

## 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 Doctor of Philosophy (Ph.D.) 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 Students and Instruction Thomas Vickroy and Associate Dean for Research and Graduate Studies Charles H. Courtney,

### 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. Louis Archbald, 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 Doctor of Philosophy 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. Louis Archbald, 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 - DOCTOR OF PHILOSOPHY

### General Information

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

#### A. COURSEWORK

1. Minimum Degree Credit Hours - A minimum of 90 semester credit hours is required for the Ph.D. degree. Specific coursework is at the discretion of the Supervisory Committee within the following broad guidelines and requirements.
  - \* A portion of the 90 degree credits may be transferred from a Master's or other graduate or post-baccalaureate program (see below).
  - \* A maximum of 5 credit hours in each of Supervised Teaching (VME 6940) and Supervised Research (VME 6910) may count towards degree credit.
2. Transfer of Credit - Thirty (30) credit hours may be transferred from a Master's Degree in a related field of study or from a DVM from a U.S. school to the student's current Ph.D. program. Transfer of credit courses must be approved by the student's Supervisory Committee, the Departmental Graduate Coordinator, the CVM Associate Dean for Graduate Studies, and approved by the Dean of the Graduate School. Official transcripts from all relevant universities must accompany the letter of request.
3. Research Credits - Prior to completion of the Qualifying Exam (see Section B), a student may register for Advanced Research (VME 7979). After admission to candidacy (after successful completion of the Qualifying Exam), the student may register for Doctoral Research (VME 7980). You may not register for VME 7979 after admission to candidacy.
4. Period of Concentrated Study - Each Ph.D. study must fulfill a period of concentrated study. This begins after the first 30 credits of degree credits are accumulated. this may be accomplished by 1)registering for 30 semester hours in one calendar year, or 2)registering for 32 semester hours in no more than four semesters within a period of two calendar years on the University of Florida campus.
5. 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. QUALIFYING EXAMINATION

A qualifying examination is required for all doctoral students and is a requirement for admission to candidacy. The student must register during the term that the qualifying exam is given. The qualifying examination is both written and oral. The qualifying exam is intended to evaluate a student's understanding of their scientific discipline and their capability for carrying out the proposed dissertation research. Notice of the time and place of the oral portion of the qualifying exam must be sent to the Associate Dean for Research and Graduate Studies, the Graduate Coordinator, and all CVM departmental graduate faculty.

Administration of Examination: The written and oral portions of the qualifying examination are

conducted by the student's Supervisory Committee and may involve other CVM graduate faculty. Five graduate faculty members must be present for the oral portion of the examination.

Time Frame: The examination usually takes place near the end of the second year of graduate study. Between the qualifying examination and the date of the degree, there must be a minimum of two semesters if the candidate is in full-time residence and one calendar year if the candidate is on less than a full-time basis. **All work for the Ph.D. must be completed within five calendar years after the qualifying examination or this examination must be repeated.**

Results: The results of the qualifying exam, successful or unsuccessful, must be sent to the Associate Dean for Research & Graduate Studies and, in turn, the Graduate School. The form "Admission to Candidacy" (See Appendix 8) is used to indicate successful completion of the qualifying exam (See Section IIIC for other requirements). If a student fails the exam and is not admitted to candidacy a written report must be filed with the Graduate School.

Re-Examination: If a student fails the qualifying examination and requests a re-examination, such re-examination must be agreed to and recommended by the Supervisory Committee and approved by the Graduate School. At least one semester of additional preparation is considered essential before re-examination.

### C. **ADMISSION TO CANDIDACY**

A graduate student does not become an actual candidate for the Ph.D. degree until granted formal admission to candidacy. Such admission requires the approval of the student's Supervisory Committee, the Department Chairperson or Graduate Coordinator, the Associate Dean for Research & Graduate Studies, and the Dean of the Graduate School. The approval is based on (1) the academic record of the student, (2) the opinion of the supervisory committee concerning overall fitness for candidacy, (3) an approved dissertation topic and (4) a qualifying exam. Application for admission to candidacy should be made as soon as the qualifying examination has been passed and a dissertation topic has been approved by the student's supervisory committee.

- D. **DISSERTATION** - An approved dissertation is a requirement of the Ph.D. degree. The Ph.D. dissertation reports on the results of the research. The Ph.D. dissertation must 1) show independent investigation and 2) be acceptable in both form and content to both the Supervisory Committee and to the Graduate School. The Supervisory Committee must approve the final version of the Ph.D. dissertation in order for the 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 dissertation (For more details on dissertation requirements refer to the Graduate Catalog). When the dissertation is ready to be put into final form, the student should consult the Graduate School's web site for formatting instructions. Computer software to assist in preparation of the dissertation according to Graduate School format standard is available from CIRCA (392-2007). Please note that it is the student's responsibility to meet all submission deadlines as published each term by the Graduate School (See sample page - Appendix 9).

The members of the Supervisory Committee must have an opportunity to review the dissertation 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 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 (in black ink) on the signature page of the revised dissertation. When the final version of the Ph.D. dissertation has been signed by all members of the Supervisory Committee, it should be delivered electronically to the Graduate School.

- E. **FINAL EXAMINATIONS** - A final comprehensive examination is required for all graduate students. This oral exam includes but is not limited to the defense of the dissertation. The final exam evaluates the student's proficiency and general knowledge in the major field of study and

evaluates the dissertation and the student's comprehension thereof. This examination may not be scheduled earlier than the term preceding the semester in which the degree is to be conferred. An "Announcement of Final Defense" form must be prepared (See Appendix 10) by informing the Office of Research and Graduate Studies of the event at least 2 weeks prior to its scheduled date. This flyer is sent to the Associate Dean for Research and Graduate Studies, the Graduate Coordinator, and all CVM departmental faculty. At least five faculty members, including all members of the Supervisory Committee must be present. At the time of the defense all committee members sign the dissertation signature pages and all committee and attending faculty members should sign the Final Examination Report. The results of the exam are reported to the Graduate School using this form "Report on Thesis or Dissertation and/or Final Examination" (See Appendix 11). All Committee members, without exception, should sign the signature page of the dissertation and the form Report on Thesis or Dissertation and/or Final Examination as well as the Graduate Coordinator and the CVM Associate Dean for Research. The fully signed copy of the dissertation along with the signed Final Exam Report should be returned to the Graduate School, Room 168 Grinter Hall, no later than 4:00 P.M. of the specified deadline date.

- F. APPLICATION FOR DEGREE** - Students must apply for their degree each semester that they expect to graduate (See Appendix 12). Deadline dates for degree application may be found in that year's graduate catalog .
- G. 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 7980 if Fall or Spring is the last semester and 2 credits of VME 7980 if Summer A or B is the last semester.
- H. 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."
- I. 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 before 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 dissertation topic and to approve this topic and written plans for carrying out the research.
- E.** To meet when the work on the dissertation 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 Letter of Evaluation (See Appendix 13) to appraise academic progress.

Each graduate student has a Major Professor who is the chairperson of the Supervisory Committee (see Appendix 14). The Supervisory Committee is recommended by the Major Professor, in consultation with the student, and is approved by the Department 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. Should the makeup of the Supervisory Committee change, a new Supervisory Committee form must be submitted and approved. The Supervisory Committee for the Ph.D. degree shall consist of no fewer than four members of the graduate faculty including the chair. (Two members shall be from the department conferring the degree and one outside member shall be drawn from an different educational discipline.) Five faculty members (including all members of the Supervisory Committee) and the graduate Dean's representative must be present for the final exam.

#### **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 15) 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.