UF THE GRADUATE SCHOOL

GRADUATE STUDENT HANDBOOK

2022·2023

UNIVERSITY OF FLORIDA

UNIVERSITY OF FLORIDA CORE VALUES

EXCELLENCE

Strive for greatness as an institution that brings out the best in each individual.

DISCOVERY & INNOVATION

Collaborate on the uncharted frontiers of knowledge
to seek truth and make the world a better place.

INCLUSION

Celebrate differences in identities, thoughts, and abilities,
and seek to provide equitable access to opportunity.

FREEDOM & CIVILITY

Embrace the freedom to inquire and express ideas without condemnation,
and to show respect for the right of others to do the same.

COMMUNITY

Create a safe, welcoming community and a shared purpose
that builds a sense of belonging and togetherness.

STEWARDSHIP

Show respect for those who came before us, responsibility for those now with us,
and the commitment to leave a just and habitable world for those who come after us.

Learn more online at go.ufl.edu/uf-values

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WELCOME!
A MESSAGE FROM THE DEAN

Dear Graduate Students,

On behalf of the Graduate School, I offer a warm welcome to you as a University of Florida graduate student, whether you are new to campus or returning to continue working on your advanced degree.

Your academic studies and research in higher education here not only afford you opportunity for personal and professional advancement, but also the promising potential to shape a healthier, more humane, and more hopeful world.

You are a valued stakeholder in a dynamic partnership between seasoned faculty and an inquisitive graduate student body that has long made the University of Florida a powerhouse that generates creativity, innovation, and progress locally, nationally, and globally.

This Graduate Student Handbook will help you to navigate policy and procedure commonly encountered by UF graduate students.

This publication is a handy digest of — not a replacement for — the Graduate Catalog, which is the official, detailed, and final word on all graduate policy and procedure at UF. For a more complete picture, please click on these links to acquaint yourself with these resources:

- UF Graduate Catalog: go.ufl.edu/gradcatalog
- The Orange Book: UF Student Honor Code and Student Conduct Code: go.ufl.edu/code
- University of Florida Core Values: go.ufl.edu/uf-values

Please use these resources in concert with your graduate coordinator and graduate staffers in the home unit of your degree program — they are there to help you with your questions and concerns.

I wish you much success as you break new boundaries and plumb new depths in your higher education endeavors as a UF graduate student!

Go Gators!

Nicole L.P. Stedman, Ph.D.
Dean and Associate Provost
The Graduate School
University of Florida

INTRODUCING... TEAM GRAD SCHOOL!

The folks who work to make Graduate School work for you

The **University of Florida Graduate School** is a service-driven team here to help you, in partnership with our coworkers across campus, to advance from admission to graduation with administrative, funding, and mentoring support for graduate students.

From our home base at Grinter Hall in the historic heart of UF's Gainesville campus, we maintain the framework within which you can effectively channel your purpose and passion into the rewarding final result of a quality graduate education.

Our **vision** is to be a model of excellence for supporting and advancing graduate education worldwide. Our **mission** is to ensure the integrity and value of graduate education and elevate the overall graduate student experience. Our **core values** are integrity, advocacy, inclusion, collaboration, and innovation.

Academic Affairs

- **Editorial Office**
  134 Grinter Hall · 352 392 1282 · gradedit@aa.ufl.edu
  The Editorial Office assists you through the process of formatting and submitting your thesis or dissertation for publication. It also maintains UF's graduate catalog.
- **Graduate Student Records Office**
  116 Grinter Hall · 352 392 4643 · gradrecords@aa.ufl.edu
  Student Records monitors your academic performance and certifies your fulfillment of all graduation requirements when you finish your graduate degree program.
- **Office of Data Management**
  104 Grinter Hall · 352 392 6623 · graddata@ufl.edu
  Data Management harnesses information, statistics, and technology to track your academic progress and our institution's effectiveness. It also maintains our online Graduate Information Management System (GIMS)
- **Office of the Dean**
  101 Grinter Hall · 352 392 6622 · gradschool@aa.ufl.edu
  The Office of the Dean coordinates student, faculty, administrative, and fiscal policies, procedures, and resources to ensure the integrity, thoroughness, rigor, and value of your graduate education at UF.

Division of Graduate Student Affairs (DGSA)

- **Office of Graduate Diversity Initiatives (OGDI)**
  123 Grinter Hall · 352 392 6444 · ogdi@aa.ufl.edu
  Graduate Diversity Initiatives fosters equity and inclusiveness through recruitment, mentoring, and advocacy efforts for underrepresented students within the graduate student body in the UF campus community.
- **Office of Graduate International Outreach (OGIO)**
  126 Grinter Hall · 352 392 7865 · ogio@aa.ufl.edu
  Graduate International Outreach spearheads global recruitment efforts and cross-cultural contacts to build worldwide links with higher education across borders.
- **Office of Graduate Professional Development (OGPD)**
  130 Grinter Hall · 352 294 0488 · ogpd@aa.ufl.edu
  Graduate Professional Development hosts workshops, programs, and resources to hone your academic, professional, and personal skills to aid in successful completion of your graduate degree and start of a career.

POLICIES, PROCEDURES, AND HELPFUL TIPS

Rules of the road for your graduate education and campus life

Accreditation

Institutional accreditation is a sign that a higher educational institution meets standards that ensure the quality and integrity of the education it offers. It helps other educational institutions to discern acceptability of transfer credits, assures employers of alumni qualifications, enables graduates to sit for professional certification examinations, and determines eligibility for federal student financial aid.

The University of Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, education specialist, and doctoral degrees. If you have questions about UF's accreditation, please contact:

Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097
404 679 4500
sacscoc.org

Attendance

You must be officially registered in or approved to audit courses (with proof of paid audit fees) to attend classes. After drop/add each semester, the Office of the University Registrar gives instructors official class rolls and addenda that list all students allowed to attend their classes.

You must meet all attendance requirements set by your instructor. Absences count from the first class meeting. Acceptable reasons for absences include illness, serious family emergencies, military duty, life-threatening weather conditions, religious holidays, special curricular requirements, and participation in official UF activities. Instructors must excuse absences due to court-ordered legal obligations, such as jury duty or subpoena. They may excuse absences for other reasons as well.

If you do not attend at least one of the first two class meetings of a course or laboratory in which you are registered, and have not contacted its academic unit to inform of it of your intent, you may be dropped from the course. However, you must not assume you will be dropped automatically if you do not attend the first few days of class.

UF recognizes the right of instructors to make attendance mandatory. After due warning, instructions may forbid further attendance and then assign a failing grade for excessive absences.

If you make any changes in your registration for courses at any time during the semester, verify your official registration before the last day of class for that semester to make sure it is correct. Retroactive drop/add or other registration changes are not allowed.

Bicycling on Campus

Gainesville and the UF campus are quite bicycle-friendly — but riders have to do their part too. Wear a safety helmet and obey traffic laws — including all traffic signs, lights, signals, and the campuswide 20 mile-per-hour speed limit. Bicycling at night? A headlight and reflective tail lights are a must. Failure to do any of these things can result in tickets and fines from the UF Police Department (UFPD). Invest in a good bike lock to prevent theft, and for added security, register your bicycle with UFPD — for details go online to go.ufl.edu/bikereg. Also, download and review UFPD's "Bicycles Are Vehicles" PDF brochure at go.ufl.edu/bikelaws.

Calendar

For the latest Graduate School and University of Florida calendars of important dates and deadlines, click on these online links: Graduate School Calendar (go.ufl.edu/grad-cal) and University of Florida Calendar (go.ufl.edu/uf-cal).

Career Counseling

The Graduate School's **Office of Graduate Professional Development (OGPD)** offers many resources to help you develop professional, communication, and leadership skills to prepare for the workforce and launch your career. To learn more, click this online link to its website: go.ufl.edu/ogpd.

The **UF Career Connection Center (C3)** helps you to:

- Explore careers inside and outside academia by

assessing your strengths, skills, and interests.
- Prepare for internship and job searches through development of application materials (like curricula vitae, résumés, and cover letters) and interview/networking skills).
- Cultivate flexible, adaptable career planning strategies to meet the challenges of a competitive job market and a changing world.

To learn more about its resources and services for individuals and groups, click this online link to its website: go.ufl.edu/ccc.

Its **Gator CareerLink** service is an online portal that connects you to academic, government, and industry job openings, on-campus interview opportunities, and other career-related events hosted by C3. To learn more, click this online link: go.ufl.edu/ccc-link.

Its **Career Action Plan** service helps you to learn about yourself, match your interests and aspirations with career paths, develop professional strategies, and build experience. To learn more, click this online link: go.ufl.edu/ccc-plan.

Its seasonal **Career Fairs** help you network, all in one place at the same time, with numerous employers looking to hire. The largest fair, **Career Showcase,** is held every fall and spring. To learn more, click on this online link: go.ufl.edu/ccc-fairs.

Its **Workshop Series** equips you for your job search with helpful information and advice on writing your curriculum vitae or résumé, creating professional portfolios, preparing for interviews, and exploring both academic and non-academic career paths. To learn more, click on this online link: go.ufl.edu/ccc-workshops.

To find out how the UF Career Connections Center can help meet your specific needs, contact them online: go.ufl.edu/ccc-contact.

Changing or Adding Degree Programs

If you want to move from a graduate degree program in one major into a graduate degree program in another major, submit a new graduate admission application through the UF Office of Admissions website at this online link: go.ufl.edu/grad-app.

If you are advancing from a master's degree program to a Ph.D. degree program within the same major, contact the graduate staff for those degree programs and ask them to add the new degree program to your current active student record in the Student Information System (SIS).

If you are no longer pursuing a graduate degree program in a particular major, contact the graduate staff for that degree program and ask them to discontinue that degree program in your student record in the Student Information System (SIS).

Any changes to degree programs, including thesis/non-thesis/project option, must occur before the midpoint deadline published in the Graduate Catalog's academic calendar for your final term.

Conflict Resolution

The University of Florida is committed to treating all members of the campus community fairly and considerately when it comes to conflict resolution.

UF has mechanisms in place to ensure that you are given adequate opportunity to raise concerns (aside from grades) before university administrators if you feel that you have experienced unfair treatment or undue hardship, such as academic issues, discrimination, employment problems, scholarly misconduct, or sexual harassment.

Your degree program, department, or college may have their own specific conflict resolution procedures as well, so be sure to check with those units.

If academic conflicts arise, here are the steps you can take to address and resolve them:

1. Communicating promptly and proactively is key. As soon as you become aware of activity or circumstances that cause you concern, speak to the individuals involved, your department's graduate coordinator, or your supervisory committee chair, to see if you can resolve the conflict informally. You may wish to present your concerns in writing to the individuals alleged to have caused a conflict. Those individuals must respond either orally or in writing.
2. If Step 1 does not resolve the conflict to your satisfaction, submit a written grievance and supporting documentation to your department chair or designated representative, who must respond to you in writing in a timely fashion.
3. If Step 2 does not resolve the conflict to your satisfaction, submit your written grievance and support documentation to your college's graduate associate dean, who will investigate the matter and

respond to you in writing within a reasonable time frame.

4. If Step 3 does not resolve the conflict to your satisfaction and the issue includes questions of fairness, justice, discrimination, or similar concerns, submit your written grievance and support documentation to the UF Office of the Ombuds. You can only take this step after you have gone through Steps 1 through 3. Appeals to and decisions of the Ombuds are final. For more information, click this online link to the Ombuds website: go.ufl.edu/ombuds.

For graduate assistants, most employment-related grievances are covered by Article 22 of the Collective Bargaining Agreement between the Florida Board of Education of the State University System and Graduate Assistants United (GAU). In such cases, call the GAU office at 352-392-0274 or UF Human Resources at 352-392-2477 for information and instructions.

In cases of research misconduct, consult UF Research Integrity before lodging a formal complaint, by clicking on this online link: go.ufl.edu/integrity. Any follow-up formal complaints would go to the administrator (department chair or dean, for example) to whom the accused party reports.

If you have questions, problems, or complaints with other aspects of student life, consult the UF Dean of Students Office: go.ufl.edu/dso.

Courses and Credit

Eligible Courses

Courses numbered 1000-2999 are lower-division undergraduate courses and cannot count toward any graduate degree requirements. You can take 1000-2999 courses for an S/U (satisfactory/unsatisfactory) grading option.

Courses numbered 3000-4999 are upper-division undergraduate courses. In a small number of narrowly defined circumstances, up to six credits of 3000-4999 courses outside of your major may be counted toward your graduate degree with prior approval from your degree program, so check with your graduate coordinator or staffer before you register for them.

Courses numbered 5000-7999 are graduate courses. Enrollment in them is limited to graduate students, aside from specific exceptions detailed in the undergraduate catalog.

As a norm, courses numbered 7000-7999 are for advanced graduate students only.

Professional Coursework

You may receive credit toward your graduate degree for courses in professional degree programs (DVM, JD, or MD, for example) if your graduate coordinators and advisors certify that the courses are appropriate for your degree program and when you receive permission from the academic units and colleges offering those professional courses.

The courses must be letter-graded, and you must earn a grade of B or better in them. However, those grades in those courses will not calculate into your overall, major, or minor grade point averages.

Your degree program must file a list of UF professional courses for you with Graduate Student Records in the Graduate School by the midpoint deadline in the semester in which you plan on graduating with your graduate degree.

The Graduate School must approve applying professional courses earned at other institutions toward your UF graduate degree via the transfer credit process. See your graduate coordinator or staffer about that process.

There are limits to how much professional coursework you can apply toward your graduate degree: no more than nine credits toward a master's degree and no more than 30 credits toward a doctoral degree.

Audited Courses

If you audit any courses at any level, they will not count toward your graduate degree requirements.

Supervised Research/Teaching Courses

You cannot take more than five credits of Supervised Research (numbered 6910) and Supervised Teaching (numbered 6940) at UF. If you have taken five credits of 6910, you cannot take Advanced Supervised Research (7910). If you have taken five credits of 6940, you cannot take 7940. Courses numbered 7979 and 7980 (Advanced Research and Research for Doctoral Dissertation) cannot count toward a master's degree at UF.

Repeating Courses

Repeating course means repeating a course in which there is no significant change in content from semester to semester. It does not apply to repeating seminars

or special topic courses, where content varies from semester to semester.

You can only repeat courses if you earned a failing grade (C-, D+, D, D-, or E) in them. You can only repeat courses in which you earned a passing grade (C or higher) if your degree program, college, and the Graduate School approve through a formal petition process. Grades and grade points for repeated courses are counted into your grade point average each time you repeat the same course — but credits for the course will only be awarded once.

If you earn an Incomplete (I* or I) grade in a course, you cannot retake the course to get it replaced with a standard letter grade (A-E). If attending the course again is necessary to complete your work and resolve the I* or I grade, you must audit, not register for, it. For details on auditing courses, click this online link: go.ufl.edu/audit.

There is no limit on repeating courses numbered 6971, 6972, 6979, 7979, and 7980, but the Graduate School will only count up to six credits of 6971 toward a thesis master's degree. Other courses repeated for credit indicate "Max" (maximum) after the single semester credit in the Graduate Catalog. Click this online link to look at specific courses: go.ufl.edu/grad-courses.

Degree Award Dates

Although you may have fulfilled all academic requirements for your degree, your degree is not awarded until the Graduate School certifies your graduation to the Office of the University Registrar. Certification happens at the end of Fall, Spring, and Summer C Semesters for all students who applied to graduate in those terms. Some employers and licensing boards require the degree award date on your transcript, which is available the day after certification in December, May, and August.

Dismissal

You can be dismissed from your degree program and barred from further enrollment at UF if you:

- Demonstrate unsatisfactory scholarship (less than a 3.00 grade point average in all course work you attempt).
- Fail to meet academic performance, curricular, or research goals set by your degree program, college, or the Graduate School.
- Violate standards of integrity in The Orange Book: UF Student Honor Code and Student Conduct Code (go.ufl.edu/code), any other UF regulations, or civil and/or criminal law.

Diversity, Equity, and Inclusion

The University of Florida is committed to diversity, equity, and inclusion as the foundation of a campus community that mirrors the racial, ethnic, and cultural medley of the population in our state, our nation, and our world.

Enrolling students and hiring faculty and staff of all backgrounds drawn from that pluralism enriches teaching, learning, and research in higher education because it fosters academic dialogue from multiple perspectives and nurtures cross-cultural understanding in the pursuit of mutual respect, understanding, and collaboration for the common good.

As part of that commitment, UF does not tolerate the actions of anyone who violates the rights of another person.

For more information about UF's efforts to cultivate diversity, equity, and inclusion on campus, click these online links:

- **UF Equal Opportunity and Affirmative Action:** go.ufl.edu/eoaa
- **UF Multicultural and Diversity Affairs:** go.ufl.edu/mda
- **UF Office of Graduate Diversity Initiatives:** go.ufl.edu/ogdi

Drop/Add: Adjusting Your Enrollment

Each semester, you may adjust your enrollment by dropping or adding courses during its drop/add period, without any penalty. Drop/add usually lasts five business days in fall and spring semesters or two business days in summer semesters, starting the first day of the semester. If your class meets for the first time after drop/add, you may drop it without academic penalty or fee liability by the end of the next business day after its first meeting — though that does not apply to laboratory sections of courses.

After drop/add, you may drop a course, but a W (Withdrawn) grade will appear on your transcript.

You are financially responsible for any courses you add or drop after deadline — including if you are a student on a tuition waiver.

Retroactive drop/add after the end of a semester is not allowed, so verify all enrollment changes and any needed adjustments online at ONE.UF (one.uf.edu) before the last day of classes for each semester.

Email

Both UF and its Graduate School will send official, critical, and time-sensitive messages to your GatorLink official UF business email address, so make a habit of checking that account regularly, so that you do not miss important information and deadlines. For more information about GatorLink, click this online link to its website: go.ufl.edu/gatorlink.

Also, your email address will be added automatically to the Graduate School's graduate student listserv, over which it sends messages from time to time about academic, financial aid, professional development, and student enrichment updates and opportunities. You cannot opt out of that listserv while you are enrolled at UF. We do our best to keep listserv messages to a minimum and make sure they address as broad appeal as possible, though not all may be of interest to every single graduate student.

Examinations and Defenses

For qualifying examinations and final defenses, in-person attendance by the student and the supervisory committee — or by the student and the supervisory committee chair, while the rest of the committee attends remotely at the same time via electronic media —is the norm for on-campus graduate degree programs.

However, departments and colleges may establish alternate means of conducting qualifying examinations and final defenses vis Zoom, Microsoft TEAMS, or other electronic media, so long as the student and the entire supervisory committee are present at the same time, either electronically or physically, so that all have access to the presentation, all questions, and all answers in "real time." Such department or college alternatives must apply to all students and cannot be used on a case-by-case base.

Check with your degree program's unit to find out what attendance policy it has set for qualifying examinations and final defenses.

Financial Aid Check!

Be sure to check your financial aid information in ONE. UF (one.uf.edu), which may not include aid from your degree program. You must let the Bursar's Office know of any financial aid awards from your program.

Failure to report all financial aid can result in overpayment to you, and you will not be able to receive aid for future semesters until you have repaid all funds. A hold will be placed on your account to block you from registering for future courses. If the funds are not repaid by deadline, the Bursar's Office will drop your courses.

For more details on financial aid policies, procedures, and processes, consult the UF Office of Student Financial Aid and Scholarships website at go.ufl.edu/sfa.

Funding

Assistantships

An assistantship provides funding in exchange for working as a teaching assistant, doing research, or performing other job duties for the sponsoring academic unit. At UF, assistantships typically include a stipend (biweekly paycheck), a tuition waiver at in-state rates, and health insurance coverage. Assistantships are awarded through departments and schools. Check with your degree program for details.

Fellowships

Some fellowships are long-term, competitive, merit-based funding awarded to support you full-time while you concentrate on your studies. They usually include a stipend, tuition waiver at in-state rates, fee waivers, and health insurance over a number of years. Other fellowships are short-term and may only offer partial funding to cover costs during the dissertation phase of your Ph.D. program. Fellowships do not require repayment. Some fellowships are funded through departments and colleges at UF. Others are funded by outside sources. Each fellowship has its own eligibility requirements and application deadlines.

Grants

Grants are usually a limited, need-based source of financial aid that require no repayment. One example is the UF Graduate Grant listed on the UF Office of Student Financial Aid and Scholarships website at this online link: go.ufl.edu/grants.

Loans

Loans are a form of financial aid where you borrow money and must pay it back. Options at UF include

Unsubsidized Loans and Graduate PLUS Loans. To learn more about Unsubsidized Loans, go online to go.ufl.edu/loans. To learn more about Graduate PLUS Loans, go online to this link: go.ufl.edu/gradplus.

Scholarships

Scholarships come in many forms, amounts, and durations from many different sources. Some are need-based and others are merit-based. They provide financial aid money that you do not need to repay. UF's Scholarship Search Engine can help you find available scholarships for graduate students at this online link: go.ufl.edu/scholarships.

For More Information

To learn more about graduate student funding...

- Contact the degree program to which you are applying.
- Visit the UF Office of Student Financial Aid and Scholarships website at go.ufl.edu/sfa.
- Visit the UF Graduate School Funding webpage at go.ufl.edu/gradfund.

Gator 1 ID Card

Your Gator 1 ID Card gets you access to free local bus fare, the UF Libraries, prepaid Bookstore, Gator Dining, and Vending accounts, and other campus services. The cost is $15. Get yours at the the UF Bookstore and Welcome Center (ground floor of Reitz Union, 1900 Museum Road on campus). Bring an official photo ID (driver's license or passport). For more details, go online to go.ufl.edu/gator-1.

Grading

Your grade point average (GPA) gauges your academic performance as a graduate student. It is calculated based on your grades, their point values, and how many credits taken. For example:

Grade	Points		Credits		Total Points
A	4.00	×	3	=	12.00
B	3.00	×	6	=	18.00
Totals			9		30.00

30.00 total points ÷ 9 total credits = 3.33 GPA

At UF, grade point averages are truncated, not rounded (which means a 3.69 grade point average is reckoned as 3.6, not 3.7, for example).

Your graduate grade point average counts all credits for courses numbered 5000 or higher, plus any courses numbered 3000-4999 taken outside of your major. Courses numbered 1000-2999 do not figure into your grade point average and will not count toward your minimum registration requirements or the total number of credits required for your graduate degree.

To be in good standing as a graduate student at UF, you are expected to maintain at least a 3.00 grade point average. To graduate with your graduate degree, you must have at least a 3.00 grade point average (overall and major, plus in a minor if you pursue one). There are no exceptions to that minimum.

UF's graduate-level grade scale, from which your grade point average is calculated, is:

Grade	Points	Graduate value	Counts in GPA?
A	4.00	Passing	Yes
A-	3.67	Passing	Yes
B+	3.33	Passing	Yes
B	3.00	Passing	Yes
B-	2.67	Passing	Yes
C+	2.33	Passing	Yes
C	2.00	Passing	Yes
C-	1.67	Failing	Yes
D+	1.33	Failing	Yes
D	1.00	Failing	Yes
D-	0.67	Failing	Yes
E	0.00	Failing	Yes
H	0.00	Deferred	No
I	0.00	Failing	Yes
I*	0.00	Incomplete	No
NG	0.00	Failing	Yes
NG*	0.00	No Grade Reported	No
S	0.00	Passing	No
U	0.00	Failing	No
W	0.00	Withdrawn	No
WF	0.00	Failing	Yes

A through E grades are standard letter grades for academic performance in a course. Your degree program must petition the Graduate School to allow graduation with failing grades on your transcript before UF can award your graduate degree.

H grades are Deferred grades, limited to specific courses noted in the Graduate Catalog, as approved by the Graduate Curriculum Committee and the Graduate School, for course work that by design is meant to be completed over more than one semester. A final grade is deferred until the course work is done. H grades do

not count into your grade point average. They must be replaced by a standard letter grade (A-E) before UF can award your graduate degree.

I* and I grades are Incomplete grades, assigned if you did not complete your work in a course by the end of its semester. Incomplete grades start as an I* on your transcript and do not count into your grade point average for 150 days. If you do not complete your course work and get your I* grade changed to a standard letter grade (A-E) within 150 days, it will turn into an I grade and count into your grade point average as a failing grade. All I grades must be resolved before your graduate degree can be awarded. To resolve an I* or I grade, you must complete your course work, not retake the course. If attending the course again is necessary to finish your work and resolve the I* or I grade, you must audit, not register for, it. For details on auditing courses, click this online link: go.ufl.edu/audit.

NG* and NG grades are No Grade Reported grades. If you get an NG* grade, contact your instructor or graduate coordinator as soon as possible. If left unchanged after one semester, it will turn into an NG grade and count into your grade point average as a failing grade. If NG grades remain unchanged, your degree program must petition the Graduate School to allow graduation with them on your transcript before UF can award your graduate degree.

S (Satisfactory) and U (Unsatisfactory) grades are allowed for select courses listed with that grading option in the Graduate Catalog. They are not an option for all courses. S is a passing grade, while U is a failing grade, though neither earn points that count into your grade point average. If you earn U grades, your degree program must petition the Graduate School to allow graduation with them on your transcript before UF can award your graduate degree.

W and WF grades are Withdrawn grades. A W grade is assigned if you withdraw from a course by the deadline published in the Graduate Catalog and does not count into your grade point average. A WF grade is assigned if you withdraw after that deadline and counts into your grade point average as a failing grade.

Graduate Student Representation and Advocacy

The Graduate School's **Division of Graduate Student Affairs** offers a variety of opportunities for graduate student engagement, such as the Organization for Graduate Student Advancement and Professional Development (go.ufl.edu/ogap), among others:

- Its **Office of Graduate Diversity Initiatives (OGDI)** fosters equity and inclusiveness through recruitment, mentoring, and advocacy for underrepresented students within the campus community. Click this link to visit its website: go.ufl.edu/ogdi. To learn more about student groups with which it works, click these online links:

  Black Graduate Student Organization (BGSO): go.ufl.edu/bgso

  Gator McKnights Unite (GMU): go.ufl.edu/gmu

  Latino-Hispanic Organization of Graduate Students (LOGRAS): tinyurl.com/uflogras

  Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS) go.ufl.edu/sacnas

- Its **Office of Graduate International Outreach (OGIO)** spearheads global recruitment efforts and builds worldwide links with higher education across borders. Click this link to visit its website: go.ufl.edu/ogio.

- Its **Office of Graduate Professional Development (OGPD)** offers opportunities to hone academic, career-building, and personal care skills. Click this link to visit its website: go.ufl.edu/ogpd.

The **Graduate Student Council (GSC)** serves as a liaison between UF graduate students, UF administration, and UF Student Government. It sponsors and coordinates various activities to enhance graduate student networking and advancement, including a domestic and international travel grant program to help you travel for conferences and professional development opportunities. Click this online link to learn more: go.ufl.edu/gsc.

Graduate Assistants United (GAU) represents graduate assistants in collective bargaining union negotiations over wages, credits, and other employment issues. It also serves as an advocate for graduate assistants with employment grievances, publishes a newsletter, maintains an email list, and hosts social events. Click this online link to learn more: tinyurl.com/ufgau.

UF Student Government advocates for student in-

terests at UF through its executive, legislative, and judicial branches, funding a bevy of organizations and activities on campus — including the Graduate Student Council (GSC). A proportionate share of seats in its Senate are reserved for graduate student representatives, to ensure that graduate student voices, concerns, and input are heard in the legislative process. Click on this online link to learn more: go.ufl.edu/sg.

Graduation

UF awards degrees after each semester in December, May, and August. Please note that commencement (a graduation ceremony) and graduation (the actual awarding of a degree) are not the same thing. You are not officially graduated until the Graduate School certifies that you met all degree requirements, and the Registrar's Office updates your transcript, and diplomas are delivered afterwards.

The Semester Before You Plan on Graduating

The semester before you plan on graduating, check with your degree program to:

- Make sure all Incomplete (I) grades and other unresolved or ineligible grades are cleared up.
- Make sure any needed grade changes have been made.
- Make sure your degree program and supervisory committee information in the Student Information System (SIS) and Graduate Information Management System (GIMS) is accurate.

Please note: If you are a student in a non-thesis master's degree program, entering supervisory committee data into GIMS is optional. Check with your degree program.

The Semester You Plan on Graduating

The semester you plan on graduating, submit a degree application online as early as possible online through the ONE.UF website, before the deadline published in the UF calendar and the Graduate School calendar in the Graduate Catalog. If you do not apply by that deadline, you cannot graduate that semester. Click this online link for the ONE.UF website: one.uf.edu.

If you are in a concurrent degree program and expect to graduate with both degrees at the end of the same semester, you need to submit degree applications for both degrees.

The degree application:

- Ensures that your name is on the graduation lists for that semester.
- Confirms your name for placement on your diploma and in the commencement program.
- Puts your name on the list to receive information about commencement ceremonies, including rental or purchase of graduation regalia, such as cap, hood, and gown.

Your degree application will not "roll over" from one semester to another. If you do not graduate one semester, you must submit a new degree application for the next semester you plan on graduating.

During the semester you plan on graduating, you must register for at least three credits for Fall or Spring Semester, or two credits for Summer Semester. If you are on an assistantship, fellowship, or traineeship, you may have to register for more credits to meet their minimum enrollment requirements.

During the semester you plan on graduating, you must complete satisfactory performance on your final examination or defense, plus final submission of your corrected thesis or dissertation, by the deadlines in the Graduate School calendar in the Graduate Catalog.

At the End of Your Graduating Semester

The Registrar's Office posts your graduation date and degree earned on your transcript after graduation certification is finished. Updated transcripts are usually available the day after graduation certification. Thesis master's degree students must register for courses numbered 6971, and doctoral students must register for courses numbered 7979 or 7980.

Diplomas are ordered after the semester is over. About eight weeks after graduation, yours will be sent to your permanent home address on file at the Registrar's Office — so well before graduation, please verify (and, if needed, update) your permanent home address by clicking on this online link: go.ufl.edu/address.

Health and Wellness: Body, Mind & Spirit

Being proactive about taking care of yourself as a graduate student is vital to your academic performance and balanced, well-adjusted living. UF offers a number of services and resources to help keep you well in body, mind, and spirit.

The **UF Student Health Care Center** offers a broad variety of medical services to meet your personal health-

care needs, including primary care, specialty care, urgent and emergency care, immunizations, allergy treatment, telehealth consultations, a full-service pharmacy, and more. Click this online link to find out more: go.ufl.edu/shcc.

The **UF Counseling and Wellness Center (CWC)** provides wide-ranging confidential services to support and enhance your mental health and emotional balance as a graduate student. Its in-person and online offerings include crisis support, one-on-one counseling, group therapy, couples counseling, addiction recovery support, anxiety reduction, personal growth workshops, and much more. Click this online link to find out more: go.ufl.edu/cwc.

U Matter We Care gets you in touch with education, training, programs, resources, and support networks to help you care for yourself and others amid the challenges of graduate student life. Click this online link to find out more: go.ufl.edu/umwc.

UF GatorWell provides information, insight, and coaching on how to prioritize your well-being by developing healthy habits that enhance your time management, stress reduction, sleep, and social life. Click this online link to find out more: go.ufl.edu/gwell.

UF RecSports helps keep you physically fit and socially active through programs, resources, and services focused on exercise, nutrition, sports, outdoor recreation, and more. Click this online link to find out more: go.ufl.edu/recsport.

The **UF Campus Multi-Faith Cooperative** connects you with faith and fellowship within a diverse spectrum of religious traditions to provide spiritual nurture and sense of community while you pursue your graduate studies. Click this online link to find out more: go.ufl.edu/cmc. Also, check out **UF Faith Groups** at this online link: go.ufl.edu/faith.

Integrity

Integrity — honesty and soundness in your work and behavior — is a paramount principle and expectation in UF's academic culture. For complete details about its Student Honor Code and Student Conduct Code, click this online link: go.ufl.edu/code.

UF does not tolerate plagiarism, as its honor code states:

A student must not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:

- Stealing, misquoting, insufficiently paraphrasing, or patch-writing.
- Self-plagiarism, which is the reuse of the student's own submitted work, or the simultaneous submission of the student's own work, without the full and clear acknowledgment and permission of the faculty to whom it is submitted.
- Submitting materials from any source without proper attribution.
- Submitting a document, assignment, or material that, in whole or in part, is identical or substantially identical to a document or assignment the student did not author.

Plagiarism is punishable by expulsion. If detected after a degree is awarded, UF may revoke the degree.

Please note that intent is not an element of this kind of violation of academic integrity, so it is extremely important to take great care in appropriately citing your work.

For more information about properly citing sources and avoiding plagiarism, click these online links:

- Citing Sources and Avoiding Plagiarism Video go.ufl.edu/plagiarism
- UF Libraries: Copyright on Campus go.ufl.edu/copyright

Language Requirement for Teaching Assistantships

Florida law requires international students to demonstrate adequate fluency in speaking English before they can be hired as graduate teaching assistants in a classroom, laboratory, or other instructional venue. UF uses either its own local SPEAK Test or the TOEFL iBT Speaking Section to meet the requirements of that law. Click this link to learn more about minimum required scores and other policies, along with SPEAK Test dates and procedures: go.ufl.edu/speak-test.

Leave of Absence

If you need to take a leave of absence from your degree program for three or more consecutive semesters, make sure you get written approval from your degree program before you leave.

To return from a leave of absence, you will need to submit a readmission application. For more information

on that process, please see the "Readmission" section in this handbook.

If you need to take a leave of absence from a graduate assistantship or other campus-related employment, please contact the human resources staffer in your degree program's unit and UF Human Resources (hr.ufl.edu) to find out policies and procedures beforehand.

Listserv

Your UF business email address on file will be added automatically to the Graduate School's graduate student listserv, over which it sends messages from time to time about academic, financial aid, professional development, and student enrichment updates and opportunities. You cannot opt out of that listserv while you are enrolled at UF. We do our best to keep listserv messages to a minimum and make sure they address as broad appeal as possible, though not all may be of interest to every single student.

To view an archive of past graduate student listserv messages, click this online link: go.ufl.edu/gsl-archive.

OneStop: All-in-One Student Customer Service

UF's OneStop Enrollment Services Center offers you convenient, centralized, seamless customer service for admissions, bursar, financial aid, and registrar-related business and needs — via telephone, email, Zoom, or in person:

- Online: tinyurl.com/uf-onestop
- Telephone: 352 392 2244 or toll-free 833 UF1 STOP
- In-Person: Ground floor lobby of Criser Hall
- Hours: 8:30 a.m. to 4:30 p.m. Monday through Friday

ONE.UF Self-Service

ONE.UF is the online portal where you can register for courses, check class schedules, view grades, submit faculty evaluations, request transcripts, view financial aid payouts, and pay fees and charges. Click this online link to access it: one.uf.edu.

Parking on Campus

To park motorized vehicles on campus, you must buy a parking decal from UF Transportation and Parking for a week, month, semester, or year. Eligibility is based on whether you live on or off campus and the number of credit hours you have earned. For details, go online to go.ufl.edu/park.

Campus parking restrictions are often lifted outside of 7:30 a.m. to 5 p.m. Monday through Friday, but always check the signs at the lot or garage where you plan to park, to avoid parking fines after hours.

Petitions

Petitions are requests for an exception to current UF or Graduate School policy due to extraordinary circumstances beyond the control of the student, degree program, department, or college.

If you need a petition, your graduate coordinator or staffer will initiate it for you, and get college approval for it, before submitting it for you to the Graduate School.

The Graduate School will notify your degree program via email about the decision made on your petition, so be sure to check back with your graduate coordinator or staffer about the outcome.

If you are seeking a refund of fees as part of the petition, you may need to complete a separate petition packet through the Registrar's Office after the Graduate School has acted on your petition. For information and instructions on petitioning for fee refunds, click this online link: go.ufl.edu/petitions.

Readmission

If you do not enroll at UF for three consecutive semesters (including summer terms), you must apply for readmission via the UF Office of Admission website to resume your graduate degree program. For more information, instructions, and the application form, click this online link: go.ufl.edu/readmission.

All readmission applicants must meet their department's or college's current admission requirements. Readmission is not guaranteed and depends on availability at the program, department, and college levels. Please check with your degree program before applying for readmission.

Readmission is for a specific semester and year. If you are unable to enroll for the semester for which you were readmitted, you must apply again for a different semester.

All readmission applicants must submit a satisfactory record of conduct. Regardless of prior admission or

other qualifications, if you have experienced major or continuing difficulties with school or civil authorities since your last enrollment at UF, your readmission application may not be approved.

Registration

Registration Procedures

Each semester, you will get a registration appointment from the Registrar's Office, which is when you can start enrolling in courses for the next term. If you do not get one, contact the Registrar's Office on campus (222 Criser Hall), by telephone (352 392 1374), or online by clicking this link: tinyurl.com/contact-registrar.

Before registering for courses, check with your academic advisor. Depending on your degree program, your advisor may be your supervisory committee chair, graduate coordinator, or a graduate staffer. In cases where a course's section number is "departmentally controlled" (not published in the Schedule of Courses), you will need to contact its department to get that number to register for it.

After checking with your academic advisor, you can register for courses and check class schedules, fee assessments, and grades online via the ONE.UF website. Click this online link for it: one.uf.edu.

Please pay attention to your registration appointment time, as well as the registration and fee payment deadlines on the UF academic calendar, to avoid late fee penalties.

ONE.UF provides confirmation of your registration transactions. If you do not get a confirmation, your registration transaction has not been completed. If that happens, or you have any questions about the registration process, contact your degree program's graduate coordinator or graduate staffers for help.

Make a habit of confirming your enrollment via ONE.UF during the registration and drop/add periods each semester to avoid errors and correct any right away.

Registration Requirements

Minimum registration for UF graduate students is three credits during Fall Semester or Spring Semester and two credits during Summer Semester.

Full-time registration is at least nine credits during any semester.

To have access to UF facilities (laboratories, libraries, studios, and the like) and faculty time, you must be enrolled.

Assistantships, fellowships, traineeships, and other forms of financial aid set their own minimum registration requirements. Please make sure you register for the minimum they require to remain on appointment or receive funding. If you drop below their minimum registration requirements at any time during the semester, you will have to pay for that semester's tuition and fees.

During the semesters of your qualifying examination, final examination, and graduation with your degree, you must register for credits that count toward your graduate degree program. In the semesters of your final examination and graduation with your degree, you must register in a course numbered 6971 if you are a master's degree student, or in courses numbered 7980 if you are a doctoral student.

All exceptions to minimum registration requirements must be approved your graduate coordinator, college dean, and the Graduate School.

For complete details on registration requirements, including definitions of "full-time" or "full-time equivalents," read "Registration Requirements" on the Graduate Academic Regulations webpage at this online link: go.ufl.edu/gar.

If you have any question about your registration requirements, check with the graduate coordinator or graduate staffer in your degree program.

Research With Human or Animal Subjects

UF regulations require that all research projects involving human or animal subjects be reviewed, even if the research does not involve experimentation, is purely observational, or seems totally harmless. This applies whether or not the research project is funded.

Graduate research that will involve collecting data using human or animal subjects must be approved before the project begins by one of three boards outside of the academic unit. The Institutional Review Board (IRB) reviews all research involving humans, through three IRB offices:

- IRB-01 (telephone number 352 273 9600) reviews research at the Health Science Center, Shands HealthCare Inc., and the Veterans Administration (VA) Hospital conducted by faculty or staff working

at those facilities.
- IRB-02 (telephone number 352 392 0433) reviews all other nonmedical research involving human subjects.
- IRB-03 (telephone number 904 244 5310) reviews research for the University Medical Center in Jacksonville, Florida.

For more information and forms, click this online link: go.ufl.edu/irb.

The Institution Animal Care and Use Committee (IACUC) reviews all research involving animals. For more information, guidelines, and forms, click this online link: go.ufl.edu/iacuc.

Residency

Residency refers to your status as an in-state Florida resident or an out-of-state resident. It affects what tuition and fees you pay. Because UF is a state institution, Florida residents pay less tuition and fees per credit hour than non-Florida residents.

The UF Office of Admissions determines your residency status when you first apply for graduate admission to UF. Once you finish your first semester at UF, you can request a change in your residency status through the UF Office of the University Registrar.For more information on residency policies and procedures, click this online link: go.ufl.edu/residency.

Student Participation in Academic Unit Meetings

The Graduate Council's March 15, 1990 session approved this statement about graduate student involvement in policy and procedure meetings:

"Although departments may wish to have graduate students attend and become involved in departmental meetings at which policies and procedures of the graduate programs or other related matters are being discussed, graduate students should not participate in the faculty decisions on matters pertaining to admission of new graduate student or the performance evaluations of current graduate students..."

Your academic unit may have additional requirements for graduate student participation in its meetings.

Student Records

UF upholds the confidentiality of your student educational record in line with the State University System's rules, Florida state statutes, and the Family Educational Rights and Privacy Act of 1974 (FERPA, also known as the Buckley Amendment).

Those legal measures allow release to the public of your name, class, college, major, dates of enrollment, degree(s) earned, awards received, address (local and permanent), email address, local telephone number, nature and place of employment at UF, participation in officially recognized activities and sports, and your weight and height if you are on a UF athletic team.

In general, UF students or alumni have the right to review their own educational records personally for information and determining their accuracy. Parents of dependent students, as defined by the US Internal Revenue Service, have those same rights. Photo identification, other like documentation, or personal recognition by the custodian of the records is needed before access is allowed.

For more details on the confidentiality of your student records, click this online link: go.ufl.edu/ferpa.

Supervisory Committee

Your supervisory committee is a team of graduate faculty members who oversee and mentor your progress through your graduate degree program, setting criteria and goals to ensure the integrity of your course work and research.

Once you and your degree program determine the membership of your supervisory committee, it enters your supervisory committee into GIMS (Graduate Student Management System) for you. Your supervisory committee is to be appointment as soon as possible after your admission as a graduate student and no later than your second semester of graduate enrollment.

Members of supervisory committees must be UF faculty members with graduate faculty status or special appointments made by your degree program. The Dean of the Graduate School is an ex officio member of all supervisory committees.

Supervisory Committee: Doctoral Degree

If you are a student in a doctoral degree program, your supervisory committee must have at least four members:

- A chair (who must have graduate faculty status in your degree program's home unit).

- A co-chair or member (who must have graduate faculty status in your degree program's home unit).
- A member (who must have graduate faculty status in any UF unit).
- An external (who must have graduate faculty status in any UF unit except for your own degree program's home unit).

If you are pursuing a minor, one of the members on your supervisory committee must have graduate faculty status in that minor's home unit. If you are pursuing more than one minor, you must have a graduate faculty member from each minor's home unit on your supervisory committee.

Supervisory Committee: Master's Degree with Thesis

If you are a student in a thesis master's degree program, your supervisory committee must have at least two members:

- A chair (who must have graduate faculty status in your degree program's home unit).
- A member (who must have graduate faculty status in any UF unit).

If you are pursuing a minor, one of the members on your supervisory committee must have graduate faculty status in that minor's home unit. If you are pursuing more than one minor, you must have a graduate faculty member from each minor's home unit on your supervisory committee.

Supervisory Committee: Master's Degree without Thesis

If you are a student in a non-thesis master's degree program, please check with your unit, since non-thesis programs may choose to have a formal supervisory committee or alternative over-sight determined by its graduate faculty and in line with its policies.

Whether you have a supervisory committee or alternative oversight, if you are pursuing a minor, you must have someone with graduate faculty status in that minor's home unit over-seeing your work in that minor.

Special Appointments to Supervisory Committees

Special appointments enable qualified individuals who not have graduate faculty status at UF to serve as guest experts on your supervisory committees. They are made individually, on a case by case basis, per your degree program unit's approval.

Special appointments do not count toward the required minimum of members for a valid supervisory committee (which must be filled by current UF graduate faculty), and they cannot serve as chairs, co-chairs, or externals on supervisory committees (only as members).

Check with your supervisory committee chair, graduate coordinator, and/or graduate staffer about adding a special appointment to your supervisory committee, as your degree program's unit must do this for you on GIMS (Graduate Student Management System).

Changing Your Supervisory Committee

Changes to your supervisory committee must be made in consultation with your degree pro-gram's unit and are allowed up to the midpoint deadline of the semester when you plan on graduating, so long as your final defense has not taken place. No changes are allowed after the defense. Please check with your degree program's unit for more information.

Unsatisfactory Scholarship

You may be denied further enrollment if your progress toward completing your degree program becomes unsatisfactory in the eyes of your department, school, college, or the Graduate School.

Unsatisfactory scholarship is defined as failure to maintain at least a 3.00 grade point average in all course work you attempt, as well as failure to meet curricular or research goals set by your degree program. If your grade point average falls below 3.00, you may not hold an assistantship or fellowship.

You cannot graduate with your degree if your overall and major grade point averages (your minor grade point average, if you pursue a minor) fall below 3.00.

At UF, grade point averages are truncated, not rounded, which means that a 2.97 grade point average is reckoned as 2.9, not as 3.0.

LEADS: CAMPUS SERVICES AND RESOURCES

Where to find help and support as a UF graduate student

Academic Skills Development

Dial Center for Written and Oral Communication
402 Rolfs Hall (341 Buckman Drive)
Telephone: 352 392 5421 · Website: go.ufl.edu/cwoc

Writing Studio
2215 Turlington Hall (330 Newell Drive)
Telephone: 352 846 1138 · Website: go.ufl.edu/write

Admissions

Office of Admissions
201 Criser Hall (1478 Union Road)
Telephone: 352 392 1365 · Website: go.ufl.edu/admit

Conflict Resolution

Your Department Chair/School Director
First stage in reporting and resolving conflict
Website listing: go.ufl.edu/chair or go.ufl.edu/director

Your College Graduate Associate Dean
Second stage in reporting and resolving conflict
Website listing: go.ufl.edu/graddean

Office of the Ombuds
Third and final stage in reporting and resolving conflict
31 Tigert Hall (300 SW 13th Street)
Telephone: 352 392 1308 · Website: go.ufl.edu/ombuds

Diversity and Inclusion

Asian Pacific Islander Desi Affairs
Reitz Union Suite 2215 (655 Reitz Union Drive)
Telephone: 352 294 7852 · Website: go.ufl.edu/apid

Black Affairs
Reitz Union Suite 2203 (655 Reitz Union Drive)
Telephone: 352 294 7854 · Website: go.ufl.edu/black

Collegiate Veterans Success Center
418 Yon Hall (1908 Stadium Road)
Telephone: 352 294 7233 · Website: go.ufl.edu/vets

Disability Resource Center
001 Reid Hall (1316 Museum Road)
Telephone: 352 392 8565 · Website: go.ufl.edu/drc

Hispanic-Latino Affairs
Reitz Union Suite 2225 (655 Reitz Union Drive)
Telephone: 352 294 7857 · Website: go.ufl.edu/hla

International Center
170 The Hub (1765 Stadium Road)
Telephone: 352 392 5323 · Website: go.ufl.edu/ufic

LGBTQ+ Affairs
Reitz Union Suite 2210 (655 Reitz Union Drive)
Telephone: 352 294 7851 · Website: go.ufl.edu/lgbtq

Office of Graduate Diversity Initiatives
123 Grinter Hall (1523 Union Road)
Telephone: 352 392 6444 · Website: go.ufl.edu/ogdi

Financial Aid

Office of Student Financial Aid and Scholarships
S-107 Criser Hall (1478 Union Road)
Telephone: 352 392 1275 · Website: go.ufl.edu/sfa

Health, Self-Care, Wellness, and Safety

Counseling & Wellness Center
3190 Radio Road
Telephone: 352 392 1575 · Website: go.ufl.edu/cwc

Emergency: Fire/Paramedic/Police
Telephone: 911

Field and Fork Campus Food Pantry
564 Newell Drive
Telephone: 352 294 3601 · Website: go.ufl.edu/faf

GatorWell Health Promotion Services
1100 J Wayne Reitz Union (655 Reitz Union Drive)
Telephone: 352 273 4450 · Website: go.ufl.edu/gwell

Recovery Support and Services
Coordinated through the Counseling & Wellness Center
Telephone: 352 392 1575 · Website: go.ufl.edu/recovery

RecSports Fitness and Nutrition
Multiple locations across campus
Telephone: 352 846 1081 · Website: go.ufl.edu/recsport

Student Health Care Center
The Infirmary (280 Fletcher Drive)
Telephone: 352 392 1161 · Website: go.ufl.edu/shcc

U Matter We Care
202 Peabody Hall (1500 Union Road)
Telephone: 352 294 2273 · Website: go.ufl.edu/umwc

University of Florida Police Department
1521 Museum Road
Telephone: 352 392 1111 · Website: go.ufl.edu/upd

Housing

Housing and Residence Life
1304 Diamond Road
Telephone: 352 392 2161 · Website: go.ufl.edu/housing

Off Campus Life
1304 Diamond Road
Telephone: 352 392 1207 · Website: go.ufl.edu/ocl

Legal Aid

Student Legal Services
Reitz Union Suite 3500 (655 Reitz Union Drive)
Telephone: 352 392 5297 · Website: go.ufl.edu/legal

Library

UF George A. Smathers Libraries
Multiple locations across campus
Telephone: 352 281 6309 · Website: go.ufl.edu/libraries

Parking

Transportation and Parking Services
1273 Gale Lemerand Dr
Telephone: 352 392 7275 · Website: go.ufl.edu/park

Professional Development

Career Connections Center
1300 J Wayne Reitz Union (655 Reitz Union Drive)
Telephone: 352 392 1601 · Website: go.ufl.edu/ccc

Center for Teaching Excellence
200 Bryant Space Science Center (1772 Stadium Road)
Telephone: 352 294 0811 · Website: go.ufl.edu/teach

Dial Center for Written and Oral Communication
402 Rolfs Hall (341 Buckman Drive)
Telephone: 352 392 5421 · Website: go.ufl.edu/cwoc

Office of Graduate Professional Development
129 Grinter Hall (1523 Union Road)
Telephone: 352 294 0488 · Website: go.ufl.edu/ogpd

Recreation

RecSports (Department of Recreational Sports)
Multiple locations across campus
Telephone: 352 846 1081 · Website: go.ufl.edu/recsport

Registration and Enrollment

Office of the University Registrar
S107L Criser Hall (1478 Union Road)
Telephone: 352 392 2244 · Website: go.ufl.edu/registrar

Research

UF Office of Research
460 Grinter Hall (1523 Union Road)
Telephone: 352 392 1582 · Website: go.ufl.edu/research

Research Integrity at UF Office of Research
460 Grinter Hall (1523 Union Road)
Telephone: 352 273 3052 · Website: go.ufl.edu/integrity

Spirituality

UF Campus Multi-Faith Cooperative
A campus network of UF-recognized student ministries
Website: go.ufl.edu/cmc

UF Faith Groups
Listings and contacts for a variety of spiritual traditions
Website: go.ufl.edu/faith

Student Involvement and Representation

Graduate Assistants United
224 Yon Hall (1908 Stadium Road)
Telephone: 352 575 0366 · Website: tinyurl.com/ufgau

Graduate Student Council
3000 Reitz Union (3102 Reitz Union Drive)
Telephone: 352 392 1665 · Website: go.ufl.edu/gsc

Student Activities and Involvement
Reitz Union Level 2 (3102 Reitz Union Drive)
Telephone: 352 392 1671· Website: go.ufl.edu/involve

Student Government
3000 Reitz Union (3102 Reitz Union Drive)
Telephone: 352 392 1665 · Website: go.ufl.edu/sg

Thesis and Dissertation

Graduate School Editorial Office
134 Grinter Hall (1523 Union Road)
Telephone: 352 392 1282 · Website: go.ufl.edu/edit

YOUR CONTACTS

Important names and other data to keep at your fingertips

Who is your graduate coordinator?	Name
	Telephone
	Email
Who is your department chair?	Name
	Telephone
	Email
Who is your college dean?	Name
	Telephone
	Email
Whom do you contact if you have issues registering for classes?	Name
	Telephone
	Email
Whom do you contact if you have problems with your assistantship or fellowship?	Name
	Telephone
	Email
Who is your assigned financial aid advisor?	Name
	Telephone
	Email
Whom do you contact if you need help with adjusting your schedule?	Name
	Telephone
	Email
Whom do you contact if you need help with filing a petition?	Name
	Telephone
	Email
Whom do you contact if you need help with filing a medical withdrawal?	Name
	Telephone
	Email
Whom do you contact if you need help with managing stress, anxiety, hopelessness, or depression?	Name
	Telephone
	Email

NOTEPAD

Names, numbers, questions, impressions, doodles... Jot 'em down!

UF THE GRADUATE SCHOOL

UNIVERSITY OF FLORIDA
GRADUATE SCHOOL

1523 Union Road · 106 Grinter Hall · POB 115500
Gainesville FL 32611-5500

352 392 6622
graduateschool.ufl.edu
gradschool@aa.ufl.edu