

GRADUATE HANDBOOK

2013 - 2014

ENVIRONMENTAL HORTICULTURE DEPARTMENT

UNIVERSITY OF FLORIDA

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PREFACE

Welcome to the Department of Environmental Horticulture and the Graduate Studies Program. Graduate study in the Environmental Horticulture Department provides the opportunity for diverse learning experiences that will enrich your professional development. You should take advantage of all the opportunities and resources of the University of Florida to maximize their educational development. The purpose of this *Environmental Horticulture Graduate Handbook* is to outline essential guidelines and information that will be helpful and important in accomplishing your career and educational goals. This handbook outlines some of the regulations, policies and procedures excerpted from the current *Graduate Catalog* of the University of Florida, *UF Graduate Student Handbook*, *Graduate Council Policy Manual* and Environmental Horticulture Departmental policies. It is important to note that, in some cases, specific regulations established by the Environmental Horticulture Department differ from the minimums set by the **Graduate School** and those outlined in the *Graduate Catalog*.

Please take note it is the primary responsibility of each graduate student to ensure that all regulations and deadlines pertaining to their degree program are fulfilled. You are responsible for becoming familiar with all requirements of the University **Graduate School**, the Office of the Registrar, the **College of Agricultural and Life Sciences (CALs)** or the **Institute of Food and Agricultural Sciences (IFAS)** and the **ENH Department**. These requirements constitute a contractual agreement between you and the University. Compliance with published deadlines is your responsibility.

The majority of information contained within this handbook is directly accessible online at the websites listed in **Appendix 7**. Although every attempt has been made to frequently update the handbook, some website addresses may have changed. Finally, this handbook also includes information that will assist you in making Gainesville your home during your graduate studies.

IT IS IMPORTANT THAT LACK OF KNOWLEDGE OF A RULE OR A DEADLINE DOES NOT CONSTITUTE A BASIS FOR WAIVING THAT RULE OR DEADLINE.

FACULTY & STAFF THAT ASSIST WITH GRADUATE STUDIES

<u>Title</u>	<u>Name</u>	<u>Location</u>	<u>Phone Number</u>
Graduate Coordinator	Laurie Trenholm	101A Mehrhof Hall	(352) 273-4524
Graduate Programs Assistant	Dee Boyle	1519 Fifield Hall	(352) 273-4526
Executive Secretary	Treva Damron	1549 Fifield Hall	(352) 273-4791
Senior Computer Programmer	Bart Schutzman	1531 Fifield Hall	(352) 273-4572
Facility Manager	Brian Owens	Building 1200	(352) 392-6901
Business Manager	Cora Sanders	Gulf Coast REC	(813) 633-4116
Office Assistant/Personnel	Patty McClain	Gulf Coast REC	(813) 633-4113
Human Resources	Sarah Kern	Ft.Lauderdale REC	(954) 577-6383
Academic Coordinator	Jackie White	Indian River REC	(772) 468-3922 x 148
Academic Coordinator	Diane Mealo	Mid Florida REC	(407) 884-2034 x 129
Office Manager	Linda Hornsby	Mid Florida REC	(407) 884-2034 x 102

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GRADUATE STUDENT DEGREE TASK CHECKLIST

√	TASK	WHEN/WHERE COMPLETED
	Meet with Graduate Coordinator or your REC Faculty Advisor	Upon arrival – 101A Mehrhof Hall; REC
	Complete payroll and assistantship appointment forms (if applicable)	Upon arrival – Fifield Shared Services Center Fifield Hall
	Obtain Student ID Card (Gator-1 Card)	Upon arrival – Room G071 in UF Bookstore and Welcome Center http://www.gator1.ufl.edu
	Create GatorLink account	After getting Student ID Card, create account online at: http://www.gatorlink.ufl.edu/
	Obtain Parking Permit (if applicable)	Upon arrival – Traffic and Parking Office
	Establish user account for the Environmental Horticulture File Server	Upon arrival - Senior Computer Programmer/Analyst
	Complete Pesticide Safety Training Tutorial and quiz and obtain certification card	Upon arrival - taken online and quiz responses submitted to Facility Administrator
	Obtain keys to building, greenhouse and mailroom	Upon arrival – Executive Secretary 1549 Fifield or Graduate Secretary 1519 Fifield
	Meet with Major Advisor concerning first semester coursework	Upon arrival or at least before semester registration deadline
	Register for ALS 5934 <i>Graduate Professional Development</i> (required) the first fall semester in residence	First fall semester in attendance
	Register by ISIS (Internet Student Information Service)	At assigned time – see Graduate Program Assistant , 1519 Fifield or follow instructions found on ISIS
	Ph.D. students see Graduate Coordinator regarding policy to transfer of up to 30 credits from M.S. degree	First semester enrolled- Graduate Coordinator 101A Mehrhof Hall
	Select Supervisory Committee members and meet to approve Form 2 and research proposal	No later than end of first semester - Graduate Program Assistant (1519 Fifield) will submit Supervisory Committee form online.
	Complete degree teaching experience requirement, register for HOS 6940 Supervised Teaching	Any time prior to last semester of degree program. You may be assigned to serve as a TA for a departmental course by the assignment committee any one semester as needed.
	Apply for Florida State Residency (Eligible non-residence and naturalized citizens)	End of first year. This policy does not apply to international students http://www.admissions.ufl.edu/residency/

Graduate Student Semester Evaluation	End of each semester. Complete <i>Graduate Student Progress Report</i> to Major Advisor . Meet with adviser to review and sign <i>Student Semester Evaluation</i>
Ph.D. Qualifying Exam (written and oral)	Must be taken no later than two semesters prior to completion of the degree.
Admission To Candidacy form	Graduate Program Assistant 1519 Fifield completes form and is signed by all Supervisory Committee members
Registration for Doctoral Research	HOS 7980 may not be used until <i>after</i> Qualifying exam is passed
<i>Guide for Preparation of Thesis and Dissertation</i>	Obtain early and follow guidelines in planning and writing thesis/dissertation
Attend Electronic Thesis/Dissertation Workshops	Offered each semester – complete before final semester of graduation
Request For Graduation Check (Graduate School)	Semester <i>before</i> graduation – complete form online: http://graduateschool.ufl.edu/graduation/checklists
Complete college clearance procedures for graduation	Early during final semester - follow procedures outlined in handbook
Submit <i>Degree Application Form</i>	By deadline for the semester of graduation; The certification request form, available in the Graduate School Editorial Office or http://graduateschool.ufl.edu/graduation/degree-application
Exit Seminar	Given in term of graduation immediately prior to final exam - provide Graduate Program Assistant with title, date, time and room number 15 days before
Arrange defense date for dissertation or thesis final exam with Supervisory Committee members and notify Graduate Program Assistant	15 business days prior to defense, provide Graduate Program Assistant with title, date, time and room number
Complete <i>Report on Thesis or Dissertation And/or Final Examination Form</i>	Have final exam form prepared before final exam so that it can be signed as appropriate. See Graduate Program Assistant for form. It must be signed by all Supervisory Committee members and faculty present during exam. Submit by published deadline.
Submit <i>Electronic Thesis and Dissertation Submission Approval Form</i>	Final semester – form can be completed and printed online: https://gradschool.ufl.edu/students/student-forms.html . Print on 100% cotton paper. Committee members and Associate Dean must sign.
Complete <i>Exit Survey for Non-thesis Masters degrees</i>	Before graduation – form is online at: http://graduateschool.ufl.edu/academics/graduate-student-forms
Schedule Exit interview with Graduate Coordinator	Before last day of classes or Commencement
Return all checked out items including keys	Before graduation – Executive Secretary 1549 Fifield Hall.

GRADUATE STUDY IN ENVIRONMENTAL HORTICULTURE

I. GENERAL INFORMATION

A. DEPARTMENTAL MISSION

Environmental horticulture deals with the science of using plants to enhance the environment through breeding, selecting, propagating, growing, installing and maintaining plants. The Environmental Horticulture Department participates in a joint "Horticultural Science" graduate program in conjunction with the Horticultural Sciences Department and offers degrees leading to a combined Bachelors/Masters, the Master of Science – Non-thesis, Master of Science – Thesis, and Doctor of Philosophy in Horticultural Science. Specializations include:

- Floriculture
- Foliage for interiors
- Habitat restoration
- Turfgrass
- Woody plants
- Landscape installation and maintenance
- Plant growth regulators
- Taxonomy, breeding and genetics
- Tissue culture
- Molecular biology and biochemistry
- Stress physiology and plant biotechnology

In addition to these degree specializations, the department faculty also participates as **Major Advisors** in the Doctor of Plant Medicine program, the Plant Molecular and Cellular Biology Program, UF Genetics Institute and Interdisciplinary Ecology Graduate Program.

The department endeavors to provide a stimulating environment in which you can pursue graduate education, research, and extension activities. Members of the Environmental Horticulture graduate faculty include department resident faculty, and

faculty at University of Florida Research and Education Centers located in Apopka, Balm, Fort Lauderdale, Fort Pierce, Homestead, Milton, Plant City and Quincy, Florida.

IFAS Organization

The Department of Environmental Horticulture (ENH) is part of the College of Agricultural and Life Sciences (CALs), which is in turn part of the Institute of Food and Agricultural Sciences (IFAS). In addition to CALs, IFAS includes the College of Veterinary Medicine, the Agricultural Experiment Station, the Cooperative Extension Service, the School of Forest Resources and Conservation (SFRC), and the School of Natural Resources and the Environment (SNRE).

In all, IFAS consists of about 20 different academic departments that have faculty members and staff located both on the UF campus and in Research and Education Centers throughout the state. IFAS is administered by the UF Senior Vice President for Agriculture and Natural Resources and three Deans (Extension, Academic Programs, and Research). In turn, IFAS is part of UF along with many other colleges and academic units (e.g. College of Engineering, College of Liberal Arts and Sciences, College of Medicine, etc.).

The **Graduate School** of the University of Florida is responsible for; 1) the enforcement of minimum standards of graduate work and 2) overall coordination of graduate programs at the University. As an umbrella organization, the **Graduate School** cuts across academic disciplines (such as colleges and departments) and is managed by a Dean, a Director of Graduate Minority Programs, the Graduate Council, and the graduate faculty from all academic disciplines.

Whereas the **Graduate School** sets minimum requirements and provides overall coordination, the responsibilities for setting detailed requirements and managing operations of ENH graduate programs are vested with the ENH faculty. Therefore, you must satisfy both the **Graduate School** and departmental requirements in order to obtain a graduate degree.

B. MEET THE STATEWIDE ENVIRONMENTAL HORTICULTURE GRADUATE FACULTY

<u>Faculty</u>	<u>Specialization/Location</u>	<u>Phone</u>	<u>E - Mail</u>
Barrett, James E.	Floriculture, Gainesville	(352) 273-4568	jbarrett@ufl.edu
Beeson, Richard C., Jr.	Water relations and nursery production, Mid-Florida REC, Apopka	(407) 844-2034 x 172	rcbeeson@ufl.edu
Broschat, Timothy K.	Plant nutrition, Ft. Lauderdale REC	(954) 577-6330	tkbr@ufl.edu
Chen, Jianjun	Plant physiology, Mid-Florida REC, Apopka	(407) 884-2034 x 161	jjchen@ufl.edu
Cisar, John L.	Turfgrass science, Ft. Lauderdale REC	(954) 577-6336	jlci@ufl.edu
Clark, David	Floriculture and plant molecular biology, Gainesville	(352) 273-4577	dclark@ufl.edu
Deng, Zhanao	Plant breeding and genetics, Gulf Coast REC, Wimauma	(813) 633-4134	zdeng@ufl.edu
Fisher, Paul	Floriculture, Gainesville	(352) 273-4581	pfisher@ufl.edu
Fitzpatrick, George E.	Horticultural substrates and water relations, Ft. Lauderdale REC	(954) 577-6331	fitz@ufl.edu
Freyre, Rosanna	Floriculture, Gainesville	(352) 273-4575	rfreyre@ufl.edu
Gilman, Edward F.	Urban trees, nursery tree production, Gainesville	(352) 273-4523	egilman@ufl.edu
Guy, Charles L.	Plant molecular biology, Gainesville	(352) 273-4528	clguy@ufl.edu
Hansen De Chapman, Gail	Landscape design, Gainesville	(352) 273-4506	ghansen@ufl.edu
Henny, R.J. "Jake"	Plant genetics, Mid-Florida REC, Apopka	(407) 884-2034 x 152	rjhenny@ufl.edu
Kane, Michael E.	Micropropagation, habitat restoration, Gainesville	(352) 273-4500	micropro@ufl.edu
Knox, Gary W.	Woody ornamentals, North Florida REC, Quincy	(850) 875-7162	gwknnox@ufl.edu
Kruse, Jason K.	Turfgrass, Gainesville	(352) 273-4569	jkk@ufl.edu

<u>Faculty</u>	<u>Specialization/Location</u>	<u>Phone</u>	<u>E - Mail</u>
Mackay, Wayne A.	Enviro Hort Department Chair Floriculture, plant breeding, Mid Florida REC, Apopka	(352) 294-3059	wmackay@ufl.edu
Moore, Kimberly A.	Floriculture, Ft. Lauderdale REC	(954) 577-6328	klock@ufl.edu
Park Brown, Sydney	Consumer horticulture, Gulf Coast REC, Plant City	(813) 757-2286	spbrown@ufl.edu
Perez, Hector	Plant propagation, Gainesville	(352) 373-4503	heperez@ufl.edu
Reinhardt-Adams, Carrie	Restoration ecology, Gainesville	(352) 273-5402	rein0050@ufl.edu
Stamps, R.H. "Bob"	Florists' greens, ornamental plants, Mid Florida REC, Apopka	(407) 884-2034 x 164	rstamps@ufl.edu
Thetford, Mack	Landscape and woody ornamentals, West Florida REC, Milton	(850) 983-2632 x 12	thetford@ufl.edu
Trenholm, Laurie	Turfgrass, Gainesville	(352) 273-4524	letr@ufl.edu
Unruh, J. Bryan	Turfgrass, West Florida REC, Milton	(850) 995-3720 x 108	jbu@ufl.edu
Vendrame, Wagner	Plant tissue culture, Tropical REC, Homestead	(305) 246-7001 x 210	vendrame@ufl.edu
Wilson, Sandra B	Native landscape plants and invasive ornamentals, Indian River REC, Ft. Pierce	(772) 468-3922 x 107	sbwilson@ufl.edu
Yeager, Thomas H.	Extension, woody ornamentals, Gainesville	(352) 273-4574	yeagert@ufl.edu

C. FACILITIES

Gainesville

The Environmental Horticulture Department on the University of Florida's Gainesville campus is housed in Fifield Hall (along with the departments of Horticultural Sciences and Plant Pathology), and in Mehrhof Hall, and Building 68 (**Figure 1**).

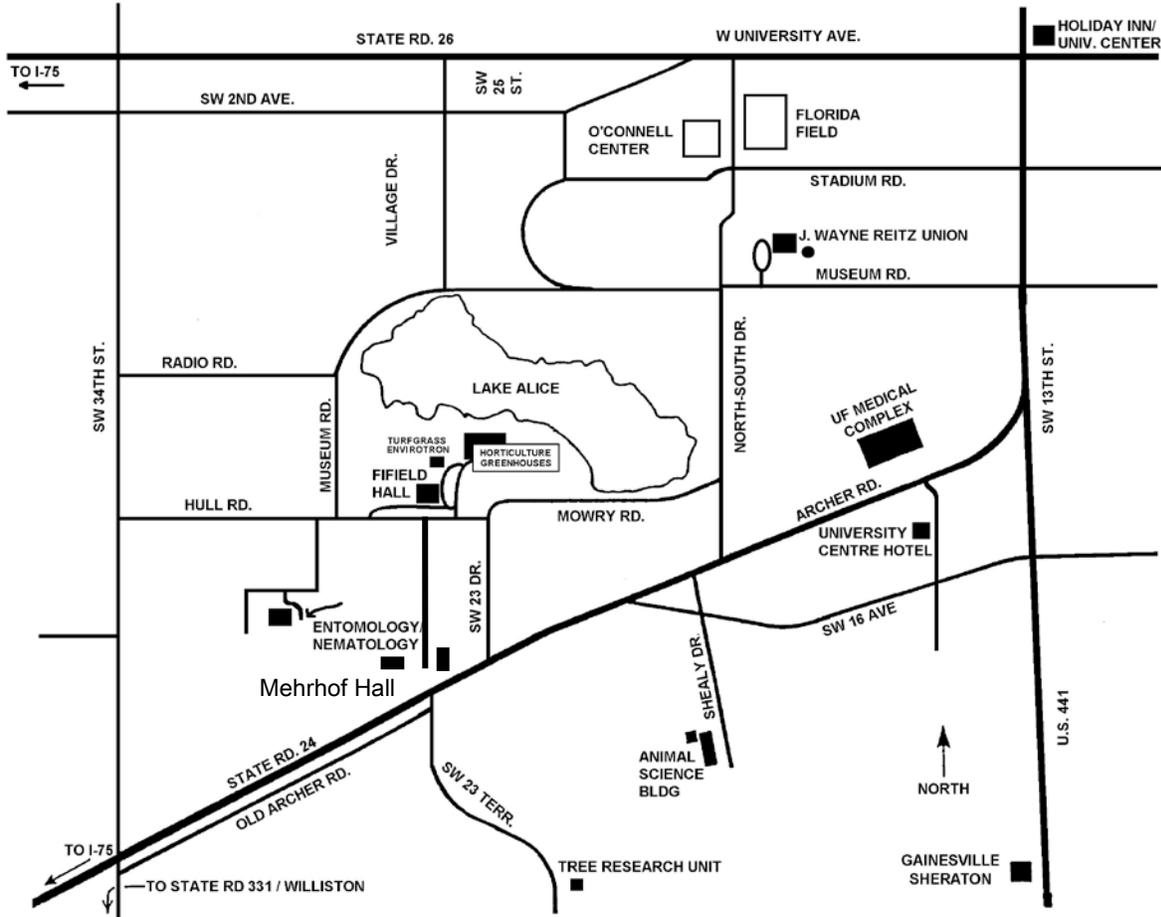


Figure 1

The department facilities include offices, classrooms, and research laboratories to support teaching, research and extension programs. Departmental laboratories contain modern analytical equipment for most types of plant-related research. The department has more than 25,000 square feet of greenhouses; 14,000 square feet of Saran houses; 14,000 square feet of ground beds; and adjacent storage and work areas totaling 16,500 square feet (**Appendix 6**).

The Turfgrass Envirotron Laboratory, completed in 1993, provides state-of-the-art greenhouse and laboratory facilities for turfgrass research. The Turfgrass Field Laboratory

is approximately twenty-eight acres in size and is located twenty-five miles south of campus in Citra, Florida (off Hwy 318). The Environmental Landscape Horticulture Education Laboratory, a field and laboratory facility for landscape research and teaching is located on the edge of campus on the shores of Bivens Arm Lake. Additionally, excellent opportunities exist for conducting graduate research with graduate faculty at the well-equipped West Florida, North Florida, Mid-Florida, Gulf Coast, Indian River, Ft. Lauderdale and Tropical Research and Education Centers.

West Florida Research and Education Center (WFREC)

The West Florida Research and Education Center is part of the University of Florida, Institute of Food and Agricultural Science's statewide network. In 1946, the Experiment Station in Jay (actually Allentown Community) opened its doors for the purpose of agricultural research in areas relevant to local growers. The Experiment Station, now referred to as the Research Farm, is still creating knowledge for distribution through the University of Florida, IFAS Extension efforts and, since 1995, the Academic Programs @ Milton.

Academic degree programs have been available through the WFREC since 1995. Through partnerships with Pensacola Junior College and other area schools, University of Florida degree programs are obtainable at the undergraduate, graduate, and doctoral levels. Current program areas include Environmental Horticulture, Natural Resource Conservation, and Golf and Sports Turf Management. To date, the WFREC has graduated over 100 students.

The major research activities of the Center focus on Alternative Agriculture, Community Ecology & Restoration, Forest Ecology and Silviculture, Forest Management, Forest Utilization, Landscape Horticulture, Nursery Production & Management, TSA, Turf Grass Science, Weed Science

Contact information: West Florida Research and Education Center, 5988 Highway 90, Building 4900, Milton, Florida 32583 phone: (850) 983-5216 fax: (850) 983-5774.

North Florida Research and Education Center (NFREC)

The North Florida Research and Education Center is part of UF-IFAS, consisting of the combined units at Quincy, Marianna, and Live Oak, Florida. NFREC has 23 faculty members from 8 academic departments and the School of Forest Resources and Conservation, plus one multi county extension faculty member. This diversity of faculty and programs provides a unique setting for interdisciplinary work among the Centers, and with colleagues at other Centers around the state and on campus. There are many opportunities for interacting with other agencies, such as Florida Department of Agriculture and Consumer Services, Florida Department of Environmental Protection,

Natural Resources Conservation Service, and the Water Management Districts. In addition, faculty has cooperative research, extension, and teaching efforts with Florida A&M University. There are many multi-state programs carried out by NFREC faculty members with colleagues in Georgia, Alabama, Mississippi, and other states in the southeastern US. The work at NFREC helps the agricultural and natural resource clientele adapt and manage resources and agricultural operations more effectively and profitably in a changing socioeconomic and environmentally aware setting.

NFREC-Quincy is home to one of the statewide plant disease diagnostic labs. The office of the Northwest Florida Extension District Director is located at Quincy and the Center is home to the Florida Rural Development Council. The programs at NFREC-Quincy cover a wide range of crops, including vegetables, small grains, agronomic row crops, forages, ornamentals, tree fruits, and forestry. The research and extension efforts include production and management, breeding, variety evaluations, pest management, nutrient management, irrigation management, weed control, and economics.

NFREC-Suwannee Valley in Live Oak deals with the very diverse small-farms area, including alternative crops (especially horticultural crops), specialty crops, forestry, crop culture and management, value-added items, agriculture/eco-tourism, and economics and marketing. NFREC-Suwannee Valley also is home to IFAS hydroponic research and demonstration projects. The Center leads in the nutrient management issue in the Suwannee River region with research on nutrient and water management for crops, and through its involvement with the Suwannee River Partnership, a consortium of government, industry, private, and education groups to address nutrient and water resource issues in the Suwannee Valley area. The IFAS Livestock Waste Testing Lab at the Center helps livestock producers and farmers manage livestock wastes.

Contact information: Quincy ♦ 155 Research Road, Quincy, FL 32351-5677, Phone (850) 875-7100, fax (850) 875-7100; Suwannee Valley ♦ 7580 County Road 136, Live Oak, FL 32060, Phone (386) 362-1725, fax (386) 362-3067.

Mid-Florida Research and Education Center (MREC)

The primary mission of all IFAS Research and Education Centers is to support multi-disciplinary research, teaching and extension programs focused on commodities, natural resources and broader issues (e.g., water quality and environmental contamination) relevant to Florida. The faculty, staff and director continuously interact with many public and private organizations, groups and leaders as scientific and educational experts and as members of the community. MREC faculty cooperates with their colleagues in most of the academic departments in Gainesville, at county offices, and other RECs around the state. Out-of state and international cooperation with

institutions and individuals is also a major component of the linkages developed by faculty and staff.

Research, Teaching, and Extension programs center on environmental horticulture, vegetable, and fruit crops in three broad areas of study is the primary focus of MREC. Areas of research and education include plant development – breeding, developmental biology, biotechnology, landscaping, and economics; plant production – nutrition, water use, light, and horticulture; plant protection – plant pathology, entomology, weed management, and IPM.

A program studying the ecology and management of aquatic insect pests expands the scope of our mission. The major commodity-based clientele supported by MREC programs are the tropical foliage, cut foliage, woody ornamental, grape, and vegetable industries. This clientele are further served by Extension programs that are developed and produced by local, state, and national Extension faculty with the cooperation of the MREC faculty and staff. The aquatic insect pest program supports a more general constituency. The new teaching program will further broaden the MREC clientele base.

MREC faculty maintain contacts with the tropical foliage, cut foliage, woody ornamental, grape, and vegetable industries. The major commodity based clientele supported by MREC programs are the Foliage, Vegetable and Grape industries. This clientele are further served by Extension programs which are developed and produced by local, state, and national Extension faculty with the cooperation of the MREC faculty and staff. The aquatic insect pest program supports a more general constituency. The new teaching program will further broaden the MREC clientele base.

Contact information: Mid-Florida Research & Education Center, 2725 S. Binion Road, Apopka, FL 32703-8504, Tel (407) 884-2034, Fax (407) 814-6186

Gulf Coast Research and Education Center (GCREC)

Ornamental research and extension programs at GCREC focus primarily on floricultural crops and landscape issues. Florida's floriculture industry must utilize the most efficient production systems, superior genetic germplasm, and advanced pest management strategies while conserving natural resources and protecting the environment. New crops have to be evaluated and developed for production in our unique climate. Issues related to landscape management – particularly urban soils and water conservation and quality are another focus of GCREC. The staff is committed to a comprehensive research and extension program that not only provides solutions to new problems as they arise, but is committed to advancing production technologies, plant materials and Florida-friendly landscape management techniques that will support Florida's floricultural industry and its environment.

The UF-IFAS Plant City satellite program is located on the Hillsborough Community College Plant City Campus, which is situated in the heart of the strawberry and horticulture industries. This site is easily accessible from I-4 and serves students in Hillsborough and surrounding counties. Classes are taught on-site as well as through distance education technologies and are scheduled to accommodate working students, plant pathology, and soil and water science. The Plant City Campus offers a Bachelors of Science and Master's degrees in Environmental Horticulture as well as Agricultural Education, Geomatics (surveying) and Natural Resource Conservation. The program also offers a Master's of Science in Environmental Horticulture and Soils and Water Science. Students can complete these degree programs at the Plant City Campus without having to go to Gainesville.

Contact Information: 14625 C.R. 672, Wimauma, Florida 33598, (813) 634-0000/FAX (813) 634-0001; Plant City - 1200 N. Park Road, Plant City, FL 33563, (813) 707-7330/FAX (813) 707-7399.

Indian River Research and Education Center (IRREC)

The Indian River Research and Education Center in Fort Pierce opened in 1947 with only one scientist and a small laboratory. Today, IRREC is known internationally for cutting-edge research and a high quality educational program offered to students who commute to the center from a five county region. Bachelor's degree programs in Agribusiness Management and in Environmental Management are available to students with an Associate in Arts degree. Master's degree programs include Agricultural Education and Communication, Entomology, Environmental Horticulture, and Environmental Science. Certificate programs include Agribusiness Management, Agricultural Education and Communication, and Entomology.

In addition to degree programs, the center provides regional leadership to agriculturalists with research and extension programs. Those programs include biological, chemical and cultural pest management, utilizing entomology, virology, and plant pathology of citrus, ornamental and vegetable crops, and study to control invasive plants. Specific research areas include: water and nutrient management for citrus and flatwoods soils; epidemiology and control of leaf and fruit diseases of citrus; evaluation of citrus and vegetable cultivars in Florida; utilization of soil amendments; micro-irrigation of horticultural crops in humid regions; leadership in citrus, vegetable and water management state extension programs on the east coast of Florida; economic production of agricultural products; post-harvest handling and packing of agricultural products; biological control of invasive plants and aquaculture.

Contact information: 2199 South Rock Road, Fort Pierce, FL 34945-3138, Phone: (772) 468-3922, Fax: (772) 468-5668.

Ft. Lauderdale Research and Education Center (FLREC)

A distinctive combination of commercial, urban horticultural, and environmental concerns drives activity at the FLREC. Unique problems associated with South Florida depend on research, education, and extension efforts focused within this area. Given the enormous differences in environment, flora, and fauna endemic to Southeast Florida, these efforts cannot be adequately performed in other areas of the state. Our faculty, staff, and facilities represent a valuable local information and resource base for the southern third of the state that cannot be effectively duplicated elsewhere.

The mission of the FLREC is to protect the environment of South Florida by developing--in partnership with other institutions--technologies for sustainable maintenance and management of landscapes and to reduce the impact of invasive animals and plants on the area's natural and urban habitats.

The Academic Program at Ft. Lauderdale was established in 1984 with the introduction of a B.S. degree program in horticulture. This program was designed primarily for the non-traditional place-bound student. Classes were offered during the evening hours for the convenience of the adult learner whose job and family responsibilities precluded attending classes during the normal workday. By the late 1990s, two additional undergraduate majors--entomology and turfgrass science--had been established, and in 2006 a new major in geomatics was added. Graduate degrees in Entomology, Environmental Science, Wildlife Ecology, and Horticulture were established in early 2005.

Contact information: 3205 College Ave., Davie, FL 33314-7799; Phone: (954) 577-6300, Fax (954) 475-4125, E-mail: flrec@ufl.edu.

Tropical Research and Education Center (TREC)

Tropical Research and Education Center is located in Homestead, Florida about 30 miles south of Miami. The Center was established in 1929 by an act of the state legislature in what is now Miami-Dade County on land donated by the Krome family and Mr. Charles E. Schaff. The center's 160 acres consist of offices, laboratories, greenhouses, vegetable fields, and fruit orchards. There are sixteen faculty members and about 45 support staff.

Research, teaching, and extension programs focus on tropical and subtropical fruit crops, tropical and temperate vegetable crops, and ornamental crops of southern Florida. The agricultural industry served by the center has an annual farm gate value of \$834 million. Multiplier effects make agriculture's impact on the local economy worth over \$1 billion annually. In research, six departments are represented at TREC:

Agricultural and Biological Engineering, Entomology and Nematology, Environmental Horticulture, Horticultural Sciences, Plant Pathology and Soil and Water Science.

The research faculty at TREC is involved in interdisciplinary projects with each other and colleagues at other institutions throughout the United States and the rest of the world. The center provides for a wealth of research and learning opportunities for graduate students, post docs, and visiting scientists interested in subtropical and tropical environments and horticulture.

Due to the region's humid subtropical climate, TREC is the only state university research center in the continental U.S. focusing on a large number of tropical and subtropical crops. In addition, the area's oolitic limestone soil is unique to extreme southern Florida. In addition, the Center addresses water and environmental issues that impact crop production over a shallow aquifer and in proximity to Everglades National Park, Biscayne National Marine Park, Florida Bay and major well fields which provide drinking water to the several million people in neighboring urban areas.

Contact information: 18905 S.W. 280 Street, Homestead, FL 33031, Phone: (305) 246-7000, Fax: (305) 246-7003.

D. GRADUATE SCHOOL GENERAL REGULATIONS

You are ultimately responsible for becoming informed and observing all program regulations and procedures. You need to be familiar with the Graduate Catalog general regulations and requirements, specific degree program requirements, and offerings and requirements of the major academic unit. Rules and policies will not be waived for lack of your awareness. Any exceptions to the policies and degree requirements stated in the Graduate Catalog must be approved by the Dean of the Graduate School. After admission to the Graduate School, but before your first registration, you should consult the college and/or the graduate coordinator about courses and degree requirements, deficiencies if any, and special regulations of the academic unit. The Dean (or representative) of the college where the degree program is located must oversee all registrations. Once a supervisory committee is appointed, registration approval is the responsibility of your committee chair.

Catalog Year

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 unregistered for 2 or more consecutive terms 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 your catalog year. However, courses and programs are sometimes discontinued and requirements may change as a result of curricular review or actions by accrediting associations and other agencies.

Classification of Students

- 6 – Post-baccalaureate students: degree-holding students admitted to post-baccalaureate credits.
- 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, but who have not been admitted to doctoral candidacy.
- 9 - Graduate students admitted to doctoral candidacy.

Confidentiality of Student Records

The University ensures the confidentiality of student educational records in accordance with State University System rules, state statutes, and [FERPA](#), the Family Educational Rights and Privacy Act of 1974, as amended, also known as the Buckley Amendment.

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

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

Currently enrolled students must contact the appropriate agency/agencies **to restrict 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 also University employees must request this restriction from Human Resource Services.
- Students who do not want their addresses, phone numbers or personal information published on the Web should update their [directory profile](#) accordingly.

Student **educational records may be released** without a student's 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 a student's educational record without a student's consent to either individuals or entities permitted such access under applicable federal and state law.

You have the right to review your educational records for information and to determine accuracy. A photo I.D., other equivalent documentation or personal recognition by the custodian of the 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 a student's dependent status. Each year when the catalog is published, students are notified of their [FERPA rights](#).

If you believe your educational record contains information that is inaccurate, misleading or in violation, you can ask the institution to amend the record. The [UF Student Guide](#) outlines the procedures for challenging the content of a student record, as well as the policies governing access to and maintenance of student records.

If you believe the university has not maintained 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, DC 20202-5901.

Academic Honesty

In the fall of 1995 the UF student body enacted a new honor code and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the University, they commit themselves to the standard drafted and enacted by the students.

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

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

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

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

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

Faculty responsibility: Faculty members have a duty to promote honest behavior and to avoid practices and environments that foster cheating in their classes. Teachers should encourage students to bring negative conditions or incidents of dishonesty to their attention. In their own work, teachers should practice the same high standards they expect from their students.

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

Student Conduct Code

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

Registration Requirements

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

Required Full-Time Registration in Credits

Appointment	Fall and Spring	Summer		
		A	B	C
Full-time graduate students not on appointments	9-12	4	4	8
Fellows receiving \$4,000 or more per term, and trainees	12	4	4	8
Assistants on .25 to .74 FTE	9	3	3	6
Assistants on .75 to .99 FTE	6	2	2	4

Graduate students on appointment: Required registration for fellows and trainees with stipends of \$4,000 or greater per term (prorated for Summer) is 12 credits for Fall and Spring, 8 credits for Summer. Fellows whose stipends are less than \$4,000 must register for at least 3 credits during fall and spring terms, and 2 credits for summer. Any additional credits are at the expense of the student. The full-time registration requirement is reduced for students who are graduate assistants. For students on appointment for the full summer, registration must total that specified for C term.

Registration may be in any combination of A, B, or C terms. However, courses must be distributed so that the student is registered during each term on appointment. Students on appointment are financially liable for excess credits beyond the required registration. If a student on appointment drops below the required registration at any time in the semester, the student becomes financially liable for the entire registration. Students who do not register properly are not permitted to remain on appointment.

Full-time registration is 9 to 12 credits. However, most fellows must be registered for 12 credits in fall or spring and 8 credits in summer. Students not on an appointment may want to enroll full time to finish their degrees in the minimum time frame or may be required to enroll full time by external funding agencies or their academic units.

Full-time equivalent is required or prescribed registration; fewer than 9 to 12 credits but considered appropriate in specific circumstances. This includes students on a .25 to 1.00 FTE assistantship and other limited circumstances. See the [Graduate Council Policy Manual](#). Lockstep programs such as M.B.A. are defined as cohorts who move together in the same enrollment sequence with courses taught in a particular order, on a particular schedule. Students have no flexibility in their program or sequence, and may not drop in and out of courses independently. On academic unit request, the Graduate School will certify specified students as full-time equivalent under the circumstances stated in the Graduate Council Policy Manual.

Part-time registration: Students not on an appointment and without a specific registration requirement by the government, external funding agency, or academic unit may register as a part-time student. Minimum registration is 3 credits in fall or spring and 2 credits in summer.

Employee registration: UF staff employed on a permanent, full-time basis may be permitted to waive fees up to a maximum of 6 credits per term on a space-available basis. Enrollment is limited to courses that do not increase direct costs to the University. Courses that increase direct costs can include TBA (to be arranged), computer courses, individualized courses, distance learning, internships, and dissertation and master's thesis courses. Laboratory courses are permitted on a space available basis. For updated information visit the Human Resource Services website: <http://www.hr.ufl.edu/>

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

After a student is accepted to graduate school, up to 15 credits of graduate-level courses earned with a letter grade of B or better taken under this provision may be

applied toward a graduate degree at UF, if credit for the course has not been used for an undergraduate degree, and if the transfer is approved by the academic unit and made as soon as the student is admitted to a graduate program.

Final term registration: During the term the final examination is given and during the term the degree is awarded, a student must be registered for at least 3 credits in fall or spring and 2 credits in summer. Thesis students must enroll in 6971 and doctoral students must enroll in 7980. Non-thesis students must enroll in course work that counts toward the graduate degree. Students on a fellowship, traineeship, or assistantship must be registered appropriately for their appointments.

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

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

1. Student has successfully submitted a degree application for the current term within the published deadlines, as confirmed by print screen available from ISIS.
2. Student has appropriately satisfied the current term registration.
3. Student has successfully met the current term first submission deadlines for the thesis or dissertation, as confirmed by the Editorial Office via a confirmation e-mail to the student and committee chair.
4. Student has successfully met all other degree and administrative requirements within the published deadlines for the current term.
5. Student is in the process of finalizing the thesis or dissertation with the Graduate School Editorial Office. No other students are eligible.
6. Student has filed a [Graduation Date Change Form at the Registrar's Office](#) by the last day of classes of the current term.

Drop/add: Courses may be dropped or added during drop/add without penalty. This period usually lasts 5 UF calendar days or 3 days for summer, 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 fee waivers.**

Retaking courses: Graduate students may repeat courses in which they earn failing grades. Grade points from both the initial failed attempt and the first attempt earning a grade of C or better are included in computing the grade point average. The student receives credit for the satisfactory attempt only.

Tuition/Fee Waivers

Tuition waivers which accompany fellowships greater than \$4000 per term (prorated for Summer) or assistantships .25 FTE or greater will apply to the required registration credits. These credits must count towards the degree, do not include audited courses, correspondence work, DOCE courses, or courses designated as "self-funded" by the registrar.

Attendance Policies

Students are responsible for meeting all academic objectives as defined by the instructor. Absences count from the first class meeting. In general, acceptable reasons for absences from class include illness, serious family emergencies, special curricular requirements, military obligation, severe weather conditions, religious holidays, and participation in official University activities. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Other reasons also may be approved.

Students may not attend classes unless they are registered officially or approved to audit with evidence of having paid audit fees. After the end of drop/add, the Office of the University Registrar provides official class rolls/addenda to instructors. Students who do not attend at least one of the first 2 class meetings of a course or laboratory in which they are registered and who have not contacted the academic unit to indicate their intent may be dropped from the course. **Students must not assume that they will automatically be dropped if they fail to attend the first few days of class.** The academic unit will notify students dropped from courses or laboratories by posting a notice in the academic unit office. Students may request reinstatement on a space-available basis if documented evidence is presented. The University recognizes the right of the individual professor to make attendance mandatory. After due warning, professors may prohibit further attendance and then assign a failing grade for excessive absences.

Change of Graduate Degree Program

To change majors, thesis/non-thesis/project option, or degree level (same or different college), the academic unit must submit a Change of Graduate Degree Program for Graduate Students via the Graduate Information Management System (GIMS) to the Graduate School. The form must be signed by an authorized representative of the new academic unit and college, and then submitted to the Graduate School for

processing. **Any changes to degree programs, including thesis/non-thesis/project option, MUST occur before the published midpoint deadline of the student's final term.**

Courses and Credits

Undergraduate courses (1000-2999) may not be used as any part of the 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.

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

For a complete list of approved graduate courses, see *Fields of Instruction*. 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, 6972, 6979, 7979, and 7980. Other courses repeated for credit indicate "max" **after the single term credit**, as listed in *the Fields of Instruction*.

Professional work: Graduate students may receive credit toward their degrees for courses in professional programs (e.g., J.D., D.V.M., or M.D.) when their advisers and graduate coordinators certify that the course work is appropriate for their programs and when the students receive permission from the academic units and colleges offering the courses. A list of such courses for each student must be filed with Graduate Student Records (106 Grinter) and is limited to a maximum of 9 credits toward the master's degree and 30 credits toward the doctorate.

Grades

Passing, Non-Punitive and Failing Grades: The Office of the University Registrar records student grades. The word "credit" refers to one semester hour, generally

representing one hour per week of lecture or two or more hours per week of laboratory work.

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

Satisfactory/Unsatisfactory: Grades of S and U are the only grades awarded in courses numbered 6910 (Supervised Research), 6940 (Supervised Teaching), 6971 (Research for Master's Thesis), 6972 (Engineer's Research), 7979 (Advanced Research), and 7980 (Research for Doctoral Dissertation). Additional courses for which S and U grades apply are noted in the academic unit offerings in the *Fields of Instruction* section of the catalog.

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

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

Incomplete grades: Grades of I (incomplete) received during the preceding term should be removed as soon as possible. Grades of I carry no quality points and become punitive after 1 term. All grades of I must be removed before a graduate degree can be awarded.

Passing Grades and Grade Points Effective Summer A 2009

A = 4.0

B+ = 3.33

A- = 3.67

B = 3.0

B- = 2.67

C+ = 2.33

C = 2.0

C- = 1.67

D+ = 1.33

D = 1.0

D- = .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.

Non-Punitive Grades and Symbols:

Zero Grade Points Not Counted in GPA

W = Withdrew

U = Unsatisfactory

H = Deferred grade assigned only in approved sequential courses or correspondence study

N* = No grade reported

I* = Incomplete

Failing Grades:

Zero Grade Points Counted in GPA

E = Failure

WF = Withdrew failing

NG = No grade reported

I = Incomplete

Unsatisfactory Progress or Unsatisfactory Scholarship

Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated and a 3.00 truncated GPA in their major (and in the minor, if a minor is declared) at graduation. Students with less than a 3.00 GPA may not hold an assistantship or fellowship.

Foreign Language Examination

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

Examinations

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

All members of the supervisory committee must sign the appropriate forms, including the Electronic Thesis and Dissertation (ETD) signature page, for the student to meet the requirements of the examination. The signed forms are to remain in the students' folder in the academic unit. Electronic information will be sent to the Graduate School via the Graduate Information Management System (GIMS) for the Final Exam Form and UF Publishing Agreement, once the student successfully defends. The signed ETD Signature Page should be held by the Academic Unit until all Committee stipulations have been met; however, it should be delivered to the Graduate School Editorial Office no later than the Final Clearance Deadline for the intended term of degree award.

The qualifying and comprehensive oral examinations and the oral defense of a thesis, project or dissertation may be conducted using video and/or telecommunications. However, the student and chair or co-chair must be in the same physical location. All other members may participate from remote sites via technological means.

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. All other qualifying and final examinations for graduate students must be held on the University of Florida campus. Exceptions to this policy are made only for certain graduate students whose examinations are administered at the Agricultural Research and Educational Centers or on the campuses of the universities in the State University System.

Preparation for Final Term

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

When the thesis or dissertation is ready to be put in final form, the student should review the Format Requirements of the [Graduate School Editorial Office](#) and should work with the [Application Support Center](#). The Application Support Center offers students free assistance with troubleshooting their document. 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. Students must also file a [Degree Application](#) with the Office of the University Registrar at the start of the final term and must meet minimum registration requirements. **If the degree is not awarded, the student must RE-APPLY for the degree in a subsequent term and meet all other requirements for that term.** Before the end of the previous term, the student may file [The Graduation Date Change Form](#) with the Registrar's office at 222 Criser Hall, to indicate their intent to change their degree award date.

Verification of Degree Candidate Status

This service is provided until 3 weeks before graduation. However, students who before that time have completed all requirements for the degree, filed the fully signed final examination report and achieved final acceptance of the thesis or dissertation, may request verification to that effect. [Verification of Degree Candidate Status Request Forms](#) are filled out by the candidate; signed by the supervisory committee chair, department chair, college dean, and the Graduate School Editorial Office (224 HUB); then given to Graduate Student Records (106 Grinter) for verification and processing.

Although a student may have fulfilled academic requirements, the degree is not awarded until the Graduate School certifies the degree to the University Registrar. That is done at the end of Fall, Spring, and Summer C terms for all students who completed degree requirements and applied to graduate. Some employers and licensure boards require the degree statement on the transcript, which is available about 3 days after certification in December, May, and August.

Awarding of Degrees

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

- The candidate must have completed all course requirements, including an internship or practicum if required, in the major and minor fields while observing time limits and limitations on transfer credit, on nonresident work, and on level of course work.
- The candidate's grade point average must be at least B (3.00, truncated) in the major and in all work attempted in the graduate program, including a minor where appropriate. All grades of I, H, and X must be resolved. Grades of I, X, D, E, and U require a written petition from the Academic Unit to the Dean of the Graduate School.
- The candidate must have satisfactorily completed all required examinations (qualifying, comprehensive, and final) and be recommended for the degree by the supervisory committee, major academic unit, and college.
- The dissertation or thesis must have been approved by the supervisory committee and accepted by the Graduate School. Projects must be approved by the academic unit, which then certifies completion to the Graduate School.
- Recommendations for awarding a degree include meeting all academic and professional qualifications as judged by the faculty of the appropriate academic unit.
- All requirements for the degree must be met while the candidate is a registered graduate student. Degrees are certified 3 times per year: December, May, and August.

Attendance at Commencement

Graduates who are to receive advanced degrees are urged to attend Commencement to accept in person the honor indicated by the appropriate hood. Through the University Bookstore, the student may arrange to rent or buy the proper academic attire to be worn at Commencement.

II. GRADUATE DEGREE REQUIREMENTS

A. ADMISSION INTO THE COMBINED BACHELORS/MASTERS, MASTERS AND PH.D. PROGRAMS

Application Procedure:

Admission forms and all information concerning admission procedures can be obtained online through links at the [UF Graduate School website](#)

(<http://gradschool.rgp.ufl.edu/students/introduction.html>). All applications to the Graduate School should be submitted online at the [Office of Admissions](http://www.admissions.ufl.edu/) website (<http://www.admissions.ufl.edu/>). Submit a set of documents to both Admissions in the Office of the University Registrar and to the Environmental Horticulture Department (P.O. Box 110670, University of Florida, Gainesville, FL 32611-0670). Application forms can be obtained by contacting the department's **Graduate Coordinator** or **Graduate Secretary**. An online nonrefundable application fee of \$30 must also be submitted to Admissions in the Office of the Registrar. A complete application with the department must include:

- **Application for admission**
- **Official copies of all transcripts**
- **Official copy of GRE scores**
- **TOEFL scores (for international applicants)**
- **Three (3) letters of recommendation**
- **Statement of purpose outlining educational and professional goals**
- **Application for graduate fellowship or assistantship (if applying for financial support)**
- Admission to the Doctor of Plant Medicine program should be made directly to the Program Director. Refer to their website (<http://www.dpm.ifas.ufl.edu/>) for further information.

Selection Procedure:

Once an applicant's file is complete, the departmental **graduate admissions committee** reviews it. For acceptance, **a minimum grade average of "B" (GPA \geq 3.0) for all upper-division undergraduate work and a minimum Verbal-Quantitative combined total score of 1000 on the General Test of the Graduate Record (GRE) Examination for the M.S. and 1100 for the Ph.D. applicants is required.** International students seeking admission to the **Graduate School** are required to submit satisfactory scores on the GRE General Test and a score of **at least 550 on the paper-based, or 213 on the computer-based TOEFL (Test of English as a Foreign Language) or 80 on the Internet TOEFL.** In

Basic Requirement Minimums	
GPA	> 3.0
GRE	= 1000 MS = 1100 PhD
TOEFL	= 80 Internet = 213 Computer = 550 Paper

special cases, it is possible for applicants who do not meet the minimum criteria to gain conditional acceptance, however, this requires approval by the **Dean** of the college. Students admitted conditionally must maintain a “B” average (3.0 GPA) in all courses taken. ***Regardless of academic credentials, it is the policy of the department not to accept an applicant if no faculty member is able and willing to serve as his/her Major Advisor.*** Consequently, it is highly recommended that applicants contact faculty directly. A listing of Environmental Horticulture Graduate Faculty is provided (**Page 8**). This information is also available at the Environmental Horticulture Departmental website (**Appendix 7**).

B. GRADUATE COORDINATOR & STAFF

A faculty member in the ENH department is designated by the Chair to coordinate all graduate programs in ENH. General duties and responsibilities are documented on the web at <http://gradschool.rgp.ufl.edu/> which is published by the **Graduate School**. The coordinator provides a communication link between graduate students, Graduate Advisors, the Chair of the ENH, the Dean for Resident Instruction in the CALS, the Dean of the **Graduate School** and the Registrar’s Office. The coordinator is responsible for informing faculty and students of changes in University and College policies, enforcing written policies and regulations, assigning desk space to students, and assisting students with special problems. The **Graduate Coordinator** also assists faculty in recruiting quality students and processes all graduate student applications.

The **Graduate Coordinator** maintains close contact with the **Graduate School** and is the one individual most knowledgeable of the various university requirements for graduate students in the department. Therefore, he/she is in a position to monitor student records to insure that each student is meeting academic requirements and making satisfactory progress towards his/her degree. The **Graduate Coordinator** (1509 Fifield Hall; 352-273-4528) is the first person you should contact in the department should a problem arise during your graduate studies. The **Graduate Secretary** (1519 Fifield Hall; 352-273-4526) is the person in charge of maintaining graduate student records. This person also provides assistance in completing and submitting the various forms, and can also assist you with registration and many other graduate studies related matters. The **Executive Secretary** (1549 Fifield Hall; 352-273-4791) is responsible for processing all graduate assistantship, scholarship and fellowship appointments and issuing keys. The **Farm Manager** (Building 1200; 352-392-6901) should be consulted regarding use of the greenhouse facilities, supplies, and vehicles. The **Computer Service Specialist** (1531 Fifield Hall; 352-273-4572) should be consulted regarding use of departmental computer equipment, software, and obtaining a user account for the ENH departmental file server.

The Graduate Coordinator provides a communication link between distance education students, Graduate Advisors and co-advisor, the Chair of the ENH department, the Associate Dean of IFAS, and the Dean of the **Graduate School** and the Office of the University Registrar. The coordinator updates enrolled distance education students on a regular basis on updates to distance education offerings. The Graduate Coordinator also assists in recruiting students and provides advice on the adoption of new digital technologies suitable for distance education.

C. ASSISTANTSHIPS AND OTHER FUNDING SOURCES

Teaching and Research Assistantships:

Financial assistance for graduate study in the Environmental Horticulture Department may be available in the form of assistantships, scholarships, fellowships, or part-time employment (OPS). Most assistantships, fellowships, and scholarships are offered to students *prior to starting* their program. Departmental assistantships, funded by Cooperative Extension Service, College of Agricultural and Life Sciences, and the Experiment Station are limited. Typically, assistantships are funded by other university, federal, private, or industry sources. Most assistantships are provided through faculty research grants. **Yearly stipends range from \$12,000 for masters students to \$22,000 for doctoral students.** Tuition waivers are paid for students on assistantships of 0.25 Full Time Equivalent (FTE) or greater. Waivers cover approximately 95% of out-of-state tuition and 75% of in-state fees. The majority of the tuition waiver fees are paid your major professor and the College of Agricultural and Life Sciences.

Beginning in fall 2002, the **Graduate School** established a policy on Florida residency. After the first year of graduate study, the out-of-state tuition portion (about \$12,000 per year) of the fee waiver for non-Florida resident students on assistantship who are U.S. citizens or permanent residents will have to be paid through faculty grant funds or departmental funds **unless** he/she applies for Florida residency. Faculty grants and the departmental budgets usually cannot cover these additional costs.

Consequently, as part of acceptance into Graduate School, eligible applicants will be formally required to indicate their intention (in writing) to apply for Florida residency so that in their second year of enrollment they will qualify for in-state tuition. Graduate assistants who are U.S. citizens or permanent residents can usually be granted Florida residency after one year (see *Obtaining Florida State Residency* p. 14). U.S. citizens or permanent residents who are not eligible for Florida residency or decide not to obtain residency status may not be offered an assistantship. **Students eligible for Florida residency that do not become residents of Florida and those that are residents of another State that cannot become Florida residents will be expected to personally pay the tuition differential between in-state and out-of-state rates.**

All the information needed to begin establishing Florida residency can be found at the **Graduate School** website:

<http://www.admissions.ufl.edu/residency/>

Masters students are typically appointed on half-time time (20 hours per week) assistantships for a period of up to six consecutive semesters (two calendar years) commencing with the student's first semester of graduate work. [Note: This may be 20 hours per week of working on projects outside the thesis/dissertation project as indicated below under Assistantship Duties]. Doctoral students are awarded half-time assistantships from nine to 12 consecutive semesters (three-four calendar years) commencing with the student's first semester of graduate work. Under unusual circumstances, the faculty advisor can extend the assistantship beyond the six, nine or 12-semester limit if funds are available. Non-departmental funded appointments may be 0.25, 0.33, 0.50, or 0.75 FTE, and will be arranged by the student's **Major Advisor**, depending on the availability of grant or contract funds. **Students on assistantships, funded by departmental funds, may be assigned duties in extension, research, or teaching. The Graduate Coordinator, based on the needs of the department, will make these assignments.**

Graduate students are expected to make satisfactory progress in their academic programs, assigned duties, and research studies. Unsatisfactory academic progress is defined as failure to maintain an overall GPA of at least 3.0. Students whose overall GPA drops below 3.0 will have one semester to correct this academic deficiency. Failure to restore the overall GPA to 3.0 or above will result in dismissal from the program. All students will be *formally evaluated each term* to determine whether they are progressing satisfactorily. Lack of satisfactory academic or research progress will be cause for assistantship funding to be withdrawn and may result in possible dismissal from the department's graduate program.

Assistantship Duties:

Assistantship duties vary depending on the source and type of funding and the expectations of the student's faculty advisor or assistantship supervisor. If funded by a research grant, you may be required to perform activities to achieve the grant research goals. Depending on your research project, these activities may or may not be part of your Masters or Doctoral research. It is very important to discuss the duties and level of performance expected with your major advisor upon your arrival on campus. It is also critical that issues such as semester work schedules, leave, etc., be specifically discussed and agreed upon with your advisor. Communication is the key to preventing misunderstandings. Please note that students are not required to work more hours than designated by their appointment. For example, students on a 0.5 FTE appointment should not be required to work more than 20 hours per week. Preparation time for

teaching, as well as contact hours should be included in the total hours worked. These guidelines are outlined in the most current UF-GAU Collective Bargaining Agreement Contract (website listed in **Appendix 8**).

Enhancing Your Graduate Teaching Experience:

As part of your assistantship responsibilities, you may be required to assist in teaching a course or laboratory. The university provides numerous resources for graduate teaching assistants to develop their teaching skills. These include many useful websites (see **Appendix 8**). Students should review the publication: *A Handbook for Teaching Assistants* which is available online (see **Appendix 8**). The website for the University Center for Excellence in Teaching (UCET) is also an excellent source of online teaching information. The Office for Instructional Resources offers yearly workshops for teaching assistants, usually in August. Check their website (**Appendix 8**) for workshop availability.

Annual Leave and Sick Leave

In accordance with the UF Graduate Student Collective Bargaining Agreement, students receiving financial support from the University are entitled to 5 days of sick leave with pay (if unable to serve) per semester appointment, to be used in increments of not less than one day and not to be cumulative. Students receiving financial support do not officially earn annual leave. Provisions for vacation time must be arranged with the student's **Graduate Advisor**. Due to the amount of course work and research required for the degree, extended absences should be kept to a minimum. Each graduate student is expected to keep his/her Advisor informed of availability and work plans at all times. Time-off must be mutually agreed upon by the student and the **Graduate Advisor**.

Outside Employment

Outside employment that interferes with a student's assistantship obligations is prohibited. Students may not claim to be an official University representative in connection with outside employment. No University equipment, facilities, or personnel may be used in connection with outside employment.

Fees and Payment:

Note that all students pay health, athletic, activity and service fees even if they have a tuition waiver. However, these fees are waived for distance students. These fees are calculated on a per credit basis. Students should refer to the current *Graduate Catalog* for the fee amounts. Fees are payable on the dates listed in the University Calendar appearing in the front of the current *Graduate Catalog* or online on the

[academic calendar](#). Payments are processed by University Financial Services. Checks, cashier's checks, and money orders written in excess of the assessed fees will be processed and the difference refunded at a later date, according to university policy. Checks from foreign countries must be payable through a United States bank in U.S. dollars. The University can refuse three-party checks, altered checks, and checks that will not photocopy. Payments can be made via debit cards on the HONOR system at the University Cashier's office. Payments with a debit card must be made in person because a personal identification number (PIN) is required to access the bank account. Cash withdrawals against debit cards will not be processed. Credit card payments by MasterCard or Visa may be made at <http://www.isis.ufl.edu>. A nonrefundable service charge of 2.6% will be assessed when payment is made by credit card.

Graduate students performing research under the guidance of a faculty member at a Statewide Program location (i.e. research center) may have health and transportation fees waived for those semesters in which a graduate student is performing research at a Statewide Program location. Such graduate students will be eligible to be placed in a special section with an assigned special program code, therefore saving some money.

Financial Aid Resources:

The Office for Student Financial Affairs (SFA), located in S-107 Criser Student Services Complex (352-392-1275; website listed in **Appendix 7**), is the financial aid office for the university. It coordinates all major federal, state, institutional, and private agency assistance programs and provides financial assistance and counseling to students who need help paying college expenses.

Grants

Some of our graduate students fund their studies, at least in part, from grants that they obtain by writing grant proposals and having them funded. We encourage students to write grant proposals when feasible.

Office of Graduate Minority Affairs

The Florida Board of Education Summer Program. This program is held in Summer B semester and is designed for under-represented minority graduate students. Participants receive a stipend of \$1500 and tuition for 4 credit hours. The student pays student activity fees. The student must enroll as a full-time graduate student the following academic year. Students must be U.S. citizens or permanent residents.

The FAMU Feeder Program. This program is designed to increase the number of FAMU African-American graduate students. The University of Florida provides five fellowships annually and all graduate programs at U.F. may compete for them. The application deadline is the 15th of February each year.

McKnight Doctoral Fellowships. These fellowships are awarded by the Florida Education Fund to African-American students newly admitted into selected doctoral programs. The stipend is for \$12,000 and tuition and fees are paid for a period up to two years. The application deadline is the 15th of January each year, and application must be made to the Florida Education Fund, 201 East Kennedy Blvd., Suite 1525, Tampa, FL 33602. The telephone number is 813-272-2772.

The Office of Graduate Minority Affairs may be reached at 115 Grinter Hall, telephone 352-392-6444, or 800-753-9798 (e-mail address: ogmp@ufl.edu, and on the web at: <http://gradschool.ufl.edu/diversity/introduction.html>)

Financial Support for Research

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

All purchases made for extension, research, and teaching activities—whether related to thesis research or not—must receive prior approval of the student's advisor. Details for making purchases are available from the Department's Fiscal Assistant.

Students have full access to the e-library and the library facilities on the main campus of the University of Florida. To use library services such as computerized literature searches, billed copying services, etc., the student must obtain the approval of his/her advisor and use the appropriate account number for each library. For certain libraries, it may be necessary for the advisor to write a letter authorizing the student to charge the specific services to Departmental account numbers.

Expenses for thesis and dissertation preparation—typing, drafting, paper, photocopying and covers—are considered personal expenses and are borne by the student, not the Department. On the other hand, expenses related to the preparation

of required reports or publications derived from theses and dissertations are legitimate Departmental expenses.

University Library Resources:

The two primary science libraries on campus are the Marston Science Library and the Health Science Center Library. The Marston Science Library holds astronomy, botany, biology, engineering, chemistry, food and agricultural sciences, geology, physics, and zoology collections. It also houses the *Federal Documents* published by the USDA, NASA, Patent Office, and USGS. The Health Science Center Library (Communicore) holds major resources for the medical sciences, related life sciences, and veterinary medicine.

Medical Care and Health Insurance:

The Student Health Service provides primary medical care, preventive medicine, health screening programs and mental health consultation and counseling. These services are available to all **full-time** students. The Student Health Center, housed in the infirmary and centrally located on campus, consists of an outpatient clinic and in-patient unit (website listed in **Appendix 7**).

A health fee is charged as a part of the tuition paid by all students. It is **not** health and accident insurance. This fee covers outpatient visits to the student infirmary, some laboratory tests and some medications. If more complicated diagnostic study or hospitalization is required, additional charges are made.

Please note that graduate students funded on assistantships, scholarships or fellowships can enroll in a subsidized health insurance plan. See the Graduate Coordinator for current information.

Effective Fall Semester 2004, all University of Florida graduate students on an appointment as a graduate assistant, teaching assistant, research assistant or fellow are eligible to participate in a health insurance benefits program as part of the salary and benefits package. To be eligible, students must be enrolled in a graduate degree program, on an appointment through UF Academic Personnel, appropriately registered and appointed 0.25 FTE (full-time equivalent) or greater for a particular semester.

The health insurance benefits program is called GatorGradCare. You can find detailed information about this insurance through the [Human Resource Services](http://www.hr.ufl.edu/benefits/gatorgradcare/default.asp) office: <http://www.hr.ufl.edu/benefits/gatorgradcare/default.asp>. At this webpage you can find information on enrollment, eligibility, and cost of individual health insurance provided for eligible graduate students.

- **Publications**
- **GatorGradCare Brochure 2011-2012**
- **Letter to Graduate Students**
- **Handout from GatorGradCare orientation**
- **Contact Information**

International Students:

The University of Florida hosts some 2700 international students on campus. International Student Services office at the International Center is committed to ensuring the integration of international students and families into the life of the University of Florida and the city of Gainesville. The staff at UFIC/ISS are there to assist you with making a smooth transition to American culture, and student life here at the University. As an international student, you are faced with many opportunities and responsibilities. The Resources section will provide you with the information and materials you need to live, study, and work in Gainesville. This is the place to look for information on admissions, financial aid, student visas, immigration links, travel, taxes. You can also find links to some very helpful websites and information for dependents. International Student Services can assist you with the forms that you are required to fill out as an international student. These forms are available in PDF format on our Forms page. An International Handbook is provided for international students. It is designed to help you achieve your academic goals and to live comfortably in our community. This is a reference of readily available information to which many persons including foreign students have contributed.

Medical History and Health Insurance:

If you are an international student, a medical history, physical examination, and proof of measles/rubella immunization are required before you can register for classes. In addition, international students must have a skin test for tuberculosis within six months of their arrival in the U.S. **All international students must have health and accident insurance coverage and show proof of coverage before they will be permitted to register for classes.** Health and accident insurance must be payable in U.S. dollars and provide the following **minimum** coverage: \$200,000 for each injury or sickness, \$7,500 for medical evacuation and \$7,500 for repatriation in the event of tragedy. Federal legislation requires health insurance for all J-1 student families. The cost of family coverage ranges from \$2,500 to \$5,000 per year. International students that do not have health insurance coverage provided through their home country's government or

funding agency can purchase insurance at the UF International Student Center in Tigert Hall.

Graduate Travel Grant Sources:

It is expected that graduate students will participate in national or international meetings to enhance their professional development. There are numerous funding sources within the university that will help defray the travel costs associated with attending professional meetings.

Jasper Joiner Graduate Travel Scholarship:

This scholarship provides funding to help defray expenses for graduate students presenting a paper or poster at a national or international professional science meeting or conference. This scholarship program is named after the late Dr. Jasper Joiner, a distinguished teacher and researcher in the Environmental Horticulture Department. Only graduate students enrolled in the Environmental Horticulture Graduate Program are eligible to apply for these scholarships. A student must make a presentation (oral or poster) at the meeting or conference and must have the support of his/her **Major**

Advisor to attend. Students are eligible to receive one \$300 travel scholarship per fiscal year. Application procedures are outlined in **Appendix 2**.

Environmental Horticulture Graduate Student Association Travel Scholarship:

The purpose of the EHGSA travel grant is to provide graduate students with supplemental funds to present original and current research at professional meetings. Depending on funding availability, up to three \$200 grants are offered each year. Applicants must be active members of the EHGSA and participate in 75% of the Association meetings and annual fundraising activities. Additional eligibility criteria and application form are in **Appendix 2**.

Dr. James Davidson Graduate Student Travel Grant Scholarship:

This scholarship is available to graduate students (M.S. or Ph.D.) in the College of Agricultural and Life Sciences. The purpose of this scholarship is to provide funding to help defray travel expenses for graduate students presenting a paper at a national or international professional meeting or conference. Students must make a presentation (oral or poster) on their original research and must have the support of their **Major Advisor** and unit administrator to attend. Travel scholarships are awarded in the amount of \$250 for national meetings and \$500 for international meetings. The application form and procedures are provided in **Appendix 2**.

UF Graduate Student Council Travel Grants:

Travel grants for \$175 are offered to graduate students traveling for the purposes of: 1) presenting research; 2) representing UF in some academic capacity; or 3) participating in a short course or academic trip in which the student will use skills learned in his/her research.

You must apply six weeks before the date of travel. Applications can be picked up at the GSC Office (310-E Reitz Union) or downloaded from the GSC web page <http://graduateschool.ufl.edu/academics/graduate-council>. Completed applications should be dropped off at the GSC Office or mailed (P.O. Box 118505). Applications are processed weekly. You must submit original receipts after your trip. You will be reimbursed \$175, so you should only submit \$175 worth of receipts. Receipts are due within 30 days of travel.

Graduate Scholarships and Fellowships:

There are many funding sources that can provide support for graduate studies. Support may be in the form of scholarships, fellowships and research grants. UF Research & Graduate Programs maintains a list of many funding opportunities. These can be viewed at their website (**Appendix 7**). Please note that many of these scholarships/fellowships are directed toward graduate students who are beginning their graduate studies. Some of the major scholarships and fellowships available to environmental horticulture graduate students are listed below.

Agricultural Women's Club Scholarships:

Two \$500 scholarships are awarded annually. Candidates must be: 1) female; 2) a graduate student or accepted for graduate study; 3) a U.S. citizen; 4) in a discipline within IFAS; and 5) have a minimum 3.5 GPA. Selection will also be made based on the candidate's need for financial assistance, career plans, potential for success in school and professionally, and involvement in campus and community life. The college announces the availability of this scholarship each year.

Alumni Assistantship:

The University of Florida offers 100 Alumni Fellowships each year. A number of these fellowships are designated for *new Ph. D. level graduate students* entering the College of Agricultural and Life Sciences (CALs). These fellowships provide a full four years of support for qualifying students. Most fellows will receive a minimum of two years of fully funded fellowships, and then will receive another two years of research or teaching assistantship experience. Prospective candidates should have their application packet completed and submitted to the department by February 1st to be considered for the following fall semester. Successful applicants will have outstanding

undergraduate preparation, a strong commitment to their field of study, and demonstrated potential in research and creative activities.

American Orchid Society –11th World Orchid Conference Fellowship:

The Fellowship is awarded to a qualified undergraduate or graduate student in environmental horticulture or botany. Selection based on academic record and interest in orchids. Annual awards range from \$500 to \$2,500. An individual may receive the award for two consecutive years. Contact the **Graduate Coordinator** regarding fellowship availability.

EHGSA Outstanding Member Scholarship:

The purpose of the Environmental Horticulture Graduate Student Association (EHGSA) Outstanding Member Scholarship is to recognize participation, leadership and contributions of EHGSA members in the association, department, CALS, and community. Two \$500 scholarships are offered each year. Applications are due no later than November 1st. Scholarships are dispersed at the end of the fall semester, pending approval of the selection committee and availability of funds. Eligibility and selection criteria are listed in **(Appendix 3)**.

Muriel Rumsey Foundation Scholarship:

The Muriel Rumsey Foundation Scholarship is awarded to applicants at the doctoral degree level in the Horticultural Sciences Graduate Program (including environmental horticulture students) Eligibility and selection criteria are: demonstrates exceptional achievement, minimum GPA of 3.5 and a minimum combined score on the GRE of 1100 **(Appendix 3)**.

Graduate Minority Fellowship:

The Graduate Minority Fellowship is designed to attract *new minority students* who desire to pursue a doctorate degree, to University of Florida graduate programs in which they have been traditionally underrepresented. The fellowship is awarded through the college of degree-granting programs, which determines the funding level. The fellowship may be funded for four years, which includes a two-year fellowship and a two-year assistantship, depending on the degree sought. Fellowship recipients will receive tuition and fee waivers, plus a stipend.

To be eligible for nomination for a Graduate Minority Fellowship, you must:

- **Demonstrate superior academic proficiency in respective area of study as evidenced by academic transcripts and letters of recommendation.**

- **Be admitted to the Environmental Horticulture Graduate Program for enrollment in the summer or fall semester for which you have been accepted.**
- **Be a candidate for your first doctoral degree.**
- **Hold U.S. citizenship or permanent U.S. residency status.**

For further information concerning graduate minority programs, visit the Office of Graduate Minority Programs. (OGMP), 115 Grinter Hall, P.O. Box 115500, Gainesville, Florida 32611-5500, Tel: 352-392-6444 or 800-753-9798, Fax: 352-392-3773, Email: ogmp@ufl.edu.

Writing Research or Education Grant Proposals for Funding:

As a graduate student, you cannot officially submit a grant proposal on your own. However, you can submit one with your **Major Advisor** or another faculty member serving as the co-principal investigator. Graduate students must obtain approval from the UF Research & Graduate Programs Office to serve as a co-principal investigator. Obtaining funding for your research project can enhance your graduate experience by providing funds for stipends, research supplies and equipment, travel, and increasing your grant writing skills. There are two major steps involved in obtaining a grant: 1) locating sources of funding, and 2) preparing and submitting the proposal. The Research & Graduate Programs Office (219s Grinter Hall, 352-392-4804) provides assistance in these areas. Two important online databases for potential grant funding are *The Community of Science* and the *Grants Database*. Much of this information can be viewed at their website (**Appendix 8**).

D. FLORIDA RESIDENCY

Obtaining Florida State Residency:

It is expected that for non-Florida resident graduate students **who are U.S. citizens or permanent residents** to obtain Florida State residency, since it significantly **lowers their tuition burden**. Beginning fall 2002, after the first year of graduate study, the out-of-state tuition portion of the fees for non-Florida resident students on assistantships who **are U.S. citizens or permanent residents** will have to be paid through faculty grant funds or by the student **unless** he/she applies for Florida residency. *Consequently, it is required that all eligible students, particularly those receiving a tuition fee waiver, apply for Florida residency.* All U.S. citizens and permanent residents are eligible to apply for Florida residency for tuition purposes. Except for certain provisions stated on the residency affidavit included with the admissions application, Florida residency for tuition purposes cannot be obtained until the student has resided in the state for at least 12 months preceding the term for which residency is sought. It must be accompanied by

supporting documentation, also dated at least 12 months prior. A driver's license, vehicle registration, and voter registration are the customary documents presented.

Steps to Attain Florida Residency for Tuition Purposes:

- **Insure Your Vehicle(s) in the State of Florida.**
Your car insurance must be based on a Florida address before you can register it in Florida. Hint: Call your current insurance agent before you arrive to see if you can transfer your policy.
- **Register Your Vehicle, Transfer Title, or Get a New License Plate**
Annual Registration cost is \$28 to \$48 (this varies depending on your vehicles weight). You will need your driver's license, car title or name, and the address of the company you have a car loan with. A new car title costs about \$175, it can vary depending on what type of vehicle you drive. Call 352-374-5236, the Alachua County Tax Collector; to be sure you bring the right documents with you. Location: County Administration Building, 12 S.E. First St.
- **Get a Florida Driver License.**
This will cost you \$20.00. Be sure to bring proper I.D. (Driver License and Social Security Card). You will need to take an eye test. Call 352-955-2111 with any questions. You can register to vote when you get your license. Location: 5830 N.W. 34th St. Extension, Closed: Mondays, Opened: Tuesday – Friday from 7:30AM to 6 PM.
- **Fill out a Declaration of Domicile Form.**
Go downtown to the Alachua County Clerk of Court Records Dept, within the Alachua county Clerk of Court record Dept., within Alachua County Courthouse (201 E. University Ave.) with your driver's license, proof of residence, and \$16.00. Call 352-374-3636 with any questions.
- **Register to Vote.**
If you have not already done so, you can register to vote at the County Administration Building. Call (352) 374-5252 with any questions. Location: Alachua County Supervisor of Elections, County Administration Building.
- **Go to Criser Hall on the UF Campus.**
Complete and return a *Request for Change in Residency Status* form when you are ready to declare.

E. YOUR FACULTY ADVISOR AND SUPERVISORY COMMITTEE

Prior to admission, each graduate applicant must have a graduate faculty member willing to serve as the **Graduate Advisor**, and become the Chair of the student's **Supervisory Committee (Graduate Advisor)**. A second faculty member may be appointed or requested to serve as Co-chair of a student's **Supervisory Committee** upon mutual agreement between the advisor and student. It is the policy of the **Graduate School** that **Supervisory Committees** may have both a Chair and a Co-chair, but not two equal Co-chairs. If two members are listed as Co-chairs, the **Graduate School** will consider the first person listed as the Chair and the second to be the Co-chair. A courtesy, affiliate, or visiting faculty member who is a member of the Graduate Faculty may only serve as Co-chair of the **Supervisory Committee**. "Special appointment" (non-UF faculty) may not serve as Chair or Co-chair on a student's committee. The **Graduate School Handbook** provides basic guidelines for supervisory faculty responsibilities. The committee chair must oversee and supervise the student's research. The chair is required to give the student a yearly letter of evaluation in addition to grading the research courses 7979 and 7980. A copy of this letter must be placed in the student's confidential departmental file.

Your **Major Advisor** is the main contact for information regarding all aspects of your graduate education. He/she will also serve as the chair of your graduate **Supervisory Committee**. Only regular members of the graduate faculty may serve as your major professor.

Graduate students whose faculty supervisor (i.e., chair of their graduate committee) is off campus must select a Gainesville faculty member as a co-chair if they plan to spend any or all of their time on campus. Typically the co-chair will provide supervision of and assistance to the student while on campus. For those students who will perform their research off campus, the co-chair should guide the student in choosing classes and should provide feedback during the development of the research proposal in collaboration with the chair. For those students who will conduct their research on campus (a less common situation), the co-chair may help with research planning and implementation by providing the student laboratory space, supplies and equipment necessary to perform his/her research. In this situation, because the co-chair may be more familiar with the research done by the student in his/her lab, the co-chair will also take substantial responsibility for assisting the student in the process of writing the thesis/dissertation and manuscripts. Whether the student conducts his/her research on campus or off, the co-chair and chair will communicate regularly about the student's progress. Co-chair and chair should both assume responsibility for the success of the student's graduate experience.

It is the departmental policy that if you are working with an off-campus advisor you will be required to also select an on-campus advisor (co-advisor) who will assist during completion of the coursework phase of your degree. Usually the on-campus advisor will serve on your Supervisory Committee. In many cases, the on-campus advisor may serve as co-chair of the committee.

All students whose graduate supervisor is located off-campus at a Research and Education Center must comply with the following policies:

- An on-campus advisor must be established before the end of the first semester of study.
- All off-campus students must meet all department requirements including taking the required courses of ALS 5934 Graduate Professional Development Seminar, HOS 6931-Seminar and HOS 6940 Supervised Teaching.
- Students desiring desk space while taking courses on main campus must contact the **Graduate Coordinator** at least one semester prior to arriving in Gainesville. Space will be assigned based on availability.

The **Graduate Advisor** serves as the Chair of the student's **Supervisory Committee**. This committee is responsible for approval of course work and provides guidance and review of the student's professional development and research project. The **Supervisory Committee** has primary responsibility for the quality of each degree program. The **Graduate Advisor** assures that adequate resources are available for the student to complete the proposed research project within the allotted time. The **Graduate Advisor** confirms student compliance with departmental requirements by periodically reviewing the Plan of Study with the student. The **Graduate Advisor** completes an annual academic evaluation for each student.

For many students (especially at the Masters level), the responsibility that faculty have MAY BE somewhat unclear. The link above (taken from the graduate Council, UC Davis, 1999) was selected as an excellent source of information aiding in clarifying the mentoring relationship of the graduate advisor to the graduate student. There are other links on the web that would be useful to read, ([http://bulletin.unl.edu/graduate/Guidelines for Good Practice in Graduate Education](http://bulletin.unl.edu/graduate/Guidelines%20for%20Good%20Practice%20in%20Graduate%20Education)) which would help both the student and faculty start off on the same page.

Your **Major Advisor** has the responsibility to:

- Orient you upon arrival on campus
- Explain general requirements and plan your program for the first semester

- Explain all policies regarding assistantship responsibilities, departmental and laboratory procedures
- Assist with planning your thesis or dissertation research project
- Ensure that your Program of Study and thesis/dissertation research, as approved by your **Supervisory Committee**, are followed
- Monitor and evaluate your academic progress and preside over periodic meetings of your **Supervisory Committee**

Each graduate student must have a **Supervisory Committee**, whose responsibility it is to aid the student in planning and facilitating the graduate program goals. The **Supervisory Committee** serves to direct and advise you throughout your program of study. This process involves careful review and evaluation of past education, determination of academic deficiencies, selection of course work designed to meet the above goals and development of the thesis or dissertation proposal. These tasks are primarily the responsibility of the **Graduate Advisor** and the student, but must be approved by all members of the **Supervisory Committee**. Qualified faculty members who serve on the **Supervisory Committee** are chosen by both the advisor and student. It is often helpful to ask other graduate students' advice regarding the suitability of specific faculty as committee members. Only regular members of the graduate faculty or **special appointments** (see below) may serve as members of a **Supervisory Committee**. **The Supervisory Committee must be appointed by the end of the first year of graduate study.** Failure to do this will result in the student's record being flagged, and the student will not be allowed to register for the third semester. All members of the **Supervisory Committee** and the **Graduate Coordinator** must be notified by the Graduate Advisor of any pending changes in the student's program or Committee membership.

The **Supervisory Committee** should:

- Meet prior to the end of the first semester in residence to discuss and approve your program of study and proposed research project (***no later than middle of the second semester or when a total of 12 credits have been completed***).
- Meet as appropriate (***at least once annually***) to evaluate progress of your coursework and research.
- Conduct the qualifying examination for students in a doctoral program.
- Conduct the final examination when the thesis or dissertation is completed.

For distance students who are outside Florida, one member of the **Supervisory Committee** must be from research or academic institutions geographically close to the student's living or work location. Assignment of a foreign committee member to the **Supervisory Committee** is possible and will be done as described by **Graduate School** policy.

The MS and PhD **Supervisory Committee** must meet when the thesis/dissertation is ~50% completed to review procedures, progress, and expected results and to make suggestions for the completion of the study. For both thesis and professional MS and PhD degrees, the oral portion of the final exam must be attended by the entire committee. If necessary, there may be one non-physically present faculty member, who is not the committee chair or external member, but s/he must attend using modern communication technology. No changes to the **Supervisory Committee** are permitted after the student has made first submission of the thesis or dissertation, or the mid-point of the graduating semester, in the case of professional MS students.

Students are encouraged to develop a close working relationship with their advisors and **Supervisory Committee** members and to communicate academic and Departmental interests and concerns to them. Each student should schedule meetings with his/her **Graduate Advisor** at least once each month to ensure adequate communication and should meet at least once and recommended twice yearly with his/her **Supervisory Committee**. Problems that develop between a student and member(s) of his/her **Supervisory Committee** can be arbitrated on a confidential basis by the **Graduate Coordinator** or the **Department Chair**. In case the student does not resolve the problem within the Department, he/she should follow the University Grievance Procedure. That procedure can be found in the UF Graduate Student Guide.

Masters- Non-thesis Supervisory Committee Composition:

For a student pursuing a Master of Science Non-thesis, the **Supervisory Committee** will be composed of at least two (2) members of the **graduate faculty** of the Environmental Horticulture Department. The **Graduate Coordinator** or **Graduate Secretary** will submit your **Supervisory Committee** to the **Graduate School** upon your request (formerly known as the Form 1).

Masters- Thesis Supervisory Committee Composition:

For a student pursuing a Master of Science-thesis degree program, the **Supervisory Committee** will be composed of at least two (2) members of the Environmental Horticulture Department and one (1) member from outside the department. All members of the **Supervisory Committee** must be members of the **graduate faculty** unless special appointment approval is granted (see *Special*

Appointment of Committee Members below). The **Graduate Coordinator** or **Graduate Secretary** will submit your **Supervisory Committee** to the **Graduate School** upon your request (formerly known as the Form 1).

Doctoral Supervisory Committee Composition:

The doctoral **Supervisory Committee** will consist of four (4) members, of which at least two (2) members will be from the Environmental Horticulture Department and at least (1) one member selected from a different educational discipline (outside Horticulture Sciences or Environmental Horticulture). This member usually represents the student's minor field of study. All members of the **Supervisory Committee** must be members of the **graduate faculty** unless special appointment approval is granted (see *Special Appointment of Committee Members* below). Committee actions will be decided by a majority vote except that all members must sign the signature pages of the thesis or dissertation and the final examination report. The **Major Advisor** serves as the chairman of the committee. All members of a **Supervisory Committee** must be in attendance for oral and final exams. However, one member, but not the chair or external member, may be represented by a substitute. The **Graduate Coordinator** or **Graduate Secretary** will submit your **Supervisory Committee** to the **Graduate School** upon your request (formerly known as the Form 1).

The **Graduate Council** desires each doctoral **Supervisory Committee** to function as a university committee, as contrasted with a departmental committee, in order to bring university-wide standards to bear upon the various doctoral students, and the **Supervisory Committee** assumes responsibility for official guidance. Such guidance can only be accomplished by effective communication, which includes both regular committee meetings and consultation between the student and individual committee members. Students should also feel free to solicit assistance and advice from all university faculty members.

Special Appointment of Supervisory Committee Members:

People without **graduate faculty** status may be made official members of a student's **Supervisory Committee** through the **special appointment** process. The chair of the student's **Supervisory Committee** requests the **special appointment** with the **Graduate Coordinator**, who will submit the *Special Appointment Form* available from **Graduate Secretary** or **Graduate Coordinator** (**Graduate School** forms site). The form is completed with all information for the student and the **special appointment**, as well as a brief explanation of what the member will contribute to the **Supervisory Committee**. A curriculum vita is attached to the form if this is the member's first **special appointment**. A **special appointment** is made for a specific **Supervisory Committee**. If a student changes to a new degree or major and the committee chair wishes to include the special member on the new **Supervisory Committee**, a second **special appointment**

form must be submitted to the **Graduate School** for the second committee. Appropriate candidates for special appointments include: individuals from outside of the University of Florida with specific expertise which will contribute to a graduate student's program of study; tenure-track faculty who have not yet qualified for **graduate faculty** status; non-tenure-track faculty or staff at the University of Florida who do not qualify for **graduate faculty** status; and former faculty of the University of Florida. Special appointments have several limitations because they are not full **graduate faculty**. A special appointment may only serve as a regular member of a committee. They may not serve as a **Supervisory Committee chair, co-chair, external member or minor representative**. They may not be counted toward minimum committee **graduate faculty** requirements. A special appointment may not be the minor representative for a student with a minor.

Changes in Supervisory Committee:

If there is a need to change a **Supervisory Committee** member during your program of study, the **Graduate Coordinator** or **Graduate Secretary** can perform this change online. The **Graduate School** will generally not accept committee changes during a student's final semester before graduation unless there are extenuating circumstances that can be documented.

Procedures and Deadlines:

Supervisory Committee Appointment:

Environmental Horticulture Department policy states that, *by the end of the first semester*, it is expected each student should have organized and met with their **Supervisory Committee** to plan their academic program and/or research project. Masters (thesis option) and doctoral students should prepare a written research proposal to present to their **Supervisory Committee** for approval. Important: A **Supervisory Committee Form (Form 1)** and **Program of Study Form (Form 2)**; Example in **Appendix 9**) must be filed with the **Graduate School no later than the last day of classes in the term in which you will have completed 12 credit hours, but no later than the end of the second term**. The **graduate council** may deny a degree to any person who has failed to comply with this regulation at the proper time. Once you know who will serve on your **Supervisory Committee**, you should contact the **Graduate Coordinator** or **Graduate Secretary** to have the Form 1 completed online. They will input the **Supervisory Committee** members' names into the graduate student database. Note that the Form 1 is different than the **Supervisory Committee Form** listed at the **Graduate School's** form website (see **Appendix 7**). It is confusing, but the form listed at this site should only be used when making changes to your **Supervisory Committee**. **Failure to complete these requirements by the end of the second semester in residence will result in the student not being allowed to register.**

Developing Your Program of Study (Form 2):

Following consultation with your **Major Advisor**, you should develop a preliminary list of proposed courses and list them on the *Program of Study Form* (Example in **Appendix 9**; form is also available on CALS website). Courses considered to be in the horticultural science major are listed with their respective descriptions in the *Horticultural Science* section of the *Graduate Catalog*. In addition to these, a number of other courses in related areas are listed which are acceptable for graduate credit as part of the major. These courses should be listed under the major section on the program courses on the Form 2. Courses outside of the major can be petitioned to be included under the major. This requires a memo by your **Major Advisor** to the **Graduate School** (via the **Dean**) to be included with submission of the final Form 2. Note that no more than five hours each of HOS 6910 or 7910 (Supervised Research) and HOS 6940 or 7940 (Supervised Teaching) may be taken while at the University of Florida. Supporting courses such as STA 6166 Statistical Methods in Research I must be listed under *Foundation and Supporting Work* and not under *Major*. The minimum course requirements for each degree are outlined under Part D. You should have the **Graduate Coordinator** review a draft of the Form 2 prior to it being reviewed by your committee members.

Transfer of Previously Earned Graduate Credits:

In some cases, credit for graduate courses completed at other institutions may be transferred and included in a program of study. However, courses open only for graduate credit, earned with a grade of A, B+, or B, may be transferred from an institution approved for this purpose by the **Graduate School**. Acceptance of transfer credit requires the *Transfer of Credit* form (available from GIMS), a copy of the student's transcript, and approval of the student's **Supervisory Committee**, the **Dean**, and the **Graduate School**. At the master's level, the **Graduate Coordinator** may approve the request for transfer in lieu of the **Supervisory Committee**. Transfer coursework must be taken within the 7 years immediately preceding the date the degree is to be awarded. Courses with "P" or "S" (S/U) grading cannot be transferred.

Transfer of graduate credit taken as an undergraduate student is possible if the student is part of the accelerated program (sometimes called the BS to MS or 3+2 program). If not in the accelerated program when the graduate level courses were completed as an undergraduate but the courses were not in the field of study or used as a requirement for the undergraduate degree, the **Supervisory Committee** may petition to have those credits transfer.

No more than **30 hours** of a Master's Degree from another institution may be transferred to a doctoral program. If a student holds a master's degree in a discipline different from the doctoral program, the master's work will not be counted in the

program unless the department petitions the **Dean** of the **Graduate School**. All courses beyond the master's degree taken at another university must be taken at an institution offering the doctoral degree and must be approved for graduate credit by the **Graduate School** of the University of Florida in order to be applied to the Ph.D. degree. All courses to be transferred must be letter grades of B or better and must be demonstrated to directly relate to the degree being sought. All such transfer requests must be made by petition of the **Supervisory Committee** or **Graduate Coordinator** (with approval of **Supervisory Committee**). The total number of credits (including 30 for a prior master's degree) that may be transferred cannot exceed 45.

Once your **Supervisory Committee** meets and approves your proposed program of study, the final Program of Study Form will be completed by the **Graduate Secretary**, reviewed and signed by the **Graduate Coordinator** and then signed by the committee members. The Form 2 represents the contract between the student and the **Supervisory Committee**. Any course substitutions or deletions from this form must be approved prior to graduation.

Taking Courses at Other Institutions:

While enrolled at the University of Florida, graduate students may be able to enroll in and receive credit for graduate courses offered at other universities within the Florida State University System (SUS) through the *Traveling Scholars Program* or at non-SUS institutions. A traveling scholar is a graduate student who receives a waiver of admission requirements by the hosting SUS institution and a guarantee of acceptance by the University of Florida. This program is especially useful for graduate students working at the various Research and Education Centers where specific course offerings, unique laboratories or library collections may not be available. Note: it is not intended that a substantial amount of coursework be completed at the host institution. Normally the term limit is one (1) term with a maximum of twelve (12) credits. A *Graduate Level Approval for Courses outside the SUS* must be completed courses prior to taking courses at non-SUS institutions. Both forms are available from the **Graduate Secretary** or at 106 Grinter Hall.

Graduate Student Registration Hold:

Graduate students who fail to fulfill **Graduate School** and/or departmental regulations or meet required deadlines, at the discretion of the **Graduate Coordinator** or the Dean's Office may have a hold placed on their registration. This hold prevents students from registering until the problem is resolved.

Meeting with Departmental Chair

The Chair, as well as the **Graduate Coordinator**, will meet with ENH graduate students at least once per year. All graduate students are urged to attend and participate in these meetings. The Chair, the Distance Education Coordinator, as well as the **Graduate Coordinator**, will also meet online with ENH distance education graduate students at least once per year (via chat room, or some other communication technology). All graduate students are urged to participate in these meetings.

F. MINIMUM COURSE REQUIREMENTS

Combined Degree

The Combined BS/MS degree program allows qualified undergraduates to double-count graduate level courses towards both a bachelor's and master's degree. Application normally occurs in the junior or senior year (requirements are 3.2 GPA and 1100 GRE). If accepted, the student must take the GRE the first semester of the senior year. Students who meet the combined-degree application requirements can enroll in 12 credits of graduate courses during the junior and senior years. These credits will satisfy the undergraduate degree requirements and, if admitted to **Graduate School** at UF, the 12 credits also will satisfy graduate degree requirements if they are completed with grades of "B" or better. A Transfer of Credit form must be submitted during the first semester of graduate study for any credits taken as an undergraduate. Qualified students can pursue the graduate degree outside the undergraduate major or department. Admission into the graduate portion of the degree program occurs the semester after the bachelor's degree is awarded. Once the student has entered the graduate program, all degree requirements are as stated in the master's sections above.

Master of Science - Non-thesis (MS-NT):

This is a non-thesis degree that provides additional education beyond the baccalaureate degree. The essential elements of this degree include a program of courses and final written and/or oral examination covering a completed project or coursework. There is no thesis or foreign language requirement. **A minimum of 30 credit hours of coursework is required.** Coursework taken for major program credit must be numbered 5000 or higher. At least 16 of these credits must be in the field of study designated by the major. Up to six hours of undergraduate courses (3000-4999) *outside the major* may be used for support coursework when taken as part of an approved graduate program. Up to six (6) credits S/U graded graduate courses may count toward the total 30 credits required. **All new graduate students are required to enroll in ALS 5934 Graduate Professional Development during their first fall semester.**

Master of Science (M.S. - Thesis Option):

This degree **requires a minimum of 30 credits, including a minimum 24 credits of regular coursework and 6 credits of thesis research (HOS 6971)**. S/U graded courses, including HOS 6940 Supervised Teaching are not included in the 24 credits since they are not considered as regular coursework. Coursework taken for program credit must be numbered 5000 or higher. At least 12 of these course credits must be in the field of study designated by the major. Up to six credits of undergraduate courses (3000-4999) *outside the major* may be used for support coursework when taken as part of an approved graduate program. **All new graduate students are required to enroll in ALS 5934, Graduate Professional Development, during their first fall semester.** If your first semester is to be at a REC, please talk to the **Graduate Coordinator** for the current options. If a minor is chosen, at least 6 credits of coursework are required. A student must have a minimum GPA of 3.0 in their minor for the minor to be valid. The Master of Science degree is granted following satisfactory completion of all coursework, a research project leading to the presentation and completion of a thesis, and passing the final examination.

Doctor of Philosophy (Ph.D.):

Doctoral study consists of the independent mastery of a field of knowledge and the successful completion of a research dissertation. Doctoral programs are flexible and varied. **A minimum of 90 semester hours beyond the B.S. degree or equivalent is required for the doctoral degree, but up to 30 credits earned in an approved Master of Science program in horticulture or closely related areas may count toward this minimum.** Coursework taken for major program credit must be numbered 5000 or higher. Up to six credits of undergraduate courses (3000-4999) *outside the major* may be used for support coursework when taken as part of an approved graduate program. **All new graduate students are required to enroll in ALS 5934, Graduate Professional Development Seminar, during their first fall semester.** If your first semester is to be at a REC, please talk to the **Graduate Coordinator** for the current options. If a minor is chosen, 12-24 graduate credits in the minor field should be taken. At least 12 credits must be in courses numbered 5000 or higher. If two minors are chosen, each must include at least eight (8) graduate credits (coursework at the 3000- to 4000-level will not count toward the minimum requirements for the degree). Graduate students must have a minimum GPA of 3.0 in their minor for the minor to be valid. The minor department must be represented on the **Supervisory Committee**. A written and oral qualifying examination and final dissertation defense is required of all doctoral students.

Teaching Experience Requirement (All Degrees)

It is a departmental policy to require all graduate students to gain teaching experience by assisting, on a rotating basis, in teaching EHN Department undergraduate and graduate courses. This requirement was established to provide a

valuable teaching experience to our graduate students. The ability to communicate knowledge to others is a critical skill for science professionals. ENH graduate students often go on to positions that involve formal teaching activities (in and out of academia), and this requirement is a reflection of the need for students to be exposed to some of the techniques and rigors of teaching. Students will be required to register for HOS 6940, Supervised Teaching.

All graduate students involved in formal teaching must be proficient in spoken English. For international students from countries where English is not the native language, such proficiency must be verified by passing the Test of Spoken English or the SPEAK Test. Such verification is also a formal requirement for international students who register for HOS 6940. For additional details on these tests, contact the Academic Spoken English Office, 314 Yon Hall, phone number 352-392-3286, Monday-Friday between 9:30AM and 11:30AM. The office is closed during the summer. The SPEAK test will cost \$60 to take. When the foreign student is not responsible for an entire section, but is simply helping with teaching a course, then the foreign student should sign up for one hour of HOS 6940 to represent the teaching requirement. Students should register for one hour of HOS 6910 to indicate the service requirement when not teaching. The use of HOS 6910 as a service requirement should be indicated on the course form submitted to the department.

Doctor of Plant Medicine (DPM):

The D.P.M. degree requires 120 graduate credits (90 credits of coursework and 30 of internship). Students with M.S. degrees may apply up to 30 relevant graduate credits toward the D.P.M. degree. For additional information, including current requirements of the DPM degree, consult the program website at <http://www.dpm.ifas.ufl.edu/>.

Petitions Regarding Graduate Requirements

Petitions regarding waivers or alterations of any departmental requirement must be submitted to the Chair of the Graduate Studies Committee by the **Graduate Advisor**. The Graduate Studies Committee will recommend action on the petition to the **Department Chair**. Petitions regarding waivers or alterations of any **Graduate School** requirement must be submitted to the **Graduate School** by the **Graduate Advisor** on or before the last day of classes in the term proceeding the term in which the degree is awarded. Copies of each petition must be forwarded to the **Graduate Coordinator**.

Interruption of Graduate Study and Leaves of Absence

If a student plans not to register for one semester, the student should ask permission (in writing) from his or her **Graduate Advisor**. Students must also inform the Graduate Coordinator of their plans. A registration appointment will automatically be

issued the following term; contact The Office of the University Registrar (352-392-1374) for information. A student who is not registered for a period of more than one semester will to fill out a Readmissions Application Form (available from the Admissions Office, 201 Criser) in order to be reactivated. Students on assistantships and fellowships should check with their **Graduate Advisor** to learn the possible implications of any leave of absence on their status. Each case will be decided separately.

If leave is contemplated in order to pursue graduate research in support of a thesis or dissertation, then serious consideration must be given to enrolling for a minimum number of credits in order to maintain University connections (liability, medical assistance, etc.). It is University policy that graduate students who wish to be considered "active" be registered each and every semester, even if they are in the field conducting research. Since registration can be done over the phone, students can have their Advisor or a friend call in their registration for them if they are out of town.

Minimum Registration Requirements for Full-time Students:

Important: Any graduate student who receives a stipend must meet minimum full-time registration requirements. Graduate students appointed to < 0.24 Full Time Equivalent (FTE) assistantships, scholarships or fellowships must register for a minimum of twelve (12) credits during each fall and spring term to be considered full-time students. During Summer Term A and B, or C, students appointed to < 0.24 FTE assistantships, scholarships must register for four (4) credits each for Summer A & B or eight (8) credits for Summer C. For students appointed to assistantships, the minimum credit requirement for full-time registration will vary depending on the specific appointment. Most of our students are appointed on 0.50 to 0.74 appointments or on fellowship. Failure to maintain full-time status may affect student eligibility for a tuition waiver and/or financial aid including loss of educational loan repayment deferments. The minimum registration requirements for FTE are listed in the table below. Students on appointment will be financially liable for excess credits over the required registration. Students should take these registration requirements into account when developing their *Program of Study* (Form 2).

Minimum Registration Requirements for Full-Time Status and Maximum without paying addition credit fees:

FTE	Fall and Spring Term (Credits)	Summer A & B or C Term (Credits)
Full-time Graduate Students Not on Appointment	12	4 & 4 or 8
Assistants on 0.01 – 0.24 and/or Fellows and Trainees	12	4 & 4 or 8
Assistants on 0.25 – 0.74	9	3 & 3 or 6
Assistants on 0.75 – 0.99	6	2 & 2 or 4

Minimum Registration Requirements for Non-Full-time Students:

Any graduate student who is using university facilities and/or faculty time must register for a minimum of three (3) hours in the fall and spring semesters and two (2) hours in the summer. Students must be registered (1) during the term of the qualifying examination, (2) during the term of the final examination, and (3) during the term in which the degree is awarded.

Changing Degree Programs

Students may change the degree program during the course of study, for various reasons, with the approval of the **Supervisory Committee**. To change majors (same or different college), student must submit a completed Change of Degree Program for Graduate Students form to the **Graduate School**. To change the degree program from MS thesis to professional MS, the Graduate Advisor must submit a letter to the **Graduate Coordinator** stating the intentions of the student and demonstrating the approval of all members of the **Supervisory Committee**. Please note the differences in degree requirements for the two MS degrees; research credits will not count towards the professional MS. Student must take additional letter-graded courses, if necessary, to meet the requirements of the professional MS degree.

G. REGISTERING FOR COURSES

The specific steps for completing registration are outlined in the *Schedule of Courses* publication available to students online before registration each term. ISIS (Integrated Student Information Services) is the automated registration system and can

be accessed on-line through the University home page. It offers a variety of services (drop/add, fee assessment, etc) in addition to registration. In your first semester you will probably have to register during the Regular Registration period as opposed to pre-registering by appointment. Be sure to consult the Schedule of Courses and Critical Check dates on-line via the Registrar's Office (<http://www.registrar.ufl.edu/catalog/adhub.html>) to avoid a late registration fee.

Students should note their registration times and the deadlines (see Critical Dates) for registration and payment of fees to avoid late fee penalties. You should also check with your major adviser before registration if your Program of Study (Form 2) is not yet approved yet. In some cases, particularly with courses designated as DEP rather than by section number, permission of the department or the course instructor must be obtained before registering for that course. The section number of such a course will be given to you at the time permission to register is granted. It is the responsibility of you to check that you are registered for the proper number of credits, especially if you are on a stipend or assistantship. Failure to register for an appropriate number of credits could affect continuation of your assistantship.

Most students now use the online **Integrated Student Information System (ISIS)** to register for courses (website listed in **Appendix 7**). With a valid UFID and Personal Identification Number (PIN), you can access other online services including: class schedules, transcripts, grades, fees, financial aid status, and student record holds status. A GatorLink account is required (see *obtaining a Computer User GatorLink Account*). **ISIS** is available from 7:00 AM through 4:30 AM Monday through Saturday and 10:00 AM to 4:30 AM Sunday (Eastern Time).

H. RESEARCH PROPOSAL

Students completing a thesis or dissertation should prepare a detailed research proposal. Each proposal should include a concise statement of the problem, review of the literature with citations, a clear description of the hypotheses and detailed methodology. The specific format of the proposal will vary depending on the topic and discipline. The research proposal should be provided to your **Supervisory Committee** for their review and approval. Typically, the proposal is approved during the first committee meeting. The Division of Sponsored Research website (**Appendix 7**) provides excellent background materials on research proposal development.

I. RESEARCH OWNERSHIP AND PROPERTY ISSUES

The University of Florida owns all laboratory notebooks and work products of its employees, appointees, and affiliates. Both state and federal law require this ownership. Graduate students working under a research grant or contract will be employees, appointees or affiliates of the University of Florida. However, as a graduate

student you “own” your graduate dissertation and, therefore, should not work on a research contract (as contrasted to a grant) to fulfill your dissertation requirements because of the conflict between you “owning” the dissertation and the university “owning” the work product.

Publication of Research

Graduate students are strongly encouraged to submit manuscripts of their findings for publication. All PhD students are strongly encouraged submit at least two papers to refereed journals prior to graduation. University policy allows the thesis/dissertation chapters to be published as articles, and students are encouraged to take this approach. However, the thesis/dissertation has to comply with the editorial UF standards and guidelines. Students are also encouraged to prepare and submit papers for publication before graduation. Students are responsible for complying with all copyrights concerning previously published articles.

What do I need to know about signing agreements with publishers? When your research is published as part of a conference, journal or book, you usually sign some sort of agreement with the publisher. Read that agreement carefully before signing: make sure you understand and agree with its terms and conditions. If you don't agree with them, you may want to negotiate to change it with the publisher or seek legal or other counsel as to what to do. The agreement should be explicit about what future rights you will keep for use of your work. If you want to include the materials in a dissertation or reuse them for teaching or a chapter in a book, say so!

What if I want to use a journal article as a chapter in my ETD? You have a number of options if you have published an article (or articles) before turning in your ETD and want to incorporate them into it. Discuss them with your Supervisory Committee and your publisher. First, you can simply cite that publication in your references. Second, if the publisher has the publication online, you can put a hyperlink to it in your ETD (with the permission of the publisher, who usually has some sort of website protection, allowing only paying customers or subscriber's access to it). Third, if the publisher gives you a signed release, you can include the publication in your ETD, as allowed by that release and described in "Chapter 4: Articles as Part of Thesis or Dissertation" in our Guide for Preparing Theses and Dissertations. If your ETD delves into your research in a very different way than the published article, permission would not be necessary, since articles are typically short, and your ETD may be the only place where all the details, data, tables and other aspects of your research are presented in full.

Presentation of Research Results at Technical Meetings

Students are encouraged to attend scientific meetings at state, national, and international levels and present papers in their fields of interest. Though the Department cannot assure financial support for out-of-pocket expenses, partial assistance may be provided to students when funds are available. Frequently, transportation to the meetings may be provided for students presenting papers. Grant funds are often used to provide partial travel support as well. All graduate students are encouraged to actively participate in the Research forum organized by the ENH graduate students. The forum will provide an opportunity for graduate students to interact with fellow students and faculty and present their research as oral or poster papers. Travel assistance for meetings is discussed above in the FINANCIAL ASSISTANCE section.

J. GRADUATE STUDENT EVALUATIONS

To ensure that you make satisfactory and timely progress on your degree, **your performance will be formally evaluated by your Major Advisor three times per year at the end of each semester throughout the degree program.** This is a Graduate School and departmental requirement. The evaluation is completed in two steps. You will submit a completed *Graduate Student Progress Report* (**Appendix 4**) to your **Major Advisor** within the required deadline each semester. Students on assistantships will be required to complete their evaluations sooner. Based on the *Graduate Student Progress Report* and other information, your faculty advisor will complete the *Graduate Student Semester Evaluation* form (**Appendix 4**) During the evaluation meeting, your **Major Advisor** will review your progress, future goals and expectations. Regardless if you agree or disagree with the evaluation, you must sign the *Graduate Student Semester Evaluation* form at the bottom. There is a place for comments. **It is your responsibility to schedule an appointment with your Major Advisor to discuss your program and to complete and sign the Graduate Student Evaluation Form.** For students funded on an assistantship, the UF- Graduate Assistants United also requires verification that the evaluation has been completed once every appointment period (semester or year depending on how student is appointed). Students who have not completed their evaluations will be blocked from registering for the next semester. The completed *Graduate Student Progress Report* may be distributed to your **Supervisory Committee** by your **Major Advisor** and one copy will be returned to the **Graduate Secretary** for the departmental files. The *Graduate Student Semester Evaluation* form is considered confidential and is shared only between you, your **Major Advisor**, and the **departmental chairman**. Lack of satisfactory academic or research progress will be cause to withdraw an assistantship and may result in your possible dismissal from the department's graduate program.

K. QUALIFYING EXAMINATIONS

Ph.D. Qualifying Examination and Admission To Candidacy:

The qualifying examination is required of all doctoral students and may be taken during the second term of the second year of graduate study but no later than two semesters prior to the date of the degree. It consists of both a written and oral portion. Students who have successfully completed both parts of the qualifying examination are admitted to candidacy. Doctoral students may register for HOS 7979, Advanced Research, before admission to candidacy, including the semester the examination is taken. The **Graduate School** will change the candidate's registration to HOS 7980, Dissertation Research, after the *Admission To Candidacy* form (available from GIMS) has been received and processed. Students must register for HOS 7980 (not 7979) once admitted to candidacy.

Several months prior to the exam, it is highly recommended that you meet with each **Supervisory Committee** member to discuss important areas of review and performance expectations. It is the student's responsibility to schedule exams. At the discretion of the **Supervisory Committee** member, his/her written examination may be closed- or open-book. The performance on the written portion will be discussed with you at least one week prior to the oral examination.

All **Supervisory Committee** members must be present at the oral examination. However, when necessary, one faculty substitute may stand in for a member *who is not the committee chair or the external member*. The oral examination typically lasts for 2 to 3 hours. With the approval of all the members of the **Supervisory Committee**, no more than one committee member may be off-site at a qualifying oral examination or at the final oral defense of the dissertation or thesis, using modern communication technology to be present rather than being physically present.

Admission to candidacy for the Ph.D. degree requires the approval of the student's **Supervisory Committee**, the **Chairman of the Department**, the **Dean**, and the **Dean of the Graduate School**. The approval is based on the following: (1) the academic record of the student, (2) the opinion of the **Supervisory Committee** concerning the overall fitness for candidacy, (3) satisfactory completion of the written and oral qualifying examination, and (4) an approved dissertation topic. Ask the **Graduate Coordinator or Graduate Secretary** to complete the preliminary information on the *Admission to Candidacy* form prior to completion of the oral qualifying exam. The form must be filed with the **Graduate School** as soon as the qualifying examination has been passed.

If the examination is failed, the **Graduate School** must be notified, and you may retake the examination after one semester of additional preparation if a reexamination

is recommended by the **Supervisory Committee**. It is Department policy that retaking the exam includes both written and oral exams. If re-examination is not recommended or if a second examination is failed, generally you will be dismissed from the graduate program.

Preparation Time for Theses, Technical Papers, and Dissertations

The time required for preparing and revising a thesis, technical paper, or dissertation is often underestimated by students. The student is urged to allow plenty of time for all stages of preparation and revision. The "Guide to Preparing Theses and Dissertations" is available through the Editorial Office, 168 Grinter Hall, or online (<http://www.vetmed.ufl.edu/education/clubs/vgsa/documents/Thesis-dissertation-guidelines.pdf>). Additionally, both a General Audience and Academic abstract guidelines are available through the Editorial Office. It is prudent for students to check with each advisory committee member, in advance, to plan a convenient time for thesis review and final exams.

DO NOT LEAVE THESIS/DISSERTATION WRITING UNTIL YOUR FINAL SEMESTER - your most serious writing should occur in the semester prior to graduation, if not well before. Allow at least 2 weeks for your advisor and subsequently your committee members to review drafts of your thesis/dissertation.

L. PREPARING YOUR THESIS OR DISSERTATION

A thesis or dissertation is the detailed record of all pertinent research activity conducted by the graduate student in pursuance of his/her degree. Presentation of this record in a form acceptable to the **Supervisory Committee** is a prerequisite for receiving a graduate degree and is a vital part of the student's training. Unless the work is communicated effectively in permanent form, it serves only as a "bookkeeping requirement" for graduation and is of no value to present and future generations.

There is wide variation in length and complexity of acceptable theses or dissertations. The preparation of an acceptable written record of the results of one to three years of research effort is invariably a difficult and time-consuming task, and underestimation of time required frequently occurs. You, in cooperation with your **Major Advisor** and **Supervisory Committee**, have primary responsibility to prepare this record within the length of time allocated for the task. You should provide members of your committee with complete and polished copies of the thesis or dissertation at least two weeks before the scheduled date of the final examination.

Good research should be published, and you owe it to yourself and the department to accomplish this goal. Preparation of research results for publication in a scientific journal is as important, if not more so, than the preparation of the thesis or

dissertation. Submission of a manuscript in the final form ready for publication prior to the student's final oral examination is strongly encouraged.

There are many deadlines to be met and rules to be followed in the successful preparation and submission of a thesis or dissertation to the **Graduate School**. Therefore, you should obtain the critical deadline dates. The *Guide for Preparing Theses and Dissertations* is available in printed form from the **Graduate School** and is available online (**Appendix 7**). The guide also contains suggestions and advice on such matters as the preparation and reproduction of illustrative materials, the treatment of special problems, the use of copyrighted material, and how to register copyright for the dissertation, if desired.

M. PREPARING AN ELECTRONIC THESIS OR DISSERTATION (ETD)

Note: *All students beginning their graduate studies in fall 2001 must submit an electronic thesis or dissertation.* Technical and troubleshooting workshops are provided each semester to assist students in preparing electronic theses and dissertations. You should contact the ETD Laboratory, located in the HUB room 224(352-392-4357), for the workshop schedule and for general assistance. Information on ETD's is also contained in the *Guide For Preparing Theses and Dissertations*. The ETD signature page is available from the **Graduate Coordinator** or **Graduate Secretary** (from GIMS).

N. YOUR FINAL NONTHESIS, THESIS OR DISSERTATION EXAMINATIONS

Non-thesis Final Examination:

During the last semester, students completing in the Masters non-thesis option are required to successfully complete a written and/or oral examination. The **Supervisory Committee** decides the form of the examination. Typically, the examination probes the student's mastery of the information obtained in the completed coursework and/or special project.

Thesis and Dissertation Final Examinations:

After the thesis or dissertation is in final form and all other requirements for the degree are completed, the **Supervisory Committee** will conduct the final oral examination. Because of varied interests represented by the committee and others taking part in the examination, no two oral exams will follow the same pattern. Master's candidates are evaluated on their understanding of their research problem (thesis topic), their level of proficiency in all courses in the major and minor fields of study, and their general knowledge of matters related to the major field of study. For doctoral candidates, the examination primarily evaluates the candidate's understanding of the research reported in the dissertation.

Notice of the time and place of the final thesis or dissertation examination should be submitted to the departmental **Graduate Coordinator** 10 business days (two calendar weeks) before the examination. All faculty members of the department are invited to attend the examination, and all attending faculty members should sign the *Final Examination Form* available from the **Graduate Coordinator** or **Graduate Secretary** (from GIMS).

If a **Supervisory Committee** member cannot be present at the student's final defense, a **graduate faculty** member in the same academic area may be substituted for the absent committee member. *No substitutions may be made for the committee chair or the external member of the committee.* The substitute should sign the *Final Examination Form* (available from GIMS) on the left side, in the space provided for committee members, noting the name of the absent member. In addition, the student's **Major Department Chair** must indicate on the form (or by accompanying correspondence) the reason for the missing member's absence and that the missing original committee member has agreed to this substitution at the final examination. Only the official committee members, not substitute members, sign the signature pages for the thesis or dissertation.

The *Final Examination Form* for thesis and dissertation candidates signed by committee members, **Department Chair**, and **Dean** should be submitted electronically on the specified deadline date.

O. SEMINAR REQUIREMENTS

The department conducts a seminar series during spring semester, and all graduate students must attend and participate unless specifically excused by their **Major Advisor**. The organization and presentation of scientific information is a valuable part of the **Graduate School** experience. Every student will present at least one seminar for which course credit (HOS 6931) may be earned. Students pursuing the MS (thesis option) or Ph.D. degree must present two seminars. The first seminar usually concerns the student's proposed research (usually first or second semester) in his/her graduate program and students should plan to register for HOS 6931 during spring semesters. The exit seminar is usually a presentation of the completed research project and is presented as part of the regular weekly departmental seminar series or as a special seminar usually presented immediately prior to the final examination. The seminar title, time and room number should be provided to the **Graduate Secretary** two weeks prior to the presentation. The **Graduate Secretary** will notify all students, faculty, and staff members of the department. Students pursuing Master of Science – Non-thesis degrees must present at least one seminar in their graduate program.

P. PREPARING FOR GRADUATION

It is wise to request a graduation check from graduate records the semester *before* your intended graduation. Complete and submit the *Request for Graduation Check* form linked at: <http://graduateschool.ufl.edu/> (**Appendix 12**, website listed in **Appendix 7**, and the Registrars Checklist <http://www.registrar.ufl.edu/commencement/gradchecklist.html>) The Registrar's Office has The Graduation Check will report on your standing with credit hour requirements, **Supervisory Committees**, academic deadlines, grade problems and GPA. This check is with the **Graduate School only** and does not confirm compliance with departmental, college or Editorial Office requirements. During the last semester, satisfactory performance on the final examination and final submission of the corrected thesis or dissertation must be completed by the deadline dates shown in the University Calendar. Critical dates are listed in the current printed or online (<http://calendar.ufl.edu/cgi-bin/webevent/webevent.cgi?cmd=listmonth&cal=cal3>) *Graduate Catalog*. Critical dates are also listed in the online *Graduate Student Handbook* (**Appendix 7**). The college will verify that all requirements have been met. ()

To be cleared for graduation by the college, students must fulfill the following requirements:

1. **Submit a *Degree Application Form* (Appendix 13) for the correct degree to the Registrar's Office by the required deadline listed in the University Calendar.** The Degree Application Form is available on ISIS (<http://www.isis.ufl.edu>).
2. **Complete all courses on the program of study (Form 2).** If changes were made to the student's program of study, a short memo, signed by the **Major Advisor**, must be submitted stating that the entire committee agrees to deletions and/or additions that have occurred to the original program of study.
3. **Clear all "I" grades by the Graduate School deadline.**
4. If not submitting an electronic thesis or dissertation, the college copy (also called the library copy) needs to be in the CALS **academic programs Dean's office** by the Monday of commencement week. It must be in a letter size expanding binder (not legal size) on 100% rag bond just like the original. Please note the college copy also needs the signature page(s).
5. If submitting an electronic thesis or dissertation (ETD), submit a photocopy of the scientific abstract (1-2 pages) to the CALS **academic programs Dean's office**.
6. **For students not on an assistantship, the final term registration in the fall or spring must include, at a minimum, three (3) credits HOS 6971 (MS thesis students) or**

three (3) credits HOS 7980 (Ph.D. students). Non-thesis Masters Students must register for three (3) credits that can be counted toward their degree. For the final term registration in the summer term, two (2) credits of HOS 6971 or HOS 7980 are required for Master or Ph.D. students, respectively. Non-thesis students must register for two (2) credits that can be counted toward their degree.

If you have completed all degree requirements and require a certification of degree completion before graduation, you can request a *Certification of Satisfaction of All Degree Requirements* letter <http://graduateschool.ufl.edu/>. This form will need to be signed by the supervisory committee chair, college dean, and verified by the editorial office.

Exit Interview

At the conclusion of the degree program each student is expected to complete an exit survey and have an exit interview with the **Chair** of the Environmental Horticulture. Do not schedule your exit interview until the final, corrected thesis/dissertation has been submitted and approved.

All students must schedule an exit interview with the **Graduate Coordinator** in the semester in which they plan to graduate.

Q. PREPARING FOR YOUR JOB INTERVIEW

The Career Resources Center, located on the first floor J. Wayne Reitz Union (website listed in **Appendix 7**), provides students with guidance relative to career development, career-related experiences, and associated job search services. The staff can assist you in preparing a curriculum vitae, cover letters, and also provide information regarding effective interview techniques

III. SURVIVING AS AN ENH GRADUATE STUDENT

Information related to general university policies and regulations can be found in the *Graduate Catalog* either in printed form or online (website listed **Appendix 7**). The University of Florida's online *Student Guide* (listed in **Appendix 7**) is an excellent source of information regarding campus resources, including health, financial, housing, counseling, student organizations, grievance procedures and women's services. Additional information that is important to your graduate professional development is listed in **Appendix 7**.

A. DEPARTMENTAL PROCEDURES, SERVICES AND SUPPLIES

General Procedures:

Graduate students should acquaint themselves with the standard operational procedures of the department. Assistance may be obtained from the **Graduate Coordinator**, departmental **Executive Secretary**, the **Graduate Secretary**, or the technical personnel in charge of the various facilities. When conducting laboratory research, students should keep all materials clearly labeled and follow standard laboratory procedures so as not to interfere with the normal flow of laboratory work. The university has a safety manual that should be read and understood by each student. Please ask your advisor to let you see a copy of the manual. It outlines many regulations that must be followed.

Obtaining Keys:

Keys for offices, laboratories and greenhouses are available from the **Executive Secretary**, in 1549 Fifield Hall. You will be required to sign for any keys received and are required to return these keys when you graduate. Failure to return keys could result in a hold being placed on your records.

Departmental Telephones:

All long distance telephone calls from departmental telephones **must** be restricted to business purposes only since all long distance calls are billed to our department and there is no arrangement for reimbursement.

Receiving Your Paycheck:

If you are funded through an assistantship or hourly wage (OPS) position, you will receive a paycheck twice monthly via direct deposit following the arrangement with your bank or credit union.

Photocopy Machine:

At the discretion of your **Major Advisor**, you may be allowed to use the photocopy machine in 1529 Fifield Hall (or Mehrhof Hall) to copy research and teaching materials. A user code may be required to use the photocopier. Photocopying of books or personal materials is prohibited. Reproduction of any materials that may result in infringement of copyrights is not allowed.

FAX Machine:

With the permission of your **Major Advisor**, you may use the FAX machine in 1529 Fifield Hall to send documents related to your graduate studies. Obtain permission from your **Major Advisor** before using this machine.

Office Supplies:

Supplies such as writing tablets, departmental stationery and envelopes are available in 1529 Fifield Hall. With the permission of your Major Advisor, special office supplies may be ordered by the Graduate Secretary.

Greenhouse Space and Supplies:

Faculty may reserve and use greenhouse space in the Plant Science Greenhouse Complex and Turfgrass Envirotron by paying space rental fees. Do not place any plant materials in a greenhouse, shade or mist house, or on any outdoor bed without first getting permission. Certain supplies such as potting media are provided for the use of faculty, staff, and graduate students in the PSF Greenhouses. However, do not use supplies that have been purchased by another faculty or graduate student without prior permission. It is important that you maintain all areas in the greenhouse complex in a clean and orderly condition. A map of the Plant Science Greenhouse Complex is provided in **Appendix 6**.

Mail:

You will be assigned a mailbox in 1529 Fifield Hall (or in Mehrhof Hall if you have an office/lab work area there). The mailing address is: Environmental Horticulture Department, P.O. Box 110670, University of Florida, Gainesville, FL 32611-0670. You can use this address to receive regular postal, campus, and departmental mail.

General Travel:

Any in state or out-of-state travel associated with university or departmental business, must be pre-approved by your **Major Advisor** and the **Department Chair**. A Travel Authorization Form must be completed and submitted to the **Fiscal Assistant** at least 48 hours prior to travel day. Upon return from your travel, a Travel Expense Form needs to be completed and submitted. For more details see the **Fiscal Assistant**. A copy of the Travel Authorization Form & Travel Expense Form can be found in the back of the handbook for copying.

Vehicle Usage:

Your **Major Advisor** must approve the use of departmental vehicles. Vehicles may be used only for departmental research, teaching and extension functions. Students should contact the **Farm Administrator** for vehicle reservation and check out procedures. *No individual may operate any 15-passenger van without completion of mandatory training and a license check. Please see the UF Environmental Health and Safety website (listed in **Appendix 7**) for detailed registration and policy information.*

Obtaining Computer User & E-Mail Accounts:

Every student can get a free GatorLink account. A GatorLink account includes an e-mail address, 15 hours of free dialup per month connection to the Internet and accessing electronic mail, and space for a web page. You can get additional dialup time if you're willing to pay a per-minute charge for the amount you use over fifteen hours. If you know your University of Florida PIN, you can create or modify a GatorLink account at the website (**Appendix 7**). You can also open your GatorLink account at the UF Computing Help desk in E520 CSE. Students should contact the **Senior Computer Programmer/Analyst** or computer service specialist to obtain a user departmental account. This user account is needed if you want to use the server to back up files from computers in the departmental laboratories.

Obtaining an Official Student ID (Gator-1 Card):

The Gator-1 Card (<http://www.bsd.ufl.edu/G1C/>) is the official picture ID Card for the University of Florida.

This card is mandatory for all University of Florida Students, Faculty and Staff. You may be denied services without one. Services and programs, which require a Gator-1 Card, include: CIRCA labs, libraries, use of recreation & fitness centers, athletic ticket purchases, financial aid disbursements, and RTS Bus Service.



The Gator-1 Card can be obtained at the ID Card Services office located at the main entrance of the UF Bookstore and Welcome Center facing Museum Road. Fill out the white form and present a photo ID, such as a driver's license, military ID, or passport. You must provide your UFID number. A \$15 payment by cash or check is required at the time the card is processed.

Worker Safety Protection Training:

If you plan to utilize the greenhouse facilities you must meet with the **Farm Manager** and complete a tutorial (<http://hort.ifas.ufl.edu/gh/ops/Pesticides/PesticidePolicyFlowchart.png>). Contact the Farm Manager (Building 1200 or (352) 392-6901) for further information regarding this.

UF Computer and Software Requirement:

All students will require continued access to a computer in order to complete their degree programs successfully. The university expects each student entering the university and continuing students to acquire computer hardware and software appropriate to the degree program. **Note: it is not the responsibility of the Major Advisor to provide computer equipment.** The College of Agricultural and Life Sciences (CALs) has developed minimum specifications for the computer needed to fulfill this requirement. Please familiarize yourself with the requirements and specifications before

making a computer purchase. Computer specifications can be viewed online (**Appendix 7**).

The computer specified by CALS is somewhat less powerful than the recommendations given by the university. This computer specification is the minimum needed to run most software used in our college. If a student currently owns a computer, and it does not meet these specifications, they should consider the purchase of a new computer. If a student decides to purchase a new computer, the recommendations given by the university are the minimum you should consider.

Getting Computer Support Using Computers on Campus:

The ENH department's Computer Support Specialist is available by prior arrangement with an Environmental Horticulture faculty member. Use of consumables (special paper, toner and ribbons) must be made with the faculty member in charge. All data acquired on scanners must be saved over the network to pre-existent network shared folders.

CIRCA (Center for Instructional & Research Computing Activities) maintains a help desk and lab at E520 CSE. Their telephone number is 352-392-HELP (4357).

IFAS Printing (located east of Fifield in IFAS Communication building):

This facility can handle all your communications needs. Contact them at <http://ics.ifas.ufl.edu> or call 352 392-2411. They specialize in CD/DVD duplication, graphic design, poster & exhibit production, printing & copying, publishing, video production, and more. These are all for-pay services, so check with your **Major Advisor** for appropriate payment options.

B. GRADUATE STUDENT ASSOCIATIONS

Environmental Horticulture Graduate Student Association (EHGSA):

The EHGSA was formed in 1999 to provide an organization within the department that functions to coordinate graduate professional development activities including seminar speakers, fundraisers, and community service projects. The association plays an active role in representing the needs of graduate students in the department and CALS. The EHGSA also coordinates topic selection and invitation of speakers for the ALS 5934 Graduate Professional Development Seminar. Two \$500 EHGSA scholarships are awarded each year. Students presenting a poster or oral presentation at a professional meeting are eligible for \$300 travel grants.

Graduate Assistants United (GAU):

The GAU represents graduate assistants in collective bargaining with respect to wages, hours, and other conditions of employment. GAU also serves as an advocate for graduate assistants with employment grievances, publishes a newsletter, provides an e-mail list, and organizes social events. The GAU also includes the GAU Women's Council. Call 352-392-0274 or visit the website (**Appendix 7**).

Graduate Student Council (GSC):

The GSC, formed in 1989, fosters interaction among graduate students on campus and provides an agency for the coordination of graduate student activities and programs. The GSC seeks to improve graduate student education through active and permanent communication with the **Graduate School** and the university administration. It also represents the interests of graduate students at the student government, administration, local, state, and national levels. GSC activities include hosting the annual fall orientation program for new graduate students, organizing the Graduate Student Forum every spring semester, and funding travel grants for graduate students who participate in conferences. GSC meetings are scheduled monthly and each department is represented by a student. More information about the GSC can be viewed on their website (**Appendix 7**).

C. PROBLEM RESOLUTION

General Grievances:

The University of Florida is committed to a policy of treating all members of the university community fairly concerning their personal and professional concerns. A formal grievance procedure exists to ensure that each graduate student is given adequate opportunity to bring complaints and problems of an academic nature (exclusive of grades) to the attention of the university administration with the assurance that each will be given fair treatment. A grievance is defined as dissatisfaction occurring when a student thinks that **any condition** affecting him or her is **unjust or inequitable or creates unnecessary hardship**. Areas in which student grievances may arise include scientific misconduct, sexual harassment, discrimination, employment-related concerns, and academic matters. The university has various mechanisms to handle these problems when they arise, and a student does not know where to turn. In general, it is desirable to settle grievances in an informal fashion rather than initiating a formal grievance. Communication is the key element. As soon as a grievance issue arises, the student should speak with either the **Supervisory Committee chair** or the **Graduate Coordinator**. If neither of these individuals is available, the **Department Chair** is the next alternative. In most cases, these individuals can work with all parties concerned to resolve the issue informally. Most conflicts can be settled by the student and Major Professor(s) or **Supervisory Committee**. If this is not successful, the student should request a meeting

with the **Department Chair** and, if necessary, the **Dean** of their College or School. Grievances procedures are outlined in the UF Graduate Student Handbook <http://www.dso.ufl.edu/studentguide/>. Certain grievance procedures are specified in the contract between the UF and Graduate Assistants United, which covers all graduate assistants.

Policies and procedures for pursuing grievances, when informal resolution has not proven effective, are listed in Article 11 of the Collective Bargaining Agreement between the Board of Regents and Graduate Assistants United, United Faculty of Florida. All attempts should be made to resolve all problems, first at the department level through the **Graduate Advisor, Graduate Coordinator, and Department Chair**, in that order.

Students with questions or concerns about the grievance procedure are encouraged to contact the office of the **Associate Dean** of the **Graduate School**, 302 Walker Hall, 352-392-6622.

Sexual Harassment:

Sexual harassment is illegal under federal and Florida law as well as university rules and collective bargaining agreements. According to the Sex Discrimination Guidelines promulgated by the Equal Employment Opportunity Commission (EEOC), sexual harassment is a form of sex discrimination. The guidelines define sexual harassment at 29 C. F. R., Section 1604.11, as follows:

If at any time a graduate student feels he or she has been sexually harassed or discriminated against in any matter, he or she should immediately contact his or her **Graduate Advisor, Department Chair or Graduate Coordinator**. The incidences may be on or off campus (such as when seeking housing). Sexual harassment and any form of discrimination are not the student's fault. Complaints of any form can be made to any University personnel in a supervisory capacity. Please see the Equal Employment Opportunity website regarding Departmental and University policy on sexual harassment and discrimination. <http://www.hr.ufl.edu/eo/sexharassment.htm>

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic performance.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual.

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.
- The basic premise of the sexual harassment policy is that a sexual element must not be introduced into what should be a sex-neutral situation causing the boundaries that normally exist between the professional role and the personal relationship to become blurred.
- Employees and students are responsible for immediately reporting concerns regarding sexual harassment to appropriate administrators. Appropriate administrators include, but are not limited to the employee's or student's immediate supervisor, **Graduate Coordinator, Department Chair, Dean**, or administrators in the university's Affirmative Action Office.
- Any student who needs help in resolving a sexual harassment problem or filing a complaint is encouraged to seek assistance from the Assistant Vice President for Affirmative Action, 392-6004.

Inquiries and requests for assistance may also be directed to faculty members, **Department Chair**, assistant or Associate Deans, Deans or directors, the Office for Student Services (352-273-4376), the University Ombudsperson in the Office of Academic Affairs (352-392-1308), or Graduate Assistants United (352-392-0274). Confidential counseling services are available at the University Counseling Center (352-392-1575) and Student Mental Health (352-392-1161).

D. GRADUATE STUDENT RESOURCES

International Graduate Students:

The UF International Center in 165 Grinter Hall provides a full range of services and information for international students. The International Student Services (ISS) office at the Center (170 Hub; 392-5323) is committed to ensuring the integration of international students and families into the life of the University of Florida and the city of Gainesville. A list of international student organizations is provided at: <http://www.ufic.ufl.edu/>. The *International Student Handbook* contains a wealth of information specifically for international students. The handbook may be viewed online (**Appendix 7**) or can also be downloaded for your convenience. This is an important resource if you are a new international student.

Graduate Students With Disabilities:

Students with disabilities should view the UF **Dean of Students** web page (see **Appendix 7**) to learn about the various services that are available. Students can also contact the Dean of Students Office, P202 Peabody Hall, 392-1261 or 392-3008 (TDD).

For students with hearing or speech impairments should use the Florida Relay Service at 800-955-8771(TDD).

Minority Graduate Students:

The **Office of Graduate Minority Programs** (OGMP; 352-392-6444 or 800-753-9798) offers a variety of programs for incoming and continuing minority graduate students. The OGMP hosts a fall orientation session for new minority graduate students, provides individual academic counseling, and sponsors receptions, forums, and a **Graduate School** open house to help students meet faculty and administrators who are important to the graduate matriculation process. The OGMP has a website (**Appendix 7**).

The **Black Graduate Student Organization** provides a means for students of African descent to come together to share experiences and learn from each other in a way that aids in the successful professional development of its members. Membership is open to all students who embrace the purposes of the BGSO. The BGSO conducts regular meetings and sponsors an assortment of cultural, educational, and social programs throughout the year. <https://www.studentinvolvement.ufl.edu/>

The **Hispanic Graduate Student Association** is dedicated to meeting the social, academic, and professional needs of all graduate students of Hispanic/Latino (a) descent. ([Vhttps://www.studentinvolvement.ufl.edu/](https://www.studentinvolvement.ufl.edu/))

UF Counseling Services:

The Mission of the Counseling and Wellness Center at the University of Florida is to facilitate the total development of students by reducing psychological problems and distress and by enhancing mental health, well-being, quality of life, and optimal functioning, through the delivery of high quality, culturally sensitive services to UF students and the larger campus community. Their primary focus is to provide brief, confidential counseling aimed at helping students succeed academically and interpersonally.

The University Counseling Center is located at the Counseling and Wellness Center at 3190 Radio Road and in P301 Peabody Hall. The major goal of the Center is to provide counseling and student development services to students. Individual, couples, and group counseling sessions are available to help students with a wide variety of personal, academic, and career concerns. All counseling is confidential.

Appointments may be made in person Monday through Friday 8:00 a.m. to 5:00 p.m. Typically, the student's first contact will be an intake interview in which the student and counselor make decisions about the type of help needed. Students requiring immediate help are seen on a non-appointment emergency basis. Self-help materials

are available in both the office and at their website. For more information, call 392-1575 or visit the Counseling Center website in (**Appendix 7**) and at: <http://www.counseling.ufl.edu/cwc/Default.aspx>

E. LIVING IN GAINESVILLE

On Campus Housing:

University Family and Single Graduate Student Housing:

The university operates five apartment villages for eligible students. To be eligible to apply for apartment housing on campus, several qualifications must be met. A married student or student parent without spouse who has legal custody of minor children must meet the requirements for admission to the University of Florida, qualify as a full-time student as defined by the university, and continue to make normal progress toward a degree as determined by the **Supervisory Committee**. The student must be a part of a family unit defined as (1) husband and wife with or without one or more children or (2) single parent who has legal custody of one or more minor children who reside with the parent on an ongoing basis. Married couples without children can apply for a two-bedroom apartment in any village. Residents in all villages must furnish their own linens, dishes, rugs, curtains, or other similar items. Utilities are an additional expense and are billed with the rent. Single graduate students may apply for any one-bedroom apartment in any village. Single graduate students assigned to Maguire Village are subject to maximum income limitations as established by the Department of Housing and Urban Development. Documentation of income is required prior to taking occupancy in Maguire Village.

Corry Memorial Village:

The complex consists of 216 units of brick, concrete, and wood construction, and contains almost an equal number of one- and two-bedroom apartments, with a few three-bedroom units. Some apartments are furnished and have window air-conditioning units. Community facilities include a meeting room and a laundry.

Diamond Memorial Village:

The complex consists of 208 apartments similar in construction to those in Corry Village. All Diamond apartments are unfurnished. Special features include a community building and air-conditioned study-meeting room, laundry facilities, and a study cubicle in each two-bedroom apartment.

Tanglewood Village Apartments:

Units are located approximately 1.3 miles south of the central campus; consists of 208 unfurnished efficiency, one- and two-bedroom townhouse units. All units have disposals, and two-bedroom units have dishwashers. All one- and two-bedroom units have 1-1/2 baths. Community facilities include a large recreation hall, laundry facilities, and two swimming pools.

University Village South and Maguire Village:

Housing consists of 348 centrally heated and air-conditioned one- and two-bedroom unfurnished apartments. Community facilities include a pool, laundry, and meeting room. The kitchens are equipped with stoves and refrigerators.

Graduate students living in university housing are required to qualify as full-time students as defined by the university, and they must continue to make normal progress toward a degree as determined by their **Supervisory Committees**.

Off-Campus Housing:

The Off-Campus Housing Service can assist you in obtaining adequate off-campus housing accommodations. The Off-Campus Housing Service is a listing and referral agency for rental housing of all types. It is not an enforcement agency. It does not make rental reservations. The off-campus housing information packet is available online (**Appendix 7**). This packet contains a list of major apartment housing developments in the Gainesville area with a zone locator map. The Housing Office (SW 13th Street and Museum Road; 352-392-2161) maintains rental listings for reference during housing business hours, Monday-Friday, 8 a.m. to 5 p.m. After hours, listings are posted outside the west main entrance to the Housing Office.

Getting the Utilities Turned On:

Gainesville Regional Utilities (GRU) provides the area with electricity, gas, water, and wastewater services. Service must begin on a weekday. GRU (352-334-3434) is open 8 a.m. to 5 p.m. Monday through Friday. Information can be obtained online (**Appendix 7**).

Cable Television:

Gainesville, Florida is serviced by Cox Cable Communications. Call 888-269-9693 for rate and installation information. (<http://ww2.cox.com/aboutus/centralflorida/home.cox>)

Telephone:

AT&T requires a deposit, which varies depending on your credit information. To speak to a AT&T representative call 1-877-253-0009 (Monday-Friday 8AM – 6PM).

Bus Schedules:

Regional Transit Service (RTS) bus routes and schedules are posted by the UF Transportation and Parking Services (website listed in **Appendix 7**). All UF students have unlimited access to all RTS bus service anytime and anywhere it operates. Your ride is pre-paid with your Gator One ID card. The card must be shown when boarding the bus.

Campus Parking Decals and Bicycle Use:

Except in parking metered areas, a decal is required for automobile parking on campus. Graduate students are eligible to purchase a "Student Commuter" decal that allows parking in commuter area facilities. Parking decals can be purchased online or in person, at the Transportation and Parking Services located at 254 Gale Lemerand Drive. Office hours are 8:00 am to 4:30 pm, Monday through Friday. You must present your tag number and UF ID (Gator-1 Card). Decals may be purchased either annually, for the current semester, monthly or weekly. Annual decals may be renewed each year beginning in April. The decal year begins May 1. Regulations and additional information can be viewed at the Transportation and Parking Services website or by phone 352-392-7275 (**Appendix 7**).

When riding a bicycle on campus you must obey State of Florida bicycle laws. The University of Florida enforces the State of Florida bicycle laws. If you are unfamiliar with Florida's bicycle laws you can contact the University Campus Police Community Services Division (352-392-1409).

Florida Drivers' License:

Students may obtain a Florida Drivers' License at the Florida Highway and Motor Vehicle Department Office located at 5830 NW 34th St. Gainesville, Florida. (352-995-2111). Office hours are: Tues-Fri 8AM to 5 PM. If you have an out-of-state license, and it is not expired beyond 30 days, you may be able to convert your license without taking a written or road test. You will need to have a vision screening. Call the driver license office to schedule an appointment.

Automobile Tags and Registration:

Automobile tag, title, and registration may be obtained at the Alachua County Tag Agency, located at 3207 SW 35th Blvd (Butler Plaza) 32608, Gainesville, FL (352-374-5236). Cost of tags varies by weight of vehicle.

Student Voter Information:

Voter registration information can be found online (**Appendix 7**).

IV. APPENDICES

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APPENDIX 1: GRADUATE STUDENT INTEGRITY

(Adopted by the Graduate Council and the Graduate Departments
of the University of Florida, June 1, 1990)

Introduction:

Integrity in scholarly work has received considerable attention in recent years both in academic circles and in the news. Some notorious cases of misrepresentation have made those in higher education sensitive to this issue. Some of these cases, especially in the sciences, have surfaced when attempts to replicate work have failed. In the humanities and social sciences plagiarism assumes greater prominence. Cheating, the bane of many high school and undergraduate teachers, surfaces as well at the graduate level. Moreover, in an ever more complex professional world, graduate students may find themselves embroiled in abuses of confidentiality or conflicts of interest. All five of these problems are of major concern to graduate students, faculty, and other graduate educators.

Although many graduate students will have few problems with the ethical decisions involved in maintaining integrity in their work, others may not see the issues so clearly. Some very few may even be unaware of the potential for problems with integrity in graduate study. For these reasons and to help its constituent units in the event that misrepresentation, plagiarism, cheating, abuses of confidentiality, or conflicts of interest should arise, the **Graduate School** has adopted these guidelines.

Misrepresentation:

Misrepresentation usually involves the intentional and deliberate misuse of data to draw conclusions that may not be warranted by the evidence. Falsification of results may take one of two forms: 1) fabrication of data or 2) omission or concealment of conflicting data for the purpose of misleading other scholars. An intermediate form, difficult to detect especially in quantitative analyses, occurs when students are sloppy

about categorization. All researchers, irrespective of discipline, can agree that the fabrication of data is fraudulent, and most will agree that the deliberate omission of conflicting data is also fraudulent. However, a few scholars might argue that one person's conflicting data is another person's irrelevant data. In general, the best researchers are those who come to terms with any piece of evidence, which others may regard as conflicting. Strong support for a given hypothesis involves dealing with alternative hypotheses.

The best insurance against misrepresentation in graduate student research is the careful and close supervision by the faculty adviser as well as the examples other members of the academic community provide. The student should communicate regularly and frequently with his or her major professor. He or she can do so in a variety of ways by submitting laboratory notebooks for frequent faculty review, by having faculty monitor the student's reading in the field, by regular progress reports to the faculty adviser, and so on. Faculty should normally expect such communication, and in the absence of faculty initiative graduate students should instigate dialog with faculty. Such communication will help the student develop intellectually and lessen the possibility of misrepresentation. If a student is suspected of misrepresentation, the academic community should handle the matter forthrightly with a clear regard to the rights of the graduate student so that the career of a student researcher who may be innocent is not damaged. Similarly, if graduate student misrepresentation is verified, it must be adjudicated in accordance with established university procedures. The **Graduate School** will provide information on those procedures to any interested party.

Plagiarism:

Plagiarism is the use of another's words, ideas, or creative productions or omission of pertinent material without proper attribution, that is, without giving due credit to the original source. Flagrant cases of plagiarism may involve extensive borrowing of others' material from articles, books, or creative productions with perhaps only slight modifications. In such cases penalties are usually severe for the student and would likely result in expulsion from **Graduate School** or, if a degree has already been earned, in rescinding of that degree. Less extensive cases of plagiarism may be either

intentional or unintentional (carelessness or ignorance of the commonly accepted rules) but may also have severe repercussions. In using other people's work, one must cite that work in the text or in footnotes and use either direct quotations or skillful paraphrasing (accompanied by attribution in the text) for all ideas that are not one's own. Since much of the basic information about a discipline comes from outside through a variety of sources common to all who work in a discipline, it is unnecessary to footnote those facts and ideas which are, so to speak, in the common domain of the discipline, unless the material is copied or paraphrased from a particular source or sources. Otherwise, everything would be footnoted. However, an intimate familiarity with the literature of the discipline, or a sub discipline thereof, lets one know when the distinctive words or ideas of another researcher should be given proper attribution. The fairly common practice among scientists of citing the previous significant literature, relating to the subjects of their articles or books, serves as something of a safeguard against plagiarism, but such reviews of the pertinent literature are less usual in the humanities. Every graduate student should have a comprehensive knowledge of what constitutes plagiarism. Graduate students, if in any doubt about the concept, should discuss plagiarism with faculty members. In addition, students should expect faculty members to demand that they know what constitutes plagiarism.

There are problems of attribution not necessarily associated with traditional perceptions of plagiarism. One of these is the danger, when borrowing from the works of others, of quoting, paraphrasing, or summarizing the material in such a way as to misrepresent what the author is trying to say. A second problem arises when a student is overly dependent on the work of another, even if the other is cited meticulously. Still another problem is plagiarizing oneself by submitting the same data or findings in more than one article or by reviewing the same book in two different journals. In addition, finally, there is the problem of a graduate student's findings being used by his or her mentor without proper attribution to the student either in the article or book, indeed of not giving credit in articles or books where a substantial amount of the work is done by the student. The student should discuss any perceived problem of this nature with the faculty member involved, the chair of the department, or, if need be, with the **Graduate School**.

In nearly all of these instances of possible plagiarism or inadequate attribution, the best preventive is the example and consultation of the faculty adviser and the rest of the academic community, who should be sensitive to all of these nuances. University of Florida faculty should handle any suspicion of plagiarism with due regard to the student's rights, and any detection of plagiarism should be adjudicated in accordance with established university procedures.

Cheating:

Cheating at the graduate level may not differ morally from the same action on the undergraduate level, but many find graduate cheating more reprehensible and the consequences, understandably, more severe. Academic dishonesty for one whose presence in **Graduate School** declares he or she has opted for the intellectual life is a serious matter. Cheating on qualifying or preliminary examinations, once proven, will at the very least result in failure of the examination and may mean termination of the student's enrollment.

Abuses of Confidentiality:

Abuses of confidentiality by graduate students can take various forms. Students often have access to thesis and grant proposals, data or unpublished papers of other graduate students or faculty members. Students should not use this material in their own research without permission, even with proper attribution. An abuse of confidentiality would include the adaptation into one's own research of a thesis or dissertation proposal or any unpublished work that one has opportunity to read, or adopting any ideas first floated, and not yet relinquished, by someone else. Another example of the abuse of confidentiality is that in which the graduate student gains archival or library materials about living or recently living subjects and uses them in his or her research without permission from the library or archive or in some cases from the individual. Any research on live subjects can present similar dilemmas.

Confidentiality is one of the forms of integrity that is relatively easy to abuse and relatively difficult to detect. Once again, as with misrepresentation and plagiarism, the

example of the graduate student's mentor and that of the rest of the academic community is the best preventive.

Conflicts of Interest:

Conflicts of interest between graduate students and faculty members may arise in a variety of ways. Problems that can occur when the research of a graduate student is inadequately acknowledged by faculty either by failure to footnote properly or to give co-authorship credit have already been mentioned. However, another set of professional interpersonal relationships must be handled with great care if the integrity of graduate study is to be preserved. As continuing formal education becomes more common and as academics begin to become involved in the world of business, the possibility of a business relationship between student and teacher becomes greater. The kind of conflict of interest that may arise through nepotism, that is, when a person serves in an administrative or supervisory relationship to those who are related to him or her by blood or marriage, is familiar to everyone. Most universities have rules that try to regulate professional relationships in such cases. Many faculty members are reluctant to have their own sons, daughters, or spouses take their courses for credit on the grounds that such students may be perceived by others to have an unfair advantage. A business relationship, including a consulting one, must evoke the same kind of caution. In addition, a student should be careful about working for a company owned or administered by faculty involved in the student's degree work.

Similarly, a student should not date an instructor while the student is enrolled in the instructor's course. In addition, a student should not ask any instructor to serve as his or her thesis or dissertation director (or research committee member) if the student is having or has had an intimate personal relationship, a family relationship, or a business relationship with that instructor. If such a relationship should develop, the instructor must take appropriate steps to resolve any potential conflict of interest. Such a relationship, whether between a graduate student and a faculty member or between a graduate student acting as an associate instructor and an undergraduate, constitutes a potential conflict of interest, especially as perceived by other students

and faculty members. Both because of perceptions and because of the possibilities for exploitation, such relationships should be scrupulously avoided.

Note:

*This material is adopted almost verbatim from Indiana University's **Graduate School** Integrity Guidelines, revised April 1990, with the approval of the Indiana University **Graduate School**.*

APPENDIX 2: GRADUATE TRAVEL GRANT APPLICATIONS

Next Eight Pages

**IFAS/COLLEGE OF AGRICULTURAL AND LIFE SCIENCES DAVIDSON GRADUATE
STUDENT TRAVEL SCHOLARSHIP APPLICATION FALL / SPRING (AUGUST – APRIL)
MEETING**

Name: _____

Address: _____

Email: _____

Department: _____

Major: _____

Degree Sought: _____

Meeting Attending: _____

Location: _____

Dates: _____

Total Cost of Attending: _____

Other Sources for Expenses: _____

Title of Presentation: _____

Attach:

1. An abstract or a summary of the research
2. A letter of support from the **Major Advisor** (co-signed by the unit administrator)
3. A copy of the program or letter of acceptance of the presentation

ENVIRONMENTAL HORTICULTURE GRADUATE STUDENT ASSOCIATION TRAVEL GRANT

Description:

Environmental Horticulture Graduate Student Association (EHGSA) travel grants provide graduate students with supplemental funds to present original and current research at professional meetings.

Award:

Depending on funding availability, up to three \$200 grants are offered each year. Applicants must be active members of the EHGSA and participate in 75% of the Association meetings and annual fund raising activities.

Criteria and Application Procedure:

1. Applicant must be an active member of the EHGSA and in good standing. Member must have participated in 75% of the EHGSA activities and meetings.
2. Must assist in the planning or implementation of the EHGSA annual fund raising activities.
3. Must present proof of acceptance of presentation at the professional meeting that they will be attending.
4. Applicant must also be seeking alternate funding through IFAS (Davidson Graduate Student travel Grant), Graduate Student Council and their respective department.
5. If selected to receive an EHGSA travel grant, applicant must present their research at the next general EHGSA meeting following their travel.

Selection Committee:

The selection committee will be composed of three EHGSA president, vice-president, and secretary and faculty advisor. In the event that an officer is applying for a travel grant, an alternate EHGSA member will be chosen to serve as a selection committee member

**ENVIRONMENTAL HORTICULTURE GRADUATE STUDENT ASSOCIATION TRAVEL
GRANT APPLICATION FORM**

Name _____

Address _____

Home Telephone _____ Work Telephone _____

E-mail _____

Have you submitted a travel grant application to IFAS? _____ Yes ___ No

Have you submitted a travel grant application to GSC? _____ Yes ___ No

Title of Meeting _____

Location of Meeting _____

Date(s) of Meeting _____

Presentation Title _____

Will you be giving an oral presentation or poster? _____

SUBMIT: 1) this application; 2) a copy of your abstract; and 3) meeting acceptance letter to:

Environmental Horticulture Graduate Student Association
1545 Fifield Hall
P.O. Box 110670
University of Florida
Gainesville, FL 32611-0670

JASPER JOINER GRADUATE STUDENT TRAVEL SCHOLARSHIPS

Description:

The purpose of the Jasper Joiner Graduate Travel Scholarships are to provide funding to help defray expenses for graduate students presenting a paper or poster at a national or international professional meeting or conference. This scholarship program is named after the late Dr. Jasper Joiner, a distinguished teacher and researcher in the Environmental Horticulture Department, who established the endowment to fund these scholarships.

Eligibility:

Only graduate students enrolled in the Environmental Horticulture's (EH) Horticultural Science (HOS) graduate program are eligible to apply for these scholarships. Students must make a presentation (oral or poster) on their original research at a national or international meeting or conference and must have the support of their **Major Advisor** to attend. Students are eligible to receive one travel scholarship per fiscal year.

Amount:

The exact number and amounts of the scholarships will depend on the total funds available. However, it is anticipated that up to eight \$300 travel scholarships will be awarded annually.

Application Procedure:

Students should complete the attached application form and include an abstract and a letter of support from their **Major Advisor**. The application should be submitted to the **Graduate Coordinator** by February 1st. A faculty committee will review the applications and select the students to receive the travel scholarships.

Other Funding Sources:

Environmental Horticulture graduate students are also encouraged to also apply for: 1) College of Agricultural and Life Science's Davidson Graduate Student Travel Scholarships; 2) the Graduate Student Council Travel Grants; and 3) the Environmental Horticulture Graduate Association Travel Grants.

JASPER JOINER GRADUATE STUDENT TRAVEL SCHOLARSHIP APPLICATION

Name _____ SS# _____

Address _____

Home Phone: _____ E-mail Address: _____

Meeting Attending _____

Meeting Location _____

Meeting Date(s) _____

Presentation Title _____

Oral or poster presentation? _____

Total Cost of Attending _____

SUBMIT THIS APPLICATION along with a copy of the Meeting/Conference Announcement, your abstract and **Major Advisor** support letter to:

Graduate Coordinator
Environmental Horticulture Department
P.O. Box 110670
University of Florida
Gainesville, FL 32611-0670

Student's Signature: _____ Date: _____

UF/IFAS GRADUATE STUDENT TRAVEL GRANT APPLICATION

The College of Agricultural and Life Sciences provides up to \$200 per student, per fiscal year (1 July-30 June) to support graduate student travel to scientific conferences. *Funds must be matched 1:1 with funds provided by the student's department.*

Eligibility:

- All graduate students (Masters or PhD) in the College of Agricultural and Life Sciences
- Must make a presentation (oral or poster)
- Must have the support of major advisor and unit administrator to attend

Attach to this application: [*Incomplete applications will be returned*]

- **conference announcement**
- **confirmation of acceptance of presentation**
- **abstract**

NAME _____ UFID _____

DEPARTMENT _____

CAMPUS ADDRESS _____

HOME PHONE _____ E-MAIL ADDRESS _____

Amount of Funding Provided by Student's Dept/Major Professor: \$ _____

Student's Signature: _____ Date: _____

Major Advisor's Name: (Please Print) _____

Major Advisor's Signature: _____ Date: _____

You are strongly encouraged to apply for the Graduate Student Council Travel Grant, Research & Graduate Programs Travel Grant, and the James Davidson Graduate Travel Scholarship.

Information is available at <http://www.cals.ufl.edu/graduate/awards.html>

Submit Application Packet To:

Dr. Mark W. Rieger
Associate Dean for the College of Agricultural and Life Sciences
PO BOX 110270
2002 McCarty Hall, Campus

Approved: YES _____ NO _____

APPENDIX 3: GRADUATE SCHOLARSHIP APPLICATIONS

ENVIRONMENTAL HORTICULTURE GRADUATE STUDENT ASSOCIATION OUTSTANDING MEMBER SCHOLARSHIP

Description:

The purpose of the Environmental Horticulture Graduate Student Association (EHGSA) Outstanding Member Scholarship is to recognize participation, leadership and contributions of EHGSA members in the Association, Department, CALS, and community.

Award:

Two \$500 scholarships are offered each year. Applications are due no later than November 1st. Scholarships are dispersed at the end of the fall semester, pending approval of the selection committee and availability of funds.

Criteria and Application Procedure:

6. Applicant must be an active member of the EHGSA and in good standing. Member must have participated in 75% of the EHGSA activities and meetings.
7. Must assist in the planning or implementation of the EHGSA annual fund raising activities.

8. Demonstrate leadership and significant contributions to the EHGSA, Environmental Horticulture Department or outside activities.
9. Applicant must submit a written statement of up to 500 words describing how their participation, leadership and contributions affected the EHGSA or how they advocated the EHGSA or Environmental Horticulture Department during outside activities.

Eligibility:

1. Students will be eligible to receive this award once.
2. Students must have completed their first year of **Graduate School** within the Environmental Horticulture Department.

Selection Committee:

The selection committee will be composed of three EHGSA members who have not completed their first year of **Graduate School**, the **graduate faculty** advisor and two graduate faculty members within the Environmental Horticulture Department.

**ENVIRONMENTAL HORTICULTURE GRADUATE STUDENT ASSOCIATION OUTSTANDING MEMBER
SCHOLARSHIP APPLICATION FORM**

Date of Matriculation _____

Student ID _____

Address _____

Home telephone _____ Work Telephone _____

E-MAIL _____

List leadership activities in the EHGSA:

List leadership activities in and outside the department:

Submit this application with the 500 word written statement to:

Environmental Horticulture Graduate Student Association
1545 Fifield Hall
P.O. Box 110670
University of Florida
Gainesville, FL 32611-0670

Applicant's Signature _____ Date: _____

Major Advisor's Name _____ Signature/Date: _____

MURIEL RUMSEY FOUNDATION SCHOLARSHIPS

Description:

The *Muriel Rumsey Foundation Assistantships* are awarded to Ph.D. students majoring in Environmental Horticultural and have demonstrated exceptional academic, scientific, and professional achievement.

Award:

Each year, the department may award an assistantship as a graduate stipend. The number of awards granted will not exceed one awardee at a time.

Application Procedure: Applicants must submit the following:

1. A copy of all graduate transcripts.
2. A statement outlining research interests and educational and career goals.
3. A curriculum vitae that lists the applicant's academic history, awards and honors
4. Received, local, state, and national professional activities participated in and scientific publications.

5. A copy of special reports, etc. that reflect on the applicant's scholarly and/or research potential.
6. Three letters of reference, two of which should be from outside the **Supervisory Committee**.

Restrictions:

1. Prior recipients of Muriel Rumsey Scholarships are ineligible.

Selection Criteria:

1. Documentation of exceptional achievement in academic, scientific, and professional endeavors at the University of Florida is the priority criterion.
2. Minimum GPA of 3.5 in graduate level courses.
3. Potential for success in scientific research, teaching, or related professional discipline.

Application Documents Submitted To:

Department of Environmental Horticultural
1519 Fifield Hall
PO Box 110690
University of Florida
Gainesville, FL 32611

APPENDIX 4: ENH GRADUATE STUDENT SEMESTER EVALUATION

Term _____ Year _____
 Name _____ Date _____

Graduate student's performance is to be ranked accordingly within one month after each semester. The evaluator and/or graduate assistant may attach appropriate documents if they wish.

Responsibility	Performance ²	Faculty Member's Signature
----------------	--------------------------	----------------------------

Departmental

Extension	1 2 3 4 5 N/A	
-----------	---------------	--

Research	1 2 3 4 5 N/A	
----------	---------------	--

Teaching	1 2 3 4 5 N/A	
----------	---------------	--

Individual

Coursework	1 2 3 4 5 N/A	
------------	---------------	--

Thesis/Dissertation	1 2 3 4 5 N/A	
---------------------	---------------	--

Other	1 2 3 4 5 N/A	
-------	---------------	--

Comments: _____

_____	_____
Supervisory Chairman	Date

Signature of the graduate student does not mean that he/she agrees with the evaluation, but means only that he/she has seen the evaluation.

Comments: _____

_____	_____	_____
Graduate Student	UFID No.	Date

¹Copies to Dept. chairman, **Major Advisor**, and student.

²Performance: 1 = unsatisfactory, 2 = weak, needs improvement, 3 = average, 4 = commendable, 5 = outstanding.

ENH GRADUATE STUDENT PROGRESS REPORT¹

Term_____Year_____

Name_____Date_____

Matriculation Date:_____

Has your **Supervisory Committee** been appointed? Date: _____

Has the Committee approved your thesis/dissertation research? __Date:_____

Has your Program of Study (Form 2) been approved?___Date:_____

Have you completed your supervised teaching responsibilities?__Term:_____

List courses and grades for this term.

What Assistantship duties did you perform this term?

What thesis/dissertation work did you do this term?

¹Copies to **Graduate Coordinator, Major Advisor**, student, and **Supervisory Committee** members

APPENDIX 5: CAMPUS CONTACT INFORMATION

Environmental Horticulture Department

1509 Fifield Hall
P.O. Box 110670
University of Florida
Gainesville, FL 32611-0670
Tel. : 352-273-4528 or 352-273-4526
FAX : 352-392-3780

North Florida REC – Quincy

155 Research Road
Quincy, FL 32351-5677
Tel: 850-875-7100
FAX: 850-875-7148

North Florida REC – Suwannee Valley

7580 County Road 136
Live Oak, FL 32060
Tel : 386-362-1725
Fax : 386-362-3067

Gulf Coast REC – Wimauma

5007 60th Street E
14625 C.R. 672
Wimauma, FL 33598
Tel: 813-634-0000
FAX: 813-634-0001

Gulf Coast REC – Plant City

1200 N. Park Road
Plant City, FL 33563
Tel : 813-707-7330
Fax : 813-707-7399

Ft. Lauderdale REC

3205 College Ave.
P.O. Box 11575
Ft. Lauderdale, FL 33314-7799
Tel: 954-577-6300
FAX: 954-475-4125

West Florida REC – Milton Campus

5988 Hwy 90, Bldg 4900
P.O. Box 3634
Milton, FL 32583-3634
Tel: 850-983-5216
FAX: 850-983-5774

Mid-Florida REC – Apopka

2807 Binion Road
Apopka, FL 32703-8504
Tel: 407-884-2034
FAX: 407-814-6186

Indian River REC – Ft. Pierce

2199 S. Rock Road
Ft. Pierce, FL 34945-3138
Tel: 772-468-3922
FAX: 772-468-5668

Tropical REC – Homestead

18905 SW 280 St.
P.O. Box 111569
Homestead, FL 33031-3314
Tel: 305-246-7000
FAX: 305-246-7003

APPENDIX 7: IMPORTANT UNIVERSITY WEBSITES

Academic Technology (formerly OIR):

<http://www.at.ufl.edu/>

Career Resources Center:

<http://www.crc.ufl.edu/>

College of Agricultural and Life Sciences:

<http://cals.ufl.edu>

College of Agricultural & Life Sciences Computer Requirements:

<http://www.circa.ufl.edu/computer.htm>

Counseling Center:

<http://www.ufl.edu/campusLife/>

Division of Sponsored Research Proposal Development:

<http://www.research.ufl.edu/research/proposal.html>

Environmental Horticulture Department:

<http://hort.ufl.edu/>

International Student Handbook:

<http://www.ufic.ufl.edu/>

Gainesville Regional Utilities (GRU):

<http://www.gru.com/>

GatorLink Account Setup:

<http://www.gatorlink.ufl.edu/>

Graduate Assistants United:

<http://www.ufgau.org>

Graduate Catalog:

<http://gradschool.rgp.ufl.edu/students/catalog.html>

Graduate Council Policy Manual:

<http://graduateschool.ufl.edu/>

Graduate Student Council:

<http://www.mygatornet.com/graduate/UFGSC/CALENDAR.html>

Graduate School Forms:

<http://graduateschool.ufl.edu/academics/graduate-student-forms>

Graduate Student Handbook:

<http://gradschool.rgp.ufl.edu/students/introduction.html>

Guide for Preparing Theses and Dissertations:

<http://graduateschool.ufl.edu/graduation/thesis-and-dissertation>

Integrated Student Information System (ISIS):

<http://www.isis.ufl.edu/>

Off-Campus Housing Information Packet:

<http://www.housing.ufl.edu>

Office of Graduate Minority Programs:

<http://gradschool.rgp.ufl.edu/diversity/introduction.html>

Passenger Van Training/ License Check:

<http://www.dmvflorida.org/alachua.shtml>

Research & Graduate Funding Opportunities:

<http://gradschool.rgp.ufl.edu/students/financial-aid.html>

Student Financial Affairs:

<http://www.sfa.ufl.edu/>

Student Health Center:

<http://shcc.ufl.edu/>

Students with Disabilities:

<http://www.dso.ufl.edu/drp/>

Teaching Center for TA Development

http://www.teachingcenter.ufl.edu/ta_development.html

Transportation and Parking Services:

<http://www.parking.ufl.edu/>

UF Campus Services (Bus Schedules):

<http://www.go-rts.com/>

University of Florida's Online Student Guide:

<http://ufstudentguide.com/>

APPENDIX 8: GRADUATE PROFESSIONAL DEVELOPMENT WEBSITES

Listed below are websites that provide information to enhance your graduate professional development.

Tomorrow's Professor Listserv:

<http://www.stanford.edu/dept/CTL/Tomprof/index.shtml>

The Stanford University Learning Laboratory provides this site. The Listserv seeks to foster a diverse, world-wide teaching and learning ecology among its over 12,500 subscribers at over 500 institutions and organizations in 86 countries around the world. Many useful and downloadable articles published in the *Chronicle of Higher Education* are listed including:

- Avoiding Scientific Misconduct
- The Scientific Job Talk
- Getting published as a graduate student
- How To Get All-Important Teaching Experience
- Getting The Most Out of Scientific Conferences
- Choosing the Right Advisor
- Choosing a Research Topic

How To Succeed In Graduate School: A Guide For Students and Advisors:

<http://www.acm.org/crossroads/xrds1-2/advice1.html>

<http://www.acm.org/crossroads/xrds1-3/advice2.html>

This is a two-part article published by Marie des Jardins in *ACM Crossroads*. Many useful tips are provided.

National Association of Graduate and-Professional Students:

<http://www.nagps.org>

The National Association of Graduate-Professional Students (NAGPS) is a non-profit organization dedicated to improving the quality of graduate and professional student life in the United States of America. Through its national office and regional networks, NAGPS acts as a clearinghouse for information on graduate and professional student groups at all stages of development.

Preparing Future Faculty Program:

<http://www.preparing-faculty.org/PFFWeb.Contents.htm>

PFF program provides doctoral students with opportunities to observe and experience faculty responsibilities at a variety of participating academic institutions with varying missions, diverse student bodies, and different expectations for faculty. There are many relevant articles available at this site.

On Being a Scientist: Responsible Conducting Research:

<http://www.nap.edu>

This useful book, published by the National Academy of Sciences, is written for beginning researchers. It describes the ethical foundations of scientific practices and some of the personal and professional issues that researchers encounter in their work. It applies to all forms of research—whether in academic, industrial, or governmental settings—and to all scientific disciplines. It can be downloaded for free. The site contains many other useful publications.

APPENDIX 9: SUPERVISORY COMMITTEE & SCHEDULE OF COURSES (Forms 1 & 2)

All of the forms listed below can be found in the folder entitled "Forms" on the DVD you have been given.

Traveling Scholars Form

Degree Application Form

Satisfaction of All Degree Requirements Certification Form

Electronic Thesis/Dissertation Submission Approval Form

Thesis Master's Exit Survey