships, and dissertation and master's thesis courses. Laboratory courses are permitted on a space available basis.

For updated information: http://www.hr.ufl.edu/

Undergraduate registration in graduate courses: Upper-division undergraduate students may enroll in 5000-level courses with consent of the instructor. Normally, a student must have a GPA of at least 3.00. To enroll in 6000-level courses, a student must have senior standing, consent of the instructor, and an upper-division GPA of at least 3.00.

After a student is accepted to graduate school, up to 15 credits of graduate-level courses earned with a letter grade of B or better taken under this provision may be applied toward a graduate degree at UF, if credit for the course has not been used for an undergraduate degree, and if the transfer is approved by the academic unit and made as soon as the student is admitted to a graduate program.

Final term registration: During the term the final examination is given and during the term the degree is awarded, a student must be registered for at least 3 credits in fall or spring and 2 credits in summer. Thesis students must enroll in 6971 and doctoral students must enroll in 7980. Non-thesis students must enroll in course work that counts toward the graduate degree. Students on a fellowship, traineeship, or assistantship must be registered appropriately for their appointments.

Cleared prior: Clearing prior is a possibility only for Thesis and Dissertation students who have met all published deadlines for the current term except Final 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. Although not required to register during the term of degree award, students are required to file a new degree application for that term within all published deadlines for doing so, as degree applications do not carry over from semester to semester and are essential for the degree to be awarded.

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

1. Student has successfully submitted a degree application for the current term within the published deadlines, as confirmed by print screen available from ISIS.

2. Student has appropriately satisfied the current term registration.

3. Student has successfully met the current term first submission deadlines for the thesis or dissertation, as confirmed by the Editorial Office, via a confirmation e-mail to the student and committee chair.

4. Student has successfully met all other degree and administrative requirements, within the published deadlines for the current term, except Final Submission and/or Final Clearance with the Graduate School Editorial Office.

5. Student is in the process of finalizing the thesis or dissertation with the Graduate School Editorial Office. No other students are eligible.

Drop/add: Courses may be dropped or added during drop/add without penalty. This period usually lasts 5 UF business days in the fall and spring semesters or 2 business days for Summer semesters, starting with the first day of the term. Classes that meet for the first time after drop/add may be dropped without academic penalty or fee liability by the end of the next business day after the first meeting. This does not apply to laboratory sections. After this period, a course may be dropped and a W appears on the transcript. Students become financially liable for any course added or dropped after the deadline, including students with tuition waivers. Prior to the last day of classes for each term, students should personally verify all registration changes and any required adjustments online on ISIS. Retroactive drop/add will not be permitted.

Retaking courses: Graduate students may repeat courses in which they earn failing grades. Grade points from both the initial failed attempt and the first attempt earning a grade of C or better are included in computing the grade point average. The student receives credit for the satisfactory attempt only.

Tuition/Fee Waivers

Tuition waivers will be given to students, who are appointed on assistantships at .25 FTE or greater, or are given Fellowships valued at greater than $4,000 per term (prorated for Summer at $1,500 for Summer A or $1,500 for Summer B, or $3,000 for Summer C). These tuition waivers will apply toward the required number of registration credits for the appointment. These credits must count toward the degree and do not include audited courses, correspondence work, DOCE courses, or courses designated as "self-funded" by the Registrar.

Attendance Policies

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

Students may not attend classes unless they are registered officially or approved to audit with evidence of having paid audit fees. After the end of drop/add, the Office of the University Registrar provides official class rolls/addenda to instructors. Students who do not attend at least one of the first 2 class meetings of a course or laboratory in which they are registered and who have not contacted the academic unit to indicate their intent may be dropped from the course. **Students must not assume that they will automatically be dropped if they fail to attend the first few days of class.** The academic unit will notify students dropped from courses or laboratories by posting a notice in the academic unit office. Students may request reinstatement on a space-available basis if documented evidence is presented. The University recognizes the right of the individual professor to make attendance mandatory. After due warning, professors may prohibit further attendance and then assign a failing grade for excessive absences. Students who have registration changes, at any time during the semester, should verify their registrations before the last day of class of the term. Retroactive drop/add or other registration changes will not be permitted.

Change of Graduate Degree Program

To change majors or degree level (same or different college), the academic unit must add the degree segment for graduate students via the Graduate Information Management System (GIMS). Only an authorized representative of the new academic unit and college can add the degree segment to a graduate student's record in GIMS. In order to do this, pull up the student's record in GIMS and click the green plus button that says "Add Degree Segment". A wizard-like interface will open up that will guide you through the adding segment process.

If the student is no longer pursuing a graduate degree program, an academic unit must drop the degree segment via GIMS. Only an authorized representative of the academic unit and college can drop the degree segment on a graduate student's record. In

order to do this, pull up the student's record in GIMS and click the Drop Segment under the Actions icon of the degree segment.A pop-up smaller window will appear that will guide you through the dropping segment process.

Any changes to degree programs, including thesis/non-thesis/project option, MUST occur before the published midpoint deadline of the student's final term.

Courses and Credits

Undergraduate courses (1000-2999) may not be used as any part of the graduate degree requirements. All 1000- and 2000-level courses may be taken on a satisfactory/unsatisfactory (S/U) basis.

Six credits of undergraduate courses (3000-4999) outside the major may count when taken as part of an approved graduate program. Consult the Academic Unit before registering.

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

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

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

For a complete list of approved graduate courses, see the Programs Section of this catalog. Academic units decide which of these graduate courses to offer in a given term. Contact the academic unit for information on available courses.

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

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

Grades

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

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

the cumulative grade-point average. Letter grades of C-, D+, D, D- or E are not considered passing at the graduate level, although the grade points associated with these letter grades are in included in grade point average calculations.

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

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

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

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

Grades and Grade Points Prior to Summer A 2009

A	B+	B	C+	C	D+	D	E	WF	I	NG	S-U
4.0	3.5	3.0	2.5	2.0	1.5	1.0	0	0	0	0	0

Grades and Grade Points Effective Summer A 2009

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

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

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

W = Withdrew
U = Unsatisfactory
H = Deferred grade assigned only in approved sequential courses or correspondence study
N* = No grade reported
I* = Incomplete

Failing Grades:
Zero Grade Points--Counted in GPA

E = Failure
WF = Withdrew failing
NG = No grade reported
I = Incomplete

Unsatisfactory Progress or Unsatisfactory Scholarship

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

Foreign Language Examination

A foreign language examination is not required for all degree programs. For specific information on foreign language requirements, contact the graduate coordinator of your academic unit.

Examinations

The student must register for sufficient and appropriate graduate credits during the term any examination is taken. The student's supervisory committee is responsible for administering the written and oral qualifying examinations and the final oral examination for the defense of the thesis, project, or dissertation.

On rare occasion by virtue of scheduling conflicts beyond the control of the student, examinations may occur on days between terms (break period) with the approval of the supervisory committee. This approval does not, by any means, replace existing requirements to meet published registration and deadlines for degree certification in a particular term.

Qualifying Examinations and Final Examinations administered during a break period are only valid if the student was enrolled in at least one of the terms on either side of the break. The examination will always be associated with the term immediately preceding the break, provided the student was enrolled for that term. Otherwise, the examination will be associated with the term immediately following the break.

All members of the supervisory committee must sign the appropriate forms, including the Electronic Thesis and Dissertation (ETD) Signature Page, for the student to meet the requirements of the examination. The signed forms are to remain in the student's folder in the academic unit. Electronic information will be sent to the Graduate School via the Graduate Information Management System (GIMS) for the Final Exam Form and UF Publishing Agreement, once the student successfully defends. The signed ETD Signature Page should be held by the Academic Unit until all Committee stipulations have been met regarding the document; however, it should be posted electronically to GIMS no later than the Final Submission Deadline for the intended term of degree award.

The qualifying and comprehensive oral examinations and the oral defense of a thesis, project or dissertation may be conducted using video and/or telecommunications. It is required that the student and chair or co-chair must be in the same physical location. All other members may participate from remote sites via technological means.

Supervisory Committees or academic units may set their own standards for attendance at oral examinations that exceed the minimum requirement stated above.

Students are responsible for coordinating the scheduling of oral examinations with their committee or academic unit and must follow the policies set by their committee or academic unit, and the Graduate School.

The written comprehensive examination for the non-thesis master's degree may be taken at a remote site.

Preparation for Final Term

The student is responsible for meeting all requirements and observing every deadline. Deadlines are given in this catalog, in the Graduate Student Handbook, and online at the Graduate School website.

Thesis and Dissertation students: When the thesis or dissertation is ready to be put in final form for submission to the Graduate School, the student should review the Format Requirements of the Graduate School Editorial Office and should work with the Application Support Center to format the document in order to meet the minimum submission requirements of the Editorial Office. The Application Support Center offers students assistance with troubleshooting their documents free of charge. The Center also provides more extensive formatting and pdf-conversion services for reasonable fees to the student. It is highly recommended that all students writing theses and dissertations use their services, in order to alleviate some of the stress felt during the approval process.

All students: Students must submit a Degree Application on ISIS before the published deadline of the term and must meet minimum registration requirements. **Degree Applications do not carry over from one semester to the next.** If the degree is not awarded, the student must 1) request that his or her academic unit remove their name from the current term degree list 2) re-apply for the degree award via ISIS in a subsequent term, by the published deadline for that term; and 3) meet all other requirements for the term the degree will be awarded. These requirements also apply when a thesis or dissertation student has been approved to clear prior by the Graduate School Editorial Office.

Verification of Degree Candidate Status

This service is provided until 3 weeks before graduation. However, students who before that time have completed all requirements for the degree, filed the fully signed final examination report in GIMS and achieved final clearance of the thesis or dissertation, may request verification to that effect. Verification of Degree Candidate Status Request Forms are filled out by the candidate; signed by the supervisory committee chair, department chair, college dean, and the Graduate School Editorial Office (224 HUB); then given to Graduate Student Records (106 Grinter Hall), for verification and processing.

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

Awarding of Degrees

The Graduate School authorizes a candidate to be awarded the degree appropriate to the course of study under the following conditions (see degree descriptions for details):

- The candidate must have completed all course requirements, including an internship or practicum if required, in the major and minor fields while observing time limits and limitations on transfer credit, on nonresident work, and on level of course work.

- The candidate's grade point averages must be at least B (3.00, truncated) in the major and overall (all courses eligible to count toward the graduate degree), including a minor where appropriate.

- All grades of I, H, and X must be resolved. Grades of I, X, C-, D+, D, D-, E, and U require a written petition from the Academic Unit to the Dean of the Graduate School.

- The candidate must have satisfactorily completed all required examinations (qualifying, comprehensive, and final) and be recommended for the degree by the supervisory committee, major academic unit, and college.

- The dissertation or thesis must have been approved by the supervisory committee and accepted by the Graduate School. Projects must be approved by the academic unit, which then certifies completion to the Graduate School.

- Recommendations for awarding a degree include meeting all academic and professional qualifications as judged by the faculty of the appropriate academic unit.

- All requirements for the degree must be met while the candidate is a registered graduate student. Degrees are certified 3 times per year: December, May, and August.

Attendance at Commencement

Graduates who are to receive advanced degrees are urged to attend Commencement to accept in person the honor indicated by the appropriate hood. Through the University Bookstore, the student may arrange to rent or buy the proper academic attire to be worn at Commencement.