

I. GENERAL INFORMATION

A. WELCOME TO THE COLLEGE OF VETERINARY MEDICINE!

We want to welcome each new graduate student to the College of Veterinary Medicine. As a student in the Master of Science (MS) program, we believe that you will find outstanding educational opportunities available to you at the University of Florida. We sincerely hope that your graduate program here is a rich and rewarding experience. The purpose of the booklet is to help provide the information you will need to plan, conduct and complete your graduate program successfully.

B. ORGANIZATION OF ACADEMIC UNITS

There are four academic departments within the College of Veterinary Medicine (CVM). They are:

1) Infectious Diseases and Pathology, 2) Physiological Sciences 3) Large Animal Clinical Sciences (LACS), and 4) Small Animal Clinical Sciences (SACS). CVM faculty members may be found located at four primary locations: the VAB (Veterinary Academic Building) , the JHMHSC (J. Hillis Miller Health Science Center) , CEHT (Center for Environmental and Human Toxicology) and the VMC (Veterinary Medical Center).

The CVM is administered by Dean Glen Hoffsis, Executive Associate Dean James Thompson, Associate Dean for Research and Graduate Studies Charles H. Courtney, and Associate Dean for Students and Instruction Thomas Vickroy.

C. ORGANIZATION OF GRADUATE PROGRAMS

The Graduate School of the University of Florida is responsible for the enforcement of minimum general standards of graduate work in the University and the overall coordination of all graduate programs in the University. As an umbrella organization, the Graduate School cuts across academic disciplines (such as colleges and departments) and consists of the dean, an associate dean, the Graduate Council, and the graduate faculty (from all academic disciplines).

There are three graduate programs in the CVM jointly administered by the four academic departments as follows:

1. Physiological Sciences Graduate Program (Graduate Coordinator: Dr. Roger Reep; Chairperson: Dr. John Harvey).

2. Infectious Diseases and Experimental Pathology Graduate Program (Graduate Coordinator: Dr. David Allred; Chairperson: Dr. John Dame).

3. Veterinary Medical Sciences Graduate Program (Graduate Coordinators: Dr. Sheilah Robertson, LACS and Dr. Elliott Jacobson, SACS; SACS Chairperson: Dr. Colin Burrows and LACS Chairperson, Dr. Eleanor Green.)

Whereas the Graduate School sets minimum requirements and provides overall coordination, the responsibilities for setting detailed requirements and managing detailed operations of graduate programs are vested within the CVM. This is quite important to the student because it means there are two sets of requirements that the student must meet to graduate. **You must satisfy both the Graduate School and CVM requirements in order to obtain your graduate degree.**

Graduate degrees are not departmentalized within the CVM. In other words, regardless of what department you are affiliated with, you will graduate with a Master's of Science in Veterinary Medical Sciences. All graduate students in the CVM have Veterinary Medical Sciences (VMS) as their official university major. However, your program will be administered by your Major Professor as chairperson of your Supervisory Committee from your department, the departmental Graduate Coordinator as chairperson of the departmental Graduate Program Committee, the

College Graduate Studies Committee that Associate Dean Courtney chairs and the College Office for Research and Graduate Studies.

D. SOURCES OF INFORMATION AND ASSISTANCE

There are many sources of academic and logistical information available to you. Academically, you should work closely with your Major Professor and the other members of your Supervisory Committee. Your Supervisory Committee must be formed early in your graduate program (end of first semester), for it is the function of this Committee to guide all facets of your graduate program.

In addition to your Supervisory Committee, the Associate Dean for Graduate Studies (Dr. Charles H. Courtney), the departmental chairs (Dr. John Dame; - Infectious Diseases and Pathology; Dr. John Harvey - Physiological Sciences; Dr. Eleanor Green - Large Animal Clinical Sciences and Dr. Colin Burrows - Small Animal Clinical Sciences) and the Graduate Coordinators (Dr. David Allred - Infectious Diseases and Pathology; Dr. Roger Reep - Physiological Sciences and Dr. Sheilah Robertson, LACS; and Dr. Elliott Jacobson, SACS; -Veterinary Medical Sciences) are always willing to discuss any facet of your program with you. You may consult with them any time you have a question.

E. STUDENT RESPONSIBILITIES

While there are many sources of assistance and information available to you, **the final responsibility for ensuring that you meet all degree requirements in a timely manner rests with you.** As mentioned above, degree requirements fall into two broad categories: those specified by the Graduate School and those specified by the CVM. It is your responsibility to make sure that both sets of requirements are met.

Degree requirements are intentionally flexible to allow you and your Supervisory Committee to design a program that best meets your needs. However, in some instances, deviation from stated policy on degree requirements may be warranted. **All deviations from stated degree requirements must be approved by the Supervisory Committee, the Graduate Coordinator, the Associate Dean and possibly the Graduate School.**

In addition to meeting stated degree requirements, **it is imperative that all graduate students conduct themselves with integrity.** Students must follow the guidelines for conduct detailed in APPENDIX 1 with respect to potential fraud, plagiarism, cheating, abuses of confidentiality and conflicts of interest.

Our goal is to provide you with a quality graduate education that will meet both your short-term academic objectives, and will also help provide you with the foundation to understand and address the variety of issues and opportunities that you will face as a professional in a changing, evolving society and world.

F. GRADUATE STUDENT ASSOCIATIONS

In addition to the formal Graduate Assistants United on campus, there is another graduate student association called the UF Graduate Student Council. For information contact their office in room 324, Reitz Union, 392-7000. In addition, the College of Veterinary Medicine is proud of our own graduate student organization, the VGSA (Veterinary Graduate Student Association.) Information on this group may be found online at: <http://www.vetmed.ufl.edu/clubs/vgsa/>

G. INTERRUPTION OF GRADUATE STUDY AND LEAVES OF ABSENCE

If a student plans to not register for one semester, the student should ask permission (in writing) from his or her Major Professor and then contact the Registrar so as to be assigned an appointment for registration for the next term. A student who does not register for more than two semesters will have to reapply for admission in order to be reactivated.

II. ADMISSION REQUIREMENTS AND FINANCIAL AID

A. ADMISSION REQUIREMENTS FOR THE MS PROGRAM IN THE CVM

All of the following requirements must be met in order to qualify for admission into the MS program in the CVM:

1. Availability of space, resources and faculty expertise
2. An earned Bachelor's degree or equivalent
3. An upper division undergraduate GPA of 3.2 or the equivalent
4. Three appropriate letters of recommendation
5. Score of 1150 on the GRE. This represents the combined total of the Verbal and Quantitative parts of the examination.
6. Non-U.S. citizens whose native language is not English must submit a score of at least 550 on the TOEFL (Test of English as a Foreign Language). If the applicant has studied at a U.S. school for over a year, the TOEFL is not required.

Exceptions to these admission requirements will be considered if the prospective Major Professor submits a written petition to the CVM Associate Dean for Graduate Studies through the Departmental Graduate Coordinator. International students whose scores on the TOEFL do not satisfy minimum requirements (below 550 on the paper-based test, 213 on the computer-based test or 80 on the internet-based TOEFL) or whose score on the verbal portion of the GRE is below the minimum requirement (below 320) are required to sign up for the screening test of the Scholarly Writing Program (offered at the beginning of the semester). The result of the test will determine whether it is necessary for the student to enroll in the writing course ENS4449 or ENS4450. The Graduate School may also require the student to enroll in a Academic Spoken English course if the score of the first portion of the TOEFL is below 500. These language courses do not count toward a graduate degree.

There are two types of admission to the University Of Florida College Of Veterinary Medicine. The first type of admission is called **direct admission**. A student may be granted direct admission when he/she satisfies both the graduate school and departmental minimum admission requirements and who has demonstrated in his/her previous coursework, a sufficient background and ability to successfully pursue graduate study.

Students who are not eligible for direct admission may be granted **conditional admission**. Conditional admission may be used for those students who do not satisfy the minimum GPA or test score requirement or for those students whose GPA, GRE or TOEFL scores are on the borderline of acceptability, or because specific prerequisite courses are required. Students admitted conditionally are automatically "on probation" for the given time period defined in the conditions. Students granted conditional admission will be notified of the conditions under which they have been admitted. When these conditions have been satisfied, the student will be notified in writing with a copy sent to the Graduate School. If the conditions under which a student has been admitted are not satisfied in the time frame given, that student will not be eligible to register further.

B. ASSISTANTSHIPS AND OTHER FINANCIAL SUPPORT

1. ASSISTANTSHIPS

- a. Availability - A limited number of teaching and research assistantships are available for graduate study. Normally, applications are considered in the Spring for appointment beginning the following July or August, but assistantships may become available at other times. Selection is based on GPA, GRE scores, letters of recommendation, CVM program needs, available space and faculty time. Assistantships are funded from 1) state and federal money provided to the CVM to support the teaching and research programs of the college, and 2) grants and contracts administered by CVM faculty members. More information on assistantships is available from the Research and Graduate Studies Office.
- b. Tuition Payments - The College of Veterinary Medicine receives a limited number of tuition payments for Florida and non-Florida residents. These tuition payments are a benefit offered to those graduate students who will be employed as Graduate Assistants and who meet certain criteria. These include: 1) the student must be currently admitted to a Graduate Program 2) the student must have a GPA of 3.0 or above 3) the student must be employed on the Form GS 705 as a Graduate Assistant for a minimum of .25 FTE. 4) the student must be employed from the first day of classes through the last day of final exams for any individual semester. 5) the student must be registered for the correct number of hours required for the appointment as determined by the FTE (see Appendix 2). Out-of-state students who are U.S. citizens are required to become Florida residents after one year. University of Florida graduate assistants are represented by Graduate Assistants United, the union representing all graduate students on all campuses in the State of Florida.

Tuition payments are processed "on-line" throughout the semester. It is the responsibility of the student to verify that their Letter of Appointment (see Appendix 3) has been entered into the computer by their employing department prior to fee payment deadline. Tuition payments only apply to the minimum hours required for the appointment. Please be sure that the appointment dates on the Letter of Appointment cover the whole semester. Also, be sure that you are registered correctly for your appointment and have no flags on your record. If the Letter of Appointment is not entered into the computer by fee payment deadline the student will be assessed a \$100 late payment fee.

All graduate students receiving tuition payments are required to apply for Florida residency after one year if they receive a tuition payment. This process involves 2 steps. First, go to the Alachua County Courthouse to file a Declaration of Domicile (there is an \$11.00 fee). This may be done anytime without waiting 12 months. Next, go to the Registrar's Office in S112 Criser Hall and complete a Residency Petition Form (see Appendix 4) after you have lived here in Florida 12 months. This petition will require you to prove that you have lived in Florida for 12 months and that you are financially independent and not claimed on your parent's tax form. Bank Statements, rent checks and tax forms may be used for documentation. If you apply for residency as stated above and are denied, you will continue to receive an out-of-state waiver if you meet all the other criteria. However, if you do not apply for residency after one year and are employed as a graduate assistant, the Graduate School has the option of denying you the out-of-state waiver. Further information on applying for residency may be obtained from the Registrar's Office.

- c. Responsibilities - Each credit hour is comprised of two parts; a matriculation fee and various service fees (see Appendix 5 for breakdown). The tuition payment waives the matriculation portion of each credit hour of the appointment up to minimum as determined by the FTE. **The service fees for each credit hour are never waived and must be paid by the student. Please note that if a student's fees are not paid in full by fee payment deadline that he/she will be assessed a \$100.00 late payment fee** by Student Financial Services. The student may also be assessed a late payment fee if the initial tuition waiver is processed after the regular tuition waiver processing period. **Any**

hours that the student registers for over the minimum required for the appointment must be paid for in full (matriculation and service fees) by the student.

Students holding graduate assistantships do not accrue vacation time. Arrangements must be made with the Major Professor 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.

Faculty supervisors evaluate graduate assistants once in writing for each appointment period (See Appendices 6a and 6b). Obligations of both the student and the faculty supervisor are described in the Collective Bargaining Agreement Booklet. A copy may be found in the Office of Research and Graduate Studies or at the Office of the Graduate Assistants United at 109 Peabody Hall, telephone 392-0274.

Registration for graduate courses at the CVM is "on-line" on UF's ISIS (Integrated Student Information System) or may be completed via the "TeleGator" phone registration system during regularly scheduled periods of advance registration and regular registration. On-Line registration may also be completed at the Office of Research and Graduate Studies. Please note it is a CVM rule that you must bring your completed Graduate Course Listing Form (See Appendix 7) signed by both their Major Professor and their Graduate Coordinator to the Office of Research and Graduate Studies regardless of which system with which you register. **Please note that if a student has not registered for anything by the end of regular registration that he/she may be assessed a \$100.00 late registration charge by Student Financial Services.**

Drop/Add procedures are also "on line" or accessible via "TeleGator" for any regular drop/add periods. However, late registration and any drop/add performed after the regular drop/add period must be completed by hand carrying a drop/add form to the Registrar's Office, Room S222 Criser Hall.

2. Fellowships

Several fellowships are available to graduate students. These include Graduate Minority Fellowships, Patricia Roberts Harris Fellowship, the UF Alumni Fellowship, the Jose Marti Scholarship Challenge Grant Fund for Hispanic-American students, the Seminole-Miccosukee Indian Scholarship and the Fulbright-Hays Graduate Fellowships. Details of these and other fellowships are available in the Graduate Catalog.

3. Other Financial Aid

The CVM offers additional funding other than assistantships. At the annual CVM Phi Zeta Research Emphasis Day, the CVM recognizes several graduate students upon recommendations of an ad hoc committee of graduate faculty. These include the Charles F. Simpson Memorial Scholarship (\$500), the CVM Excellence in Doctoral Studies Award (\$100), the CVM Excellence in Masters Studies Award (\$100), the CVM Excellence in Clinical Science Research Award (\$100), and the CVM Excellence in Basic Science Research Award (\$100) and the CVM Achievement Award in Graduate Studies (\$1,000).

4. Graduate Student Loan Fund

Also, an interest-free graduate student loan fund is available to those CVM graduate students who experience a delay while their payroll paperwork is being processed. A loan check may usually be obtained the same day that it is requested. More information on either of these may be obtained at the Office of Research and Graduate Studies.

III. DEGREE REQUIREMENTS - MASTER'S OF SCIENCE

General Information

In order to obtain a MS degree, you must complete several types of requirements: 1) coursework requirements, 2) examinations, and 3) completion of a MS thesis. These requirements are detailed below, and the MS is awarded only after satisfactory completion of all of these requirements.

A. COURSEWORK

1. Minimum Degree Credit Hours - A minimum of 30 semester credit hours is required for the MS degree. At least half the required credits, exclusive of Master's Research 6971, must be in the field of study designated the major. Thus, 12 credits in the major are required. These include all courses with the VME prefix and the additional courses as noted in the Graduate Catalog for Veterinary Medical Sciences that may be accepted for graduate credit as part of a candidate's major. A student will not be allowed to graduate taking only pass-fail courses. Students are required to enroll in courses in the major that are letter graded.

A maximum of 6 credits of Masters Thesis (VME 6971) may be counted towards the minimum of 30 Degree Credits, although more than this may be accumulated by the student. Three hours out of the six must be taken during a student's final term of enrollment.

2. Transfer of Credit - No more than 2 courses (6 to 9 credits) of graduate or DVM work may be transferred. Transfer of credit courses must be approved by the student's Supervisory Committee, and endorsed by the Graduate Coordinator and the CVM Associate Dean for Graduate Studies, and approved by the Dean of the Graduate School. Transfer of credit must be accomplished by asking the Program Assistant in the Office of Research and Graduate Studies to complete the "Transfer of Graduate Courses for Master's Degree" (See Appendix 8) form during the student's first term of enrollment in the Graduate School.
3. Unsatisfactory Performance in Coursework - Student's who do not maintain a 3.0 average in all work will be subject to exclusion from further registration as a graduate student. For students on assistantships, the Graduate School automatically disallows assistantship appointment, and thus, tuition waivers in the following semester when the cumulative GPA drops below 3.0. If you think that your cumulative GPA has fallen below 3.0, do not wait until registration for the next semester. You should consult with your Major Professor and the Graduate Coordinator. If you receive an Incomplete or an "I" grade you are allowed one term to make it up without penalty. After one term, an "I" grade counts as an "E" grade and will be counted in the calculation of your cumulative GPA.

- B. EXAMINATIONS** - A final oral examination is required. This exam is administered by the Supervisory Committee and evaluates the student's proficiency and general knowledge in the major field of study and evaluates the thesis and the student's comprehension thereof. This examination must be completed within 6 months of the date the degree is to be conferred. The results of the exam are reported to the Graduate School using the form "Report on Thesis and/or Final Examination" (See Appendix 9). See Section VI for more details on the final examination.

- C. THESIS** - An approved MS thesis is a requirement of the MS degree. The MS thesis reports on the results of the MS thesis research. Contact the Graduate School Editorial Office (Room 168 Grinter Hall) for details. The Supervisory Committee must approve the final version of the MS thesis in order for the MS degree to be awarded. For this reason, the student should make sure that the Supervisory Committee is kept abreast of research direction, progress and results, and that the members have a chance to review and make suggestions on early versions of the thesis. When the thesis is ready to be put into final form, the student should refer to the Graduate School's web site for information on preparing a Thesis. Computer software to assist in preparation of the thesis according to Graduate School standard format is available from CIRCA (392-2007). Please note that it is the student's responsibility to meet all submission deadlines as

published each term on the Graduate School's web site, :
<http://gradschool.rgp.ufl.edu/>

(See sample page - Appendix 10). The first submission of a student's thesis is on plain regular paper, however, the final version must be submitted electronically.

The members of the Supervisory Committee must have an opportunity to review the thesis in advance of the exam so that they may advise the student of any needed revision before the final exam. A final copy should be made available to the members of the Supervisory Committee 10 working days prior to the scheduled date of the final exam. After a successful final exam, revisions which may be suggested by the Supervisory Committee are made and signatures obtained on the signature page of the revised thesis. This final version must be submitted to the Graduate School for an editorial review.

- D. APPLICATION FOR DEGREE - Students must apply for their degree each semester that they expect to graduate (See Appendix 11). Deadline dates for degree application may be found in that year's graduate catalog.
- E. REGISTRATION DURING THE FINAL SEMESTER - Students must be registered for the minimum number of credits during the semester of the final examination and graduation unless all requirements for graduation have been met before the beginning of the semester. In general this means registering for 3 credit hours of VME 6971 if Fall or Spring is the last semester and 2 credits of VME 6971 if Summer A or B is the last semester.
- F. TIME LIMITATIONS - All work must be completed within the seven years immediately preceding the date on which the degree is awarded.
- G. STUDENT CONDUCT - Students must conduct their graduate program in a manner of high ethical standards and integrity. Guidelines and standards relating to fraud, cheating, plagiarism, conflict of interest, etc. are detailed in the back of this booklet (Appendix I) "Integrity in Graduate Study."
- H. SEXUAL HARASSMENT AND DISCRIMINATION - If at any time during your graduate program, you feel that you have been sexually harassed or discriminated against in any way, you should immediately contact your Graduate Advisor, Department Chair, Graduate Coordinator, or the Office of Research and Graduate Studies.

IV. SUPERVISORY COMMITTEE

General

- A. To be appointed as soon as possible and in general no later than the end of the first semester of equivalent full-time study.
- B. To inform the student of all regulations governing the degree sought. This does not absolve the student from becoming informed of these regulations.
- C. To meet immediately after appointment to review the background preparation and current progress of the student and to discuss and approve a program of study.
- D. To meet and discuss a thesis topic and to approve this topic and written plans for carrying out the research.
- E. To meet when the work on the thesis is at least one-half completed to review procedures, progress, expected results, and to make suggestions for the completion of the study.
- F. To give the student a yearly Academic Evaluation (See Appendix 12) to appraise academic progress.

Each graduate student has a Major Professor who has a graduate faculty appointment in the College of Veterinary Medicine who is the chairperson of the Supervisory Committee. The Supervisory Committee is recommended by the Major Professor, in consultation with the student, and is approved by the Department Chair, or departmental Graduate Coordinator, the Associate Dean for Research and Graduate Studies and the Dean of the Graduate School. The student must notify the Office of Research and Graduate Studies of the Supervisory Committee once its members are decided so that the Committee may be input and on record in the Graduate School's database. Should the makeup of the Supervisory Committee change, a new Supervisory Committee must be updated online and approved.

The Supervisory Committee (see Appendix 13) for the Master's Degree shall consist of no fewer than three members of the graduate faculty including the chair. The student should work closely with all members of the Supervisory Committee through all aspects of the program.

V. PROPOSED SCHEDULE OF COURSES

An academic evaluation is conducted by the Supervisory Committee following the first semester of enrollment for the purpose of program development. This evaluation results in a PROPOSED SCHEDULE OF COURSES (see Appendix 14) which shall be submitted to the Graduate Coordinator and the Associate Dean for Research and Graduate Studies for approval prior to the end of the first semester in which the Supervisory Committee is formed. If you are not a full-time student, you may be granted an extension.

VI. FINAL EXAMINATION

A final comprehensive examination is required for all graduate students and is administered by the Supervisory Committee. All committee members should be present. This oral examination includes but is not limited to the defense of the thesis. Just prior to the examination, the student presents a public seminar on the results of the thesis research.

Time Schedules:

Notice of the time and place of the final examination (See Appendix 15) must be submitted to the Associate Dean for Research and Graduate Studies, the Graduate Coordinator, and all CVM Graduate Faculty, 10 working days prior to the examination. A copy of the thesis must be lodged with the Librarian in the CVM Reading Room 14 days prior to the examination.

Notification of Results:

The results of the final examination should be made on the form "Report on Thesis or Dissertation and/or Final Examination" (See Appendix 9). All members of the official supervisory committee, the Department Chair or Graduate Coordinator, and the Associate Dean for Research and Graduate Studies, CVM, are required to sign the Final Examination Report, and without exception, three original thesis signature pages. All attending graduate faculty should also be named on the Final Examination Report.

Final examination reports for thesis candidates should be delivered to the Editorial Office, 168 Grinter Hall, no later than 4:00 p.m. of the specified deadline date.