



**School of Natural Resources
and Environment**

UNIVERSITY *of* FLORIDA

Graduate Student Guide

2020-2021

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1. INTRODUCTION

This publication describes graduate programs and procedures for the School of Natural Resources and Environment (SNRE) at the University of Florida (UF). It is intended to supplement, rather than duplicate, the [University Graduate Catalog](#). Information contained herein is a general guide for both graduate students and faculty involved in graduate programs. This manual is not a legal document; if conflicts arise, the policy stated in the current University Graduate Catalog will prevail.

There is no distinction between graduate students enrolled as on-campus students or distance students. All SNRE graduate policies apply to all students.

1.1. RESPONSIBILITIES OF GRADUATE STUDENTS

Each SNRE graduate student is responsible for becoming familiar with all graduate requirements of the University of Florida [Graduate School](#), the [Office of the Registrar](#), the [College of Agricultural and Life Sciences \(CALS\)](#) or the [Institute of Food and Agricultural Sciences \(IFAS\)](#) and the [SNRE](#). These requirements constitute a contractual agreement between each student and the University. All graduate students are expected to activate, maintain and use their University of Florida email account for all professional communications, as the email account provided by UF is the sole means of written electronic communication between the University, its various entities and the student. It is the responsibility of the student to comply with the deadlines that are e-mailed to the student or published on the official University of Florida websites or in official UF publications and notices.

IMPORTANT: IGNORANCE OF A RULE OR A DEADLINE DOES NOT CONSTITUTE A BASIS FOR WAIVING THAT RULE OR DEADLINE

1.2. RESPONSIBILITIES OF THE FACULTY ADVISOR AND SUPERVISORY COMMITTEE

The Faculty Advisor serves as the Chair of the student's Supervisory Committee. This committee is responsible for approving course work, administering exams, and providing guidance and review of the student's professional development and the research project. The Supervisory Committee has primary responsibility for the quality of each degree program. Faculty Advisors serve as mentors to students, providing guidance in research and professional development, and ensuring that adequate resources are available for the student to complete the proposed research project within the allotted time. Advisors confirm student compliance with departmental requirements by periodically reviewing the Plan of Study with the student and completing an annual evaluation of student performance as part of the student's Individual Development Plan.

1.3. RESPONSIBILITIES OF THE GRADUATE COORDINATOR

A faculty member in the SNRE is designated by the Chair to coordinate all graduate programs in the SNRE. General duties and responsibilities of the Graduate Coordinator as published by the Graduate School include assuming primary responsibility for ensuring that graduate programs conform to existing policy and approving programs after students have been counseled by their supervisory committees or other departmental advisers. The Graduate Coordinator also provides a communication link between graduate students, Faculty Advisors, the SNRE Director, the Dean and Associate Deans in the College of Agricultural and Life Sciences, the Dean of the Graduate School

and the Registrar's Office. The Graduate Coordinator is responsible for informing faculty and students of changes in University and College policies, enforcing written policies and regulations, assigning desk space to students, and assisting students with special problems. She/he also serves on the Graduate Programs Committee, assists faculty in recruiting quality students, and processes all on-campus graduate student applications.

2. LEARNING OUTCOMES AND COMPETENCIES

The learning outcomes and expected competencies for SNRE graduate students upon completion of their graduate programs include the following:

The school's graduate degrees combine (1) coursework in the basic and applied science of ecology and the social, political, and economic sciences with (2) competence in a recognized discipline in one of these fields of study. The former is achieved with a core-course and distribution requirement. The latter is achieved by extra coursework for the master's and a concentration for the doctoral degree. A thesis or dissertation provides first-hand experience with the creation of reliable knowledge.

These competencies cover the complexity of learning from lower-to-higher levels, including knowledge, comprehension, application, analysis, synthesis, evaluation, and creation.

3. FINANCIAL SUPPORT

Graduate students enrolled in MS or PhD programs offered by SNRE may be eligible to receive financial support through the following mechanisms.

3.1. ASSISTANTSHIPS

Assistantships provide pay for work as a teaching or research assistant. The School generally funds half-time assistantships that pay the conventional rate paid by the department where the advisor is located. Ordinarily, the assistantship carries a responsibility to work as a research assistant in the student's first year, and then teaching assistant duties are assigned by the advisor and/or SNRE Director for subsequent semesters. Students appointed on 12-month assistantships must be registered for at least 9 course credit hours each in the Fall and Spring semesters and 6 credit hours in the Summer semester, for a total of 24 credits per year. Students appointed on 9-month assistantships must be registered for at least 9 course credit hours each in the Fall and Spring semesters for a total of 18 credits per year.

Assistantships are awarded on a competitive basis. Stipends for these assistantships are subject to periodic revision as additional funds become available. Continuation of assistantship stipends is contingent upon the maintenance of satisfactory progress toward meeting the requirements of the degree as well as the availability of funds. Each graduate student receiving an assistantship of any form must maintain an average grade point average of 3.0 or higher and enroll for the specified number of credit hours each semester; otherwise, the assistantship is subject to termination.

Assistantships originate from funds provided by state and federal governments, industry, and foundations. When a student has been chosen to fill an assistantship, the SNRE Director sends the student a letter of appointment. This letter will include the name of the student's supervisor, the

percentage of full-time equivalent (FTE) assigned, the salary and a description of the specific duties for the appointment. In addition, the letter will contain a statement that the student's signature does not constitute a waiver of the right to process a grievance, as described in the Grievance Procedure section (Article 11) of the Graduate Collective Bargaining Agreement. Copies of this letter should be sent to the faculty member responsible for the assistantship, the SNRE Administrative Specialist and the SNRE Advisor. No salary may be paid, or appointment papers processed, until this letter of appointment is signed by the student and returned to the SNRE, where it will be kept on file.

3.1.1. Minimal work requirement

Graduate assistantships are jobs; therefore, a student is expected to work the time equivalent to his/her full time (40 hours) equivalent (FTE) appointment. For example, a student on a 0.5 FTE assistantship is expected to work a minimum of 20 hours per week (0.5 FTE x 40 hours per week) on activities, such as research and service, which are in compliance with the overall Departmental and/or grant objectives, as determined by the student's Major Advisor and the Department Chair or the SNRE Director. Assistantships should be viewed as opportunities to earn wages while students pursue their graduate programs and should not be interpreted as funding to pursue a student's own research program. Unless otherwise indicated in the Letter of Appointment or a contractual agreement, activities performed with assistantship funding may or may not be in line with the student's existing or projected research interests. There will often be occasions when students are offered assistantships to perform professional duties that are only indirectly related to their research program plan. When assistantship duties and student's research goals do not overlap significantly, the student is expected to work with the Major Advisor to delineate specific responsibilities.

3.2. STATE-FUNDED ASSISTANTSHIPS

Many SNRE assistantships are matched (typically 50% of the assistantship) with state funds. Students supported by these funds are required to meet the responsibilities of the matching funds, such as assisting in teaching programs. Assignments for teaching as a part of matching assistantship requirements will be made by the SNRE Director and the Major Advisor.

3.3. ASSISTANTSHIPS FROM RESEARCH GRANTS AND FELLOWSHIPS

Some assistantships are funded through grant funds controlled by the faculty researcher. The awarding of these assistantships is controlled by the faculty member or members who have the grant funds. One or more UF Graduate School Funding Awards (GSFA) are granted each year to PhD applicants on a competitive basis. Applicants are nominated for the GSFA by faculty and selected based on evaluation by a committee appointed for the purpose.

3.4. OTHER FINANCIAL AID

Students admitted without assistantships can often find part-time employment with departmental faculty on other funds. Short- and long-term loans are also available through the Student Financial Services Office. In addition, the Graduate School maintains a list of various scholarships, loans and awards available to graduate students. Special fellowships for minority students and women are available on a competitive basis. The following websites may be helpful in identifying potential

scholarships:

- [CALs Graduate Student Awards](#)
- [UF Office for Student Financial Affairs](#)
- [UF Graduate School Funding Opportunities](#)
- [School of Natural Resources and Environment, Financial Support for Graduate Students](#)

3.5. TRAVEL GRANTS

3.5.1. SNRE Travel Grants

<https://snre.ifas.ufl.edu/resources/graduate-student-travel-grants/>

SNRE provides competitive travel awards to students presenting a poster or paper at a national or international meeting. To be eligible, the following applies:

- Students must present original research conducted for the Interdisciplinary Ecology degree at a conference.
- Students do not need to wait for notification of acceptance to the conference before applying for a travel grant.
- Students must be registered as SNRE graduates during the entire time of travel. If your travel is during the summer term and you are not registered for summer, you must be registered during the preceding spring semester AND following fall semester.
- Students must be in good academic standing, as outlined in the graduate catalog, by the application deadline.
- Students must apply for the IFAS travel grant.
- Students are NOT eligible for a travel grant if they received one the previous year.

If ALL of the above apply to you, then you are eligible to apply for an SNRE travel grant.

Applicants with the following qualifications may be given preference:

- Presenting final research from M.S. or Ph.D.
- Nearing expected graduation date
- First SNRE travel grant during current degree

3.5.2. IFAS/CALS Graduate Student Travel Grant

This program provides matching funds up to \$250 to each graduate student applicant who is presenting a paper or poster on their original research at a regional, national, or international scientific meeting (one award per fiscal year). This travel grant *must* be matched 1:1 by funds provided through the student's major advisor and/or SNRE. The travel grants are reimbursed directly to the major advisor's department or SNRE, not the graduate student. Apply: [Application](#)

3.5.3. James Davidson Travel Scholarship

The purpose of these grants is to provide funding to help defray travel expenses for graduate students presenting a paper at a national or international professional meeting or conference. These scholarships are named after Dr. James M. Davidson, former Vice President for Agriculture and Natural Resources, Institute of Food and Agricultural Sciences, University of Florida (and former

faculty member in the Soil and Water Sciences Department) who established the endowment to fund these scholarships. Application procedures and deadlines are on the [CALs Graduate Student Awards](#) in 3.4 above.

3.5.4. Research and Graduate Programs Travel Grant

Travel to conferences, symposia, and special research opportunities are essential for the professional development of advanced research students. The University also benefits by being represented at such events. The Office of Research and Graduate Programs (RGP) has therefore established a program to supplement student travel when other funding sources are insufficient. RGP guidelines for travel funding cap awards at \$300 per trip and require 1:1 matching funds from the major advisor's department/SNRE and/or college. These funds are primarily for assistance with the cost of travel, particularly airfare. These grants are one-time awards to graduate students. RGP cannot provide any retroactive reimbursements. Application procedures and deadlines are on the CALs Graduate Student Awards, Travel Grants and Fellowships website.

3.5.5. Graduate Student Council Grants

Students may also be eligible for travel funds from the UF Graduate Student Council. Apply online at the [UF GSC Grants](#) website. For more information, visit the website or email gscgrants@gmail.com.

3.6. TUITION WAIVERS

All Graduate Assistants on a minimum of .25 FTE are issued tuition waivers covering in-state tuition, according to their Letter of Appointment. Tuition for all graduate assistants on appointment converts to in-state tuition automatically. UF charges activity fees per credit hour, which are not covered by tuition waiver. Each student is responsible for paying their own fees. Detailed information on current tuition and fees can be found on the [Bursar's](#) website.

If students meet the state's eligibility requirements for Florida residency status, students will be expected to apply for Florida residency as soon as eligible. Detailed information on applying for Florida residency can be found on the [Registrar's](#) website.

3.7. HEALTH INSURANCE

The University of Florida has a mandatory health insurance requirement for all newly admitted students who are enrolled at least half time in a degree-seeking program and are attending any campus of the University of Florida. Students are required to show proof of adequate health insurance as a condition of enrollment. It is important that students check ONE.UF to review the mandatory health insurance requirement hold on their academic records and read and agree to the policy. More information including insurance coverage guidelines, frequently asked questions, how to submit one's insurance information and more, can be found on the [Student Health Care](#) website.

As Graduate Assistants with an appointment of 0.25 FTE or greater, students are eligible to enroll in the GatorGradCare health insurance plan. There is a nominal monthly premium of \$10.00 for your individual coverage. This premium will be collected through payroll deduction. GatorGradCare enrollees who include coverage for their dependent(s) on their online enrollment are responsible

for the dependent premium.

Enrollment in GatorGradCare is not automatic. To participate, students must submit GatorGradCare enrollment during the designated enrollment periods and must re-enroll in GatorGradCare each academic year to continue coverage. The enrollment period for annual/fall coverage is June through September 14. The enrollment period for spring/summer coverage is October through January 30. The enrollment period for summer only coverage is March through May 16. Information about the GatorGradCare plan and the link to the online enrollment can be found on the [Benefits](#) website.

4. PROGRAM PLANNING AND DEVELOPMENT

4.1. SELECTION OF DEGREE PROGRAM

Three graduate programs are open to students in SNRE: Master of Science (MS thesis and non-thesis), Doctor of Philosophy (PhD), and Combined Bachelor's and Master's (BS/MS).

4.1.1. Master of Science (Thesis)

The MS thesis program is designed for those interested in a research degree, culminating in a thesis. The requirements for fulfilling the MS thesis degree are:

- Minimum of 36 credit hours total (More details [here](#))
- Minimum of 15 credit hours from Interdisciplinary Ecology-approved courses (Listed [here](#))
- Up to 6 credit hours of 6971 (Master's Research) can be counted towards the degree. As described in the **Registration for Final Term** section below, during the term of the student's final examination and during the term the degree is awarded, a minimum of 3 credit hours of 6971 are required (2 credit hours if during summer). These credit hours are not letter-graded.
- Each graduate student must register for the IE Seminar, EVR 6933 (1 credit hour), for one semester and attend for an additional semester for no credit (it can be for 1 credit hour or as a unregistered student, meaning you just attend the seminar by checking in with the faculty facilitator). IE seminars from previous MS work do not count for students continuing in their PhD.
- Up to 6 credits of 3000-4000 level courses may count towards our degree program under the following conditions:
 - Must be UF courses
 - Courses must have been taken as a graduate student. Non-degree undergraduate-level credits will not count towards the MS thesis. Approval needs to also come from the SNRE.
- Remainder credits must constitute 5000 level courses and above.
- Up to 9 credits may be transferred from another institution that is approved by the Graduate School. Transfer credits are not letter-graded.
- Courses at the 1000-2000 level may be taken, as required, for foundation to provide a properly balanced program, but such courses will not count toward the minimum total

credits required for the degree.

- All course requirements must be completed within the 7 years immediately preceding the degree award date.
- Overall and Major GPA must be at a least 3.0 for degree to be certified.
- A final oral or written examination is required (see **Examinations** below).
- A Thesis is required (see **Theses (MS) and Dissertations (PhD)** below).

See **TRANSFER OF CREDITS** (below) for more information regarding credit transfers both within UF and from other institutions.

4.1.2. Non-Thesis Master of Science

The non-thesis MS degree was created to provide an opportunity for students to undertake an intensive course program in SNRE and related fields to prepare for employment in regulatory agencies, consultancies, natural resource management agencies, and related organizations. A thesis is not required for this degree, but a project or technical paper are required. The program does not prohibit the student from seeking a PhD in SNRE or any other subject. Students are encouraged to engage in research. The requirements for the non-thesis MS degree are:

- Minimum of 38 credit hours
 - In the defense term, student must take 2 hours of 6905 for Summer C graduation. If the student defends in Fall or Spring, they must take a minimum of 3 hours of 6905.
- Minimum of 19 credit hours from Interdisciplinary Ecology-approved courses (Listed [here](#))
- Each graduate student must register for the IE Seminar, EVR 6933 (1 credit hour), for one semester and attend for an additional semester for no credit (it can be for 1 credit hour or as a unregistered student, meaning you just attend the seminar by checking in with the faculty facilitator). IE seminars from previous MS work do not count for students continuing in their PhD.
- A major paper on a topic in interdisciplinary ecology is required for this degree. Topic and extent of major paper will be agreed upon by the student and the Supervisory Committee Chair.
- Up to 6 credits of 3000-4000 level courses may count toward the 30 credit hours on the following conditions:
 - Must be UF courses
 - Courses must have been taken as a graduate student. Non-degree undergraduate-level credits will not count towards the non-thesis MS.
- Remainder credits must constitute 5000 level courses and above.
- Students are required to pass a written and/or oral comprehensive exam administered by the Supervisory Committee Chair.
- All course requirements must be completed within the 7 years immediately preceding the degree award date.

- Overall and Major GPA must be at a least 3.0 for degree to be certified.

4.1.3. Doctor of Philosophy (PhD)

The doctoral program is for graduate students who have had a preliminary research experience in a master's program or as an advanced undergraduate. Students use their prior experience to identify research areas in which they excel and to refine the kinds of research questions or problems they want to develop as their signature intellectual endeavor prior to employment. Students ordinarily complete the doctoral degree in four to five years after completion of the master's degree. By including a concentration in the interdisciplinary curriculum, students acquire a "T-shaped" view with depth in one area and breadth in many. Although every degree will look different, a sample plan of study has been included for your convenience. General requirements for the PhD are as follows:

- Minimum of 90 credit hours beyond the bachelor's degree.
 - Up to 30 credits hours may be transferred from a previous MS degree with demonstrated relevance to the PhD program. Only graduate-level work with a grade of B or better is eligible for transfer of credit. Up to an additional 15 credit hours of work beyond the master's degree (including after second MS degree) may be transferred, provided that the courses were taken at an institution offering the doctoral degree. The maximum number of credit hours that may be transferred is 45. If you have a MS degree in SNRE from the University of Florida and are now pursuing a PhD degree in SNRE from the University of Florida, please see section 4.4 **Transfer of Credit** for further information.
- Minimum of 15 credit hours from Interdisciplinary Ecology-approved courses (Listed [here](#))
- Each graduate student must register for the IE Seminar, EVR 6933 (1 credit hour), for one semester and attend for an additional semester for no credit (it can be for 1 credit hour or as a unregistered student, meaning you just attend the seminar by checking in with the faculty faciliator). IE seminars from previous MS work do not count for students continuing in their PhD.
- Up to 6 credit hours of 3000-4000 level courses may count toward the remaining 60 credit hours on the following conditions:
 - Must be UF courses
 - Courses must have been taken as a graduate student. Non-degree undergraduate-level credits will not count toward the PhD. Approval also needs to come from the SNRE.
- Courses at the 1000-2000 level may be taken, as required, for foundation to provide a properly balanced program, but such courses will not count toward the minimum total credit hours required for this degree.
- Courses used in concentration must be at 5000 level or higher.
- A Qualifying Examination and a Final Examination are required (see **Examinations** below).
- A Dissertation is required (see **Theses (MS) and Dissertations (PhD)** below).

- Overall and Major GPA must be at a least 3.0 for degree to be certified.
- A maximum of 5 years is permitted between the date of the qualifying exam and the fulfillment of the PhD requirements, or the qualifying exam must be retaken. A minimum of two semesters is required between the qualifying exam and the PhD defense. After the qualifying exam is passed, students should register for 7980 (Doctoral Research). Note: 7979 (Advanced Research) is for PhD students who have not taken and passed the qualifying exam.
- [Graduate Catalog Requirements for Doctoral Degrees](#)
- The University of Florida has numerous RECs that offer excellent opportunities to conduct interdisciplinary ecology research. A student may reside at a REC, the Gainesville main campus, or both, depending on research requirements and objectives, to fulfill residency requirements. Information about statewide programs and facilities at RECs with SNRE faculty can be accessed via [Research Centers](#).

See **TRANSFER OF CREDITS** (below) for more information regarding credit transfers both within UF and from other institutions.

4.1.4. Combination Degree (Bachelor of Science (BS) or Bachelor of Arts (BA) / Master of Science (MS))

The Combination Bachelor of Science (BS) or Combination Bachelor of Arts (BA) / Master of Science degree program allows qualified undergraduates to double-count some graduate level courses toward both a bachelor's and master's degree. Application normally occurs in the junior or senior year (requires a 3.0 GPA). Students who meet the combination degree application requirements can enroll in 12 credits of approved graduate level courses during the junior and senior years. These credits will satisfy the undergraduate degree requirements and, if admitted to graduate school at UF, the 12 credits also will satisfy graduate degree requirements if they are completed with grades of "B" or better. Qualified students can pursue the graduate degree outside the undergraduate major or department. Admission into the graduate portion of the degree program occurs the semester after the bachelor's degree is awarded. Once the student has entered the graduate program, all degree requirements are as stated in the master's sections above.

4.1.5. Combination Degree (Master of Science (MS) or Doctor of Philosophy (PhD) / Juris Doctor (JD))

The faculties of the University of Florida College of Law and the School of Natural Resources and Environment have approved a combination degree program culminating in both a Juris Doctor degree awarded by the College of Law and a Master of Science or Doctor of Philosophy degree in Interdisciplinary Ecology awarded by the School of Natural Resources and Environment. Under the combination degree program, a student can obtain both degrees in approximately one year less than it would take to obtain both degrees if pursued consecutively. The essential criteria for the Combination Degree Program are as follows:

- Candidates for the program must meet the entrance requirements for, and be accepted by, both programs. Both programs must be informed by the student, at the time of application to the second program, that he/she intends to pursue the combination degree.
- The combination degree program is not open to students who have already earned one of the degrees.
- Admission to the second program is required no later than the end of the second consecutive semester after beginning academic work in the School of Natural Resources and Environment or no later than the end of the fourth consecutive semester after beginning academic work in the College of Law. A summer term is counted as half a single semester.
- A student must satisfy the curriculum requirements for each degree before either degree is awarded. The School of Natural Resources and Environment will allow 12 credits of appropriate law courses to be credited toward both J.D. and M.S. or Ph.D. degrees. The 12 credits selected from the law curriculum must be approved by the Director of Academic Programs upon the recommendation of the student's graduate supervisory committee. The 12 credits selected from the law curriculum will be treated as substitutes within the Interdisciplinary Ecology curriculum for either four elective courses or three elective courses and one quantitative methods course. Reciprocally, law students may receive, toward the satisfaction of the J.D. degree, no more than 12-semester credits for courses taken in the graduate curriculum of the School of Natural Resources and Environment. Two of these courses, not more than six-semester credits, will be treated as the two graduate courses ordinarily allowed to be taken outside of the College of Law for credit toward the law degree.
- Students under the combination degree program who are admitted to one program but electing to spend the first academic year in the other program may enter the second program thereafter without again qualifying for admission. This is only an option if the student has notified the second program before the end of the first week of the first semester in the combination degree program and is in good academic standing when studies commence in the second program. **LAW STUDENTS MUST START IN THE FALL – THERE IS NO SPRING START.** Students must carry the minimum number of credits required by either program. The School of Natural Resources and Environment courses that are to be credited toward the J.D. degree must carry a grade of "B" or higher and will not be counted in the College of Law grade point average. College of Law courses that are to be credited toward the M.S. or Ph.D. degree must carry a grade of "C" or higher and will not be counted in the School of Natural Resources and Environment grade point average.
- The School of Natural Resources and Environment courses that are to be credited toward the J.D. degree must carry a grade of "B" or higher and will not be counted in the College of Law grade point average. College of Law courses that are to be credited toward the M.S. or Ph.D. degree must carry a grade of "C" or higher and will not be counted in the School of Natural Resources and Environment grade point average.
- Students enrolled in the combination degree program must complete the College of Law's advanced writing requirement. An approved master's thesis or doctoral dissertation in Interdisciplinary Ecology will satisfy the advanced writing requirement of the College of Law if so certified by a law school faculty member. Non-thesis students must still satisfy the College of Law's writing requirement.

- A student enrolled in the combination degree program will not receive either degree until he/she has satisfied all of the requirements for both degrees or until he/she has satisfied the requirements of one of the degrees as if he/she had not been a combination degree candidate.
- Students who enroll in the combination degree program but do not complete the program may receive credit toward the College of Law degree under the graduate-level course option for a maximum of two courses, not to exceed six-semester credits, taken from the graduate curriculum of the School of Natural Resources and Environment. Although the grade is not computed in the student's grade point average, a grade of "B" or higher must be earned to receive credit hours for the course(s).
- Students in the combination program will be eligible for graduate assistantships in the School of Natural Resources and Environment on the same basis as other School of Natural Resources and Environment graduate students subject to the guidelines and restrictions set by the School of Natural Resources and Environment.
- To facilitate student progress in the joint program, it is proposed that, to the fullest extent possible given the availability and consent of appropriate law faculty, an M.S./J.D. student's graduate supervisory committee be comprised of two (2) School of Natural Resources and Environment graduate faculty members and one (1) law faculty member, and a Ph.D./J.D. student's graduate supervisory committee be comprised of three (3) School of Natural Resources and Environment graduate faculty members and one (1) law faculty member. Whether a law faculty member serves on the supervisory committee or not, theses and dissertations will deal with a topic related to law.

Juris Doctor degree requirements are as stated in the College of Law catalog in effect at the time of enrollment. For students who entered in fall 1994 or thereafter, requirements are as follows:

- Completion with a passing grade of courses totaling at least 88 semester credit hours, of which at least 59 must have been completed in this law school. No more than four of these credits can be earned through co-curricular activities. With permission from the Associate Dean for Students, upon good cause, work up to 29 semester hours from another ABA-accredited law school may be counted.
- Compliance with ABA Length of Study Rule: Standard (304c) requires that the course of study for the J.D. degree be completed no sooner than 24 months and no longer than 84 months after the student has commenced law study.
- Achievement of a 2.0 cumulative grade point average on all graded work attempted in the college.
- Satisfaction of Advanced Writing Requirement through the completion of a seminar (LAW 6936), an approved advanced course, an Independent Research—Advanced Writing Requirement course, an approved masters thesis or doctoral dissertation certified by a College of Law faculty member, or a note for any of the J.D. student journals, whether or not selected for publication, that has been written under the supervision of a faculty member, who must provide individual assessment of each draft.

4.1.6. Minor

Interdisciplinary Ecology students are **not able to apply for or obtain** a graduate minor/s, due to the nature of our interdisciplinary major.

4.2. CHANGING DEGREE PROGRAMS

Students may change the degree program during the course of study with the approval of the Supervisory Committee and the SNRE. To change majors (same or different college), the student must contact SNRE's Academic Advisor for the major they are interested in changing to for their required procedures, as well as inform their Major Advisor a minimum of 2 months prior to changing major. To change the degree program from MS thesis to MS non-thesis, contact the SNRE Academic Advisor stating the intentions of the student and confirming the approval of all members of the Supervisory Committee. The student will also be required to prepare a new plan of study for the professional MS non-thesis degree program, have it signed by supervisory committee, and submit it to the SNRE Academic Advisor. Please note the differences in degree requirements for the two MS degrees; research credits (6971) will not count toward the non-thesis MS. If necessary, the student must take additional letter-graded courses to meet the requirements of the non-thesis MS degree.

4.3. CERTIFICATES AND CONCENTRATIONS

4.3.1. Concentrations

The [Graduate Catalog](#) defines a concentration as a subprogram of courses offered within a graduate major. The School faculty established a concentration within the major to enable students to claim mastery of a traditional discipline in addition to the interdisciplinary major.

The concentration in the Interdisciplinary Ecology major comprises 6 credit hours for the master's (optional) or 12 credit hours for the doctorate (required). Note: 6905, 6971, 7979 and/or 7980 hours cannot count toward a concentration. Master's coursework cannot be applied to PhD concentration hours.

IE students will not be able to obtain a concentration if the concentration has a similar name or the same name as the graduate certificate they have applied for and are working on.

Concentrations are audited according to their departmental degree program codes or concentration codes and thus are formally identified on the student's transcript. When planning your program of study, be sure that the courses intended for the concentration are all in one department's curriculum or else in an Interdisciplinary Concentration approved by the Graduate School. The approved concentrations within the Interdisciplinary Ecology major are:

Agricultural and Biological Engineering
Agricultural Education and Communication
Agronomy
Agro-ecology*
Anthropology
Architecture
Biochemistry and Molecular Biology

Botany
Business Administration
Chemistry
Civil Engineering
Climate Science*
Coastal and Oceanographic Engineering
Economics
English
Entomology and Nematology
Environmental Engineering Sciences
Family Youth and Community Sciences
Fisheries and Aquatic Sciences
Food and Resource Economics
Food Science and Human Nutrition
Forest Resources and Conservation
Foundations of Education
Geographical Information Systems*
Geography
Geological Sciences
Health and Human Performance
Horticultural Science
Hydrological Sciences*
Landscape Architecture
Mathematics
Microbiology and Cell Science
Nuclear Engineering Sciences
Philosophy
Political Science
Religion
Sociology**
Soil and Water Sciences
Statistics
Tropical Conservation and Development*
Urban and Regional Planning
Veterinary Medical Sciences
Wetlands*
Wildlife Ecology and Conservation
Women's and Gender Studies*
Zoology

*** Concentrations that require additional hours**

- Global systems Agroecology (21 credits required—for IE Ph.D. only), <https://snre.ifas.ufl.edu/media/snreifasufledu/docs/pdf/Global-Systems-Agreocology-Concentration-curriculum.pdf>
- Climate Science (see Graduate Catalog and <http://climateconcentration.program.ufl.edu/>)

- Geographical Information Systems (Interdisciplinary Concentration--see Graduate Catalog and <http://web.uflib.ufl.edu/icgis/>)
 - Hydrological Sciences (Interdisciplinary Concentration--see Graduate Catalog and <http://hydrology.ufl.edu/>)
 - Tropical Conservation and Development (**15 credits required**--see Graduate Catalog and <http://uftcd.org/academics/certificate/>)
 - Women's and Gender Studies (Interdisciplinary Concentration, for PhD only--see Graduate Catalog and <http://wst.ufl.edu/graduate-studies/graduate-certificates/>)
- **At least 9 hours in Env. Sociology graduate seminars (by taking such courses as SYD 6517-Core issues in Env and Society, SYD 6520-Env Governance, SYA 7933-Crime and Env) and an additional 3 hours in a department seminar of the student's choice.

4.3.2. Graduate Certificates

Any graduate student at UF can apply for a graduate certificate and can apply to finish a graduate certificate. Once the graduate certificate is completed, it will be posted on the student's UF transcript. At this time, these courses will satisfy the students Plan of Study.

Students currently enrolled in a graduate degree program **may not be admitted** to a Graduate Certificate program that has the same name as the major or concentration specified as part of their graduate degree program.

Graduate certificates may be earned as a non-degree seeking student or concurrently with a SNRE MS or PhD degree. The certificates are offered in on-campus and online mode. Each certificate has specific core and elective courses and a competency exam based on the required core courses. Completion of a certificate program is noted on the student's UF transcript. Students can find the list of [Graduate Certificates](#) at the UF Graduate Catalog.

4.4. TRANSFER OF CREDITS

Only graduate-level (5000-7999) work with a grade of B or better is eligible for transfer of credit. Doctoral students may transfer up to 30 credits from a previous master's degree; up to 15 credits of additional work beyond the master's degree may be transferred, provided the courses were taken at an institution offering the doctoral degree. The maximum number of credits that may be transferred into a Doctoral program is 45. Credits transferred from other universities are applied toward the degree requirements, but grades earned are not computed in the student's GPA (i.e., transfer credits are not letter-graded). Acceptance of transfer of credit requires approval of the student's Supervisory Committee and the Dean of the Graduate School. Petitions for transfer of credit must be made during the student's first term of enrollment in the Graduate School. Note: If you have a MS degree in IE from the University of Florida and are now pursuing a PhD in IE at the University of Florida, all eligible credits from MS degree program will automatically count towards the PhD degree program.

4.5. SELECTION OF SUPERVISORY COMMITTEE CHAIR (FACULTY ADVISOR)

Prior to admission, each graduate student must secure a Faculty Advisor who becomes the Chair of the student's Supervisory Committee. A faculty member may be appointed as Co-chair of a student's

Supervisory Committee. It is the policy of the Graduate School that Supervisory Committees may have both a Chair and a Co-chair, but not two equal Co-chairs. If two members are listed as Co-chairs, the Graduate School will consider the first person listed as the Chair and the second to be the Co-chair. Affiliate faculty may serve as either Chair or Co-chair of graduate committees. Applicants to chair graduate committees must have demonstrated prior involvement in graduate student education, such as participation on graduate committees and/or serving as co-chair of a student's committee. They are otherwise restricted to the role of Co-Chair. "Special appointment" (non-UF) faculty may not serve as Chair or Co-chair on a student's committee.

4.6. SELECTION OF GRADUATE SUPERVISORY COMMITTEE

Each graduate student must have a Supervisory Committee, whose responsibility it is to aid the student in planning and facilitating the graduate program goals. The Supervisory Committee: (i) carefully reviews and evaluates past education; (ii) identifies academic deficiencies; (iii) advises and selects course work, (iv) advises on development of the thesis or dissertation proposal; (v) reviews, evaluates, and approves Major Paper or thesis (MS) or dissertation (PhD)-; and (vii) conducts exams. Advising on the student's research is primarily the responsibility of the Graduate Advisor, but research must ultimately be approved by all members of the Supervisory Committee.

Qualified faculty members who serve on the Supervisory Committee are chosen by both the advisor and the student. The Supervisory Committee must be appointed by the end of the second term of graduate study. Failure to do this will result in the student's record being flagged and the student will not be allowed to register for the third semester. All members of the Supervisory Committee must be notified by the Faculty Advisor of any pending changes in the student's program or Committee membership.

For the Ph.D. committee, a minimum of 4 members are required, at least 3 must be Graduate SNRE affiliate faculty. The Committee chair counts as 1 Graduate SNRE affiliate faculty member. You will need 2 more Graduate SNRE affiliate members from a different UF department, and 1 additional member who can be:

- a UF graduate faculty status member who is IE affiliated, OR
- a UF graduate faculty status member who is not IE affiliated, OR
- a special committee member (please consult with the SNRE Graduate Advisor on this member) from outside UF who brings special expertise related to student's dissertation research.

Note: the majority of your committee cannot be from the same UF department or school. We suggest you have an interdisciplinary committee. Please discuss this with the SNRE graduate staff member.

For the M.S. thesis committee, a minimum of 3 members are required, at least 2 must be Graduate SNRE affiliate faculty. The Committee chair counts as 1 Graduate SNRE affiliate faculty member. You will need 1 more Graduate SNRE affiliate member from a different UF department and 1 additional member. Please consult with SNRE graduate staff member as soon as possible. The 3rd member can be a "Special Member." In order to be a Special Committee member, please contact the SNRE graduate staff member to discuss. **Note: the majority of your committee cannot be from the same**

UF department or school. We suggest you have an interdisciplinary committee. Please discuss this with the SNRE graduate staff member.

For M.S. non-thesis committee, please contact the SNRE graduate staff member as soon as possible to discuss. You only need a Chair/Faculty Advisor who is Graduate SNRE affiliate faculty. **Note: If you have additional members, the majority of your members cannot be from the same department/school, in order to make your committee interdisciplinary in nature.**

The MS or PhD Supervisory Committee must meet to evaluate and discuss the thesis/dissertation proposal. The Committee reviews procedures, progress, and expected results and makes suggestions for the completion of the research project. The student informs the Supervisory Committee in the form of a face-to-face or online meeting on course work and research at a minimum of once a year. These meetings serve to review progress and address questions related to the research. For both thesis and non-thesis MS and PhD degrees, the oral portion of the final exam and qualifying exam (only PhD students) must be attended by the entire committee. These exams can be conducted using distance technology. It is required that the student and chair or co-chair be in the same physical location. All other members may participate from remote sites via distance technology.

Special circumstances occasionally require that the Major Advisor (Chair), Co-Advisor (Co-Chair), or members of the supervisory committee be changed. To change the Chair or Co-Chair of the supervisory committee, the student or Chair/Co-Chair must contact the SNRE Director. A change in Chair and/or Co-Chair may only be approved once during the course of study. Additional requests to change Chair and/or Co-Chair require that the student reapply to re-enter the graduate program and identify a new Major Advisor (Chair of committee). The Graduate Coordinator will only approve changes in Major Advisors (and Co-Advisors) if an alternative Major Advisor in the SNRE has been found. At no point in time during the course of studies in SNRE programs can a student be without a Major Advisor. While the practice is discouraged, members of the supervisory committee may be changed at any point up to the semester prior to the comprehensive (MS) or qualifying (PhD) exam; subsequent committee membership changes must be approved by either the SNRE Director. No changes to the Supervisory Committee are permitted after the student has made the first submission of the thesis or dissertation, or the mid-point of the graduating semester, in the case of non-thesis MS students.

Students are encouraged to develop a close working relationship with their advisors and Supervisory Committee members and to communicate academic and departmental interests and concerns to them. Each student should schedule meetings with his/her Faculty Advisor at least once each month to ensure adequate communication and should meet at least twice yearly with his/her Supervisory Committee. Each student should also meet with his/her Graduate Advisor at least once a year to discuss the student's Individual Development Plan (see section 5.9).

Problems that develop between a student and member(s) of his/her Supervisory Committee can be arbitrated on a confidential basis by the SNRE Director (on-campus students). In case the student does not resolve the problem within the Department, he/she should follow the University Grievance Procedure. That procedure can be found in the [UF Graduate Student Handbook](#).

4.7. PLAN OF STUDY FORMS

An effective graduate degree program requires that course work, research, and assistantship duties reinforce the student's educational objectives. To facilitate this coordination, a comprehensive plan of study should be formulated as soon as practical. The graduate student and the Faculty Advisor are expected to develop a plan of study during the student's first term in Graduate School. The plan includes a proposed program of courses for the degree, as conveyed via the "Proposed Plan of Study" form. It should be finalized by the end of the second semester for MS students and PhD students. If the plan is not formalized by this time, the student's records will be flagged, and the student will not be allowed to register for the following semester until the form is turned in with all signatures.

The Proposed Plan of Study is submitted successively to the student's Supervisory Committee and the SNRE Academic Advisor for approval. The student is expected to conform his/her course choices to the Plan of Study approved by these parties. At the end of the degree program, before the student is cleared for graduation, a Final Plan of Study form (reflecting all courses actually taken by the student) must be signed and turned in to Student Services along with the Final Exam Form. It is recommended that this form be prepared in advance and brought to the Final Exam for the sake of convenience on the part of the Supervisory Committee. Any discrepancies between the Proposed and Final Plan of Study forms must be justified and approved by all members of the Committee before the student may graduate.

4.8. WRITTEN PROPOSAL FOR RESEARCH PROJECT

Each MS and PhD student are expected to complete and present a research project proposal (thesis/dissertation option) or major paper proposal (non-thesis option) to his/her Supervisory Committee. The proposal should be submitted as early as possible in the student's program. The approved proposal will serve as a guideline for initiation of the student's research. Copies should be prepared for each member of the Supervisory Committee. Proposals for MS and PhD research typically include the following (see section 5.13 for Major Paper proposals):

- Proposed thesis or dissertation title -- Title should be brief and clear.
- Introduction / Significance and Rationale -- What pertinent question or questions are you addressing with this research? Why do these questions need answers?
- Literature Review -- What specific scientific information has been obtained by previous investigators on the subject of your research? What information is needed to provide improved understanding of mechanisms and processes involved? Briefly describe your research proposal. In what way will your research contribute to improved understanding?
- Hypotheses -- What hypotheses do you plan to test through the proposed research?
- Objectives -- What are the specific objectives for the proposed research? In other words, what do you plan to accomplish?
- Plan of Work -- What data do you plan to collect? What methods do you propose to use to analyze data? Describe, in detail, how you plan to perform this research. What is the sequence of steps? How much time do you estimate that each step will require? What special equipment or techniques will you use in your research?
- Research Results -- In what form will you report your results? How will these results be used

to draw conclusions from your research? In what ways do you anticipate that your results will contribute to scientific knowledge?

- Novelty of Research -- Describe how your research will advance science.

SNRE graduate students are expected to think and act as independently as possible while developing and completing their research projects. Each student is expected to exert initiative and assume responsibility for developing quality scientific research. In addition, each student is expected to communicate openly and frequently with his/her Major Advisor and Supervisory Committee. Communication--both verbal and written--is a vital part of the graduate student training process. Each student is expected to become familiar with published literature that relates to the topic of his or her research. A thorough literature review should be performed early in the student's graduate program and updated regularly during the student's tenure.

4.9. INDIVIDUAL DEVELOPMENT PLAN (IDP)

MS and Ph.D. students working on their Individual Development Plan (IDP) are encouraged to access this CALS website (<https://cals.ufl.edu/current-students/studentresources/idp/>). There you will find specific resources to help gain the skills in the IDP core competencies of Research Skills & Knowledge, Communication, Management and Leadership Skills, Effectiveness/Purpose, Professionalism, and Career Advancement.

All SNRE graduate students must develop an Individual Development Plan (IDP) with input from their major professor. The [Graduate School policy](#) explains the rationale for this requirement. The IDP serves as a means whereby students can: 1) reflect on their values, interests and professional goals, 2) self-assess their competency in important professional skills, 3) develop plans to enhance those skills with input from their supervisor and other mentors, 4) work through the plan utilizing resources provided by advisors, the department, college, university or other sources, and 5) review and revise the plan annually. It is intended to be a student-initiated process. Instructions will be provided during the new student orientation each semester. Annual re-evaluations of the plan are due to the SNRE Academic Advisor at the end of the academic year or the start of the degree program. The template can be downloaded from UF Graduate School [website](#). Additionally, The Graduate School has the following resources to help students:

- [UF Graduate School Office of Graduate Professional Development](#)
- [UF Graduate School Office of Graduate Professional Development upcoming events calendar](#)

4.10. EXAMINATIONS

4.10.1. Master of Science (MS)

A final oral or written examination is required. It is required that the student and Chair or Co-chair be in the same physical location. All other members may participate from remote sites via distance technology. This examination is usually oral, but the nature is not specified by the Graduate School and is the prerogative of the Supervisory Committee. Students should inform the SNRE Academic Advisor the date of the examination at least two weeks prior in order to create final exam forms. The examination evaluates the student's proficiency and general knowledge in at least the major field of study and, in particular, evaluates the thesis and the student's comprehension thereof.

Students prepare for this exam through course work. In the exam the student demonstrates proficiency in the following categories: knowledge, skills, and professional behavior. This examination may not be scheduled earlier than six months before the degree is to be conferred.

4.10.2. Master of Science (Non-thesis MS)

The student is required to pass a written and/or oral comprehensive exam administered by the advisory committee chair no more than six months before the degree is to be conferred. This exam is comprehensive. Students prepare for this exam through course work. In the exam the student demonstrates proficiency in the following categories: knowledge, skills, and professional behavior. Students should inform the SNRE Academic Advisor the date of the examination at least two weeks prior in order to create final exam forms.

4.10.3. Doctor of Philosophy (PhD)

Qualifying and Final Examinations are required. It is required that the student and Chair or Co- chair be in the same physical location. All other members may participate from remote sites via teleconferencing. The Qualifying Exam may be taken as early as the third semester of graduate study beyond the master's degree and must be completed at least two terms prior to graduation. The term in which the qualifying examination is passed is counted if the examination occurs before the midpoint of the term. The format for the Qualifying Exam is decided by the student's Graduate Faculty Advisor and the committee. The Qualifying Exam can be written and/or oral, covering the major area of study. The Qualifying Exam provides an evaluation of the knowledge and preparation to enter candidacy for a PhD. The student should apply for admission to candidacy as soon as the qualifying exam is passed, and a dissertation topic is approved. Students should inform the SNRE Academic Advisor the date of the examination at least two weeks prior in order to create final exam forms.

Graduate faculty and students may receive permission from the Faculty Advisor to attend the oral portion of the Qualifying Exam. Graduate faculty members who are not members of the student's Supervisory Committee are not permitted to vote with the Committee.

The PhD Final Exam provides an evaluation of the dissertation as well as the student's comprehension thereof. The final oral examination is open to all interested faculty. Students defending their thesis or dissertation should be well-prepared and should have appropriate visual aids to effectively present their data, results, and interpretation. Students prepare for this exam through course work. In the exam the student demonstrates proficiency in the following categories: knowledge, skills, and professional behavior.

4.11. TECHNICAL PAPER/PROJECT (6905) (MS Non-Thesis)

A Technical Paper/Project on a topic in interdisciplinary ecology is required for this degree, which represents work sufficient for at least 2-3 credits of 6905. Please contact the SNRE Academic Advisor about number of credits of 6905 during the term/semester of defense/presentation. The Technical Paper/Project is similar to a MS thesis, but much smaller in scope. For the Technical Paper/Project, a student demonstrates knowledge and understanding of a select topic in the interdisciplinary ecology discipline.

4.12. THESES (MS) and DISSERTATIONS (PhD)

The Graduate School has a useful [guide for preparing Theses and Dissertations](#). Students are encouraged to read this guide carefully. Copies should also be prepared for members of the Supervisory Committee who desire a copy. Copying expenses are the responsibility of the student. Copies may not be made on Departmental copy machines.

The thesis or dissertation is to be developed by the student with the supervision, recommendations, and critique of the Faculty Advisor. The student and the Faculty Advisor should thoroughly review the thesis/dissertation before submitting it to the Supervisory Committee. When the Faculty Advisor is satisfied that the document is ready for review by the Supervisory Committee, the advisor will authorize disbursement. The student should be prepared to receive suggestions for major changes and corrections in the thesis or dissertation, as required by the Supervisory Committee. Therefore, the student must allow sufficient time to make such changes. The student should plan to present the thesis or dissertation to members of the Supervisory Committee at least three weeks prior to the date of the final exam. This will allow approximately two weeks for review, and the student will have at least one week for preparing the corrected copy to be presented at the final exam. The submitted draft should be complete in every respect--including figures, tables, and bibliography. Formatting guidelines of the ETD office must be observed. [Deadlines for the First and Final submissions](#) of signed original theses and dissertations are published by the Graduate School each term and can also be obtained by contacting the SNRE Academic Advisor. The SNRE uses the deadline for submission of signed theses and dissertations as the deadline for obtaining committee members' signatures on the final document. In all cases, the student must schedule the oral examination sufficiently ahead of the deadlines to allow for corrections, since corrections are to be completed before final signatures are collected. The student needs to graduate and defend in the same semester.

Students are required to submit their theses and dissertations electronically (also called ETD). Workshops are offered by the Editorial Office and the Center for Instructional and Research Computing Activities. Information is available online at the [Application Support Center of the UF Computing Help Desk](#).

4.13. PUBLICATION OF RESEARCH

Graduate students are strongly encouraged to submit manuscripts of their findings for publication. Expectations are that PhD and MS students strive towards high quality in their research and publish their work in peer-reviewed journals. Faculty Advisor and supervisory committees outline their own expectations regarding publications to students. University policy allows the thesis/dissertation chapters to be published as articles, and students are encouraged to take this approach. However, the thesis/dissertation must comply with the editorial UF standards and guidelines. Students are also encouraged to prepare and submit papers for publication before graduation. Students are responsible for complying with all copyright requirements.

4.13.1. What do I need to know about signing agreements with publishers?

When your research is published as part of a conference, journal or book, you usually sign some sort of agreement with the publisher. Read that agreement carefully before signing make sure you

understand and agree with its terms and conditions. If you don't agree with them, you may want to negotiate to change it with the publisher or seek legal or other counsel as to what to do. The agreement should be explicit about what future rights you will keep for use of your work.

4.13.2. What if I want to use a journal article as a chapter in my ETD?

You have a number of options if you have published an article (or articles) before turning in your ETD and want to incorporate them into it. Discuss them with your Supervisory Committee and your publisher. First, you can simply cite that publication in your references. Second, if the publisher has the publication online, you can put a hyperlink to it in your ETD (with the permission of the publisher, who usually has some sort of website protection, allowing only paying customers or subscribers access to it). Third, if the publisher gives you a signed release, you can include the publication in your ETD, as allowed by that release and described in "Chapter 4: Articles as Part of Thesis or Dissertation" in the [Graduate School's Guide for Preparing Theses and Dissertations](#).

If your ETD delves into your research in a very different way than the published article, permission would not be necessary, since articles are typically short, and your ETD may be the only place where all the details, data, tables and other aspects of your research are presented in full. See additional information from the [UF Editorial Office](#).

4.14. PRESENTATION OF RESEARCH RESULTS AT SCIENTIFIC MEETINGS

All graduate students are strongly encouraged to actively participate in the SNRE Graduate Student Research Symposium in spring every year, as well as, in their Faculty Advisor's departmental research presentations. These forums provide opportunities to interact with fellow students and faculty and present research as oral or poster papers. As a part of their professional development, students should seek opportunities to present their discoveries at scientific meetings at state, national, and international levels. Though the SNRE cannot ensure financial support for out-of-pocket expenses, partial assistance may be provided to students when funds are available. Frequently, transportation to the meetings may be provided for students presenting papers. Grant funds are often used to provide partial travel support as well. Students are strongly encouraged to seek travel funding in consultation with their mentors. Travel assistance for meetings is discussed above in the Financial Assistance section.

4.15. ACADEMIC REQUIREMENTS

Course requirements for each graduate student are determined by the Supervisory Committee but must meet standards as set forth by the Graduate School. Courses will vary with the degree sought, with each graduate program being designed to fit the needs and objectives of the student. Most graduate students will find that their bachelor's degree program did not completely prepare them for graduate study. Consequently, additional foundation courses are often required.

4.15.1. REGISTRATION

4.15.1.1. General Information

All graduate students are required to register each semester during the specified periods established by the Office of the University Registrar. All course section numbers should be carefully

checked. When "Departmentally Controlled" appears in place of a section number, this indicates that the course is controlled by the department offering the course. In this case, the student should contact the specific department and the instructor for registration.

Graduate students on assistantship or fellowship must be registered for the appropriate number of hours, based on their appointment (see below), in order to qualify for the assistantship/fellowship funding and tuition waiver. If the student leaves the assistantship or fellowship during a semester, the tuition waiver does not apply, and the student must pay tuition and fees for that semester. If the student registers for more than the required number of credits, the student must pay the balance of tuition not covered by the assistantship.

4.15.1.2. Minimum Credits for Registration

Minimum registration requirements (credits) are as follows:

Assistantship Type	Fall/Spring	Summer A/B/C
Full-time students (non-assistants)	9	4/4/8
Students on fellowship	12	4/4/8
Assistants on .01 to .24 FTE	12	4/4/8
Assistants on .25 to .74 FTE	9	3/3/6
Assistants on .75 to .99 FTE	6	2/2/4
Full time Assistants	3	varies
Part-time students	3	2 total

For students on appointment for the full summer, registration must total that specified for the C term, and students must be registered during each term on appointment. A student must not have three consecutive semesters (as of Fall 2019) when s/he is not registered for the minimum credits, or the student must submit a Readmission Application to UF Admissions.

4.15.1.3. Seminar Policy

All MS thesis students and PhD students are asked to give an exit seminar in fulfillment of their degree requirements. MS non-thesis students are not required to present a seminar but have the option to give a seminar to present their Technical Paper/Project. Students are required to get approval of their Faculty Advisor before giving the exit seminar to ensure that the seminar content is ready for presentation. Please contact the SNRE Academic Advisor about your seminar or exit seminar.

4.15.1.4. Registration for Final Term

Students who have completed all course requirements but need to finalize their thesis/dissertation, or non-thesis students who need to complete final exam and final project report, must register for at least 3 credit hours during the fall or spring terms or 2 hours for the summer term. All thesis and doctoral degree candidates must be registered for at least the minimum number of credits for 6971 or 7980 during the term that the final examination is given and the term the degree is conferred. For non-thesis students, please contact SNRE early on for information. You will need to register for 3 hours of XXX 6905 in your final semester. Also, non-thesis candidates must be registered for at

least the minimum number of credits that count toward the degree program during the term the final examination is given and the term the degree is conferred.

4.15.1.5. Cleared Prior Status

Clearing prior is a possibility only for Thesis and Dissertation students who have met all published deadlines for the current term except Final Clearance from the Graduate Editorial Office. No other students are eligible. Clear Prior permits students to be exempt from registration for the term in which the degree will be awarded. A student requesting to clear prior must meet ALL the following criteria:

- Student has successfully submitted a degree application for the current term within the published deadlines, as confirmed by print screen available from ONE.UF.
- Student has appropriately satisfied the current term registration requirement.
- Student has successfully met the current term first submission deadlines for the thesis or dissertation, as confirmed by the Editorial Office via a confirmation email to the student and Supervisory Committee chair.
- Student has successfully met all other degree and administrative requirements within the published deadlines for the current term.
- Student is in the process of finalizing the thesis or dissertation with the Graduate School Editorial Office.
- Student has filed a Graduation Date Change Form at the Registrar’s Office by the last day of classes of the current term.

4.16. UNSATISFACTORY ACADEMIC PROGRESS

Students pursuing the MS or PhD degrees are expected to complete at least the minimum hourly requirement each term and to maintain an acceptable academic grade point average. "Acceptable" is understood to mean a cumulative GPA of 3.00, as well as a 3.00 in all courses. Students who fall below these standards will be placed on academic probation and may lose their assistantship. For the third and subsequent semesters of enrollment, students who demonstrate less-than-adequate academic progress will be subject to the following actions:

Category	Cumulative GPA	Action to be taken
A	2.9 to 3.0	Students who fall in this range for the first time will be given 2 semesters to correct the deficiency. Students who fall in this range for the second time will be given 1 semester to correct.
B	2.7 to 2.89	Students who fall in this range for the first time will be given 2 semesters to correct this deficiency. Students who fall in this range for the second time may be dismissed.
C	less than 2.7	The student's graduate program may be immediately terminated.

Students who wish to request a waiver of this policy or any portion thereof must do so in writing to the SNRE Director. Exceptions to this policy will require legitimate reasons to substantiate any request for a waiver.

Upon notification by the Graduate School of graduate students having a cumulative GPA of <3.0, the Academic Advisor will send letters to each student and to the student's Faculty Advisor informing each of Departmental policy toward unsatisfactory academic progress.

New graduate students who demonstrate less-than-adequate progress at the end of their first semester will be subject to the following actions:

Category	Cumulative GPA	Action to be taken
A	2.9 to 3.0	Conditionally admitted students will be given one semester to correct this deficiency. Directly admitted students will be given two semesters to correct this deficiency. If at the end of a conditionally admitted student's second semester the cumulative GPA remains <3.0, the student's graduate program may be terminated.
B	2.7 to 2.89	Conditionally admitted students may be terminated; directly admitted students will be given one semester to correct this deficiency.
C	less than 2.7	Possible termination of graduate program.

4.17. EXIT INTERVIEW

The SNRE Academic Advisor will send a short survey to all students on the degree list for that semester, asking information such as job or post-doctoral fellowship placement. The SNRE Director will also communicate with each graduating student, to ask for their feedback on their experience.

5. ADMINISTRATIVE AND ACADEMIC POLICIES

5.1. PETITIONS REGARDING GRADUATE REQUIREMENTS

Petitions regarding waivers or alterations of any departmental requirement must be submitted to the SNRE Director. Petitions regarding waivers or alterations of any Graduate School requirement must be submitted to the CALS Deans Office by the SNRE Academic Advisor and SNRE Director, who then will submit it the Graduate School.

5.2. DESK SPACE ASSIGNMENT

Office space is assigned to graduate students on a space-available basis, with assignments being made by the SNRE Administrative Specialist. Most office space, at present, is in conventional offices shared by other graduate students. In order to request office space, please see the SNRE Administrative Specialist.

5.3. COMPUTER FACILITIES AND RESOURCES

Financial support for computer use for thesis or dissertation research activities and other work-related assignments will normally be available through the student's Faculty Advisor. Computer support available for research from the Faculty Advisor is not to be used for course work assignments. Computer time for course work is available through the instructor teaching the course or through major advisor's Department. Students should have their own computers for class work and personal use. All students must have a GatorLink account, which will be the primary method of communication via email. It is important that students check their GatorLink email frequently!

The CALS Computer Teaching Laboratory (3086 McCarty Hall B) is currently available to students and faculty on a no-cost basis and can be accessed for computer-based work. The Virtual Machines (VMs) serve as a virtual desktop computer lab, providing students with remote access to software (Office Suite, ArcGIS, statistical and geostatistical software, etc.) and secure workspace for work on research projects, course work or thesis/dissertation projects. See the [CALS Computer Lab and Classroom Resources](#) to review the list of equipment, virtual labs and applications, hours of the lab and reservations of classroom resources. Review additional software and access many software applications from any computing device through [UF Apps](#).

5.4. FINANCIAL SUPPORT FOR RESEARCH

Materials, supplies, equipment, travel, and support services (graphical and technical)—as required for the performance of research—are provided by the Faculty Advisor's research program—will be supported through the State and Federal funds and extramural grants and contracts to the extent that funds are available. Requests for services and support are to be channeled through the student's Faculty Advisor. Such services are not available for activities related to course work, thesis, or dissertation preparation unless allowed by grant funds. Students are encouraged to participate with faculty in the preparation of grant proposals to obtain necessary support for research activities.

Students have full access to the e-library and the library facilities on the main campus of the University of Florida. To use library services such as computerized literature searches, billed copying services, etc., the student must obtain the approval of his/her Faculty Advisor and use the appropriate account number for each library.

Expenses for thesis and dissertation preparation—typing, drafting, paper, photocopying and covers—are considered personal expenses and are borne by the student, not the SNRE. On the other hand, expenses related to the preparation of required reports or publications derived from theses and dissertations should be requested from Faculty Advisor.

5.5. LEAVE (UF GAU-CONTRACT – ARTICLE 8)

8.1 An employee shall not be required to perform assigned duties when:

- (a) Disabled or otherwise unable to perform them because of injury, illness (physical or mental), jury duty, required U.S. military service, or when unable to so perform because the employee's presence is required elsewhere because of injury, illness, or death in the immediate family. Immediate family shall consist of mother, father, spouse, sister, brother, child, domestic partner,

a person in a legal dependent relationship with the employee, or other relative living in the employee's household. The employee shall notify the supervisor of the inability to serve as soon as possible.

- (b) The university is closed for a state holiday or a declared emergency, unless the special conditions of the appointment require the employee to perform duties at these times. These days shall not be held against the employee with regard to permitted days of leave pursuant to Section 8.2.
- (c) Taking examinations for professional licensing related to the degree or qualifying examinations required by the university. These days shall not be held against the employee with regard to permitted days of leave pursuant to Section 8.2.
- (d) Traveling to conferences or other events for professional development. UFBOT and the UFF- UFGAU encourage supervisors to facilitate professional development and approval of attendance at such events shall not be unreasonably denied. These days shall not be held against the employee with regard to permitted days of leave pursuant to Section 8.2.

8.2 Personal time under this Article shall be with pay for up to five (5) days per semester appointment. Each employee shall be credited with such five (5) days at the beginning of each semester and shall use leave in increments of not less than one (1) day. For example, an employee scheduled to work six (6) hours on Monday and three (3) hours on Tuesday, who is unable to perform assigned duties on these days for any of the reasons described above, would be charged with two (2) days of personal time, regardless of FTE appointment, or number of work hours scheduled. The personal time provided under this article shall not be cumulative. **SNRE: The employee shall notify the supervisor of the need for personal time as soon as possible. Time-off must be mutually agreed upon by the student and the Faculty Advisor.**

8.3 Unpaid Leave.

- (a) Graduate assistants shall be entitled to six (6) weeks of unpaid leave during any 12- month period for one or more of the following reasons:
 - 1. The birth of a child and in order to care for that child;
 - 2. The placement of a child with a graduate assistant for adoption or foster care;
 - 3. The care of a spouse, domestic partner, mother, father, brother, sister, child, legal dependent, or a relative living in the graduate assistant's household;
 - 4. A serious health condition of the graduate assistant that makes the GA unable to perform his or her duties.
- (b) The graduate assistant shall provide the University with written notice not less than thirty (30) days prior to the date of the requested leave, if practicable. In the case of emergency, the graduate assistant must give verbal notice within twenty-four (24) hours of taking leave. In case

of a serious health condition, the University may request medical verification from a health care provider. The University may also require the GA to see a health care provider of the University's choice and at the University's expense.

- (c) The Graduate Assistant may request an extension of the leave, which the University, at its sole discretion, may provide.
- (d) The GA is entitled to return to the same or similar position at the conclusion of the leave. This return provision does not apply if the return date is after the completion of an employment contract.
- (e) The University shall continue to pay the health care premiums during the duration of the GA's leave. If applicable, the University tuition waiver shall be maintained.
- (f) A GA must be in at least a second semester of employment as a graduate assistant to be eligible for this leave provision.

5.6. OUTSIDE EMPLOYMENT

Outside employment or other activities that the University can show interfere with an employee's obligation to the University or that constitute a conflict of interest is prohibited. No employee who engages in outside employment or other activity shall claim to be an official University representative in connection with an outside employment or other activity. No employee may use University personnel, equipment, or facilities in connection with the outside employment or activity without prior approval of the University. Approval for the use of University facilities, equipment, or services may be conditioned upon reimbursement for the use thereof.

Report of Outside Activity. Any employee who proposes to engage in any outside activity or who has a financial interest which the employee should reasonably conclude may create a conflict of interest, shall report to the employee's supervisor, in writing, the details of such proposed activity prior to engaging therein. The report shall include, where applicable, the name of the employer or other recipient of services; the funding source; the location where such activity shall be performed, and the nature and extent of the activity.

5.7. GRIEVANCES

Policies and procedures for pursuing grievances, when informal resolution has not proven effective, are listed in Article 22 of the Collective Bargaining Agreement between the Board of Regents and Graduate Assistants United, United Faculty of Florida.

OPTIONS FOR REPORTING CONCERNS AND FILING COMPLAINTS

When an individual has a concern about possible employee misconduct or wants to file a complaint alleging employee misconduct, there are several different options to consider. Once an incident is reported to a particular office, it is possible that more than one UF office will look into the concern or complaint, depending on the subject matter and severity.

We recommend employees start with the office that seems to be the best fit for the situation. The

offices identified below regularly collaborate with each other and can determine if a joint investigation is necessary or whether the complaint is more appropriately addressed by another office. To avoid confusion and redundancies, please do not file the same complaint with multiple offices. In other words, pick the office that makes the most sense and we will sort it out.

In Case of Emergency: As always, if an employee believes there is an imminent safety risk to them (or another UF employee, student, or guest) please **call 911**.

Reporting Guidance by Office:

Immediate Supervisor

Employees are always encouraged to first speak with their immediate supervisor any time they have a workplace problem or concern. Immediate supervisors are in the best position to help employees address and resolve work-related concerns or issues. If the problem involves the employee’s immediate supervisor, speaking to the supervisor’s immediate supervisor (i.e., the next person in the chain of leadership) is the appropriate person to contact about a possible complaint.

School of Natural Resources and Environment

SNRE may be the first point of contact to discuss any misconduct issues if employees are uncomfortable contacting their immediate supervisor. Students may contact the SNRE Director with questions, guidance or to voice concerns.

K. Ramesh Reddy, Director

P.O. Box 116455
Location: Room 103 Black Hall
Phone: (352) 392-9230
Phone: (352) 294-3151
Email: krr@ufl.edu

In addition, students may contact the SNRE Academic Advisor and Administrative Specialist with questions, guidance or to voice concerns.

Karen Bray, Academic Advisor III

P.O. Box 116455
Location: Room 103 Black Hall
Phone: (352) 392-9230
Fax: (352) 392-9748
Email: kbray@ufl.edu

Christy LaPlante, Administrative Specialist III

P.O. Box 116455
Location: Room 103 Black Hall
Phone: (352) 392-9230
Fax: (352) 392-9748
Email: christyn@ufl.edu

(a) **Employee Relations**

Employee Relations is an appropriate office for employees to contact if they are concerned that another UF employee may be violating a UF regulation or policy, or if the employee is unsure of where to report an issue in the workplace. It is also an appropriate office to contact when it appears another UF employee is engaging in misconduct, such as bullying. This is true even if the reporting employee is not being directly harmed by the misconduct (i.e., the bully is targeting someone else). You can contact Employee Relations by calling (352) 392-1072 or emailing EmployeeRelations@hr.ufl.edu.

(b) [UF Title IX Office](#)

The Title IX Office is the appropriate place to initiate a complaint (if the reporting party is the victim) or file a report (if the reporting party is a witness) of anything that may be construed as sex discrimination, sexual harassment, or sexual assault. As is always the case, **if there is a crisis situation, call 911**. You can complete a Title IX [complaint form](#) or you may contact the Title IX Office by calling (352) 273-1094.

(c) [UF Privacy Office](#)

If a UF employee is aware of any unauthorized disclosure or acquisition of private data, including anything that may be protected by HIPAA (protecting medical records) or FERPA (protecting student records), they may contact the UF Privacy Office at (352) 294-8720, 1-866-876-4472 (hotline) or complete a [Privacy Incident Report](#).

(d) [UF Office of Internal Audit](#)

The Office of Internal Audit (OIA) has the responsibility of reviewing complaints and allegations of a fiscal or related compliance nature (*e.g.*, theft, improper use of UF property or funds, etc.). This includes complaints and allegations made under various Florida laws designed to prevent fraud and dishonest acts while protecting whistleblowers. You may contact the Office of Internal Audit by calling (352) 392-1391.

(e) [UF Office of Research](#)

The Office of Research is the best office to contact about research misconduct. Research misconduct generally means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. You may contact the Office of Research by calling (352) 392-1582.

(f) [UF Compliance and Ethics \(UFCE\)](#)

The University of Florida is committed to operating in an environment of integrity and has established the UF Compliance and Ethics (UFCE) as a point of coordination and a resource to all employees for all compliance activities. Employees are asked to report any activities or conduct that they believe violates a state or federal law or university policy. This includes violations of the FL Code of Ethics, UF Ethics Policy, conflicts of interests, exclusions screenings, higher education or healthcare related laws, and any other compliance related violations. The UF Compliance and Ethics (UFCE) is one place for reporting concerns, however the office works closely with other core services so if there is an office more suited to answer your question, they will refer you accordingly. You may contact UF Compliance and Ethics (UFCE) by calling (352) 294-8720 or e-mailing uf-compliance@ufl.edu.

(g) [Confidential/Anonymous Hotline Service](#)

If an employee is not comfortable reporting their concern through any of the university's administrative channels, the UF Compliance Hotline is a confidential/anonymous way to report concerns of suspected wrongdoing. The UF Compliance Hotline is provided by "The Network," a company that provides confidential hotline reporting services to many other universities and corporations. The UF Compliance Hotline is operated 24 hours a day, 365 days a year and can be

used by calling (877) 556-5356 or using its [online reporting service](#).

(h) **[Student Misconduct](#)**

If the individual who is engaging in suspected misconduct happens to be a student, the Student Conduct & Conflict Resolution Office within Student Affairs should be contacted. UF students are expected to comply with the [Student Conduct & Honor Codes](#) and applicable UF regulations and policies. The Student Conduct & Conflict Resolution Office is located at 202 Peabody Hall and can be reached by calling (352) 392-1261 or by faxing (352) 392-5566. Additionally, electronic inquiries regarding Student Conduct and Conflict Resolution may be submitted using the [SCCR Contact Form](#).

Additional Resources:

(i) **[Offices of the Ombuds](#)**

[Ombuds for Students](#): The purpose of the Ombuds is to assist students within the university community in solving problems and conflicts. The Ombuds will listen, discuss issues, answer questions, interpret policies, provide information and referrals and help develop options for problem resolution. The Ombuds serves as an advocate for fairness for University of Florida students. The Ombuds is: accessible, working with all members of the university community; independent, reporting directly to the Provost and through the Provost to the President; unbiased, considering the rights and interests of all parties involved, searching for fair solutions. Call the Ombuds for students: (352) 392-1308.

(j) **[Employee Assistance Program \(EAP\)](#)**

EAP provides employees with free and confidential consultation with licensed mental health professionals and facilitates workshops and trainings addressing topics such as stress management for groups, among other offerings. To contact the EAP, call (352) 392-5787, email eaphelp@shcc.ufl.edu, or visit EAP online at eap.ufl.edu.

(k) **[U Matter, We Care](#)**

This is an umbrella for care-related programs and resources for students and employees. It includes the Office of Victim Services and a training program for recognizing the signs of distress and providing help, as well as other resources.

Reporting Options by Subject

(l) **[Research Animal Welfare Concerns](#)**

Contact UF [Animal Care Services](#): **Phone:** (352) 273-9230, **Fax:** (352) 273-9323, **Email:** ACS-Office@acs.ufl.edu.

Concerns about misconduct involving animals used for research, testing, teaching or training purposes can be reported to the [Office of Research](#). Additional information is available on the Office of Research website addressing [Animal Use in Research](#).

If you suspect, know or feel that anyone is or may be involved in [research misconduct](#), you can report it in one of the following ways:

- Contact the Division of Research Compliance and Global Support by calling (352) 294-1632 or emailing compliance@research.ufl.edu;
- Visit the Division of Research Compliance and Global Support in person at 249 Grinter Hall;

or

- Anonymous non-emergency reports can be made to the UF [Compliance Hotline](#) by calling (877) 556-5356 or by using its [online reporting service](#).

(m) Crimes (Witnessed or Suspected)

In an emergency, always start with law enforcement by calling 911. For non-emergent situations, report concerns directly to UF Police Department by calling (352) 392-1111.

Anonymous **non-emergency** reports can be made to the UF [Compliance Hotline](#) by calling (877) 556-5356 or by using its [online reporting service](#).

(n) Data Breaches/Confidentiality and Information Management Issues

If you believe that someone without authorization may have accessed electronic files or records, immediately report the incident to the [UF Privacy Office](#) by calling (352) 627-9050 or the toll-free hotline (866) 876-HIPA, faxing (352) 627-9052, or emailing privacy@ufl.edu. You may also complete an online [Privacy Incident Report](#) if an unauthorized disclosure or acquisition of private data occurs or is suspected to have occurred.

Information Security incidents can be reported to the [UFIT Information Security Office](#) by emailing security@ufl.edu or calling (352) 273-1344.

- Phishing scams targeting University of Florida faculty, staff or students should be reported to abuse@ufl.edu.
- Email abuse should also be reported to abuse@ufl.edu.
- Unsolicited spam email should be reported report-spam@ufl.edu ([more info](#))

(o) Discrimination Based on Protected Class

If you believe you have been treated differently based on your protected class status, you can contact UFHR [Employee Relations](#) to discuss the matter or file a complaint.

Anonymous reports can be made to the UF [Compliance Hotline](#) by calling (877) 556-5356 or using its [online reporting service](#).

(p) Disability/Accessibility Accommodations and Concerns

To report a campus or online disability accessibility issue, you can contact [Dr. Russ Froman](#), the UF ADA Compliance Coordinator. Employees who want to request a disability accommodation or learn more about the disability accommodation process can visit: [ADA and Accessibility Services for UF Employees and Job Applicants](#).

Complaints can be submitted through the UFHR Employee Relations [Complaint process](#). Reports can be anonymously made to the UF [Compliance Hotline](#) by calling (877) 556-5356 or by using its [online reporting service](#).

(q) Employee/Co-Worker Relations

Issues within your work environment should first be reported to your immediate supervisor and your chain of command. If attempts to resolve issues locally fail, you can contact UFHR [Employee Relations](#).

If you are not sure whether you want to file a complaint, you can also consider meeting with the

[Ombuds for Students.](#)

Anonymous reports can be made to the UF [Compliance Hotline](#) by calling (877) 556-5356 or by using its [online reporting service](#).

(r) Fraud, Waste and Financial Abuse

You may report violations or concerns to your immediate supervisor or department head, if appropriate.

You may also contact the [Office of Internal Audit](#), 903. W. University Avenue, P.O. Box 113025, Gainesville, FL 32611-3025.

Joe Cannella, CPA

Interim Chief Audit Executive

Email: jciii@ufl.edu

Phone: (352) 273-1893

Dolly Haertling

Coordinator, Administrative Services

Email: dhaertl@ufl.edu

Phone: (352) 273-1879

Anonymous reports can be made to the UF [Compliance Hotline](#) by phone (1-877-556-5356) or via an [online reporting service](#).

(s) Research Misconduct

If you suspect, know or feel that anyone is or may be involved in [research misconduct](#), you can report it in one of the following ways:

- Contact the Division of Research Compliance and Global Support by calling (352) 294-1632 or emailing compliance@research.ufl.edu;
- Visit the Division of Research Compliance and Global Support in person at 249 Grinter Hall; or
- Make an anonymous report by using the UF Compliance Hotline by calling (877) 556-5356 or by using its [online reporting service](#).

(t) Sexual Harassment or Sexual Misconduct

In an emergency, always start with law enforcement by calling 911. For non-emergent situations, report concerns directly to UF Police Department by calling (352) 392-1111.

Anyone who believes that he or she has been subjected to a violation of this policy or related retaliation is strongly encouraged to promptly report such behavior to the [Title IX Coordinator](#) or any university official, administrator, supervisor, manager, or faculty member.

In non-emergency situations, sexual harassment, sexual assault, or any sexual misconduct can be reported to UF's Title IX Coordinator, 903 West University Avenue, phone: (352) 273-1094, email: titleix@ad.ufl.edu.

Additional resources are listed on the [UF Title IX website](#). You can also [download a complaint form](#) to assist in the reporting process.

Anonymous reports can be made to the UF [Compliance Hotline](#) by calling (877) 556-5356 or by using its [online reporting service](#).

(u) Suspected Child/Adult Abuse or Neglect

Emergency situations should be immediately reported to UFPD at 911.

Florida law requires every individual who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected to immediately [report](#) such knowledge or suspicion to the Florida Department of Children and Families (DCF). The law also requires reports of known or suspected abuse, neglect, or exploitation of a vulnerable adult. Heightened fines apply to institutions of higher education who fail to make required reports. Learn more on UF's page dedicated to Vulnerable Persons or watch a [short educational video posted by UFPD](#).

(v) Threats or Threatening Behavior

Emergency situations should be reported immediately by calling 911. For non-emergencies, such concerns may be reported to UFPD by calling (352) 392-1111, faxing (352) 392-0539, or emailing updinfo@admin.ufl.edu.

For non-emergencies, threats or threatening behavior may also be reported through the observer's chain of command (starting with immediate supervisor) to [Employee Relations](#) or to the UF Compliance Hotline either by calling (877) 556-5356 or by submitting an [online reporting service](#).

(w) Workplace Injuries/Accidents

The injured employee and supervisor should immediately contact AmeriSys by calling (800) 455-2079. Treatment for any non-life threatening work-related injury or illness must be authorized by AmeriSys prior to obtaining medical treatment.

If you have questions or need more information about workers' compensation, contact the UF Workers' Compensation Office by calling (352) 392-4940 or emailing workcomp@ufl.edu. You may also contact UFWC by calling (800) 955-8771 (TDD) or visiting the [UFWC website](#).

Still not sure where to start the complaint/reporting process? Please contact Employee Relations' Main Office (or your Employee Relations Satellite Office):

Employee Relations Main Office

903 W. University Avenue
P.O. Box 115000
Gainesville, FL 32611
Phone: (352) 392-1072
Email: EmployeeRelations@hr.ufl.edu

Brook Mercier, Director of Employee Relations

903 W. University Avenue
P.O. Box 115000
Gainesville, FL 32611
Phone: (352) 392-1072
Email: bmercier@ufl.edu

Institute of Food and Agricultural Sciences (IFAS)

Leticia Forster, Manager

P.O. Box 110281
Location: Room 2044 McCarty Hall D
Phone: (352) 392-4777
Fax: (352) 392-3226
Email: lvforster@ufl.edu

Institute of Food and Agricultural Sciences (IFAS)

Janet Malphurs, Manager

P.O. Box 110281
Location: Room 2044 McCarty Hall D
Phone: (352) 392-4777
Fax: (352) 392-3226
Email: jmmalph@ufl.edu

5.8. HONOR CODE AND PLAGIARISM

All students, staff and faculty members, and administrators in the SNRE follow the honor code of academic honesty as outlined by the [UF Dean of Students Office](#).

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

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

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

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

Student responsibility: Students should report any condition that facilitates dishonesty to the instructor, department chair, college dean, or Student Honor Court.

Faculty responsibility: Faculty members have a duty to promote honest behavior and to avoid

practices and environments that foster cheating in their classes. Teachers should encourage students to bring negative conditions or incidents of dishonesty to their attention. In their own work, teachers should practice the same high standards they expect from their students.

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

Student Conduct Code

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

Librarians at Marston Science Library have created a resource guide on [Responsible Conduct of STEM Research](#).

Any violations of the honor code, in particular plagiarism in research documents, theses, dissertations, manuscripts, publications, presentations, and course work, will be rigorously addressed following steps outlined by the [judicial process for honor code violations](#). A Faculty/Student Resolution Form will be completed and forwarded to Student Conduct and Conflict Resolution, 202 Peabody Hall. This results in a student disciplinary file for the student as a violation of the Student Honor Code and in worst case, expulsion from the UF.

6. CONTACT INFORMATION

Dr. K. Ramesh Reddy

Interim SNRE Director
352.294.3151
3159 McCarty Hall A
P.O. Box 110290
Gainesville, FL 32611-0290
Email: krr@ufl.edu

Karen Bray

SNRE Academic Advisor
352.392.9230
103 Black Hall
P.O. Box 116455
Gainesville, FL 32611
Email: kbray@ufl.edu

Dr. Henry Frierson

Dean of the Graduate School
352.392.6622
164 Grinter Hall
P.O. Box 115500

Dr. Joel Brendemuhl

Associate Dean, CALS-IFAS
352.392.1963
2020 McCarty Hall D
P.O. Box 110270

Graduate Student Records

Graduate

Editorial

Office:

Office of Student Financial Aid & Scholarships

Please see below, for Appendix A - C

APPENDIX A: GRADUATION CHECKLIST

Time tables for meeting all deadlines are published by the Graduate School each semester in the [UF Graduate Catalog](#).

- **The semester before you plan to graduate**, check with the Academic Program Specialist to ensure that you have completed all requirements and resolved any issues before graduation. Graduate students cannot graduate with “I,” “N,” or “H” grades on the transcript. A 3.0 GPA overall and in your major is also required to graduate.
- For the final term, registration for the minimum hours of 6971 is required for MS thesis students and the minimum hours of 7980 are required for PhD students, unless the student has obtained “cleared prior” status. Non-thesis students must register for at least the minimum hours of course work that can be counted toward the degree. (See **Registration for Final Term** section)
- Fill out an online degree application (through One.UF) for the correct degree and submit it to the Office of the University Registrar by the UF deadline.
- Schedule the thesis or dissertation defense/final examination and notify Student Services no

later than 10 business days ahead of time. Final Exam Form, ETD Signature Page, and Publishing Agreement forms must be generated in the system for all students, and an announcement of examinations must be made.

- The Final Plan of Study form must be signed and turned in to Student Services along with the Final Exam Form, ETD Signature Page, and Publishing Agreement. Any discrepancies between the Proposed and Final Plan of Study forms must be approved by all members of the Committee at the defense/final examination before the student may graduate.
- Review the checklists below and the [Graduate School Graduation Checklists](#) to ensure you meet all Thesis and Dissertation submission requirements and deadline

APPENDIX B: CHECKLIST FOR STUDENTS AND FACULTY MEMBERS

(1) Admission into the graduate program; a SNRE faculty member must agree to serve as Faculty Advisor before a student can be admitted to the graduate program.

(2) First semester:

- (i) SNRE develops draft Plan of Study with students and Faculty Advisor.
- (ii) Graduate student orientation and SNRE orientation.
- (iii) Register for graduate-level courses.
- (iv) Students and Faculty Advisor discuss ideas for research (MS-thesis and PhD) or Technical Paper/Project (MS-Non-thesis).
- (v) Student develops research proposal under supervision of Faculty Advisor.
- (vi) Initial steps to form a Supervisory Committee.

(3) Second semester:

- (i) Continue course work (all graduate students); and research (PhD and MS students).
- (ii) Form Supervisory Committee.
- (iii) Share Plan of Study with Supervisory Committee and modify according to recommendations by faculty members.
- (iv) Approve Plan of Study (signatures by student and committee members) – required by the end of second semester.
- (v) Continue to develop research proposal (MS and PhD student).

(4) Third semester:

- (i) Continue course work (all graduate students); and research (PhD and MS thesis students).
- (ii) MS thesis students: Finalize research proposal and present it to the Supervisory Committee.
- (iii) Meeting of Supervisory Committee (at least once a year).

(5) Fourth semester:

- (i) Continue course work (all graduate students); and research (PhD and MS thesis students).
- (ii) MS professional students: Start to work on Technical Paper/Project.
- (iii) PhD students: Finalize research proposal and present it to the Supervisory Committee.

(6) ~ Fifth semester:

- (i) Continue course work (all graduate students); and research (PhD and MS thesis students).
- (ii) MS students: Schedule examination. The examination may not be scheduled earlier than six months before the degree is to be conferred.

(7) ~ Sixth semester:

- (i) MS non-thesis students: Complete Technical Paper/Project – after approval by committee the paper is archived in the SNRE; written OR oral comprehensive exam administered by Supervisory Committee; complete SNRE learning outcomes survey; graduation
- (ii) MS thesis students: Complete thesis and present thesis to Supervisory Committee – after approval by committee the thesis can be submitted to ETD office; final oral OR written examination administered by Supervisory Committee; exit seminar; complete SNRE learning outcomes survey; graduation; publish research results jointly with faculty advisors.
- (iii) PhD students: Qualifying Examination - The exam may be taken as early as the third semester of graduate study beyond the master's degree and must be completed at least two terms prior to graduation. Commonly the qualifying exam is taken after major course work has been completed. Note: PhD students should meet at least once a year with supervisory committee to provide update on progress of research.

(8) Seventh following semesters (PhD students):

- (i) Continue course work and research.
- (ii) Meet at least once a year with supervisory committee to provide update on progress of research. Discuss research questions. Refine research according to suggestions by committee.
- (iii) Start writing manuscripts as soon as research evolves and submit for publication in peer-reviewed journals.

(9) Final semester (PhD students):

- (i) Complete dissertation.
- (ii) Defend the dissertation (oral) in front of Supervisory Committee.
- (iii) Refine dissertation according to suggestions by committee.
- (iv) Present at SNRE seminar.
- (v) Submit the final revised version of dissertation to Supervisory Committee and seek faculty approval (signatures).
- (vi) After approval by committee, submit dissertation to ETD office.

- (vii) Return office keys and other related materials to the department / Faculty Advisor.
- (viii) Finalize manuscripts and submit them to peer-reviewed journals.
- (ix) Graduation.

Congratulations to all graduate students!

APPENDIX C: ADDITIONAL RESOURCES FOR GRADUATE STUDENTS

Mental Health Resources:

- [Counseling and Wellness Center \(CWC\)](#)
 - [Brief individual counseling](#) (1-6 sessions)
 - [Group counseling](#) (semester-long)
 - [Psychiatry](#)
 - [Mental health workshops](#)
 - [Crisis support](#)
 - [Alcohol and other drugs services](#)
 - [Black student wellness resources](#)
 - [Suicide prevention and education](#)
- [Talkspace therapy](#) (free with [GatorGradCare](#) health insurance)
- [Employee Assistance Program](#)
- [Community providers database](#)
- [Alachua County Crisis Center](#)
- [GatorWell](#) wellness coaching
- [UF Mindfulness resources](#)

Disability Resources:

- [Accessible UF](#)
- [Disability Resource Center \(DRC\)](#)
 - [Scholarships through the DRC](#)
 - [Accommodations](#)
 - [Career development resources](#)
 - [Campus Accessibility](#)

LGBTQIA+ Resources:

- [LGBTQ Affairs](#)
 - [Discussion Groups](#)
 - [Student centers and organizations](#)
- [Trans Resource Network \(TRN\)](#)
 - [Gender-neutral restrooms on campus](#)
 - [TRN Resources](#)
- [TranQuility \(Transgender Community Group\)](#)
- [UF Pride Student Union](#)

Ethnic, Racial, and Cultural Identity-based Resources:

- [Multicultural and Diversity Affairs](#)
 - [Black Student Affairs](#)
 - [Hispanic and Latinx Student Affairs](#)

- [Asian, Pacific Islander, and Desi Student Affairs](#)
- [Black Student Union](#)
- [African Student Union](#)
- [Indigenous-American Student Association](#)
- [Society for Advancement of Chicanos/Hispanics and Native Americans in Science \(SACNAS\)](#)
- [Resources from the Office of the Chief Diversity Officer](#)

International Student Resources:

- [UF International Center](#)
 - [F-1 Student Resources](#)
 - [Forms and resources](#)

Teaching and Instructional Design Resources

- [Center for Teaching Excellence \(CTE\)](#)
 - [Passport to Great Teaching certificate program](#)
- [Center for Instructional Technology and Training \(CITT\)](#)

[CITT online certificates of completion](#)

