

# **GRADUATE POLICY MANUAL**



**THE GRADUATE SCHOOL**  
UNIVERSITY OF FLORIDA





## **Graduate Policy Manual**

The Graduate School  
University of Florida

Last updated Wednesday, July 19, 2023

## Contents

Welcome! .....	7
About this Guide .....	8
Related Resources .....	9
Systems.....	9
MyAdmissions (SLATE) .....	9
Student Information System (SIS) .....	9
Graduate Information Management System (GIMS) .....	9
Policies .....	11
Resources .....	11
Training .....	11
MyAdmissions/SLATE .....	11
Student Information System (SIS) .....	11
Graduate School.....	12
I. Administration.....	13
A. The Graduate School-Organization.....	13
B. Graduate Directory.....	13
C. Graduate Council Members.....	13
D. Graduate Council Deadlines, Meeting Dates and Minutes .....	13
E. Graduate Coordinator Functions, Responsibilities, and Expectations .....	13
II. The Graduate Faculty .....	14
A. Graduate Faculty .....	14
B. Criteria for Appointment to the Graduate Faculty .....	14
C. Procedures for Appointment .....	14
D. Chairing Committees in Multiple Academic Units .....	15
III. Curriculum .....	15
A. Course Numbering, Credits, and Grades .....	15
1. Course Numbering .....	15
2. Credits .....	15

3. Grades .....	17
B. Withdrawals.....	18
C. Drop/Add.....	19
D. Repeating Courses .....	19
E. Graduate Coursework Completed at Other Institutions .....	19
F. Accredited Institutions in the United States.....	19
International Institutions via the UF International Center (GAA forms) .....	20
IV. Admissions .....	21
A. Requirements for Graduate Admissions.....	21
B. MyAdmissions (Slate) - Graduate Admissions Processing System.....	21
Graduate Applications.....	21
How the Admissions Process Works .....	21
Processing Admission Decisions.....	22
C. Calculating Grade Point Averages for Prospective Graduate Students.....	22
D. Conditional Admissions .....	23
E. Emergency Admission.....	23
F. Students with Disabilities .....	23
V. Additional Admissions Requirements      for International Applicants .....	24
A. International Center .....	24
B. Request for Release of I-20 .....	24
C. Timing of Admission.....	24
D. ELI Conditional Admission.....	25
E. Tests/Examinations for International Students .....	25
F. UF International Students Admitted for the Next Degree Level .....	25
VI. Financial Aid and Graduate Assistantships .....	25
A. Graduate Assistant Appointments.....	26
B. Registration Requirements for Students Holding Graduate Assistantships.....	26
C. General Employment Regulations .....	26
D. Oral Proficiency Testing Required for International Teaching Assistants .....	27
E. Academic Spoken English (ASE) Courses for International Teaching Assistants .....	27
F. Employment Regulations for International Students .....	27
G. Eligibility for Tuition Waiver .....	27

Graduate Assistants/Associates, Teaching or Research.....	27
Fellowships .....	28
Temporary OPS .....	28
Financial Standing.....	28
Residency.....	28
GPA.....	28
Registration .....	28
Student Career and Level .....	28
Tuition Payment for International Students from Latin America.....	29
H. Reasons for Ineligibility or Cancellation of Tuition Payments.....	29
Audited Courses.....	29
Dropped Courses .....	29
Termination of Appointment.....	29
Withdrawals.....	29
Laboratory Course Fees .....	29
Postbaccalaureate .....	30
International Students.....	30
Self-supporting (off-book) Courses.....	30
VII. Registration.....	30
A. General Registration Information.....	30
B. Course Numbering System.....	30
Course Numbers .....	30
Significance .....	30
C. Graduate Career Level .....	31
Level .....	31
Definition.....	31
E. Registration Requirements.....	32
F. Interruption of Graduate Study.....	33
VIII. Degree Requirements .....	34
A. Graduate Degrees .....	34
B. Combination Degree Programs .....	34
Bachelor's/Master's.....	35

Graduate/Graduate (typically, Master's/Master's).....	35
Graduate/Graduate (typically, Nontraditional Doctoral/Master's) .....	36
Combination Graduate/Professional Degree Program .....	37
Dual Degree .....	38
Joint Degree .....	38
Other Combination Degrees .....	38
Major and Minor Credits .....	38
Grade Point Average (GPA) Requirements and Calculations .....	39
Overall GPA Calculations.....	40
Major GPA Calculation.....	40
Minor GPA Calculation .....	40
D. Transfer of Credit .....	40
Masters .....	41
Professional Course Work.....	41
Doctoral.....	41
Courses Taken as an Undergraduate.....	41
Other Course Work .....	41
E. Time Limits .....	41
F. Unsatisfactory Progress or Unsatisfactory Scholarship.....	42
A. Composition and Responsibilities of Supervisory Committee Members.....	42
B. General Supervisory Committee Information .....	43
Master's: .....	43
Doctoral:.....	43
Committee Appointments .....	44
Chair .....	44
Co-chair.....	44
Members .....	44
External Committee Members .....	45
Special Appointments .....	45
Resigned or Terminated Faculty .....	46
X. Program Plan Changes.....	46
A. Change from Master's Thesis to Non-thesis Option.....	46

B. Change of Major, College, or Degree Objective .....	46
XI. Examinations.....	46
A. English Language Proficiency Testing for International TAs.....	46
B. Academic Written English .....	47
C. Qualifying Examination .....	47
D. Admission to Candidacy .....	48
E. Final Examination.....	48
Masters .....	49
Specialist.....	49
Location and Faculty Presence .....	49
Schedules.....	49
Notification of Results .....	49
F. General Regulations for Administration of Graduate Student Examinations .....	50
XII. Theses and Dissertations.....	50
A. Editorial Assistance and Information .....	50
B. Deadline Dates .....	50
C. Submissions .....	50
D. Guidelines for Restriction of Release of Dissertations .....	50
XIII. Graduate Certificates.....	51
A. Policies and processes for Graduate Certificates .....	51
Approved Graduate Certificates .....	51
XIV. Faculty Members Pursuing Graduate Degrees.....	51

## Welcome!

First, thank you! If you're reading this policy manual, you are taking an active role in ensuring the academic integrity of our graduate programs and supporting students on their journeys from application to graduation. The University of Florida offers us so many points of pride, and we in the Graduate School are driven knowing that graduate education is one of UF's highest callings. Your role in administering graduate programs is essential in UF's mission and in our continued rise as a world-class university.

Balancing attention to each student's individual path with consistency in applying policy that preserves the value of their degrees is critical, and we couldn't do it without your professionalism.

Thank you again and Go Gators!

A handwritten signature in black ink, appearing to read "Tom Kelleher", followed by a long horizontal line.

Tom Kelleher, Ph.D.  
Associate Dean for Academic Affairs  
UF Graduate School



## About this Guide

The purpose of this guide is to help Graduate Coordinators and graduate staff locate important information, policies and procedures of the Graduate School and associated administrative units. Some of the sections link to materials targeted to graduate students, for example section XII Thesis and Dissertations. You are asked to direct your students to relevant information on the Graduate School's website and in the Catalog.

You will find useful links to valuable information including template letters of admission and appointments provided by HR's academic personnel office, medical withdrawal procedures found on the Student Affairs website, procedures for submitting new course proposals and new degree requests explained on the Office of the Provost website, admissions information delineated on the Office of Admissions website, etc. Use the hyperlinks in the table of contents to navigate the document.

There are several UF systems used daily in the process of admitting students to graduate degree programs, creating and maintaining a student program plan, activating the student for enrollment, adding graduate faculty members to a student's supervisory committee and much, much more. A brief introduction to My Admissions, Student Information System (SIS), and the Graduate Information Management System (GIMS) is provided in the next section, "Related Resources."

The Graduate School team is happy to assist you with your questions and concerns as you guide your graduate students through UF's graduate education experience.

## Related Resources

### Systems

#### MyAdmissions (SLATE)

MyAdmissions, also referred to as SLATE, is available through the [myUFL](#) portal.

According to its HR Toolkit webpage, MyAdmissions is a system for colleges and departments to read, review and download applications for admission into degree programs offered by their specific unit or college. System functions allow the user to download lists of applicants, enter admission decisions, and release admission decisions.

Training videos and instructions guides for how to access MyAdmissions and for all processes contained in the system are available at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/myadmissions/>.

This website contains a list of required security roles for MyAdmission access and contact information as well.

#### Student Information System (SIS)

The Student Information System or SIS is available through the [myUFL](#) portal.

The Student Information System is an expansive, transactional system unifying all functional processes supporting student services including creating and modifying student program plans, academic advising, enrollment, degree audits, transcripts, and credential awards. SIS contains administrative functionality, including but not limited to, maintaining a course catalog, course fees, course and room scheduling, course transfer evaluations for undergraduates, grade assignments, degree certification, entering milestone completion data, student service center, and undergraduate catalog production.

A listing of functions with associated training links is available at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/>. Training resources may include videos, web simulations, instruction guides, and courses available via [mytraining.hr.ufl.edu](#).

#### Graduate Information Management System (GIMS)

The Graduate Information Management System, known as GIMS, is available through the [myUFL](#) portal or by selecting the [GIMS](#) portal link the Graduate School's website at [graduateschool.ufl.edu](#). (We recommend bookmarking it in your browser if you haven't already.)

As described on the Graduate School's [GIMS and MyUFL Student Information System](#) webpage, the UF-designed Graduate Information Management System (GIMS) is a storehouse for graduate data. GIMS provides a tool for graduate students, faculty and staff to upload and track

information such as admissions, supervisory committee members, candidacy, theses and dissertation, graduation applications, and all important milestones.

Over the course of 2018, several functions transitioned from GIMS to the myUFL Student Information System (SIS). Academic units may now make changes to majors, degrees, minors, concentrations, and degree attributes via myUFL, and the changes will be synced to GIMS in approximately one hour. Frequently asked questions and known issues are listed at the bottom of the [GIMS and MyUFL Student Information System](#) webpage.

Authorized academic unit personnel and students may view the graduate student degree programs on record, and the thesis or dissertation supervisory committees assigned to graduate students as entered by the academic unit, and completed milestones required for the degree on this convenient and easy-to-use online portal. Graduate students can also register for professional development workshops and conferences organized by the Graduate School through this portal.

A listing of functions with associated training links is available at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/graduate-school/>. Training resources may include web simulations, instruction guides, scheduled topic-ocused workshops and open labs, and courses available via [mytraining.hr.ufl.edu](https://mytraining.hr.ufl.edu). One of the most frequently visited resources by academic units is the [Graduate Committee Membership and Key Terms and Policies](#) document.

Completing the online [mytraining.hr.ufl.edu](https://mytraining.hr.ufl.edu) **GRD001: Graduate Committee & Milestones** course is highly encouraged. For example, the course contains a helpful summary of milestone data entry (below).

myUFL Student Information System Graduate Committees & Milestones				
	1	2	3	4
	Introduction	Define Milestones	View Milestones	Enter Milestones
				5
				Resources & Find Assessment

  

Milestones				
Milestone	System: Enter	System: View	Degree	Who Enters?
Graduate Committee	GIMS	GIMS or SIS	All graduate degrees	Graduate Coordinators/Staff
Qualifying Examination	SIS	SIS or GIMS	Ph.D. and Ed.D.	Graduate Coordinators/Staff
Advancement to Candidacy (ATC)	SIS	SIS or GIMS	Ph.D. and Ed.D.	Graduate Coordinators/Staff
Thesis	GIMS	SIS or GIMS	Thesis Master's	Student Initiates
Dissertation	GIMS	SIS or GIMS	Ph.D. and Ed.D.	Student Initiates
Final Examination	SIS	SIS or GIMS	All graduate degrees	Graduate Coordinators/Staff
Individual Development Plan (IDP)	SIS	SIS	Ph.D. and Ed.D.	Graduate Coordinators/Staff

### Data Flow to and from GIMS:



## **Policies**

The Graduate School's website [Home/Faculty & Staff/Resources/Policy Links](#) navigation path provides an alphabetical list to policy links from inside and outside the UF Graduate School.

[Combination Degree Programs: Principles and Policies](#)

[Dual Ph.D. Degrees: Principles and Policies](#)

[Graduate Certificate Policy](#)

[Graduate Faculty Appointment Policy](#)

[Graduate School Admissions](#)

[International Dual Degree Program Development](#)

[McNair Doctoral Program Funding Structure Effective Fall 2017](#)

[Physical Presence Policy for Graduate Examinations](#)

[Policy on Ph.D. Programs \(and recommendations for best practices\)](#)

[Principles for the Employment of Graduate Students at the University of Florida](#)

[Supervisory Committees and Final Examinations for Master Level Degree Programs Policy](#)

## **Resources**

The Graduate School's website [Home/Faculty & Staff/Resources](#) navigation path provides an extensive menu of helpful resources.

The [Graduate Catalog](#)

[The Graduate Student Handbook](#)

[University of Florida Constitution](#)

[University of Florida Faculty Bylaws](#)

## **Training**

### **MyAdmissions/SLATE**

<https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/myadmissions/>

### **Student Information System (SIS)**

Toolkits created by the Graduate School's Data Management Office are listed under the "Graduate Career" heading at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/student-program-plan/>

## **Graduate School**

The [Home/Faculty & Staff/Training](#) navigation path of the Graduate School's website (<http://graduateschool.ufl.edu/>) leads to posted links of additional training and development opportunities provided by Graduate School, Human Resource Services and UFIT to UF employees. Our training materials include resource workshops related to graduate education, academic personnel and international students, training toolkits and new employee tutorials.

[Graduate Student Records Workshop: Transfer Credits \(October 25, 2022\)](#)

[Graduate Student Records Workshop: Deadlines and Registration \(February 10, 2021\)](#)

[Coordinator and Staff Resource Workshops](#)

[UF Human Resource Services](#)

[IT Training](#)



## **I. Administration**

### **A. The Graduate School-Organization**

The organization and responsibilities of the Graduate School are defined in the [Constitution](#) and [By-laws](#) of the University of Florida.

The Graduate School's homepage (<http://graduateschool.ufl.edu>) highlights frequently used resources and events. The horizontal menu offers a plethora of information and resource links for students, staff, and faculty.

### **B. Graduate Directory**

Graduate School personnel and contact information is available at <http://graduateschool.ufl.edu/about-us/contacts/>.

### **C. Graduate Council Members**

Graduate Council members for the 2022-2023 academic year are listed at <http://graduateschool.ufl.edu/faculty--staff/resources/graduate-council/members/#d.en.235521>. Graduate Council members for past academic years are listed in previously published Graduate Catalogs (<https://gradcatalog.ufl.edu/graduate/previous-catalogs/>) under the "Graduate Council" heading.

### **D. Graduate Council Deadlines, Meeting Dates and Minutes**

The Graduate Council is described on the website located at <http://graduateschool.ufl.edu/faculty--staff/resources/graduate-council/> which contains additional information links associated with agenda item deadlines, meeting dates, and archival documents.

### **E. Graduate Coordinator Functions, Responsibilities, and Expectations**

For most academic units responsibility for the day-to-day management of graduate degree programs will be assigned to one or more Graduate Coordinators. Pending academic unit decisions, the major functions of graduate coordinators may include:

To assume primary responsibility within their major Academic Units of insuring that graduate programs conform to existing policy.

To approve programs of study for students after they have been counseled by their supervisory committees or other such advisers as the department/academic unit shall designate.

To assume the major responsibility for communicating Graduate School regulations and policies

to both the students and the faculty within the department.

To advise the Graduate School about matters of concern to the Academic Unit and the students and to suggest modifications in Graduate School procedures.

To inform the Graduate School when a new graduate coordinator is appointed, fill out and submit a GIMS Access Authorization and Password Request Form from GIMS as follows: Log into GIMS, select GIMS Access Request from the menu on the left, and type in your UFID.

## II. The Graduate Faculty

### A. Graduate Faculty

The delivery of graduate education programs at the University of Florida is the responsibility of the Graduate Faculty. Please visit “Section A” of the Graduate Faculty website (<http://graduateschool.ufl.edu/faculty--staff/resources/graduate-faculty/>) for a description of the Graduate Faculty along with the privileges and responsibilities of its membership.

### B. Criteria for Appointment to the Graduate Faculty

“Section B” of <http://graduateschool.ufl.edu/faculty--staff/resources/graduate-faculty/> contains the policies and criteria governing an appointment to the Graduate Faculty.

### C. Procedures for Appointment

An overview of the procedural aspects of appointing a candidate to the Graduate Faculty is provided in “Section C” of the <http://graduateschool.ufl.edu/faculty--staff/resources/graduate-faculty/> link.

Selecting the additional Graduate Faculty links in the left-hand menu selections provides additional details and instructions regarding the [regular appointment process](#), [retaining Graduate Faculty appointments after UF employment](#), and the [special appointment process](#).

Affiliate, courtesy, and joint appointments are differentiated as follows:

Affiliate/joint appointments are used when the employee is working with another department. Affiliate appointments are for spontaneous work whereas joint appointments are for regular working with another department.

A courtesy appointment has no compensation. A social security number (SSN) or UF issued temporary ID is required for data entry in the system. Additional forms may be used by academic units but are not required by UF HR and won’t hold up the hire, since Courtesy Hires, like Fellowships, aren’t considered “real employment with the university” and don’t batch a GatorStart process.

## D. Chairing Committees in Multiple Academic Units

Faculty members are eligible to chair graduate committees in multiple Academic Units with appropriate approval as indicated below.

Graduate faculty candidates must hold graduate faculty status in their primary academic unit.

A courtesy or affiliate appointment to a second academic unit must be made via UF HR.

The department then submits a regular graduate faculty appointment request via GIMS, as referenced in “Procedures for Appointment, Section C” above and in the Regular Appointment Process (link: <http://graduateschool.ufl.edu/faculty--staff/resources/graduate-faculty/regular-appointment-process/>).

The approval will be automatic, provided the above criteria are met.

## III. Curriculum

New graduate courses and course changes are to be submitted to the Graduate Curriculum Committee via the *Academic Approval Tracking System* at <https://approval.ufl.edu>. Select the Start New Request link to begin the process. Next, select the desired action (new, modify or close). Be certain to select Graduate for the course level. Detailed instructions for processing the request are available by clicking the “Go to ...” link.

Please remember that the following graduate courses are S/U only: 6910 (Supervised Research), 6940 (Supervised Teaching), 6971 (Master's Research), 7979 (Advanced Research), and 7980 (Doctoral Research).

Any University of Florida faculty member may teach graduate courses with approval of the chair/director of the Academic Unit. Graduate Faculty status is not required. Graduate Assistants/Associates may assist the faculty in graduate level courses but may not normally be the instructor of record for a graduate level course.

## A. Course Numbering, Credits, and Grades

### 1. Course Numbering

The Graduate Catalog contains an explanation of the levels of courses that may count for credit toward a graduate degree. See the “Courses and Credits” heading at <https://gradcatalog.ufl.edu/graduate/regulations/>.

### 2. Credits

A semester credit hour is equivalent to 1.5 quarter hours, or .67 semester hour is equivalent to 1 quarter hour. To convert a quarter hours to semester hours divide the number of quarter hours by 1.5. This means that completing the conversion calculation of quarter hours to semester

credits will result in fewer semester credits. For example, 3 quarter hours  $\div$  1.5 = 2 semester credits.

Conversely, to convert semester credits to quarter hours multiply the number of semester credits by 1.5. This means that completing the conversion calculation of semester credits to quarter hours will yield more quarter hours. For example, 3 semester credits  $\times$  1.5 = 4.5 quarter hours.

Here is a sample conversion table:

Quarter hours	to Semester Credits	Semester Credits	to Quarter hours
1.0	0.67	1.0	1.5
2.0	1.33	2.0	3.0
3.0	2.00	3.0	4.5
4.0	2.67	4.0	6.0
5.0	3.33	5.0	7.5
6.0	4.00	6.0	9.0
7.0	4.67	7.0	10.5
8.0	5.33	8.0	12.0
9.0	6.00	9.0	13.5
10.0	6.67	10.0	15.0

Credits assignable to each course are indicated in the Graduate Catalog under the [Graduate Courses](#) menu selection or under the Courses tab for each academic unit's degree program listings. Credits should represent the amount of work the student does; the correlation between credits and contact hours need not be one-to-one.

Credits applied to a course may be fixed, variable credit within a semester, non-repeatable or repeatable with an academic career maximum. The examples below illustrate how such courses are formatted in the Graduate Catalog:

Fixed credit, non-repeatable

**ACG 5005 Financial Accounting**

**2 Credits**

**Grading Scheme:** Letter Grade

Introduction for prospective managers. Primary emphasis on financial reporting and analysis.

Catalog Program Pages Referencing ACG 5005

Catalog Pages Referencing ACG 5005

[Accounting](#)

[Information Systems and Operations Management](#)  
[Management](#)



Fixed credits, repeatable to a maximum of 12 credits

**CRW 6130 Fiction Writing****3 Credits, Max 12 Credits****Grading Scheme:** Letter Grade

Fiction Writing

Catalog Program Pages Referencing CRW 6130

Catalog Pages Referencing CRW 6130

[English](#)

Variable credits within a semester, repeatable to a maximum of 9 credits

**ANS 6932 Special Topics in Animal Science****Grading Scheme:** Letter Grade **1-3 Credits, Max 9 Credits**

New developments in animal nutrition and livestock feeding, animal genetics, animal physiology, and livestock management.

Catalog Program Pages Referencing ANS 6932

Graduate credit is awarded for courses numbered 5000 and above in the Graduate Catalog. All work in the major field must be in graduate courses numbered 5000 or above. In relatively rare circumstances associated with specific degree programs and for work outside the major, courses numbered 3000 or above, not to exceed 6 credits, may be taken provided they are part of an approved plan of study.

### 3. Grades

The Graduate Catalog provides grading policies, including information on failing grades and grades that will appear on the students' transcripts. See the "Grades" heading at <https://gradcatalog.ufl.edu/graduate/regulations/>.

The Graduate Council's policy regarding the assignment of Satisfactory/Unsatisfactory grades is long-standing and is found by scrolling to "Grades" heading and then the "Satisfactory/Unsatisfactory" subheading.

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 the Graduate Catalog](#). For example, ALS 6831 has been approved by the academic unit, its college, and the Graduate Curriculum Committee for a Satisfactory/Unsatisfactory (S/U) grading scheme, which appears in the Graduate Catalog format below.



**ALS 6931 Plant Medicine Program Seminar**

**Grading Scheme:** S/U

**1 Credit, Max 3 Credits**

On-going seminar series involving presentations on plant-health management.

**Prerequisite:** DPM student or consent of instructor.

Catalog Program Pages Referencing ALS 6931

Catalog Pages Referencing ALS 6931

[Plant Pathology](#)



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, the instructor of the course, and the UF Graduate School Associate Director for Graduate Degree Certification. S/U approval should be made by the published deadline date. All 1000- and 2000-level courses may be taken S/U because these credits do not count toward any graduate degree.

No other courses (graduate, undergraduate, or professional) may be taken for an S/U grade.

The H grade is used in special situations when it is not possible to assign a regular grade at the end of the term. Courses for which the H grade is appropriate are so noted in the Graduate Catalog course descriptions. In no instance is the H grade allowable as a substitute for an Incomplete (I) grade.

## B. Withdrawals

All UF students should read and understand the university's withdrawal procedures - <http://www.registrar.ufl.edu/currents/withdraw.html> - before deciding to withdraw from UF. Withdrawal formally drops all courses in a term. Students who withdraw after drop/add period and before the deadline for withdrawal will receive a grade of W for all courses. Students who leave UF without withdrawing normally receive failing grades. More information concerning the withdrawal process can be found online at <https://registrar.ufl.edu/services/petitions/> then selecting the Graduate Petition link below the "Petition Process" heading.

If the withdrawal is due to medical or psychological issues or personal/family crisis, there is an additional process that could help the student. With appropriate documentation and committee approval, a withdrawal for medical reasons may result in a tuition refund. Students should complete the university withdrawal process and then go to the Dean of Students website - <https://care.dso.ufl.edu/medical-petition-portal/> for instructions regarding the Medical Withdrawal Petitions process. Staff members in the Dean of Students Office are available to speak with students about potential options and help students develop a plan for future success. Students should email [umatter@ufl.edu](mailto:umatter@ufl.edu) for assistance or to set up an appointment.

For a graduate student on an appointment who elects to withdraw, the student should be aware that they will be held fee-labile for their tuition (tuition for non-Florida residents will be at the out-of-state rates) and no longer be eligible for health insurance coverage. For graduate students on appointment who receive an approved medical withdrawal, the academic unit must contact the UF Graduate School's Associate Dean for Student Affairs for further information

regarding health insurance coverage.

The Graduate School does not generally support retroactive partial withdrawals for non-medical reasons.

### **C. Drop/Add**

Information about registering for courses and making registration adjustments without a financial penalty can be found in the Graduate Catalog. See the “Drop/Add” subheading under the “Registration Requirement” heading at <https://gradcatalog.ufl.edu/graduate/regulations/>.

Adjustments in a student’s schedule of classes after the drop/add period may result in a charge. If the student is on an appointment, dropping below the required registration could jeopardize an assistantship or fellowship, and result in a loss of tuition waiver.

### **D. Repeating Courses**

In this context, repeating courses refers only to a repetition of the same course where no significant change in content has occurred. It does not include repetition of seminars, special problems, dissertation, thesis or other courses that have varying content. Normally, Graduate Students may only repeat courses in which a failing grade (C-, D+, D, D-, or E) was earned. Courses in which a C (2.0) or higher was earned can only be repeated if approved by the academic unit, the college, and the Graduate School via a formal petition process. Effective Spring 2020 term and forward, University of Florida coursework that is repeated will be counted in the computation of the UF grade point average as many times as grades for that course are recorded. Please note, however, credits will only be awarded once. Repeating a course for credit may not be used to resolve an incomplete grade. If enrollment is needed for completion, then auditing the course is the appropriate registration.

### **E. Graduate Coursework Completed at Other Institutions**

It sometimes occurs that a graduate student’s degree program might beneficially include graduate level course work completed in person at other institutions. Such course work may become part of the UF graduate degree program following Graduate Council policies governing the use and transfer of credits, depending in part on where and when the credits were earned.

### **F. Accredited Institutions in the United States**

The preferred mechanism allowing current UF graduate students to enroll for in-person courses at other State University System (SUS) Institutions in Florida is the Traveling Scholar Program. A traveling scholar is a graduate student who, by mutual agreement of the appropriate academic authorities in both the sponsoring (student’s home institution) and hosting institution, receives a waiver of admission requirements and a guarantee of acceptance of earned resident credits by the sponsoring institution for letter-graded, graduate level courses earned with a grade of B or higher. This program is not meant to allow a UF graduate student to take a large amount of course work for his or her UF degree outside of UF. As a norm, participation is limited to one term only. The maximum number of credits that can be earned and transferred is 12 — unless

the credit is taken through the UF College of Engineering EDGE Program, which allows a maximum of 15 credits. In either case, the student's department or supervisory committee at UF reserves the right to set its own limits (lower than these 12-credit or 15-credit maximums), if they see fit. A student is not eligible for participation in the first semester of enrollment unless the student is enrolled in UF courses in addition to the courses offered through this program. A student cannot enroll in the Traveling Scholar Program in the final term of his or her degree program because of the delay in receiving official transcripts, which are necessary for degree certification and graduation.

The Traveling Scholar Program is for study at other institutions inside Florida's SUS or outside of it but located in the United States. It does not cover study outside of the United States. In addition, the following conditions apply:

Each university retains its full right to accept or reject any student who wishes to study under its auspices.

Traveling scholars will normally be limited to one term (semester, trimester, quarter, etc.) on the campus of the host university.

Traveling scholars are not entitled to displacement allowance, mileage, or per diem payments. The sponsoring institution, however, at its option, may continue its financial support of the traveling scholar in the form of fellowships or graduate assistantships, with the work obligation to be discharged either at the sponsoring or host institution. However, tuition waivers cannot be applied to these credits. Contact the Graduate School Associate Dean for Student Affairs for further information about tuition payment for students on an appointment.

In all events, Graduate School authorization by the Associate Director for Graduate Degree Certification is required *before* the student begins enrollment as such experiences are not approved retroactively.

The Traveling Scholar form is available on the Graduate School's website as a two-page form (one page if double-sided printing is enabled) at <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/traveling-scholar-form.pdf> The first page contains a program description, the Florida Board of Education Rules and Regulations governing the program, and instructions regarding how to complete the form.

### **International Institutions via the UF International Center (GAA forms)**

For graduate level course work to be completed outside the United States, whether offered by UF or other institutions, the student must go to the UF International Center and complete a Graduate Academic Advising Form -

<http://www.ufic.ufl.edu/sas/Forms/GraduateAcademicAdvisingForm.pdf>

Again, Graduate School authorization by the Associate Director for Graduate Degree Certification is required *before* the student begins enrollment as such experiences are not approved retroactively.

## IV. Admissions

### A. Requirements for Graduate Admissions

The requirements for admission to the Graduate School at the University of Florida include a recognized bachelor's degree from a regionally accredited institution or equivalent from an international institution, appropriate test scores including the GRE or equivalent test if required by the academic unit, language test scores for international students, and a 3.0 GPA. Details are online at this link: <https://gradcatalog.ufl.edu/graduate/admission/>.

### B. MyAdmissions (Slate) - Graduate Admissions Processing System

MyAdmissions (Slate) is the online system the Office of Admissions uses to process graduate admission applications in tandem with academic units, colleges, and the Graduate School. For information and instructions on how this system works and how to use it, go online to this link: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/myadmissions/>.

**Caution:** Academic units must **not** release an acceptance letter to any applicant until after they have proceeded with the last step of “final release” in MyAdmission (Slate), at which point the applicant is actually duly admitted.

### Graduate Applications

The Office of Admissions posts new applicants to the MyAdmissions (Slate) system as applications are received. Academic units must check the MyAdmissions (Slate) system daily for new applications.

### How the Admissions Process Works

Applicants submit electronic applications to the Office of Admissions. The University of Florida has no provision for waiving or deferring the application fee for first-time applicants to degree programs, except for participants in designated sponsored programs.

It is the applicant's responsibility to provide complete documentation to the Office of Admissions and to the intended department.

Applicants must submit to the Office of Admissions:

- Their applications, completely and correctly filled out, including the self-calculated grade point average field.
- Official transcripts from all prior colleges or universities. (International applicants must submit these credentials in the original language along with certified English translations.) Unofficial transcripts may be used for applicant review purposes only.
- Official admission examination scores (if required by their intended degree program).

- Official IELTS or TOEFL scores (in the case of applications with other than United States citizenship).
- Statement of purpose.
- Recommendation letters.

The Office of Admissions will upload these materials in MyAdmissions (Slate) as digital documents for viewing and review in the online system.

The application form includes a self-calculated grade point average field for applicants who attended a U.S. college or university. This online application includes a calculation worksheet that computes this grade point average after the applicant enters all letter grades (A-F) and credits starting with the semester after the applicant accrued 60 semester credits or 90 quarter credits. It is the responsibility of the applicant to calculate and include this grade point average on the application. The Office of Admissions will only calculate this grade point average if the department suspects an error in the applicant's calculation and asks Admissions to recalculate it.

### **Processing Admission Decisions**

Academic units must conclude admission by completing the “final release” step in MyAdmissions (Slate) before issuing an acceptance letter to an applicant.

The applicant's academic unit is responsible for issuing acceptance or rejection letters to graduate applicants. No other unit on campus does so.

Academic units use templates for graduate admission acceptance letters — both with an offer of funding and without any funding — that are online at this [link](#), under the heading “Graduate Assistants” (and the subheadings “Graduate Student Admission Letter with an Appointment as a GA/RA/TA” and “Graduate Student Admission Letter without Appointment as a GA/RA/TA”):

<https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/appointment-letter-library/>.

### **C. Calculating Grade Point Averages for Prospective Graduate Students**

The grade point average shown in the MyAdmissions (Slate) system is based on all work completed at the upper-division level of the first baccalaureate degree. In cases where a student has completed two or more baccalaureate degrees, the grade point average will be computed on the degree most closely related to the proposed field of study if at least 60 semester hours of credits were earned in that degree program. The computation form is online here:

<http://www.admissions.ufl.edu/pdf/worksheet.pdf>.

Point values assigned to each grade and definitions of different grades are detailed in the Graduate Catalog under the heading “Grades” at this link:

<https://gradcatalog.ufl.edu/graduate/regulations>.



These application grade point averages are truncated after the first decimal place.

This way of calculating grade point averages is designed to match the way the grade point average is calculated for a student who is currently enrolled at the University of Florida.

UF does not compute a grade point average for international students. This means academic units are responsible for reviewing and assessing transcripts for eligibility in these cases.

## **D. Conditional Admissions**

If an academic unit wants to admit an applicant who does not meet UF's minimum graduate admission requirements, college and Graduate School approval is required via the Graduate School's formal petition process before the academic unit is authorized to send an acceptance letter or make any offer of admission or financial aid. Details are in the Graduate Catalog under the heading "Conditional Admission" at this link:

[https://gradcatalog.ufl.edu/graduate/admission/and in the](https://gradcatalog.ufl.edu/graduate/admission/and_in_the_procedural_notification_at_https://lists.ufl.edu/cgi-bin/wa?A2=ind2210&L=GRADCOORD-L&P=R77146) October 12, 2022 [procedural notification at https://lists.ufl.edu/cgi-bin/wa?A2=ind2210&L=GRADCOORD-L&P=R77146.](https://lists.ufl.edu/cgi-bin/wa?A2=ind2210&L=GRADCOORD-L&P=R77146)

## **E. Emergency Admission**

Though rare in occurrence, if extenuating circumstances utterly beyond the applicant's control prevent a potential graduate student from completing admission/registration procedures, such as a delay in receiving foreign transcripts or official test scores, a student may be admitted as a non-degree seeking student for one term only. If the admission process is finalized before the end of the term, the student can be retroactively admitted to the Graduate School as of the beginning of that term.

Under no circumstances will a potential graduate student be allowed to continue registration beyond the initial term in a non-degree seeking classification. At the end of the initial term, the student should be admitted to Graduate School or to postbaccalaureate status. Fifteen semester credit hours of letter-graded course work earned with a grade of A, A-, B+, or B taken as a non-degree seeking or postbaccalaureate student would be eligible for transfer of credit during the student's first term enrolled in Graduate School.

## **F. Students with Disabilities**

Any prospective graduate student with a self-disclosed disability, as listed under Florida Statutes 240.152-240.153 and the Florida Board of Education Rule 6C-6.018, may request a hearing before the Graduate School Petitions Committee if it is felt that the disability is related to failure to meet entrance requirements and the applicant was subsequently denied admission to a graduate program. Upon receipt of the petition, the committee will be convened to review the petition, to allow the applicant and the department to submit documentation relating to the disability and the department's decision, and to take statements from the applicant, faculty, departmental admissions committee, and others as requested. Consultation with persons having special expertise related to the specific case will be used when appropriate. For additional information please see the "Student With Disabilities" subheading under the "Admissions"

heading at <https://gradcatalog.ufl.edu/graduate/admission/> and or visit the UF Dean of Students Office's Disability Resources Center: [https://disability.ufl.edu/ for assistance](https://disability.ufl.edu/forassistance).

## **V. Additional Admissions Requirements for International Applicants**

Refer to this link for additional information specific to international applicants:

<https://admissions.ufl.edu/apply/graduate/international>.

### **A. International Center**

The UF International Center plays two major roles in the graduate admission of international applicants:

They answer questions from international applicants regarding immigration and financial requirements.

They handle student visa documentation and processes.

### **B. Request for Release of I-20**

Requesting release of an I-20 for a student visa can take place only after the academic unit has proceeded with “final release” of an application in MyAdmissions (Slate) and then issued an acceptance letter to the applicant.

Once admission is thus finalized, the academic unit must request an I-20/DS-2019 for the student from the International Center. Once the International Center receives that request, it will email the student a detailed explanation of what is needed for the I-20.

Academic units make their I-20 requests for newly admitted graduate students through this link: <https://iss.internationalcenter.ufl.edu/index.cfm?FuseAction=Security.AngLogin>.

In case of log-in or access problems, please email Yanina Morero at the International Center at [ymorero@ufic.ufl.edu](mailto:ymorero@ufic.ufl.edu).

### **C. Timing of Admission**

It is important for academic units to complete the admission decision of international students as early as possible due to the time constraints needed for ISS to request and receive needed information from the students to process their I-20/DS-2019, allow the student time for the visa appointment and receipt of the visa, plus make necessary travel arrangements. Please keep in mind that the US consulates may delay the issuance of the student’s visa application for administrative reviews, which will delay their visa processing up to 30 days or more. In some

cases, such as those students from Iran, it can take much longer as they must go to another country to apply for the visa since the US does not have governmental relations with Iran.

#### **D. ELI Conditional Admission**

International applicants who require additional English language training in order to meet the Graduate School's English language minimum requirements may be offered English Language Institute (ELI) Conditional Admission. Academic programs will assess an application for ELI Conditional Admission based on all of the materials in an applicant's file. If an applicant has a low or missing score on the IELTS or TOEFL test, or does not have a satisfactory score on the GRE Verbal section, but is otherwise academically qualified, a program may grant ELI Conditional Admission.

Such an offer of admission does not guarantee an applicant can enroll in graduate coursework. All ELI Conditionally Admitted students must complete one of the following two options before they can enroll:

They must complete the ELI Intensive English Program and receive an exit certificate from it, or;

They must provide official verbal GRE and IELTS or TOEFL scores that meet the required minimums.

An offer of ELI Conditional Admission may also contain additional conditions set by an applicant's prospective academic program. ELI will coordinate with an applicant's academic program, in order to assist in the student's entry into the Intensive English Program and obtain an appropriate visa.

For more information on the UF ELI Program, go to this link: <https://eli.ufl.edu/>.

#### **E. Tests/Examinations for International Students**

Information about English language proficiency requirements for international applicants is online under the heading "English Proficiency" at this link: <https://admissions.ufl.edu/apply/graduate/international>.

#### **F. UF International Students Admitted for the Next Degree Level**

Students who complete one degree level and who wish to continue to the next one or study for a new degree must contact their F-1 Advisor at the UF International Center for instructions on change of degree level or admission to a new program: <https://internationalcenter.ufl.edu/f-1-student/contact-advisor>.

### **VI. Financial Aid and Graduate Assistantships**

Qualified graduate students in every academic unit are eligible for a number of fellowships, traineeships, assistantships, and other awards. Visit this site for detailed information - <http://graduateschool.ufl.edu/prospective-students/funding/>.

## A. Graduate Assistant Appointments

The intent of employment as a graduate assistant is the assignment of either teaching or research duties in the student's academic unit. All appointees must meet the requirements of the Graduate School by being fully admitted to a graduate degree program (with a SIS designated graduate career and a level of 7, 8, or 9), have at least a 3.0 GPA, and be under the supervision of a graduate faculty member. Employees are represented by the Graduate Assistants United, United Faculty of Florida Union. Conditions of employment in the Agreement between University of Florida Board of Trustees and Graduate Assistants United, United Faculty of Florida at <https://hr.ufl.edu/manager-resources/employee-relations/union-contracts/collective-bargaining-agreement/>.

Information on Graduate Assistant student appointments is online at <https://admin.hr.ufl.edu/employee-management/positions-and-assignments/student-appointments/>.

Appointment of graduate students on a full-time basis is discouraged.

## B. Registration Requirements for Students Holding Graduate Assistantships

Registration requirements for students on assistantships can be found by expanding to the “Registration Requirement” heading then referencing the “Graduate Assistants” subheading at <https://gradcatalog.ufl.edu/graduate/regulations>.

Students who do not register properly for each semester in which they hold graduate assistantships will not be permitted to remain on assistantships and will have any tuition payments voided for that semester and become financially liable for the tuition and fees. If the student is not a Florida resident then the non-resident tuition and fee rate will be assessed.

These registration requirements do not apply to the eligibility requirements for financial aid programs administered by the Office for Student Financial Affairs. Please visit the Student Financial Aid and Scholarships website at <https://www.sfa.ufl.edu> for additional minimum enrollment requirements.

## C. General Employment Regulations

Graduate student employees are responsible to become informed and to observe all regulations and procedures required by the program and the Graduate School for their employment. *Ignorance of a rule does not constitute a basis for waiving that rule.* The rules and regulations for maintaining status as a graduate student, a condition of employment as a graduate assistant, are in the Graduate Catalog—See “Registration Requirements” at <https://gradcatalog.ufl.edu/graduate/regulations>. In addition, the terms of employment are in the contract that the student signs at the beginning of each appointment period.

Graduate Assistants who withdraw from a term or fall below the minimum registration requirements as a result of dropping classes will become financially liable for all charges

previously covered by the tuition payments. If the student is not a Florida resident then the non-resident tuition and fee rate will be assessed.

#### **D. Oral Proficiency Testing Required for International Teaching Assistants**

Florida law requires international students to demonstrate oral English proficiency before being appointed to teach. UF students may take the speaking portion of the internet-based TOEFL iBT test or a locally-administered proficiency test, the Speaking Proficiency English Assessment Kit (SPEAK Test).

Please visit <https://eli.ufl.edu/information/academic-information/igss/international-teaching-assistant-support-speak-eap-5836/> for additional information including minimum scores..

#### **E. Academic Spoken English (ASE) Courses for International Teaching Assistants**

If a graduate student's first language is not English, Florida state law requires oral proficiency testing and, if necessary, English language support before they may hold a teaching assignment. Unlike written English requirements, oral proficiency testing may not be waived on the basis of previous attendance at an English-speaking institution. All students who do not have proof of birth and residence in an English-speaking country or commonwealth must be evaluated by either a SPEAK or TOEFL-iBT examination before they may hold a teaching assignment.

A teaching assignment for a graduate assistant is defined as an appointment that involves teaching, lecturing, conducting class discussions, giving lab instruction, or any instructional situation involving regular interaction with a group of students. Duties that are not considered teaching include grading papers, tutoring, and proctoring. Nonteaching assignments should be given the title of Graduate Assistant.

SPEAK Test and TOEFL-iBT scores are valid from two years before a graduate student's first teaching assignment. Low scores require corequisite enrollment in remedial classes.

#### **F. Employment Regulations for International Students**

U.S. Citizen and Immigration Services (USCIS) regulations restrict the employment of students holding nonimmigrant visas to on-campus employment of 20 hours per pay period week, except during summer and official school breaks when a student may work full-time on campus. This rule includes teaching and research assistantships and predoctoral fellowships. Review the information on the International Center's website for employment option details - <https://internationalcenter.ufl.edu/f-1-student/f-1-status-requirements/employment>.

#### **G. Eligibility for Tuition Waiver**

The following restrictions apply to academic unit payment of student tuition.

##### **Graduate Assistants/Associates, Teaching or Research**

To receive a tuition waiver, students appointed as a graduate assistant must be at least one-



quarter time (.25 FTE), but not more than full-time (1.00 FTE). Students must be appointed the entire length of the term for which the tuition payment is being awarded. Please see the “Graduate Assistants” subheading under “Registration Requirements” at <https://gradcatalog.ufl.edu/graduate/regulations>. Some students hold two or more appointments. It is recommended that no student’s aggregate FTE exceed 0.74. Students need time to complete their academic work in a timely fashion. International students are always restricted to a maximum 20-hour/week work assignment from all sources.

### **Fellowships**

Students appointed as predoctoral fellows and trainees who receive a minimum of \$4,000 per semester (prorated for summer) are eligible for a tuition waiver. These students must be appointed the entire length of the term for which the tuition payment is being awarded. Visit the “Pre-doctoral Fellowship” subheading under “Registration Requirements” at <https://gradcatalog.ufl.edu/graduate/regulations> for additional information.

### **Temporary OPS**

Students appointed as Temporary Other Personnel Services (OPS) are not eligible for tuition payments.

### **Financial Standing**

Students' financial needs must **not** be used as a criterion for determining eligibility for tuition payments associated with assistantships or fellowships.

### **Residency**

Residency is not a factor in determining the eligibility of students for a tuition payment.

### **GPA**

Students must maintain a cumulative grade point average of 3.00 (truncated) or better at the University of Florida **OR** submit a petition for consideration by their adviser, college, and the UF Graduate School’s Associate Dean for Student Affairs.

### **Registration**

To retain eligibility for a tuition payment students must register for the number of semester credit hours required for their appointment as specified in Graduate Assistants subheading under “Registration Requirements” at <https://gradcatalog.ufl.edu/graduate/regulations> including the Tuition Waiver and Registration Requirements table.

### **Student Career and Level**

Students receiving tuition payments must be listed by the Registrar's Office with a graduate career and a level of 7, 8, or 9.

## Tuition Payment for International Students from Latin America

As part of Florida State Statutes, full-time graduate students from countries in Central and South America, and the Caribbean are eligible for a non-resident tuition payment if they receive a federal or state scholarship of \$500 or more per semester. Important information about this program can be found at <https://internationalcenter.ufl.edu/latin-american-caribbean-lac-scholarship>.

## H. Reasons for Ineligibility or Cancellation of Tuition Payments

Tuition payments will not pay for numerous fees and charges, including but not limited to audited or dropped courses, laboratory fees, self-supporting courses, and appointment terminations or withdrawals.

### Audited Courses

Audited courses are **not** eligible for a tuition payment. They will not be accepted toward a degree or toward the minimum number of semester credits required for an assistantship.

### Dropped Courses

Dropped courses are **not** eligible for a tuition payment, **regardless** of the point in the term the course is dropped. Students who drop below the registration requirement for their tuition payments will have their assistantships/fellowships/traineeships cancelled and will be liable for all fees and late charges. If the student is not a Florida resident then the non-resident tuition and fee rate will be assessed.

### Termination of Appointment

Students are **not** eligible for a tuition payment if their appointment is terminated at any time before the end of the semester. Any existing payment and assistantship will be canceled and the students will be notified by University Bursar's Office concerning the full amount of the voided payment plus a late charge. If the student is not a Florida resident then the non-resident tuition and fee rate will be assessed.

### Withdrawals

Students are **not** eligible for tuition payment if they withdraw from school. Any existing payment as well as assistantship will be canceled and students will be billed by the Bursar's Office for the full amount of the voided payment along with a late charge. If the student is not a Florida resident then the non-resident tuition and fee rate will be assessed. Medical withdrawals approved by the Dean of Students Office are special cases. Contact the UF Graduate School Associate Dean for Student Affairs for assistance.

### Laboratory Course Fees

Lab fees are **not** eligible for tuition payments.

## Postbaccalaureate

Postbaccalaureate credits are **not** eligible for tuition payments.

## International Students

First-year international students are required to certify that they have sufficient funds to support themselves and their families before they are granted a visa. Additionally, the department chair or graduate coordinator should ascertain whether a student's government or other benefactor is providing tuition and fee payment while she or he attends the University of Florida. See the UF International Center Funding Requirements webpage at <https://internationalcenter.ufl.edu/f-1-student/f-1-status-requirements/funding-requirements> for additional information.

## Self-supporting (off-book) Courses

Credits taken in self-supporting (off-book) courses are **not** eligible for a tuition payment.

# VII. Registration

## A. General Registration Information

Full-time enrollment requirements for graduate students can be found at

<https://registrar.ufl.edu/registration/enrollment-requirements>.

Students should note the deadlines for registration and payment of fees to avoid late fee penalties - <https://gradcatalog.ufl.edu/graduate/calendar/>.

Students can reference the Registrar's Schedule of Courses for a general listing of courses available for enrollment for enrollment via ONE.UF (<https://one.ufl.edu/soc/>) but should check with their academic advisers before registration. Supervisory committee chairs, advisers, or graduate coordinators will advise students concerning course registration. It is ultimately the responsibility of the students to verify that they are registered for the proper number of credits, especially for those students on a fellowship, traineeship, or assistantship. Students are also responsible for identifying credits in self-supporting, off-book courses that (i.e., courses not eligible for tuition payments from assistantships or other financial aid). Failure to register for an appropriate number of credits may affect continuation of their appointment.

## B. Course Numbering System

### Course Numbers

### Significance

1000-2999

Undergraduate courses. May not be used as part of any graduate degree requirements, and will not be used in computing the graduate grade point average.

3000-4999

Undergraduate courses. The minimum number of credits required for a graduate degree must be earned in graduate-level courses. In relatively rare circumstances associated with specific degree programs and for work outside the major, courses numbered 3000 or above, not to exceed 6 credits, may be taken provided they are part of an approved plan of study.

5000-5999\*

Graduate courses. May be taken by upper-division undergraduates with permission of instructor; normally a grade point average of 3.00 (truncated) is required.

6000-6999

Graduate courses. May also be taken by undergraduate students if they have senior standing, a 3.00 (truncated) grade point average, and permission of the instructor and the department.

7000-7999

Graduate courses. Intended primarily for advanced graduate students.

\*English language courses (EAP 5000-5999) offered through the English Language Institute (or, formerly, through the Academic Spoken English program) do not meet any graduate degree requirements.

## C. Graduate Career Level

### Level

#### Definition

7

Graduate students seeking a first master's degree.

8

Graduate students who have received a master's degree, or who have earned 36 or more semester credits but have not yet been officially admitted to doctoral candidacy.

9

Advanced graduate students who have been officially admitted to candidacy for the Doctor of Education or Doctor of Philosophy degrees.

D. Registration in 7979, 7980, 6971, 6910, and 6940

## 7979\*

Ed.D. and Ph.D. students may register for 7979 (Advanced Research) before admission to candidacy. Students should register for 7979 course work in the semester they plan to take their qualifying exams. Students may not register for 7979 once admitted to candidacy.

## 7980\*

Ed.D. and Ph.D. students should register for 7980 the **semester after they have been admitted to candidacy**.

## 6971

Available only for students pursuing thesis master's degrees.

## 6910/7910

Supervised Teaching. Master's and doctoral students may register for 1-5 semester credits of 6910 or 7910, up to a maximum total of 5 semester credits at the University of Florida.

## 6940/7940

Supervised Research. Master's and doctoral students may register for 1-5 semester credits of 6940 or 7940, up to a maximum total of 5 semester credits at the University of Florida.

\* It is not required for academic units to submit a registration adjustment for students enrolled in 7979 during the term in which they are reclassified to a 9. In subsequent semesters, students with a level 9 should be enrolled in 7980.

## E. Registration Requirements

Any graduate student who is using University facilities and/or faculty time must register for a minimum of 3 credits in the fall and spring semesters and 2 credits in the summer. To be considered full-time, a graduate student must register for 9 to 12 credits.

Students must be registered (1) during the term of admission, (2) during the term of the qualifying examination, (3) during the term of the final examination, and (4) during the term in which the degree is awarded unless the student's nomination for cleared prior status by the Editorial Office has been confirmed by the Office of Graduate Student Records.

Students should register for 7979 (Advanced Research) in the semester in which they plan to pass the qualifying examination. Once both the written and oral portions of the Qualifying Examination have been successfully completed, the academic unit must update the student's Qualifying Examination milestone in UF's Student Information System. See Graduate Committees and Milestone Materials and training at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/graduate-school/>.

A graduate student who receives any type of stipend must meet the registration requirements associated with the award to be considered full-time and to satisfy the tuition payment eligibility

requirements. Please see the “Graduate Assistants” subheading under “Registration Requirements” at <https://gradcatalog.ufl.edu/graduate/regulations>.

A graduate student receiving VA or Social Security benefits is considered full time if enrolled for 9 semester credit hours.

Students may be required to complete thesis or dissertation field work research or an internship away from the University campus as part of their academic program. Academic units may petition on the behalf of these students to be considered full-time while conducting field research or completing an internship if they are registered for the Full-Time Equivalent. The Full-Time Equivalent for students in specific circumstances such as internships or fieldwork is 3 credits for fall or spring semester and 2 credits for summer. 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. The petition may be on academic unit letterhead, identify the student, the student’s current enrollment, confirm the student’s participation in the required field work or internship and be signed by the student’s supervisory committee chair, the department chair, and unless otherwise authorized the college dean. Alternatively, the petition form available at <http://graduateschool.ufl.edu/faculty--staff/resources/petition-guidelines/> may be used. This policy was extended by Graduate School to include lockstep programs (e.g. M.B.A.) where the student may not drop in or out of the cohort sequence.

“Clear prior” status is only possible for thesis and dissertation degree candidates who have been nominated for such status by the Graduate School’s Editorial Office and confirmed by the Office of Graduate Student Records. All specific eligibility requirements must be satisfied. Eligibility requirements are detailed in the “Registration Requirements” heading under the “Clear prior” subheading at <https://gradcatalog.ufl.edu/graduate/regulations/>.

As a point of clarification, if ANY condition remains that has not been cleared before the first day of classes, the graduating student must register for 3 semester credit hours in the fall and spring semesters and 2 semester credit hours in the summer, and must submit an application for degree in the subsequent semester.

Requests to waive or otherwise modify the registration requirement will be reviewed on an individual basis, by petition, and generally in response to mitigating circumstances beyond the student’s control. Such petitions must be initiated by the academic unit and must be approved by the student’s supervisory committee chair (or graduate coordinator), academic unit chair/director, and college. Additional details and the pdf petition form are available at <http://graduateschool.ufl.edu/faculty--staff/resources/petition-guidelines/>.

## **F. Interruption of Graduate Study**

Doctoral students who will not be registered at the University of Florida for a period of more than one semester should request written permission from their faculty advisers. In many instances the interruption should be governed by a formally requested leave of absence for a designated period of time. The Graduate Catalog at <https://gradcatalog.ufl.edu/graduate/degrees/> references this policy under the “Requirements for Doctoral Degrees” heading (see “Leave of Absence” subheading).

Students who have not registered for 3 or more consecutive terms must reapply for admission. The readmission application form is available at <http://www.admissions.ufl.edu/pdf/gradreadmission.pdf>. When the form is processed, the student's record will be reactivated in UF's Student Information System and the student will be assigned a registration date and a new catalog year.

Students should keep in mind that master's and specialist's degrees must be awarded within seven years from the date of their matriculation as graduate students. Credits for classes taken more than seven years before students' semester of graduation will not normally be counted toward their degree requirements. This includes transfer credit calculated from the year and term the credits were originally earned.

Doctor of Education and Doctor of Philosophy students must graduate within five years following the oral qualifying examination. Otherwise, academic units may petition for a one-year extension through a sixth year or conduct a new qualifying examination or request a reexamination of the oral portion of the qualifying examination at the final defense of the dissertation. All such requests must be formal and made via the Graduate School's petition protocols. See <http://graduateschool.ufl.edu/faculty--staff/resources/petition-guidelines/> for additional information.

## VIII. Degree Requirements

### A. Graduate Degrees

The University of Florida Graduate School supports five types of doctoral degrees, more than three dozen master and specialist degrees, and more than 200 majors. A complete list of degree/programs can be found in the Graduate Catalog by expanding the Graduate Degrees Offered By The University of Florida header at <https://gradcatalog.ufl.edu/graduate/degrees/>.

Detailed requirements for graduate degrees can be found as follows

Master's Degrees—please see the Graduate Catalog's "Requirements for Master's Degrees" heading at <https://gradcatalog.ufl.edu/graduate/degrees>.

Specialist in Education Degrees—please see the see the Graduate Catalog's "Specialized Degrees" heading at <https://gradcatalog.ufl.edu/graduate/degrees>.

Doctoral Degrees-- please see the Graduate Catalog's "Requirements for Doctoral Degrees" heading at <https://gradcatalog.ufl.edu/graduate/degrees>.

### B. Combination Degree Programs

The University of Florida supports student pursuit of multiple degrees in combination when the program is carefully planned, approved, and reflects the best interest of the student. Such programs are governed by University, Graduate School, College, and academic unit policies. Students are required to be aware of and follow all policy requirements See the following resources:



<http://aa.ufl.edu/media/aaufledu/policies/Combination-Joint-and-Dual-Degree-Policy-5.8.2020.pdf>

<http://graduateschool.ufl.edu/media/graduate-school/pdf-files/combination-degrees-principles-policies.pdf>.

### **Bachelor's/Master's**

A Combination (Bachelor/Master) Degree Program is a planned and thoughtfully developed set of academic experiences that together may lead to the achievement of both the bachelor and the master degrees. See <https://registrar.ufl.edu/assets/pdfs/combdegreerequest.pdf>.

In general, the structure of such programs allows the participating (admitted) undergraduate student to:

- register for and complete a prescribed set of letter-graded,
- graduate level courses during the junior
- and senior years of the undergraduate degree program;

use those graduate credits toward the bachelor's degree; and subsequently, have those same credits earned with a grade of B or better eligible to count toward the master's degree if the student is admitted to the master's degree program.

Additional details are available at <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/combination-degrees-principles-policies.pdf>.

### **Graduate/Graduate (typically, Master's/Master's)**

A combination master's/master's degree program is simultaneous study on an individualized basis that leads to two master's degrees in two different graduate programs or two master's degrees in the same major. Such a program is initiated by the student and requires prior approval of each academic unit, college, and the Graduate School.

Graduate School approval for participation in a combination master's/master's degree program must be obtained prior to the published midpoint deadline of the term in which the first degree is to be awarded. Retroactive requests will not be considered. Ultimately, it is the student's responsibility to follow up with the academic units to verify that all Graduate School approvals and deadlines have been met. If the student is approved to pursue two master's degrees, no more than nine credits of course work from one degree program may be shared with the second master's degree at the discretion of the academic units.

The student must be formally admitted to both programs *before* submitting the Combination Master's/Master's Authorization packet to the Graduate School for review. Admission must be completed via an application through the [Office of Admissions](#).

The student must submit the Combination Master's/Master's Degree Authorization form located on the Graduate School website - <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/concurrent-20220908.pdf>

If the student's actual studies differ from the initial Program of Study, a new, approved Program of Study form must be submitted to the Graduate School prior to the published midpoint deadline of the term in which the first degree is to be awarded. All courses taken by the student since admission to the University of Florida as a graduate student must be accounted for on these forms. The Graduate School cannot certify the degree if the program of study and student transcript do not match.

Any applications for a combination master's/master's degree program that do not contain the preceding items will be returned to the student's current academic unit unprocessed.

Students **may not** present the same thesis or project in lieu of thesis for two different degree programs.

In the semester a student is ready to complete one of the degree programs for their combination master's/master's degree, the student must submit a degree application via [ONE.UF](https://one.ufl.edu) for the appropriate degree by the published semester deadline. Students who submit an inaccurate application or miss the degree application deadline must reapply for graduation in the next semester.

Combination master's/master's degrees should not be confused with combination Graduate/Professional degree programs, which are *preapproved programs* for simultaneously pursuing a graduate degree and a professional degree. See section 4.

### **Graduate/Graduate (typically, Nontraditional Doctoral/Master's)**

A combination nontraditional doctoral/master's degree program is a program of study on an individualized basis for a doctoral student who seeks to simultaneously complete a doctoral degree and a master's degree in a major outside of the student's doctoral department. Such a program is initiated by the student and requires prior approval of each academic unit, college, and the Graduate School.

Graduate School approval for participation in a combination nontraditional doctoral/master's degree program must be obtained prior to the published midpoint deadline of the term in which the first degree is to be awarded. Retroactive requests will not be considered. Ultimately, it is the student's responsibility to follow up with the academic units to verify that all Graduate School approvals and deadlines have been met. If the student is approved to pursue these degrees, no more than nine credits of course work from the doctoral degree program may be shared with the out-of-field master's degree at the discretion of the academic units.

The student must be formally admitted to both programs *before* submitting the Combination Nontraditional Doctoral/Master's Authorization packet to the Graduate School for review. Admission must be completed via an application through the [Office of Admissions](#).

The student must submit the Combination Nontraditional Doctoral/Master's Degree Authorization form located on the Graduate School website -

<http://graduateschool.ufl.edu/media/graduate-school/pdf-files/nontraditional-20210826.pdf>

If the student's actual courses differ from the initial Program of Study, a new, approved Program of Study form must be submitted to the Graduate School prior to the published midpoint deadline of the term in which the first degree is to be awarded. All courses taken by the student since admission to the University of Florida as a graduate student must be accounted for on these forms. The Graduate School cannot certify the degree if the program of study and student transcript do not match.

Any applications for a combination nontraditional doctoral/master's degree program that do not contain the preceding items will be returned to the student's current academic unit unprocessed.

Students **may not** present the same thesis/dissertation for two different degree programs.

In the semester a student is ready to complete one of the degree programs for their combination nontraditional doctoral/master's degree, the student must submit a degree application via [ONE.UF](#) for the appropriate degree by the published semester deadline. Students who submit an inaccurate application or miss the degree application deadline will normally be expected to reapply for graduation in the next semester.

Combination nontraditional doctoral/master's degrees should not be confused with combination Graduate/Professional degree programs, which are *preapproved programs* for simultaneously pursuing a graduate degree and a professional degree. See the following section.

### **Combination Graduate/Professional Degree Program**

A combination graduate/professional degree program is a course of study that leads simultaneously to a graduate degree (doctoral or master's) and a professional degree (i.e., D.M.D., D.V.M., J.D., M.D., Pharm.D.). Normally 12 credits of professional courses are counted toward the graduate degree and 12 credits of graduate courses are counted toward the professional degree. Individual academic units determine whether a combination graduate/professional degree program is appropriate. Combination graduate/professional programs established before January 1, 2003, may have other requirements.

Students must be admitted to both the graduate and the professional degree programs and cannot have already received either degree. Graduate School approval must be obtained before the published midpoint deadline of the term of the intended award of the graduate degree and must occur before the award of the professional degree. Authorization is not approved retroactively.

The student's graduate academic unit must submit an Authorization Request to Participate in a Combination Graduate/Professional Degree Program form via GIMS. The authorized academic unit user searches for the student's record then selects the Action menu associated with the correct graduate degree program to submit the form for consideration.

In the semester a student is ready to complete both degree programs for their combination graduate/professional degree programs, the student must submit a degree application via [ONE.UF](#) for the appropriate degrees by the published semester deadline. Students who submit an inaccurate application or miss the degree application deadline will normally be expected to reapply for graduation in the next semester.

### **Dual Degree**

A dual degree program (also called a dual academic award) is one whereby students study at the University of Florida and at another institution, and each institution awards a separate program completion credential bearing its own name, seal, and signature.

### **Joint Degree**

A joint degree program (or joint academic award) is one whereby students study at the University of Florida and one or more participant institutions and are awarded a single program completion credential bearing the names, seals, and signatures of each of the participant institutions.

### **Other Combination Degrees**

All other degree combinations that involve a graduate degree as at least one component (not addressed in the above definitions) require a formal approval process through the academic units offering the degree programs and the Graduate School.

Taking multiple courses within a discipline does not constitute admission to that discipline's graduate programs.

In this scenario one of the degree programs must be identified as primary. The primary academic unit must contact the Graduate School's Student Records Unit for procedural details and deadlines. Graduate School approval for participation must be obtained prior to the published Midpoint deadline of the term in which the first degree is to be awarded. Retroactive requests will not be considered.

Ultimately, it is the student's responsibility to follow up with the academic units to verify that all Graduate School approvals and deadlines have been met.

This information can be found in the Graduate Catalog under the "Other Degree Combinations" heading at <https://gradcatalog.ufl.edu/graduate/degrees>.

### **Major and Minor Credits**

All graduate degrees except for the Doctor of Philosophy require a minimum number of credits that must be earned in the student's major. The graduate degree program (also referred to as the major) is the student's primary field of study. Programs offered at UF are approved by the Graduate Council, Faculty Senate, Board of Trustees, and Florida Board of Governors (specialist and doctoral degrees). The degree and major name appear on the student's transcript.

For credit to accrue toward a major credit requirement, the eligible course must be designated as graduate (usually course numbers falling within the 5000-7999 range), earned with a grade of C or higher (or with an S for approved S/U graded courses), and be “owned” by the academic unit offering the program. Such courses are listed in the Graduate Catalog under the program’s course tab. The header is generally in the form of “...Departmental Courses.” Although Master’s Research (6971), Advanced Research (7979), and Research for Doctoral Dissertation (7980) may be found in these course lists, they are excluded from major credit calculations.

It sometimes occurs that another academic unit contributes graduate courses to the major credit offerings of a program. These courses are displayed in the Graduate Catalog under the program’s course tab. The header is generally in the form of “Additional Courses for Major Credit in...” or, in instances of interdisciplinary programs, the header may appear in the form of “...Program Courses.” If an academic unit contributes more than one course (as specified in the curriculum inventory and/or the Graduate Catalog) to the major, students may not earn a minor from the contributing academic unit. Nor may they count undergraduate course work (numbered 3000-4999) toward the overall credits required for the degree.

There are several colleges that offer college-wide (aka “college-owned”) graduate courses. Such courses are displayed in the Graduate Catalog with under the last heading that is in the form of “College of ...Courses”. The Graduate School automatically counts eligible courses from these listings as major credit for all programs offered by the academic units housed in the college. However, college-wide courses may not be used to satisfy a minor in a specific discipline offered within the college.

A minor is defined as a block of course work completed in an academic unit outside the major. The minor must be approved by the student’s academic unit and the academic unit offering the minor. If a minor is chosen, the supervisory committee must include a representative from the minor field. A minor requires at least 6 to 15 credits depending on the degree level. The minor appears on the student’s transcript along with the degree awarded and the major.

Students pursuing a minor program of study that is not represented by a current major should be coded as a “special minor” (SM) in SIS. The student’s home academic unit is responsible for entering the special minor supervisory committee representative in GIMS. The special minor representative is responsible for providing the Graduate School’s Graduate Student Records unit with official notification of the minor title and a program of study. This document will be reviewed with respect to the eligibility of the minor title and the program of study for the special minor. The minor committee representative will be contacted if issues are discovered with the title or the curriculum for the minor. For this reason, the Graduate School recommends that the special minor committee representatives submit title and curriculum documentation as soon as it is developed but in all events no later than the published midpoint deadline of the student’s graduating term.

### **Grade Point Average (GPA) Requirements and Calculations**

All graduate degree candidates must have a 3.00 truncated GPA overall, in the major, and if applicable, in the minor to be certified for a degree award by the Graduate School.

UF's grades and grading schemes are detailed in the Graduate Catalog under the "Grades" heading at <https://gradcatalog.ufl.edu/graduate/regulations/>. The Graduate School applies the grade points from the appropriate grading schemes in its calculation of GPAs. Pending grades of Incomplete (I\*) and No Grade (N\*) will be calculated as failing grades for graduate degree candidates.

Moreover, the Graduate School includes repeated course work in the GPA calculations as many times as grades for such courses are recorded. Specific policies governing repeated course work are found under the "Retaking Courses" subheading under the "Registration as Graduate Students" heading at <https://gradcatalog.ufl.edu/graduate/regulations/> in its GPA calculations.

### **Overall GPA Calculations**

The Graduate School includes all UF courses eligible to count toward a graduate degree in the overall GPA calculation earned with a letter or punitive grade.

Eligible courses are referenced in the Graduate Catalog under the "Courses and Credits" heading at <https://gradcatalog.ufl.edu/graduate/requirements/>.

### **Major GPA Calculation**

The Graduate School includes all eligible graduate courses earned with a letter or punitive grade in the Major GPA calculation. Graduate courses contributing to a program's major are described in Section C above. These courses are typically

- "owned" by the academic unit offering the program; and, if applicable,
- "owned" by another academic unit contributing more than one course to the major offerings of a program
- "owned" by the college housing the program

### **Minor GPA Calculation**

The Graduate School includes all eligible graduate courses earned with a letter or punitive grade in the Minor GPA calculation that are

- "owned" by the academic unit offering the minor; and, if applicable,
- "owned" by another academic unit contributing more than one course to the offerings of the minor program

## **D. Transfer of Credit**

Only graduate-level courses, earned with a grade of B or better (a B- does not count), may be transferred from an institution approved for this purpose by the Graduate School. Acceptance of transfer credit requires the Transfer of Credit form (found in GIMS), approval of the student's supervisory committee (or graduate coordinator), the college dean, and the Graduate School.

Transfer of credit may be considered from course work taken while holding a classification level of 0 (non-degree seeking), 6 (postbaccalaureate), 7, 8, or 9 . Transfer course work must be taken within the 7 years immediately preceding the date the degree is to be awarded for non-doctoral degrees. Courses with "P" or "S" grading cannot be transferred.

## **Masters**

See the “Transfer of credit” subheading under “Requirements for Master’s Degrees” and then “General Regulations for Master’s Degrees” at <https://gradcatalog.ufl.edu/graduate/degrees>.

## **Professional Course Work**

See the “Professional course work” subheading under “Courses and Credits” at <https://gradcatalog.ufl.edu/graduate/regulations>.

## **Doctoral**

See the “Transfer of credit” subheading under the Doctor of Philosophy at [https://gradcatalog.ufl.edu/graduate/degrees/#Doctoral\\_Requirements](https://gradcatalog.ufl.edu/graduate/degrees/#Doctoral_Requirements).

## **Courses Taken as an Undergraduate**

Please see the “Undergraduate registration in graduate courses” subheading under the “Registration Requirements” heading in the Graduate Catalog at <https://gradcatalog.ufl.edu/graduate/regulations/>. In addition to the submission of a completed Transfer of Credit form, the Graduate School requires a letter from the academic unit awarding the bachelor’s degree verifying the graduate courses listed for transfer of credit were not used to satisfy the bachelor’s degree requirements in any way, shape, or form.

## **Other Course Work**

Nonresident or extension work taken at another institution, with the exception of work taken through the Florida Board of Education Division of Continuing Education, may not be transferred to the University of Florida for graduate credit. No course taken as an audit may count toward any degree requirements.

## **E. Time Limits**

The time limitation policy for master’s degrees is documented in the Graduate Catalog under the “Time limitation” subheading of the “Requirements for Master’s Degrees” heading at <https://gradcatalog.ufl.edu/graduate/degrees/>. This “seven-year rule” for master’s degrees includes transfer credit. The Graduate School calculates this time limit using term of admission and term of degree award. The term and year the student originally earned the credits are used in this calculation for transfer credit.

The time limitation for the Doctor of Philosophy and the Doctor of Education degrees is found in the Graduate Catalog under the “Time limitation” subheading of the “Doctor of Philosophy”



heading at <https://gradcatalog.ufl.edu/graduate/degrees>. The supervisory committee chair (or department chair or graduate coordinator) with college approval may petition the Graduate School for a one-year extension through a sixth year. Beyond the sixth year, the supervisory committee (or department chair or graduate coordinator) with college approval may request a reexamination of the oral portion of the qualifying examination at the final defense of the dissertation.

In addition, please reference the “Time lapse” subheading of the “Doctor of Philosophy” heading of the Graduate Catalog at <https://gradcatalog.ufl.edu/graduate/degrees/>. The supervisory committee chair (or department chair or graduate coordinator) with college approval may petition the Graduate School to waive this policy in rare circumstances beyond the control of the student.

## **F. 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. See the “Unsatisfactory Progress or Unsatisfactory Scholarship” subheading under the “Grades” heading at <https://gradcatalog.ufl.edu/graduate/regulations/>.

# **IX. Supervisory Committee**

## **A. Composition and Responsibilities of Supervisory Committee Members**

All graduate students must have a supervisory committee. The precise composition of that committee varies depending upon the specific degree program. The student’s supervisory committee must be appointed as soon as appropriate for the specific degree program.

Supervisory committees for graduate degree programs are initiated by the student, nominated by the respective academic unit chair, and aligned with college and Graduate School policy. The Dean of the Graduate School is an ex-officio member of all supervisory committees. Only Graduate Faculty may serve on a supervisory committee.

As noted above, the composition of the supervisory committee varies with degree level and elements of the student’s program of study such as “thesis” or “non-thesis.” Unless otherwise annotated under a specialized degree title in the Graduate Catalog, the minimum supervisory committee requirements are found in the “Supervisory committee” subheading under the “General Regulations for Master’s Degrees” at <https://gradcatalog.ufl.edu/graduate/degrees/>.

The responsibilities of the student’s supervisory committee are found under the general regulations for each degree type and major.

Regulations for master's degrees—See “Supervisory committee” heading under “General Regulations for Master's Degrees” at <https://gradcatalog.ufl.edu/graduate/degrees/>.

Requirements for doctoral degrees—See “Supervisory committee” heading under “Requirements for Doctoral Degrees” at <https://gradcatalog.ufl.edu/graduate/degrees/>.

It is the duty of the supervisory committee members to inform the student of all regulations governing the degree sought. This does not absolve the student from the responsibility of becoming informed of the regulations.

The committee should meet with the student to discuss and approve: 1) a program of study; 2) a thesis or dissertation topic when applicable; 3) plans for carrying out the research/scholarship; and 4) other special academic considerations. In many instances, and in all Ph.D. programs, these elements of the graduate degree program will be manifested in an Individual Development Plan (IDP).

## **B. General Supervisory Committee Information**

Supervisory Committee information is entered in GIMS under the student's name. This information falls under the Buckley Amendment (FERPA) and other privacy protections - <http://www.registrar.ufl.edu/ferpa.html>. Authorized graduate program personnel, typically Graduate Coordinators and Graduate Administrative Staff in the Academic Unit, are responsible for entering supervisory committee information in GIMS.

The Graduate Catalog addresses the rules for changes to a supervisory committee under each degree level:

### **Master's:**

**Changes to existing supervisory committee:** A student, in consultation with his or her academic unit, may seek changes to an existing supervisory committee. Changes to a student's committee are allowed until midpoint of the term of degree award if the defense has not occurred. No changes are allowed after the defense. It is recommended that students verify supervisory committee membership and their associated committee roles in GIMS before the published mid-point deadline.

### **Doctoral:**

No substitutes are allowed for the chair or external member of the committee. Changes to the supervisory committee may be entered online in GIMS before the qualifying examination. It is recommended that doctoral students verify supervisory committee membership and their associated committee roles in GIMS before the qualifying examination. Changes to committee membership or roles after admission to candidacy may occur, for good reason, with the approval of the academic unit and the Graduate School. No changes are allowed after the defense.

Training resources are available for Graduate Coordinators, Graduate Administrative Staff, and other authorized personnel, if any. Please visit the Graduate Committees and Milestones and

Training headings at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/graduate-school/>. Please note that GRD001: Graduate Committees and Milestones training is available on demand for users having the UF\_SR\_Grad\_Staff\_User security role.

## Committee Appointments

Master's degree students with a thesis or project-in-lieu-of-thesis must form a supervisory committee with the committee members entered in GIMS by the end of their second semester, or by end of the semester in which they will have accumulated 12 semester credits, whichever comes **later**. Doctoral students may find it desirable to delay establishing a full committee, pending discussions with the anticipated supervisory committee chair, or other advisors. A full committee should be designated by the end of the second year with the committee members entered in GIMS, and must be in place prior to the qualifying examination.

## Chair

The supervisory committee chair, sometimes referred to as major professor or primary advisor, is the student's mentor. The supervisory committee chair assists the student in identifying the remaining committee members. The supervisory committee chair has primary responsibility for the student's Individual Development Plan (IDP), if applicable. The supervisory committee chair is responsible for scheduling and managing all supervisory committee meetings. In most instances the supervisory committee chair will meet with the student far more frequently than the full committee. The supervisory committee must be a member of the graduate faculty in the degree-granting academic unit. For Doctor of Philosophy and Doctor of Education degrees, the supervisory committee chair is responsible for being the student's escort at commencement or for finding an appropriate faculty substitute.

## Co-chair

The supervisory committee co-chair, sometimes referred to as co-advisor or co-mentor, assists the chair with providing significant guidance, academic content or resources, and support of the student's Individualized Development Plan (IDP), if applicable. A co-chair may be asked to assist the chair with scheduling or facilitating a supervisory committee meeting. A co-chair must be a member of the graduate faculty. Co-chairs from the same academic unit as the chair may substitute for the chair at examinations. Co-chairs outside the same academic unit as the chair may not substitute for the chair.

## Members

A supervisory committee member assists with providing additional supervision of a student in the form of guidance, feedback, and academic content regarding the student's degree program. Members should plan on attending all scheduled meetings and assisting the chair to determine the student's progress toward the completion of all milestones associated with the student's degree program. This includes the discussion and approval of the proposed thesis, project-in-lieu-of-thesis, or dissertation and the plans for carrying it out, if applicable. For students with the above degree elements, the member is responsible for reading, offering feedback, and attending

the final examination and defense of the completed thesis, project-in-lieu-of-thesis, or dissertation.

### **External Committee Members**

The external member's primary responsibility is to represent the interests of the student, and the policies and practices established by the Graduate School, and the University of Florida. The external member must verify that all degree program milestones have been successfully achieved, and that all examinations have been properly conducted in accordance with Graduate School and university policy.

In the event of actions or activities at the academic unit or supervisory committee level conflicts with broader University policies or practices, the external member is responsible for bringing such conflicts to the attention of the Graduate School. The external member is therefore prohibited from holding any official interest in the doctoral candidate's major academic unit. The external member must also be a regular member of the graduate faculty. Faculty holding joint, affiliate, courtesy, or adjunct graduate faculty appointments in the student's degree-granting program may not be external members on a student's committee. External members may represent minor areas of study as long as the stipulations above are satisfied. Special appointments to supervisory committees (see next topic) may not serve as external committee members.

### **Special Appointments**

People without graduate faculty status may be made official members of a student's supervisory committee through the special appointment process. The chair of the student's supervisory committee requests the special appointment via GIMS. The special appointment form is available to the academic unit in GIMS. Once the student's record is pulled up, the form is available under the Actions icon of the degree segment for which the special appointment is being requested.

A special appointment is made for a specific supervisory committee. If a student changes to a new degree or major and the committee chair wishes to include the special member on the new supervisory committee, a second request must be submitted via GIMS.

Appropriate candidates for special appointments include individuals from outside of the University of Florida's graduate faculty with specific expertise or other resources that will contribute to a graduate student's program of study. This may include nontenure-track faculty or staff at the University of Florida who are not eligible for graduate faculty status, or other highly-qualified individuals.

Special appointments have several limitations because they are not members of the University of Florida graduate faculty. A special appointment may not serve as a supervisory committee chair, co-chair, minor representative, or external member. A special appointment may not be counted toward minimum committee graduate faculty requirements. There are no substitutions for a special appointment at examinations required for milestone completions (e.g. qualifying examination, final comprehensive examination, and the defense of a thesis, project-in-lieu-of-thesis, or a dissertation).

## Resigned or Terminated Faculty

Graduate faculty members who resign or are terminated may continue their service only on existing supervisory committees for one year. Resigned or terminated faculty who wish to continue serving on existing committees beyond this period may do so with approval from the academic unit. To extend graduate faculty status in these situations, send an e-mail to [graddata@ufl.edu](mailto:graddata@ufl.edu) that includes the person's name, UFID number and the term through which your academic unit wants to extend his/her appointment.

## X. Program Plan Changes

A student may opt to change the nature of their existing master-level degree program if that program offers multiple options for the same major and master's degree title (e.g. thesis, project-in-lieu-of-thesis, or a non-thesis). However, such changes must be made in the SIS system on or before the Graduate Catalog's published midpoint deadline of the student's final term. Graduate degree applicants not meeting this deadline should plan on submitting a new degree application for a degree award in a subsequent term.

### A. Change from Master's Thesis to Non-thesis Option

See the "change from thesis to non-thesis option" sub-heading under the Master of Arts and Master of Science heading at <https://gradcatalog.ufl.edu/graduate/degrees/>

### B. Change of Major, College, or Degree Objective

See <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/student-program-plan/> for simulations and pdf guides for making changes to a student's program plan stack in UF's Student Information System (SIS).

Any changes to degree programs, including thesis/non-thesis/project option, MUST be consistent with the valid degree program listings in GIMS. The GIMS Degree Program report displays all active Graduate Council approved degree, college, major, concentration and their degree attribute. All program plan changes must occur before the published midpoint deadline of the student's final term. The midpoint deadline is found in the Graduate Catalog's Academic Calendars at <https://gradcatalog.ufl.edu/graduate/calendar/>.

## XI. Examinations

### A. English Language Proficiency Testing for International TAs

International applicants must meet the Graduate School's general admissions requirements, as well as demonstrate English Language proficiency for admission and to qualify for teaching positions - <https://admissions.ufl.edu/apply/graduate/international>.

All graduate students whose native language is not English who expect to be involved in a teaching assignment at the University of Florida must demonstrate proficiency in English. For a

list of exemptions, please expand the “Countries Exempt from English Proficiency” header at <https://admissions.ufl.edu/apply/graduate/international>. The State of Florida mandates that instructors score at least 45 points on the SPEAK test. A teaching assignment for a Graduate Assistant is defined as an appointment that involves teaching, lecturing, class discussion, lab instruction, or any other occasion of interaction with a group of 3 or more students. Grading papers, tutoring, and proctoring are not considered teaching assignments.

The TOEFL iBT test is an acceptable substitute for the SPEAK test. Review this site for details: <https://eli.ufl.edu/information/academic-information/igss/international-teaching-assistant-support-speak-eap-5836/>.

Candidates for teaching assistantships who score below 45 SPEAK test or an equivalent score on the speaking portion of the TOEFL iBT are advised to take Academic Spoken English I (EAP 5835). Contact the ELI at <https://eli.ufl.edu> for information regarding courses and programs available for International Graduate Student Support. Until students attains a score of 45 or higher on the SPEAK test, they cannot be assigned any teaching duties. This class cannot be counted toward any degree requirements.

Candidates who score between 45 and 50 may be appointed to teaching duties provided that in the same semester they are enrolled in [Academic Spoken English II \(EAP 5836\)](https://eli.ufl.edu/information/academic-information/igss/international-teaching-assistant-support-speak-eap-5836/): <https://eli.ufl.edu/information/academic-information/igss/international-teaching-assistant-support-speak-eap-5836/>. This class cannot be counted toward any degree requirements.

For those who do not hold a teaching appointment, the [Academic Spoken English Tutorial \(ASEP 5837\)](https://eli.ufl.edu/information/academic-information/igss/international-teaching-assistant-support-speak-eap-5837/), in which they can acquire teaching skills and improve their English proficiency, is available. This is a non-credit, fee-based course and as such is not eligible for a tuition waiver. Contact the ELI at <https://eli.ufl.edu> for specific information regarding this course.

## **B. Academic Written English**

Graduate Council policy requires that international students meet a minimum score of 140 [for tests after August 1, 2011] on the verbal portion of the GRE, and a minimum score on one of the following English language skills tests: 6 on IELTS, 77 on MELAB, 213 on Computer TOEFL, 80 on internet TOEFL, or 550 on paper TOEFL. Students who score below these minima should enroll in some remedial course work. The policy requires individual Academic Units to determine acceptable writing skills, using a holistic evaluation. They will be responsible for creating a plan for student success in academic writing, which may include a requirement to take a course in Academic Written English (see <https://eli.ufl.edu/information/academic-information/academic-written-english/>). This plan must be included in the student's acceptance letter as a condition of admission. Students must still meet the UF required minimums on the admission tests or else be admitted conditionally.

## **C. Qualifying Examination**

A qualifying examination is required for all Doctor of Philosophy and Doctor of Education students. Students must be appropriately registered when the qualifying examination is administered.

See the following headings under the Requirements of Doctoral Degrees then Doctor of Philosophy at <https://gradcatalog.ufl.edu/graduate/degrees/>

- Qualifying Examination
- Substituting members at qualifying and final examination
- Registration in Research Courses
- Admission to Candidacy

Additional details can also be found at the subheading “Examinations” at <https://gradcatalog.ufl.edu/graduate/regulations/>

**Please note:**

Notification of Results: Only successful completion of the qualifying examination is filed with the Graduate School via SIS milestone data entry.

Reexamination: If the student fails the qualifying examination, a reexamination may be requested, but it must be recommended by the supervisory committee. At least one semester of additional preparation is considered essential before reexamination.

## **D. Admission to Candidacy**

A graduate student does not become a candidate for the Doctor of Education or Doctor of Philosophy degree until granted formal admission to candidacy.

Reference the <https://gradcatalog.ufl.edu/graduate/degrees/> link, expand the “Requirements for Doctoral Degrees” heading, and locate the subheading “Admission to Candidacy” under the “Doctor of Philosophy” heading for additional details.

The “Admission to Candidacy” milestone is located in SIS among the requisite milestones assigned to Doctor of Education and Doctor of Philosophy degrees. Prior to the oral portion of the qualifying examination, the department must verify that all information in GIMS pertaining to the Doctor of Education or Doctor of Philosophy degree segment is correct. This includes the degree, major, minor, concentration, committee membership, etc. The form is printed, given to the student prior to the oral portion of the exam, and signed by the entire committee immediately following the examination. Once the signed form is received by the academic unit, the information is submitted via the milestone supporting data webpage in SIS. The student’s Qualifying Examination and Admission to Candidacy milestones will be updated to reflect a completed status level and the student’s academic level will change to 9. Transcript remarks will be added to reflect qualifying and admission to candidacy completion dates.

## **E. Final Examination**

A final comprehensive examination is required for all graduate students. This examination may be written and/or oral and includes but is not limited to the defense of the thesis or dissertation



if one is required. Additional information can be found at the Examination subheading at <https://gradcatalog.ufl.edu/graduate/regulations/>.

## **Masters**

The Graduate School's Policy on Final Examinations for Master Degree Programs is available at <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/Policy-On-Final-Examinations-for-Master-Degree-Programs-Final.pdf>.

See the "Examination" subheading under the "General Regulations for Master's Degrees" heading at <https://gradcatalog.ufl.edu/graduate/degrees/>.

For additional details see related "Master of Arts and Master of Science – Thesis final examination" and "Master of Arts and Master of Science – Non-thesis final comprehensive examination" subheadings at <https://gradcatalog.ufl.edu/graduate/degrees/>.

## **Specialist**

Please see the "Specialist in Education" subheading under "Specialized Degrees" at <https://gradcatalog.ufl.edu/graduate/degrees/>.

## **Doctorate**

See "Final Examination" subheading under the "Doctor of Philosophy" heading at <https://gradcatalog.ufl.edu/graduate/degrees/>. See compressive examination information as described under the "Doctor of Audiology", "Doctor of Plant Breeding", and "Doctor of Plant Medicine" subheadings at <https://gradcatalog.ufl.edu/graduate/degrees/> for additional details.

## **Location and Faculty Presence**

The current Graduate School policy regarding examination location and the physical presence of the supervisory committee members is available at <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/physical-presence-policy.pdf>.

## **Schedules**

Please see Item 4 of the October 12, 1995 Graduate Council Minutes at <http://graduateschool.ufl.edu/media/graduate-school/minute/graduate-council-minutes-199510.pdf>.

## **Notification of Results**

All members of the official supervisory committee are required to sign the Final Examination form, which remains in the Academic Unit. Only positive results of the examination are transmitted to the Graduate School via the Milestone Supporting Data webpage in SIS. Please visit the "Graduate Committees and Milestones Materials" and the "Training" headings at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/graduate-school/> for additional information. The on demand "GRD001: Graduate

Committees and Milestones” training is available online for users having the UF\_SR\_Grad\_Staff\_User security role.

## **F. General Regulations for Administration of Graduate Student Examinations**

Regulations governing the administration of graduate student examinations can be found at <https://gradcatalog.ufl.edu/graduate/regulations/>.

# **XII. Theses and Dissertations**

## **A. Editorial Assistance and Information**

The Graduate School Editorial Office provides detailed instructions for preparing and submitting theses and dissertations at <http://graduateschool.ufl.edu/graduation/thesis-and-dissertation>.

## **B. Deadline Dates**

Deadlines for the submission of theses and dissertation documents are found at <http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/> or in the Graduate Catalog's Academic Calendars at <https://gradcatalog.ufl.edu/graduate/calendar/>.

## **C. Submissions**

Please remind your thesis and dissertation students to refer to the format guidelines at <http://graduateschool.ufl.edu/about-us/offices/editorial/format-requirements/> *PRIOR* to beginning the written document. The templates available at <http://helpdesk.ufl.edu/application-support-center/etd-technical-support/ms-word-and-latex-templates/> will be of great help if used correctly.

The ETD Signature Page and Transmittal Letter must be separately submitted by the academic unit via GIMS. See GIMS: ETD Signature and GIMS: Transmittal Letter simulations at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/graduate-school/> for detailed instructions.

## **D. Guidelines for Restriction of Release of Dissertations**

The UF Publishing Option and ProQuest Form must be separately submitted by the student via GIMS. The UF Publishing Agreement form instructs the library how and when to release a dissertation or thesis. As the copyright holder of the dissertation, the Publishing Agreement is an agreement between the student and the UF Libraries; however, we recommend that the student keep in mind it is the tradition for students to discuss these publishing options with their Committee Chair(s), ensuring the release option chosen does not negatively impact students or others the student may have been working with during the study. Most students choose a 2-year Campus-Restriction if planning to publish their research in an outside publication or journal. The 2-year Secret option is intended for those obtaining a patent, etc. This publishing agreement also addresses if you want the full text of your dissertation document or simply only the abstract

released to ProQuest. Even if only forwarding the abstract, the student still must complete the ProQuest Publication Agreement linked here: <https://www.etdadmin.com/cgi-bin/student/etd?siteId=259>.

## **XIII. Graduate Certificates**

A Graduate Certificate program is a formal collection of courses that together form a coherent program of study offered through an academic unit. A Graduate Certificate is recognition of the acquisition of knowledge and skills in a given field of study. A Graduate Certificate is an academic credential granted by the University of Florida. As such, all Graduate Certificates must follow the requirements of admission, successful completion of approved graduate level coursework, application to receive the credential, and enrollment during the term in which the certificate is awarded and posted to the transcript.

Additional information can be obtained from the academic unit offering the certificate.

### **A. Policies and processes for Graduate Certificates**

See <http://www.graduateschool.ufl.edu/media/graduate-school/pdf-files/certificate-policy.pdf> for policies governing Graduate Certificates and the approval process. All graduate certificates are certified by the college housing the academic unit offering the certificate.

#### **Approved Graduate Certificates**

See <http://www.graduateschool.ufl.edu/academics/graduate-certificates/> for a list of active graduate certificates by college. The college certifies the award of graduate certificates at the end of the summer B/C, fall, and spring terms via the UF's Student Information System (SIS).

## **XIV. Faculty Members Pursuing Graduate Degrees**

The Regulation of the University of Florida regarding faculty members pursuing graduate degrees from UF is found in the Graduate Catalog under the "Faculty Members as Graduate Students" heading at <https://gradcatalog.ufl.edu/graduate/admission>.