

# GRADUATE ACADEMIC REGULATIONS

## Adherence to Guidelines and General Regulations

The student is responsible for becoming informed and observing all program regulations and procedures. The student must be familiar with the Graduate Catalog general regulations and requirements, specific degree program requirements, and the offerings and requirements of the major academic unit. *Rules are not waived for ignorance.* Any exceptions to the policies stated in the Graduate Catalog must be approved by the Dean of the Graduate School. After admission to the Graduate School, but before the first registration, the student should consult the college and/or the graduate coordinator in the major academic unit about courses and degree requirements, deficiencies, if any, and special regulations of the academic unit. The dean (or representative) of the college where the degree program is located must oversee all registrations. Once a supervisory committee is appointed, the committee chair is responsible for registration approval. Key information is contained or disseminated through several electronic sites. Each student **must** regularly check the Graduate Information Management System (GIMS) (<https://gradschool.ufl.edu/gimsportal/gatorlink/portal.aspx>) for accuracy and currency of the degree program and associated milestones. In addition, each student is required to create, maintain, and regularly check a GatorLink email account (<http://gatorlink.ufl.edu>). Critical information is sent directly to the student's UF Business Email address.

## Academic Integrity

In 1995, the UF student body enacted an Honor Code and voluntarily committed itself to the highest standards of honesty and integrity. In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. Student and faculty support are crucial to the Honor Code's success. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code. The University of Florida is committed to preserving an open learning environment for all those who participate in the university community. Such an environment requires respect for self-expression, civil discourse in and out of the classroom, and trust from all members of the UF community. All students must participate in academic research and learning at the university in a manner consistent (in accordance) with these values. Dishonesty, plagiarism, and other forms of misconduct are serious violations of academic integrity and should be discouraged by all members of the university community.

Please review the Student Honor Code found at the following site: <https://gradcatalog.ufl.edu/graduate/regulations/>. The process steps can be found by visiting <https://sccr.dso.ufl.edu/students/student-conduct-code/>. All students are expected to follow these expectations.

## Academic Honesty

UF students are bound by The Honor Pledge, which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding

by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. To better understand the University's expectations regarding academic integrity, view the Dean of Students Academic Integrity Module found at the following site: <https://sccr.dso.ufl.edu/process/resources/academic-integrity/>.

## Data Use

UF requires responsible data stewardship to support its education, research, and service missions, maintain trust, and ensure compliance with applicable laws, as well as UF regulations, policies, guidelines, and contracts governing data management and privacy. The University of Florida manages data in support of its educational, research, and service missions. This Policy establishes requirements for the generation, management, sharing, retention, and transfer of UF Data to ensure ethical stewardship and compliance with applicable laws as well as UF regulations, policies, and contracts. For more information and to gain access to all subsections of this policy, including responsible use of AI, visit <https://policy.ufl.edu/policy/acceptable-data-use/>.

## Research Expectations

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

## Attendance at Commencement

Graduates who are to receive advanced degrees are urged to attend Commencement to accept in person the honor indicated by the appropriate hood. Through the University Bookstore, the student may arrange to rent or buy the proper academic attire to be worn at Commencement. For more information regarding commencement, please speak with your academic unit's advisor and visit <https://commencement.ufl.edu/>.

## Attendance Policies

### Absences

Students may only participate in classes if they are registered officially or approved to audit with evidence of having paid audit fees. The Office of the University Registrar provides official class rolls to instructors.

Students are responsible for satisfying all academic objectives as defined by the instructor. Absences count from the first class meeting.

Acceptable reasons for absence from or failure to engage in class include illness; Title IX-related situations; serious accidents or emergencies affecting the student, their roommates, or their family; special curricular requirements (e.g., judging trips, field trips, professional conferences); military obligation; severe weather conditions that prevent class participation; religious holidays; participation in official university activities (e.g., music performances, athletic competition, debate); and court-imposed legal obligations (e.g., jury duty or subpoena). Other

reasons (e.g., a job interview or club activity) may be deemed acceptable if approved by the instructor.

For all planned absences, a student in a situation that allows an excused absence from a class or any required class activity must inform the instructor as early as possible prior to the class. For all unplanned absences because of accidents or emergency situations, students should contact their instructor as soon as conditions permit.

Students shall be permitted a reasonable amount of time to make up the material or activities covered during absence from class or inability to engage in class activities because of the reasons outlined above.

If a student does not participate in at least one of the first two class meetings of a course or laboratory in which they are registered, and they have not contacted the department to indicate their intent, the student can be dropped from the course. Students must not assume that they will be dropped, however. The department will notify students if they have been dropped from a course or laboratory.

The university recognizes the right of the instructor to make attendance mandatory and require documentation for absences (except for religious holidays), missed work, or inability to fully engage in class. After due warning, an instructor can prohibit further attendance and subsequently assign a failing grade for excessive absences.

## Religious Holiday

At the University of Florida, students and faculty work together to allow students the opportunity to observe the holy days of their faith. A student should inform the faculty member of the religious observances of their faith that will conflict with class attendance, with tests or examinations, or with other class activities prior to the class or occurrence of that test or activity. The faculty member is then obligated to accommodate that particular student's religious observances. Because students represent a myriad of cultures and many faiths, the University of Florida is not able to assure that scheduled academic activities do not conflict with the holy days of all religious groups. Accordingly, individual students should make their need for an excused absence known in advance of the scheduled activities.

The Florida Board of Education and state law govern university policy regarding observance of religious holidays.

### The following guidelines apply:

- Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith.
- Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence.
- Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

If a faculty member is informed of or is aware that a significant number of students are likely to be absent from class because of a religious observance, the faculty member should not schedule a major exam or other academic event at that time.

A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence. Furthermore, a student who believes that they have been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

## Illness

A student who is absent from class or any required class-related activity because of illness should contact their instructor, if feasible, as early as possible prior to the missed class or activity.

Students shall be permitted a reasonable amount of time to make up the material or activities covered during an excused absence.

Students should contact their college by the deadline to drop a course for medical reasons. Students can petition the Dean of Students Office to drop a course for medical reasons. The university's policy regarding medical excuse from classes is maintained by the Student Health Care Center.

## Twelve-Day Rule

Students who participate in university-sponsored athletic or scholarly activities are permitted to be absent 12 scholastic days per semester without penalty. A scholastic day is any day on which regular class work is scheduled as defined in the approved university calendar.

The student or student's advisor must notify the instructor as early as possible prior to the anticipated absence to allow ample time for accommodations. Instructors must be flexible and not penalize students when re-scheduling during-term and final exams, class assignments, and other required activities and must follow the UF Attendance Policy herein and UF Examination Policies. As noted in the UF Examination Policies, during-term exams should be re-scheduled no later than before the end of the semester, while final exams no later than 90 days after the originally scheduled exam time. However, instructors are encouraged to re-schedule final and during-term exams, assignments, and other activities as soon as possible after the last day of the absence and must not penalize the student in any way.

A group's schedule that requires absence of more than 12 scholastic days should be adjusted so that no student is absent from campus more than 12 scholastic days. Students who previously have been warned in writing by their instructor about the impact of absences on their individual class performance should not incur additional absences, even if they have not been absent 12 scholastic days. The student is responsible to maintain satisfactory academic performance and attendance.

## Awarding of Degrees

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

- The candidate must have completed all course requirements, including an internship or practicum if required, in the major and minor fields while observing time limits and limitations on transfer credit, on nonresident work, and on level of coursework.
- The candidate's grade point averages must be at least B (3.00, truncated) in the major and overall (all courses eligible to count toward the graduate degree), including a minor where appropriate.
- All grades of H, I, N and NG must be changed. Furthermore, all grades of I assigned to course numbers 6971, 7979, and 7980 must be resolved with a final grade assignment of Satisfactory (S) or Unsatisfactory (U).
- The candidate must have satisfactorily completed all required examinations (qualifying, comprehensive, and final) and be

recommended for the degree by the supervisory committee, major academic unit, and college.

- The dissertation or thesis must have been approved by the supervisory committee and accepted by the Graduate School. Projects must be approved by the academic unit, which then certifies completion to the Graduate School.
- Recommendations for awarding a degree include meeting all academic and professional qualifications as judged by the faculty of the appropriate academic unit.

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

**Program designation on the student's transcript:** Programs are the students' primary fields of study; a program is the student's major. The degree and program (major) name appear on the student's transcript. Concentrations are subprograms within the major. The concentration, degree, and major *may* appear on student transcripts. Specializations are informal designations, used by academic units, to indicate areas of research or scholarly strength, and have no formal significance. Tracks and emphases are similar unofficial terms. No tracks, emphases, or specializations appear in official lists in this catalog or on the student transcript. Please take note of the following: Taking multiple courses within a discipline does not constitute admission to that discipline's graduate programs. The primary/home academic unit must contact the Graduate School's Student Records Unit for procedural details and deadlines. In all cases, each academic unit must submit appropriate programs of study to the Graduate School for review. Graduate School approval for participation must be obtained prior to the published Midpoint deadline of the term in which the first degree is to be awarded. Retroactive requests will not be considered. Ultimately, it is the student's responsibility to follow up with the academic units to verify that all Graduate School approvals and deadlines have been met.

## Catalog Year

The catalog year determines the set of academic requirements that must be fulfilled for graduation. Students graduate under the catalog in effect when they first enroll as degree-seeking students at UF provided they maintain continuous enrollment. Students who are not registered for 3 or more consecutive terms (including any summer term) must reapply for admission and will be assigned the catalog in effect when enrollment is resumed. With the approval of their college dean's office, students may opt to graduate under the requirements of a later catalog, but they must fulfill all graduation requirements from that alternative year. The University will make every reasonable effort to honor the curriculum requirements appropriate to each student's catalog year. However, courses and programs are sometimes discontinued and requirements may change as a result of curricular review or actions by accrediting associations and other agencies.

## Change of Graduate Degree Program

If a student is seeking to move from a graduate degree program in one major into a graduate degree program in another major, the student must submit a new graduate admission application through the UF Office of Admissions website.

If a student is advancing from a master's degree program to a Ph.D. degree program within the same major, graduate staff in that academic unit ought to add a new "program plan" to the student's current active record in the Student Information System (SIS). See the instructions in

the Student Program/Plan Training toolkit at this link: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/student-program-plan/>.

If a student is non longer pursuing a graduate degree in a particular program, the academic unit must request that "program plan" be discontinued in SIS. See the instructions in the Student Program/Plan Training toolkit at this link: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/student-program-plan/>.

Any changes to a graduate student's degree program, including, but not limited to thesis/non-thesis/project option, MUST occur before the published midpoint deadline of the student's final term.

Contact the Graduate School at [graddata@ufl.edu](mailto:graddata@ufl.edu) for further assistance.

## Courses and Credits

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

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

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

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

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

For a complete list of approved graduate courses, see the courses page (<https://gradcatalog.ufl.edu/graduate/courses-az/>) within this catalog. Academic units decide which of these graduate courses to offer in a given term. Contact the academic unit for information on available courses.

Generally, graduate courses may not be repeated for credit. However, there is no limit on courses numbered 6971 (but the Graduate School will only count a maximum of 6 credits of 6971 toward a thesis master's-level degree), 6973, 6979, 7979, and 7980. Other courses repeated for credit will list a lifetime "max" **after the single-term credit**.

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

## Classification of Students

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

## Confidentiality of Student Records

The University ensures the confidentiality of student educational records in accordance with State University System rules, state statutes, and FERPA (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/?src=rn>), the Family Educational Rights and Privacy Act of 1974, as amended, also known as the Buckley Amendment.

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

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

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

- Students who want to restrict directory information must do so at the Office of the University Registrar in 222 Criser Hall.
- Students who live on campus also must request this restriction from the Department of Housing and Residence Education (next to Beaty Towers).

- Students who are university employees also must request this restriction from Human Resource Services.
- Students who do not want their addresses, phones or personal information published on the Web should update their directory profile (<https://registrar.ufl.edu/address-change/>).

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

- An employee, agent or officer of the university or State University System of Florida in an administrative, supervisory, academic, research or support staff position;
- Persons serving on university committees, boards and/or councils; and
- Persons employed by or under contract to the university to perform a special task, such as an attorney or an auditor.

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

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

You have the right to review your own educational records for information and to determine accuracy. A photo I.D., other equivalent documentation or personal recognition by the custodian of record will be required before access is granted. Parents of dependent students, as defined by the Internal Revenue Service, have these same rights upon presentation of proof of your dependent status. Each spring when the catalog is published, students are notified of their FERPA rights (<https://catalog.ufl.edu/UGRD/academic-regulations/ferpa-confidentiality-student-records/>).

If you believe your educational record contains information that is inaccurate, misleading or in violation of your rights, you can ask the institution to amend the record. The UF Student Guide (<http://sccr.dso.ufl.edu/students/student-conduct-code/>) outlines the procedures for challenging the content of a student record, as well as the policies governing access to and maintenance of student records.

If you believe the university has not maintained the confidentiality of your educational record as required by law, you may file a complaint by contacting:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5901

## Examinations

### Foreign Language Examination

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

## Examinations

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

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

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

All members of the supervisory committee must sign the appropriate forms, including the Electronic Thesis and Dissertation (ETD) Signature Page, for the student to meet the requirements of the examination. Once a successful defense has occurred, the academic unit should submit the Final Exam form via the Student Information System (SIS); signed forms are to remain in the student's folder in the academic unit. Electronic information will be forwarded to the Graduate School via (SIS). Next, the student will then submit the UF Publishing Agreement with their preferred restriction selected via the Graduate Information Management System (GIMS). The signed ETD Signature Page should be held by the Academic Unit until all Committee stipulations have been met regarding the document; however, it should be posted electronically to GIMS no later than the Final Submission Deadline for the intended term of degree award.

The qualifying and comprehensive oral examinations and the oral defense of a thesis, project, or dissertation may be conducted using video and/or other appropriate forms of telecommunication in rare circumstances. For the full policy regarding physical presence at the defense, please see <https://grad.ufl.edu/media/gradufledu/pdf/phys-pres.pdf>.

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

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

The written comprehensive examination for the non-thesis master's degree may be taken at a remote site. The academic unit's policy must specify arrangements for electronic security, proctoring, and the identification of the candidate.

## Grades

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

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

**Satisfactory/Unsatisfactory:** Grades of S and U are the only grades awarded in courses numbered 6910 (Supervised Research), 6940 (Supervised Teaching), 6971 (Research for Master's Thesis), 7979 (Advanced Research), and 7980 (Research for Doctoral Dissertation). Additional courses for which S and U grades apply are noted in the academic unit offerings in the Programs Section of this catalog (<https://gradcatalog.ufl.edu/graduate/programs-college/>).

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

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

**Incomplete grades:** Grades of I (incomplete) carry zero grade points. All grades of I must be changed before a graduate degree can be awarded.

### Grades and Grade Points Prior to Summer A 2009

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

### Grades and Grade Points Effective Summer A 2009

Grades	Grade Points
A	4.0
A-	3.67
B+	3.33

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

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

#### Non-Punitive Grades and Symbols:

Non-Punitive Grade, Zero Grade Points, Not Counted in GPA	Grade Points
W	Withdraw
U	Unsatisfactory
H	Deferred grade assigned only in approved sequential courses or correspondence study
N*	No grade reported is not considered a failing grade for non-graduating students. However, if not changed after 150 days, it will be counted as a failing grade and used in grade point average computations. Graduating students receive a failing grade of NG.
I*	Incomplete is not considered a failing grade for non-graduating students. However, if not changed after 150 days, it will be counted as a failing grade and used in grade point average computations. Graduating students receive a failing grade of I.

#### Failing Grades:

Failing Grade, Zero Grade Points, Counted in GPA	Grade Points
E	Failure
WF	Withdraw failing
NG	No grade reported
I	Incomplete

### Unsatisfactory Progress or Unsatisfactory Scholarship

Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated and a 3.00

truncated GPA in their major (and in the minor, if a minor is declared) at graduation. Students with less than a 3.00 GPA may not hold an assistantship or fellowship.

## Non-Discrimination/Harassment/Invasion of Privacy Policies

The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to nondiscrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. This commitment applies in all areas to students, Academic Personnel (AP); Technical, Executive, Administrative, and Managerial Support (TEAMS) staff; and Other Personnel Services (OPS) employees. This commitment intends to reflect the University's belief that educational and employment decisions and access to University activities should be based on individuals' abilities and qualifications and not on irrelevant factors, as well as that the University values broad diversity within our community and is committed to diversity and eliminating discrimination. It is the policy of the University that each employee and student be allowed to work and study in an environment free from any form of discrimination or harassment as defined in University regulations or law. UF's full Non-Discrimination Policy can be found here. (<https://policy.ufl.edu/regulation/1-006/>)

The University of Florida is committed to fostering an environment that is safe, secure, and free from sexual harassment as defined by Title IX of the Education Amendments of 1972, as amended in 2020 ("Title IX"), including sexual harassment, sexual assault, dating and domestic violence, and stalking. The Policy prohibits these behaviors, which are collectively referred to as "Prohibited Conduct." This Policy identifies and defines conduct prohibited by Title IX and details the process that UF will use to respond to allegations of Prohibited Conduct, including the resolution options for Formal Complaints. Any Formal Complaints submitted to the Title IX office on or after July 1st, 2025 will be resolved under the procedures of the UF Title IX Policy (<https://policy.ufl.edu/policy/title-ix/>).

For guidance and the full policies related to Title IX protection, please visit the following pages:

- <https://titleix.ufl.edu/>
- <https://titleix.ufl.edu/about/laws-policies/> (<https://titleix.ufl.edu/about/laws-policies/>)

### Complaints and Appeal Procedures

Title IX Compliance assists individuals/groups who have been subjected to any form of sexual misconduct, discrimination, harassment, or violence, including, but not limited to, sexual harassment, sexual assault, sexual exploitation, sex discrimination, stalking, dating and domestic violence, and retaliation. For more detailed information on these types of violations, support services, and the reporting process, visit the Title IX Compliance website (<https://titleix.ufl.edu/>). Visit <https://titleix.ufl.edu/report/> to report incidents. If assistance is needed to complete the form, contact (<https://titleix.ufl.edu/contact/>) the Title IX Compliance Office. Anyone who feels that they or others have been subjected to prohibited conduct is encouraged to bring it to the attention of the University's Title IX Coordinator.

## Registration Requirements

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

**Full-time registration** is 9 credits in fall and spring. In summer, full-time registration is 8 credits for any combination of A, B, and C terms.

**Part-time registration:** Registration for fewer than 9 credits in the fall and spring, and fewer than 8 credits total in the summer, is considered part-time. Graduate students should be aware that to qualify for most financial aid programs (federal, state, or institutional), they must be enrolled at least half-time, which is 5 credits in the fall and spring, and 4 credits in any combination of summer A, B, and C. For more information on enrollment requirements for student financial aid: <https://www.sfa.ufl.edu/process/receiving-your-aid/enrollment-requirements/>.

**Minimum registration** is 3 credits in fall or spring and 2 credits in summer.

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

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

**Exam and Final-term registration:** During the term the final examination is given, and during the term the degree is awarded, a student must be registered for at least 3 credits in fall or spring or 2 credits in summer. Thesis students must enroll in 6971, and doctoral students must enroll in 7980. Project students are required to take 3 credits of 6973/6979 (Project in Lieu of Thesis) in their final term (2 credits if the final term is summer). Non-thesis students must enroll in coursework that counts toward a graduate degree. Students on a fellowship, traineeship, or assistantship must be registered appropriately for their appointments.

**Clear prior:** Clearing prior status is only possible for thesis and dissertation students who have met all published deadlines for the current term except Final Submission and/or Final Clearance from the Graduate School Thesis, Dissertation, and Publication team. No other students are eligible. Clear Prior permits students to be exempt from registration for the term in which the degree will be awarded. Although not required to register during the term of degree award, students are required to file a new degree application for that term within all published deadlines for doing so, as degree applications do not carry over from semester to semester and are essential for the degree to be awarded.

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

- Student has successfully submitted a degree application for the current term within the published deadlines, as confirmed by print screen available from ONE.UF.
- Student has appropriately satisfied the current term registration.
- Student has successfully met the current term's first submission deadlines for the thesis or dissertation, as confirmed by the Thesis,

Dissertation, and Publication team, via a confirmation email to the student and committee chair.

- Student has successfully met all other degree and administrative requirements, within the published deadlines for the current term, except Final Submission and/or Final Clearance with the Thesis, Dissertation and Publication team.
- Student is in the process of finalizing the thesis or dissertation with the Thesis, Dissertation and Publication team. No other students are eligible.

Regardless of eligibility to clear prior, students on a fellowship, traineeship, or assistantship must be registered appropriately for their appointments.

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

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

## Minimum Registration for Waivers

### Graduate Assistants

The Graduate School requires minimum registration for students who are graduate assistants, based on the appointment's FTE. The most common assistantships have an FTE of .25 - .74. For example, a Graduate Assistant on a 12-month appointment at .50 FTE is required to register for 9 credits in fall, 9 credits in spring, and 6 credits in summer.

### Graduate Assistantship Registration Requirements for Tuition Waiver

FTE of Graduate Assistantship	Registration Requirements & Waiver
<b>Fall and Spring Semesters</b>	
.01-.24 FTE	12 credits (no waiver - Petition Required by Graduate School)
.25-.74 FTE	9 credits (waiver)
.75-.99 FTE	6 credits (waiver)
1.00 FTE	3 credits (waiver)
<b>Summer A Semester</b>	

.01-.24 FTE	4 credits (no waiver - Petition Required by Graduate School); (A or C; A & C); Cannot be registered in B
.25-.74 FTE	3 credits (waiver) (A or C; A & C); Cannot be registered in B
.75-.99 FTE	2 credits (waiver) (A or C; A & C); Cannot be registered in B
1.00 FTE	2 credits (waiver) (A or C; A & C); Cannot be registered in B

**Summer B Semester**

.01-.24 FTE	4 credits (no waiver - Petition Required by Graduate School); (B or C; B & C); Cannot be registered in A
.25-.74 FTE	3 credits (waiver) (B or C; B & C); Cannot be registered in A
.75-.99 FTE	2 credits (waiver) (B or C; B & C); Cannot be registered in A
1.00 FTE	2 credits (waiver) (B or C; B & C); Cannot be registered in A

**Summer C Semester**

.01-.24 FTE	4 credits (no waiver - Petition Required by Graduate School); A & B or A & C or B & C or C; Cannot be in A only / Cannot be in B only
.25-.74 FTE	6 credits (waiver) A & B or A & C or B & C or C; Cannot be in A only / Cannot be in B only
.75-.99 FTE	4 credits (waiver) A & B or A & C or B & C or C; Cannot be in A only / Cannot be in B only
1.00 FTE	2 credits (waiver) A & B or A & C or B & C or C; Cannot be in A only / Cannot be in B only

**Predocctoral Fellows**

Required registration for students who are appointed as pre-doc fellows with stipends of \$4,000 or greater is 12 credits for fall and spring.

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

Students on a pre-doctoral fellowship with a stipend of more than \$4,000 (or \$2,000 for summer terms) are financially liable for credits in excess of the required number. Likewise, if a student on pre-doc fellowship drops below the required registration at any time in the semester, the student becomes financially liable for the entire registration. Students who do not register properly are not permitted to remain on the pre-doc fellowship.

**Predocctoral Fellowship Memorandum of Understanding (MOU) Tuition Waiver and Registration Requirements**

Stipend	Registration Requirements & Waiver
<b>Fall and Spring Semesters</b>	
Earning \$4,000 or more	12 credits (waiver)
Earning less than \$4,000	3 credits (no waiver)

**Summer A Semester**

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

**Summer B Semester**

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

**Summer C Semester**

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

**Employees**

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

**Tuition/Fee Waivers**

Waivers authorized through the UF Grad Letters of Appointment file for Graduate Research Assistants, Graduate Teaching Assistants, and Fellows will be automatically entered into your student account. Questions concerning the Letter of Appointment file or a graduate or fellow waiver should be directed to your department or to Academic Personnel (<http://aa.ufl.edu/>).

**Student Conduct Code and Conflict Resolution****Student Conduct Code**

The University of Florida is an institution that encourages the intellectual and personal growth of its students as scholars and citizens. As an educational institution, the University recognizes that the transmission of knowledge, the pursuit of truth and the development of individuals requires the free exchange of ideas, self-expression, and the challenging of beliefs and customs. In order to maintain an environment where these goals can be achieved safely and equitably, the University promotes civility, respect, and integrity among all members of the community. Students are expected to exhibit high standards of behavior and concern for others.

The University strives to protect and guide the educational community by establishing a Student Conduct Code that promotes individual and social responsibility. Choosing to join the University of Florida community obligates each member to a code of civilized behavior. Individuals and student organizations are expected to adhere to the policies and regulations of the University of Florida and the State of Florida. University policies have been designed to protect individuals and the campus community and to create an environment conducive to achieving the academic mission of the institution. Please review the Student

Conduct Code found at the following site: (<https://sccr.dso.ufl.edu/students/student-conduct-code/>). All students are expected to follow these expectations. Click the image below to access the most up-to-date version of the Orange Book, or click here (<https://policy.ufl.edu/regulation/4-040/>).

UF Regulation 4.040 Student Honor Code and Student Conduct Code can also be found on the regulations.ufl.edu website (<https://policy.ufl.edu/regulation/4-040/>).

## Conflict Resolution

The conflict resolution services provide students an avenue to address and resolve interpersonal conflicts which may include but are not limited to conflicts between members of a student organization, roommates, students within a class or study group, faculty/staff and students, and friends. The UF Conflict Resolution program has become nationally recognized for its work at helping parties successfully resolve conflicts. Conflict resolution staff are also available to come to groups, classes and organizations to present workshops on conflict resolution and to provide training on resolving conflicts. For referral or to request conflict resolution services, visit <https://sccr.dso.ufl.edu/students/conflict-resolution/>

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

The university ensures the confidentiality of student records in accordance with the provisions of various federal, state, and university regulations, including the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, also known as the Buckley Amendment. The statutes and regulations also provide certain rights to students concerning their education records (<https://registrar.ufl.edu/ferpa/glossary/#educationrecords>). All student records, including but not limited to academic records, counseling records, and disciplinary records, are confidential and cannot be released without the student's consent, except directory information that may be released without the consent of the student. The Office of the University Registrar routinely releases directory information to the public. Currently enrolled students must contact the Office of the University Registrar if they wish to restrict release of directory information. Directory information may also be released by other university departments and/or employees. For further guidance, please consult <https://registrar.ufl.edu/ferpa/>.

## Preparation for Final Term

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

### Thesis and Dissertation students:

When the thesis or dissertation is ready to be put in final form for submission to the Graduate School, the student should review the Format Requirements of the Graduate School's Thesis, Dissertation, and Publications Team (<https://grad.ufl.edu/academics/editorial/etd-specs/>) and should work with the Thesis and Dissertation Formatting Support Center (<http://helpdesk.ufl.edu/application-support-center/>) to format the document in order to meet the minimum submission requirements of the Graduate School's Thesis, Dissertation, and Publications Office.

In order to meet degree requirements, all thesis and dissertation students must gain acceptance status with the Graduate School's Thesis, Dissertation, and Publications Office by each of the posted deadlines (<http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/>) for the term in which they intend for the degree

to be awarded. Upon submission to the Graduate School, a thesis or dissertation should be near-final and completely formatted. It will not be accepted as meeting the first submission requirements in draft form.

The Thesis and Dissertation Formatting Support Center offers students assistance with troubleshooting their documents free of charge. It is highly recommended that all students writing theses and dissertations use their services in order to alleviate some of the stress felt during the approval process.

Please also note that all master's theses must be orally defended before submission to the Graduate School is possible. Therefore, the Final Exam data must be posted to SIS by departmental staff before the document can be submitted to the the Graduate School's Thesis, Dissertation, and Publications Office for the first submission review. Subsequently, a master's student who does not defend the thesis prior to the first submission deadline (<http://graduateschool.ufl.edu/editorial/deadlines/>) will not be eligible for a degree award in the current term; nor is the student a clear-prior candidate to the following term since they were unable to meet the first submission requirement during the posted deadlines for the term. Upon final submission to the Graduate School, the thesis or dissertation must be of publishable quality as defined by the Graduate School's Thesis, Dissertation, and Publications Office and must be in a form suitable for publication, using the Graduate School's format requirements found here (<http://www.graduateschool.ufl.edu/about-us/offices/editorial/format-requirements/>) and within the Guide for Preparing Theses and Dissertations (<http://www.graduateschool.ufl.edu/media/graduate-school/pdf-files/Guide-for-ETDs-2021.pdf>). All submission documents found on the checklists (<http://graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/#den240936>) must be recorded and posted to the student's record within all published deadlines (<http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/>) for the term. The student's academic unit is responsible for the academic merit, quality, and scholarship of their student's manuscripts.

**All students:** All program plan data for degree applicants (other than final examinations) must be finalized prior to the midpoint of the term.

Students must submit a Degree Application (<https://registrar.ufl.edu/services/degreeapp.html>) on ONE.UF (<https://one.ufl.edu/>) before the published deadline of the term and must meet minimum registration requirements. **Degree Applications do not carry over from one semester to the next.** If the degree is not awarded, the student must:

- request that their academic unit remove their name from the current term degree list
- re-apply for the degree award via ONE.UF (<https://one.ufl.edu/>) in a subsequent term, by the published deadline for that term; and
- meet all other requirements for the term the degree will be awarded.

These requirements also apply when a thesis or dissertation student has been approved to clear prior by the Graduate School's Thesis, Dissertation, and Publications Team.

## Verification of Degree Candidate Status

This service is provided until 3 weeks before graduation. However, students who have completed all requirements for the degree before that time, have filed the fully signed final examination report with their academic unit, and have achieved final clearance status for the thesis or

dissertation with the Graduate School may request verification to that effect.

Verification of Degree Candidate Status Request Forms (<https://grad.ufl.edu/academics/sf/>) are filled out by the candidate and signed by the supervisory committee chair, department chair, and college dean; then, the form is forwarded to the Academic Career Tracking (<https://grad.ufl.edu/academics/act/>) team within the Graduate School for processing. Although a student may have fulfilled academic requirements, the degree is not awarded until the Graduate School certifies the degree to the University Registrar. That is done at the end of fall, spring, and Summer C terms for all students who completed degree requirements and applied to graduate. Some employers and licensure boards require the degree statement on the transcript, available the day after certification in December, May, and August.

## Note

**Printing/saving a catalog page to PDF:** *To expand all subheadings on a page and to print/save the fully expanded page, use the print to PDF button on the orange toolbar at the top of each page within this catalog. While the information on the individual online pages may contain recent updates, the information in the archived full-print PDF catalog reflects the requirements as recorded for the current Academic Year. Contact individual programs for further updates.*

**Catalog updates:** *Updates to this catalog should be submitted via the Graduate School's Contact Form (<https://grad.ufl.edu/contact-us/>). Please also feel free to report any revisions or discrepancies via email to [grad-catalog@ufl.edu](mailto:grad-catalog@ufl.edu).*