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forest resources &
conservation

graduate student
handbook



graduate student handbook

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The purpose of this handbook is to provide information that you will need to plan, conduct, and complete your graduate program successfully.

For information on specific courses, general University information, etc., please refer to [UF Resources](#).

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“
 Forests cover one
 third of the world’s
 land area and half of
 Florida. They impact
 the lives of all people
 through the products and
 services they provide.
 Florida’s forests support
 a \$16 billion industry,
 larger than any single
 agricultural crop.”

DR. TIMOTHY WHITE,
 DIRECTOR OF SFRC

welcome

to graduate school
 with the SFRC

As a student in our graduate program, we believe that you will find outstanding educational opportunities available to you at the University of Florida, and we sincerely hope that your graduate program here is a rich and rewarding experience.

Our goal is to provide you with a graduate education that will meet your academic objectives and help provide you with the foundation to understand and address the variety of issues and opportunities that you will face as a professional.

General Information. The School of Forest Resources & Conservation (SFRC) is a unit within the College of Agricultural and Life Sciences (CALS). CALS, along with the Agricultural Experimentation Station and Cooperative Extension Service, compose the Institute of Food and Agricultural Sciences (IFAS). CALS includes graduate programs in a variety of disciplines, offered throughout the state of Florida.

The SFRC is led by the Director. The graduate program is administered by the Graduate Coordinator, supported by the Academic Coordinator for Graduate Programs and the Graduate Programs Committee (GPC).



If you have any questions or concerns with these procedures, please contact the [Academic Coordinator](#)

GETTING Established

! these critical tasks must be taken care of *before* the start of your first semester at UF

Set up your Gatorlink account (www.gatorlink.ufl.edu) and email the [Academic Coordinator](#) with the information so that you can be added to the SFRC email listserv. You are required to maintain a ufl.edu email address for the duration of your residency as a UF student, though you can forward your ufl email to another account if desired.

Log into www.isis.ufl.edu and familiarize yourself with it, as this is the primary interface for registration, fee payments, and all other academic record interactions (see [ISIS & GIMS](#)). Specifically, you must update and/or enter your contact information and clear your Emergency Contact Hold.

If you are not a Florida resident or international student, BEGIN ESTABLISHING RESIDENCY IMMEDIATELY per the guidelines here: <http://www.registrar.ufl.edu/pdf/residencyreclass.pdf>. The more documentation, the better.

If you are receiving a graduate stipend, whether through a Graduate Assistantship, Fellowship, or other funding, you must complete your stipend paperwork in order to receive a paycheck. Contact [Carol Blankenship](#).

Students on appointment should sign up for GatorGradCare student health insurance (www.hr.ufl.edu/benefits/gatorgradcare). All students must log into ISIS to clear your immunization holds, either by providing proof of immunizations or receiving them from the Student Health Care Center (www.health.ufl.edu/shcc).

Distance students are exempt from this and should not be flagged with immunization holds; contact the [Academic Coordinator](#) if you are.

After consultation with your advisor regarding course selection, register for classes via ISIS **before the deadline** for the semester. Academic deadlines are posted at <https://catalog.ufl.edu/ugrad/current/Pages/dates-and-deadlines.aspx>. In some instances your courses will be “departmentally controlled”, and you will not be able to register yourself for them. Contact the [Academic Coordinator](#) for assistance.

Attend the Graduate School New Student Orientation for the semester you are beginning your program (<http://gradschool.ufl.edu/students/orientation.html>). This is held prior to the start of classes, so plan ahead.

Attend the SFRC new student orientation. Information regarding the dates of these orientations will be provided to you when it is available.

Obtain a Gator1 Card, which is the UF student ID card (www.gator1card.ufl.edu).

OFFICE OF ADMISSIONS

The Office of Admissions handles all applications to UF and maintains files containing your previous transcripts, test scores, and other application materials. International students must provide proof of prior diplomas by the end of the first term of enrollment at UF.

<http://admissions.ufl.edu>

OFFICE OF THE UNIVERSITY REGISTRAR (OUR)

The OUR is the record-keeper for all academic student files over the history of UF. They control transcripts, grades, course schedules, instructor information, and many other administrative functions, including maintaining the student records systems.

<http://registrar.ufl.edu>

The Graduate Catalog (<http://gradcatalog.ufl.edu>) describes all Graduate School requirements that you must satisfy in addition to SFRC requirements, in order to obtain your degree.

The current deadlines for Graduate School requirements are available at:
<http://gradschool.ufl.edu/students/critical-dates-and-deadlines.html>.

the GRADUATE SCHOOL at UF

“The student is responsible for meeting all requirements and observing every deadline.”

The Graduate School of the University of Florida is responsible for the enforcement of minimum general standards and the overall coordination of all graduate programs in the University and confers all graduate degrees.



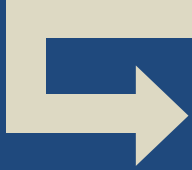
Where the Graduate School sets minimum requirements and provides overall coordination, the responsibilities for setting detailed requirements and managing the operations of our graduate programs are vested within the SFRC.

This is quite important because it means students must satisfy both the requirements of the Graduate School and SFRC in order to graduate.

Office of Minority Graduate Programs
Graduate Student Records
Graduate Data Management
Editorial Office

<http://gradschool.ufl.edu>

navigating the system(s)



ISIS Integrated Student Information System...

To keep track of your status with the graduate school and to be prepared for deadlines and other important parts of your graduate school process, you should become very familiar with two important websites:

The screenshot shows the ISIS website interface. The top navigation bar includes the ISIS logo and the University of Florida logo. The main content area is titled "WELCOME TO ISIS" and provides availability information: "Available 7:00am - 4:30am EST, Monday - Saturday; 10:00am - 4:30am Sunday. Questions? Contact Us". Below this, there are "Special Announcements" for Fall 2011 and Spring 2012. The Fall 2011 section lists key dates: August 22 (Classes begin), September 16 (Degree application deadline), September 16 (Withdrawal of all courses with 25 percent refund), November 21 (Drop or Withdrawal Deadline), and December 16-17 (Commencement). The Spring 2012 section lists January 9 (Classes begin) and April 25 (Classes end). The left sidebar lists "My Online Services" such as Transcripts, My Record, Cumulative GPA/Hrs, Degree Application, Enrollment Verifications, Final Grades, Holds, Petition Status, Test Scores, Update Emergency Contact Info, Placement, Degree Audit, e-Learning, Evaluations, Financial Aid, and Registration. The right sidebar lists "My Resources" including Academic Info, Alcohol Education Tutorial, Calendars/Deadlines, Catalog - Undergraduate, CLASR, Combined Degrees, Commencement Info, Course Evaluations, Distance Ed Courses, Exam Schedules, Forms - Registrar, Prestigious National Scholarships, Schedule of Courses, Study Abroad Ops, Upgrad Experience, Advising Info, Financial Info, and Grad Student Info.

ISIS will allow you to

- view course schedules,
- register for classes,
- view/clear holds on your record,
- pay fees,
- order transcripts,
- several other important tasks.

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

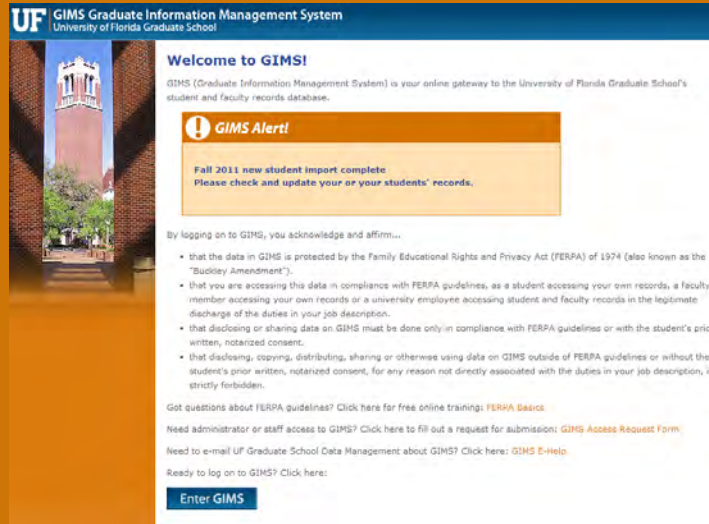
navigating the system(s)

...and GIMS (Graduate Information Management System)

GIMS is a separate system in which graduate student records are tracked. This includes information on

- the degree you are pursuing,
- your supervisory committee, and
- data relating to your progress, including thesis/dissertation information.

For the most part, you will not use GIMS except to verify that what is listed within it is correct.



UF GIMS Graduate Information Management System
University of Florida Graduate School

Welcome to GIMS!

GIMS (Graduate Information Management System) is your online gateway to the University of Florida Graduate School's student and faculty records database.

GIMS Alert!

Fall 2011 new student import complete.
Please check and update your or your students' records.

By logging on to GIMS, you acknowledge and affirm...

- that the data in GIMS is protected by the Family Educational Rights and Privacy Act (FERPA) of 1974 (also known as the "Buckley Amendment").
- that you are accessing this data in compliance with FERPA guidelines, as a student accessing your own records, a faculty member accessing your own records or a university employee accessing student and faculty records in the legitimate discharge of the duties in your job description.
- that disclosing or sharing data on GIMS must be done only in compliance with FERPA guidelines or with the student's prior written, notarized consent.
- that disclosing, copying, distributing, sharing or otherwise using data on GIMS outside of FERPA guidelines or without the student's prior written, notarized consent, for any reason not directly associated with the duties in your job description, is strictly forbidden.

Got questions about FERPA guidelines? Click here for free online trainings: [FERPA Basics](#)

Need administrator or staff access to GIMS? Click here to fill out a request for submission: [GIMS Access Request Form](#)

Need to e-mail UF Graduate School Data Management about GIMS? Click here: [GIMS E-Help](#)

Ready to log on to GIMS? Click here:

Enter GIMS

These two online data management systems contain a wealth of information about you and the Graduate School. They also give you and the SFRC academic staff the ability to do a variety of important tasks.

<http://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp>



registration & academic progress

details DETAILS

Selection of courses is a collaborative effort between the student, his/her graduate advisor (“committee chair”), and the members of the [Supervisory Committee](#). The number of credits you must register for each semester varies depending on the details of your funding and the semester you are registering for.

It is the responsibility of the student to verify that courses and credits are correct before the end of the drop/add period each semester.

You are expected to register yourself for courses using ISIS, with the exception of courses requiring [Special Course Registration Form](#) forms and/or research, teaching, and seminar credits - in other words, all courses except those with “DEPT” as the section number. These are departmentally controlled classes and students

must register through the [Academic Coordinator](#) (email is preferred). If you wish to register for a course that is departmentally controlled in another department, you must contact that department for registration assistance.

There are financial penalties for late registrations (\$100) as well as course changes after drop/add (including full tuition and fee liability). Students who register for less than the minimum number of credits will not be considered “matriculating” and will not be permitted to undertake any significant changes to their program (exams, graduation, etc) and may be required to obtain Readmission after a period of two semesters. Students who register for more than the required number of credits will be responsible for all additional tuition and fees.

Registration Requirements.

Type of Appointment	Required Credits		
	Fall	Spring	Summer (A+B, A+C, B+C, C)
Assistantship (.25 - .74 FTE)	9	9	6 total
Fellowship (specifically stated in letter of appointment)	12	12	8 total
Not Appointed/Self-Funded	3	3	2 total

Special Course Registration.

Students wishing to take variable topics, special problems, and/or individual study courses (FOR 6905, FOR 6910, FOR 6940, selected FOR 6934) must submit the [Special Course Registration Form](#) to the Academic Coordinator after obtaining the signature of the instructor and supervisory committee chair. This form is NOT required for research or doctoral credit registrations.

Registration for Research.

Research credits are always “DEPT” or departmentally-controlled, which means you cannot register yourself for them. However, a procedure is available that does allow students to register themselves for specific DEPT courses to which they would otherwise not have access. The Academic Coordinator will send instructions each semester if/when this capability is implemented. Otherwise, students should send an email to the [Academic Coordinator](#) to request registration in research credits; include name, UFID, advisor, course number, and number of credits.

The Program of Study can be obtained from the SFRC website and is linked under [Forms](#).

Program of Study.

The Program of Study is an outline of the courses to be taken for your degree program. This should be viewed as a dynamic contract between you and your Supervisory Committee, and **must be signed and submitted before the end of the second semester of graduate study**. As it may not be possible to take all of the courses initially agreed upon (e.g., courses may not be offered or program goals may change), the student may make one change in coursework to the original Program of Study, with the approval of your advisor.

A change means any substitution or deletion of a course. An emailed request from your advisor, sent to the Academic Coordinator, is sufficient for this purpose. Extra courses may be taken without requiring an amended schedule. Any deviations from the initial Program of Study in excess of the aforementioned change must be agreed upon by all members of the Supervisory Committee and a revised Program of Study must be submitted prior to graduation.

Holds. A hold is flag on your record that prevents you from advancing academically. Some degree requirements must be met within specified time limits (e.g., formation of Supervisory Committee and development of the Program of Study); if you fail to meet these deadlines or other expectations, you can be ‘held.’ If you know that a requirements will not be completed on time, you should ask your advisor to write a letter of petition to the [FRC Graduate Coordinator](#) detailing the extenuating circumstances and asking for a one-semester extension.

Unsatisfactory Performance.

Students who do not maintain a 3.0 average in all work attempted will be subject to academic probation for one semester. Should the GPA remain below 3.0 after the probationary period, the student is subject to dismissal from the graduate program. Students on assistantship must be aware that the requirements for receiving funding are that you maintain a 3.0 GPA; as such, your funding may be terminated if you fail to achieve this expectation.

Research credits are specific to your degree program and do not cross-apply.

The table below outlines which credits are applicable to each degree program in the SFRC.

Student Degree	Research/ Project Credits	
	Course	Max Credits*
PhD – Prior to Qualifying Examination	FOR 7979	15
PhD – Post-Qualifying Examination	FOR 7980	unlimited
MS – thesis student	FOR 6971	6
MFRC (project credits optional)	FOR 6905	6**
MS – non-thesis student	n/a	n/a

*Maximum number of credits that may count toward the degree; however, more may be taken as needed to satisfy funding-associated registration requirements, and similar.

**Students may count up to 10 credits of 6905 toward their degree, but only up to 6 may be taken for the purpose of completing the major project.

Each graduate student has an advisor who is the chair of the Supervisory Committee.

During your first semester, you must select, together with your advisor, a Supervisory Committee which has the responsibility to aid you in planning and facilitating your program goals. This process involves 1) evaluating your past education, 2) determining any academic deficiencies, 3) selecting coursework designed to meet your program goals, 4) conducting examinations relevant to your degree program, 5) overseeing the development and conduct of your research, if applicable, and 6) evaluating your final thesis/dissertation, if applicable. The Supervisory Committee must be approved by the Graduate Coordinator and the Graduate School.

It is imperative that your Supervisory Committee be formed as early as possible in your program. The signatures on the Program of Study serve as the agreement of the faculty members to join your committee, and thus this document is the basis for which your official Supervisory Committee is input into the GIMS system for approval by the Graduate School. As your program evolves, it is critical that all members of your Supervisory Committee be kept abreast of and have input into any changes from the original plan.

If you fail to maintain frequent contact with your advisor and/or committee, they (individually or as a whole) have the right to resign and it will be your responsibility to secure a new advisor before continuing graduate study.



supervisory committee

mentors, colleagues, friends, and bosses



Students with a concentration should have at least one faculty member with relevant experience in the field of study.

Students pursuing a minor must have a member from the department offering the minor.

guidelines for membership

Master of Science (thesis only)

Minimum 3 members

- Advisor/Chair, SFRC Faculty
- Member, SFRC Faculty (Courtesy Faculty permitted)
- Member, any UF Graduate Faculty member or [Special Member](#)

Master of Science (non-thesis)

Minimum 2 members

- Advisor/Chair, SFRC Faculty
- Member, SFRC Faculty (Courtesy Faculty permitted)

Master of Forest Resources and Conservation

Minimum 3 members

- Advisor/Chair, SFRC Faculty
- Member, SFRC Faculty (Courtesy Faculty permitted)
- Member, any UF Graduate Faculty member

Doctor of Philosophy

Minimum 5 members

- Advisor/Chair, SFRC Faculty
- Member, SFRC Faculty (Courtesy Faculty permitted)
- External Member, UF Graduate Faculty, cannot have SFRC affiliation or status
- Member, any UF Graduate Faculty member
- Member, any UF Graduate Faculty or Special Member



Special Members. Individuals who are not UF Graduate Faculty members are permitted to serve on your Supervisory Committee provided that 1) you have met the minimum requirements of committee membership for your degree, 2) the individual has a relevant background to your research program, 3) official appointment forms are submitted.

Changes to Supervisory Committee membership can be made until the midpoint of the graduating semester. The advisor and Graduate Coordinator will need to approve any changes, and the joining member will need to provide written consent to be added to the committee.

Please see the [Academic Coordinator](#) for assistance.

degree program *requirements*



Students may be subject to additional requirements if pursuing [Concentrations,](#) [Certificates, & Minors.](#)

These requirements are not included in the following table; you should contact the offering unit for guidance.

DEGREE PROGRAM REQUIREMENTS TABLE

	MS non-thesis	MFRC	MS thesis	PhD
course requirements	30 GRADED credits - 15 major credits, FOR courses - excludes FOR 6905 - FOR 6933 is permitted if taken for a grade {max 2 credits} - other coursework as desired or mandated by minor, concentration, or certificate - no S/U courses will count {FOR 6910, FOR 6940}	32 GRADED credits - 12 major credits, FOR courses - excludes FOR 6905 - FOR 6933 is permitted if taken for a grade {max 2 credits} - other coursework as desired or mandated by minor, concentration, or certificate - no S/U courses will count {FOR 6910, FOR 6940}	30 credits - 12 major credits, FOR courses - excludes FOR 6905, 6910, 6971 - FOR 6933 is permitted {max 2 credits} - FOR 6940 is permitted {max 1 credit} - FNR 5608, Research Planning - 6 credits FOR 6971 - other coursework as desired or mandated by minor, concentration, or certificate	90 credits - 12 major credits, FOR courses - excludes FOR 6905, 6910, 7979, 7980 - FOR 6933 is permitted {max 2 credits} - FOR 6940 is permitted {max 1 credit} - FOR 7979, 7980 {unlimited} - other coursework as desired or mandated by minor, concentration, or certificate
teaching	not required	yes, registration not required - if FOR 6940 not taken, instructor must submit letter attesting to duties performed	yes, registration not required - if FOR 6940 not taken, instructor must submit letter attesting to duties performed	yes, registration not required - if FOR 6940 not taken, instructor must submit letter attesting to duties performed
research credits	not allowed	not allowed	6 credits of FOR 6971	FOR 7979 {max 15} and FOR 7980
project credits	no	FOR 6905, optional {max 6}	no	no
seminar	no	1 credit 6933 + Exit Seminar	1 credit 6933 + Exit Seminar	1 credit 6933 + Exit Seminar
qualifying exam	no	written exam, one semester before defense	no	written and oral, 2 semesters prior to graduation
final exam	oral and/or written	oral {defense of project} and/or written	oral {defense of thesis}	oral {defense of dissertation}
committee rules	2 total {SFRC + 1 wildcard}	3 total {2 SFRC + 1 wildcard}	3 total {2 SFRC+1 wildcard}	5 total {2 SFRC + 1 UF, non-SFRC + 1 UF, any + 1 wildcard}
final term registration (minimum)	3 credits of letter-graded coursework - 2 in Summer term	3 credits of letter-graded coursework - 2 in Summer term	3 credits of FOR 6971 - 2 in Summer term	3 credits of FOR 7980 - 2 in Summer term
other details	- 10 credit MAX in 6934/6905 - ONE 4000-level course from outside the major can apply w/ petition.	- 10 credit MAX in 6934/6905 - ONE 4000-level course from outside the major can apply w/ petition.	- 10 credit MAX in 6934/6905 - 5 credits MAX in 6910, 6940 - ONE 4000-level course from outside the major can apply w/ petition.	- 10 credit MAX in 6934, 6905 - 5 credits MAX in 6910, 6940 - ONE 4000-level course from outside the major can apply w/ petition.

Teaching Requirement. With the exception of the non-thesis MS degree, students must serve as a teaching assistant (TA) at least once during their tenure in the SFRC. You may register for FOR 6940, Supervised Teaching, but this is not required. If you do not register for Supervised Teaching, the instructor of the course for which you are serving as TA must write a note to the [Academic Coordinator](#) stating that you have successfully completed the TA requirement. This document will serve as fulfillment of the teaching requirement.

This will provide you with an opportunity to acquire teaching experience and to become familiar with teaching resources of the SFRC. The duties of a student assistant are to be strictly academic: sharing knowledge on a specific subject with other students while attaining teaching experience in the classroom, and assisting in the day-to-day activities necessary for the presentation of an academic course. This may include preparing lectures, laboratory exercises, and examinations; photocopying class materials; grading examinations; and presenting materials to students in classroom, laboratory, or field contexts.

Seminar. All students are expected to attend SFRC seminars during their entire tenure in the SFRC. Students pursuing the MS thesis, MFRC, and PhD degrees must register for one credit of Seminar (FOR 6933, either graded or S/U), and are encouraged to do so during their first semester in the SFRC. Students must present a seminar on the content of their research or project before the degree is conferred, though registration for FOR 6933 is not required to coincide with the presentation. Students may elect to take seminar twice for a total of two credits, both able to count toward their total degree credit requirement.

The needs for teaching assistance in SFRC courses vary. Priority classes are those with higher numbers of students and with labs or recitations.

Students may choose to pursue a concentration, minor, and/or certificate in conjunction with the graduate degree.

Students may select up to two minors for their graduate program.

concentrations certificates & minors

Concentrations. Only one concentration may apply to a single degree program. Concentrations can be either a subprogram of the major, or an interdisciplinary program combining coursework from several different departments. The concentration, degree, and program may appear on the student transcript.

Certificates. Graduate certificates may be offered by an academic unit along with a graduate degree. The certificate indicates that the student took a required number of courses in a special area. There is no restriction on the number of certificates a student may receive, however, the coursework must be part of an approved Program of Study. Certificates are not listed on the student transcript.

Minors. A minor is a block of coursework completed in any academic unit outside the major, if approved for master's or doctoral programs listed in this catalog. If a student petitions to use any courses from outside the major to count towards major credit, then a minor in that department is no longer allowed for the student. If a minor is chosen, the supervisory committee must include a representative from the minor field. Coursework in a minor is determined by the department offering the minor, the supervisory committee member representing the minor, and the student's advisor. A minor requires at least 6 to 15 credits depending on the program. Information on minors offered and the requirements for each should be obtained from the department offering the minor. The minor appears on the student's transcript along with the program name and the degree awarded.

concentrations in forest resources & conservation

Agroforestry

Ecological Restoration

Geomatics

Geographic Information Systems

Hydrologic Sciences

Tropical Conservation & Development

Wetland Sciences



Career opportunities for graduates are **exciting** and *varied*.



examinations



Your supervisory committee is responsible for administering all examinations taken to assess progress in your graduate degree program.

You are responsible for coordinating the scheduling of examinations with your committee. **No less than three weeks prior to any examination, you must notify the Academic Coordinator of the date, time, and location of the examination as well as the title of project or defense, as applicable.** Forms which must be prepared in advance will then

be generated. Oral examinations are public and must be announced two weeks in advance of the date of the meeting. You may contact the [Director's Assistant](#) for room scheduling concerns.

The qualifying and comprehensive oral examinations and the oral defense of a thesis, project, or dissertation

may be conducted using video and/or telecommunications. It is required that the student and chair or co-chair must be in the same physical location. All other members may participate from remote sites via technological means if necessary. The written comprehensive examination for the non-thesis master's degree may be taken at a remote site.

You must be registered for at least the minimum number and type of credits for your specific degree during the semester in which any examination is taken.



PhD Qualifying Exams. The Qualifying Examination is required of all Ph.D. students and successful completion of this exam is a requirement for admission to candidacy (see [Graduate Catalog](#) for further details on admission to candidacy). The Qualifying Exam consists of two parts, the written examination and the oral examination. The exam is intended to evaluate your understanding of the major and minor areas of study and your capability for carrying out the proposed research. Therefore, prior to the Qualifying Examination, you should have completed all basic coursework and circulated a draft of your research proposal to all members of your Supervisory Committee. The Qualifying Examination is usually completed in the fourth semester of the program, and must be completed no less than two semesters prior to the date the degree is awarded.

You should request a progress check conducted by the [Academic Coordinator](#) at least two weeks prior to your Qualifying Examination. This is to ensure Admission to Candidacy after successful completion of the Qualifying Exam.

MFRC Written Exam. A written examination is given one semester prior to the Final Examination (oral) to explore your general and specialized knowledge. This exam is conducted by your Supervisory Committee and administered by your graduate advisor.

The written examination precedes the oral examination. For the written portion, your advisor solicits a set of questions from each member of the Supervisory Committee. Normally one-half to one day is spent on each set of questions, which may be open-book or closed-book. One (but no more than one) committee member may decline to submit questions. Each committee member's evaluation of your responses should be returned to the advisor, who in turn will normally return all sets of questions and evaluations to you as soon as possible. You should then discuss your performance with each committee member prior to the oral portion of the examination. Each committee member should have an opportunity to see each other's questions as well as your responses.

The oral examination continues to explore your general knowledge in

Final Examinations. The Final Examination is required of all students and is primarily a defense of your dissertation, thesis, project, and/or coursework, and your comprehension of any topics related to any portions of the major and minor fields may be explored by the Supervisory Committee. Final Exams must be announced two weeks in advance, and all forms associated with the Final Exam must be signed and submitted to the Academic Coordinator at least 48 hours prior to the deadline for the semester in which the examination is taken.

the major and minor fields. Questions may be related or unrelated to those on the written portion of the exam. In general, the oral portion of the Qualifying Examination should be scheduled at least two to three weeks after the written portion to allow you to discuss the written portion with each committee member. The Research Plan may be discussed at the oral exam if there is adequate time; or, it may be discussed at another committee meeting.

All work for the PhD degree must be completed within five years after the date of the Qualifying Exam, or the exam must be retaken.

preparing your

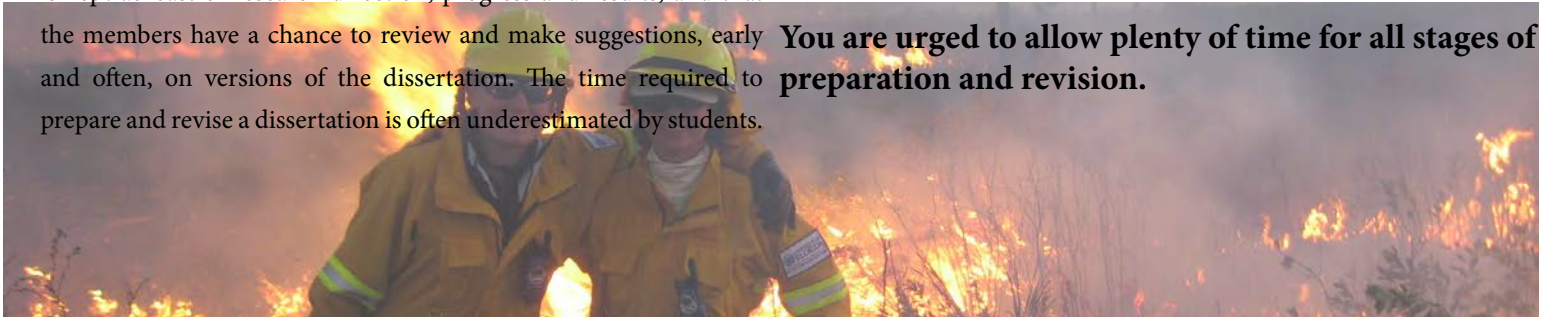
thesis | dissertation

An approved thesis or dissertation is a requirement of the MS thesis and PhD degrees, respectively. The thesis or dissertation reports on the research undertaken for your graduate degree program. It may take several forms, but it must 1) show independent investigation and 2) be acceptable in both form and content to both the Graduate School and the Supervisory Committee. The Supervisory Committee must approve the final version of the thesis or dissertation in order for the degree to be awarded. For this reason, you should make sure that your Supervisory Committee is kept abreast of research direction, progress and results, and that the members have a chance to review and make suggestions, early and often, on versions of the dissertation. The time required to prepare and revise a dissertation is often underestimated by students.

Thesis. For full details on the requirements for writing, formatting, and submitting your thesis, please see: [Graduate Catalog: Master's Thesis Requirements](#). You must pass the oral defense of the thesis, and have your Final Exam Form details posted in GIMS by the Academic Coordinator, before making First Submission. The ETD signature page may be held in your file without signatures pending the approval of the final version of your written thesis. Final submission requires that the ETD form be signed and input into GIMS beforehand.

Dissertation. For full details on the requirements for writing, formatting, and submitting your dissertation, please see: [Graduate Catalog: Doctoral Dissertation Requirements](#) (scroll down to "Dissertation"). PhD students do not defend prior to First Submission. You must pass the oral defense of the dissertation, and have the Final Exam and ETD Form details posted in GIMS by the Academic Coordinator, before making final submission (but no more than 6 months prior to the date of the degree).

You are urged to allow plenty of time for all stages of preparation and revision.



Final Term. When your thesis or dissertation is ready to be put in final form for submission to the Graduate School, you should review the Format Requirements of the Graduate School Editorial Office and should work with the Application Support Center (<http://etd.helpdesk.ufl.edu>) to format the document in order to meet the minimum submission requirements of the [Editorial Office](#).

The Application Support Center offers students assistance with troubleshooting their documents free of charge. The Center also provides more extensive formatting and pdf-conversion services for reasonable fees to the student. It is highly recommended that all students writing theses and dissertations use their services, in order to alleviate some of the stress felt during the approval process.



You can get help with your formatting from Application Support Services at the Editorial Office.

Workshops on writing, formatting, and many other professional development topics (including getting published, interviewing successfully, and obtaining grants) are offered each semester at no cost to you.

Take advantage of these UF Graduate School benefits!

Format requirements:

<http://gradschool.ufl.edu/pdf-files/editorial-format.pdf>

Format examples:

<http://gradschool.ufl.edu/editorial/format.html#samples>

Checklists:

<http://gradschool.ufl.edu/pdf-files/checklist-thesis.pdf>

<http://gradschool.ufl.edu/pdf-files/checklist-dissertation.pdf>

Application Support Center/Electronic Thesis and Dissertation Lab:

<http://etd.helpdesk.ufl.edu>

Graduate School Editorial Office:

<http://gradschool.ufl.edu/editorial/introduction.html#contacts>

student funding & other concerns



Assistantships & Funding.

You may receive a graduate assistantship as part of your offer to join the SFRC Program. Your Letter of Appointment is a contract between you, your advisor, and the SFRC, and details the duties, work hours, registration requirements, duration, and compensatory rate of your appointment. Renewal of the appointment is dependent upon progress made in the research program as well as academics; students who fail to make adequate progress, or whose GPA drops below 3.0, may have their funding terminated. Graduate Assistants are evaluated once per appointment, according to the GAU contract. This evaluation includes a progress assessment by your advisor and is reviewed and signed by the student being evaluated. Your evaluations are available for the review upon request made to the Academic Coordinator. Assistantships and fellowships include an annual salary (stipend), a tuition waiver which covers approximately 85% of tuition and fees, and health insurance through [GatorGradCare](#).

In order to receive an assistantship or fellowship, students must be formally hired upon arrival in Gainesville. You

should contact [SFRC Personnel](#) to set up the appropriate paperwork. It may take several weeks before you are fully set-up in the system, so it is best to begin as soon as possible. Your stipend is stated in your Letter of Appointment and will be paid bi-weekly through the UF Direct Deposit system. You are required to open an account at a US bank and provide the SFRC Personnel office with a voided check upon hiring. [International students](#) should review the applicable section below before contacting SFRC Personnel.

Fellowships. On-campus fellowships from outside the SFRC are also available to graduate students. They include 1) Presidential Fellowships, 2) Alumni Fellowships, 3) Minority Fellowships, or 4) other competitive awards (e.g., language fellowships through the Centers of Latin American and African Studies). Fellowships vary in their requirements and value, and in some cases, applications must be initiated by the prospective student. Details of these and other fellowship opportunities and announcements are available from the SFRC website, the Graduate Catalog, and the CALS website. Students admitted on fel-

lowship funding will have the duties and expectations listed in the Letter of Appointment, and must complete paperwork upon arrival (see [Assistantships](#) for more details).

Other Funding. In addition, other sources of funding may become available to SFRC graduate students. You may find employment on Other Personnel Services (OPS, hourly): funds allocated to support teaching, research, or extension programs. These funds are administered by individual faculty members who should be contacted directly. The University offers short-term loans (applications are available in the Office of the University Financial Services in Criser Hall). The Graduate School, CALS, and other academic units on campus also have scholarships, loans, assistantships or other awards that may be available to you. Information on these is available from the respective offices across campus. You can apply for many non-UF funding opportunities (e.g., Fulbright, NSF, or Rotary Fellowships). Some students are provided funding by their employers, governments (international students), NGO Sponsor, or are self-funded.

Students holding graduate assistantships do not accrue vacation time. Arrangements must be made with your advisor before leaving campus for an extended period of time. Each graduate assistant may take up to 5 days of sick leave each semester. Graduate Assistants may become members of Graduate Assistants United. Details of the collective bargaining agreement are available via the GAU website.

STUDENT FUNDING & OTHER CONCERNS, *continued*

Leaves of Absence &

Readmission. You are permitted, at the discretion of your advisor, to one consecutive semester of non-registration. Permission in writing must be submitted to the Academic Coordinator in order to avoid being flagged for inactive status. Students who fail to register for more than one consecutive semester will be required to submit a Readmission Application (<http://admissions.ufl.edu/grad/readmission.html>) with \$30 fee, and will be subject to any tuition rate increase that may have taken place between the start of the graduate program and the semester of readmission.

If you are on assistantship or fellowship, check with your advisor to learn the possible implications of any leave of absence on your status; it is essential that you register for the minimum number of credits as appropriate or risk losing your funding!

Tuition & Fees.

Students on assistantships or fellowships providing a tuition waiver are exempt from paying tuition costs. However, **you are still responsible for paying student fees**, which include health, athletic, activity, and service fees.

These fees are calculated on a per-credit basis, and the amount varies depending on the semester you were admitted. Check the UF Financial Services website to [calculate the fee amounts](#). Students who are required to pay their portion of fees must do so each semester regardless of the status of the tuition waiver. For the most part, the payment of these fees is “deferred” until two to three months into the semester, but it is best to pay early when possible. Students who fail to pay their fees

on time will be subject to late payment fees (\$100) in addition to their existing financial obligations. Fees may be paid via ISIS, myUFL in person, or check by mail.

Students registered in “off-book” or “self-funded” courses are not eligible for tuition waivers and are subject to varying costs-per-credit according to departmental policy. Contact the program offering the off-book course for details.

Students registering for courses through the Employee Education Program (including State Agency Waivers) may not register for “off-book” courses and are not subject to tuition or fee liability as long as eligible courses are selected. For more information, visit <http://hr.ufl.edu/education/eep/default.asp>.

Florida Residency.

IMPORTANT: Graduate students who are US citizens or permanent residents are expected to obtain Florida residency within 12 months of the start of the semester in which you are admitted. This process must be initiated as soon as possible after arrival in Florida; if you do not obtain residency and provide proof to the Office of the University Registrar by the 12th month of your program, you may be responsible for the FULL AMOUNT of out-of-state tuition and fees – which approximate \$7000 or more each semester.

Distance and international students are exempt from the Residency requirement.

Registrar’s Office – Request for Residency Reclassification Form:

<http://www.registrar.ufl.edu/pdf/residencyreclass.pdf>

(has comprehensive information attached)

Admissions Office – About Residency:

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

(click through the bulleted links)

Health Insurance.

GatorGradCare is an injury and sickness insurance plan created specifically for students on appointments as Graduate Assistants and Pre-Doctoral Fellows. Graduate students on any of these appointments are eligible to participate in the GatorGradCare Health Plan. The University of Florida or supporting Grant/Auxiliary funds will pay the student premium for eligible students. The premium for any covered dependents is your responsibility. If you lose your eligibility GatorGradCard, you do not have the option of paying the premium to continue participation.

For detailed information on eligibility, enrollment, benefits, and more visit the GatorGradCare website. Note that **enrollment in GatorGradCare is not automatic.** You must go online to www.gatorgradcare.com to enroll in coverage by the enrollment deadline.

International students are mandated by law to have health coverage during the entire year, including annual breaks. See <http://www.ufic.ufl.edu/issresources/insurance.htm> for more information.

“Now more than ever before, we need well-educated scientists, educators, resource managers, conservationists, land owners and citizens to address

these issues and help ensure the sustainable use of our natural resources.”

DR. TIMOTHY WHITE,
DIRECTOR OF SFRC

Student Workspace, UF Property, & Facilities.

Student workspace is generally provided by your advisor and located in the his or her laboratory or other designated area. A limited number of SFRC departmental student desks are available on a first-come, first-served basis.

Graduate students are expected to use all University properties and facilities (including vehicles, computers, instruments, telephones, etc.) with deserving

STUDENT FUNDING & OTHER CONCERNS, *continued*



care, professionalism and decorum. A set of keys to Newins-Ziegler Hall and related SFRC properties is available to each graduate student through his/her advisor. The SFRC operations manager will disburse keys upon receipt of a note from the student's advisor stating to which areas the student needs access and which account number the key is to be charged. Each student will have a UF mailbox assigned to them in the mailroom on the 2nd floor of Newins-Ziegler Hall, to be used for UF business/academic mail.

Graduate students who have a valid Florida driver's license, are on appointment with the University, and have permission to charge vehicle-use

costs to a faculty member's account, may check out general-use vehicles through various staff members. Teaching vehicles are controlled by the SFRC operations manager. Grant-funded projects have control over use of their own vehicles. Vehicles are to be used only for research and teaching purposes; they are not for personal use. Students must have a CDL (Commercial Driver's License) in order to drive the SFRC bus.

SFRC also has a departmental bicycle available to borrow for local trips!

As a distance education student, it is especially important that you establish and maintain active and frequent communications with your major advisor and Supervisory Committee to ensure that you progress through your degree program in an efficient manner. Careful planning and timely action is needed in order to be a successful graduate student.

While it is not required for some degree programs, distance students are strongly encouraged to make at least one visit to campus and the SFRC in order to meet your advisor and/or committee, the departmental staff who will assist you, and familiarize yourself with your colleagues. There are travel grants available to you, so apply if you can and come for a visit!



distance education | international students

Students taking SFRC courses from any location other than the Gainesville campus are considered “distance education” students. Special sections of courses are created for you, which only the department can register you for. We strive to provide quality online education for you. Students located outside of Florida are considered “off-book” in order to reduce the cost of tuition you will have to pay; rates are kept closely in-sync with Florida resident tuition and fees.

The most important resource for international students is the [UF International Center](#). International Student Services office at the UFIC is committed to ensuring the integration of international students and families into the life of the University of Florida and the city of Gainesville. There are many opportunities for growth and options for assistance offered through the UFIC, and students are encouraged to take full advantage of the services available.

International students need to obtain a Social Security Card in order to be appointed as Graduate Assistants and receive a stipend and tuition waiver. **You must have been in the U.S. for at least 10 days before applying for a Social Security number.** Please verify the documentation needed in order to obtain the Social Security card, and be sure to bring it with you when you apply. Application must be made in person at the local social security office:

Social Security Administration

2002 NW 13th Street
Gainesville, FL 32609

phone (352) 375.4178

General information: 1.800.772.1213
<http://www.ssa.gov/> (Social Security Administration)

<https://secure.ssa.gov/apps6z/FOLO/Controller> (Gainesville Office)



academic honesty

student conduct

Academic Honesty. Preamble:

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

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

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

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

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

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

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

Student Conduct. Students enjoy the rights and privileges that accrue to membership in a university community and are subject to the responsibilities that accompany that membership. For a system of effective campus governance, it is incumbent upon all members of the campus community to notify appropriate officials of any violations of regulations and to assist in their enforcement. The University’s conduct regulations, available to all students in the Student Guide, are set forth in Florida Administrative Code. Questions can be directed to the Dean of Students Office. This is the first phase of career development and the faculty believes that students need to behave as professionals, conscientiously following commonly accepted norms and meeting deadlines.

human and other resources

who to contact



Academic Advising	
Rhiannon Pollard, Academic Coordinator for Graduate Programs rhiannon-pollard@ufl.edu	120 NZH 846.0853
Taylor Stein, Graduate Coordinator tstein@ufl.edu	345 NZH 846.0860
Bon Dewitt, Geomatics Program bon@ufl.edu	305 Reed Lab 392.6010
Michael Bannister, Ecological Restoration/Certificates mikebann@ufl.edu	336 NZH 846.0146
Scott Sager, Education and Training Coordinator sasager@ufl.edu	130 NZH 846.0846
Kristina Haselier, Academic Coordinator for Undergrad Programs khaselier@ufl.edu	121 NZH 846.0847

SFRC General Assistance	
Marie Meldrum – room scheduling, Director appointments mlme@ufl.edu	136 NZH 846.0850
Carol Blankenship – appointments & payroll issues cblankenship@ufl.edu	132 NZH 846.0863
Cindy Love - travel cilove@ufl.edu	119A NZH 392.6010
Dawnette Lauramore – pcards, purchasing dawnette@ufl.edu	134 NZH 846.0864
Chris Peters – grants chris83@ufl.edu	119B NZH 846.0100
Paul Proctor, Jody Wales – facilities, keys facops-sfrc@ifas.ufl.edu	n/a

Category	Resource	Website	Phone
Academic	Office of the University Registrar	http://registrar.ufl.edu	392.1374
	The Graduate School	http://gradschool.ufl.edu	392.6622
	Editorial Office	http://gradschool.ufl.edu/editorial/introduction.html	392.1282
	Office of Admissions	www.admissions.ufl.edu	392.1365
	College of Agricultural & Life Sciences (CALs)	http://cals.ufl.edu	392.1963
Financial	Student Financial Affairs	http://www.sfa.ufl.edu/	392.1275
	Financial Services *fee calculator*	http://fa.ufl.edu/ufs/cashiers/feecalc.asp	-
	University Tax Services	http://www.fa.ufl.edu/tax/	392.1324
Health & Safety	GatorGradCare - Insurance	http://hr.ufl.edu/benefits/gatorgradcare/bcbs.asp	392.0003
	Student Health Care Center	http://www.shcc.ufl.edu/	392.1161
	Recreation & Fitness Centers	http://recsports.ufl.edu/	846.1081
	U Matter, We Care (Counseling & Support)	http://www.umatter.ufl.edu/	-
	UF Police Department	http://www.police.ufl.edu/	392.1111
Career & Legal	UF International Center	http://ufic.ufl.edu/iss.htm	392.5323
	Student Legal Services	https://www.studentlegalservices.ufl.edu	392.5297
	Career Resource Center	http://www.crc.ufl.edu/	392.1601
	Disability Resource Center	http://www.dso.ufl.edu/drc/current.php	392.1261
	Office of the Ombudsman	http://www.ombuds.ufl.edu/	392.1308
Entertainment	Travel & Recreation Program (TRiP)	http://www.union.ufl.edu/trip/	-
	GatorZone - football	http://www.gatorzone.com/	-
	UF Cultural Plaza	http://culturalplaza.ufl.edu/	-
	Gator Nights	http://www.union.ufl.edu/gatornights/	392.1671
Student Organizations	Forestry Grad Student Organization (FGSO)	http://sfrc.ufl.edu/FGSO/index.html	-
	Geomatics Student Association	http://sfrc.ufl.edu/Geomatics/gsa.htm	-
	Forestry Club	http://sfrc.ufl.edu/forestryclub.html	-
	Society of American Foresters, UF Chapter	http://sfrc.ufl.edu/SAF/index.html	-
	Student Association for Fire Ecology	http://sfrc.ufl.edu/SAFE/index.html	-
	Xi Sigma Pi – Forestry Honor Society	http://sfrc.ufl.edu/xisigmapi.html	-
	Graduate Assistants United	http://www.ufgau.org/	575.0366
	Office of Student Activities	https://www.union.ufl.edu/involvement	392.1671
	Travel & Recreation Program (TRiP)	http://www.union.ufl.edu/trip/	-
	Student Government	http://www.sg.ufl.edu/	392.1665



forms forms forms forms

Program of Study	PhD: Program of Study MS: Program of Study MFRC: Program of Study MS non-thesis: Ecological Restoration
Special Course Registration	Special Course Registration Form
Exit Interview	Exit Interview Form
Graduate Assistant Evaluation	Request from Academic Coordinator
Petition to Waive Late Registration Fee	http://registrar.ufl.edu/pdf/petitionlateregfee.pdf
Late Degree Application	http://registrar.ufl.edu/pdf/latedegreeapp.pdf
Graduation Date Change	http://registrar.ufl.edu/pdf/graduationchg.pdf
Residency Reclassification Request	http://www.registrar.ufl.edu/pdf/residencyreclass.pdf
Withdrawal from All Courses	http://registrar.ufl.edu/pdf/withdrawal.pdf
University Petition (fee liability, hardship)	http://registrar.ufl.edu/pdf/petitionuniv.pdf
Transfer of Credits	Request from Academic Coordinator
Special Committee Member Appointment	Request from Academic Coordinator
Traveling Scholar Form	Request from Academic Coordinator

GRADUATING TERM CHECKLIST ... THINGS TO DO BEFORE YOU CAN FINISH

Register correctly for final term - students on assistantship must register for the appropriate number of total credits!	www.isis.ufl.edu See: Registration Requirements.
Apply for degree	www.isis.ufl.edu
Request Graduation Check	Academic Coordinator
Schedule Final Exam, Exit Seminar (if applicable), and inform Academic Coordinator at least 3 weeks in advance so that forms can be prepared.	Scheduling SFRC conference rooms: Director's Office Notification & Forms: Academic Coordinator
Schedule Exit Interview with SFRC Director, Tim White	Director's Office
Login to GIMS to "Verify" your committee and degree program, including concentration/minor	http://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp
Update your myUFL/ISIS profile and check holds frequently. Pay any outstanding fees.	www.isis.ufl.edu
Review ALL Graduate School deadlines for your degree	http://gradcatalog.ufl.edu/content.php?catoid=2&navoid=845
Final Exam/Defense: obtain all required signatures on graduation forms, and submit no less than 48 hours prior to relevant deadlines.	Signatures: Supervisory Committee Submission: Academic Coordinator
Thesis and Dissertation - First Submission - Final Submission	Thesis: http://gradschool.ufl.edu/pdf-files/checklist-thesis.pdf Dissertation: http://gradschool.ufl.edu/pdf-files/checklist-dissertation.pdf
Provide PDF of final, approved thesis, dissertation, or project to SFRC library	Academic Coordinator
Return all keys or other UF/SFRC property	Facilities Operations
Check holds again!	www.isis.ufl.edu

SUGGESTED TIMELINE OF DEGREE PROGRESS, *a.k.a.* SCHEDULE of DEADLINES



doctor_{of} philosophy

Indicates requirement is due prior to:

- A - start of term
- B - midpoint of term
- C - end of term
- D - specifics determined by committee
- E - two weeks in advance
- F - established by Graduate School
- *approximate

Requirement	First Term	Second Term	Intermediary Terms	Two Terms Prior to Graduation	Final Term
transfer credits					A
identify committee		B			
complete program of study		C			
research proposal			D		
qualifying exam				B	
present exit seminar					C
changes to committee membership					B
announce final examination date & topic					E
final examination deadline					E, C*
document submission - 1st					E, A*
document submission - final					E, C*
graduation					E, C

SUGGESTED TIMELINE OF DEGREE PROGRESS, *a.k.a.* SCHEDULE of DEADLINES

MASTER OF SCIENCE, <i>non-thesis</i>				
Requirement	First Term	Second Term	Intermediary Terms	Final Term
transfer credits	B			
identify committee		B		
complete program of study		C		
present exit seminar				C
changes to committee membership				B
announce final examination date & topic				E
final examination deadline				F, B*
graduation				F, C

master of science

MASTER OF SCIENCE, <i>thesis</i>				
Requirement	First Term	Second Term	Intermediary Terms	Final Term
transfer credits	B			
identify committee		B		
register for FNR 5608	D	D	D	
complete program of study		C		
research proposal		B		
present exit seminar				C
changes to committee membership				B
announce final examination date & topic				E
final examination deadline				F, B*
document submission - 1st				F, B*
document submission - final				F, C*
graduation				F, C

Indicates requirement is due prior to:

A - start of term

B - midpoint of term

C - end of term

D - varies by admission date

E - two weeks in advance

F - established by Graduate School

*approximate



SUGGESTED TIMELINE OF DEGREE PROGRESS, *a.k.a.* SCHEDULE of DEADLINES

master of forest resources & conservation

of

Requirement	First Term	Second Term	Intermediary Terms	Two Terms Prior to Graduation	Final Term
transfer credits	B				
identify committee		B			
complete program of study		C			
project proposal		C			
written exam				B	
present exit seminar					C
changes to committee membership					B
project review by committee					D, B*
announce final examination date & topic					E
final examination deadline					F, C*
graduation					F, C



Indicates requirement is due prior to:

A - start of term

B - midpoint of term

C - end of term

D - specifics determined by committee

E - two weeks in advance

F - established by Graduate School

*approximate