

**Master of Science Program**

STUDENT HANDBOOK

UNIVERSITY OF FLORIDA

COLLEGE OF MEDICINE

HEALTH SCIENCE CENTER

GAINESVILLE, FLORIDA 32610

\*NAME: \_\_\_\_\_

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*Updated: 5/17/17*

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## **WELCOME FROM THE FACULTY**

We are pleased that you have elected to enroll in the Science Master's Program in Translational Biotechnology at the University of Florida, College of Medicine. Soon you will study alongside graduate students engaged at every level of the research and educational enterprise within the College. Through dedication and scholarship, you will join this group of men and women and become an independent biomedical scientist. Friendships and associations that you will build during your graduate training will be of enduring value both personally and professionally throughout your career. We trust that you will experience the thrill of scientific discovery, the spirit of collaboration, and the scholarly brotherhood felt by the faculty and students in our program.

The hallmark of our program is that both basic and clinical faculty members coordinate their efforts for a common goal; to providing outstanding mentorship in the training of each student. Thus, our objective is to provide the highest quality environment and intellectual excitement for every student's research and educational training. The faculty is constantly striving to challenge our students and provide the opportunity for discovery.

## **PURPOSE OF STUDENT HANDBOOK**

This handbook is intended to serve as a single-source reference both for our new and continuing graduate students in the Master's Program. Retain the handbook and use it as a guide throughout your graduate education.

This handbook is intended to provide a concise summary of University and master's program operating procedures. Your responsibilities and obligations as a graduate student in the College of Medicine are delineated. Please become familiar with the contents of this handbook. It should provide useful information and answer most of the questions that will arise during your tenure in at the University of Florida.

Parts of the handbook concerning general University regulations have been copied verbatim. If questions or problems arise that are not covered in the handbook, please feel free to contact the program director or the administrative staff (contact information on page 5).

Suggestions for improving the program or the handbook are always welcome.

There is a map in Appendix A which should help you navigate the Health Science Center Buildings.

***FACULTY AND ADMINISTRATIVE STAFF:***

**Master's Program Director:**

Henry Baker, Ph.D.

**Master's Advisory Board:**

Henry V. Baker, Ph.D, Molecular Genetics and Microbiology

Scott Tibbetts, Ph.D, Molecular Genetics and Microbiology

Paul Gulig, Ph.D, Molecular Genetics and Microbiology

Lizi Wu, Ph.D, Molecular Genetics & Microbiology

Thomas Rowe, Ph.D, Pharmacology and Therapeutics

Greg Schultz, Ph.D, Obstetrics and Gynecology

**Program Coordinator**

Kris Minkoff

**CONTACT INFORMATION**

<u>Name</u>	<u>Email</u>	<u>Phone</u>	<u>Room</u>
Henry Baker	<a href="mailto:hvbaker@ufl.edu">hvbaker@ufl.edu</a>	273-5935	R2-220
Paul Gulig	<a href="mailto:gulig@mgm.ufl.edu">gulig@mgm.ufl.edu</a>	294-5544	R2-208
Kris Minkoff	<a href="mailto:kminkoff@ufl.edu">kminkoff@ufl.edu</a>	273-6380	R2-220
Thomas Rowe	<a href="mailto:tomrowe@college.med.ufl.edu">tomrowe@college.med.ufl.edu</a>	273-9421	R5-244
Gregory Schultz	<a href="mailto:schultzg@obgyn.ufl.edu">schultzg@obgyn.ufl.edu</a>	273-7560	M-337E
Scott Tibbetts	<a href="mailto:stibbe@ufl.edu">stibbe@ufl.edu</a>	273-5628	R2-291
Lizi Wu	<a href="mailto:lzwu@ufl.edu">lzwu@ufl.edu</a>	273-8205	CG 362

## Master of Science Program

The Master of Science Program is a one-and-a-half-year thesis program that is research intensive. The Master of Science in medical sciences has the support of the Provost, the Vice President for Research, and Deans of the Colleges of Medicine.

The program is focused on applied research.

Other features of the program are the infusion of personal and professional skills (communication, documentation, teamwork, work ethic, etc.), ethics and responsible conduct of research, and international perspectives.

### Program Specifics

- 1. Two-step Admission:** Step 1: A provisional acceptance is given to students who meet the requirements for GRE scores and academic performance of minimum combined GRE score of 300 and GPA of 3.0 or higher. Step 2: All students must show proof of funding for two years. There are various ways that proof of funds can be accomplished. For more on funding options, please see the “Funding and Financial Aid” section of the handbook.
- 2. Degree Requirements:** Completion of your degree will require a total of 33 credits with 24 credits comprising of formal coursework and laboratory research. You will choose your course in consultation with your mentor, program coordinator and program director based on program requirements and your career goals.
- 3. Full-time Status:** In order for you to be considered full time, you need to take 9 credits in both Fall and Spring Semesters and 6 credits in the summer. Therefore, to satisfy the Master’s program requirements the required credits are as follows:  
  
Year 1 Fall: 9 cr; Spring: 9 cr; Summer: 6 cr  
Year 2 Fall: 9 cr;
- 4. Education and Training:** A foundation of the program is a high-quality research project under the direction of a skilled mentor, with supervision by a committee composed of members of the University's Graduate Research Faculty. Specialization may be in any of the fields of research being pursued in the College of Medicine. During your first year in the program you will enroll in, lecture courses and seminar courses, and begin working in your mentor’s laboratory. Both the seminar series and the lecture courses provide preparation for Master’s research which should be well underway by the end of the second semester. You may also enroll in additional courses, according to your interests and career goals.

#### A. Initial Check in with the Master's Program Office

Upon your arrival, your first stop will be the masters program office ARB, R2-220 where you will be directed to complete the necessary paperwork for your appointment. You will need to provide the following materials: Social Security Card, a voided check, driver's license and immigration status information including the appropriate permanent residency card, DS2019, VISA from passport, I-94 form, and F-1 documentation (if applicable). No Copies, originals required.

International students must be physically present in the US for ten (10) days before they can request the Social Security Card which is necessary to sign up for payroll.

#### B. Minimum Stipend, Tuition, Health Care

The current minimum stipend for master's students is \$15,000, the tuition waiver is \$10,800 annually, and GatorGradCare health coverage is approximately \$1,300. The total compensation the faculty member is expected to pay annually is \$27,010.

Payroll Signup, Letters of Appointment (tuition waiver)

Once you have identified a mentor with graduate faculty status and are fully accepted into the program you will work with your mentor's department to complete payroll signup procedures.

Payroll is issued bi-weekly and the funds will be direct-deposited into your personal checking account. You will be able to view the amount of payment and any deductions (a paystub) at <http://my.ufl.edu> => my self service => payroll and compensation => view paycheck. It can be viewed the Friday of each pay week.

Graduate assistantship appointments may be made on a semester-by-semester or annual basis. Dates for appointments are published on the UF Academic Calendar and are available on the following websites:

<http://www.registrar.ufl.edu/>  
<http://gradschool.ufl.edu/>

#### C. Keys and Identification Badge

During normal business hours there is no need for a building key to the general facility, although most doors are locked in the evening and on the weekends. Commonly used facilities, McKnight Brain Institute, Academic Research Building (ARB) and the Cancer Genetics Research Complex, are closed and locked from 6:30 p.m. to 6:30 a.m. weekdays as well as all weekend hours. The ARB has an electronic lock system for after-hours. To activate your access bring your Gator 1 card to ARB room R2-220 where it will be entered into the system to be activated.

Likewise with authorization from your mentor and your departmental administrative office will issue lab keys.

The Health Center requires that identification badges be worn at all times while personnel are on the premises. All students should go to either Gator 1 Central located at 1900 Museum Road in the Reitz Union Student Center Bookstore or to ID Card Services on the ground floor of the Health Science Service Center (Room NG-10). Please bring a picture ID and tell them you are a new graduate student in the College of Medicine. If you have any problems, please call your home department administrative staff.

#### D. Health Insurance

All students on graduate assistantships are eligible to participate in GatorGradCare at no cost to them. Insurance registration is done online at <http://hr.ufl.edu/benefits/health-insurance/gatorgradcare/>. Be advised it is important to sign up before the initial employment deadline or you will have to wait until the next open enrollment period.

All international students are required to purchase health insurance that is approved by the Florida Board of Governors. It is the student's responsibility to provide proof of insurance to the Office of International Studies & Programs at 1765 Stadium Rd, suite 170 Hub (352)-392-5323 prior to each registration term. Once confirmation for insurance is received, it should be forwarded to [insurance@ufic.ufl.edu](mailto:insurance@ufic.ufl.edu) so that the insurance hold will be lifted.

#### E. Mail

A branch of the U.S. Post Office is located on the ground floor of the Medical Sciences Building. The address is Your Name, College of Medicine, Department of ....., PO Box 100XXX, Gainesville, FL 32610-XXXX.

#### F. Fee Payments

The deadline for payment of student fees is early in the semester, **it is your responsibility to pay fees before the deadline date**. There is no basis for petitioning to waiver a late payment penalty.

The UF Graduate School Academic Calendars are available at <http://gradcatalog.ufl.edu/index.php> under academic calendar. The amount of your portion of fees (after tuition payments have been applied), can be found on your ISIS account (<http://www.isis.ufl.edu>). To find out the amount of your portion of fees (after tuition payments have been applied), check with ISIS (<http://www.isis.ufl.edu>). *Failure to pay your portion by the deadline will result in a \$100 late payment penalty.* A secure payment drop box is located outside the Bursar's Office in Criser Hall, Room S113. For a list of other payment options, please visit: <http://www.fa.ufl.edu/bursar/current-students/payments/payment-options/>. If you have further financial questions, most answers can be found at <http://www.fa.ufl.edu/bursar/current-students/>.

#### G. Funding and Financial Aid

Graduate Assistantships are sometimes offered by mentors. This includes a stipend with a tuition waiver, and GatorGradCare coverage. It is your responsibility to make sure your student fees are

paid on time. If you are unable to obtain an assistantship you may choose to self-fund or by applying for various forms of financial aid. For more information on different types of aid visit <http://graduateschool.ufl.edu/finances-and-funding/financial-aid>.

For federal loans, please see the student financial aid administration or call at 352-273-7939.

For loan deferments of federal student loans, please see the Graduate Education Office in Room M 134. **DO NOT** go to Criser Hall for loan deferments.

#### H. Registration

Students will be registered for all your fall courses when they check in with the Master's Program Office. Students should ensure that they do not have any holds on their record for immunizations, insurance, emergency contact information, local address, registration checklist, or financial services. You need to clear all holds prior to being registered. Failure to do so will result in a late fee which will be your responsibility.

#### I. Change of Address

A change of address can be submitted using the student's ID and PIN number at [www.isis.ufl.edu](http://www.isis.ufl.edu).

#### J. Qualifying for Florida Residency

Information about establishing residency can be found at the following link:

<http://www.flbog.edu/forstudents/ati/resrequirements.php>

#### K. E-mail Accounts, Internet access

The University of Florida and the college of medicine uses email to communicate with their students, faculty and staff. The official email system of UF is gatorlink. You are required to have a gator link account. Official programmatic information and announcements will only be sent to you to your gatorlink account.

To set up a gatorlink email account you need to visit the UF Computing Help Desk at: <http://helpdesk.ufl.edu/self-help/>. Here you will find all the necessary self-help resources to be able to create your GatorLink account.

If you encounter problems with your GatorLink account, your username, or your password, you should contact the UF Computing Help Desk at 392-HELP. All UF applications now require your GatorLink user name and password.

## L. Web Addresses

Web address to pages contains useful information regarding the graduate program and student services are found in Appendix B.

## II. University and programmatic Administrative Requirements and Policies

### A. Teaching Requirements

There are no formal teaching requirements for students in the Master's program.

### B. Vacation Policy

Students on assistantships may take up to 5 days per semester of personal leave. **The schedule of any vacation time must be approved in advance by their mentor.** As employees of the University of Florida, graduate assistants are also entitled to days off for designated official paid holidays, declared emergencies, and travel to scientific meetings. University breaks (i.e. Spring Break) are not considered as additional vacations. According to the GAU contract, vacation days are not cumulative, i.e. days not taken in one semester do not carry over to the next semester.

Since the demands of graduate studies and research do not easily fit into a rigid schedule, it is expected that students will take a mature committed attitude toward their professional responsibilities.

Students planning any extended travel for personal reasons, e.g. vacation or marriage, should plan to take a leave of absence from the program for 6 weeks during either the summer A or summer B term. While on leave of absence you will not be: 1) Paid a stipend, 2) registered for classes, or research credits, 3) will not be liable for payment of student fees. GatorGradCare health insurance will still cover you for the full summer (if you were previously enrolled in the Spring term).

### C. Other University, Health Science Center and Programmatic Information

#### C1. Libraries

The Medical Center Library is located in the Communicore of the J. Hillis Miller Health Center. It contains a large collection of medical, chemical, and biological journals, as well as a wide array of texts and reference materials. Students are required to present their identification badges when checking out materials. (<http://library.health.ufl.edu/about-us/about-the-hsc-libraries/>)

Another excellent source is the Marston Science Library on Newell Drive diagonally across from Century Tower. It houses the combined holdings of the Agriculture, Life Sciences, Engineering, Physical sciences, Mathematics and Earth Sciences libraries.

## C2. Work-Related Injuries

For non-serious injuries you should first contact the worker's comp contact person in your departmental area to fill out the forms. You may then go to the Student Infirmary for treatment. For serious injuries you should go directly to the Shands Emergency Room for treatment. Upon arrival you should inform the admitting clerk of your graduate status and that the injury is work related. As soon as possible after treatment, contact your department so that a worker's compensation form and accident/injury form can be prepared.

## C3. Non-Work Related Injuries

For injuries that are not related to your work, you may contact the student infirmary or health unit of your choice. You should present your health insurance card when you sign in. Although you will be billed at either place, the student infirmary costs are usually fully covered by your student activities fees. (See Student Health Care Center website: <http://shcc.ufl.edu/>)

**Do not go to a UF Health clinic without first going to the Infirmary for referral. This is important because your health insurance policy may require referral by the infirmary.**

## C4. Emergency Contacts and Safety Concerns

All emergencies pertaining to fire or police should be reported to the University Police Department, Phone: 392-1111. SNAP (Student Nighttime Auxiliary Patrol) can provide an escort after dark to anywhere on campus. They can be reached at 392-SNAP (7627) or by downloading the TapRide SNAP app. Directions for downloading the app can be found at: <http://www.police.ufl.edu/community-services/student-nighttime-auxiliary-patrol-snap/>

## C5. Housing

On-campus housing is available on a very limited basis for both single and married students. Generally a waiting period of at least several months is encountered. Contact the Division of Housing for information (352)392-2171 or <http://www.housing.ufl.edu/>. The Housing office also distributes extensive lists of off-campus apartments and houses available for rent, and provides useful information about each. The Division is located at Museum Road and 13th Street just east of Beatty Towers.

## C6. Traffic and Parking Regulations

Only University vehicles are permitted to drive on the central campus Monday-Friday between 8:30 a.m. and 4:30 p.m. Any student of the University can register a car. Eligibility for a parking permit is determined by the student's local address and academic classification. Contact Traffic and Parking Services for additional information. They are located at 1273 Gale Lemerand Drive. Phone: 352-392-PARK (7275) or <http://www.parking.ufl.edu>.

## D. Policy on Sexual Harassment

### WHAT IS SEXUAL HARASSMENT?

According to the Sex Discrimination Guidelines promulgated by the Equal Employment Opportunity Commission (EEOC), sexual harassment is a form of sex discrimination. The guidelines define sexual harassment at 29 C. F. R., Section 1604.11 as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic performance.
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or job applicant, and between graduate assistant and student.
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

For more information, please see the website:

[http://www.ufsa.ufl.edu/faculty\\_staff/fees\\_resources\\_policies/sexual\\_harassment/](http://www.ufsa.ufl.edu/faculty_staff/fees_resources_policies/sexual_harassment/)

## E. In-House Counseling & Development Office

The Office of Student Counseling and Development is available to graduate students in the College of Medicine who may have personal or professional issues that could be helped with consultation from a qualified counselor. Student-counselor conversations are strictly confidential. You may reach counseling services at [www.counseling.ufl.edu/cwc/](http://www.counseling.ufl.edu/cwc/) or by calling 352-392-1575. This office also sponsors workshops throughout the year that may be helpful in your personal or career development. More information can be found at: <http://counseling.med.ufl.edu/>.

## F. Governance of the Masters of Science Program

An advisory board makes the policies that govern the Masters of Science and Masters of Science Combined Degree programs. Members are invited to serve by the Director and serve for two years. The Chair of the Molecular Genetics and Microbiology Department are permanent members of the Board. The current Board members are listed on page 5.

### III. Degree Requirements for Master of Science

#### A. 33 credit hours of graded coursework

##### a. 24 credits of formal courses.

- i. A minimum of twelve (12) credits will consist of graded GMS courses. Most students take about 18 credits. In some cases, other non-GMS graduate level courses may help satisfy this requirement with approval of the student's graduate supervisory committee and director of the program.
- ii. Other courses are required but are evaluated Satisfactory/Unsatisfactory (S/U)
  1. Essentials of Graduate Research & Professional Development (GMS 6003) - required
  2. 3 credits of GMS 7194 (Biotechnology Seminar) - required.

##### b. 9 credits of laboratory research

- i. There is a limit of 10 credits of GMS 6905 (Independent Research) and 5 credits of GMS 6910 (Supervised Research).
- ii. Must register for a minimum of 3 credits of GMS 6971 (Master's Research) and up to 6 hours
  1. 3 credits must be taken during the semester the student plans to graduate

#### B. Thesis – you and your mentor must agree on thesis project by November 1<sup>st</sup> of your first year.

#### C. Transfer of Credit

Only approved graduate level course earned with a grade of “B” or better may be transferred. Transferred credits cannot have been used to satisfy the requirements for another degree. A maximum of 15 credits from post baccalaureate courses may be transferred to the master's program. A Transfer of Credit form is submitted to the Master's Program Director for signature, and then to the Associate Dean for Graduate Education for approval. A copy of the transcript of the credits involved should accompany the form which is available at: <http://rehabsci.phhp.ufl.edu/files/2012/03/Graduate-Credit-Transfer-Form.pdf>

After approval by the College of Medicine, the request will be sent to the Graduate School for approval.

#### A. Appointment of Supervisory Committee

Committee members are recommended by the student and mentor and reviewed by Master's Program Director. *All members must have Graduate Faculty status.*

A form must be signed by each person on your committee, the departmental chair for your mentor,

and BEFORE the administrative staff can officially process your supervisory committee online.

The mentor is Chair of the Supervisory Committee. The committee should be selected and in place by the end of the Fall term. The Dean of the Graduate School is an ex-officio member of all Supervisory Committees. Supervisory committees are required to have a minimum of three members of the Graduate Faculty, including a committee chairman (the student's thesis advisor), and at least two other faculty selected from the Graduate Faculty.

The duties of the Supervisory Committee are as follows:

1. To coordinate the overall research program in accordance with all regulations concerning the MS degree. The student has the responsibility to learn these regulations.
2. To meet annually during the course of the master's research to review progress and approve plans for completion of the research.
3. To meet when the research thesis is completed and to conduct the final oral defense to assure that the thesis is a piece of original research and is a contribution to scientific knowledge.

### Choosing Your Thesis Project

Thesis research projects must be identified and approved by your mentor and masters program director by November 1 of your first semester in the program.

During their graduate training, students are encouraged to take full advantage of all of the advisors described above, especially if problems arise. Problems that concern an individual student's standing or curriculum, which cannot be handled by the Master's Program Director, the mentor, or the student's Supervisory Committee, may be referred to the Graduate Curriculum Committee, and then, if necessary, to the faculty at large. If problems arise that cannot be adequately addressed through these channels, students may refer to the College of Medicine's Student Advocacy Committee.

### D. Supervisory Committee Meetings

The supervisory committees should meet in person at least once every 12 months to evaluate the student's academic and professional progress. Between these meetings (at approximately six months), the student/committee has the option to submit a formal progress report to their committees ("virtual" meeting) in lieu of a face-to-face meeting. This report should consist of 2-5 pages describing (1) the progress made in each Specific Aim since the previous meeting (helpful figures/tables are encouraged), (2) planned experiments for each Aim, and (3) any additional information such as presentations at scientific meetings or publications underway. Students may

also specifically request input about any concerns. Further, *anyone in the process, from the student, the mentor, any committee member, or the Associate Dean of Graduate Education, has the authority to call a face-to-face meeting instead of a virtual meeting. In any case, there may not be two consecutive virtual meetings. The time between face- to-face meetings cannot exceed one calendar year.* The progress report, along with email evidence of acceptance by all committee members, should be entered in the student's file.

The principal purpose of these meetings is to review the total progress of the student including academic performance and to counsel the student towards the expeditious and successful completion of the student's program. While the emphasis should be on the student's research, it does not require that the student have accumulated a large amount of research data to carry out this objective. It may be for the purpose of planning or discussing proposed experiments. All members of the Committee are not required to be present at all meetings. It is always best if the entire committee can be present at each meeting but the inability of a member to participate at a specific time will not be accepted as an excuse to escape such a meeting. The administrative staff will prepare a brief report of the proceedings form for you. This form will be available for the student to pick up prior to the supervisory committee meeting to record comments made during the meeting. Each supervisory committee member that is present signs the form. The completed, signed form **MUST** be completed for each committee meeting, after which it will be placed in the student's file.

- Student will notify the graduate administrator after the meeting is scheduled, but at least five business days prior to the meeting.

The student will pick up the supervisory committee form prior to the meeting from the graduate administrator prior to the meeting and after the committee report form is filled out will return the file to the graduate secretary's office. A record of this meeting **MUST** be completed, signed and returned to the administrative staff along with a summary of the meeting (emailed or attached by the student's mentor) for the meeting to be official. Meetings are required to be held twice a year without exception: in Spring and Fall. Students who fail to meet this mandatory requirement could be dismissed from the program.

Following the supervisory committee meeting, the mentor or student should return the committee meeting form to the graduate administrator within a couple of days. .

Also following the meeting, the mentor should send the graduate secretary an e-mail summary of the committee meeting. Please be thorough in the summary with what was discussed, recommendations made to the student, strengths and weaknesses, additional courses desired etc. Sample text is shown below. The mentor will forward to the rest of the committee members and the student if the mentor has not already sent it to them.

*"Student met with his/her supervisory committee (Drs. A, B, and C) on 8/28/xx. Student presented his/her research to date and the committee gave the presentation, the research problem, and the experiments completed a very positive evaluation. The decision of the committee is that the research presented is acceptable for a dissertation and Student is to write the thesis for the (Date) submission deadline, targeting graduation in December."*

At minimum, it should include the following: The supervisory committee form states "highlight accomplishments/milestones and future goals/expectations. A written memo outlining the outcome of the supervisory committee meeting and specific recommendations must be provided to the student and a copy included with this form. Must include an NIH-style progress report and agreed upon goals and expectations". It is very important that the meeting report contain enough detail that everyone knows and agrees on the level of performance by the student, milestones accomplished since last meeting, what future expectations are, and the anticipated timeline is for accomplishing milestones.

If graduating this term, statements along the lines of the following could be added: *“At the opening of the meeting, Dr. A proposed that Student graduate in December of 20xx. Given the November 3, 20xx deadline for submitting a defended draft of the report, this would mean stopping bench research at this time and writing full time until the report is completed, thus the data accumulated to date would have to be acceptable by the mentor. Student has pursued an accelerated curriculum and will have completed all of the required credits by the end of the semester.”*

#### E. Thesis

Upon completion of laboratory research, each candidate for the MS degree prepares and presents a thesis that shows independent investigation of publishable quality and is acceptable in form and content to the Supervisory Committee and to the Graduate School. The oral defense of the thesis is open to all members of the College and to anyone outside the College wishing to attend. The formal open defense of thesis is followed by a closed meeting between the student and the Supervisory Committee to formalize completion of the degree. Students should consult the Graduate School web site for instructions concerning the format of the thesis (<http://gradschool.rgp.ufl.edu/editorial/format.html>). Dates for submission of the thesis to the Graduate School are published in the University Calendar. These critical dates are found at: <http://graduateschool.ufl.edu/graduation/thesis-and-dissertation> . The first submission must be defended. The final, defended thesis is due to the Editorial Office of the Graduate School approximately one week before graduation. At the beginning of each semester, graduate school deadlines are published which specifies the exact dates that items are due. The graduate school requires the final submission to be uploaded as a pdf file. The Department of Molecular Genetics and Microbiology requires one printed copy of the thesis, which must be received by the Graduate Office no later than one week prior to graduation. This copy will be bound and placed in the departmental library. This copy must have signature pages, but need not be on bond paper or contain original photos. In addition to the electronic copies of the dissertation presented to the Graduate School and College, students should check with their mentor’s department as to any departmental and/or mentor copies that are required by their mentor’s department.

Each thesis, at the time of submission for initial review by the Editorial Office of the Graduate School, must be accompanied by a brief General Audience Abstract in addition to the academic abstract. The abstract should be written in a fashion that communicates in clear and effective non-specialized language the contributions of the work to the state of Florida, the nation, society in general and/or the discipline. This new requirement is aimed at communicating the value of graduate education to people outside the University.

UF is a national leader in the development of electronic theses and dissertations (ETD). Among the benefits of ETDs are greater accessibility to scholarship, opportunities to include multi-media,

and cost/space savings for libraries. Access issues are addressed by a three-tiered system allowing students options to post to the World Wide Web, to the University only, or totally restrict access for a certain period of time for patent and other publication purposes. The Graduate School is working with the Office of Instructional Resources and the Smathers Libraries to provide editorial, technical and archival support for the ETD program.

For additional information regarding ETDs, contact the Graduate School Editorial Office at 392-1282 or the ETD lab at <http://at.ufl.edu/> or <http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/>.

#### F. Thesis Defense and Final Examination

The final thesis must be submitted electronically according to UF Graduate School guidelines for electronic theses and dissertations (ETD) in the Graduate Catalog. More information is also available on the web at <http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/>.

After completion of all other prescribed work for the MS degree, but not earlier than the term preceding the semester in which the degree is to be conferred, the Supervisory Committee will review the research report or administer the thesis defense and final exam. All members of the Supervisory Committee must be present for the thesis defense. Other students and faculty are invited to attend. The time and location of the defense is scheduled by the student, in agreement with the attending supervisory committee members, and other required faculty. Approximately two hours should be scheduled for the defense and committee meeting that follows the defense. The defense will take the form of a formal one hour presentation of the work to faculty and students. Proper announcement of the defense should be processed by the administrative staff. Copies of this are distributed to Supervisory Committee members and Associate Dean for Graduate Education and posted. It is the responsibility of the student to ensure that this announcement precedes the actual defense by at least ten business days and that all committee members receive copies of the dissertation at least ten business days in advance of the defense.

- 1) Thesis Committee Meetings (Final Defense)
  - a. Student will notify the graduate secretary soon as the meeting is scheduled. Notification will include the title of the thesis, abstract, time and place of public portion of the defense.
  - b. The graduate administrator will publicize the thesis seminar. To be posted ten (10) days prior to defense date via flyers and email.
  - c. The student's final defense paperwork be available for pick up by the student prior to the final defense.

Post-defense certifications will be entered into Graduate School database after all forms are received and signed.

At the time of the final examination, all members of the Supervisory Committee **MUST BE PRESENT** and must sign the report on thesis and/or final examination form. The administrative staff prepares this form. This report may be retained by the chairperson of the supervisory committee pending acceptable revision of the dissertation. Also, committee members may

withhold signature of the dissertation pending acceptable

revision. G. Certification

Masters candidates who have completed all requirements for the degree, including satisfactory defense and final acceptance of the thesis, may request certification to that effect prior to receipt of the degree. The “Degree Candidate Status Verification Form”, which is available at <http://graduateschool.ufl.edu/files/verification-letter.pdf> must be signed by the Master’s Program Coordinator, the Associate Dean for Graduate Education of the College of Medicine and returned to the Graduate School Editorial Office located in Grinter Hall, Room 160. The administrative staff can assist you with this form.

#### I. Placement after Graduation

University of Florida has a Career Resource Center. <https://www.crc.ufl.edu/>

#### IV. Course Selection and Curricula

The following courses are required for the first Fall Semester of the

program: Research /Professional Development (GMS 6003-1 credit)

Provides practical knowledge and understanding of issues to increase chances for a successful graduate education and professional career in biomedical sciences. This course normally starts one week prior to the fall course schedule.

Biotechnology Seminar (GMS 7194) A total of 3 credits by completion of program. Presentations are related to biotechnology industry by outside speakers and students.

Independent. Studies (GMS 6905 - can be as many as 3 credits)

#### V. Standards and Grades

Students must obtain an overall GPA of B (3.0) or better. Failure to meet this standard is grounds for academic dismissal from the program. Grades of S and U are not computed into the GPA; however, all U grades must be removed or petitioned before a student may graduate.

Students must maintain a GPA of 3.0 throughout their graduate career. Students who fall below a GPA of 3.0 may request an exemption to remain in the program one additional semester. If after an exemption is granted the student fails to upgrade their GPA to 3.0 during that semester, or if they fall below 3.0 in any subsequent semester, they are subject to being dropped from the program.

## **Integrity**

Plagiarism is not tolerated at the University of Florida. Plagiarism in a thesis or dissertation is punishable by expulsion. If the plagiarism is detected after the degree has been awarded, the degree may be rescinded. For a thorough discussion of plagiarism and the law, see

<http://www.rbs2.com/plag.pdf>. A briefer discussion and some tips for avoiding it are provided at [http://flexible.dce.ufl.edu/Data/Sites/39/media/uf-policy\\_student-conduct1.pdf](http://flexible.dce.ufl.edu/Data/Sites/39/media/uf-policy_student-conduct1.pdf). Please see paragraph one for an explanation and further links.

## **Unsatisfactory Scholarship**

Any graduate student may be denied further registration in the University or in a graduate major if progress toward the completion of the planned program becomes unsatisfactory to the department, college, or the Graduate School. Failure to maintain an overall B (3.0) average in all work attempted is by definition unsatisfactory progress. In addition to an overall GPA requirement of 3.0, graduate students must also have a 3.0 GPA in their major course work (as well as in minor course work if a minor is declared) at the time of graduation.

## **Computation of Graduate Grade Point Averages**

Grade point averages for graduate students are computed on all courses at the 5000 level or above and the first 6 semester credit hours of eligible 3000/4000 level course work outside the major while classified as a 7, 8, or 9. Students may repeat courses in which they earn failing grades. The grade points from the first and second attempts will be included in the computation of the grade point average, but the student will receive major credit for only the successful second attempt. Courses receiving grades of S/U are excluded as are 1000/2000 level courses and 3000/4000 level courses in a student's major. Courses at the 1000/2000 level may not count toward residency or toward the total semester credit hours required for a degree. Courses designated for a grade of H are excluded until such time as grade changes are processed. All H grades must be cleared before graduation.

Course work transferred from either the baccalaureate status (semester credit hours in excess of bachelor's degree requirements) or from a post baccalaureate status taken at the University of Florida will be computed in the grade point average. Course work transferred from another institution is credited to total semester credit hours only. Such transfers are not included in the computation of the grade point average.

Courses in which students receive grades of "U" do not meet the Graduate Council's standard of satisfactory performance. Accordingly, such grades must either be changed or a petition from the supervisory committee chair must be sent to Graduate Student Records, 106 Grinter Hall, setting forth the reasons why the student should be allowed to graduate with the "U" grade on his/her transcript.

## **VI. Role of the Master's Program Graduate Secretary during Your Graduate Student Tenure**

The administrative staff will play an immensely important role during the student's tenure as a Graduate Student. They process all forms pertaining to academic graduate school requirements and can advise you on all graduate related issues.

## VII. Grievances

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. The procedures outlined below, based on the student grievance procedure specified by UF rule 6C1-4.012, are designed and intended to provide College of Medicine graduate students with a fair and expeditious resolution of their disputes with University of Florida faculty and/or staff.

A grievance is defined as dissatisfaction occurring when a student believes that any decision, act or condition affecting him or her is illegal, unjust, or creates unnecessary hardship. Such grievances may concern, but are not limited to, the following: academic problems (excluding grades, except when there is an allegation of illegal discrimination or where a grade penalty has been imposed without proper authority), mistreatment by any University employee, wrongful assessment of fees, records and registration errors, student employment, and violation of UF Rule 6C1-1.006 (UF Non-Discrimination Policy).

Prior to invoking the procedures described below, graduate students are encouraged to consult the program director of the COM Office of Student Counseling and Development for advice or counsel. Additionally, or in the alternative, the student may seek advice from a Department Chair, IDP Advanced Concentration Director, or the Associate Dean for Graduate Education. The student is also strongly encouraged to discuss his or her grievance with the person(s) alleged to have caused the grievance. This should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. Additionally, or in the alternative, the student may wish to present his or her grievance in writing to the person(s) alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student either orally or in writing.

### (1) Initial Review

If a student decides not to present his or her grievance to the person alleged to have caused the grievance or if the student is not satisfied with the response, he or she may present the grievance in writing to the COM Associate Dean for Graduate Education. The Associate Dean for Graduate Education should conduct an informal investigation as warranted to resolve any factual disputes. Upon the student's request, the Associate Dean for Graduate Education shall appoint a fact-finding panel of no more than three persons to conduct an investigation. The Associate Dean for Graduate Education must state the terms and conditions of the investigation in a memorandum appointing the fact-finding panel. A fact-finding panel appointed hereunder shall have no authority to make recommendations or impose final action. The panel shall be limited to determining and presenting facts to the Associate Dean for Graduate Education.

The disposition of the grievance shall be reported by the Associate Dean for Graduate Education to the student in writing and shall inform the student of the right to seek review by the Dean of the Graduate School as indicated below. If possible, this response should be transmitted to the student within ten business days from the date the written grievance was received. If the disposition extends beyond ten business days the Associate Dean for Graduate Education should inform the student of the delay and the expected response date.

## (2)Appeal

Any student who is not satisfied with the response after the initial review may present the grievance in writing, together with the written response to the grievance from the College of Medicine Associate Dean for Graduate Education, within five business days of receipt thereof to the Dean of the Graduate School.

The Dean of the Graduate School's action will be limited to a review of the basis for the College of Medicine Associate Dean for Graduate Education's disposition and will not involve a de novo factual investigation. Notwithstanding the above, the Dean of the Graduate School may, but is not required to, direct that further facts be gathered or that additional remedial action be taken. The Dean of the Graduate School's action shall constitute final University action.

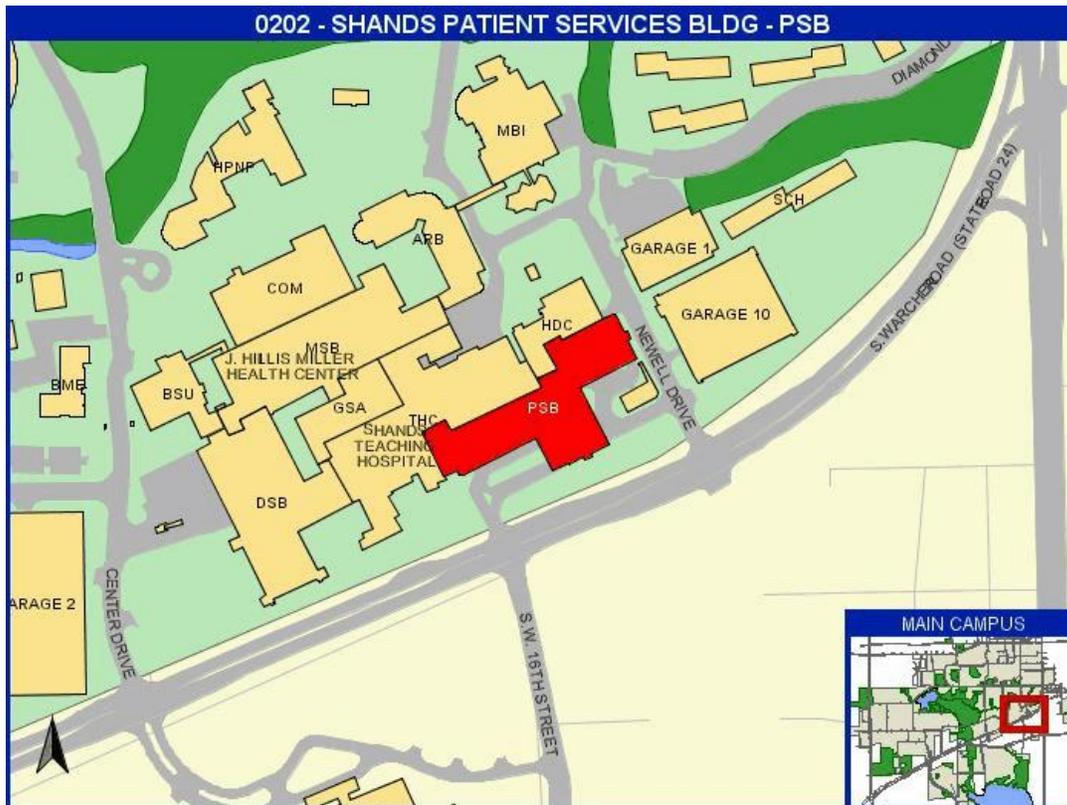
## VIII. Integrity in Graduate Study

In the Fall of 1990, the Graduate School Guide on Integrity in Graduate Study was produced. It is included in its entirety in Appendix J. It has been succinctly summarized by Dr. Brian D. Cain of the Department of Biochemistry & Molecular Biology into the following:

### THE GRADUATE SCHOOL COMMANDMENTS

1. Thou shall not manufacture data.
2. Thou shall not ignore conflicting data.
3. Thou shall not copy someone else's words.
4. Thou shall not steal someone else's ideas.
5. Thou shall not appropriate someone else's creative productions.
6. Thou shall not be ignorant of commandments 3 to 5.
7. Thou shall not cheat on exams.
8. Thou shall not borrow thoughts from unpublished sources.
9. Thou shall not have a business relationship with your advisor.
10. Thou shall not engage in sexual activities with your advisor.

APPENDIX  
A



Building and Room Designations are as follows:

Some sample room numbers are: DG-3 R2-231 M-128 CG-81 HD-300 L4-183

The first alpha (or in some cases, 2 alpha characters) is for the building.

- D is for the dental wing (#2 - see map legend above)
- R is for the Academic Research Building (#8)
- M is for the Medical Sciences Building (#4)
- C is for the Communicore (#6)
- HD is for the Human Development Building (#9)
- L is for the Brain Institute

The second character is for the floor

- number: G is for the ground floor
- 1, 2, 3, 4, 5, 6 are the floor numbers

Anything else is the room number.

For example DG-3 is room 3 on the ground floor of the dental sciences wing. R2-231 is room 231 on the second floor of the Academic Research Building.

## APPENDIX B

### *WORLD WIDE WEB ADDRESSES:*

Master's Program Home Page	<a href="http://mgm.ufl.edu/academics/programs/masters-of-science-programs/">http://mgm.ufl.edu/academics/programs/masters-of-science-programs/</a>
College of Medicine Home Page	<a href="http://www.med.ufl.edu/">http://www.med.ufl.edu/</a>
College of Medicine Events (grand rounds, CME classes, seminars, student functions and conferences)	<a href="http://med.ufl.edu">http://med.ufl.edu</a>
IDP Home Page	<a href="http://idp.med.ufl.edu">http://idp.med.ufl.edu</a>
Format Requirements for Theses and Dissertations	<a href="http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/">http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/</a>
Graduate School Critical Dates	<a href="http://graduateschool.ufl.edu/graduate-school-calendar/">http://graduateschool.ufl.edu/graduate-school-calendar/</a>
Graduate Assistants United	<a href="http://www.ufgau.org/">http://www.ufgau.org/</a>
Graduate School	<a href="http://gradschool.ufl.edu/">http://gradschool.ufl.edu/</a>
Registrar Forms	<a href="http://www.registrar.ufl.edu/forms.html">http://www.registrar.ufl.edu/forms.html</a>
Student Financial Services	<a href="http://www.sfa.ufl.edu/">http://www.sfa.ufl.edu/</a>
Student Health Care Center	<a href="http://shcc.ufl.edu">http://shcc.ufl.edu</a>
Student Self Services	<a href="http://www.isis.ufl.edu">http://www.isis.ufl.edu</a>
Where do I go for:	<a href="http://www.dso.ufl.edu/studentguide/generalinfo/wheredoigo.php">www.dso.ufl.edu/studentguide/generalinfo/wheredoigo.php</a>

APPENDIX C

## Supervisory Committee Appointment Form

It is the responsibility of the graduate student to become informed and to observe all regulations and procedures required by the program a student is pursuing. The student must be familiar with those sections of the Graduate Catalog that outline general regulations and requirements, specific degree program requirements and the offerings and requirements of the major department. Ignorance of a rule does not constitute a basis for waiving that rule. Any exceptions to the policies stated in the Graduate Catalog must be approved by the Dean of the Graduate School. There is a wealth of information about setting up your supervisory committee in the Program Handbook you received upon your arrival.

Student UFID	Last Name	First Name	Email Address

This form is being submitted for (check one):

NEW Supervisory Committee  
CHANGE in Supervisory Committee

Degree (check one):

Ph.D.

Thesis

Research Topic (2-4 words)

IDP Concentration:

SIGNATURE (or email attachment) of Member's agreement to serve on supervisory committee

	UFID	NAME	SIGNATURE
Chair			
Co-Chair			
Member			
Member			
Member			
*External Member			

\*Ph.D. committee only

\_\_\_\_\_  
Mentor's Departmental Chair Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Concentration or Program Director Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean for Graduate Education

\_\_\_\_\_  
Date



## APPENDIX E (Thesis checklist)

Graduate Editorial, University of Florida, 224B Hub (Stadium Road), Gainesville FL 32611-8461. (352) 392-1282.

### Master's Thesis Submission Checklist

Deadlines: <http://www.graduateschool.ufl.edu/files/editorial-deadlines.pdf>

The Thesis must be completely formatted before submitting to the Editorial Office or it will be rejected. It is not a draft. Allow yourself weeks for the formatting process. All master's theses must be orally defended before making submission to the Editorial Office. Therefore, the final exam form must be posted to GIMS before an attempt at submission can be made. Additionally, without a degree application in place by the degree application deadline, a submission cannot be made.

Promptly contact the Application Support Center, by visiting Room 224 in the Hub, by calling 392-HELP (Option 5), or by e-mailing [asc-hd@ufl.edu](mailto:asc-hd@ufl.edu), when you begin writing your thesis and long before submitting the thesis for review by one of our editors. The Application Support Center (ASC) can help you to ensure you will pass the first submission requirements of the Editorial Office. To streamline the use of UF's formatting template and for information regarding how to change settings in it to meet with the Graduate School's guidelines, please contact the ASC. We recommend that all students register for at least one of the free ETD workshops as well: <http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

By the published deadline, within your intended term of degree award, YOU MUST SUBMIT A DEGREE APPLICATION. The degree application deadline falls before our office's submission deadline; therefore, file early, as degree applications will not be accepted by the Registrar after the degree application deadline has passed.

\_\_\_\_ Degree application through ISIS: You must submit a degree application for the term in which you intend to graduate by the published degree application deadline — this deadline falls before the submission deadline to our office. Degree applications do not carry over from semester to semester. Without a proper degree application in place, our office is not authorized to move forward with the processing of your thesis.

Promptly after your defense, but no later than 5:00 p.m. on the first submission deadline, these items must be submitted to the Editorial Office:

\_\_\_\_ Thesis in pdf electronic format: This document is not a draft; it should be near-final. It must be completely formatted in order to pass first submission requirements — troubleshoot your document first with ASC (Rm. 224 Hub) to ensure you are not rejected upon first submission. The ASC has developed many tutorials dealing with the electronic submission of your document, you can find those here: <http://helpdesk.ufl.edu/application-support-center/etd-technical-support/online-tutorials/>

\_\_\_\_ Journal article: an entire sample article from the journal whose reference system you used as a model in formatting your thesis reference citations and list.

\_\_\_\_ Final Exam Form: Your supervisory committee signs. Your graduate designee submits a confirmation of successful completion electronically through GIMS once you have successfully orally defended your thesis. This must be submitted in GIMS as soon as you successfully defend your thesis — your department should not hold this form for revisions to your thesis. If revisions to the document are necessitated the ETD Signature Page should be held instead.\*

\_\_\_\_ UF Publishing Agreement: This form will be signed at your defense by you and your supervisory committee chair. Most choose a 2-year embargo if planning to publish their master's research in another outside publication or journal. The 2-year Secret option is intended for those obtaining a patent, etc.

Next, a Library Processing Fee of \$12.80 soon appears in your ISIS account, and status updates from our office start arriving via your Gatorlink e-mail. Follow closely, as these will advise you of specifics. You first receive an auto-generated e-mail acknowledging the submission has been made. Then, you are advised, via another e-mail, if you passed the submission requirements — if rejected on deadline day, you only have until the close of business that day to remedy the situation.

Next, within 15 business days, you receive another e-mail with our recommended changes and directions on moving forward with your final submission. As soon as your committee and you are satisfied with the final document, work quickly and carefully to achieve Final Clearance by submitting all submission documents and an acceptable pdf document through the EDM System no later than 5:00 p.m. on the Final Submission Deadline. Do not wait until this deadline to submit, as there are hundreds of students in this process. Get in the list early. Submit the final document as early in the term as your committee will allow. Our office recommends submitting at least 5 business days in advance of submission deadlines, but you must submit no later than the Final Submission Deadline for the term in which you intend to graduate, and you also must achieve final clearance status by the Final Clearance Deadline listed for that term. No exceptions can be granted to these deadlines. The ASC can help you during this process, but do not consider waiting until the days nearing deadlines to submit your document for review, as you take the chance of not completing the process on time. These deadlines apply to all thesis and dissertation students. Complete all requirements well in advance, in order to ensure you do not face the chance of not graduating with in your intended term. It's your responsibility to ensure all forms are recorded accurately in the EDM System by the Final Submission

Deadline in the term you intend to graduate, including the

\_\_\_\_ETD Signature Page: Your supervisory committee signs this form at your defense. If your committee wants revisions made to the thesis, your chair (or designee) may hold this form until all stipulations are met. By the final submission deadline and once the Committee approves the final thesis for publication, your graduate designee will submit a confirmation of successful completion of this form electronically through GIMS. You should not submit your final document for review until this form has been posted to GIMS.\*

Information regarding the forms prepared for your defense: Your department's graduate coordinator designee creates the final exam form, UF Publishing Agreement, and the ETD Signature Page, through the Graduate Information Management System (GIMS) database. All forms are typically signed at the defense. A confirmation of successful completion is sent electronically through GIMS. The final exam form and the publishing agreement must be submitted prior to the first submission of your document for review to our office. If after your defense, your committee wants additional changes made to the thesis before publication, your committee may elect to hold the ETD Signature Page until all provisos have been addressed; but, if they elect to do so, a confirmation of completion must be posted to GIMS no later than the Final Submission Deadline.

## APPENDIX F INTEGRITY IN GRADUATE STUDY: A Graduate School Guide

### Introduction

Integrity in scholarly work has received considerable attention in recent years both in academic circles and in the news. Some notorious cases of fraud have made those in higher education sensitive to this issue. Some of these cases, especially in the sciences, have surfaced when attempts to replicate work have failed. In the humanities and social sciences plagiarism assumes greater prominence. Cheating, the bane of many high school and undergraduate teachers, surfaces as well at the graduate level. Moreover, in our ever more complex professional world, graduate students may find themselves embroiled in abuses of confidentiality or conflicts of interest. All five of these problems are of major concern to graduate students, faculty, and other graduate educators.

Although many graduate students will have few problems with the ethical decisions involved in maintaining integrity in their work others may not see the issues so clearly. Some very few may even be unaware of the potential for problems with integrity in graduate study. For these reasons and to help its constituent units in the event that fraud, plagiarism, cheating, abuses of confidentiality, or conflicts of interest should arise, the Graduate School has prepared these guidelines.

### FRAUD

Fraud usually involves the intentional and deliberate misuse of data in order to draw conclusions that may not be warranted by the evidence. Falsification of results may take one of two forms: 1) fabrication of data, or 2) omission or concealment of conflicting data for the purpose of misleading other scholars. An intermediate form, difficult to detect especially in quantitative analyses, occurs when students are sloppy about categorization. All researchers, irrespective of discipline, can agree that the fabrication of data is fraudulent, and most will agree that the deliberate omission of conflicting data is also fraudulent. But a few scholars might argue that one person's conflicting data is another person's irrelevant data. In general, the best researchers are those who come to terms with any piece of evidence which others may regard as conflicting. Strong support for a given hypothesis involves disposing of or dealing with alternative hypotheses.

The best insurance against fraud in graduate student research is the careful and close supervision by the faculty advisor as well as the examples other members of the academic community provide. The student should communicate regularly and frequently with his or her major professor. He or she can do so in a variety of ways -- by submitting laboratory notebooks for frequent faculty review, by having faculty monitor the student's reading in the field, by regular progress reports to the faculty advisor, etc. Faculty should normally expect such communication, and in the absence of faculty initiative graduate students should instigate dialogues with faculty. Such communication will help the student develop intellectually and lessen the possibility of fraud. If a student is suspected of fraud, the academic community should handle the matter forthrightly with a clear regard to the rights of the graduate student so that the career of a student researcher who may be innocent is not damaged. Similarly, if graduate student fraud is verified, it must be adjudicated in accordance with established University procedures. The Graduate School will provide information on those procedures to any interested party.

### PLAGIARISM

Unlike fraud, which is usually the deliberate creation of false data or results, plagiarism is the use of another's words, ideas, or creative productions or omission of pertinent material without proper attribution, i.e., without giving due credit to the original source. Flagrant cases of plagiarism may involve extensive borrowing of others' material from articles, books, or creative productions with perhaps only slight modifications. In such cases, penalties are usually very severe for the student and would likely result in expulsion from Graduate School or, if a degree has already been earned, in rescinding of that degree. Less extensive cases of plagiarism may be either intentional or unintentional (carelessness or ignorance of the commonly accepted rules) but may also have severe repercussions. In using other people's work, one must cite that work in the text or, more commonly in footnotes and use either direct quotations or skillful paraphrasing for all ideas that are not one's own. Since much of the basic

information about our disciplines comes from outside ourselves through a variety of sources common to all who work in a discipline, it is unnecessary to footnote those facts and ideas which are, so to speak, in the common domain of the discipline. Otherwise, we would be footnoting everything we know. But an intimate familiarity with the literature of the discipline, or a sub-discipline thereof, lets one know when the distinctive words or ideas of another researcher should be given proper attribution. The fairly common practice among scientists of citing the previous significant literature relating to the subjects of their articles or books, serves as something of a safeguard against plagiarism, but such reviews of the pertinent literature are less usually in the humanities.

Every graduate student should have a comprehensive knowledge of what constitutes plagiarism. Ignorance of the concept of plagiarism on the part of the student is no excuse for resorting to it at the graduate level, if indeed ignorance is an excuse at the undergraduate level. Graduate students, if in any doubt about the concept, should discuss plagiarism with faculty members. And students should expect faculty members to demand that they know what constitutes plagiarism.

There are problems, however, not always associated with traditional perceptions of plagiarism. One of these is the danger, when borrowing from the works of others, or quoting, paraphrasing, or summarizing the material in such a way as to misrepresent what the author is trying to say. A second problem arises when a student is overly dependent on the work of another, even if the other is cited meticulously. Still another problem is plagiarizing oneself by submitting the same data or findings in more than one article or by reviewing the same book in two different journals. And, finally, there is the problem of a graduate student's findings being used by his or her mentor without proper attribution to the student either in the article or book, indeed of not giving credit for joint or co-authorship in articles or books where a substantial amount of the work is done by the student. The student should discuss any perceived problem of this nature with the faculty member involved, the chair of the department, or, if need be, with the Graduate School.

In nearly all of these instances of plagiarism, or variations, thereon, the best preventive is the example and consultation of the faculty advisor and the rest of the academic community, who should be sensitive to all of these nuances. Again, as with cases of fraud, University of Florida faculty should handle any suspicion of plagiarism with due regard to the student's rights, and any detection of plagiarism should be adjudicated in accordance with established University procedures. The Graduate School will provide procedural information on request.

## CHEATING

Cheating at the graduate level may not differ morally from the same action on the undergraduate level, but many find graduate cheating more reprehensible and the consequences, understandably, more severe. Academic dishonesty for one whose presence in graduate school declares he or she has opted for the intellectual life is a serious matter indeed. While cheating in the classroom is covered by regulations emanating from other parts of the University, cheating on qualifying or preliminary examinations is not. Such dishonesty, once proven, will at the very least result in failure of the examination and may mean termination of the student's enrollment.

## ABUSES OF CONFIDENTIALITY

Abuses of confidentiality by graduate students can take various forms. Students often have access to thesis and grant proposals, data, or unpublished papers of other graduate students or faculty members. Some students use this privileged material in their own research without permission, even though proper attribution may be made. Such an abuse of confidentiality would include the adaptation into one's own research of a thesis or dissertation proposal or any unpublished work that one has opportunity to read or indeed of adopting ideas first floated, and not yet relinquished, by someone else. Another example of the abuse of confidentiality is that in which the graduate student gains archival or library materials about living or recently living subjects and uses them in his or her research without permission from the library or archive or in some cases from the individual. Any research on live subjects can present similar dilemmas.

In some way confidentiality is one of the forms of integrity which is relatively easy to abuse and relatively difficult to detect. Once again, as with fraud and plagiarism, the example of the graduate student's mentor and that of the rest of academic community is the best preventive.

## CONFLICTS OF INTEREST

Conflicts of interest between graduate students and faculty members may arise in a variety of ways. We have already alluded to the problems which can occur when the research of a graduate student is inadequately acknowledged by faculty either by failure to footnote properly or to give co-authorship credit. But another set of professional interpersonal relationships must be handled with great care if the integrity of graduate study is to be preserved. As continuing formal education becomes more common and as academics begin to become involved in the world of business, the possibility of a business relationship between student and teacher becomes greater. All of us are familiar with the kind of conflict of interest which may arise through nepotism, that is, when a person serves in an administrative or supervisory relationship to those who are related to him or her by blood or marriage. Most universities have rules which try to regulate professional relationships in such cases. Many faculty members are reluctant to have their own sons, daughters, or spouses take their courses for credit on the grounds that such students may be perceived by others to have an unfair advantage. A business relationship including a consulting one must evoke the same kind of caution. And a student should be careful about working for a company owned or administered by faculty involved in the student's degree work.

Similarly, a student should not date an instructor while the student is enrolled in the instructor's course. And a student should not ask any instructor to serve as his or her thesis or dissertation director (or research committee member) if the student is having or has had either an intimate personal relationship, a family relationship, or a business relationship with that instructor. If such a relationship should develop after a professional one has been established, the student should expect the instructor to remove himself or herself from the professional role. Such a relationship, whether between a graduate student and a faculty member or between a graduate student acting as an associate instructor and an undergraduate, constitutes a potential conflict of interest, especially as perceived by other students and faculty members. Both because of perceptions and because of the possibilities for exploitation, such relationships should be scrupulously avoided.