



UNIVERSITY OF FLORIDA
GENETICS INSTITUTE
Genetics & Genomics Graduate Program

Graduate Program Handbook

2021-2022

*Please note that all forms can be found on the Graduate Program
Canvas page and on the website*

Table of Contents

PREFACE	4
GRADUATE PROGRAM STAFF	4
UNIVERSITY OF FLORIDA GENETICS INSTITUTE MISSION	5
DEGREE REQUIREMENTS	5
COURSEWORK.....	5
GMS 6290: Genetics & Genomics Seminar Course.....	6
UFGI Seminar Series and Trainee Lunches.....	6
REGISTRATION	7
Registration Procedure	7
Required Credit Minimums.....	7
Course Drop/Add and General Withdrawal.....	7
ROTATIONS	7
Choosing a Rotation Host.....	7
1ST YEAR EXAM.....	9
FACULTY ADVISOR.....	9
SUPERVISORY COMMITTEE.....	10
QUALIFYING EXAM.....	11
Grant Proposal Instructions	12
INDIVIDUAL DEVELOPMENT PLAN (IDP)	14
ANNUAL EVALUATION	14
PREPARING FOR GRADUATION.....	15
Graduation Timeline	15
Final Exam	15
FUNDING	16
FIRST YEAR	16
POST-FIRST YEAR.....	16
GENETICS & GENOMICS SUPPLEMENTAL APPOINTMENT POLICY	16
TRAVEL AWARDS.....	17
EXTERNAL FUNDING	17
FEES.....	18
FLORDIA RESIDENCY.....	18
HEALTH INSURANCE REQUIREMENT	18
LETTERS OF APPOINTMENT AND PAYROLL.....	19
GATOR 1 CARD (IDENTIFICATION BADGE)	19

EMAIL ACCOUNT AND INTERNET ACCESS..... 19

GRADUATE ASSISTANT BENEFITS..... 19

GRIEVANCE/COMPLAINT PROCEDURES..... 20

 ACADEMIC GRIEVANCES 21

SEXUAL HARASSMENT POLICY 21

PETITIONS..... 22

CAREER SERVICES..... 22

RESEARCH OWNERSHIP AND PROPERTY ISSUES 22

GRADUATE STUDENT RESOURCES 23

 UFGI SERVER AND PRINTER 23

 UFGI SUITE 23

 GRADUATE STUDENT ASSOCIATIONS 23

 INTERNATIONAL GRADUATE STUDENTS..... 24

 GRADUATE STUDENTS WITH DISABILITIES 24

 UNDERREPRESENTED STUDENTS..... 24

 UF COUNSELING AND WELLNESS CENTER 24

 CAMPUS PARKING DECALS 24

GRADUATE STUDENT INTEGRITY 25

PREFACE

The University of Florida Genetics Institute is excited you have chosen to spend this stretch of your scientific career with us, and hopes you find your time with us to be educational and enjoyable. Our program is designed to help graduates succeed in a variety of scientific fields: academia, industry and entrepreneurship.

The purpose of the Genetics & Genomics Graduate Handbook is to outline admissions process, course requirements, and additional information that will be helpful in accomplishing your career and educational goals. Regulations, policies and procedures outlined in this handbook were adapted from the Graduate Handbook of the Animal Sciences Department, Graduate Catalog of the University of Florida, UF Graduate Student Handbook, and Graduate Council Policy Manual. *For the most up to date policy information from the Graduate School, please see the Graduate Catalog website: <https://catalog.ufl.edu/graduate/>*

It is important to note that, in some cases, specific regulations established by the Genetics & Genomics Graduate Program differ from the minimums set by the Graduate School and outlined in the Graduate Catalog. **It is the responsibility of each graduate student to ensure that all regulations and deadlines pertaining to their degree program are fulfilled.** Finally, this handbook also includes information that will assist you in making Gainesville your home during your graduate studies.

GRADUATE PROGRAM STAFF



Connie J. Mulligan, Ph.D.

Graduate Coordinator
Professor
Department of Anthropology
College of Liberal Arts and Sciences

Contact

Office: 352-273-8092 Email: cmulligan@ad.ufl.edu
Cancer and Genetics Research Complex
Office: 409, Lab: 415



Brittany M. Hollister, Ph.D.
Academic Program Specialist III
UF Genetics Institute

Contact

Office: 352-273-8124 Email: b.hollister@ufl.edu
Cancer and Genetics Research Complex
Office- 117

The role of the **Graduate Coordinator** is to guide students through the Graduate Program. This includes teaching the seminar course, meeting with students throughout the first year as they complete rotations, providing guidance on scientific and career development, and supporting students with challenges.

The role of the **Academic Program Specialist** is to be the first point of contact for the students in the program. This includes helping with on-boarding of new students, course registration, milestones, and other administrative needs. The Academic Program Specialist assists with the Seminar Course and plans other student-oriented events. The Academic Program Specialist is also available for guidance, mentoring, and any questions or assistance and can help direct students to the best person to help them if needed.

UNIVERSITY OF FLORIDA GENETICS INSTITUTE MISSION

The University of Florida Genetics Institute (UFGI) seeks to promote excellence in the areas of genetics and genomics at the University of Florida by:

- Building community, facilitating collaboration, and creating opportunities for intellectual exchanges among investigators working in diverse taxonomic systems but with a common set of approaches in genetics and genomics.
- Supporting recruitment and retention of outstanding faculty in the areas of genetic and genomics.
- **Supporting graduate education in the areas of genetics and genomics.**
- Enhancing the ability of researchers at the University of Florida to compete for multidisciplinary research grants in the area of genetics and genomics.

DEGREE REQUIREMENTS

COURSEWORK

The Genetics & Genomics PhD program has several required courses, most of which are taken in the first year. Beyond the first year, the student's coursework is determined by the student, their mentor, and committee; students take additional courses until their qualifying exam, which must take place by the end of the Fall semester of their third year. Genetics & Genomics students are required to enroll in the program seminar course every semester for the duration of the program. Students who are in their final semester are exempt from this requirement.

Students are required to maintain at least a 3.0 GPA in all coursework. The following is UF Graduate School Policy on grades: "Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated and a 3.00 truncated GPA in their major (and in the minor, if a minor is declared) at graduation. Students with less than a 3.00 GPA may not hold an assistantship or fellowship."

- **First Year Courses**
 - Fall Semester

- GMS 6221- Ethics in Genetics (1 credit)
 - GMS 6290- G&G seminar course (1 credit)
 - GMS 5905- Big Data for the Biologist (3 credits)
 - PCB 5065- Advanced Genetics (4 credits)
- Spring Semester
 - GMS 6290 G&G seminar course (1 credit)
 - GMS 6231 Genomics and Bioinformatics (3 credits)
 - BCH 6415 Advanced Molecular and Cell Biology (3 credits)
 - *Students often take 2 credits of GMS 7979- PhD research to meet the 9-credit minimum*
- **Second Year and Beyond**
 - All students must take GMS 6290 (G&G seminar course) every semester with the exception of their graduation semester
 - Students who register for research hours must register for GMS 7979 or GMS 7980
 - Students register for GMS 7979 prior to passing their qualifying exam and GMS 7980 after passing their qualifying exam
 - Elective courses are selected by the student, mentor, and committee to be tailored to the student's needs
- **Exceptions**

Any requested exceptions to the above requirements must be discussed with and approved by the Graduate Coordinator

GMS 6290: Genetics & Genomics Seminar Course

Each week all the Genetics & Genomics Graduate Program students meet in the Cancer and Genetics Research Complex, room 101, for the program seminar course. The topic of discussion changes each week. At least one session each semester will focus on professional development. Class attendance is mandatory, and is monitored via the submission of peer review sheets. As punctuality is a critical element of professional development, chronic tardiness or absence will have a negative impact on class grades.

Student presentations will include the following:

- First-year students present their 20-minute rotation talks in both Spring and Fall.
- Students in their second year and beyond present once every academic year.
- Graduating students are encouraged to practice their dissertation defense in the course. Please notify the Academic Program Specialist as soon as possible to reserve a date to practice.

UFGI Seminar Series and Trainee Lunches

The UFGI Seminar Series is a weekly event where visiting speakers give talks about their research. These seminars are considered a part of the GMS 6290 course so attendance is required. Please review the GMS 6290 syllabus each semester to understand the current attendance requirements.

The UFGI provides a trainee lunch with each seminar speaker. G&G students are highly encouraged to attend these lunches. Food is always provided and it is an excellent opportunity for students to network with researchers outside of UF.

REGISTRATION

Registration Procedure

As many of the required courses are departmentally controlled, students will often need the Academic Program Specialist to register them for courses. Prior to open enrollment, the Academic Program Specialist will email all students asking them to send their registration information via the Registration Form. Please respond to the email accordingly, following all deadlines. Students who are not registered prior to the close of open enrollment will incur a fine.

Required Credit Minimums

To graduate with the PhD in Genetics & Genomics, students must take a minimum of 90 credits total.

Students who are graduate assistants are required to take 9 credits each Fall and Spring, and 6 credits in the Summer.

- These minimums may be different for students who are on fellowships.
- Students on fellowships should clarify with their fellowship program regarding their minimum credits.
- If a student requires a petition regarding their minimum credits, it is the student's responsibility to inform the Academic Program Specialist.

Students cannot take additional credits beyond the 9 credits in the Fall/Spring and 6 credits in the Summer if they are on an assistantship as additional credits will affect the student's tuition waiver.

Course Drop/Add and General Withdrawal

Courses can be dropped or added during 'drop/add' week without penalty. After drop/add, students may drop a course with the approval of their college until the drop deadline listed in the academic calendar. Withdrawal formally drops all courses in a term. Students who withdraw after drop/add and before the deadline for withdrawal will receive a grade of W for all courses. Course drop/add and withdrawal procedures are listed at <https://catalog.ufl.edu/UGRD/academic-regulations/dropping-courses-withdrawals/#withdraw>.

ROTATIONS

Rotations allow students to explore their research interests, gain experience in a lab, and determine whether they will be a good fit with the potential mentor. During their first year, students participate in at **least three rotations**. The rotation hosts must represent **at least two different colleges**. Each rotation lasts approximately eight weeks.

Choosing a Rotation Host

Students will be contacted by the Academic Program Specialist before the Fall semester with information about arranging their rotations. **As students begin their first rotation in August, they are expected to arrange the rotations by the time they arrive for the Fall semester.** The earlier students attempt to arrange rotation hosts, the more time students will have to arrange for alternate hosts, should one fall through.

Potential hosts must meet the following requirements:

- Graduate faculty status— Rotation hosts must be classified as 'graduate faculty' in their home department or college.

- UFGI faculty member– Rotation hosts must be a member of the University of Florida Genetics Institute: the member list is available on the UFGI website: <http://ufgi.ufl.edu/ufgi-faculty/ufgi-members-listing/>
- Sufficient financial support– Rotations hosts must be able to financially support students as of Summer B after the student’s first year, should they be invited to join the faculty member’s lab.

UFGI Membership: If a student is interested in doing a rotation in the lab of a researcher who is not a UFGI member, they should consult the Academic Program Specialist or Graduate Coordinator about whether the project they are considering is focused on genetics and/or genomics and therefore appropriate for G&G. After speaking to the Graduate Coordinator, the student should speak with their potential host about becoming a UFGI faculty member.

Funding: The program recommends students discuss funding with their potential hosts. Clarify whether the investigator would be able to financially support you beginning Summer B after your first year, should you be invited to join their lab. **If a faculty member does not have funding to support you after your first year, they cannot be your rotation host.** The only exception to this rule is if you have already found a PhD mentor who has signed the mentor form. If you have identified a PhD mentor and your mentor has signed the mentor form, you can use rotations to develop additional research skills or identify potential committee members.

Other Considerations: Rotations are not just a trial period for students to determine whether they want to work in a certain lab. It is also a time for the investigator to evaluate whether they want you in their lab. It will be up to you to demonstrate through your work ethic and attendance why your host should invite you to join their lab. Be aware they may discuss your performance with other researchers. Rotation hosts will also be required to submit feedback on your rotation via the rotation form.

As you choose your potential rotation hosts, remember these are the faculty from whom you will choose your mentor for the remainder of your time in the G&G program. Students should take more into consideration than just whether they admire the investigator’s work. They need to also be sure they are personally compatible with their potential host and the lab environment. Students will be in their mentor’s lab for four or more years. They need to be sure that they can get along with this person, and that they will be doing research they find interesting and motivating.

What to Discuss with your Host at the 1st Meeting: Students should not assume their host is familiar with the requirements, structure, or policies of the G&G program. They may not have hosted students from the UFGI before. It is also possible that they may be accustomed to hosting students from other programs with different expectations. Below are some recommended topics of discussion for your first meeting with your host:

- Introduction– Tell the faculty member a little about yourself and your research interests. Ask your host about their research interests and primary objectives.
- The G&G program– Your host may not be familiar with how the program works. If they have questions you cannot answer, you can put the host in contact with the Graduate Coordinator and Academic Program Specialist.
- Rotation expectations– Discuss how you should spend your time in the lab. Be sure your host is aware you are required to be in their lab for a minimum of 10 hours a week for eight weeks.
- Funding– Tell your host you are in their lab because you are considering them as a potential PhD mentor. Find out whether they would have the resources to financially support you as a member of their lab beginning Summer B after your first year. *If they cannot fund you, it would not be worth using one of your limited rotations in their lab.*

- Your rotation talk— Let your host know you will be expected to do a rotation talk as part of the G&G seminar course, GMS 6290, once you complete your rotation. Ask whether they can help you organize the talk. Let them know when and where it will take place, in case they would like to attend.

Final selection: Once the student has settled on a rotation host, they must contact the G&G Academic Program Specialist and Graduate Coordinator with the name, college and department of their host. Students can find this information on the researcher's UF Web page, or by contacting the researcher.

Please be aware that students who do not identify a faculty advisor and assistantship by the end of their first year (June 30) cannot continue in the G&G program.

1ST YEAR EXAM

The First Year Exam is a comprehensive exam administered at the end of the first year of the Genetics & Genomics Graduate Program, typically in mid to late May. The exam has two parts: a closed book in-class exam and a take-home exam. Both parts of the exam involve multiple sections, and each section corresponds to one of the first year required classes. (For example, there will be an Advanced Genetics section on the in-class exam and the take-home exam).

Students take the in-class exam first, and then are given the take-home exam. Students will have one to two weeks to complete the take-home exam. Exams are written and graded by the Academic Status Committee, which consists of the instructors of the first-year courses, as well as the Graduate Coordinator.

Students will receive one of three evaluations: pass, conditional pass, or fail. Most students pass the First Year Exam and continue in the program. Students who receive a failing evaluation will be dismissed from the program. Students who receive a conditional pass will be required to meet conditions outlined by the Academic Status Committee prior to returning to good standing in the program. These conditions are designed to address deficiencies in the student's performance on the exam and can range from retaking sections of the exam to additional coursework. Failure to meet these conditions will result in failure of the exam and dismissal from the program.

FACULTY ADVISOR

Students are expected to choose their mentors after the end of their third rotations, and before the end of the Spring semester. To complete the process, the student, mentor, mentor's department chair, and Graduate Coordinator must sign the G&G Mentor Form.

The advisor you choose must be a graduate faculty member in their home department and a graduate faculty member in the Genetics & Genomics Graduate Program. As gaining graduate faculty status in Genetics & Genomics can often take a few months, please inquire about the potential mentor's status well in advance.

Please be aware that students who do not identify a faculty advisor and assistantship by the end of their first year cannot continue in the G&G program.

Setting Expectations: Upon choosing a mentor, it is critical that the student works with this mentor to set expectations as far as what project(s) the student is working on, the hours they are expected to be in the lab (or other setting such as office or teaching), and the goals they are working toward.

Funding: The G&G program supports PhD students through Summer A of their first year. After this, the student's mentor assumes the responsibility for supporting them. Students should find out how much graduate students are paid in the department they plan to join. Some departments do not pay at the same level the G&G program does, and students may find they need to adjust their financial planning. While the G&G program asks mentors to support the student at their current stipend level, this is not guaranteed. Support can be in the form of teaching assistantships, research assistantships, or assistance in applying for research/training awards. It is crucial students discuss funding with their potential mentors.

In the event that a faculty member cannot provide full support for the student, it is the responsibility of the mentor and the mentor's primary department to find support for students in good standing. For this reason, a faculty member cannot become the mentor (supervisory committee chair) of a Genetics & Genomics Graduate Program student without the signed approval of the mentor's department chair. The G&G Mentor Form must be signed by the student, mentor, and mentor's department chair.

Transferring to the Mentor: The G&G program recommends students obtain funding commitments from their mentors by the middle of April of their first year, if they wish to continue receiving a paycheck. Students must inform their mentors they are expected to pay the stipend, fringe (benefits), and tuition waiver their G&G students for 3 credits during either Summer B or C. Be sure to arrange this well in advance to avoid not being paid for that portion of summer.

Once students move into their new labs, they are expected to contact that college or department's graduate secretary. This graduate secretary will assume the responsibility of taking care of your needs related to your work in that lab and will write the new Letter of Appointment. You must schedule a talk with the graduate secretary to go over the terms of your appointment and any other related information.

Students who are funded through a special fellowship or scholarship must contact the administrator who manages this fund for information regarding their special circumstances.

SUPERVISORY COMMITTEE

Students will work with their mentors (who serve as the committee chairs) to select committee members. Committee members must be finalized **prior to December 15th** of the student's second year. The proposed committee members will be recommended by the students and their mentors, and reviewed by the Graduate Program Coordinator.

Supervisory committees must meet the following qualifications:

- Minimum of four members— Each committee must include a chair and three other faculty members.
- Faculty status— At least **two** of the members (including the chair) must have graduate faculty status in the Genetics & Genomics Program. At least one member must be drawn from a different educational discipline with no ties to the Genetics & Genomics program to serve as the external member; this member must have graduate faculty status in their home department. One regular member can be from the home or any other academic unit.
- Co-chairs— Students are not required to have two chairs. If the student does have co-chairs, both must have graduate faculty status in their departments and the Genetics & Genomics Graduate Program.

Faculty without graduate faculty status may be made official members of a student's supervisory committee, provided they go through the special appointment process. This includes completing the Special Supervisory Committee Appointment Petition. The student's committee chair will use the form to provide any necessary information regarding the student, and a brief description of what the proposed member will contribute to the supervisory committee. The dean of the Graduate School is an ex-officio member of all supervisory committees.

For more information on supervisory committees, visit <http://graduateschool.ufl.edu/faculty--staff/resources/graduate-faculty/special-appointment-process/>.

Appointing Your Committee: Students who are having trouble securing all the necessary committee members can ask the Graduate Program Coordinator for suggestions. Once a student has finalized their committee, they need to have their committee members complete the Supervisory Committee Appointment Form and submit it to the Graduate Coordinator for approval. The Academic Program Specialist can send out the Supervisory Committee Appointment Form to collect signatures after the approval of the Graduate Coordinator. Once the form is complete, the Academic Program Specialist will upload the student's committee to the Graduate Information Management System (GIMS).

Committee Meetings: Students are required to meet with their committee at least once a year, but encouraged to meet every 6 months. As a record of these meetings, students are required to complete the Supervisory Committee Form. These forms must be accompanied by a summary of the meeting which is written by your committee chair. This summary should include what was covered at the meeting as well as the specific recommendations from the committee for the student.

Be aware, should the direction of your dissertation project change, you can replace any committee members who cannot guide you through the project. It is the student's responsibility to inform any committee members who are being replaced. Be sure to thank them for their work.

QUALIFYING EXAM

Students take their qualifying examination by the end of **Fall semester of their third year**. Students need to have their committee complete the Qualifying Exam Form. The exam consists of the following:

- **Written grant proposal:** see instructions below. Must be submitted to the committee 4 weeks prior to the oral exam
- **Public seminar:** Can be held during one of the G&G seminar classes, please work with Dr. Hollister to schedule
- **Written examination:** The student's committee will give them written questions based on their coursework and research. Students should request that they receive the exam questions two weeks prior to their verbal exam. Students then receive one week to complete the written exam.
- **Private verbal exam:** This takes place after the written exam and public seminar. Only the student's committee attends.

Please note that students must graduate within 5 years of completing their qualifying exam or they will be required to retake it.

Grant Proposal Instructions

Write an NIH R01-style proposal containing the sections detailed below, covering 2-4 years of additional experiments and/or analyses. Don't forget to leave sufficient time for interpretation and/or analysis of results, publication, going to meetings, etc.

If there is a different grant style that is more relevant to your training, please have your mentor contact the Graduate Coordinator to make a request. Other options can include an NIH F-style grant, NSF, USDA, etc.

The proposals here are a little shorter than a typical grant, and you don't have to include a budget or any other supplementary documents. Please include the sections outlined below in your proposal.

The NIH guide text is shown in the boxes; the notes on each section have been developed by the program. The maximum is 20 pages **total** exclusive of abstract and appendix.

Formatting

- Single space
- 1-inch margins on all sides
- At least Arial 11-point font

Advisor's Role

You can (and should!) borrow proposals from your advisor, but do NOT plagiarize from your advisor's proposal (this is especially tempting for background and significance if your project is closely related to your advisor's).

Your advisor needs to approve this proposal before it goes out to your committee. Your committee needs to receive it at least two weeks before your qualifying exam. Talk with your advisor about developing a timeline with for your writing process.

Proposal Sections

1. *Title*. Tells us what the proposal is about, contains organism name where applicable, and is less than 81 characters long including spaces.
2. *Project Summary*. Should both summarize and motivate the proposal; sometimes contains specific aims.

The Project Summary must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed. It should be informative to other persons working in the same or related fields and insofar as possible understandable to a scientifically or technically literate lay reader. This Summary must not include any proprietary/confidential information, and must not exceed 30 lines of text.

3. *Specific aims*. One page—contains general motivation and background, as well as the specific aims. You want 2-4 specific aims. This is the most critical part of your grant proposal. Often, most reviewers only read your

specific aims page. They should be motivated to read the rest of your proposal after this page. This means that every word counts.

List the broad, long-term objectives and the goal of the specific research proposed, for example, to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

4. *Significance*. 2-3 pages. This tells the funding agency and any other reader why your work is important. It puts your experiments into a broad theoretical context, summarizes relevant current and classical literature, etc.

From the updated NIAAA guide: The Significance section should explain the importance of the problem or describe the critical barrier to progress in the field that is being addressed. Explain how the proposed research project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields. Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

Briefly sketch the background leading to the present application, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. State concisely the importance and health relevance of the research described in this application by relating the specific aims to the broad, long-term objectives. If the aims of the application are achieved, state how scientific knowledge or clinical practice will be advanced. Describe the effect of these studies on the concepts, methods, technologies, treatments, services or preventative interventions that drive this field.

5. *Innovation*. ½-1 page.

Explain how the application challenges and seeks to shift current research or clinical practice paradigms. Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions. Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions. Recommended Length: The recommended length of the innovation section is ½-1 page.

6. *Preliminary studies*. 2-5 pages. The length will depend on how much you've actually accomplished, and will vary from student to student.

Preliminary Studies. For new applications, use this section to provide an account of the PD/PI's preliminary studies pertinent to this application. This information will also help to establish the experience and competence of the investigator to pursue the proposed project.

7. *Approach.* 9-10 pages. This should be what you haven't done yet, that you are planning to do, to fulfill requirements for the PhD degree. This is where the 2-4 years of additional work go. Don't forget to describe in sufficient detail controls, analyses, and alternative scenarios (i.e. "if cloning doesn't work, I will try this instead"; "if things work out the opposite way I'm hoping, this experiment is still publishable because..."). You may not need all the pages for this section. That is ok.

Describe the research design conceptual or clinical framework, procedures, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as the data-sharing plan as appropriate. Describe any new methodology and its advantage over existing methodologies. Describe any novel concepts, approaches, tools, or technologies for the proposed studies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. As part of this section, provide a tentative sequence or timetable for the project. Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised.

8. *Appendix.* Please attach a CV and any publications or manuscripts that are going to be part of your thesis here. Your CV may not be longer than 4 pages and must follow specified margin and font sizes.

Outcomes

There are three possible outcomes for the qualifying exam: pass, conditional pass, and fail. The student's committee decides the outcome of the exam. If a student passes, they continue with their training as a PhD candidate. If a student fails, they have to leave the program. The student's committee may decide that the student can transfer to the Master's program if they do not pass the qualifying exam. If the student receives a conditional pass, the committee decides what additional training the student must receive to pass the exam. This could include revising the written portion, retaking the exam at a later date, coursework, or other tasks.

INDIVIDUAL DEVELOPMENT PLAN (IDP)

All students are required to create and update an Individual Development Plan (IDP) on an annual basis, in consultation with their advisor. This is a UF Graduate School Requirement. Students should complete the IDP on their own and then review it with their respective advisors via a one-on-one meeting. Please submit the completed IDP to the Academic Program Specialist by August 1st each year.

ANNUAL EVALUATION

All students and their respective mentors are required to fill out the Genetics & Genomics Annual Evaluation. Students should fill out the first portion of the evaluation and then send it to their respective mentor so that the

mentor can fill in their portion. After both the student and the mentor have completed the evaluation, they should meet one-on-one to discuss the evaluation. Please submit the completed evaluation to the Academic Program Specialist by August 1st each year.

PREPARING FOR GRADUATION

The G&G program advises students to review the guidelines and tools for preparation of graduation at least the semester before the student intends to graduate. This will avoid any last-minute challenges or surprises.

The final term registration in the Fall or Spring semesters must include a minimum three (3) credits of GMS 7980 (Ph.D. students). For final term registration in the Summer, two (2) credits minimum of GMS 7980 are required. If on an assistantship, student will need to enroll as a full-time student in graduating term.

Graduation Timeline

1. Apply to graduate on the student administration website
 - a. There is a strict deadline published on the UF Graduate School website
 - b. <http://graduateschool.ufl.edu/graduate-school-calendar/>
2. Check the UF Graduate School check-list for graduating students and Dissertation checklist for steps
 - a. <http://graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/>
 - b. <http://graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/>
3. Request the following forms from the G&G Academic Program Specialist
 - a. Transmittal Letter
 - b. ETD Signature Page Form
 - c. Final Exam Form
4. Turn in first electronic submission of dissertation draft to the UF Graduate School by deadline
 - a. <http://graduateschool.ufl.edu/graduate-school-calendar/>
5. Finish dissertation for defense
 - a. Turn in to Supervisory Committee at least 10 business days prior to the defense exam
6. Send your title, headshot, and defense information to the Academic Program Specialist at least two weeks prior to your defense
7. Submit your final exam form to the Academic Program Specialist (or have your mentor submit it). The Academic Program Specialist will update the final exam in the Student Information System.
8. Submit your final documents as directed in the Dissertation Checklist
 - a. <http://graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/>

Final Exam

Modified from the Graduate School Policies:

The student must register for sufficient and appropriate graduate credits during the term their final exam is taken. The student's supervisory committee is responsible for administering the final verbal examination for the defense of the dissertation.

All members of the supervisory committee must sign the appropriate forms, including the Electronic Thesis and Dissertation (ETD) Signature Page, for the student to meet the requirements of the examination. Once a successful defense has occurred, the Academic Program Specialist will submit the Final Exam form via the Student Information System (SIS). The Academic Program Specialist will keep these forms on file. Electronic information will be forwarded to the Graduate School via SIS. Next, the student will then submit the UF Publishing Agreement with their preferred restriction selected via the Graduate Information Management System (GIMS).

The verbal defense of a dissertation may be conducted using video and/or other appropriate forms of telecommunication. **The candidate and the supervisory committee chair or cochair must be physically present together at the same location.** With approval of the entire committee, other members may attend the defense remotely, using modern communication technology.

Students are responsible for coordinating the scheduling the oral defense with their committee and the G&G administration. Verbal defenses should be scheduled as soon as the student has the permission of their advisor to schedule it. The student must notify the G&G Academic Program Specialist **at least two weeks before the exam**. The student must send their dissertation to their committee at least 10 business days prior to the exam.

FUNDING

FIRST YEAR

First year PhD students are funded by the UFGI from their start date in August to the end of Summer A. Students should view their individual Letter of Appointment for specific dates. This funding includes a stipend and tuition waiver. Students should see their Letter of Offer and Letter of Appointment for more details.

POST-FIRST YEAR

Students must be on their mentors' funding as of Summer B after their first year. This funding can include graduate assistantships (research or teaching) as well as fellowships. The UFGI cannot support students after their first year. Self-funded students are not permitted in the Genetics & Genomics PhD program.

GENETICS & GENOMICS SUPPLEMENTAL APPOINTMENT POLICY

All PhD students in the Genetics and Genomics Graduate Program are permitted to be hired on an OPS appointment for supplementary employment up to 0.15 FTE while also employed as a Graduate Assistant. The total FTE from both the Graduate Assistantships and these OPS appointments are subject to the Graduate School tuition waiver registration requirement. It is the student's responsibility to ensure that their total FTE does not exceed the limits set by the Graduate School and leave them responsible for their tuition costs. See the "Registration Requirements" section of the Graduate Academic Regulations for additional details:

<https://catalog.ufl.edu/graduate/regulations/#text>.

TRAVEL AWARDS

Travel to conferences, symposia, and special research opportunities is essential for the professional development of research students. The G&G program offers a *limited number* of travel awards each year to support students traveling to conferences to present their research and represent the program.

Preference will be given to applicants who submit for funding early (with an accepted abstract), and prioritized for those who have a strong track record of seminar attendance and program participation (volunteering, etc.)

Typically, students are not granted funding for more than one domestic trip per year (value \$750) and just one international (value \$1,000) trip during their time in the program.

For travel to be eligible for funding, students must make a presentation during their trip, and acknowledge the program on their poster or slides. Additionally, some funding for the travel must be provided through the student's mentor's home department before UFGI funds can be applied towards the trip.

To apply for travel funds, send the following to the Graduate Coordinator and Program Specialist:

1. Travel Award Application
2. Your accepted abstract
3. A short description of what you will be presenting

Once selected, students must send the following to the Program Specialist:

1. Itinerary
2. Abstract acceptance letter
3. Confirmation that you have an approved Travel Authorization on file
 - a. Travel Authorizations are submitted through the student's mentor's home department business office
 - b. You must have a Travel Authorization on file prior to purchasing flights or making any reservations

When working with your mentor's home department to finalize funding for your travel, please have your mentor's home department's fiscal person reach out to Cindy Heesacker (capgap@ufl.edu) for UFGI chartfield information.

The Graduate School also has other opportunities for travel funding: <http://graduateschool.ufl.edu/prospective-students/funding/travel/>.

EXTERNAL FUNDING

The G&G program recommends that students seek external funding once they have selected a mentor. This extra source of support allows students to pursue additional research interests. It may also enable you to purchase supplies that your mentor does not readily possess.

Students should keep track of every fellowship or scholarship they receive, as these are important additions to their curriculum vitae. The graduate program coordinator will send announcements of funding opportunities. Students should also ask their mentors for suggestions. The UF Graduate School also has information about funding opportunities on their website: <http://graduateschool.ufl.edu/prospective-students/funding/>

FEES

All students pay the fees themselves even if their tuition is paid for them via an assistantship or fellowship. These fees are calculated on a per credit basis. Student should refer to the Financial Services website: <https://www.fa.ufl.edu/directives/2019-20-academic-year-tuition-and-fees/> for the fee amounts. Fees are payable on the dates listed in the University Calendar: <https://www.fa.ufl.edu/directives/critical-dates/>. It is the student's responsibility to ensure their fees are paid on time.

Students who are graduate assistants are required to take 9 credits each Fall and Spring, and 6 credits in the Summer and are responsible for the associated fees.

- These minimums may be different for students who are on fellowships.
- Students on fellowships should clarify with their fellowship program regarding their minimum credits.
- If a student requires a petition regarding their minimum credits, it is the student's responsibility to inform the Academic Program Specialist.

Students cannot take additional credits beyond the 9 credits in the Fall/Spring and 6 credits in the Summer if they are on an assistantship as additional credits will affect the student's tuition waiver.

See the Graduate Academic Regulations for more information:

<https://catalog.ufl.edu/graduate/regulations/#text>

For payment options and information, see UF's Finance and Accounting website:

<https://www.fa.ufl.edu/directives/payment-options/>

FLORIDIA RESIDENCY

The Genetics & Genomics program encourages students to consider applying for Florida residency as it reduces their tuition and fees. This makes it cheaper for the student with regard to fees and cheaper for the mentor with regard to tuition. However, students who are receiving any financial aid should check with the Financial Aid office prior to changing residency as changes in residency may affect their financial aid.

For more information on applying for Florida residency, see UF's websites:

<https://admissions.ufl.edu/afford/residency> and <https://registrar.ufl.edu/services/residencychange>

HEALTH INSURANCE REQUIREMENT

All domestic students who are enrolled at least half-time in a degree-seeking program along with all international students are required to purchase the Student Health Insurance Plan unless proof of comparable coverage is provided.

Students who do not have health insurance and/or do not submit a waiver will be automatically enrolled in the Student Health Insurance Plan for the immediate semester and will be financially responsible for the related charge, which will be placed on the student's myUFL/ONE.UF account. Students must submit the waiver annually. Students on GatorGradCare must also complete a waiver annually.

Please see the following websites for additional information: <https://www.sfa.ufl.edu/process/additional-information/mandatory-student-health-insurance/> and <https://healthcompliance.shcc.ufl.edu/health-insurance-requirement/waiver/>.

LETTERS OF APPOINTMENT AND PAYROLL

Incoming (first year) students are appointed as Graduate Research Assistants with the UF Genetics Institute through June 30th of their first year. Once students move to their mentor's department, the Letters of Appointment are handled by the mentor's department. If you have questions about your letter of appointment after your first year, please reach out to the contact in your mentor's department. If you need any assistance, please contact the Academic Program Specialist.

Payment is biweekly throughout the calendar year. See Finance and Accounting's website for specific dates: <https://www.fa.ufl.edu/directives/payroll-schedules/>

GATOR 1 CARD (IDENTIFICATION BADGE)

UF requires that identification badges be worn at all times while personnel are on the premises.

To obtain a Gator 1 Card:

1. Let the Academic Program Specialist know that you need one so that she can coordinate with the Assistant Director to submit an authorization request.
2. The Academic Program Specialist will let you know when you are able to go pick up your card.
3. Bring an official photo ID, such as a driver's license or passport, to the ID Card Services office in the UF Bookstore.
4. Pay \$15 in cash, check, credit, or debit card. The card may also be charged to your ONE.UF account.

EMAIL ACCOUNT AND INTERNET ACCESS

Email is a vital means of communication and a requirement for UF. Much of the UF Genetics Institute communications will be delivered via email. The UFGI will use your GatorLink address, as listed in the UF directory, to contact you. Students are required to use their GatorLink accounts. GatorLink accounts can no longer be forwarded to a non-ufl.edu account. UF's Information Technology policies are listed at <https://it.ufl.edu/policies/>.

For WiFi access see the following website: <https://getonline.ufl.edu/>

GRADUATE ASSISTANT BENEFITS

For up to date information on benefits for graduate assistants such as the GatorGradCare health plan, retirement savings plans, and time away, see the following website: <https://benefits.hr.ufl.edu/my-benefits/explore/eligibility/ga/>

GRIEVANCE/COMPLAINT PROCEDURES

Modified from the Department of Biostatistics and Department of Animal Sciences:

The University of Florida believes strongly in the ability of students to express concerns regarding their experiences at the University. The University encourages its students who wish to file a written complaint to submit that complaint directly to the department that manages that policy.

A student who is unsure as to the official responsible for handling his or her particular complaint may contact the Ombuds office or the Dean of Students Office.

For complaints that are not satisfactorily resolved at the department level or which seem to be broader than one department, students are encouraged to submit those complaints to one of the following locations:

- [Ombuds](#) (352-392-1308)
The purpose of the Ombuds office is to assist students in resolving problems and conflicts that arise in the course of interacting with the University of Florida. By considering problems in an unbiased way, the Ombuds works to achieve a fair resolution and works to protect the rights of all parties involved.
- [Dean of Students Office](#) (352-392-1261)
The Dean of Students Office works with students, faculty, and families to address a broad range of complaints either through directly assisting the student involved to resolve the issue, working with the student to contact the appropriate personnel, or referring the student to resources or offices that can directly address the issue. Follow up is provided to the student until the situation is resolved.

The University of Florida is committed to a policy of treating all members of the university community fairly in regard to their personal and professional concerns. A formal grievance procedure exists to ensure that each graduate student is given adequate opportunity to bring complaints and problems of an academic nature (exclusive of grades) to the attention of the university administration with the assurance that each will be given fair treatment. A grievance is defined as dissatisfaction occurring when a student thinks that *any condition* affecting him or her is *unjust or inequitable or creates unnecessary hardship*.

The University of Florida regulations provide a procedure for filing a formal grievance in [Regulation 4.012](#).

Areas in which student grievances may arise include scientific misconduct, sexual harassment, discrimination, employment-related concerns, and academic matters. The university has various mechanisms to handle these problems when they arise. In general, it is desirable to settle grievances in an informal fashion rather than initiating a formal grievance. Communication is the key element. As soon as a grievance issue arises, the student should speak with either the supervisory committee chair or the graduate coordinator. If neither of these individuals is available, the department chair is the next alternative. In most cases, these individuals can work with all parties concerned to resolve the issue informally.

Students with questions or concerns about the grievance procedure are encouraged to contact the office of the Senior Associate Dean of the Graduate School, 164 Grinter Hall, 352-392-6622.

ACADEMIC GRIEVANCES

We encourage students with academic grievances to first contact either the Graduate Coordinator or Academic Program Specialist for help resolving the matter. However, if the student prefers, please visit the following websites for more information on grievances:

<https://registrar.ufl.edu/writtencomplaints>

<https://hr.ufl.edu/manager-resources/employee-relations/employee-inquiry-and-complaint-procedures/complaint-filing-options/>

SEXUAL HARASSMENT POLICY

SEXUAL HARASSMENT IS NOT TOLERATED AT THE UNIVERSITY OF FLORIDA

Please visit the links on this page for Policies, Resources, and Training on Sexual Harassment:

<https://hr.ufl.edu/forms-policies/policies-managers/sexual-harassment/>

Policy Statement:

It is the policy of The University of Florida to provide an educational and working environment for its students, faculty, and staff that is free from sex discrimination and sexual harassment. In accordance with federal and state law, the University prohibits discrimination on the basis of sex, including sexual harassment. Sex discrimination and sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. The University encourages students, faculty, staff, and visitors to promptly report sex discrimination and sexual harassment.

Scope:

This policy applies to visitors, applicants for admission to or employment with the University, students, and employees of the University who allege sex discrimination, including sexual harassment, by University employees, students, visitors, or contractors.

Definition:

Sexual Harassment is a form of sex discrimination that can occur when:

- The submission to unwelcome physical conduct of a sexual nature, to unwelcome requests for sexual favors, or to other verbal conduct of a sexual nature is made an implicit or explicit term or condition of employment or education; or
- The submission to or rejection of unwelcome physical conduct of a sexual nature, unwelcome requests for sexual favors, or other verbal conduct of a sexual nature is used as a basis for academic or employment decisions or evaluations; or
- Unwelcome physical acts of a sexual nature, unwelcome requests for sexual favors, or other verbal conduct of a sexual nature have the effect of creating an objectively hostile environment that interferes with employment or education on account of sex.

Reporting:

Anyone who believes that he or she has been subjected to a violation of this policy or related retaliation is strongly encouraged to promptly report such behavior to the Director of Institutional Equity & Diversity or any university official, administrator, supervisor, manager, or faculty member.

- Except for student-on-student sexual harassment, students are strongly encouraged to report such incidents to the Director of Institutional Equity & Diversity. For student-on-student sexual harassment incidents, reports should be directed to the Dean of Students, Office of Student Conduct and Conflict Resolution.
- Incidents should be reported as soon as possible after the time of their occurrence to allow the university to take appropriate remedial action. No employee or student should assume University of Florida officials knows about a situation or incident.
- Any university official (administrator, supervisor or manager) who has knowledge of or receives a written or oral report or complaint of a violation of this policy must promptly report it to the Director of Institutional Equity & Diversity, and may be disciplined for failing to do so.
- Any faculty member, teaching assistant or staff member with knowledge of sexual harassment of a student must promptly report the incident to the Director of Institutional Equity & Diversity, and may be disciplined for failing to do so.
- Other persons who suspect a violation of this policy should report it to an appropriate person in their department / unit or to the Director of Institutional Equity & Diversity.

Contact Information:

Institutional Equity and Diversity
 PO Box 115010
 Phone: (352) 392-2477 (2HRS)
 Fax: (352) 392-5495
 Email: eeo@ufl.edu

PETITIONS

Petitions are required for exceptions to any Graduate School Policy. They are submitted on behalf of the student by the Academic Program Specialist and the Graduate Coordinator. Students must communicate with the Academic Program Specialist if they need a petition. For more information, see:

<http://graduateschool.ufl.edu/faculty--staff/resources/petition-guidelines/>

CAREER SERVICES

The G&G program highly encourages students to take full advantage of the UF Career Connections Center (<https://career.ufl.edu/>). They have a great selection of resources and services offered to students free of charge.

RESEARCH OWNERSHIP AND PROPERTY ISSUES

The University of Florida owns all laboratory notebooks and work products of its employees, appointees, and affiliates. Both state and federal law require this ownership. Graduate students working under a research grant or contract will be employees, appointees, or affiliates of the University of Florida. However, as a graduate student you “own” your graduate dissertation and, therefore, should not work on a research contract (as contrasted to a grant) to fulfill your dissertation requirements because of the conflict between you “owning” the dissertation and the university “owning” the work product.

GRADUATE STUDENT RESOURCES

UFGI SERVER AND PRINTER

G&G students have access to the UFGI shared drive as well as the printer in the UFGI suite. Please limit the use of these resources to program-related business.

To connect to the UF VPN using one of the following options:

- Cisco
 - o <https://net-services.ufl.edu/provided-services/vpn/clients/>
 - o VPN to vpn.ufl.edu
 - o connect using the new format: gatorlinkname@UFL.EDU/health
- Pulse
 - o <https://ufhealth.org/uf-health-vpn-installation-help>
 - o Follow instructions for the pulse download
 - o Will need to VPN to vpn.health.org

Once you VPN in, to get to the UFGI Share Drive, you will need to map a drive to \\ufgi.ahc.ufl.edu\ufgi\$
Make sure you click "Connect using different credentials." username = ufad\gatorlinkname

For printer access, you will need to VPN then connect to the print server ufgi-jf0r071.ad.ufl.edu to install.

For any questions, contact UFGI IT at Ufgi-help@health.ufl.edu.

UFGI SUITE

The UFGI Suite has the UFGI printer, kitchen, and conference room. You are welcome to use the kitchen which includes a refrigerator, sink, and microwave. Please keep it clean. If you are interested in reserving the conference room, please contact the Academic Program Specialist.

GRADUATE STUDENT ASSOCIATIONS

Graduate Student Council

The UF Graduate Student Council (GSC) serves as a liaison between graduate students, administration and Student Government at the University of Florida. For more information see:

<http://graduateschool.ufl.edu/graduate-life/student-organizations/gsc/>

Organization for Graduate Student Advancement and Professional Development (OGAP)

The OGAP was born out of the Innovation through Institutional Integration (I-Cubed) grant and is focused on professional development, mentoring, prioritizing student interests and needs, and facilitating effective communication between graduate students, faculty advisors, and university administrators. For more information see:

<http://graduateschool.ufl.edu/about-us/offices/division-of-graduate-student-affairs-dgsa/professional-development-ogpd/ogap/>

Graduate Student Diversity Organizations

Please see the following website for more information on the organizations below:

<http://graduateschool.ufl.edu/about-us/offices/division-of-graduate-student-affairs-dgsa/graduate-diversity-initiatives-ogdi/graduate-student-diversity-organizations--/>

Asian Graduate Student Organization

Black Graduate Student Organization

Gator McKnights Unite

Latino-Hispanic Organization of Graduate Students

Society for Advancement of Chicanos/Hispanics and Native Americans in Science

INTERNATIONAL GRADUATE STUDENTS

All new international students should go to UF International Center (UFIC) to be checked in as soon as they arrive. Please visit their website for contact information and excellent resources.

<https://internationalcenter.ufl.edu/>

GRADUATE STUDENTS WITH DISABILITIES

Graduate students with disabilities should visit UF's Disability Resource Center <https://disability.ufl.edu/>. This is an excellent website with an abundance of resources for students.

UNDERREPRESENTED STUDENTS

The Office of Graduate Diversity Initiatives (OGDI) is a function of the Graduate School dedicated to recruitment and retention of underrepresented graduate students. This includes increasing the number of UF graduate students from underrepresented ethnic/racial populations, low-income or first-generation college students, as well as advancing and promoting professional development for all graduate students at the University of Florida. OGDI strives to provide currently enrolled graduate students with programs and services to assist and support the pursuit of a successful graduate education. OGDI provides students with social, informational, referral, and in some cases, financial support. OGDI maintains partnerships with administrative offices, academic units, research centers, student services, and organizations across campus to help students with the graduate experience.

For more information, visit their website: <http://graduateschool.ufl.edu/about-us/offices/division-of-graduate-student-affairs-dgsa/graduate-diversity-initiatives-ogdi/>

UF COUNSELING AND WELLNESS CENTER

The UF Counseling and Wellness Center is a service that is covered by your student fees. They offer a number of different services including online counseling, group and individual counseling, couples counseling, crisis service, alcohol and drug services, and psychiatry. They also have a number of different resources on their website, as well as outreach opportunities.

We highly recommend that you visit their website for more information: <https://counseling.ufl.edu/>

CAMPUS PARKING DECALS

With the exception of metered spaces, parking on UF campus requires a decal. Graduate students living off campus are eligible for a Green decal. For more information on parking, visit

<https://parking.ufl.edu/decals/students/>.

GRADUATE STUDENT INTEGRITY

Modified from the Graduate Academic Regulations 2020-2021

<https://catalog.ufl.edu/graduate/regulations/#text>

In 1995, the UF student body enacted an Honor Code and voluntarily committed itself to the highest standards of honesty and integrity. In adopting this Honor Code, the students of the University of Florida 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. Student and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code. The University of Florida is committed to preserving an open learning environment for all those who participate in the university community. Such an environment requires respect for self-expression, civil discourse in and out of the classroom, and trust, from all members of UF. All students must participate in academic research and learning at the university in a manner consistent (in accordance) with these values. Dishonesty, plagiarism, and other forms of misconduct are serious violations of academic integrity, and should be discouraged by all members of the university community.

Please review the Student Honor Code found at the following site: (<https://sccr.dso.ufl.edu/students/student-conduct-code/>). All students are expected to follow these expectations.

Academic Honesty

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following Honor Pledge: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.” You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g., assignments, papers, quizzes, exams). As such, Gators do not cheat, plagiarize, bribe, misrepresent, conspire, or fabricate. Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action.

Academic Integrity requires graduate students to:

1. Appropriately acknowledge the work of others, in conducting and reporting one’s own research;
2. Be academically honest, in representing one’s academic work according to the research standards and methodology that are appropriate for her field of study;
3. Use his or her own work in research and graded coursework, not inappropriate and un-cited materials, or work produced by a third-party

4. Conduct responsible research which complies with federal laws, and promotes open and active scientific and knowledge inquiry;
5. Treat other students with respect, to ensure their right to pursue their educational goals without interference
6. To understand the University's expectations regarding academic integrity, view the Dean of Students Academic Integrity Module found at the following site:
<https://sccr.dso.ufl.edu/process/resources/academic-integrity/>.

Research Expectations

Plagiarism includes but is not limited to quoting oral or written materials including but not limited to those found on the Internet UF expects all of its students to pursue research with integrity and responsibility. All research to be submitted for a grade should follow UF's Honor Code. For those students working on research which requires IRB approval, UF provides training throughout the year. For those students supported by NSF funding, you must participate in UF's Responsible Conduct of Research Training.

Student Conduct Code

The University of Florida is an institution which encourages the intellectual and personal growth of its students as scholars and citizens. As an educational institution, the University recognizes that the transmission of knowledge, the pursuit of truth and the development of individuals requires the free exchanges of ideas, self-expression and the challenging of beliefs and customs.

In order to maintain an environment where these goals can be achieved safely and equitably, the University promotes civility, respect, and integrity among all members of the community. Students are expected to exhibit high standards of behavior and concern for others.

The University strives to protect and guide the educational community by establishing a Student Conduct Code, which promotes individual and social responsibility. Choosing to join the University of Florida community obligates each member to a code of civilized behavior. Individuals and student organizations are expected to adhere to the policies and regulations of the University of Florida and the State of Florida. University policies have been designed to protect individuals and the campus community and to create an environment conducive to achieving the academic mission of the institution. Please review the Student Conduct Code found at the following site: (<https://sccr.dso.ufl.edu/students/student-conduct-code/>). All students are expected to follow these expectations.

The purpose of the Student Conduct Code is to set forth the specific authority and responsibility of the University in maintaining social discipline, to establish guidelines which facilitate a just and civil campus community, and to outline the educational process for determining student and student organization responsibility for alleged violations of University regulations. The Student Conduct and Conflict Resolution process will follow established procedures to ensure fundamental fairness and an educational experience that facilitates the development of the individual and of the organization and wherever possible to help the student who violated University regulations to repair any harms committed through their behavior. In addition to formal adjudication procedures, SCCR can also assist with other conflict resolution processes.

The University believes in offering a variety of conflict resolution options in general and deciding, based on the individual circumstances, which conflict resolution option is best for a given situation. The various conflict

resolution options include: conflict coaching, facilitated dialogue, mediation, restorative justice, informal adjudication (administrative review) and formal adjudication (administrative hearing and committee hearing). For more information on these options, please visit our website at <https://sccr.dso.ufl.edu/>.

What is the Student Conduct Code?

The Student Conduct Code is a set of standards and regulations which describe the rights, privileges, and responsibilities for all currently enrolled students at the University of Florida.

Included are:

1. A list of general student rights and responsibilities (including what is considered inappropriate conduct).
2. The procedural rights of students allegedly involved in Conduct Code violations.
3. How to file a conduct complaint.
4. Rights of reporting parties of sexual harassment, sexual assault/misconduct, dating violence, domestic violence and stalking, and other offenses.
5. Possible sanctions for conduct violations.

For information on the Conflict Resolution process, see <https://catalog.ufl.edu/graduate/regulations/#text>.