General Regulations

The information in this catalog is current as of July 2016. 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 email account. Critical information is sent directly to the address listed as the student's UF Business Email.

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Catalog Year

The 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 the 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 Integrity

In 1995, the UF student body enacted an Honor Code and voluntarily committed itself to the highest standards of honesty and integrity. 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. Student and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code. The University of Florida is committed to preserving an open learning environment for all those who participate in the university community. Such an environment requires respect for self-expression, civil discourse in and out of the classroom, and trust, from all members of UF. All students must participate in academic research and learning at the university in a manner consistent (in accordance) with these values. Dishonesty, plagiarism, and other forms of misconduct are serious violations of academic integrity, and should be discouraged by all members of the university community.

Please review the Student Honor Code found at the following site: (https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code). All students are expected to follow these expectations.

Academic Honesty

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following 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." You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g., assignments, papers, quizzes, exams). As such, Gators do not cheat, plagiarize, bribe, misrepresent, conspire, or fabricate. Furthermore, as part of your obligation to uphold the Honor Code, you should report any

condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action.

Academic Integrity requires graduate students to:

1. Appropriately acknowledge the work of others, in conducting and reporting one's own research;
2. Be academically honest, in representing one's academic work according to the research standards and methodology that are appropriate for her field of study;
3. Use his or her own work in research and graded coursework, not inappropriate and un-cited materials, or work produced by a third-party
4. Conduct responsible research which complies with federal laws, and promotes open and active scientific and knowledge inquiry;
5. Treat other students with respect, to ensure their right to pursue their educational goals without interference

To understand the University's expectations regarding academic integrity, view the Dean of Students Academic Integrity Module found at the following site: https://www.dso.ufl.edu/sccr/seminars-modules/academic-integrity-module.

Research Expectations

Plagiarism includes but is not limited to quoting oral or written materials including but not limited to those found on the Internet UF expects all of its students to pursue research with integrity and responsibility. All research to be submitted for a grade should follow UF's Honor Code. For those students working on research which requires IRB approval, UF provides training throughout the year. For those students supported by NSF funding, you must participate in UF's Responsible Conduct of Research Training.

Student Conduct Code

The University of Florida is an institution which encourages the intellectual and personal growth of its students as scholars and citizens. As an educational institution, the University recognizes that the transmission of knowledge, the pursuit of truth and the development of individuals requires the free exchanges of ideas, self-expression and the challenging of beliefs and customs.

In order to maintain an environment where these goals can be achieved safely and equitably, the University promotes civility, respect, and integrity among all members of the community. Students are expected to exhibit high standards of behavior and concern for others.

The University strives to protect and guide the educational community by establishing a Student Conduct Code, which promotes individual and social responsibility. Choosing to join the University of Florida community obligates each member to a code of civilized behavior. Individuals and student organizations are expected to adhere to the policies and regulations of the University of Florida and the State of Florida. University policies have been designed to protect individuals and the campus community and to create an environment conducive to achieving the academic mission of the institution. Please review the Student Conduct Code found at the following site: (https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code). All students are expected to follow these expectations.

The purpose of the Student Conduct Code is to set forth the specific authority and responsibility of the University in maintaining social discipline, to establish guidelines which facilitate a just and civil campus community, and to outline the educational process for determining student and student organization responsibility for alleged violations of University regulations. The student conduct and conflict resolution process will follow established procedures to ensure fundamental fairness and an educational experience that facilitates the development of the individual and of the organization and wherever possible to help the student who violated University regulations to repair any harms committed through their behavior. In addition to formal adjudication procedures, SCCR can also assist with other conflict resolution processes.

The University believes in offering a variety of conflict resolution options in general and deciding, based on the individual circumstances, which conflict resolution option is best for a given situation. The various conflict resolution options include: conflict coaching, facilitated dialogue, mediation, restorative justice, shuttle diplomacy, informal adjudication (administrative review) and formal adjudication (administrative hearing and committee hearing). For more information on these options, please visit our website.

What is the Student Conduct Code?

The Student Conduct Code is a set of standards and regulations which describe the rights, privileges, and responsibilities for all currently enrolled students at the University of Florida.

Included are

1. A list of general student rights and responsibilities (including what is considered inappropriate conduct).
2. The procedural rights of students allegedly involved in Conduct Code violations.
3. How to file a conduct complaint.
4. Rights of reporting parties of sexual harassment, sexual assault/misconduct, dating violence, domestic violence and stalking, and other offenses.
5. Possible sanctions for conduct violations.

Conduct Process

Use our incident report form found at the following site: (https://www.dso.ufl.edu/sccr/process/incident-report) to report a conduct violation. You may also report in-person by visiting SCCR. While you can submit information anonymously, if you choose to do so, SCCR staff may be very limited in its ability to address the behavior. If you are concerned about possible retaliation, the University of Florida has a zero tolerance policy for retaliatory behavior. Anyone who retaliates against a Reporting Party will face swift and severe interim action, including but not limited to, a campus ban and interim suspension. This retaliation policy applies to all reported violations of the student conduct code, including but not limited to, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and other forms of harassment and hazing.

After reporting, the Director of Student Conduct and Conflict Resolution or designee will meet with you and review your statement to decide if further investigation is necessary. Additionally, SCCR staff members will discuss the conduct process, your rights and options for a hearing as well as answer any questions that you have. If no investigation is needed, a decision on charging will be made within 2 business days in most cases.

If a student has been charged with an alleged violation of the Student Conduct Code, he/she will receive notice of appointment for a preliminary informational meeting. This notification will inform him/her of the charges with sufficient detail and with time to prepare for a hearing. This preliminary meeting will be held with the Director of Student Conduct and Conflict Resolution or designee. In these cases, informational meetings are typically scheduled with the Respondent within 10 business days after charging. At this initial meeting, he/she will be notified of his/her rights and provided a verbal summary of the currently available information and informed of the nature and source of the evidence to be used in resolving the case. He/she will also be provided with an overview of the conduct process and resolution options available to him/her based on the nature of the incident.

Both the Responding Party and Reporting Party (where appropriate) may choose to have their cases resolved through either:

1. an administrative review without witnesses with the Director of Student Conduct and Conflict Resolution or designee (note this option is not available with cases which may result in suspension or expulsion),
2. an administrative hearing with witnesses, if available, before the Director of Student Conduct and Conflict Resolution or designee *(this will typically be scheduled a minimum of 10 business days following the initial meeting with the accused student)*, or
3. a committee hearing with witnesses before the Student Conduct Committee, which is composed of faculty and students *(this will typically be scheduled a minimum of 10 business days following the initial meeting with the accused student).*

He/she can choose not to provide any information in an effort to avoid self-incrimination. If there are pending criminal charges, either party may request up to a 30-day delay in the conduct proceeding to allow for the criminal case to move closer to resolution. Hearings are scheduled based on the availability of relevant parties, including the Responding Party, Reporting Party, witnesses, hearing officers, and/or committee members.

Unless waived for an administrative review, a Responding Party and Reporting Party (where appropriate) are allowed to present information and/or a list of witnesses, if any, to SCCR at least 8 University business days prior to the scheduled hearing. No new information or witnesses will be accepted after the 8-day deadline. The list of witnesses should be accompanied by a brief description of what the witnesses are making a statement about. SCCR staff will determine the relevance of all information and witnesses submitted. The Responding Party and Reporting Party (where appropriate) will be able to ask questions of witnesses, unless waived for an administrative review. Character witnesses are not able to present information during a hearing, but they may submit a written statement on the Responding Party's behalf. Any information approved for the hearing may be reviewed by the Reporting Party prior to the hearing.

If you are accused of violating UF's Conduct or Honor Codes you may seek out the assistance of the Student Honor Code Administration Advisors. Their contact information can be found at the following site: (https://www.dso.ufl.edu/sccr/resources/shca). To view our other available resources, please visit the Student Conduct and Conflict Resolution Office Resources page found at the following site: (https://www.dso.ufl.edu/sccr/resources/).

What rights does a Responding Party have if he/she is facing disciplinary action?

1. The right to review the Student Conduct Code and Student Conduct & Conflict Resolution (SCCR) policies and procedures.
2. The right to ask questions and to have them answered by a member of the SCCR staff.
3. The right to expect confidentiality to the extent permitted by the Family Educational Rights and Privacy Act (FERPA) and to waive that confidentiality in writing.
4. The right to have an advisor and/or a support person present throughout the process. These individuals may be an attorney, friend, faculty member, family member. The advisor and the support person may not address the witnesses, alleged victim, committee or any other party or otherwise directly participate in the proceedings. The role of the advisor is to provide you advice during the student conduct process, while the role of the support person is to provide support and comfort.
5. The right to decline to answer questions or provide a statement during an SCCR resolution meeting.
6. The right to postpone your hearing up to 30 university business days if you have a pending legal case resulting from the same incident.
7. The right to review the contents of your file by scheduling an appointment with an SCCR staff member.
8. The right to appeal the decision one time within the University process.

What rights does a Reporting Party have if he/she pursues disciplinary action?

Reporting Parties of violence whose cases are handled by the Office of Student Conduct and Conflict Resolution in an administrator or committee hearing are given various rights in the conduct process. Acts of violence include sexual harassment, sexual assault/misconduct, dating violence, domestic violence, and stalking. Those rights include:

1. The right to be informed of the available resolution options under the Student Conduct Code.
2. The right to be treated with dignity and respect no matter which resolution option is chosen.
3. The right to be informed of campus resources to assist in working through the situation.
4. The right to be kept informed of the status of the case throughout the process upon request.
5. The right to have an advisor present during the hearing. This person may be a victim advocate, attorney, friend, faculty member, family member. This person may not address the witnesses, accused student, committee or any other party or otherwise directly participate in the proceedings.

6. The right to have a support person present during the hearing. This person shall play no role other than as emotional support to the Reporting Party.
7. The right to remain present throughout the remainder of the hearing. The Reporting Party may participate in the hearing from another room so long as this does not infringe upon the Responding Party's right to question the Reporting Party and witnesses.
8. The right to submit potential questions to the hearing chair prior to and during the hearing and to ask relevant questions of the Responding Party and witnesses who give statements or provide information during the hearing. Repetitive questions are not permitted. All questions will be submitted in writing to the chair of the committee and all relevant questions will be asked by the chair of the committee. The SCCR staff and/or chair of the committee will review any submitted information/questions and will inform the Reporting Party if any of the information is disallowed for the hearing and the rationale for that decision.
9. The right to submit a written impact statement to be considered by the committee, if the Responding Party is determined responsible for violating the Student Conduct Code but before sanctions are determined.
10. The right to have unrelated and irrelevant sexual behavior excluded from the hearing.
11. The right to appeal the decision of the hearing body under the same standards the Responding Party can appeal.

What kind of sanctions can be imposed upon me?

If a student is found responsible for the alleged violations of the Student Conduct Code, one or more of the following sanctions may be imposed:

- Written Reprimand
- Community Service
- Conduct Probation w/o Loss of Privileges
- Educational Sanctions
- Conduct Probation w/ Loss of Privileges
- Loss of Privileges
- Deferred Suspension
- Reduced or Failing Grades
- Suspension from the University
- Restitution for Damages
- Expulsion from the University
- Room Transfer/Removal from Housing

The purpose of these sanctions is to help you understand as a student how your behavior impacted the community, whom you harmed, how they were harmed, to teach better decision making and to protect the campus community.

Can I appeal the decision?

Yes. Appeals must be filed in writing and contact must be made with the reviewing authority within 10 University business days from the date of the decision letter. Written appeals must be submitted to the appropriate official in the Dean of Students Office or the Office of the Vice President for Student Affairs. If both parties have the right to appeal, once one party files an appeal, that appeal will be shared with the other party and they will have 10 University business days from that notification to respond to the appeal. Generally, appeal decisions will be made within 10 University business days of receipt by the appellate officer.

What criteria are required for filing an appeal?

1. The student's rights were violated in the hearing process.
2. There is new material evidence which could not have been discovered at the time of the hearing.
3. The evidence did not support the decision.
4. The sanctions imposed were not appropriate for the violation.

Statement Regarding the Conduct Process

The conduct process is not a legal process. It is an educational, administrative process and thus criminal rules of procedures are not followed. The goal of the process is to have all relevant information come forward so the hearing authority can make the appropriate decision. As such, the process is not intended to be as adversarial as the criminal process and is much less formal.

Keep in mind that while your situation is very important to us, SCCR staff are also dealing with many other cases. We strive to contact you within 24 hours of any message you leave with us, however, if you don't hear from us, it is likely because there are no new developments in your case. Please be patient; we will update you anytime there is new information to share with you. We strive to resolve cases within 60 days, unless a 30-day postponement is granted for either party.

Remember, if the hearing authority determines that the Responding Party is not responsible, this doesn't mean that the event that you reported didn't happen or even that you weren't believed, it simply means that the hearing authority didn't find that the weight of the evidence was present to hold the student responsible for violating the Student Conduct Code under the preponderance of the evidence standard. If this is the outcome of your case, please speak to a victim advocate or SCCR staff about other ways we can try and provide a safe environment for you such as finding alternative housing or academic accommodations.

Reporting an incident to SCCR does not preclude you from reporting the incident to law enforcement. If the incident occurred on campus, you can report to UPD. If it occurred off campus, you can report the incident to GPD or ACSO, depending on the location. Your victim advocate can work with you and assist you with this process. If you do choose to go to the hospital for a forensic exam, that evidence can be used and would be helpful in a student conduct hearing. It is best not to shower or change clothes if you wish to have a forensic exam completed as doing so can wash away any evidence.

Hazing & Harassment

Hazing is defined as any action or situation that recklessly, by design, or intentionally endangers the mental or physical health or safety of a student, embarrasses or demeans an individual, negatively impacts the academic abilities of a student or forces a student to violate state or federal law for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Examples of hazing include but are not limited to, beating, forced calisthenics, forced alcohol consumption, sleep deprivation, and forced servitude. The fact that someone agreed to participate in these hazing activities is not a defense under the Student Conduct Code or state law. Use our hazing report form found at the following site: (https://www.dso.ufl.edu/sccr/process/student-organizations/hazing/report-form) to report any potential hazing violation. Online harassment, stalking, and bullying can greatly impact a student's UF experience. The UF Student Conduct Code does address these behaviors. If you experience bullying, harassment or stalking either in person or online, please report that behavior to Student Conduct and Conflict Resolution and learn about your options.

Conflict Resolution

The conflict resolution services provide students an avenue to address and resolve interpersonal conflicts which may include but are not limited to conflicts between members of a student organization, roommates, students within a class or study group, faculty/staff and students, and friends. The UF Conflict Resolution program has become nationally recognized for its work at helping parties successfully resolve conflicts. Conflict resolution staff are also available to come to groups, classes and organizations to present workshops on conflict resolution and to provide training on resolving conflicts. The various conflict resolution options include conflict coaching, facilitated dialogue, mediation, and restorative justice practices. SCCR staff are trained in all of these forms of conflict resolution. In addition, they train student peers to help resolve conflict on campus as well. SCCR partners with Gators for Alternative Dispute Resolution and the Conflict Resolution Initiative at the Levin College of Law to assist in providing these services. The conduct process will follow established procedures for ensuring fundamental fairness and an educational experience that facilitates the development of the individual and of the organization. Individuals and student organizations are expected to observe the policies, rules, and regulations of the University of Florida and the State of Florida.

For referral or to request conflict resolution services,
visit https://www.dso.ufl.edu/sccr/conflict-resolution/mediation-request/

FERPA & the Buckley Amendment (The Family Education Rights and Privacy Act of 1974)

In accordance with State University System rules, state statutes and the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), the University of Florida assures the confidentiality of student educational records. The complete policy can be found in the Undergraduate Catalog. The Buckley Amendment allows the university to access confidential information for normal business purposes. Directory information (name, class, college, major, and telephone) can be publicly released. Non-directory information (grades, disciplinary records, medical records, etc.) will not be released to a third party without the written consent of the student. The exception to the rule is for parents of dependent students, as defined by the IRS. Upon presentation of proof, noting this exception, to the University Registrar's Office, parents have the same rights as their students. All students, however, will be notified of the release of the information to a third party.

Parental Notification of Drug and Alcohol Cases

The following policy is in effect to notify parents or guardians of students in alcohol and other drugs cases at the University of Florida.

If a registered student who is claimed as a dependent by his or her parents or guardians pursuant to the Internal Revenue Services Code is found responsible for violating the Student Conduct Code's underage consumption, possession, or drug rules twice during the same term or for a third time regardless of the length of time between violations, the student's parents will be notified in writing by the Division of Student Affairs.

If a registered student is transported to an emergency medical treatment center for drug use or intoxication, the student's parents or guardian may be notified by a telephone call from the Division of Student Affairs if necessary to protect the health and safety of the student or other individuals.

The Associate Vice President for Student Affairs will be making the telephone calls to the parents or guardians to avoid any conflict with the student conduct procedure in which the Dean of Students and the Vice President for Student Affairs hear conduct appeals.

Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking and other Gender-Based Violence

The University of Florida has zero tolerance for violations of Title IX such as sexual harassment, which is any unwelcome conduct of a sexual nature, sexual assault/battery, dating violence, domestic violence and stalking. Additional information on resources on these forms of discrimination can be found on the website. (https://www.dso.ufl.edu/sccr/resources/sexual-harassment-and-intimate-partner-violence-cases).

There are several options for you to report Title IX violations:

1. Confidential Reporting – Allows you to speak with someone who is not a mandated reporter but who can maintain your confidentiality and provide you with a variety of support services. If you wish your report to be confidential, you can report to the Victim Advocates at UPD (http://www.police.ufl.edu/victim-services/) or the Counseling and Wellness Center (http://www.counseling.ufl.edu/cwc/).Victim Advocates can assist in filing criminal charges with the University of Florida Police Department, Gainesville Police Department, or other law enforcement agency. They can assist you in filing conduct charges if the person who harmed you is a student. They can also serve as your advisor or support person during any proceedings or meetings you have with a University official while addressing the matter or within the legal

system. Victim Advocates can help in obtaining restraining orders, no contact orders, finding alternative living arrangements, alternative transportation arrangements, work accommodations, and academic accommodations including changing classes among other things.

2. Anonymous Reporting – Allows you to report that the incident happened while requesting your name not be revealed to the alleged perpetrator and/or asking that no investigation or action be initiated. Please note that this may severely limit the University's ability to hold anyone responsible for harming you. If you think at some point, you may wish to pursue any kind of action against the individual that harmed you, please remember the importance of preserving evidence from the very beginning. It is advisable that you talk with law enforcement about evidence collection as soon as possible and before you shower or dispose of anything you were wearing at the time of the incident. Be assured the University will always consider your anonymous reporting request a priority, however, further action may be necessary to ensure a safe and nondiscriminatory environment for all community members.

3. Reporting for Action – Allows you to request action be taken to investigate the matter for possible University action (via the student conduct process) and criminal action (via the criminal justice system). In these cases, you can contact Chris Loschiavo, Deputy Title IX Coordinator for Students at chrisl@dso.ufl.edu or (352) 392-1261 if the Responding Party is a student or to the University Title IX Coordinator, Melissa Nunn at mnunn@ufl.edu or (352) 392-2477 if the Responding Party is someone other than a student. These two individuals can assist if you wish for the University to take action and can help connect you with the appropriate sources if you wish to also report the incident for criminal action.

Many sexual assault cases are decided on the issue of whether or not there was effective consent for the sexual activity. Under the Student Conduct Code, someone is not able to give consent if they are incapacitated due to force, coercion, or become impaired due to alcohol or drug use. Someone is impaired and thus unable to consent to sexual activity if they do not understand the who, what, where and why of the situation. Typically students who are unable to walk on their own would not be able to consent to sexual activity. The safe choice is that if someone has been drinking and you aren't positive they are able to consent to sexual activity is to not engage in sexual activity with them.

If you are concerned about possible retaliation, the University of Florida has a zero tolerance policy for retaliatory behavior. Anyone who retaliates against a Reporting Party will face swift and severe interim action, including but not limited to, a campus ban and interim suspension. This retaliation policy applies to all reported violations of the student conduct code, including but not limited to, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and other forms of harassment and hazing.

SCCR staff, including members of the Student Conduct Committee, receive a significant amount of training on interpersonal violence including rape myths, victimization, as well as what it is like to be accused prior to hearing these types of cases.

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

Graduate Assistants: The full-time registration requirement is reduced for students who are graduate assistants: 9 credits for fall and 9 credits for spring. Summer A appointees must be registered for 3 credits, and Summer B appointees must be registered for 3 credits. For students on appointment for Summer C, registration must equal 6 credits. For students enrolled in a combination of Summer A, B and C terms refer to the chart below for appropriate registration.

Students on appointment are financially liable for credits in excess of the required number. 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**.**

Graduate Assistantship Tuition Waiver and Registration Requirements

FTE	Registration Requirements & Waiver
Fall and Spring Semesters	
.01 - .24 FTE	12 credits (no waiver - Petition Required by Graduate School)
.25 -.74 FTE	9 credits (waiver)
.75 - .99 FTE	6 credits (waiver)
1.00 FTE	3 credits (waiver)
Summer A Semester	
.01 - .24 FTE	4 credits (no waiver - Petition Required by Graduate School); (A or C; A & C); Cannot be registered in B
.25 - .74 FTE	3 credits (waiver) (A or C; A & C); Cannot be registered in B
.75 - .99 FTE	2 credits (waiver) (A or C; A & C); Cannot be registered in B
1.00 FTE	2 credits (waiver) (A or C; A & C); Cannot be registered in B
Summer B Semester	
.01 - .24 FTE	4 credits (no waiver - Petition Required by Graduate School); (B or C; B & C); Cannot be registered in A
.25 - .74 FTE	3 credits (waiver) (B or C; B & C); Cannot be registered in A
.75 - .99 FTE	2 credits (waiver) (B or C; B & C); Cannot be registered in A
1.00 FTE	2 credits (waiver) (B or C; B & C); Cannot be registered in A
Summer C Semester	
.01 - .24 FTE	4 credits (no waiver - Petition Required by Graduate School); A & B or A & C or B & C or C Cannot be in A only / Cannot be in B only
.25 - .74 FTE	6 credits (waiver) A & B or A & C or B & C or C Cannot be in A only / Cannot be in B only

.75 - .99 FTE	4 credits (waiver) A & B or A & C or B & C or C Cannot be in A only / Cannot be in B only
1.00 FTE	2 credits (waiver) A & B or A & C or B & C or C Cannot be in A only / Cannot be in B only

Pre-doctoral Fellowship: Required registration for students who are appointed as pre-doc fellows with stipends of $4,000 or greater is 12 credits for fall and spring. Required registration for students who are appointed as pre-doc fellows with stipends of less than $4,000 is 3 credits for fall and spring. Pre-doc fellows, whose stipends are more than $2,000 are required to register for 4 credits in the appropriate combination of Summer A, B, or C terms (see chart below). Pre-doc fellows with stipends of less than $2,000 are required to register for 2 credits in the appropriate combination of Summer A, B, or C terms (see chart below).

Students on a pre-doctoral fellowship with a stipend of more than $4,000 (or $2,000 for summer terms) are financially liable for credits in excess of the required number. Likewise, if a student on pre-doc fellowship 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 the pre-doc fellowship**.**

Pre-Doctoral Fellowship Memorandum of Understanding (MOU) Tuition Waiver and Registration Requirements	
Stipend	**Registration Requirements & Waiver**
Fall and Spring Semesters	
Earning $4,000 or more	12 credits (waiver)
Earning less than $4,000	3 credits (no waiver)
Summer A Semester	
Earning $2,000 or more	4 credits in either A or C or A & C (waiver); cannot be in B
Earning less than $2,000	2 credits in either A or C or A & C (no waiver); cannot be in B
Summer B Semester	
Earning $2,000 or more	4 credits in either B or C or B & C (waiver); cannot be in A

Earning less than $2,000	2 credits in either B or C or B & C (no waiver); cannot be in A
Summer C Semester	
Earning $4,000 or more	8 credits in either A & B or A & C or B & C or C (waiver); Cannot be all in A or all in B
Earning less than $4,000	2 credits in either A & B or A & C or B & C or C (no waiver); Cannot be all in A or all in B

Full-time registration is 9 to 12 credits. 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.). Upon petition by the academic unit and under circumstances directed by Graduate Council policy, the Graduate School may certify specified students as meeting full-time equivalency.

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.

Clear prior: Clearing 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. 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:

- Student has successfully submitted a degree application for the current term within the published deadlines, as confirmed by print screen available from ONE.UF.
- Student has appropriately satisfied the current term registration.
- Student has successfully met the current term first submission deadlines for the thesis or dissertation, as confirmed by the Editorial Office, via a confirmation email to the student and committee chair.
- 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.
- 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 ONE.UF. 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

The appointment must be awarded through the UF payroll system. Each term a payment is received: 1) the appointment must conform with the published academic year appointment calendar dates, 2) an assistant or associate appointment must be a minimum of .25 FTE (quarter-time) but not more than 1.0 FTE (full-time), 3) a fellowship must pay a minimum of $4,000 per term (prorated for summer term at $1,500 for Summer A, $1,500 for Summer B, or $3,000 for Summer C)

These tuition waivers will apply toward the number of registration credits required for the appointment. Credits to which the tuition waiver applies must count toward the degree and may 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 to satisfy any 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 master's-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 (121 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 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 the choice of the academic unit offering the degree program to clearly identify the program's requirement for the physical presence of the student and/or committee members.

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. The academic unit's policy must specify arrangements for electronic security, proctoring, and the identification of the candidate.

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 ONE.UF 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 ONE.UF 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 (121 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. For more information regarding commencement, please speak with your academic unit's advisor and visit http://www.registrar.ufl.edu/commencement/.