

GRADUATE POLICY MANUAL

2025-2026





Graduate Policy Manual 2025-2026

The Graduate School
University of Florida

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Welcome

First, thank you! If you are reading this policy manual, you're taking an active role in ensuring the academic integrity of our graduate programs and supporting students on their journeys from application to graduation. We in the Graduate School are driven by the conviction that graduate education is one of UF's highest callings. Your role in administering graduate programs is essential in our mission and to our rise as a world-class university.

Balancing attention to each student's individual path with consistency in applying policy that preserves the value of each degree is critical. We couldn't do it without you.

Thanks again and **Go Gators!**

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

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

About This Guide

The purpose of this guide is to help UF graduate coordinators, faculty and staff find important information, policies, and procedures of the Graduate School and associated administrative units.

The Graduate School team is happy to help you with your questions or concerns as you guide your graduate students through UF’s graduate education experience.

There are a number of ways to reach us:

- [Online directory](#) of all our team members, including titles and profiles
- [Contact form](#) routes queries to appropriate contacts
- Main phone line: (352) 392-6622
- Direct email:

Admissions & Transfer Credit	Academic Career Tracking	Graduate School - General	Graduate Student Success Center	Thesis & Dissertation
gs-at@ufl.edu	gs-act@ufl.edu	gradschool@aa.ufl.edu	grad-success@ufl.edu	grad-edit@aa.ufl.edu
Graduate Curriculum	Graduate Catalog		Graduate Council Support	IT Systems
grad-programs@ufl.edu	grad-catalog@ufl.edu		grad-council@ufl.edu	graddata@ufl.edu

Policy References and Sources

Graduate Catalog

The [Graduate Catalog](#) is the official word on UF graduate requirements, policies, and procedures. If there is a conflict between the catalog and other materials, the catalog is generally considered the definitive source.

Graduate School Policy Library

While the overall Graduate School website includes a wide range of resources, the [Policy Library](#) page links to specific documents, including guidelines, principles, and policy briefs:

- [Combination \(Bachelor/Master\) Degree Programs](#)
- [Dual Ph.D Degree Programs](#)
- [Employing Graduate Students](#)
- [Graduate Certificate Principles and Policies](#)
- [Graduate Faculty Appointment](#)
- [International Admissions: Deadlines for I-20 Requests for F-1 Visa Students](#)
- [McNair Doctoral Program Funding Structure](#)
- [Physical Presence Policy for Graduate Examinations](#)
- [Supervisory Committees and Final Examinations for Master's Level Degree Programs](#)

Graduate School Listservs and Listserv Archives

The Graduate School uses [UF Listservs](#) to keep students, faculty, and staff informed, including policy reminders and updates. Archives are searchable. For example:

- [Graduate Coordinators Listserv](#)
- [Graduate Administrative Staff Listserv](#)
- [Graduate Students Listserv](#)

UF Constitution

The [University of Florida Constitution](#) defines the structure and principles of the university's governance and administration. It establishes the Graduate School, which *"shall exercise general supervision over graduate programs within the University, including the establishment of minimum standards of admission and performance; the recommendation of approval by the Faculty Senate for new graduate education programs or changes to existing graduate education programs; the recommendation of candidates for graduate degrees to the President; the encouragement, financial and other support of graduate study and research where these functions are not otherwise assigned."* It also notes that *"Responsibility for the operation of the graduate programs shall be vested in the individual colleges, divisions, departments and institutes."*

Faculty Bylaws

[Bylaws of the UF Faculty Senate](#), including a description of the composition and responsibilities of the Graduate Council and university curriculum committees.

Graduate Council

The [Graduate Council](#) sets policy and standards for graduate education and research at UF. [Graduate Council agendas and minutes](#) are posted online. If you need assistance locating minutes or records from more than three years ago, please contact us. The Graduate Council also reviews and votes on proposed program changes including the creation, modification or closing of degree programs, majors, concentrations, and certificates (see [Academic Approval Tracking System](#)).

Graduate Curriculum Committee

The [Graduate Curriculum Committee](#) reviews and votes on new graduate course proposals and proposed changes to existing graduate courses in the Graduate Catalog. Course proposals are tracked in the [Academic Approval Tracking System](#).

UF Regulation and Policy Hub

The [UF Regulation and Policy Hub](#) is a central repository of UF policies and regulations. It includes an "Audience Navigation" function to help various university constituencies find the most common regulations and polices that apply to them.

GAU Collective Bargaining Agreement

The [CBA between the University of Florida Board of Trustees and Graduate Assistants United and United Faculty of Florida](#) applies to all Graduate Assistants (GAs) as employees of the university. Not all graduate students are GAs.

Related Resources

Academic Approval Tracking System

The [Academic Approval Tracking](#) system is a tool for tracking submission, peer and administrative review, and approval status of all requests related to courses, curriculum, academic programs, administrative units, and policies that need university-level approval. Following the directions at this site will help submitters meet university requirements.

MyAdmissions (SLATE)

You can reach MyAdmissions (also called SLATE) through the [myUFL](#) portal.

MyAdmissions is a system for colleges and departments to read, review and download applications for admission into degree programs offered by their specific unit or college. Its features allow you to download lists of applicants, enter admission decisions, and release admission decisions.

For videos and instruction guides on using MyAdmissions — and security roles you need to access it — see [UF HR's MyAdmissions resources](#).

Student Information System (SIS)

You can reach the **Student Information System (SIS)** through the [myUFL](#) portal.

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

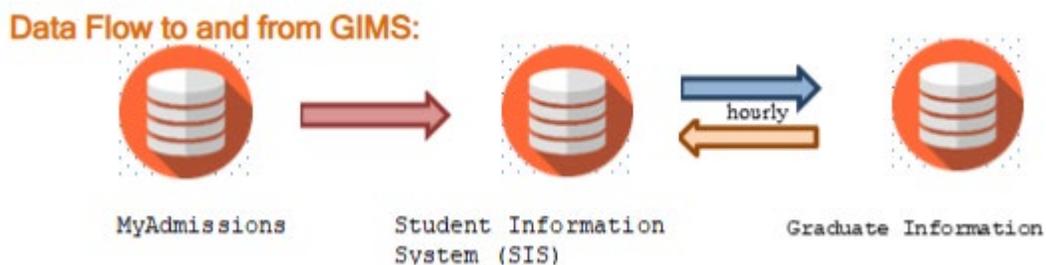
For a list of SIS functions and associated training links, see [UF HR's Student Information Systems resources](#). Training resources include videos, web simulations, instruction guides, and courses available through [myTraining](#).

Graduate Information Management System (GIMS)

We recommend bookmarking the [Graduate Information Management System \(GIMS\) log-on page](#) in your preferred browser.

GIMS is a tool for graduate students, faculty, and staff to upload and track information such as admissions, supervisory committee members, candidacy, thesis and dissertation submission, graduation applications, and academic milestones.

Academic units may make changes to majors, degrees, minors, concentrations, and degree attributes through myUFL/SIS and those changes will show up in the student's GIMS' profile approximately one hour later. Authorized academic unit personnel and students may view the graduate student degree programs on record, the thesis or dissertation supervisory committees assigned to graduate students as entered by the academic unit, and completed milestones required for the degree.



A [listing of functions with associated training links](#) is available on UFHR's website. Training resources include web simulations, instruction guides, scheduled topic-focused workshops and open labs, and courses available via [myTraining](#).

Graduate Committee and Milestones Training

One of the most frequently visited resources by academic units is the [Graduate Committee Membership and Key Terms and Policies](#) document.

Completing the online [GRD001: Graduate Committee & Milestones](#) course in [myTraining](#) is highly encouraged. For example, the course contains a helpful summary of milestone data entry (below).

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

Additional Trainings

The [Faculty and Staff Training](#) navigation path of the Graduate School's website leads to posted links of additional training and development opportunities provided by Graduate School, UFHR, and UFIT. Our training materials include resource workshops related to graduate education, academic personnel, international students, training toolkits, and new employee tutorials.

Graduate Coordinators and Program Contacts Across Campus

Our [campus contacts page](#) lists contact information for our college and department partners in UF graduate education across campus.

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

- Assuming primary responsibility within their units of ensuring that graduate programs conform to policy.
- Approving programs of study for students after they have been counseled by their supervisory committees or other such advisors as the department/academic unit shall designate.
- Communicating Graduate School regulations and policies to both students and faculty within the department.
- Advising the Graduate School about matters of concern to the academic unit and students and to suggest modifications in Graduate School procedures.

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

The Graduate Faculty

Delivery of graduate education programs at the University of Florida is the responsibility of the graduate faculty. The [Graduate Faculty section of the Graduate Catalog](#) summarizes the privileges and responsibilities of appointment to the Graduate Faculty along with a list of all UF graduate faculty.

Criteria for Appointment to the Graduate Faculty

The [Graduate Faculty Appointment Policy](#) explains criteria governing appointment to the graduate faculty.

Procedures for Appointment

Our [Graduate Faculty Status](#) page outlines how graduate faculty status is obtained through various means:

Automatic Graduate Faculty Status

New faculty hired as tenured or tenure-accruing essentially get automatic graduate faculty status in their home graduate academic unit (the one that hired them). Our IT Systems team regularly adds automatic graduate faculty status in GIMS (Graduate Information Management System) per new hire updates from UFHR.

Please note, colleges may opt out of this privilege, preferring for faculty to be nominated and apply for graduate faculty status.

Nomination Process for Graduate Faculty Status

Non-tenure-accruing faculty, faculty seeking graduate faculty status outside their home unit, and faculty with courtesy appointments must be nominated by a graduate-degree-granting academic unit. Criteria and instructions are available on the [Graduate Faculty Status](#) webpage. The process requires:

- The nominee's up-to-date curriculum vitae (CV), with awarded degree(s), current UF title, work address, telephone number, and email address.
- The results of the unit's graduate faculty vote on the request at least two-thirds approval (66.7%) is required to proceed.
- An evaluative statement from the unit's chair or director, explaining what expertise qualifies the nominee for mentoring graduate students in the field.
- A UFHR courtesy or affiliate appointment for the nominee to the academic unit (if applicable, please see definitions below).

For purposes of applying for graduate faculty status, appointment types are differentiated as follows:

- **Budgeted** - The faculty member is nominated and compensated by their home department.
- **Affiliate/Joint** - The faculty member is nominated by an academic unit outside of their home department and may or may not be compensated by that unit.
- **Courtesy** - The faculty member has been granted time-limited status with the nominating unit and does **not** receive compensation for their services. UFHR has provided an [FAQ regarding courtesy appointments](#).

Graduate Curriculum

At the University of Florida, the primary responsibility for curriculum development rests with the faculty, and graduate faculty are responsible for the graduate curriculum.

Program Proposals

Creation, modification, or closure of *graduate degree programs, majors, concentrations, and certificates* begins with faculty at the department/unit level and requires college-level approval before reaching the [Graduate Council](#) for consideration. Other levels of required notification and approval (e.g., Faculty Senate, Provost's office, Board of Trustees, Board of Governors) are provided in the [Academic Approval Tracking System](#) and can be seen by using the tabs and menus provided at the [New Graduate Request](#) page. Detailed instructions for processing a request are available by clicking the "Go to ..." link.

Graduate Certificates

A graduate certificate is an academic credential granted by the University of Florida. Graduate certificate programs are proposed and approved via similar channels as degree programs, and the Graduate Council establishes [graduate certificate policy](#).

However, unlike graduate degrees, which are certified by the Graduate School, the college of the academic unit offering the certificate is responsible for certifying each student's completion of a graduate certificate. Colleges and units offering approved graduate certificates must ensure all graduate certificates follow the requirements of admission, successful completion of approved graduate-level coursework, application to receive the credential, and enrollment during the term in which the certificate is awarded and posted to the transcript.

See our website for a [list of active graduate certificates by college](#). The college certifies the award of graduate certificates at the end of the summer B/C, fall, and spring terms via the UF's Student Information System (SIS). Additional information can also be obtained from the academic unit offering the certificate.

Course Proposals

Creation, modification, or closure of *graduate courses* begins with faculty at the department/unit level and requires college-level approval before reaching the [Graduate Curriculum Committee](#) for consideration. Other levels of required notification and approval (e.g., Faculty Senate, Provost's office, Board of Trustees, Board of Governors) are provided in the [Academic Approval Tracking System](#) and can be seen by using the tabs and menus provided at the [New Graduate Request](#) page. Select the desired action (new, modify or close). Be certain to select Graduate for the course level. All courses at the 5000-level or higher are graduate courses. Detailed instructions for processing the request are available by clicking the "Go to ..." link.

Course Numbering, Credits, Contact Hours, and Grading

Course Numbering

Graduate credit is awarded for courses numbered 5000 and above in the Graduate Catalog. The Graduate Catalog contains an explanation of the levels of courses that may count for credit toward a graduate degree. See the "Courses and Credits" heading in the [Academic Regulations section of the Graduate Catalog](#) and the *Course Numbering System* subheading in the *Registration* section of this manual below.

Credits

Credits assignable to each course are indicated in the [Graduate Courses section of the Graduate Catalog](#) or under the "Courses" tab for each academic unit's degree program

listings. Credits should represent the amount of work the student does; the correlation between credits and contact hours need not be one-to-one. See *Contact Hours* below.

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

Fixed credit, non-repeatable

<p>ACG 5005 Financial Accounting 2 Credits </p> <p>Grading Scheme: Letter Grade</p> <p>Introduction for prospective managers. Primary emphasis on financial reporting and analysis.</p> <p>Catalog Program Pages Referencing ACG 5005</p> <p>Catalog Pages Referencing ACG 5005</p> <p>Accounting</p> <p>Information Systems and Operations Management</p> <p>Management</p>

Fixed credits, repeatable to a maximum of 12 credits

<p>CRW 6130 Fiction Writing 3 Credits, Max 12 Credits </p> <p>Grading Scheme: Letter Grade</p> <p>Fiction Writing</p> <p>Catalog Program Pages Referencing CRW 6130</p> <p>Catalog Pages Referencing CRW 6130</p> <p>English</p>

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

<p>ANS 6932 Special Topics in Animal Science 1-3 Credits, Max 9 Credits </p> <p>Grading Scheme: Letter Grade</p> <p>New developments in animal nutrition and livestock feeding, animal genetics, animal physiology, and livestock management.</p> <p>Catalog Program Pages Referencing ANS 6932</p>
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Contact Hours

In proposing courses for Graduate Curriculum Committee (GCC) approval, submitters are asked to provide the number of credit hours, the number of contact hours, a weekly schedule of topics, and a sample syllabus.

Given the variation in term lengths and academic calendars, the GCC recommends the following for course proposals.

- In a full term for which the course timeline covers 12-16 weeks, the weekly schedule of topics and sample syllabus should align with a full fall, spring or Summer C term as presented in the approved [Academic Calendars in the UF Catalog](#). The recommended weekly contact hours, defined as “the number of hours instructors will have contact with students each week on average throughout the duration of the course” should normally be on a 1:1 ratio with proposed course credit hours. For example, a 3-credit course should be proposed with 3 contact hours.
- In a proposed modular, Summer A, or Summer B course for which the course timeline covers 6-8 weeks, the ratio of credit hours to weekly contact hours should be 1:2. For example, a 3-credit course with a sample syllabus for Summer A would normally be proposed with 6 weekly contact hours. A 2-credit course taught in a half-semester module would be proposed with 4 weekly contact hours.
- Other ratios of course credit hours to contact hours may be proposed. In such cases, the GCC will carefully review the sample syllabus and course timeline and may ask for clarification.

For guidance on equivalencies for online/asynchronous courses visit [UFIT's](#) website or [USC's](#) website, referred from UF Quest.

Grading

The Graduate Catalog provides grading policies, including information on failing grades and grades that will appear on the students' transcripts. See the “Grades” heading in the [Academic Regulations section of the Graduate Catalog](#) and the “Grades” under the *Degree Requirements* heading below.

Graduate Course Instruction

Any University of Florida faculty member may teach graduate courses with approval of the chair/director of the academic unit. Graduate faculty status is not required.

Graduate Assistants/Associates may assist faculty in graduate level courses, but, to avoid any conflict of interest, graduate students should not be instructors of record or responsible for grading in any course with other graduate students enrolled.

Admissions

Requirements for Graduate Admissions

Requirements for admission to the Graduate School at the University of Florida include a recognized bachelor's degree from a regionally accredited institution or equivalent from an international institution, appropriate test scores including the GRE or equivalent test

if required by the academic unit, language test scores for international students, and a 3.0 GPA. Additional details can be found in the [Admission section of the Graduate Catalog](#) and on the [UF Office of Admissions](#) website.

MyAdmissions (Slate) - Graduate Admissions Processing System

MyAdmissions (Slate) is the online system the Office of Admissions uses to process graduate admission applications in tandem with academic units, colleges, and the Graduate School. UFHR provides [information and instructions on how the Slate system works](#).

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

Graduate Applications

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

How the Admission Process Works in Slate

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

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

Applicants must submit to the Office of Admissions:

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

- Statement of purpose.
- Recommendation letters.

All materials will be uploaded in MyAdmissions (Slate) as digital documents for viewing and review in the online system.

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

Processing Admission Decisions in Slate

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

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

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

For rejections, please take into consideration the real people who will be disappointed to get the news and who have invested so much in the application process. Issue timely rejection letters to ensure denied applicants do not learn of their rejection by checking MyAdmissions (Slate) and finding an unpleasant surprise without the courtesy of a direct notification. Please contact the Admissions and Transfer Credit team (gs-at@ufl.edu) for suggested wording if needed.

Calculating Grade Point Averages for Prospective Graduate Students

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

Point values assigned to each grade and definitions of different grades are detailed under the "Grades" heading in the [Academic Regulations section of the Graduate Catalog](#).

These application grade point averages are truncated after the first decimal place. This way of calculating grade point averages is designed to match the way the grade point average is calculated for a student who is currently enrolled at the University of Florida.

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

Conditional Admissions and 10% Rule

If an academic unit wants to admit an applicant who does not meet UF's minimum graduate admission requirements, college and Graduate School approval is required via the Graduate School's formal [petition](#) process before the academic unit is authorized to send an acceptance letter or make any offer of admission or financial aid. To preserve the University's academic standards, units may not offer conditional admission to any more than 10% of an incoming class. See "Conditional Admission" in the [Admission section of the Graduate Catalog](#).

Emergency Admission

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

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

Students with Disabilities

Any prospective graduate student with a self-disclosed disability, as listed under Florida Statutes 240.152 - 240.153 and the Florida Board of Education Rule 6C-6.018, may request a hearing before a Graduate School petitions committee if it is felt that the disability is related to failure to meet entrance requirements and the applicant was

subsequently denied admission to a graduate program. Upon receipt of the petition, a committee will be convened to review the petition, to allow the applicant and the department to submit documentation relating to the disability and the department's decision, and to take statements from the applicant, faculty, departmental admissions committee, and others as requested. Consultation with persons having special expertise related to the specific case will be used when appropriate. For additional information please see the "Students with Disabilities" heading in the [Admission section of the Graduate Catalog](#).

You may also visit the [UF Dean of Students Office's Disability Resources Center](#) for assistance.

Faculty Members Pursuing Graduate Degrees

UF faculty members in tenured or tenure-accruing positions normally may not pursue graduate degrees from this institution. Limited exceptions are described in the [Admission section of the Graduate Catalog](#) under the "Faculty Members as Graduate Students" heading.

Additional Admissions Requirements for International Applicants

Refer to these links for additional information specific to international applicants:

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

The [UF International Center](#) plays two major roles in the graduate admission of international applicants:

1. They answer questions from international applicants regarding immigration and financial requirements.
2. They handle student visa documentation and processes.

Request for Release of I-20

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

Once admission is thus finalized, academic departments submit I-20 requests for newly admitted international students via the [International Student and Scholar Services \(ISSS\) portal](#). This request is called the New International Student Request Form. I-20 requests must be submitted prior to the semester of admission.

[Deadlines to Submit I-20 requests](#) in the ISSS portal are as follows:

Semester of Admission	I-20 Request Submission Deadline
Fall	May 15
Spring	October 1
Summer A/C	February 1
Summer B	March 15

Before submitting an I-20 request, the academic department must ensure that the student is:

- admitted in student records,
- not a U.S. citizen, and
- classified as a non-resident alien.

The deadlines shown above apply to new international students residing abroad who need to apply for an F-1 student visa. I-20 requests for international students already in the U.S. in F-1 status may be accepted up to 60 days before classes start for the semester of admission. Students in this situation are referred to as SEVIS transfer students. If an I-20 request is submitted after the above deadlines, and the student is not a SEVIS transfer student, the I-20 request will be canceled, and the academic department will be notified to defer the student's admission and submit a *New International Student Request* once the deferral is effective.

For additional questions related to the I-20 process, please contact the [International Center](#) via their contact form.

Tests/Examinations for International Students

Information about English language proficiency requirements for international applicants is on the Office of Admissions website under the heading "[English Proficiency](#)."

ELI Conditional Admission

International applicants who require additional English language training in order to meet the Graduate School's English language minimum requirements may be offered

English Language Institute (ELI) Conditional Admission. Academic programs will assess an application for ELI Conditional Admission based on all of the materials in an applicant's file. If an applicant has a low or missing score on the IELTS or TOEFL test or does not have a satisfactory score on the GRE Verbal section, but is otherwise academically qualified, a program may grant ELI Conditional Admission.

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

1. they must complete the ELI Intensive English Program and receive an exit certificate from it, or
2. they must provide official verbal GRE and IELTS or TOEFL scores that meet the required minimums.

An offer of ELI Conditional Admission may also contain additional conditions set by an applicant's prospective academic program. ELI will coordinate with an applicant's academic program to assist in the student's entry into the Intensive English Program and obtain an appropriate visa. Please inform the ELI of your intent to offer ELI Conditional Admission to a student by writing to studyenglish@ELI.ufl.edu.

For more information on the [UF ELI Program](#), visit their website.

UF International Students Admitted for the Next Degree Level

Students who complete one degree level and who wish to continue to the next one or study for a new degree must contact their [F-1 Advisor at the UF International Center](#) for instructions on change of degree level or admission to a new program.

Financial Aid and Graduate Assistantships

Qualified graduate students in every academic unit are eligible for a number of fellowships, traineeships, assistantships, and other awards. Visit our [website](#) for detailed information.

Graduate Assistant Appointments

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

Trustees and Graduate Assistants United, United Faculty of Florida are available on [UFHR's](#) website.

Graduate student employee classifications and titles can be found at [UFHR's](#) website as well.

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

Registration Requirements for Students Holding Graduate Assistantships

Registration requirements for students on assistantships can be found under the "Registration Requirements" heading in the [Academic Regulations section of the Graduate Catalog](#).

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

These registration requirements do not apply to the eligibility requirements for financial aid programs administered by the Office of Student Financial Affairs. Please visit the [Student Financial Aid and Scholarships](#) website for additional minimum enrollment requirements.

General Employment Regulations

Graduate student employees are responsible for becoming informed and observing all regulations and procedures required by the program and the Graduate School for their employment. **Ignorance of a rule does not constitute a basis for waiving that rule.** The rules and regulations for maintaining status as a graduate student, a condition of employment as a graduate assistant, are in the [Academic Regulations section of the Graduate Catalog](#).

In addition, the terms of employment are in the contract that the student signs at the beginning of each appointment period.

Graduate Assistants who withdraw from a term or fall below the minimum registration requirements as a result of dropping classes will become financially liable for all charges previously covered by the tuition payments. If the student is not a Florida-resident, then the non-resident tuition and fee rate will be assessed.

Oral Proficiency Testing Required for International Teaching Assistants

Florida state law requires international students to demonstrate oral English proficiency before being appointed to teach. A teaching assignment is defined as an appointment that involves teaching, lecturing, class discussion, lab instruction, or any other occasion

of interaction with a group of 3 or more students. Grading papers, tutoring, and proctoring are not considered teaching assignments.

The UF Graduate School accepts the following ways to demonstrate English oral proficiency:

- Proof of birth and residence in an English-speaking country or commonwealth: For a list of English-speaking countries and commonwealths, please expand the “Countries Exempt from English Proficiency” link under the “[English Proficiency](#)” header;
- Score from the speaking portion of the TOEFL test, valid from 2 years before a graduate student’s first teaching assignment;
- Score from the speaking portion of the academic IELTS test, valid from 2 years before a graduate student’s first teaching assignment;
- Score from the Speaking Proficiency English Assessment Kit (SPEAK Test), valid from 2 years before a graduate student’s first teaching assignment.

Oral proficiency testing may **not** be waived on the basis of previous attendance at an English-speaking institution. Low proficiency scores may prevent students from having a teaching assignment or may require corequisite enrollment in the English for Academic Purposes course (EAP 5836).

Please visit the [English Language Institute](#)’s website for additional information including minimum scores and EAP enrollment requirements.

English for Academic Purposes (EAP) Course for International Teaching Assistants

Enrollment in EAP 5836 is mandatory for all international teaching assistants who scored 23-27 on the TOEFL, 7-8 on the IELTS Academic, or 45-50 on the SPEAK. EAP 5836 needs to be taken concurrently with the first semester of teaching at UF.

For the purpose of the corequisite enrollment, a teaching assignment is defined as an appointment that involves teaching, lecturing, class discussion, lab instruction, or any other occasion of interaction with a group of 3 or more students. Grading papers, tutoring, and proctoring are not considered teaching assignments. This class cannot be counted toward any degree requirements but is eligible for a tuition waiver.

International graduate students without a teaching assignment cannot enroll in the course.

Please visit the [English Language Institute](#)’s website for additional information.

Employment Regulations for International Students

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

Eligibility for Tuition Waiver

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

Graduate Assistants/Associates, Teaching or Research

To receive a tuition waiver, students appointed as a graduate assistant must be at least one-quarter time (.25 FTE), but not more than full-time (1.00 FTE). Students must be appointed the entire length of the term for which the tuition payment is being awarded. Please see the "Registration Requirements" heading in the [Academic Regulations section of the Graduate Catalog](#) for additional information.

Students can hold two or more appointments. It is recommended that no student's aggregate FTE exceed 0.74. Students need time to complete their academic work in a timely manner. International students are always restricted to a maximum 20-hour/week work assignment from all sources.

Fellowships

Students appointed as predoctoral fellows and trainees who receive a minimum of \$4,000 per semester (prorated for summer) are eligible for a tuition waiver. These students must be appointed the entire length of the term for which the tuition payment is being awarded. Visit the "Registration Requirements" heading and the "Pre-doctoral Fellowship" subheading in the [Academic Regulations section of the Graduate Catalog](#) for additional information.

Temporary OPS

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

Financial Standing

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

Residency

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

GPA

Students must maintain a cumulative grade point average of 3.00 (truncated) or better at the University of Florida **OR** have a petition approved by their advisor, college, and the UF Graduate School's Associate Dean for Student Affairs. Petitions must come from a graduate coordinator, graduate program director, department chair, or supervisory committee chair in the student's academic unit. See the Graduate School [petitions page](#).

Registration

To retain eligibility for a tuition payment students must register for the number of semester credit hours required for their appointment as specified in the "Graduate Assistantship Tuition Waiver and Registration Requirements" table in the [Academic Regulations section of the Graduate Catalog](#).

Student Career and Level

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

Reasons for Ineligibility or Cancellation of Tuition Payments

Tuition payments will **not** pay for certain fees and charges, including but not limited to audited or dropped courses, laboratory fees, self-supporting (off-book) courses, and appointment terminations or withdrawals.

Audited Courses

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

Dropped Courses

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

Termination of Appointment

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

Withdrawals

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

Laboratory Course Fees

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

Postbaccalaureate

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

International Students

First-year international students are **required** to certify that they have sufficient funds to support themselves and their families before they are granted a visa. Additionally, the department chair or graduate coordinator should ascertain whether a student's government or other benefactor is providing tuition and fee payment while she or he attends the University of Florida.

See the [UF International Center Funding Requirements](#) webpage for additional information.

Self-supporting (off-book) Courses

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

Registration

General Registration Information

Full-time enrollment requirements for graduate students can be found on the [University Registrar's](#) website.

Students should note the deadlines for registration and payment of fees to avoid late fee penalties as indicated in the [Graduate Catalog - Calendar](#).

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

Course Numbering System

1000-2999 – Undergraduate courses. May not be used as part of any graduate degree requirements and will not be used in computing the graduate grade point average.

3000-4999 – Undergraduate courses. The minimum number of credits required for a graduate degree must be earned in graduate-level courses. In relatively rare circumstances associated with specific degree programs and for work outside the major, courses numbered 3000 or above may be taken provided they are part of an approved plan of study and do not exceed 6 credits.

5000-5999 – Graduate courses. May be taken by upper-division undergraduates with permission of instructor; normally a grade point average of 3.00 (truncated) is required. English language courses (EAP 5000-5999) offered through the English Language Institute (or, formerly, through the Academic Spoken English program) do **not** meet any graduate degree requirements.

6000-6999 – Graduate courses. May also be taken by undergraduate students if they have senior standing, a 3.00 (truncated) grade point average, and permission of the instructor and the department.

7000-7999 – Graduate courses. Intended primarily for advanced graduate students.

Graduate Career Level (7,8,9)

7 = Graduate students seeking their first master's degree.

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

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

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

7979 – Advanced Research. Ed.D. and Ph.D. students may register for 7979 (before admission to candidacy. Students should register for 7979 course work in the semester they plan to take their qualifying exams. Students may not register for 7979 once they are admitted to candidacy.¹

7980 – Research for Doctoral Dissertation. Ed.D. and Ph.D. students should register for 7980 the semester after they have been admitted to candidacy.

6971 – Research for Master’s Thesis. Available only for students pursuing thesis master’s degrees.

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

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

Registration Requirements

Any graduate student who is using University facilities and/or faculty time must register for a minimum of 3 credits in the fall and spring semesters and 2 credits in the summer. To be considered full-time, a graduate student must register for 9-12 credits in fall or spring and 8 credits in summer. See the [University Registrar’s](#) website for additional information.

Students must be registered:

- during the term of admission,
- during the term of the qualifying examination (if applicable),
- during the term of the final examination, and

¹ It is not required for academic units to submit a registration adjustment for students enrolled in 7979 during the term in which they are reclassified to a 9. In subsequent semesters, students with a level 9 should be enrolled in 7980.

- during the term in which the degree is awarded²

Students should register for 7979 (Advanced Research) in the semester in which they plan to pass the qualifying examination. Once both the written and oral portions of the Qualifying Examination have been successfully completed, the academic unit **must** update the student's Qualifying Examination milestone in UF's Student Information System. See Graduate Committees and Milestone Materials and training on [UFHR's website](#).

A graduate student who receives any type of stipend **must** meet the registration requirements associated with the award to satisfy the tuition payment eligibility requirements. Please see the "Graduate Assistants" subheading under "Registration Requirements" in the [Academic Regulations section of the Graduate Catalog](#).

Requests to waive or otherwise modify the registration requirement will be reviewed on an individual basis, by [petition](#), and generally in response to mitigating circumstances beyond the student's control. Such petitions must be initiated by the academic unit and must be approved by the student's supervisory committee chair (or graduate coordinator), academic unit chair/director, and college.

"Clear prior" status, which permits students to be exempt from registration for the term in which the degree will be awarded, is only possible for thesis and dissertation degree candidates who have been nominated for such status by the Graduate School's Thesis, Dissertation, and Publication team and confirmed by the Academic Career Tracking team. All specific eligibility requirements must be satisfied. Eligibility requirements are detailed under the "Clear prior" subheading under "Registration Requirements" in the [Academic Regulations section of the Graduate Catalog](#).

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

Drop/Add

Information about registering for courses and making registration adjustments without a financial penalty can be found in "Registration Requirements" in the [Academic Regulations section of the Graduate Catalog](#).

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

² If the student's nomination for clear prior status has been approved by the Graduate School's Thesis, Dissertation, and Publication team and subsequently verified by the Academic Career Tracking team, then no enrollment in the final term in which the degree is awarded is necessary.

Repeating Courses

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

Interruption of Graduate Study

Doctoral students who will not be registered at the University of Florida for a period of more than one term should request written permission from their faculty advisors. In many instances the interruption should be governed by a formally requested leave of absence for a designated period. The "Leave of Absence" subheading under "Ph.D. and Other Doctoral Degree Requirements" in the [Degrees section of the Graduate Catalog](#) references this policy.

Please note, students who have not registered for 3 or more consecutive terms **must** reapply for admission. Readmission information and application can be found on the [Office of Admissions](#) website.

When the application is processed, the student's record will be reactivated in UF's Student Information System, and the student will be assigned a registration date and a new catalog year. Please note, readmission acceptance to the original graduate program is **never guaranteed** to the student.

Withdrawing from the University

All UF students should read and understand the [university's withdrawal procedures](#) before deciding to withdraw from UF. Withdrawal formally drops all courses in a term. Students who withdraw after drop/add period and before the deadline for withdrawal will receive a grade of W for all courses. Students who leave UF without withdrawing normally receive failing grades. More information concerning the withdrawal process can be found online through the [University Registrar](#) website.

If the withdrawal is due to medical, psychological, or personal/family crisis, there is an additional process that could help the student. With appropriate documentation and committee approval, a withdrawal for medical reasons may result in a tuition refund.

Students should complete the university withdrawal process and then go to the [Dean of Students](#) website for instructions regarding the Medical Withdrawal Petitions process. Staff members in the Dean of Students Office are available to speak with students about potential options and help students develop a plan for future success. Students should email umatter@ufl.edu for assistance or set up an appointment.

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

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

Attending Other Accredited Institutions in the United States (Traveling Scholar)

The preferred mechanism allowing current UF graduate students to enroll for in-person courses at other [State University System](#) (SUS) Institutions in Florida is the [Traveling Scholar](#) program. A traveling scholar is a graduate student who, by mutual agreement of the appropriate academic authorities in both the sponsoring (student's home institution) and hosting institution, receives a waiver of admission requirements and a guarantee of acceptance of earned resident credits by the sponsoring institution for letter-graded, graduate level courses earned with a grade of B or higher. This program is not meant to allow a UF graduate student to take a large amount of course work for their UF degree outside of UF. As a norm, participation is limited to one term only. The maximum number of credits that can be earned and transferred is 12 — unless the credit is taken through the UF College of Engineering EDGE Program, which allows a maximum of 15 credits. In either case, the student's department or supervisory committee at UF reserves the right to set its own limits (lower than these 12-credit or 15-credit maximums), if they see fit. A student is not eligible for participation in the first semester of enrollment unless the student is enrolled in UF courses in addition to the courses offered through this program. A student cannot enroll in the Traveling Scholar Program in the final term of their degree program because of the delay in receiving official transcripts, which are necessary for degree certification and graduation.

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

- Each university retains its full right to accept or reject any student who wishes to study under its auspices.
- Traveling scholars will normally be limited to one term (semester, trimester, quarter, etc.) on the campus of the host university.

- Traveling scholars are not entitled to displacement allowance, mileage, or per diem payments.
- The sponsoring institution, however, at its option, may continue its financial support of the traveling scholar in the form of fellowships or graduate assistantships, with the work obligation to be discharged either at the sponsoring or host institution. However, tuition waivers cannot be applied to these credits.

[Contact](#) the Graduate School Associate Dean for Student Affairs for further information about tuition payment for students on an appointment.

In all events, Graduate School authorization by the Graduate School's Admissions and Transfer Credit team (gs-at@ufl.edu) is required *before* the student begins enrollment as such experiences are not approved retroactively.

[The Traveling Scholar form](#) is available on the [Graduate School's](#) website. The first page contains a program description, the Florida Board of Education Rules and Regulations governing the program, and instructions regarding how to complete the form. The second page contains pertinent information that must be completed and submitted to the Graduate School's Admissions and Transfer Credit team.

Coursework Completed Outside of the United States

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

Similar to the Traveling Scholar process, the Graduate School's authorization by the Academic Career Tracking team (gs-act@ufl.edu) is required *before* the student begins enrollment as such experiences are not approved retroactively.

Degree Requirements

Graduate Degrees

The University of Florida Graduate School supports five types of doctoral degrees, more than three dozen master and specialist degrees, and more than 200 majors. A complete list of degrees and programs can be found in the [Degrees section of the Graduate Catalog](#).

Graduate Credit

Graduate credit is awarded for courses numbered 5000 and above in the Graduate Catalog. All work in the major field must be in graduate courses numbered 5000 or above. In relatively rare circumstances associated with specific degree programs and for

work outside the major, courses numbered 3000 or above, not to exceed 6 credits, may be taken provided they are part of an approved plan of study.

Combination Degree Programs

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

Bachelor's/Master's

A Combination (bachelor's/master's) Degree Program is a planned and thoughtfully developed set of academic experiences that together may lead to the achievement of both the bachelor and the master degrees. See the [University Registrar](#) website for additional information.

In general, the structure of such programs allows the participating student to:

- register for and complete a prescribed set of letter-graded, graduate level courses during the junior and senior years of the undergraduate degree program;
- use those graduate credits toward the bachelor's degree; and subsequently,
- have those same credits earned with a grade of B or better eligible to count toward the master's degree if the student is admitted to the master's degree program.

Additional details are available on our website: [Principles and Policies on Combination \(Bachelor/Master\) Degree Programs](#).

our [website](#).

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

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

Graduate School approval for participation in a combination master's/master's degree program must be obtained prior to the published midpoint deadline of the term in which the first degree is to be awarded. Retroactive requests will not be considered. Ultimately, it is the student's responsibility to follow up with the academic units to

verify that all Graduate School approvals and deadlines have been met. If the student is approved to pursue two master's degrees, no more than nine credits of course work from one degree program may be shared with the second master's degree at the discretion of the academic units.

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

The student must submit the [Combination Master's/Master's Degree Authorization Form](#) located on the Graduate School website.

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

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

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

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

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

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

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

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

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

The student must submit the [Combination Nontraditional Doctoral/Master's Degree Authorization Form](#) located on the Graduate School website.

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

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

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

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

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

Combination Graduate/Professional Degree Program

A combination graduate/professional degree program is a course of study that leads simultaneously to a graduate degree (doctoral or master's) and a professional degree (i.e., D.M.D., D.V.M., J.D., M.D., Pharm.D.). Normally 12 credits of professional courses

are counted toward the graduate degree and 12 credits of graduate courses are counted toward the professional degree. Individual academic units determine whether a combination graduate/professional degree program is appropriate. Combination graduate/professional programs established before January 1, 2003, may have other requirements.

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

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

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

Dual Degree

A dual degree program (also called a dual academic award) is one whereby students study at the University of Florida and at another institution, and each institution awards a separate program completion credential bearing its own name, seal, and signature. Current policy at the University of Florida allows for such collaborative dual-degree arrangements under very limited circumstances. Proposals for such a program must be developed and formally approved before a commitment is made to an individual student or university. Proposals are reviewed by Graduate Council on a case-by-case basis. See additional details on our [website](#).

Joint Degree

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

Other Combination Degrees

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

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

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

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

This information can be found under the "Other Degree Combinations" heading in the [Degrees section of the Graduate Catalog](#).

Major and Minor Credits

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

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

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

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

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

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

Grades

The Graduate Council’s policy regarding the assignment of Satisfactory/Unsatisfactory grades is long-standing and is found by scrolling to the “Satisfactory/Unsatisfactory” subheading in the [Academic Regulations section of the Graduate Catalog](#).

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 [Graduate Majors by College section of the Graduate Catalog](#). For example, ALS 6931 has been approved by the academic unit, its college, and the Graduate Curriculum Committee for a Satisfactory/Unsatisfactory (S/U) grading scheme, which appears in the Graduate Catalog format below.

<p>ALS 6931 Plant Medicine Program Seminar</p> <p>Grading Scheme: S/U 1 Credit, Max 3 Credits</p> <p>On-going seminar series involving presentations on plant-health management.</p> <p>Prerequisite: DPM student or consent of instructor. Catalog Program Pages Referencing ALS 6931</p> <p>Catalog Pages Referencing ALS 6931 Plant Pathology</p>	
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All language courses regardless of level may be taken S/U if the student's major is not a language and the courses are not used to satisfy a minor, with approval from the student's supervisory committee chair, the instructor of the course, and the UF Graduate School's Academic Career Tracking team (gs-act@ufl.edu). S/U approval should be made by the published deadline date. All 1000- and 2000-level courses may be taken S/U because these credits do not count toward any graduate degree.

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

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

Grade Point Average (GPA) Requirements and Calculations

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

UF's grades and grading schemes are detailed under "Grades" in the [Academic Regulations section of the Graduate Catalog](#). The Graduate School applies the grade points from the appropriate grading schemes in its calculation of GPAs. Pending grades of Incomplete (I*) and No Grade (N*) will be calculated as failing grades for graduate degree candidates.

Moreover, the Graduate School includes repeated course work in the GPA calculations as many times as grades for such courses are recorded. Specific policies governing repeated course work are found under the "Retaking Courses" in the [Academic Regulations section of the Graduate Catalog](#).

Overall GPA Calculations

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

Eligible courses are referenced in the [Academic Regulations section of the Graduate Catalog](#) under “Courses and Credits.”

Major GPA Calculation

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

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

Minor GPA Calculation

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

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

Transfer of Credit from a Prior Institution

A graduate student's program of study might benefit by including graduate-level coursework completed prior to being admitted to the UF degree program. This prior coursework may become part of the UF graduate degree program following Graduate Council policies governing the use and transfer of credits, depending in part on when and how the credits were earned. For more specific information regarding policies and processes, please reference the [Graduate School's Transfer of Credit](#) resource as well as visiting the [Degrees section of the Graduate Catalog](#), under “Ph.D. and Other Doctoral Degree Requirements” or “Master’s Degree General Requirements.”

In general, any courses beyond a master’s degree taken at another university to be requested to be applied to the UF doctoral degree must be taken at an institution offering the doctoral degree. All courses to be transferred must be graduate-level, letter-graded with a grade of B or better and must be demonstrated to relate directly to the degree being sought. The maximum allowance for transfer is 15 credits.

Only graduate-level courses, earned with a grade of B or better (a B- does not count), may be transferred from an institution approved for this purpose by the Graduate School. Acceptance of transfer credit requires the Transfer of Credit form (currently

found in [GIMS](#)), approval of the student's supervisory committee chair (or graduate coordinator), the college dean, and the [Graduate School](#). Transfer of credit may be considered from coursework taken while holding a classification level of 0 (non-degree seeking), 6 (postbaccalaureate), 7, 8, or 9. Transfer coursework must be taken within the 7 years immediately preceding the date the degree is to be awarded for non-doctoral degrees. Courses with "P" or "S" grading cannot be transferred.

A semester credit hour is equivalent to 1.5 quarter hours, or .67 semester hour is equivalent to 1 quarter hour. To convert a quarter hours to semester hours divide the number of quarter hours by 1.5. This means that completing the conversion calculation of quarter hours to semester credits will result in fewer semester credits. For example, 3 quarter hours \div 1.5 = 2 semester credits.

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

Master's

See the "Transfer of Credit" subheading under "Master's Degree General Requirements" in the [Graduate Degrees section of the Graduate Catalog](#).

Professional Course Work

See the "Professional Course Work" subheading under "Courses and Credits" in the [Academic Regulations section of the Graduate Catalog](#).

Credit from Beyond a Prior Master's Degree

Any courses beyond a master's degree taken at another university to be requested to be applied to the UF doctoral degree 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. All courses to be transferred must be graduate-level, letter-graded with a grade of B or better and must be demonstrated to relate directly to the degree being sought. The maximum allowance for transfer beyond a prior master's degree is 15 credits. See the "Transfer of Credit" subheading under "Ph.D. and Other

Doctoral Degree Requirements” in the [Graduate Degrees section of the Graduate Catalog](#).

Other Course Work

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

Graduate Courses Taken as an Undergraduate

Please see the “Undergraduate registration in graduate courses” subheading under “Registration Requirements” in the [Academic Regulations section of the Graduate Catalog](#).

In addition to the submission of a completed Transfer of Credit form in [GIMS](#), the Graduate School requires a letter from the academic unit awarding the bachelor’s degree verifying the graduate courses listed for transfer of credit were **not** used to satisfy the bachelor’s degree requirements in any way, shape, or form.

Master’s Degree Acknowledgement (MDA)

The Master's Degree Acknowledgement (MDA) is a formal process acknowledging the content, level, relevance, and contribution of a student’s prior master’s degree earned outside of UF or in a different field of study within UF, allowing for an approved prior master’s degree to be applied to the student’s doctoral program of study at the University of Florida. Students with an approved MDA do **not** need to petition to have credits transferred from their acknowledged master’s degree. Doctoral students with an approved MDA are required to have a minimum of 60 credits beyond the official, accredited, and conferred master’s degree that was validated via the MDA process.

An MDA may be useful **in lieu of** transferring credits from a prior master’s degree at a non-UF institution (including international institutions) or in another field of study within UF to the specific student’s doctoral program of study at the University of Florida. However, an MDA is not *technically* a transfer of credit, but a recognition of an applicative graduate degree awarded. See “Master’s Degree Acknowledgment (MDA)” subheading under “Ph.D. and Other Doctoral Degree Requirements” and also under “Doctor of Education” in the [Graduate Degrees section of the Graduate Catalog](#).

If fewer than 30 credits from a prior master’s degree are deemed more appropriate by advising faculty, an individual course-by-course transfer credit request may be submitted via the [petition](#) form. For master’s degrees awarded outside of the US, this

type of request will **require** a course credit evaluation from any member of the [National Association of Credential Evaluations Services](#).

Time Limitations

“Seven-year Rule” for Master’s

All work (including transferred credit) counted toward the master’s degree must be completed within seven years before the degree is awarded. The time limitation policy for master’s degrees is documented under the “Time limitation” subheading under “Master’s Degree General Requirements” in the [Graduate Degrees section of the Graduate Catalog](#).

The Graduate School calculates this time limit using term of admission and term of degree award. The term and year the student **originally** earned the credits are used in this calculation for transfer credit (i.e. dated prior to admission to the UF graduate degree program).

Time Limitation on Qualifying Exam for Doctorate

All work for the doctorate must be completed within five calendar years **after** the qualifying examination, or this examination must be repeated. The supervisory committee chair (or department chair or graduate coordinator) with college approval may [petition](#) the Graduate School for a one-year extension through a sixth year. Beyond the sixth year, the supervisory committee chair (or department chair or graduate coordinator) with college approval may request a reexamination of the oral portion of the qualifying examination at the final defense of the dissertation.

The time limitation for the Doctor of Philosophy and the Doctor of Education degrees is found under the “Time limitation on the Qualifying Exam” subheading under “Ph.D. and Other Doctoral Degree Requirements” in the [Graduate Degrees section of the Graduate Catalog](#).

In addition, please reference the “Time lapse” subheading in the [Graduate Degrees section of the Graduate Catalog](#).

Between the oral part of the qualifying examination and the date of the degree, there **must** be at least two terms. The term the qualifying examination is passed is counted, if the examination occurs before the midpoint of the term. The supervisory committee chair (or department chair or graduate coordinator) with college approval may [petition](#) the Graduate School for an exception to this policy in rare circumstances beyond the control of the student.

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. At minimum, an unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated and a 3.00 truncated GPA in their major (and in the minor, if a minor is declared) at graduation. Students with less than a 3.00 GPA may not hold an assistantship or fellowship. See the “Unsatisfactory Progress or Unsatisfactory Scholarship” subheading under “Grades” in the [Academic Regulations section of the Graduate Catalog](#).

The Graduate School has created [guidance for supporting students with an Academic Recovery Plan](#), which should be consulted at the earliest sign that a student may be at risk of not maintaining satisfactory academic progress.

In the event a student is academically dismissed, the academic unit should place a [service indicator hold](#) on the student's account and [discontinue the program stack](#) in Student Information Systems (SIS). The Graduate School and Office of the University Registrar reviews and processes discontinued student stacks on a monthly basis.

Supervisory Committee

Composition and Responsibilities of Supervisory Committee Members

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

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

As noted above, the [composition of the supervisory committee](#) varies with degree level and elements of the student's program of study such as “thesis” or “non-thesis.” Unless otherwise annotated under a specialized degree title, the minimum supervisory committee requirements are found under “Master's Degree General Requirements” and “Ph.D. and Other Doctoral Degree Requirements” in the [Graduate Degrees section of the Graduate Catalog](#).

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

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

Supervisory Committee Information

Supervisory Committee information is entered in [GIMS](#) under the student's name. This information falls under the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) and other privacy protections. Authorized graduate program personnel, typically graduate coordinators and graduate administrative staff in the academic unit, are responsible for entering and maintaining supervisory committee information.

Committee Appointments

Master's degree students with a thesis or project-in-lieu-of-thesis must form a supervisory committee with the committee members entered in [GIMS](#) by the end of their second semester or by end of the semester in which they will have accumulated 12 semester credits, whichever comes later.

Doctoral supervisory committees should be appointed as soon as possible after students start doctoral work and no later than the end of the second term of equivalent full-time study. The Graduate School acknowledges that students may find it desirable to delay establishing a full committee, pending discussions with the supervisory chair and other advisors, but in any case, a full committee must be in place with all members entered in [GIMS](#) prior to the qualifying examination.

One of our most frequently referenced resources is the [Graduate Committee Membership and Key Terms and Policies](#) document, which includes graphics illustrating the required composition of doctoral and master's committees.

Chair

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

Co-chair

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

Faculty Chairing Supervisory Committees in Multiple Academic Units

Under certain circumstances, faculty members may be eligible to chair graduate committees in additional academic units besides their home department. This requires graduate faculty status in the student's academic unit and approval of that secondary unit (as indicated by the unit adding the faculty member as the student's chair in GIMS). For a faculty member to attain graduate faculty status in a secondary unit, the following criteria must be met:

- The faculty member must first hold graduate faculty status in their own primary academic unit if their home unit offers a graduate degree.
- A courtesy or affiliate appointment to the secondary academic unit(s) must be made via UFHR.

The department then submits an application for Graduate Faculty Status in the secondary department via GIMS, as referenced in the "Applying for Graduate Faculty Status" section on our [Graduate Faculty Status](#) page.

Members

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

External Committee Members (Doctoral)

The external member's primary responsibility is to represent the interests of the student, the policies and practices established by the Graduate School, and the

University of Florida. The external member must verify that all degree program milestones have been successfully achieved, and that all examinations have been properly conducted in accordance with Graduate School and university policy.

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

Special Appointments

Special appointment status allows qualified UF or non-UF personnel who do not have UF graduate faculty status to serve on graduate students' supervisory committees as guest experts who bring unique, specialized expertise to the student's research. Special appointments are made individually, case-by-case, and student-by-student.

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

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

Special appointments may be made by one of two methods:

1. With a UFID number and included in [GIMS](#) as a formal UF appointment through the Graduate School.
2. Without a formal UF appointment through the Graduate School, by direct invitation, with approval from the student and the supervisory committee chair.

See the [Graduate School's](#) website for more details.

Changes to Supervisory Committees

The [Graduate Degrees section of the Graduate Catalog](#) addresses the rules for changes to a supervisory committee under each degree level below.

- **Master's.** A master's student, in consultation with their academic unit, may seek changes to an existing supervisory committee. Changes to a student's committee are allowed until midpoint of the term of degree award if the defense has not occurred. **No changes are allowed after the defense.** It is recommended that students verify supervisory committee membership and their associated committee roles in [GIMS](#) before the published semester midpoint deadline.
- **Doctoral.** No substitutes are allowed for the chair or external member of the committee at exams. Changes to the supervisory committee may be entered online in [GIMS](#) before the qualifying examination. It is recommended that doctoral students verify supervisory committee membership and their associated committee roles in GIMS before the qualifying examination. Changes to committee membership or roles after admission to candidacy may occur, for good reason, with the approval of the academic unit and the Graduate School. **No changes are allowed after the defense.**

Training resources are available for Graduate Coordinators, Graduate Administrative Staff, and other authorized personnel. Please visit the "Graduate Committees and Milestones Material" heading on [UFHR's](#) website.

Please note, GRD001: Graduate Committees and Milestones' [myTraining](#) is available on demand for users having the UF_SR_Grad_Staff_User security role.

Supervisory Committee Service Beyond UF Employment

Graduate faculty who retire, resign, or are terminated may finish out service on existing supervisory committees for one year past UF employment, so long as they obtain a courtesy faculty appointment and the approval of the student's academic unit. Once the courtesy appointment is obtained through the academic unit's UFHR liaison, the unit must then send an email to graddata@ufl.edu with the faculty member's name, UFID number, courtesy appointment verification, and the semester and year through which the graduate faculty status extension runs.

All courtesy faculty appointments must comply with [UF courtesy faculty policy](#).

An academic unit can request a later "extend-until" date beyond one year for retired and emeritus faculty with a brief rationale (e.g., current student is not expected to graduate until that semester). The Graduate School may approve these requests on a case-by-case basis if the extension doesn't exceed the length of the retiree's courtesy appointment.

See additional details at "[Graduate Faculty Status Beyond UF Employment](#)" on our website.

Individual Development Plans (IDP)

The UF Provost's Office has outlined [policies and best practices](#) to support doctoral education. As part of this guidance, the Individual Development Plan (IDP) policy states:

"Departments shall [create, implement, and monitor Individual Development Plans](#) for degree completion and professional development experiences relevant to effective doctoral education in the particular field and preparation for employment, including a timeline for completion of these requirements and experiences."

To support this initiative, the Graduate School has developed additional resources—including tools for [students](#) and [mentors](#)—to help guide the ongoing development and implementation of IDPs as a key doctoral milestone.

Program Plan Changes

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

Change from Master's Thesis to Non-thesis Option

Permission of the supervisory committee is needed to change from thesis to non-thesis option. This permission must be forwarded to the Graduate School by the midpoint of the final term via the Graduate Information Management System (GIMS). See the "Change from thesis to non-thesis option" sub-heading under "Master's Degree General Requirements" in the [Graduate Degrees section of the Graduate Catalog](#) for more details.

Change of Major, College, or Degree Objective

See [UFHR's](#) website for simulations and pdf guides for making changes to a student's program plan stack in UF's Student Information System (SIS).

Any changes to degree programs, including thesis/non-thesis/project option, **MUST** be consistent with the valid degree program listings in [GIMS](#). The GIMS Degree Program report displays all active Graduate-Council-approved degrees, colleges, majors,

concentrations, and degree attributes. All program plan changes must occur before the [published midpoint deadline](#) of the student's final term.

Examinations

Qualifying Examination

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

See the following headings under "Ph.D. and Other Doctoral Degree Requirements" in the [Graduate Degrees section of the Graduate Catalog](#):

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

PLEASE NOTE:

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

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

For more information on policies related to administration of exams, see the "Examinations" heading in the [Academic Regulations section of the Graduate Catalog](#).

Admission to Candidacy

A graduate student does not become a candidate for the Doctor of Education or Doctor of Philosophy degree until granted formal admission to candidacy. See "Admission to Candidacy" under "Ph.D. and Other Doctoral Degree Requirements" in the [Graduate Degrees section of the Graduate Catalog](#).

The "Admission to Candidacy" milestone is located in SIS among the requisite milestones assigned to Doctor of Education and Doctor of Philosophy degrees. Prior to the oral portion of the qualifying examination, the department **must** verify that all information in [GIMS](#) pertaining to the Doctor of Education or Doctor of Philosophy degree segment is correct. This includes the degree, major, minor, concentration, committee membership, etc. Academic units will then generate and provide an Admission to Candidacy form to the student prior to the oral portion of the exam and signed by the entire committee immediately following the examination. Once the signed

form is received by the academic unit, the information is submitted via the milestone supporting data webpage in SIS. The student's Qualifying Examination and Admission to Candidacy milestones will be updated to reflect a completed status level and the student's academic level will change to 9. Transcript remarks will be added to reflect qualifying and admission to candidacy completion dates.

Final Examination

A final comprehensive examination is required for all graduate students. This examination may be written and/or oral and includes but is not limited to the defense of the thesis or dissertation if one is required. Additional information can be found under the "Examinations" heading in the [Academic Regulations section of the Graduate Catalog](#).

Master's

The [Supervisory Committees and Final Examinations for Master Level Degree Programs Policy](#) is available on our website.

Also see these subheadings under "Master's Degree General Requirements" in the [Degrees section of the Graduate Catalog](#):

- Examination
- Thesis final examination
- Non-thesis final comprehensive examination

Specialist

Students are tested (no more than three semesters, including the term in which the exam is completed, before graduation) by written and oral examination. Please see the "Specialist in Education" heading in the [Graduate Degrees section of the Graduate Catalog](#).

Doctorate

While submitting the dissertation and completing all other work prescribed for the degree, the candidate is given a final examination, oral or written or both, by the supervisory committee. Satisfactory performance on this examination and adherence to all Graduate School regulations outlined in the [Graduate Degrees section of the Graduate Catalog](#) complete the requirements for the degree. See the "Final Examination" subheading under "Ph.D. and Other Doctoral Degree Requirements" for details.

Additional comprehensive examination information is provided under the "Doctor of Audiology" and "Doctor of Plant Medicine" degree subheadings in the [Graduate Degrees section of the Graduate Catalog](#).

Location and Faculty Presence

We have posted the [Policy on Physical Presence for Examinations](#) on our website.

Notice of Time and Place

Notice of time and place of the final examination must be submitted to the Graduate Coordinator of the department/college at least 10 business days (two calendar weeks) prior to the examination, with notification copies sent to all members of the supervisory committee. Although it is recommended that public notice occur for all final examinations, the announcement of final examination is not monitored by the Graduate School.

Notification of Results

All members of the official supervisory committee are required to sign the Final Examination form, which remains on file in the academic unit. Only positive results of the examination are transmitted to the Graduate School via the Milestone Supporting Data webpage in SIS. Please visit the "Graduate Committees and Milestones Materials" and the "Training" headings at [UFHR's](#) website for additional information.

The on demand "GRD001: Graduate Committees and Milestones" [myTraining](#) is available online for users having the UF_SR_Grad_Staff_User security role.

General Regulations for Administration of Graduate Student Examinations

Regulations governing the administration of graduate student examinations can be found in the [Academic Regulations section of the Graduate Catalog](#) under "Examinations." Supervisory Committees or academic units may set their own standards for attendance at oral examinations that exceed the minimum requirements stated in the Graduate Catalog and in the [Policy on Physical Presence for Examinations](#).

Theses and Dissertations

Editorial Assistance and Information

The Graduate School's Thesis, Dissertation, and Publication team provides detailed [instructions for preparing and submitting theses and dissertations](#) on our website .

Deadline Dates

[Deadlines](#) for the submission of theses and dissertation documents are found on our website or in the [Graduate Catalog's academic calendars](#).

Submissions

Please remind your thesis and dissertation students to refer to the [format guidelines](#) on our website **PRIOR** to beginning the written document. The templates available on [UFIT's](#) website will also be of great help if used correctly.

The ETD Signature Page and Transmittal Letter must be separately submitted by the academic unit via [GIMS](#). See *GIMS: ETD Signature* and *GIMS: Transmittal Letter* simulations on [UFHR's](#) website for detailed instructions.

Guidelines for Restriction of Release of Dissertations

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