

College of Agricultural and Life Sciences



Policies and Procedures Manual

Last updated 7-27-12

A WORD ABOUT STUDENTS...

STUDENTS are the most important people in our college.

STUDENTS are not an interruption of our work – they are the purpose for it.

STUDENTS are a necessary part of our business – they are not outsiders.

STUDENTS are not cold statistics – they are flesh and blood human beings with feelings and emotions like yours and mine.

STUDENTS are people who bring us their needs – it is our privilege to fulfill those needs.

STUDENTS are deserving of our most courteous and attentive treatment.

STUDENTS are full partners in our efforts to cultivate wisdom through knowledge.

STUDENTS are the life blood of this and every college.

-Author Unknown

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I. College of Agricultural and Life Sciences Manual Overview

CALS Policies and Procedures Manual Objective

This manual has been established to provide the faculty, staff, students and administration of the College of Agricultural and Life Sciences with a comprehensive resource outlining the college's policies and procedures. The manual will serve as a day-to-day reference for all CALS personnel in order to assist them in performing their duties. Furthermore, the manual will aid the college in satisfying its goals, objectives, and mission while being mindful of its core values. This manual was approved by the CALS Curriculum Committee November 18, 2011. Approved changes to CALS policies will be noted with the approval date.

CALS Mission and Core Values

The mission of the College of Agricultural and Life Sciences is to provide undergraduate and graduate students with a high quality education that results in knowledge and abilities for gainful employment and additional education, productive citizenship, and lifelong learning in the areas of food, agriculture, natural resources, and life sciences as they relate to human resources, the environment, individual communities and a global society.

To achieve excellence, the College of Agricultural and Life Sciences promotes these core values:

- Respect, honesty, integrity, fairness and cooperation
- Academic excellence grounded in science
- Diversity of people and ideas
- Programs relevant to the needs of students, Florida and the world
- Student growth and development
- Quality teaching and advising
- Service to faculty, students, staff and stakeholders
- Fulfilling the Land Grant mission in partnership with research and extension

CALS Contact Information

CALS Dean's Office
2002 McCarty Hall D
PO Box 110270
Gainesville, FL 32611-0270
352-392-1963

[College of Agricultural and Life Sciences Website: www.cals.ufl.edu](http://www.cals.ufl.edu)

Contact information for specific staff and administrators in CALS can be found in Appendix A.

The CALS Organization Chart can be found in Appendix B.

Undergraduate Coordinators and Student Services Coordinators by department/program can be found at http://cals.ufl.edu/majors_contacts/undergraduate.shtml.

Graduate Coordinators and Student Services Coordinators by department/program can be found at http://cals.ufl.edu/majors_contacts/graduate.shtml.



II. Student Responsibilities

Undergraduate Student Responsibility Statement (source: [UF Undergraduate Catalog](#))

To graduate, students are responsible for knowing and fulfilling all university, college and major requirements. All students must:

- Attend the Preview orientation program to receive academic advising before their first term of enrollment,
- Maintain a GatorLink email address and read official university correspondence sent to this address,
- Meet with an adviser in the appropriate college/major upon entrance to that major,
- Confer with an adviser on a regular basis about options for a major if the student is undecided about a major,
- Review their degree audit each semester to ensure they fully understand their remaining degree requirements,
- Seek advising when in academic difficulty (e.g., below a 2.0 GPA, doing poorly in a critical-tracking course), and
- Maintain their own personal academic records, including transcripts, degree audits, evaluation of transfer work and notes from previous advising sessions.

Students who, at any time, are confused about academic requirements or their progress toward a degree are encouraged and expected to meet with an adviser.

The university is committed to quality academic advising for all students. The academic advising mission is to assist students in the attainment of their educational goals. The dean of each college or school is ultimately responsible for ensuring that academic advice is available and accessible to all students within the college or school.

Graduate Student Responsibility Statement (source: [UF Graduate Catalog](#))

The student is responsible for becoming informed about and observing all program regulations and procedures. The student must be familiar with the Graduate Catalog: general regulations and requirements, specific degree program requirements and offerings, and requirements of the major academic unit. *Rules are not waived for ignorance.* Any exceptions to the policies stated in the Graduate Catalog must be approved by the Dean of the Graduate School. After admission to the Graduate School, but before the first semester of registration, the student should consult the college and/or the graduate coordinator in the major academic unit about courses and degree requirements; deficiencies, if any; and special regulations of that academic unit. The dean (or representative) of the college where the degree program is located must oversee

all registrations. Once a supervisory committee is appointed, registration approval is the responsibility of the committee chair.

Registration Acknowledgement (source: ISIS)

Prior to registration each semester, all students must complete and accept all parts of the Registration Acknowledgement in ISIS. Specifically, students must acknowledge the following:

- I will be held liable for course tuition and fees for all courses that are on my schedule as of the end of the drop/add period for those courses. This includes any adjustments made to my schedule after the drop/add period ends.
- If I do not pay any portion of my course tuition and fees and they are not deferred by the published deadline, I may be withdrawn with fee liability from all courses. If I am withdrawn, I no longer will be eligible to attend and participate in classes or other university activities. I also will not be able to register for any future term until my outstanding debt is satisfied.
- I am required to update my emergency contact information every 4 months. Failure to update the emergency contact information will result in a registration hold.
- The use of any automated program to attempt to add courses or to search sections on the ISIS registration system is strictly prohibited. Failure to abide by this policy will result in a registration hold.
- I agree to pay all UF debts and charges pursuant to UF policies (NOTE: this part of the Registration Acknowledgement goes on at length about payment of debt)
- GatorLink is the official UF email system. I know that I am required to maintain a GatorLink account and I am responsible for any information sent to me at this email address.

Student Conduct Code (source: [UF Undergraduate Catalog](#))

Students enjoy the rights and privileges that accrue to membership in a university community and are subject to the responsibilities that accompany that membership. For a system of effective campus governance, it is incumbent upon all members of the campus community to notify appropriate officials of any violations of regulations and to assist in their enforcement. The university's conduct regulations, available to all students in the Student Guide, are set forth in Florida administrative code. Questions can be directed to the Dean of Students Office.

Academic Honesty and the Student Honor Code (source: [UF Undergraduate Catalog](#))

In 1995 the UF student body enacted a new honor code and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standards drafted and enacted by students.

Preamble: 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. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the honor code.

The 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 by abiding by the Honor Code.

On all work submitted for credit by students 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."**

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

Student Responsibility: students should report any condition that facilitates dishonesty to the instructor, department chair, college dean, Student Honor Council or to Student Conduct and Conflict Resolution in the Dean of Students Office.

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

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

III. Family Education Rights and Privacy Act

The 1974 Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is a federal law (20 U.S.C. 1232g) that protects the privacy of a student's educational record. FERPA applies to all educational institutions receiving funds from the U.S. Department of Education, from kindergarten through university level.

At UF, the privacy of academic records is also protected by Florida Statute, Section 1002.22 (2006) and University Regulation 6C1-4.007.

The U.S. Department of Education summarizes the rights afforded to students by FERPA as follows:

- The right to inspect and review their educational records within a reasonable period of time and no more than 45 days after the institution has received the request
- The right to request to amend inaccuracies in their educational records
- The right to limit disclosure of some personally identifiable information
- The right to file a complaint with the Family Policy Compliance Office if they feel their FERPA rights have been violated.

FERPA requires universities to provide students with annual notification of these rights. UF's annual notification appears in the undergraduate and graduate catalogs. Students who suspect that a FERPA violation has occurred should contact the Vice President for Student Affairs (155 Tigert Hall; 352-392-1265) or they can contact the Family Policy Compliance Office within the U.S. Department of Education.

For more information regarding FERPA laws, adhering to them, forms, and for further assistance, please visit the [UF Privacy Office](#) or the [Office of the University Registrar](#).

Faculty and Staff Responsibility

The Office of the University Registrar requires individuals with access to student records to complete the FERPA Basics training module annually. This training module is available on the Privacy Office website.

IV. Admission to CALS

The CALS website features a section designed to accommodate the needs of prospective students. University policies are quoted below with links to the Office of Admissions, Undergraduate Catalog and Graduate School websites. CALS-specific policies and procedures are outlined below. For general information regarding all forms of admission, please visit the [CALS Prospective Student](#) page.

Freshman Admissions

[Office of Admissions: Freshmen website](#)

Students applying to UF as freshmen are evaluated by the UF Office of Admissions. Students choose a major for their application, but this choice is not binding and can be changed at Preview (freshmen orientation) or after enrollment at UF. Exceptions to this are for majors that require auditions or portfolios prior to UF admission.

Freshmen who want to change their major after Preview are subject to the CALS Change of Major policies.

High School/AA Admissions

[Office of Admissions: Concurrent High School and AA Degrees](#)
[CALS HS/AA Academic Plan form](#)

Students who simultaneously complete their high school education and an Associate of Arts degree from a Florida public community college are referred to as High School/AA students (HS/AA). These applicants are evaluated first by the UF Office of Admissions and may be admitted as freshmen. Applications of those students not admitted as freshmen are referred to the college of their application major for consideration as an upper-division transfer student.

HS/AA applicants to CALS are not required to have completed all transfer prerequisites prior to admission because many of these programs do not offer a full slate of prerequisite courses. If deemed admissible, HS/AA students are tracked as freshmen. HS/AA students in CALS are also eligible to change their major if desired.

At Preview, HS/AA admits are given a copy of the CALS HS/AA Academic Plan form. Each student is to complete this form and review it with their academic adviser prior to registration for their second term at UF.

Transfer Student Admissions

[Office of Admissions: Transfer Admission website](#)

[CALs Transfer Guide](#)

Lower-Division Transfer

At the present time, UF is not accepting lower-division transfer students (those with less than 60 hours of college credit).

Upper-Division Transfer

Students applying for upper-division transfer from a community college, state college or four-year institution are first evaluated by the UF Office of Admissions. If students meet the general admission requirements for UF, their application is referred to the appropriate college for a decision.

To be admitted to CALS, students need to complete the prerequisite courses and have the specified GPA for the major of interest. Transfer admission requirements are posted in the CALS Transfer Guide. Students may be admitted conditionally pending completion of prerequisite courses in progress. However, all prerequisites must be completed before enrolling at UF.

If a conditionally admitted student does not meet their conditions prior to admission, they are advised during Transfer Preview (orientation) to not enroll at UF, cancel their current application, complete the remaining prerequisites and apply for a subsequent semester. Students who enroll at UF without meeting the conditions of their admission are changed to non-degree seeking status and will not be allowed to continue at UF unless they are successful in petitioning the Admissions Petitions Committee.

Once enrolled at UF, CALS does not allow upper-division transfer students to change their major unless they were originally admissible to the major of interest. Other exceptional circumstances may be petitioned to Associate Dean Dr. Elaine Turner. Students may leave UF for one or more semesters and return to a Florida public community college/state college to complete missing courses for the major of interest and return the next semester or reapply for transfer admission if they are not enrolled for two consecutive semesters (including summer).

Post-Baccalaureate Admissions

[Office of Admissions: Post Baccalaureate Admission website](#)

Students applying for post-baccalaureate study have already received a bachelor's degree. UF admits very few post-baccalaureate students, and only for specific purposes such as teacher certification, specialized certificate programs, or state licensure. In CALS, post-baccalaureate admissions are limited to study in geomatics, degree programs offered at statewide locations, and, in rare cases, dietetics.

Once a post-baccalaureate application is complete and meets minimum UF requirements, it is referred to CALS for action. Post-baccalaureate admission decisions are made by Associate Dean Dr. Elaine Turner in consultation with the departments.

Undergraduate Readmission

[Office of Admissions: Undergraduate Readmission website](#)

[UG Catalog: Readmission to the University](#)

Students apply for readmission when they (1) have been away from UF for at least two consecutive semesters (including summer) or (2) have been dismissed by the university for accumulating excess deficit points.

Applications for readmission to a CALS major are referred to CALS for action once the applications are complete. Students who have attended other institutions must have a 2.0 GPA at every institution attended and have a satisfactory conduct record to be considered. If the student was in good standing in their major when they left, they are generally readmitted. Students who apply to a different major for readmission may be referred to the appropriate undergraduate coordinator to determine if the department supports the student's readmission prior to action on their application.

If the student was dismissed or has deficit points, the student must first meet with the department of interest to secure departmental support and then meet with Associate Dean Dr. Elaine Turner for a final decision. Admission decisions are based on departmental support, academic and career goals, and potential for success. Students who have 20 or more deficit points are generally not readmitted.

Fresh Start Program

[UG Catalog: Fresh Start Program.](#)

Students who were dismissed by the university and have been away from UF for at least five calendar years (during which they have engaged in primarily nonacademic activities) may petition for readmission under the Fresh Start Program. If a student is readmitted under Fresh Start, any previous UF course in which a grade of C or better was earned will be calculated in hours earned and can be applied toward a degree. No grades previously earned in UF courses will be included in the UF GPA, but all previous course attempts and grades will remain on the transcript. In other words, students keep the credits in which they earned grades of C or higher, and start over on their UF GPA.

To be considered for readmission under Fresh Start, students follow the process for readmission following dismissal outlined above, including meetings with a departmental adviser and Associate Dean Dr. Elaine Turner.

Graduate Admissions

[Office of Admissions: Graduate Admissions website](#)

[Graduate School: Apply to the UF Graduate School](#)

Applications for graduate programs are first reviewed in the UF Office of Admissions for eligibility for admission to the university and then referred to the department of interest. CALS is not involved in reviewing applications or making admissions decisions. Students' applications will be reviewed by the department to which they are applying and will be notified through appropriate channels by that department of their admission decision. For further information, prospective students are encouraged to contact the graduate coordinator for their program of interest using the contact information on the [CALS website](#).

Nondegree Seeking Students

[Nondegree Registration Request form](#)

[Online Nondegree Application](#)

Nondegree seeking (transient) students are typically visiting students who take courses at UF for one term and then transfer the courses to the parent (degree-granting) institution.

In general, students are not allowed to register for courses as nondegree seeking students during the fall and spring semesters unless they are (1) UF employees, (2) participating in special programs, dual enrollment or teacher certification, or (3) taking courses at one of CALS' statewide locations or via distance education. In the latter two cases only, students complete the Online Nondegree Application.

Students wishing to enroll as a transient, non-degree student for summer courses complete the Nondegree Registration Request form. The form must be approved by the dean's office of the college offering the course of interest. If approved, the student will be allowed to register for the course.

Nondegree applications/request forms will be denied if (1) the student is not in good standing at any institution, (2) the student has been denied admission to UF, and/or (3) the student has already been admitted to UF.

Credit earned from nondegree coursework is not applicable toward a degree at UF except under limited circumstances and by request of the appropriate dean's office.

Change of Major

[CALS Undergraduate Major Change Form](#)

Undergraduate students who are interested in changing from one CALS major to another or from a major in another college to a CALS major should contact a CALS

academic adviser in the major of interest. Advising contacts are available on the [CALS website](#).

Students who are unsure of their career goals or what major would be the best fit can schedule an appointment to discuss options in CALS with Director of Student Development and Recruitment Charlotte Emerson or Associate Dean Dr. Elaine Turner.

Students who wish to change their major to one of the majors in CALS first meet with an academic adviser for the major of interest. The adviser evaluates the student's interests, academic and career goals, and academic record. If the student is on-track for the major of interest and the adviser supports the change, the student and adviser complete the Change of Major form located above. The form should include a planned schedule for at least one term and adviser comments. The student then brings the form to the CALS Dean's Office for evaluation by Emelie Matthews or James Fant. The Dean's Office reviews the form, earned hours, accelerated hours and hours remaining for the degree, and if the student is approved, processes the change of major in ISIS for the current term. Copies of the completed form are given to the student and sent to the major program.

Students whose tracking GPAs are below the requirement for the major will not be allowed to change majors without justification by the department.

Students who have earned more than 96 credit hours (not including AP/IB/AICE/dual enrollment credit) will not generally be allowed to change majors. Exceptions may be made if the student can graduate in a timely fashion and has strong departmental support.

Students who were admitted to CALS as transfer students and who were not originally admissible to the major of interest will not be allowed to change majors. Students who were admitted to another college as transfer students and who were not originally admissible to the major of interest will be evaluated on a case by case basis and must have strong departmental support. A statement of personal goals may be required.

Students who have no record in tracking courses, have a tracking GPA below the requirement or who have a deficit record may be given a probationary semester in a CALS major in CHANGE status (ZAG or ZNE). Conditions are set (e.g. required registration, required grades) by the department and/or the college that the student must meet in order to be fully admitted to the major at the end of the term. A student in CHANGE status is not permitted to register for the next term until progress in the probationary semester is evaluated at the end of the semester by the Dean's Office.

Special cases (for example, students who need to be put in CHANGE status, students who have a high number of earned hours, students who were admitted as transfer students and now want to change majors) are subject to the approval of Associate Dean Dr. Elaine Turner. Students who were denied a change of major may appeal in writing to Dr. Turner.

V. Academic Policies - Undergraduate

Most of the policies listed in this section are derived from UF policies and are not influenced by CALS. Undergraduate (UG) Catalog links provide access to complete policies, many of which are copied below. Links to forms and other resources such as the Office of the University Registrar (OUR), Dean of Students Office (DSO) or CALS website are provided where relevant.

Associate of Arts Degree

[UG Catalog: Associate of Arts Degree](#)

Although not required, students may receive an Associate of Arts (A.A.) degree, which is awarded by the College of Liberal Arts and Sciences. The degree must be awarded prior to or at the same time as the bachelor's degree. Application for the A.A. degree is made online in ISIS.

The Associate of Arts degree will be awarded upon satisfactory completion of:

- 60 credits; at least 36 of these credits must have been completed at UF
- General Education requirements
- An overall C average (2.0 GPA)
- State of Florida Writing and Math requirements

Auditing a Course

[UG Catalog: Auditing Courses](#)

[OUR: Special Registrations website](#)

[Permit to Audit a Course form](#)

[Mandatory Immunization Health History form](#)

When students audit a course, they do not earn credits or grades. A transcript of audited courses cannot be produced. Students typically audit courses to make up incomplete grades or to further their knowledge of a subject without the requirement of an academic record. To audit a course:

- complete the Permit to Audit a Course form.
- obtain necessary signatures, following the instructions on the form, and return the form to the Registrar's Office in 222 Criser Hall.
- deadline to complete the audit form is the last day of Drop/Add. Check the relevant term for academic dates and deadlines.
- students are liable for fees as if they registered for the course. Florida residents over the age of 60 are not required to pay fees when auditing a course.
- proof of immunization is required. More information for non-UF students can be found at the Student Health Center website.

- instructors who want to give students Continuing Education Units for audited courses should submit a memo to the Registrar's Office after completion of the course.

Certificates

[UG Catalog: Undergraduate Certificate Programs](#)
[Undergraduate Certificate Policy](#)

A certificate may be used to recognize that a student has completed a defined program of specialized cohesive student consisting of for-credit UF courses and any other valid additional experience such as internships and international exchanges. Students may earn a certificate in a particular field of student within their academic major, or enhance their major by pursuing a program that complements their major or career interests. Certificates may also be used by non-degree seeking students to pursue personal or academic interests and to enhance opportunities for employment and admission to graduate and professional schools. Completion of university-approved certificate programs will be noted on student transcripts.

To apply for a certificate, contact the program of interest. Applications must be approved by the academic unit offering the certificate and the college dean's office.

Changing Majors

[UG Catalog: Changing a Major](#)

For information about changing to a CALS major see [Change of Major](#) section in IV: Admission to CALS.

Students who want to change to a major in another college must see an adviser in that college. CALS does not support "courtesy registration" (registering for courses that do not apply to the current degree program) while a student is attempting to change majors.

Combined Degrees

[UG Catalog: Combined Degree Programs](#)
[UF Combined Bachelor's and Master's Degree Request form.](#)

Combined degrees are offered in certain departments in CALS as well as in other colleges. Options for combined degrees can be developed on an individual basis by working with an undergraduate program coordinator and graduate program coordinator. There is not an official approval process for a combined degree program.

A combined degree program offers students a chance to complete their bachelor's and master's degrees in a shorter amount of time by applying up to 12 credits of graduate work toward both degrees. Students should meet with their adviser or department

graduate program coordinator early in their undergraduate careers to discuss the possibility of a combined degree.

To apply for a combined degree, the student completes the Combined Bachelor's and Master's Degree Request form and obtains approval of their proposed plan from the Undergraduate and Graduate Coordinators. The student then brings the form to the Dean's office for approval and submission. A minimum overall GPA of 3.2 is required for approval. Completion of the graduate program is subject to admission by the Graduate School.

Correspondence Study (Flexible Learning)

[UG Catalog: Correspondence Study](#)

[Flexible Learning/Correspondence Study website](#)

[Certification of Course Approval form](#)

Distance and Continuing Education (DCE) offers online undergraduate courses for college credit through Flexible Learning (formerly known as Correspondence Study). DCE provides flexible educational opportunities for students who have:

- conflicting schedules,
- to meet general education or writing and math requirements,
- to meet course prerequisites,
- a desire for professional development or personal enrichment.

UF students must have their adviser's approval and must meet with an adviser before enrolling in a correspondence study (flexible learning) course. No more than six semester hours of correspondence credit can apply toward a UF degree.

To register for a Flexible Learning Course, a UF student must complete a Certification of Course Approval form and have it signed by their academic adviser. Students cannot enroll in Flexible Learning if they have financial or academic holds.

Students can enroll for courses by mail, fax, in person or online. Students may enroll in correspondence courses at any time and can complete them within 16 weeks from the date of enrollment. Most courses cannot be completed in less than 8 weeks. If the (on-campus) academic semester changes during the time of enrollment, a non-punitive deferred grade of 'H' will appear on the student's transcript. If time beyond the initial 16 weeks is needed to complete the course, the student may petition the instructor for an extension provided the student has made sufficient academic progress, which is defined as completing at least 50% of the course.

Students who enroll for correspondence study in their last term may experience a delay in degree certification if the course is not completed and the grade submitted in accordance with regular semester deadlines.

Course Load Requirements

[UG Catalog: Course Load Requirements](#)

The minimum full-time load for undergraduate students is 12 credits. The minimum full-time load for a six-week summer term is 6 credits and for the twelve-week summer term is 12 credits.

- Students with disabilities who are registered with the Disability Resource Center are eligible for full-time status and all the benefits thereof at or below 12 credit hours.

University regulations allow a maximum load of 18 credits. In CALS, students who wish to register for more than 18 credits must have:

- 3.0 GPA in all categories (UF GPA, UT GPA, upper-division GPA)
- One free drop available
- Academic adviser approval.

Requests for students to register for more than 18 credits should be made by the academic adviser to Emelie Matthews in the CALS Deans Office.

Course Substitutions

Courses taken at other institutions may not always fit directly into a student's degree audit, necessitating a course substitution. Decisions about course equivalencies for General Education, Critical Tracking and CALS requirements and appropriate substitutions are made in the Dean's Office. Other substitutions for a student's major courses are at the discretion of the Undergraduate Coordinator for that major.

Critical Tracking (Universal Tracking)

[UG Catalog: Tracking Progress Toward a Degree](#)

Universal tracking (also known as critical tracking) is the University of Florida's academic monitoring system that provides students with an assessment of progress toward degree requirements.

Each major has a set of critical tracking criteria for the first four semesters that are defined by the department/program. Critical-tracking criteria usually include a minimum GPA, a set of required courses and a minimum GPA in the critical-tracking courses. In CALS, critical-tracking criteria are identical to transfer admission requirements.

Student's progress is monitored by the university each semester to ensure that they are on-track (completing required courses with the required GPA). Summer terms are not included in tracking and may be used by students to get back on track or to get ahead.

An off-track student will have a hold placed on his/her registration to ensure that the student meets with an adviser to discuss his/her progress. Advisers should work with students to help them get back on-track or change to a more appropriate major. If a student is off-track for two consecutive terms, he/she must change to a major more appropriate to the student's goals and performance.

In CALS, 3rd or 4th time off-track holds are removed at the discretion of the college and with strong departmental support.

Dean's List and President's Honor Roll Requirements

[UG Catalog: Honor Roll and Dean's List](#)

Any student who achieves a 3.70 GPA with at least 12 graded semester hours of work in fall or spring semesters will appear on the CALS Dean's List and receive a certificate. Keep these guidelines in mind:

- S-U option courses are not counted in the GPA calculation nor are part of the 12 required hours
- Grades of I* or N* cannot be calculated into the GPA
- Students registered with the Disability Resource Center (DRC) may be allowed to vary the number of credit hours required
- All coursework must be taken in residence at UF

Students are eligible for the President's Honor Roll if they achieve a 4.0 GPA while taking 15 graded semester hours (all in residence at UF) during fall or spring semesters. The same guidelines for the Dean's List also apply to the President's Honor Roll.

Deficit Points

[UG Catalog: Grade Point Averaging and Deficits](#)

A student whose UF GPA is below 2.0 has deficit points. Overall UF GPA and deficit points are noted at the top of the student's transcript in ISIS. Students with 0.01 – 14.99 deficit points are placed on college probation (see Probation section below).

Students who accumulate more than 15 deficit points are dismissed from the university (see Dismissal section below).

Students can also have deficit points in their upper-division GPA if that GPA falls below 2.0. All students must have a minimum 2.0 overall and upper-division GPA to graduate.

To determine deficit points students must first calculate the grade point average:

- Multiply the total UF hours carried for a grade by 2 (for 2.0 GPA) and
- Subtract the total grade points earned to determine the deficit.

- For instance, if a student has taken 100 hours for a grade, then 200 grade points are needed for a 2.0 GPA. If there are 196 grade points, there is a 4-point deficit.

Degree Certification

[UG Catalog: Degree Certification and Graduation Date](#)

All programs, excluding professional programs in the colleges of Dentistry, Law, Medicine and Veterinary Medicine, will certify their graduates the Tuesday following the last day of classes for summer terms or the Tuesday following the end of the final exam period for fall and spring terms. This certification date will appear on the transcript and the diploma as the official date of graduation, as required by professional accreditation guidelines.

The process of degree certification in CALS is described in the Graduation section below.

Degree Requirements

[UG Catalog: General Education Requirement](#)

[UG Catalog: Writing and Math Requirement](#)

[UG Catalog: Undergraduate Majors](#)

UF-General Education

All undergraduate students (except those transferring to UF with an A.A. degree from a Florida public community college/state college or an A.A. certificate from a Florida public state university) are required to complete UF's general education requirements to graduate.

General education requires 36 credits of courses in the following areas:

- 3 credits of Composition (C)
- 6 credits of Mathematics (M)
- 9 credits of Humanities (H)
 - 3 of the 9 credits must be HUM 2305 What is the Good Life (beginning Summer B, 2012)
- 9 credits of Physical and Biological Sciences (P) and (B)
- 9 credits of Social and Behavioral Sciences (S)

Students must earn 3 credits each of Diversity (D) and International (I) in conjunction with two of their General Education courses.

In CALS, students must earn a minimum of 10 credits of Physical and Biological Sciences (including 1 credit of laboratory science). Students whose degree program requires 12 or more credits of Physical or Biological Sciences may earn a minimum of 6 credits of Humanities or Social and Behavioral Sciences and 9 credits in the other category. HUM 2305 must still be completed.

Keep these important considerations in mind:

- Some majors require or recommend specific general education courses.
- A grade of C or better is required to earn general education credit.
- General education courses cannot be taken S-U.
- Certain classes are approved to count for multiple general education categories; for example, the same class may count as C or H; but only fulfills one category for the degree.
- Students must take at least three credits of approved mathematics courses; the other three credits can be from approved courses outside the math department, such as statistics and computer science courses.
- Study abroad courses can fulfill international credit, in addition to fulfilling credit in other categories. Study abroad must be approved in advance by an academic adviser and the UF International Center.
- AP, IB, AICE and CLEP credit count toward completion of the general education requirements.
- Acceptable dual enrollment and other transfer credit will fulfill the general education requirements that the same UF course fulfills if the courses are equivalent.

State of Florida-Writing Requirement

To graduate, students must complete courses that involve substantial writing for a total of 24,000 words. Courses that count in this category provide 2,000, 4,000 or 6,000 words. Course sections with writing credit will be identified in the Schedule of Courses with the amount of writing credit (2, 4, or 6) awarded for a given term in the WM column. Approval of a course for the writing requirement does not guarantee that a particular section will provide writing credit. The student must verify with the Schedule of Courses and their syllabus.

To receive writing credit students must receive a grade of C (2.0) or higher and (as of Summer A/C 2009) a grade of S (satisfactory) for completion of the writing requirement. These courses cannot be taken S-U.

NOTE: students cannot see whether or not they satisfactorily completed the writing requirement on their transcript. They must check that section of their degree audit after grades are posted each term. Advisers can view a summary of Writing/Math requirements met in ISIS Admin (click on Gordon Rule under Registration/History)

State of Florida-Math Requirement

Each student must complete 6 credits of coursework in mathematics, at or above the level of college algebra. Students must take 3 credits in mathematics and an additional 3 credits in mathematics, statistics, computer science or the logic courses PHI 2100 or PHY 3130. Course sections meeting this requirement will be designated M in the WM column.

To receive math credit, students must earn a grade of C (2.0) or higher; these courses cannot be taken S-U.

College of Agricultural and Life Sciences Requirements

CALS requires all students to complete the following:

- 10 credits of biological and physical sciences to include:
 - 3 credits of basic biological science or biology-based agricultural and natural resource science
 - 3 credits of chemistry or physics or physical-science based agricultural and natural resource science
 - 1 credit of laboratory science
- 3 credits of economics
- 6 credits of mathematical sciences, including a minimum of college algebra
- 3 credits of oral communication
- 3 credits of written communication

The following UF courses are acceptable for the oral communication requirement:

- AEC 3030C, Effective Oral Communication
- SPC 2608, Introduction to Public Speaking
- GEB 3218, Professional Speaking in Business

The following UF courses are acceptable for the written communication requirement:

- AEC 3033C, Research and Business Writing in Agricultural and Natural Resources
- ENC 2210, Technical Writing (only available through Flexible Learning)
- ENC 3250, Professional Communication
- ENC 3254, Professional Writing in the Discipline
- ENC 3310, Advanced Exposition
- ENC 3312, Advanced Argumentative Writing
- GEB 3213, Professional Writing in Business
- MMC 2210, Writing for Mass Communication (only currently open to Journalism majors and Agricultural Education and Communication-Communication and Leadership Development majors)

Major Requirements

Program requirements for each major in CALS are determined by their respective departments. Specific program requirements can be viewed through the Undergraduate Catalog pages.

Dismissal

[UG Catalog: Dismissal](#)

A student is dismissed from the university if his or her grade point deficit is 15 or more at the end of any term. Registration privileges are denied and advance registration will be cancelled. Dismissed students are notified of their status by the Registrar's Office and by the CALS Dean's Office after semester grades are posted.

Students who are dismissed will not be permitted to enroll again unless they complete an application for readmission by the application deadline and the college approves readmission. A student who is readmitted after academic dismissal will be dismissed again if his or her grade point deficit is 15 or more at the end of any term.

Any courses taken at another institution while dismissed from UF for academic reasons will not be counted as credit earned toward a UF degree. However, upon approved readmission, credit earned elsewhere by a student dismissed from UF for academic reasons may be accepted upon recommendation of the college and approval of the University Student Petitions Committee.

Readmission by CALS is typically not approved for the semester immediately following dismissal. All readmission decisions are made by Associate Dean Dr. Elaine Turner. See section on Undergraduate Readmissions above.

Drop/Add

[UG Catalog: Dropping Courses](#)

[CALS Undergraduate Drop Form](#)

[CALS Undergraduate Late Add/Schedule Change Form](#)

[CALS Undergraduate Third Drop Petition](#)

Courses can be dropped or added during the drop/add period each term without penalty. Classes that meet for the first time after drop/add closes can be dropped without penalty or fee liability if the request is submitted by the end of the next business day after the first class meeting. Students must first drop the course with their college advising office and then submit a written explanation to the Office of the University Registrar. This does not apply to laboratory sections.

After drop/add, a course can be dropped by college petition up to the deadline listed in the academic calendar. A grade of W will appear on the transcript, and students are liable for course fees. All drops after drop/add must be completed through the CALS Dean's Office by the deadline and are subject to the following restrictions:

- Students get two ("free") drops in their first 60 credit hours attempted at UF (hours carried plus S/U credits and repeats of satisfactory grades).
- Students get two additional ("free") drops in the second 60 credit hours. Unused drops do not carry over from the freshman/sophomore years to the junior/senior years. Transfer students only get two "free" drops.

- Failure to attend a class does not constitute a drop.
- After the deadline, students may petition to drop provided they can document sufficient reason, usually hardship or medical condition occurring after the deadline.
- Note: students who receive funding from Bright Futures are required to reimburse the university for any dropped course.

“Free” Drops

A student who wants to drop a course and has “free” drops remaining must fill out the CALS Undergraduate Drop Form, see their adviser for a signature, and then bring the signed form to 2002 McCarty D to see Emelie Matthews or James Fant prior to the published deadline. The course will be dropped using ISIS in the CALS Dean’s Office.

Third (or more) Drops

A student who wants to drop a course, does not have “free” drops remaining and can document extenuating circumstances, must fill out the CALS Petition for Third Course Drop Form, gather documentation of extenuative circumstances, see their instructor for completion of the Instructor Evaluation Form, see their adviser for a signature, and then make an appointment to see Associate Dean Dr. Elaine Turner. Approved drops will be processed in the CALS Dean’s Office.

Late Adds

A student who wishes to add a course after the drop/add period must fill out the CALS Undergraduate Late Add/Schedule Change Form. The student must obtain approval from the instructor or department offering the course(s) and the department must give permission to add the course(s) in ISIS (Department Control Permission). The student needs to see their adviser for a signature on the CALS form and then Emelie Matthews in the Dean’s office. Approval by the Associate Deans may be required. If the course is approved and the department has given permission, the add will be made in the CALS Dean’s Office. Fees must be paid within 48 hours of adding the course to avoid a late payment penalty.

Schedule Corrections

A student who needs to change sections of the same course or make another schedule adjustment after the drop/add period such as changing from MAC 2311 to MAC 1147 or from CHM 2045 to CHM 1025 must fill out the CALS Undergraduate Late Add/Schedule Change form. The student must obtain approval from the instructor or department offering the course being added and the department must give permission to add the course in ISIS. The student needs to see their adviser for a signature on the CALS form and then bring the form to 2002 McCarty D to see Emelie Matthews. If the department has given permission for the add, the schedule change will be processed in the CALS Dean’s Office.

Dual Degrees and Multiple Majors

[UG Catalog: Dual Degrees and Multiple Majors](#)

[Application for Dual Degree form](#)

[Application for Multiple Majors within a College form](#)

At their discretion, UF colleges and schools can permit students to pursue dual degrees or multiple majors.

- A student completing major and college requirements in two different colleges at the same time will receive two degrees. The transcript will list each degree and the appropriate majors.
- A student completing major and college requirements in one college and major requirements only in another or the same college will receive a degree from the first college. The transcript will list the degree and each major.
- A student completing multiple majors in the same college that have the same degree, i.e., Bachelor of Arts or Bachelor of Science, will receive a single degree. The transcript will list the degree and each major.

To pursue a dual degree or declare multiple majors, the student should consult with an academic adviser in each major and complete the UF Application for Dual Degree or the UF Application for Multiple Majors with a College. Associate Dean Dr. Elaine Turner reviews all requests for dual degrees or multiple majors in CALS. The student is responsible for taking the completed form to the Registrar's Office for processing. Generally, there must be at least 15 credits of unique courses in each major for the request to be approved.

Excess Hours Surcharge

[UG Catalog: Excess Hours Fee](#)

Pursuant to 1009.286, Florida Statutes, students shall pay an excess hour surcharge for hours exceeding baccalaureate degree program completion requirements at state universities. This became effective for students who enter a community college/state college or a state university for the first time in the 2009-2010 academic year and thereafter.

- For the 2012-2013 academic year and thereafter, the excess hour surcharge is equal to 100 percent of the tuition rate for each credit hour in excess of 110 percent of the required hours (e.g., 132 hours if degree requires 120).
- For the 2011-2012 academic year, the excess hour surcharge is 100 percent of the tuition rate for each credit hour in excess of 115 percent of the required hours (e.g., 138 hours if degree requires 120).
- For the 2009-2010 and 2010-2011 academic years, the excess hour surcharge is 50% of the tuition rate for each credit hour in excess of 120 of the required hours (e.g., 144 hours if degree requires 120).

Students are notified of this fee upon their initial enrollment. Students who have reached a total accumulated hours equal to or greater than the number of hours required for the degree are notified by the university.

Credit hours used in calculating the number of accumulated hours include:

- Failed courses.
- Courses dropped or withdrawn from after the drop/add period.
- Repeated courses except those for which the student has paid the full cost of instruction.
- Credit hours earned at another institution and accepted for transfer and applied toward the student's degree program.

Credit hours not used in calculating the number of accumulated hours include:

- Credit hours earned through an articulated accelerated mechanisms (e.g., AP, IB, AICE, dual enrollment).
- Credit hours earned through internship programs.
- Credit hours required for certification, recertification or certificate programs.
- Credit hours in courses from which a student withdrew due to reasons of medical or personal hardship.
- Credit hours taken by active-duty military personnel.
- Credit hours required to achieve a dual major taken while pursuing a baccalaureate degree.
- Remedial and English as a Second Language credit hours.
- Credit hours earned in military science courses that are part of the ROTC program.

Grade Appeals

Any student in CALS who feels his or her performance in a course has not been evaluated accurately in the course grade should first discuss their concerns with the instructor. If the situation is not resolved at that level, the student should consult the department chair, and if still unresolved, contact Associate Dean Dr. Elaine Turner or the UF [Office of the Ombuds](#).

The college is a strong supporter of the university's equal opportunity program. Any student who believes he or she has been discriminated against on the basis of race, color, religion, sex, disability, sexual orientation, age or national origin should contact Associate Dean Dr. Elaine Turner.

Graduation

[UG Catalog: Degree and Graduation Policies](#)

[Late Degree Application form](#)

To earn a bachelor's degree from CALS, a student must:

- meet all University of Florida requirements
- meet all General Education and state of Florida requirements
- meet all College of Agricultural and Life Sciences requirements
- meet all major requirements
- earn a minimum of 120 credit hours
- have overall and upper-division GPAs of 2.0 or greater
- apply for graduation before the deadline

Degree Applications

Degree candidates must complete an Online Degree Application in ISIS by the published deadline. Students must apply in the term in which they expect to graduate, regardless of applications in previous terms. All requirements for the degree must be completed as of the date of certification. Students who have completed all the requirements for their degree are required to graduate. A list of degree candidates is generated by the Registrar for use in degree certification and so that the bookstore can order regalia.

Pre-Certification

Students are pre-certified for their degrees by the CALS Dean's Office after the degree application deadline. James Fant verifies that the student has met all degree requirements or is in the process of meeting all requirements. In addition, eligibility for honors is verified.

Departmental Review

Degree candidate lists are provided to the departments so that any remaining course substitutions or course waivers may be completed prior to the end of the term. Departments should only make course substitutions or waivers for department requirements, and only on a limited basis. Emelie Matthews or James Fant will make substitutions or waivers for CALS, General Education or UF requirements as needed.

Late Degree Applications

Students who do not apply by the published deadline must complete a Late Degree Application Form. Depending on when the late degree application is completed, the student may need a letter from James Fant to order academic regalia from the bookstore. Students who apply late are not guaranteed to be listed in the commencement program due to printing deadlines.

Final Certification

Degrees are certified on the Tuesday following the end of the final exam period (fall and spring terms) or following the last day of classes (summer). Completion of degree requirements is verified by James Fant and submitted to the Registrar's Office by noon

on that day. It is critical that updates to degree audits are done prior to commencement so that candidates may be certified. There is a final opportunity for degree certification within 30 days of the original certification date for any late grade changes or receipt of transcripts that clear remaining degree requirements. However, all coursework must be completed by the end of the final exam period (fall and spring) or last day of classes (summer) term for the degree to be awarded for that term. Please notify James Fant of grade changes or other actions that will affect a candidate's status.

Honors Designation

Students are pre-certified for honors (*cum laude*, *magna cum laude* or *summa cum laude*) based on their upper-division GPA. That GPA must meet or exceed 3.5 for *cum laude*, 3.75 for *magna cum laude*, and 3.85 for *summa cum laude*. Pre-certification for *magna* and *summa cum laude* also requires that students have notified the CALS Honors Program of their intention to complete an honors thesis. Students cannot be pre-certified without the appropriate GPA and therefore will not be eligible for purchasing honor cords for graduation. Students must have a minimum of 30 hours of enrollment as a degree-seeking student at UF to be eligible for honors. Students who meet the required GPA at the end of the semester they graduate, and who were not pre-certified for honors, will have the appropriate honors designation on their transcript and diploma and may purchase honor cords at that time. A student who is completing two majors or two degrees will only be certified for *magna* or *summa cum laude* for one major/degree unless the student completes two honors theses or has received special permission from the CALS Honors Director.

Walking "out-of-turn"

Students who wish to participate in a commencement ceremony but have not completed all degree requirements may request to walk "out-of-turn." The student's adviser must send a request (hard copy or email) to Associate Dean Dr. Elaine Turner for approval. In order for the request to be approved, students must have a minimal number of credit hours remaining for completion in the subsequent semester. If approved, the student will need to get a letter from James Fant that will allow rental of academic regalia from the bookstore. Students who walk "out-of-turn" are not eligible to purchase honor cords for that ceremony, and their names will not appear in the commencement program. Students who walk "out-of-turn" must still apply to graduate in the appropriate term by the deadline. Occasionally a student wishes to participate in a commencement ceremony after the degree has been awarded. Special permission is required from Dr. Elaine Turner to do so.

Delaying Graduation

After the degree application deadline, CALS receives from the Registrar's Office a list of students who have met degree requirements but have not applied to graduate. Those names will be forwarded to the appropriate undergraduate coordinator for follow-up, and registration holds will be placed. Students are notified of the need to submit a Late Degree Application. Any requests to delay graduation must be made in writing by the student and approved by Associate Dean Dr. Elaine Turner. Requests will be approved in limited circumstances such as a study abroad or internship experience. If a student

has met all degree requirements, does not apply for graduation and does not have approval to delay graduation, CALS will submit a late degree application on the student's behalf.

Awarding Bachelor of Science degree to Professional School Students without Degrees

CALS students admitted to a UF professional schools prior to completion of a bachelor's degree may be awarded a degree if the student has:

- completed all University of Florida requirements
- overall and upper-division GPAs of 2.0 or greater
- completed all General Education and state of Florida requirements
- completed all College of Agricultural and Life Sciences requirements
- completed all major requirements except for a sufficient number of elective hours to meet the 120 credit hour degree requirement

Students may apply for graduation while in professional school after completion of the necessary number of credit hours required for graduation. Students will be certified for graduation and the degrees will be conferred upon approval of the departmental adviser and the College of Agricultural and Life Sciences.

Honors

[UG Catalog: Graduating With Honors](#)

[CALS Honors Program website](#)

[CALS Honors Courses](#)

[CALS Honors Departmental Coordinators](#)

Latin Honors

Students earn Latin Honors (*cum laude*, *magna cum laude* or *summa cum laude*) based on their upper-division GPA and, for *magna* and *summa cum laude*, the completion of an approved honors thesis. The minimum upper-division GPAs are:

- 3.5 for *cum laude*
- 3.75 for *magna cum laude*
- 3.85 for *summa cum laude*

Thesis projects are scholarly activities in teaching, research or extension that involve guided independent work that has clear objectives and expected outcomes.

CALS Honors Program

The CALS Honors Program is the only comprehensive upper-division honors program at UF. It is for students who have:

- declared a major and have completed at least one semester in the College of Agricultural and Life Sciences,
- accumulated between 60 and 90 credits
- earned a 3.75 or greater overall GPA

CALS Honors coursework integrates with required and elective courses in the major. To graduate as a CALS Honors Scholar, students must complete each of the five experiences listed below and maintain an upper division GPA of at least a 3.75.

- ALS 3923 (Honors Orientation - 1 Credit)
- XXX 4909 (Honors Project - 3 Credits) – Students use the course that is within their major, e.g., Wildlife Ecology and Conservation students would register for WIS 4909; Entomology and Nematology students would register for ENY 4909.
- Two additional Honors courses - see the Honors Courses website for details
- Write an Honors Thesis. Contact the CALS Dean's Office for thesis deadline information and paperwork. Thesis guidelines are available on the CALS Honors Program website.

CALS Honors coursework is identified as such on the transcript. Students who successfully complete the CALS Honors Program are designated as *CALS Honors Scholars*, and receive a Scholars Medallion and a certificate. Completion of the CALS Honors Program automatically qualifies students for graduation *magna cum laude* or *summa cum laude* depending upon a student's upper-division GPA.

Honors Thesis Approval Process

Students planning to write an honors thesis should consult with the Honors Coordinator for their major. Preparation for the thesis should begin at least three semesters prior to graduation. Students are expected to submit a thesis proposal to the CALS Honors Program Director, approximately six weeks after the start of the student's next-to-last semester.

The final thesis needs to be approved by the student's faculty mentor, honors coordinator for their major, and CALS Honors Program Director. All students will meet with the Director for an honors thesis review prior to submission of the thesis to the University Honors Office.

Proposal and final submission due dates are posted on the CALS Honors Program website.

Incomplete and No Grades

[UG Catalog: Grades and Grading Policies](#)

[CALS Incomplete Grade Contract form](#)

I* or N* grades on a student's transcript indicate the non-punitive initial-term receipt of an Incomplete Grade (I) or No Grade (NG). A grade of I* or N* is not considered a failing grade for the term in which it is received, and it is not computed in the GPA. However, if the I* or N* has not been changed by the end of the next term for which the student is enrolled and receives grades, it will be counted as a failing grade and used in computation of the GPA. Note that a change to punitive status only happens when the student enrolls in a subsequent semester and receives grades. For example, if a student receives an I* grade in spring term and does not enroll in summer courses at UF but

does enroll for fall, the I* grade does not become punitive until fall term grades are posted.

For purposes of determining GPA after the initial receipt of an I* or N* grade, the three summer terms are considered collectively as a single term. I* and N* grades are not assigned to graduating students; they receive failing grades of I or NG.

An incomplete grade may be assigned at the discretion of the instructor as an interim grade for a course in which the student has completed a major portion of the course with a passing grade, been unable to complete course requirements before the end of the term because of extenuating circumstances, and also obtained agreement from the instructor and arranged for resolution of the incomplete grade. Instructors are not required to assign incomplete grades.

If make-up work requires classroom or laboratory attendance in a subsequent term, the student does not register for the course again. Instead, the student should audit the course and pay course fees.

If the make-up work does not require classroom or laboratory attendance, the instructor and student should decide on an appropriate plan and deadline for course completion. When the course is completed, the instructor will initiate the change of grade. These procedures cannot be used to repeat a course for a different grade. An I grade should not be assigned to a student who never attended class; instead, instructors should assign a failing grade.

If the student's major department doesn't have their own incomplete contract, the instructor may use the CALS Incomplete Grade Contract form.

Independent Study

[ALS 4905 Undergraduate Research Student Contract form](#)

[ALS 4909 Undergraduate Honors Project Contract form](#)

UF students have many opportunities to pursue independent study through research with faculty or other special programs. CALS departments offer students the opportunity to earn credit for independent work through XXX 4905, Individual Work/Special Problems/Problems in _____. XXX 4909, Honors Project, is used for students in the CALS Honors Program when they are working on their honors thesis.

Students in the Biology major (and others as appropriate) can use ALS 4905 or ALS 4909 for this purpose. All students registering for ALS 4905 must complete the ALS 4905 Undergraduate Research Student Contract form and obtain a signature and contact information from their research mentor. Emelie Matthews in the CALS Dean's Office registers the student for credit, collects the required research summary at the end of the semester and submits the student's grade after notification by the mentor. It is recommended that all departments use a contract form to document independent study

enrollment. Students are expected to work a minimum of 3-4 hours per week for each credit hour of enrollment.

Medical Withdrawals

[DSO: The Medical Withdrawal Process](#)

Medical withdrawals, including withdrawing from all courses for medical reasons, in a current or a previous term are handled by the UF Dean of Students Office (DSO). Detailed information on medical withdrawals is available from that office and on the DSO website. Students must obtain Instructor Recommendation Forms, but a college interview is not required.

Minors

[UG Catalog: Undergraduate Minors](#)

[CALs Minors](#)

[Application to Add or Cancel a Minor](#)

Pursuit of a minor is an excellent way for students to expand their knowledge of a particular subject and get the most out of their educational experience at UF. The minor provides a traditional, well-accepted way to recognize that a student has completed a significant body of work outside the major. Students can follow-up on long-time personal interests, satisfy intellectual curiosity generated by introductory courses, differentiate their program of study from those of fellow students or enhance their opportunities for employment or for admission to graduate or professional schools. There is no limit to the number of minors a student can pursue, however the addition of minors should not add more time to the student's academic career at UF.

For a list of minors offered within CALs, please visit the CALs Minors website. To find other minors offered at UF, visit the Minors section of the Undergraduate Catalog. Students interested in adding a minor should consult with their major adviser and an adviser for the minor.

To add a minor, the student completes the Application to Add or Cancel a Minor form and obtains signatures from the college of their major and the college offering the minor. Students needing a CALs signature on this form can see Emelie Mathews or James Fant in the CALs Dean's Office. The student takes the completed form to the Registrar's Office for processing.

Petitions

[UG Catalog: Petitions](#)

[OUR: Petition Information and Instructions website](#)

If a student fails to meet a university deadline or conform to a university regulation, and if the student believes there are extenuating circumstances that led to this failure or nonconformance and those circumstances can be documented, the student may petition for a waiver.

In general, petitions for waiver of an academic regulation for the current term should be directed to the college in which the student is enrolled. For example, petitions to drop or add after the drop/add period should be presented to the college. Exceptions to the course load regulation are to be presented to the college. Petitions approved by the college must be reported to the Office of the University Registrar before the action is official.

All other petitions should be presented to the Office of the University Registrar, which will refer them to the University Student Petitions Committee. Actions approved by the Petitions Committee will be reflected on the student's transcript.

Per FAC Rule 6C-7.002(10), all requests for a refund of fees must be submitted to the university within six months of the close of the semester for which the refund is applicable. Any request for a refund of fees submitted outside this timeframe will not be reviewed.

Detailed information on petition procedures is available from the Registrar's Office. For the college interview portion of the petition, the student needs to make an appointment with Associate Dean Dr. Elaine Turner.

A student seeking a waiver of a regulation through petition must remember that no committee on petitions can direct an instructor to change a student's grade, nor can the University Student Petitions Committee require any college or school to grant a degree by waiving any regulation.

Practical Work Experience/Internships

An internship to gain practical work experience in the student's chosen field is a requirement in several CALS majors and is encouraged for all students.

By prior approval, students may receive credit for practical work experience relevant to their college major. Credit is earned at a rate of one credit per month of full-time work and may not exceed a total of three credits applied toward the bachelor's degree. A formal written report must be submitted to the faculty coordinator before a grade (S-U) will be issued.

Departments offering this option list the course number XXX 4941, Practical Work

Experience, in the Schedule of Courses. Minimum criteria for eligibility and performance have been established by the individual academic units.

The following guidelines apply:

- Application for credit must be approved by the academic unit before the internship begins; agreement among the academic unit, student and employer must be established before approval is granted.
- The practical work experience must be a new experience for the student and directly related to the field of study of the academic unit granting approval.
- In general, no approval shall be granted for a person working for his/her own enterprise or for any related family corporation.
- One hour of credit will be allowed for each month of supervised practical work experience. No more than three hours of practical work experience will apply towards a bachelor's degree.
- Only S-U grades are given. All requirements for grading will be outlined to the student during pre-planning. Grading will be based on the completeness and quality of the final report, oral testing by the supervisory faculty and cooperating employer and evaluations by departmental representatives. Students may be required to present seminars following their work experience.
- On-site visitations by representatives of the academic unit are desirable.
- During the work experience, the student's performance should be evaluated by the cooperating employer. The goal of the evaluation is to determine if the student's experience meets the objectives intended and to determine how well the student is actually performing.
- It is the responsibility of the student to make all arrangements with the employer regarding pay, working hours, benefits, travel, housing, etc. The student is an employee of the cooperating employer and, as such, is subject to being discharged if his/her performance is unsatisfactory.
- It is the responsibility of the faculty coordinator to assist the student in contacting the employer and planning the program, to assist the employer as needed in conducting the program, to assure proper evaluation of the student and to offer guidance to the student as required.
- It is the responsibility of the employer to assume all liability for the student as with any other employee. The university has no liability for the student during the period of employment. The employer is to furnish a beneficial work experience in accordance with an agreement between the employer and the academic unit, including accommodating observation by faculty and assistance with evaluation of the student.

Academic units should have a Practical Work Experience approval form to document key features of the work experience and appropriate approvals. A generic form is available from CALS.

Probation

[UG Catalog: Probation](#)

[CALs Probation Contract form](#)

[CALs Probation Prediction form](#)

The intent of academic probation is to formally serve notice that a student is not making satisfactory progress. The conditions of academic probation are intended to specify the achievement standards required to graduate, to identify unsatisfactory academic performance at an early date, to provide occasion for counseling, and to give students whose ultimate success is in question further opportunity to demonstrate their ability to meet academic expectations. Academic probation can occur for the following reasons:

- Undergraduate students with less than a 2.0 UF GPA and a grade point deficit of fewer than 15 are automatically placed on academic probation. Probation status is noted on the student's transcript in ISIS.
- Probation is continued so long as the student has more than 0 but less than 15 deficit points. A student who accumulates 15 or more deficit points will be dismissed (see Dismissal above).
- Students may be placed on probation by their college for failure to maintain normal academic progress in their degree program. College probation will be removed when the college determines that satisfactory academic progress has been demonstrated.

CALs Probation Policies and Procedures

Students receive notice of their probation status early in the fall or spring semester by both email and U.S. mail. A college registration hold is placed on the student's record, preventing advance registration.

Students must complete the CALs Probation Contract and CALs Probation Prediction forms (which will be mailed to them via email and U.S. mail) in consultation with their academic adviser. Advisers are expected to discuss the student's academic progress, factors that are interfering with academic success and plans for future semesters, including recommended courses and appropriate referrals to university resources.

Once the forms are complete, the student schedules an appointment with Associate Dean Dr. Elaine Turner. The student's registration hold may be removed following this appointment if the student appears to be resolving their academic issues and making progress in removing their deficit points. At the discretion of the Associate Dean, the registration hold may be left in place until after the semester grades are posted.

CALs students are allowed two fall/spring semesters to restore their GPA to 2.0 or higher. Failure to do so may result in college suspension, meaning that the student is not permitted to continue study in CALs until interfering factors are resolved. In the second semester on probation, the registration hold will not be removed until semester grades are posted. Students who are readmitted on academic probation or who are in CHANGE major status will complete the probation paperwork but will not be able to register for a subsequent semester until after grades are posted and progress is evaluated.

Registration Holds

[UG Catalog: Tracking Progress Toward a Degree](#)

A registration hold prevents a student from registering for classes or adjusting their schedule. The university may place a registration hold for a variety of reasons, including inadequate progress in completing critical-tracking requirements (UT hold), failure to pay tuition and fees, student conduct issues and academic dismissal. Automatic registration holds are placed each term requiring students to update emergency contact information and complete the registration acknowledgement (Registration Prep hold).

CALS may place a registration hold when a student is on probation, is not making sufficient academic progress or has met degree requirements but has not applied to graduate. College holds are only removed by Dean's Office staff and may require approval of an Associate Dean.

Academic units may place a registration hold when a student in their major is not making sufficient academic progress or has unmet obligations.

Students with major holds and UT holds should meet with their academic adviser to review their situation. Students who are off-track for the 1st or 2nd time should be advised of what they need to do to get on-track or advised to seek another major. Students who are off-track more than twice are to be counseled to find a new major where they are more likely to be successful. 3rd-time off track holds should only be removed by the department in limited circumstances and in consultation with the Deans Office. If the adviser decides not to remove the hold, the student may be referred to the Dean's Office for advice about alternative majors. The college will not remove major holds unless the student changes majors within the college or when there are extenuating circumstances.

All hold activity and decisions about removing or not removing holds should be documented in Advisor Comments in ISIS. All hold activity is monitored daily by the Dean's Office. This includes placement and removal of major, UT and college holds.

Repeat Course Policy

[UG Catalog: Repeat Course Work](#)

[UG Catalog: Repeat Course Fee](#)

UF coursework that is repeated is counted in the computation of a student's UF GPA as many times as grades for that course are recorded, although credit hours will be awarded only once.

However, when a student earns a C (2.0) or higher in a course, repeats that course and earns a C (2.0) or higher in the subsequent enrollment, the new grade is not computed into the UF GPA nor is the student awarded additional credits.

Students who entered UF with credit for Advanced International Certificate of Education (AICE), Advanced Placement (AP) or International Baccalaureate (IB) courses who then repeat the equivalent course at UF will receive a grade for the UF course and no credit for the prior work.

Outcomes when repeated coursework involves UF coursework only:

Grades Earned	GPA/Credit Computation
First grade lower than a C, Second grade of C or higher	Each grade computed in grade point average; credit earned only once.
First grade lower than a C, Second grade lower than a C	Each grade computed in grade point average; credit earned only once.
First grade of C or higher, Second grade lower than a C	Each grade computed in grade point average; credit earned only once.
First grade of C or higher, Second grade of C or higher	Only first grade computed in GPA; credit earned only for first attempt

Grades received at other institutions will not be averaged with grades received at UF but will be used in the calculation of tracking GPA.

In the case where all repeated coursework was taken at other institutions, no grades will be calculated into the UF GPA and credit is awarded only once. Repeat course equivalencies are identified based on the state's common course taxonomy. Refer to the [statewide course numbering system](#) for the definition of course equivalencies.

Repeat Course Fees

Beginning Fall 1997, any undergraduate course numbered 1000-4999 at the university (excluding individual study, courses numbered X900-X999, courses dropped or withdrawn without fee liability, cooperative education courses, military science courses with prefixes AFR, MLS and NSC, and courses approved for multiple registrations) for which a student registers three or more times will be subject to a repeat course fee at 100 percent of the full cost of instruction, calculated annually (6C1-3.0375(4q) Regulations of the University of Florida). All students, regardless of classification or residency status, will be assessed the fee. Courses taken before fall 1997 are excluded.

Satisfactory-Unsatisfactory Grade Option

[UG Catalog: Satisfactory-Unsatisfactory \(S-U\) Grade Option](#)

Subject to CALS and department guidelines, students may take elective coursework and earn grades of S (Satisfactory) or U (Unsatisfactory). A grade of S is equal to a C (2.0) or better. Grades earned under the S-U option do not carry grade point values and are not computed in the UF GPA. Such grades are included in a student's permanent academic record and are reflected on the transcript. Once the S-U option is approved, students cannot revert to a letter grade.

Students should note that other academic institutions and agencies may interpret a grade of "U" as a failing grade.

Students choosing the S-U option must be in good standing and cannot be on academic probation. To elect the S-U option, students must obtain the approvals indicated on the form (available from the Registrar's Office). They can elect the S-U option for only one course each term; this option is in addition to courses that are taught only on an S-U basis. Courses taken to fulfill the general education, writing and math, college and major requirements cannot be taken S-U.

For fall, spring and summer C terms, the S-U option deadline is Friday of the third week of classes. For summer A and summer B terms, the deadline is Wednesday of the second week of classes.

Summer Requirement

[UG Catalog: Summer Term Enrollment](#)

Students who enter a state university in Florida with fewer than 60 credits must earn at least nine credits during summer terms at State University System institutions before graduation. Credit earned through any of the study-abroad programs approved by UF during a summer term counts toward satisfaction of the summer term enrollment requirement.

Students who entered UF starting Summer B 2002 through Summer B 2011 were exempt from the summer requirement if they had earned nine hours of credit from accelerated mechanisms, such as the Advanced International Certificate of Education (AICE), Advanced Placement (AP), and International Baccalaureate (IB) or approved dual enrollment programs. This exemption was repealed effective July 1, 2011.

Students may request a waiver of the summer requirement for justifiable academic reasons or extenuating circumstances ([see UF regulations](#)). Requests should be communicated by the academic adviser to the Dean's Office. Waiver requests will be reviewed by Associate Dean Dr. Allen Wysocki. The [petition form](#) is on the CALS website under faculty and staff resources.

Transient Work

[UG Catalog: Transfer Credit Policy](#)

[OUR: Transient Students website](#)

[State University System Transient Student form](#)

[CALS Transient Policy/Signature form.](#)

UF students are expected to complete their degree requirements at UF. Students may request permission to register for one or more courses at another institution with the following requirements:

- The last 30 semester hours to be applied toward a degree must be completed at UF, in residence in the College of Agricultural and Life Sciences.
- A minimum overall UF GPA of 2.0 is required for approval of transient enrollment.
- A grade of “C” or better must be earned in the course(s) taken at another institution or the overall GPA at that institution must be 2.0 or greater.
- A transcript must be provided to the UF Office of the Registrar showing completion of the course(s).
- Awarding of credits earned from transient enrollment is subject to university, college and departmental requirements.

After discussion with their adviser, a student should initiate the process of requesting transient enrollment by going online to <http://FLVC.org>. In the Apply section, there is a link to the Transient Student Form. If the school the student wants to attend is listed, he/she should complete the online form and submit it. The student will use their GatorLink ID and password to sign on, but FLVC.org will only allow 12 characters in the GatorLink ID and only letters and numbers in the password. Students may have to change one or both before using FLVC.org. If the desired school is not listed, the student will have to complete the hard copy Transient Student form.

FLVC.org Process

Submission of an online Transient Student Form sends an email notification to Emelie Matthews who will then:

- verify that the student’s UF GPA is 2.0 or greater
- verify that the student is not in their last 30 hours
- verify whether the requested course will count
- check for adviser support and justification documented in Advisor Comments in ISIS if the request is for transient enrollment at Santa Fe College
- approve the request if there are no concerns
- post a comment to the student noting the requirement to maintain a 2.0 GPA at each institution attended, and if the requested course is part of a sequence, cautioning the student about splitting course sequences.

If there is any question about the requested course and whether the department would support it, Emelie Matthews will call the department for verification if there is nothing noted in Advisor Comments. It is the student’s responsibility to submit an official transcript to UF once the course is complete.

Hard Copy Transient Student Form Process

The student completes Section A of the Transient Student Form and signs the CALS Policy on Transient Enrollment form. The academic adviser completes Section B and the student then brings both forms to Emelie Matthews for college approval. Verification is completed as noted above and if approved, the student takes the Transient Student form to the UF Office of the Registrar. It is the student’s responsibility to submit an official transcript to UF once the course is complete.

Acceptance of Transfer Credit

Once the transcript is received, it is reviewed by UF Transfer Credit Evaluation and posted to the student's UF transcript. If the course was taken at a 4-year institution, it will count toward the required 120 credit hours and for either a degree requirement or elective credit. If the course was taken at a Florida community college or state college and the student has not already transferred 60 credits from community/state college, it will count toward the 120 credit hours and a course requirement or elective. If the student has already transferred 60 credit hours from community/state college, the transient work will count only for a degree requirement, but not toward the 120 credit hours.

Please keep these other key factors in mind:

- Students should be encouraged to enroll for UF courses, either on-campus, online, or at an IFAS Research and Education Center whenever possible.
- Students should be discouraged from splitting course sequences such as Chemistry 1 and 2 or Biology 1 and 2 between two institutions.
- Grades for courses taken at other institutions are not included in the UF GPA, but will be part of the critical tracking GPA if they are for critical tracking courses.
- Writing Requirement words are posted based on how the course is taught at the institution where it was taken.
- Only courses completed at one of the 11 State University System institutions will count toward completion of the Summer Requirement (see above).
- If a student has discussed transient enrollment with their adviser, the adviser should note their approval and specific courses discussed in Advisor Comments in ISIS.
- Students who request transient enrollment at Santa Fe College must have approval from their adviser and documentation of a conflict with taking the requested course at UF or other extenuative circumstances. Adviser approval should be noted in Advisor Comments in ISIS.
- Requests for concurrent enrollment at UF and Santa Fe College will only be approved in limited circumstances.

Undergraduate Registration in Graduate Courses

Upper-division undergraduate students may enroll in 5000-level courses with consent of the instructor. Normally, a student must have a GPA of at least 3.00. To enroll in 6000-level courses, a student must have senior standing, consent of the instructor, and an upper-division GPA of at least 3.00.

After a student is accepted to graduate school, up to 15 credits of graduate-level courses earned with a letter grade of B or better taken under this provision may be applied toward a graduate degree at UF if credit for the course has not been used for an undergraduate degree and if the transfer is approved by the academic unit and made as soon as the student is admitted to a graduate program. Students in combined degree

programs can use up to 12 graduate credits in both the undergraduate and graduate degree program.

Withdrawals

[UG Catalog: Withdrawals](#)

[Application To Withdraw From All Courses form](#)

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.
- Any student who withdraws after the deadline will receive WF grades in all courses and will be subject to dismissal.
- Students who leave UF without withdrawing formally receive failing grades.
- Students on university academic probation who withdraw from UF before the deadline will continue on probation until their grade point deficit is reduced to zero. Students on Admissions Committee probation must meet the terms of their probation.

Note that each summer term is a unique semester. For example, if a student is taking one course in Summer A and two courses in Summer C and wants to drop the summer A course, they would apply to withdraw from all courses. If the same student wanted to drop only one of their Summer C courses, they would seek a drop as described in the Drop/Add section above.

To initiate a semester withdrawal, the student completes the top portion of the Application to Withdraw From All Courses form. Eligibility to withdraw needs to be verified by the Registrar's Office. The student must obtain approval from their Academic Adviser, followed by signatures from Financial Aid, Housing and/or the UF International Center as appropriate. The completed form is submitted to the Registrar's Office.

Medical withdrawals (current term and retroactive) are handled by the Dean of Students Office (see Medical Withdrawal section above).

VI. Academic Policies - Graduate

CALS follows the academic policies of the Graduate School. Procedures for specific academic actions by graduate students and/or graduate programs will be added to the manual at a later date.

VII. Teaching Related Policies and Procedures

Academic Honesty

[UG Catalog: Student Responsibilities](#)

[Student Honor Code](#)

[Student Conduct and Conflict Resolution](#)

[Turnitin](#)

Students are required to be honest in all of their university class work. Faculty members have a duty to promote ethical behavior and avoid practices and environments that foster cheating. Faculty should encourage students to bring incidents of dishonesty to their attention. A faculty member, in certain circumstances, can resolve an academic dishonesty matter without a student disciplinary hearing. The process for addressing an honor code violation can be found through Student Conduct and Conflict Resolution in the Dean of Students Office.

In the fall of 1995, the UF student body enacted a new honor code and voluntarily committed itself to the highest standards of honesty and integrity.

The 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.*

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

Antiplagiarism Software

Turnitin is an internet-based anti-plagiarism technology that enables faculty members to determine if research papers have been plagiarized. The Office of Academic Technology has licensed Turnitin.com for the use of UF faculty and students. Turnitin's web-based program searches out matching and even partially altered phrases from web content and Turnitin databases. The software then provides to the instructor a color-coded "originality report" with links to similarities in submitted text. This allows the

instructor to carefully evaluate suspect papers for proper and improper citation and dishonest plagiarism.

Attendance Policies

[UG Catalog: Attendance Policies](#)

Instructors set the specific attendance policies for their courses. Students enrolled in a course are responsible for satisfying all academic objectives as defined by the instructor in the syllabus.

Students may not attend a class unless they are officially registered or approved to audit with evidence of having paid audit fees. Students who do not attend at least one of the first two class meetings of a course or laboratory in which they are registered, and who have not contacted the department to indicate their intent, may be dropped from the course. However, students should not assume they have been dropped from a course if they fail to attend the first few days of class.

Religious Holidays

The university calendar does not include observance of religious holidays. The Florida Board of Governors and state law govern university policy regarding observance of religious holidays. Students shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith with prior notification to the instructor. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

Student Illness

Students who are absent from classes or examinations because of illness should contact their instructors. The Student Health Care Center (SHCC) can provide a medical excuse note only if their providers are involved in the medical care of a student who must be absent from class for three or more days for medical reasons. A student who has a medical reason that results in fewer than three days of absence from class should talk with his/her professor rather than ask for an excuse note from the SHCC. If a professor subsequently requires a note for a medical absence of fewer than three days, then the professor must provide the SHCC with a written request on UF departmental letterhead.

Twelve Day Rule

Students who participate in athletic or extracurricular activities are permitted to be absent 12 regular class days per semester without penalty. This rule applies to individual students participating on an athletic or scholastic team. It is the student's responsibility to maintain satisfactory academic performance and attendance.

Auditing a Course

[UG Catalog: Auditing Courses](#)

Students may audit courses on a space-available basis. Students must obtain approval from the course instructor and the dean's office of the college offering the course, and pay course fees.

Copyright

[UF Libraries: Copyright on Campus](#)

The UF Libraries website has an excellent set of documents on copyright issues that affect faculty, students and teaching materials.

Co-taught Courses

[CALs Guidelines for Submission of Co-taught Undergraduate and Graduate Course Proposals](#)

[CALs Curriculum Committee website](#)

There is no university policy that prohibits the practice of co-teaching a course for both graduate and undergraduate students. This can be an efficient way to offer low-enrollment courses. However, concerns are raised when the course requirements do not differ between the undergraduate and graduate offerings. It is essential that two course syllabi be used in the course, and that there is substantial difference in student expectations. The integrity of the graduate program must be upheld by ensuring that students who receive graduate credit are completing graduate-level work, and that students receiving undergraduate credit are not being held to graduate-level requirements. The university's course approval process clearly requires this differentiation. The following should provide some guidance for those instructors, graduate coordinators and undergraduate coordinators who are proposing/submitted co-taught undergraduate and graduate course proposals.

1. Submission of two course syllabi, one for graduate students and one for undergraduates with substantial differences in student expectations at each level. Syllabi must clearly articulate that these are co-taught as graduate and undergraduate courses. The objectives should reflect additional performance criteria and/or conditions expected at the graduate level. (See *Guidelines for Writing Learning Objectives* at the CALS Curriculum Committee website). The graduate level syllabus must include a list of assigned readings or bibliography.
2. A joint letter from the undergraduate and graduate coordinator to include:
 - a. Justification/Rationale for offering a co-taught course.
 - b. Specific comments/details about the depth, rigor and scope of the differences in student expectations between graduate and undergraduate students.NOTE: Examples of differences in student expectations that could be used to expand the depth/rigor/scope of the graduate offering might include additional assignments, test items and/or essays reflecting additional rigor; additional

readings and/or presentations in class; additional class time for lectures or discussion.

3. Completion of UCC1 forms for both graduate and undergraduate levels. The UCC1 and supporting documents should be submitted simultaneously to the CALS Curriculum Committee through the usual approval@ufl.edu process.
4. Co-taught courses are intended to combine 4000, 5000 and 6000 level courses. Co-taught courses are not intended for 3000 level courses.
5. Undergraduate students who enroll and successfully complete the undergraduate course should not be allowed to repeat the advanced graduate course.
6. Policies: Both levels of students should be held to the same standards regarding attendance, academic honesty, etc.

Course and Teacher Evaluations

[GATORRATER Online Faculty Evaluations](#)

The State University System Student Assessment of Instruction (SUSSAI) was implemented in 1995. Its purpose is to provide for student assessment of instruction based on eight criteria common to all SUS institutions. Evaluations are administered through departmental and college offices for all scheduled undergraduate and graduate courses and are conducted online. Summary results are available online. Results of course and instructor evaluations are used as part of individual faculty evaluations and in consideration for tenure and promotion.

The following types of courses may be excluded:

- Courses involving individual instruction such as independent study, internship and practicums, thesis and dissertation supervision.
- Class sections for which the number of possible respondents is so small as to make the results of limited statistical usefulness, such as any course with an enrollment less than or equal to 10.

For multiple instructor courses, each instructor must be evaluated separately. However, there should not be a separate evaluation for any instructor who met with the class fewer than 10 times for a typical 3-credit hour class (< 20% of class meetings).

For courses that operate on the standard semester calendar, course evaluations open on the day after the last day to drop without failing grades and close on the day before the beginning of the final exam period. Results are available the day after final grades are available to students. College and departmental evaluation administrators may modify opening and closing dates for courses using a non-standard calendar.

If an instructor provides class time for students to complete the evaluation using laptops, smartphones or other electronic devices, this should be done on a day when no exam is scheduled, students should be given at least 15 minutes to complete the evaluation and the instructor should not be present while the evaluation is being completed.

In addition to the required evaluation questions, CALS requires five additional questions for all courses and three additional questions specific to laboratory courses.

To enhance response rates the following suggestions are provided:

- Create a classroom culture from the start of the semester where feedback is welcomed.
- Conduct an informal mid-semester evaluation and make adjustments as appropriate in response to student feedback.
- Remind students of the upcoming evaluation and its importance in improving the quality of the course for future semesters.
- Provide time in class for students to complete the evaluation using their laptops or smartphones.

Other suggestions are provided on the [Research and Online Resources](#) page in the Faculty Evaluations system. UF policy prohibits instructors from providing incentives for students relating to completion of Faculty Evaluations that affect the course grade.

Course Fees

[Workgroup on Distance Education and Self-Funded Programs](#)
[myUFL Toolkits for Material and Supply and Equipment Use Fees](#)

Distance Learning Fees

State-funded (on-book) courses may assess a distance learning fee on a cost recovery basis to offset additional costs of offering a course online or by distance. The amount of the distance learning course fee may not exceed the additional costs of the services provided that are attributable to the development and delivery of the distance learning course. Authorization for charging such fees requires college dean and provost's office approval. Guidelines and forms are available from the Workgroup on Distance Education and Self-Funded Programs.

The Workgroup will review applications and provide the Provost with an action recommendation.

The criteria for evaluating such a request for a distance learning fee are as follows:

1. The fee must NOT cover:
 - a.) instructional or student services paid for by tuition or state appropriations.
 - b.) costs covered by other fees (health, activity, etc.)
2. The fee must be clearly associated with the distance learning course for which it is being charged. It must be auditable in terms of cost recovery.

Equipment Usage Fees

Equipment usage fees can be assessed to help distribute the cost of a piece of equipment over a period of academic terms or academic years. Requests for this fee are submitted online through the myUFL website. Several pieces of information related to the

equipment itself are needed in order to complete the request:

- description of the function and use of the equipment
- anticipated useful life, in years
- cost to replace said equipment
- anticipated maintenance cost and insurance cost
- numbers of items requested
- the percentage of usage

Trainings, simulations and other helpful information pertaining to these fees can be found on the MyUFL Toolkits website setup by the Human Resources Department.

Material and Supply Fees

Material and supply fees (M&S Fees) offset the cost of materials or supplies that are consumed in the course of the student's instructional activities, excluding the cost of equipment replacement, repairs and maintenance. In accordance with the administrative code and standard practice, these fees are established for specific courses after approval from the Provost's office, which reviews M&S Fee proposals submitted by a department and approved by the dean. The fee proposal must include course information, a list of the consumable items for which the fee is needed, an estimate of the annual revenue to be collected, and the fee requested per student. Rotating topic courses (including, but not limited to, Individual Work or Special Topics are generally not acceptable for the imposition of M&S Fees because of the changing nature of those courses.

Course proposals for Material & Supply Fees are submitted to the Provost's Office biannually through the appropriate College Dean. The Provost's Office will review courses submitted for M&S Fees for appropriateness and compliance with program guidelines.

Fees are based on a per student/per course basis, and rounded to the nearest half dollar. There is no maximum fee, but applications for M&S Fees over \$50.00 per student per course will need to be accompanied by a justification for the excessive M&S Fee. The student is billed for the M&S Fees along with his/her tuition. Once the student's fees are paid, Finance & Accounting will transfer the M&S Fees to the department using an auxiliary trust fund account earmarked for M&S Fees, usually within two weeks.

Personnel in the academic department are responsible for issuing disbursement requests from the M&S Fee funds, and ensuring compliance with the approved expenditure accounts for M&S Fees. The academic department is also responsible for insuring that the supplies purchased are consistent with the approved items in the fee proposal and that detailed records are kept that track revenue and expenditures by course.

For departments that have collected M&S fees that are not attributable to any currently approved course, those residual balances may be spent on supplies for (1) previously approved courses, or (2) currently approved courses, in accordance with the approved list of supplies.

Trainings, simulations and other helpful information pertaining to these fees can be found on the MyUFL Toolkits website setup by the Human Resources Department.

Examinations

[UG Catalog: Examination Policies and Reading Days](#)

Term examinations may be held during regular class time or evening assembly exams may be arranged for Monday-Friday from 8:20-10:10 p.m. (periods E2-E3) for the fall and spring terms and Monday-Friday from 7:00-9:25 p.m. (periods E1-E2) for the summer terms. If other classes are scheduled during an exam time, instructors must provide make-up class work for students who miss class because of an assembly exam.

Final examinations are determined by course meeting times except for certain large courses. Final examination times are published in the Schedule of Courses. No student is required to take more than three final exams in one day. If two exams are scheduled at the same time, assembly exams take priority over time-of-class exams. When two assembly exams or two time-of-class exams conflict, the course with the higher number will take priority.

Reading Days

The two days before the start of examinations in the fall and spring semesters (generally a Thursday and Friday) are designated reading days. No classes or exams are held on these days. There are no reading days in summer semesters.

Grading Policies

[UG Catalog: Grades and Grading Policies](#)

[CALS Incomplete Grade Contract form](#)

Instructors are responsible for setting the grading scale in their courses. There is no standard grading scale at UF. For general purposes, passing grades are A, A-, B+, B, B-, C+, C, C-, D+, D, D- and S. Failing grades are E and U. However, note that C- is not a passing grade for courses providing General Education, or Gordon Rule credit. If a C grade or higher is required for a course in the major, a C- grade is not acceptable.

Failing grades have additional options:

- E failure
- E0 never attended or participated
- E1 stopped attending or participating prior to the end of the term
- U unsatisfactory
- U0 never attended or participated
- U1 stopped attending or participating prior to the end of the term

Instructors submit grades to the Office of the University Registrar at the end of the semester using the Grade-A-Gator system. This feature is accessed from ISIS Admin on the Administrative tab and requires a GatorLink ID and password for access.

Grade Changes

Grade changes will be accepted and processed by the Office of the University Registrar for a period of one calendar year after the term in which the course was attempted. This policy does not apply to grades of I or I*, which designate a grade of incomplete. Any grade changes submitted after the deadline must be accompanied by additional supporting information or documentation justifying the extension and submitted to the appropriate college dean. If the dean approves the exception, he or she will forward it to the OUR for processing. Change of Grade forms must be completed and signed by the instructor, approved by the department chair and sent to the CALS Dean's Office for final approval and submission to OUR.

Incomplete Grades

An incomplete grade (I) may be assigned at the discretion of the instructor as an interim grade for a course in which a student has completed the major portion of the course with a passing grade, but is unable to complete course requirements before the end of the term because of extenuating circumstances. Instructors are not required to assign incomplete grades. An I grade should not be assigned to a student who never attended class; instead instructors may assign a failing grade or no grade at all, which results in assigned of NG.

If an I grade is to be assigned, the instructor and student determine an appropriate plan and deadline for completing the course. It is suggested that these arrangements be documented in writing with copies for both the student and instructor. If completion of the course requirements requires classroom or laboratory attendance in a subsequent term, the student should not register for the course again; instead the student must audit the course and pay course fees. When all course requirements have been completed, the instructor will submit a change of grade.

If the student's major department doesn't have their own incomplete contract, the instructor may use the CALS Incomplete Grade Contract.

I* or N* grades indicate the non-punitive initial-term receipt of an I or NG. A grade of I* or N* is not considered a failing grade for the term in which it was received, and is not computed in the grade point average. However, if the I* or N* has not been changed by the end of the next term for which the student is enrolled and receives grades, it will be counted as a failing grade and used in computation of the GPA. I* and N* grades are not assigned to graduating students; they receive punitive grades of I or NG.

H Grades

An H grade, which signifies a deferred grade assignment, is normally assigned at the end of a term when a specific course's class calendar differs from the traditional course calendar. H grades will also be assigned to students who have additional time left to

complete their Flexible Learning (correspondence) course requirements after the end of the traditional grade cycle. While H grades for traditional courses become punitive at a date determined by the college, H grades for Flexible Learning coursework generally become punitive 32 weeks after course enrollment.

S-U Option

Subject to college degree program and department guidelines, students may take elective coursework and earn grades of S (Satisfactory) or U (Unsatisfactory). S-U grades do not carry grade point values and are not computed in the UF GPA. Such grades are included in a student's permanent record and are reflected on the transcript. Students must obtain approval for the S-U option and may elect the S-U option for only one course each term. Forms are available from the Office of the University Registrar.

Courses taken to fulfill the Writing and Math Requirement (Gordon Rule) may not be taken S-U. For fall, spring, and summer C terms, the deadline for filing an S-U option is Friday of the third week of classes. For summer A and B terms, the deadline is Wednesday of the second week of classes. The specific dates are listed in the Critical Dates by Term. A grade of C or higher results in an S grade; C- or lower is a U grade.

Posting of Grades

Public posting of student grades using complete social security numbers or university student identification numbers (e.g., the UF ID number), or any portion thereof, violates the Federal Educational Rights and Privacy Act. Consequently, faculty should not post student grades in this manner.

For the purpose of posting grades, faculty may assign, or allow students to choose, a unique and confidential identifier (e.g., a 4-digit number) and then post grades using that number provided that the posted list is not in alphabetical order. The unique identifier cannot be part of the student's social security or UF ID number.

Alternatively, faculty may institute a web-based system that allows students to look-up grades. The system should be secured by GatorLink username and password. This function is available in the Sakai course management system.

Prerequisites

Prerequisites are specified by the instructor and departmental faculty at the time of course approval. All courses numbered 3000-level or higher should have at least one course prerequisite or require students to be of junior level or higher.

Students are required to meet all course requirements prior to enrolling in a course. It is possible that the registration system will allow a student to register for a course even though they have not met the course's prerequisites, but that does not mean that the student should take the course if he/she is actually missing prerequisites. In limited circumstances, departments may approve a student to register for a course for which

they do not meet the prerequisites. In these cases, it is advised that the course instructor inform the student of the potential disadvantage they may be under and require the student to acknowledge this risk in writing.

Concurrent fall/summer registration creates a small complication when registering for prerequisite courses. If a student registers for a summer course that is a prerequisite for a course in the fall, ISIS requires 24 hours to recognize the summer registration. Once the summer course has been added, students can return the next day and complete the registration process. If a student is completing the prerequisite over the summer at another institution, further steps may be required. In that case, students should consult their department's student services coordinator.

Students with Disabilities

[Disability Resource Center website](#)

[DRC Faculty and Instructor Resources](#)

Support services for students with physical, learning, sensory or psychological disabilities are coordinated by the Disability Resource Center (DRC) in the UF Dean of Students Office. All support services provided for UF students are individualized to meet the needs of students with disabilities. To obtain individual support services, each student must meet with one of the support coordinators in the Disability Resources Program and collaboratively develop appropriate support strategies. Appropriate documentation regarding the student's disability is necessary to obtain any reasonable accommodation or support.

[Fact sheets](#) on topics related to accommodation procedures, note-taking services and working with students with disabilities are available from the DRC.

Syllabus Requirements

[University of Florida Policy on Course Syllabi](#)

[CALS Curriculum Committee website](#)

To facilitate clear communication between students and faculty about courses, UF has adopted a policy requiring departments and faculty to publish for each course a syllabus containing specific information about the structure of the course.

Please note this policy is not course-content oriented. What individual professors deem important as technical information in their courses and syllabi is a matter of academic freedom and best determined by that faculty member. This university policy relates only to information that must appear in common on all course syllabi, independent of course level or discipline. The course syllabus approved at the time the course was approved determines the expected course content.

As of spring 2002 semester, all UF course syllabi must contain:

1. Course title, professor's contact information including office location and telephone number, TA contact information if applicable
2. Office hours for the professor (and TA if applicable) during which students may meet with the professor
3. Course objectives and/or goals
4. A topical outline (at least tentative) of subjects to be covered
5. Methods by which students will be evaluated and their grade determined
6. Policy related to class attendance
7. Policy related to make-up exams or other work missed
8. A statement related to accommodations for students with disabilities such as:
"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."
9. Required and recommended textbooks
10. Information on current UF grading policies for assigning grade points.

Suggested additional information:

1. Critical dates for exams or other work
2. Class demeanor expected by the professor (being late to class, use of cell phones, etc.)
3. The university's honesty policy regarding cheating, plagiarism and use of software (required by CALS)
4. Phone numbers and contact sites for university counseling services and mental health services (required by CALS)

Effective fall 2011, the syllabi for all courses and sections offered each semester must be posted on publicly accessible websites. A college may choose to meet this requirement by posting all its syllabi on a single site or on the web pages of individual departments. Syllabi must be posted at least three days prior to the first day of classes and must be retained on this site for at least three complete semesters (counting summer as a single semester).

In CALS, all course syllabi must be maintained on departmental websites. Links to these sites are provided on the CALS [Undergraduate Majors and Contacts](#) and [Graduate Majors and Contacts](#) pages.

The CALS Curriculum Committee website provides standard language for the statements related to academic honesty, software use, university counseling services and services for students with disabilities.

Textbook Adoptions

[Textbook Adoption website](#)

The posting of textbook requirements for courses is a requirement in the Florida Statutes. Textbook adoptions are submitted online through the Textbook Adoption

website. Faculty and staff are strongly encouraged to submit course textbook adoption information in a timely manner. This helps to ensure that students know about required materials at the time of course registration and that books are available to students before classes begin. Deadlines for submission are posted on the Textbook Adoption website, but are generally around April 1 for summer and fall courses and November 1 for spring courses. UF colleges with units failing to post adoptions by the submission deadline are assessed a fee for the missing adoptions.



VIII. Curriculum Development and Revision

Approval System for Curricula

[Academic Approval Tracking](#)

[Flowchart for approval and notification of degree programs](#)

The Academic Approval Tracking system is a tool for submission, review and approval of curriculum changes, faculty senate agenda items and other processes where several levels of approval are required. Most faculty will interact with this system as it relates to curriculum changes. Following the directions below will help submitters meet CALS and university requirements.

The following curriculum actions are initiated in the Approval system:

- New course requests
- Course changes
- Course terminations
- General Education, Writing and Math Requirement requests
- Academic Learning Compact submission or revision
- New certificate program requests
- Certificate program changes
- New degree programs
- New minors
- Changes to minors, majors, specializations, critical tracking

Anyone with a Gatorlink ID and password can initiate a request in Approval. Responsibility for initiating curriculum requests should rest with the Undergraduate or Graduate Coordinator or designated staff.

To initiate a request:

- Login to <http://approval.ufl.edu>
- Select the appropriate process
- Download and complete any required forms
- Complete the basic request information as directed on the form (Title and Description)
- Select the appropriate group (department/school) from the drop-down menu
- Upload an initial document
- Click on “Add Request”

Additional documents may be uploaded after the request is initiated.

Following departmental approval of the request, the department chair will note that

approval in the system and route the request to the CALS Curriculum Committee. Items approved by the CALS Curriculum Committee will then be routed to the next approval level. Other potential actions by the committee may be recycling to the department for corrections or more information, or denial.

Starting a New Course

[Academic Approval Tracking system](#)

[New Course Transmittal Form \(UCC1\)](#)

[UF Policy on Course Syllabi](#)

[CALs boilerplate for university syllabus statements](#)

[Guidelines for Writing Learning Objectives](#)

[CALs Guidelines for Submission of Proposals for Co-Taught Courses](#)

New Course Process

New courses may be proposed by a faculty member or academic unit at any time. All new course requests are initiated in the online Approval system. The Curriculum Committees of departments and/or programs evaluate proposals for new courses. Following departmental/program approval, the department chair notes that approval in the system and the request is then considered by the CALS Curriculum Committee.

Once a new course has been approved at the college level, the proposal is forwarded to the Graduate Curriculum Committee (graduate courses) or University Curriculum Committee (undergraduate or professional courses) for consideration. The University Curriculum Committee reviews all course proposals to avoid duplication of existing courses across colleges and schools. After the University Curriculum Committee approves a new course, the Associate Provost for Undergraduate Education, as Chair of that committee, forwards the approved proposal to the Office of the University Registrar and to the Florida Board of Education for inclusion in the Statewide Course Numbering System.

Submitting a New Course Request

- Go to <http://approval.ufl.edu>
- Select “Undergraduate” for undergraduate courses and “Graduate” for graduate courses.
- Select “Courses” and read the information and document requirements
- Click on “Start the Approval Process” which then requires GatorLink login
- Follow the instructions on the page

Submit the following:

- UCC1 form – complete electronically. An explanation of the UCC1 fields is available on the Instructions page. For College Contact, use Elaine Turner, 392-1963, returmer@ufl.edu, PO Box 110270

- Complete syllabus (see requirements below)
- Syllabus Checklist form – complete electronically
- External Consultation form(s) – complete electronically, if appropriate

The External Consultations form is needed when there is real or perceived overlap between the proposed course and a course taught in another unit, or if the topic of the course might be considered to be the purview of another unit.

Syllabus Requirements

Include all of the information listed below to satisfy UF and CALS requirements:

- Prefix, course number (e.g., 3XXX), course title
- Number of credit hours, proposed course meeting times (e.g., MWF 3rd period)
- Instructor contact information (and TA contact information if applicable)
- Office hours for the instructor (and for the TA if applicable)
- Course description (must match course description on UCC)
- Course prerequisites (note: all 3000 and 4000-level courses must have one or more prerequisites; this can be one or more courses, or can be stated as “Junior Standing”)
- Learning objectives (state in behavioral terms, e.g., the student will be able to ...)
- Topical outline of class meetings
- Text(s) required or recommended and/or reading list; include full citations. Graduate courses are expected to have a reading list of current literature
- Methods by which student performance will be evaluated and their grade determined
- Grading scale that clearly links point values or percentages to letter grades
- Reference and link to UF grade point system
(<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>)
- Policy related to class attendance
- Policy related to make-up exams or other work
- Statements on Academic Honesty, Software Use, Helping Resources and Students with Disabilities. Standard boilerplate language is available on the CALS Curriculum Committee website

NOTE: All course syllabi must be posted on a public website at least three days before the start of the term. Syllabi are to remain posted on this site for three full semesters (counting summer as a single semester).

Co-Taught Courses

For all co-taught undergraduate/graduate courses separate requests must be initiated for the undergraduate course and the graduate course. A joint cover letter from the undergraduate and graduate coordinators is required by CALS to be submitted with both requests. This cover letter and the course syllabi must clearly articulate that the courses are co-taught. The points of distinction between the undergraduate and graduate courses must also be clearly articulated in the cover letter and be of substance that has sufficient rigor to justify offering graduate level credit. Co-taught course requests will be considered together by the CALS Curriculum Committee. For more

information, see CALS Guidelines for Submission of Co-Taught Undergraduate and Graduate Course Proposals on the CALS Curriculum Committee website.

Changing a Course

[Academic Approval Tracking system](#)

[Course Change Transmittal Form \(UCC2\)](#)

Course Change Process

Minor changes to an existing course are submitted through the online Academic Approval Tracking system. Following departmental/program approval, the department chair notes that approval in the system and the request is then considered by the CALS Curriculum Committee. Following approval at the college level, the request is forwarded to either the Graduate Curriculum Committee (graduate courses) or University Curriculum Committee (undergraduate or professional courses) for consideration.

Minor changes include change of course title, course number, amount of credit, prerequisites or co-requisites, or course description. NOTE: Major revisions to course content may require a new course number, so it is best to terminate the existing course and add a new course.

Submitting a Course Change Request

- Go to <http://approval.ufl.edu>
- Select “Undergraduate” for undergraduate courses and “Graduate” for graduate courses.
- Select “Courses” and read the information and document requirements
- Click on “Start the Approval Process” which then requires GatorLink login
- Follow the instructions on the page

Submit the following:

- UCCs form – complete electronically. An explanation of the UCC2 fields is available on the Instructions page. For College Contact, use Elaine Turner, 392-1963, returmer@ufl.edu, PO Box 110270
- Complete syllabus (only for changes to course title, course description or credit hours)
- Syllabus Checklist form – complete electronically if syllabus is needed
- External Consultation form(s) – complete electronically, if appropriate

The External Consultations form is needed when there is a real or perceived impact of the course change on another unit.

Terminating a Course

[Academic Approval Tracking system](#)

[Course Termination or Change Transmittal Form](#)

Course Termination Process

Notice of termination of an existing course is submitted through the online Academic Approval Tracking system. Following departmental/program approval, the department chair notes that approval in the system and the request is then considered by the CALS Curriculum Committee. Following approval at the college level, the request is forwarded to either the Graduate Curriculum Committee (graduate courses) or University Curriculum Committee (undergraduate or professional courses) for consideration.

Submitting a Course Termination Request

- Go to <http://approval.ufl.edu>
- Select “Undergraduate” for undergraduate courses and “Graduate” for graduate courses.
- Select “Courses” and read the information and document requirements
- Click on “Start the Approval Process” which then requires GatorLink login
- Follow the instructions on the page

Submit the following:

- UCC2 form – complete electronically. An explanation of the UCC2 fields is available on the Instructions page. For College Contact, use Elaine Turner, 392-1963, returmer@ufl.edu, PO Box 110270

Make sure to include a Rationale and Impact on Program on the UCC2 form.

Requesting Gen Ed/Writing/Math Requirement Status

[UF General Education](#)

[Academic Approval Tracking system](#)

The General Education Committee is responsible for proposing changes to the general education requirements. All proposed changes are submitted to the Provost and Senior Vice President who directs action to be taken by either the University Curriculum Committee or the Faculty Senate, or both as necessary. In order for a course to be granted General Education or Writing Requirement or Math Requirement status, the course must be approved by the General Education Committee.

Prior to requesting General Education/Writing/Math status it is important to review the UF General Education website thoroughly, noting the general education area descriptions and student learning outcomes.

General Education and Writing or Math Requirement Process

A request for General Education, Writing Requirement and Math Requirement designation is submitted through the online Academic Approval Tracking system. The course must have already been approved before it can be considered for General Education/Writing/Math Requirement designation. Following departmental approval, the department chair notes that approval in the system and the request is then considered by the CALS Curriculum Committee. Following approval at the college level, the request is forwarded to the General Education Committee for consideration.

Submitting a General Education/Writing Requirement/Math Requirement Request

- Go to <http://approval.ufl.edu>
- Select “Undergraduate”
- Select “General Education, Writing and Math Requirements” and read the information and document requirements
- Click on “Start the Approval Process” which then requires GatorLink login
- Follow the instructions on the page

Submit the following:

- Application Form for General Education and Writing/Math Requirement Classification
- Complete syllabus; syllabus must include all requirements listed above as for a new course plus clear and explicit information about the classification requested and its requirements (see Application Form for General Education and Writing/Math Requirement Classification)

Academic Learning Compact Submission or Revision

[Academic Approval Tracking system](#)

[UG Catalog: Academic Learning Compacts](#)

Academic Learning Compact Creation or Revision Process

When a new major is approved it must be accompanied by an Academic Learning Compact to document the Student Learning Outcomes and associated assessments for the program. Changes to Academic Learning Compacts may be proposed by an academic unit at any time. All requests for Academic Learning Compacts are initiated in the online Academic Approval Tracking system. The Curriculum Committees of departments and/or programs evaluate proposals for new minors. Following departmental/program approval, the department chair notes that approval in the system and the request is then considered by the CALS Curriculum Committee. Following approval at the college level, the request is forwarded to the Academic Assessment Committee for consideration. If approved, the ALC will be added to or changed in the Undergraduate Catalog with an effective date of the next academic year.

Submitting an Academic Learning Compact Request

- Go to <http://approval.ufl.edu>
- Select “Undergraduate”
- Select “General Education, Writing and Math Requirements” and read the information and document requirements
- Click on “Start the Approval Process” which then requires GatorLink login
- Follow the instructions on the page

Submit the following:

- Application Form for General Education and Writing/Math Requirement Classification
- Complete syllabus; syllabus must include all requirements listed above as for a new course plus clear and explicit information about the classification requested and its requirements (see Application Form for General Education and Writing/Math Requirement Classification)

New Undergraduate or Graduate Certificate Program Requests

[Academic Approval Tracking system](#)

[Undergraduate and Professional Certificates – UF policy and process](#)

[UF Graduate Certificate Policy](#)

[UG Catalog: Certificate Programs](#)

[GR Catalog: Certificate Programs](#)

New Certificate Program Process

All for-credit certificates must be approved by the university and must include student learning outcomes and associated assessments. New certificates may be proposed by a faculty member or academic unit at any time. All new certificate requests are initiated in the online Approval system. The Curriculum Committees of departments and/or programs evaluate proposals for new courses. Following departmental/program approval, the department chair notes that approval in the system and the request is then considered by the CALS Curriculum Committee. Once a new certificate program has been approved at the college level, the proposal is forwarded to the Graduate Council (graduate certificates) or University Curriculum Committee (undergraduate certificates) for consideration.

Submitting a New Certificate Request

- Go to <http://approval.ufl.edu>
- Select “Undergraduate” or “Graduate”
- Select “Certificate Programs” and read the information and document requirements
- Click on “Start the Approval Process” which then requires GatorLink login
- Follow the instructions on the page

Submit the following:

- New Certificate Transmittal form
- In the Rationale section, be sure to address any real or perceived overlap with existing programs. Additional documentation and/or letters of support may also be uploaded.
- For Graduate Certificates: if an approved concentration already exists in the proposed area of study, the differences between the certificate and concentration must be noted.
- Make sure the request includes student learning outcomes and associated assessments as noted on the form.

Certificate Program Changes (undergraduate or graduate)
[Academic Approval Tracking system](#)

Certificate Change Process

Changes to undergraduate or graduate certificates may be proposed by a faculty member or academic unit at any time. All requests are initiated in the online Approval system. The Curriculum Committees of departments and/or programs evaluate these proposals. Following departmental/program approval, the department chair notes that approval in the system and the request is then considered by the CALS Curriculum Committee. Once changes to a certificate program has been approved at the college level, the proposal is forwarded to the Graduate Council (graduate certificates) or University Curriculum Committee (undergraduate certificates) for consideration.

Submitting a Certificate Change Request

- Go to <http://approval.ufl.edu>
- Select “Undergraduate” or “Graduate”
- Select “Certificate Programs” and read the information and document requirements
- Click on “Start the Approval Process” which then requires GatorLink login
- Follow the instructions on the page

Submit the following:

- Certificate Change Transmittal form

New Degree Programs

[Academic Approval Tracking system](#)

[Academic Degree Programs and Courses](#): UF policies and procedures

New Undergraduate Minors
[Academic Approval Tracking system](#)
[UG Catalog: Undergraduate Minors](#)

New Undergraduate Minor Process

New minors may be proposed by an academic unit at any time. All requests for new minors are initiated in the online Academic Approval Tracking system. The Curriculum Committees of departments and/or programs evaluate proposals for new minors. Following departmental/program approval, the department chair notes that approval in the system and the request is then considered by the CALS Curriculum Committee. Following approval at the college level, the request is forwarded to the University Curriculum Committee for consideration. If approved, the minor will be added to the Undergraduate Catalog with an effective date of the next academic year.

Submitting a New Undergraduate Minor Request

- Go to <http://approval.ufl.edu>
- Select “Undergraduate”
- Select “Curriculum Changes” and read the information and document requirements under New minors, tracks, specializations
- Click on “Start the Approval Process” which then requires GatorLink login
- Follow the instructions on the page

Submit the following:

- Memorandum on departmental letterhead from the Undergraduate Coordinator introducing the new minor, pedagogical rationale, expected demand and evidence of departmental faculty discussion and approval
- Undergraduate Catalog-style description of the minor, requirements for entry, and requirements for completion (Word document preferred)
- Supporting documentation (memos, emails) from other units to provide evidence of availability of courses that are required in the minor and/or support for the proposed minor if overlap or duplication is a real or perceived concern

New Undergraduate Specializations for Existing Majors
[Academic Approval Tracking system](#)

New Undergraduate Specialization Process

A new specialization may be proposed by an academic unit at any time. All requests for new specializations are initiated in the online Academic Approval Tracking system. The Curriculum Committees of departments and/or programs evaluate proposals for new minors. Following departmental/program approval, the department chair notes that approval in the system and the request is then considered by the CALS Curriculum Committee. Following approval at the college level, the request is forwarded to the

University Curriculum Committee for consideration. The specialization will be added to the Undergraduate Catalog with an effective date of the next academic year.

Submitting a New Undergraduate Specialization Request

- Go to <http://approval.ufl.edu>
- Select “Undergraduate”
- Select “Curriculum Changes” and read the information and document requirements under New minors, tracks, specializations
- Click on “Start the Approval Process” which then requires GatorLink login
- Follow the instructions on the page

Submit the following:

- Memorandum on departmental letterhead from the Undergraduate Coordinator introducing the new specialization, pedagogical rationale, expected demand and evidence of departmental faculty discussion and approval
- Undergraduate Catalog-style description of the specialization and semester-by-semester plan (Word document preferred)
- Supporting documentation (memos, emails) from other units to provide evidence of availability of courses that are required in the specialization and/or support for the proposed specialization if overlap or duplication is a real or perceived concern

Changes to Existing Minors, Majors, Specializations, Critical Tracking Academic Approval Tracking system

Undergraduate Curriculum Changes Process

Changes to undergraduate majors or minors may be proposed by an academic unit at any time. All requests for changes are initiated in the online Academic Approval Tracking system. The Curriculum Committees of departments and/or programs evaluate proposals for changes. Following departmental/program approval, the department chair notes that approval in the system and the request is then considered by the CALS Curriculum Committee. Following approval at the college level, the request is forwarded to the University Curriculum Committee for consideration. The specialization will be added to the Undergraduate Catalog with an effective date of the next academic year.

NOTE: Changes to the description of a major or minor do not require curriculum committee approval; only changes to the program requirements, eight-semester plan or critical tracking criteria.

Submitting an Undergraduate Curriculum Change Request

- Go to <http://approval.ufl.edu>
- Select “Undergraduate”

- Select “Curriculum Changes” and read the information and document requirements under Changes to existing majors, minors, tracks, specializations
- Click on “Start the Approval Process” which then requires GatorLink login
- Follow the instructions on the page

Submit the following:

- Memorandum on departmental letterhead from the Undergraduate Coordinator introducing the new specialization, pedagogical rationale, expected demand and evidence of departmental faculty discussion and approval.
- A Word document edited with Track Changes to show the requested changes. If the changes are substantial, two separate documents may be submitted, one that shows the current curriculum and a second with the proposed curriculum.
- Supporting documentation (memos, emails) from other units to provide evidence of availability of courses that are required in the specialization and/or support for the proposed specialization if overlap or duplication is a real or perceived concern.
- For changes to the eight-semester plan or critical tracking criteria, the departmental memo should indicate the project impact of proposed changes on the current student population.



IX. UF Resources

UF provides a vast array of resources for its students. Faculty and staff should direct students to the appropriate resource depending on their academic, physical, or emotional needs.

AIM Program

Location: Farrior Hall Academic Advising Center

Phone: (352) 392-1521

Website: www.advising.ufl.edu/aim

The AIM program works together with several university-wide offices to ensure that select students are given a comprehensive opportunity to succeed at UF. AIM students, who are carefully chosen first-year freshmen by UF's Office of Admissions, are offered the benefits of a year-long learning plan featuring smaller classes developed to enhance mathematic and communications skills. Students are also provided valuable support services and academic enrichment activities by the Office for Academic Support (OAS). Moreover, AIM students are encouraged early on to establish an on-going relationship with UF's helpful and knowledgeable staff in such areas as academic advising, housing and financial affairs, all whom are eager to make the AIM student's first year exciting and rewarding.

Under this program, a limited number of first-time freshmen will be admitted each Summer B semester only. Transfer students are not eligible for admission to the university through this program. Students cannot apply directly to the program as the first-time freshmen are selected by the Office of Admissions from the pool of freshmen applications. Students in the AIM program are initially in one of three Exploratory majors (LS-USB, LS-USE, LS-USH) until they complete the required AIM curriculum (usually by the end of their first year). Students may be in contact with CALS advisers during their first year if they have an interest in changing to a CALS major.

Career Resource Center

Location: First Floor, Reitz Union

Phone: (352) 392-1601

Website: www.crc.ufl.edu

The Career Resource Center is a comprehensive career planning facility located in the J. Wayne Reitz Union. Its full-time staff of 24 provides a complete range of services in the areas of career development (counseling and skills training), experiential education (cooperative education, internships and externships) and employer relations (including on-campus interviews and assistance with self-directed job searches).

The mission of the Career Resource Center is to educate UF students and to advance their career goals in a global community by engaging them in career planning and employment opportunities. In general terms, UF has set forth the following policy with regard to the Career Resource Center, the university and its student population:

- Career planning is acknowledged to be an essential part of each student's academic program.
- Participation in an experiential education program, when compatible with other academic requirements, is an option for each student.
- Employment assistance is an integral part of each student's exit procedure from an academic program.
- It is the intent of the university that these programs be designed and conducted with the objective of motivating students to seek higher academic achievement by the integration of career and academic planning in a total educational program.

Consistent with Student Services philosophy, an objective of the Career Resource Center is to teach students, through appropriate programs, how to become active participants in their own continuing development. This includes offering students (and, where appropriate, alumni) a broad range of assistance designed to culminate in the best opportunity for career employment upon termination of their academic training. This support includes, but is not limited to the following activities and services:

- Exploring interests, skills, values and lifestyle preferences as a part of the vocational choice process.
- Learning to use career decision-making strategies in vocational, academic and job selection.
- Matching experiential education opportunities with academic requirements.
- Researching and matching labor market indicators that best correspond with learned academic skills, work experience and personal attributes.
- Developing job search skills, interview techniques and job search planning.
- Participating in employment interviews.

Center for Leadership and Service

Location: 301 Peabody Hall

Phone: (352) 392-1215

Website: <http://www.leadershipandservice.ufl.edu/>

The Center for Leadership and Service (CLS) provides the structure and resources to prepare students to become productive citizens and assume roles of leadership and service in a culturally diverse and increasingly complex society. The Center fosters lifelong service and civic participation by engaging the university with its greater community in action, change and learning. The CLS was founded on basic concepts of integration between leadership education and programs; community service and service learning; and community engagement.

The Center for Leadership and Service (CLS) provides educational programs, workshops and conferences; coordinates community service, leadership and service learning opportunities for students; develops reciprocal relationships with the community in

order to best serve all parties; and will serve as a resource and trainer for faculty and staff on these topics. Ideally, the scope of the CLS will expand to also conduct research and provide pedagogical workshops for faculty.

Center for Student Activities and Involvement

Location: 308 J. Wayne Reitz Union

Phone: (352) 392-1671

Website: <https://www.union.ufl.edu/csai>

The Center for Student Activities and Involvement helps students make connections between life as a student and life beyond the classroom. Center resources also assist student organizations and their advisers.

Counseling and Wellness Center

Location: 3190 Radio Road

Phone: (352) 392-1575

Website: www.counseling.ufl.edu/cwc/Default.aspx

The staff of the Counseling and Wellness Center (CWC) includes licensed psychologists, licensed mental health counselors, clinical social workers, psychiatrists, psychiatric fellows, postdoctoral associates, psychology interns, counselor education interns, and practicum counselors. CWC staff are generalists and see students presenting with a variety of issues.

The mission of the CWC is to facilitate the total development of students by reducing psychological problems and distress and by enhancing mental health, well-being, quality of life and optimal functioning through the delivery of high quality, culturally sensitive services to UF students and the larger campus community. The center's primary focus is on providing brief, confidential counseling that helps students succeed academically and interpersonally.

NOTE: Emergency services are available both at the main Radio Road location and the also at the Crisis and Emergency Resource Center (CERC) in Peabody Hall. Faculty and staff may contact the CERC by calling 392-1576 and may accompany a student seeking emergency services. After hours and weekend emergency services are available by phone through the Counseling and Wellness Center (392-1575) or the Alachua County Crisis Center (352-264-6789).

Faculty and staff concerned about student well-being are encouraged to call the Counseling and Wellness Center at either location for consultation.

Disability Resource Center

Location: 001 Reid Hall

Phone: (352) 392-8565

Website: www.dso.ufl.edu/drc

There is a strong commitment to equal education for all UF students. The university will strive to be aware of and sensitive to the unique needs of all students. Student needs will be addressed through a lens of knowledge, awareness and sensitivity to cultural, racial, religious, ethnic and disability diversity.

It is the mission of the Disability Resource Center to foster a sense of empowerment in students with disabilities by educating them about their legal rights and responsibilities so that they can make informed choices; by encouraging them to engage in critical thinking and self-advocacy; and by supporting them in being successful students, campus leaders and positive contributors to the campus community. The Disability Resource Center, in conjunction with the Division of Student Affairs, is helping students to create an unparalleled experience where students embrace learning and diversity to become leaders in the service of the global community.

International Center

Location: 170 The Hub

Phone: (352) 292-5323

Website: <http://www.ufic.ufl.edu/index.htm>

UF has a long and distinguished tradition in international education and research in addition to a wide range of resources including faculty, staff and students with international interests. To respond to the rapidly changing global environment, UF established the International Center (UFIC) in 1991. The International Center serves as an internal and external liaison for the university, providing a source of assistance to faculty, administrators and students and enhancing their ability to pursue and develop international activities and initiatives. Among the primary services provided by UFIC are:

- International Speaker Series
- Internationalizing the Curriculum Awards
- Study Abroad Services
- International Student Services
- International Program Development
- Faculty and Visiting Scholar Services
- UFIC also supports UF faculty and colleges in the facilitation of international agreements

Office of Academic Support

Location: Suite 311 Little Hall

Phone: (352) 392-0788

Website: <http://oas.aa.ufl.edu/index.html>

The Office of Academic Support (OAS) provides support and enrichment services to all UF students. In addition, OAS provides the primary academic support services to approximately 600 incoming freshmen each year who are carefully selected by the Office of Admissions for participation in the AIM Program or who are considered first generation and/or underrepresented UF students. These services provide students with the academic and social skills necessary to reach their full potential and graduate from UF. In conjunction with several integral offices including the Office of Admissions, Dean of Students Office, the Office of Academic Technology, Student Financial Affairs, Housing and Residence Education, AIM and the Academic Advisement Center, OAS works to offer the Transition program. The Transition program provides a thorough introduction and orientation to UF, ensuring that students are aware of the many resources that UF offers.

Support services offered or arranged include academic workshops and learning experiences that cover such topics as study skills, time management, career planning, library skills, stress management and test anxiety. Other services provided are general advising, information sessions, academic tutoring and advocacy. These activities are designed to facilitate first generation and/or underrepresented generation students' successful negotiation of any and all processes of UF and to stimulate their use of and participation in resources and activities that enhance academic progress.

Office of the Ombuds

Location: 31 Tigert Hall

Phone: (352) 392-1308

Website: <http://www.ombuds.ufl.edu/>

The Office of the Ombuds helps members of the university community solve problems and conflicts. The ombuds will listen, discuss issues, answer questions, interpret policies, provide information and referrals, and help develop options for problem resolution. The Ombuds serves as an advocate for fairness for all members of the university community.

The Ombuds is

- Accessible, working with all members of the university community including students, faculty and staff.
- Independent, reporting directly to the Provost and through the Provost to the President.
- Unbiased, considering the rights and interests of all parties involved and searching for fair solutions.

When an academic regulation appears to result in undue hardship, students may petition for waiver of the regulation. If a student wishes to appeal a decision of the University Student Petitions Committee, the student must contact the Office of the Ombuds.

Students can contact the office anytime. Instructors, academic advisers, department chairs, deans and directors are all experts at handling specific types of problems and should, in most cases, be consulted first. However, when official channels may involve lengthy or damaging delays, students can contact the Ombuds early in the process.

Recreational Sports

Location #1: 140 Southwest Recreation Center

Phone ((352) 846-1081

Website: <http://www.recsports.ufl.edu/>

Location #2: 200 Student Recreation and Fitness Center

Phone: (352) 846-1081

The Department of Recreational Sports offers experiences that enrich the lives of UF students through excellence in facilities, fitness, sport, adventure and play. The department is committed to fostering leaders, encouraging lifelong healthy lifestyles and developing meaningful relationships.

Student Financial Affairs

Location: S-107 Criser Hall

Phone: (352) 392-1275

Website: <http://www.sfa.ufl.edu/>

Student Financial Affairs (SFA) is a service organization with the primary responsibility of helping UF students secure the necessary funding to pursue their educational goals. UF offers many financial aid options to help students, regardless of their class and college.

On SFA's site, students will find information about how to apply for financial aid at UF, deadlines and financial aid programs. SFA is committed to providing students with the resources and information they need to become fiscally responsible and to understand the rights attained and responsibilities incurred when they receive financial aid.

- SFA believes that financial factors should not deny any student the opportunity to attend UF and successfully pursue their degree objectives.
- SFA is committed to maximizing the resources available to UF students.
- SFA recognizes that each student's financial situation is unique and makes every effort to develop policies and procedures that treat each student fairly and equitably while taking into account unusual circumstances.

Student Health Care Center

Location: Infirmary Building

Phone: (352) 392-1161

Website: <http://www.shcc.ufl.edu/>

The mission of the Student Health Care Center is to support UF's mission in becoming a national leader in research, education and service. The Student Health Care Center leads, collaborates and excels in the provision of comprehensive physical and mental health services through wellness promotion and compassionate and accessible care. In addition to the main location on campus, the Student Health Care Center also has locations established at Corry Village and Shands.

Student Legal Services

Location: 386 Reitz Union

Phone: (352) 392-5297(LAWS)

Website: <https://www.studentlegalservices.ufl.edu/>

Student Legal Services is a professional legal office that has been providing legal assistance to UF students since 1977. Funded by Student Government through Activities and Service fees, Student Legal Services is essentially a pre-paid legal service for full-time UF students. Student Legal Services is staffed by four licensed attorneys who are available to offer students assistance in understanding and solving their legal problems.

Preventing legal problems through education is a primary goal of Student Legal Services. To that end, Student Legal Services offers internships, volunteer experience and employment opportunities for students interested in careers in the legal profession. Student Legal Services also educates students on their legal rights and responsibilities through lectures, workshops, presentations and the distribution of information and materials on a variety of legal issues. Any residence hall, fraternity, sorority, student group, organization, faculty or staff member can arrange a program.

Teaching Center

Location: Ground Level, Broward Hall

Teaching Center Phone: (352) 392-2010

Website: <https://teachingcenter.ufl.edu/index.html>

Reading and Writing Center Phone: (352) 392-6420

Website: <http://www.at.ufl.edu/rwcenter/index.html>

The mission of the Teaching Center is to empower students to become successful lifelong learners. Through a variety of services and instructional approaches, the Teaching Center seeks to help students master effective ways of learning for different disciplines.

Services offered by the Teaching Center include:

- Supplemental Instruction Study Groups
- Tutoring
- Test Prep (GRE, LSAT, etc) and review
- Hosting of learning-related events

Students should also be aware of the [Reading and Writing Center](#), which is also run through the Teaching Center. The Reading and Writing Center is committed to helping UF students become better writers and readers. They aim to support independent learning and encourage scholarship by fostering writing and reading skills. They also provide individual assistance to those wishing to develop their writing, better understand the writing process and improve reading comprehension and study skills. Students of all levels and disciplines are welcome!



X. Other Information

CALS Scholarships

[Undergraduate Scholarships](#)

[Graduate Scholarships, Fellowships and Travel Grants](#)

Undergraduate Scholarships

CALS awards between \$300,000 and \$400,000 in undergraduate scholarships annually. All undergraduate students enrolled in or entering CALS, the School of Natural Resources and Environment, or the Agricultural and Biological Engineering major are eligible to apply for IFAS/CALS scholarships.

Scholarship applications are available online and must be submitted by March 15 of each year to be considered for awards for the following academic year. New applicants must provide in their application the names and email addresses of two persons who will provide letters of recommendation. Students who received an IFAS/CALS Scholarship in a previous year and remain in good academic standing may apply for scholarship renewal. Renewal applications are also submitted online and are due by February 15 of each year.

Graduate Scholarships, Fellowships and Travel Grants

CALS awards funding to graduate students for scholarships, fellowships and for travel to professional meetings to present research results. Applications and submission dates are available on the CALS website.

Departmental Scholarships

Individual departments within CALS also offer scholarships for students enrolled in their programs. For applications and questions regarding these scholarships, contact the undergraduate or graduate program coordinator (available at http://cals.ufl.edu/majors_contacts/index.shtml).

CALS Solutions Seminars

Solutions Seminars are a series of student development programs that CALS offers to its undergraduate and graduate students. These programs serve as an avenue for students to gain leadership and life skills, making participants more effective as a college student and after graduation.

For more information about CALS Solutions Seminars, contact Charlotte Emerson, Director, Student Development and Recruitment.

CALS Student Organizations
[CALS Student Clubs and Organizations](#)
[Agricultural and Life Sciences College Council](#)

CALS offers many opportunities for students to develop their leadership skills. Students are encouraged to contact organizations that may be of interest. Websites are maintained by the individual organizations and content is the responsibility of the organization.

Clubs recognized by the Agricultural and Life Sciences College Council (ALSCC) are eligible to receive funding from Student Government. Check out the web page to view club budgets, college resources, funding options, ALSCC officers and other links.

Posthumous Degrees

On the few occasions when it is deemed appropriate to award a degree posthumously, there is often uncertainty regarding the appropriate procedures to follow. To respond to these situations in a sensitive and consistent manner, the following are the university guidelines.

Undergraduate Degree

- Departments should notify their college dean of a proposed degree to be awarded posthumously.
- The college dean, supporting the department's wish to award a degree posthumously, should address a letter to the provost requesting permission to grant a posthumous degree.
- The college dean's letter should include the degree and the term for which the student should be awarded the degree posthumously.
- It should also include the proximity to the completion of the degree.
- If the provost approves the request, the college dean will be notified in writing, with a copy sent to the Office of the University Registrar.

Graduate Degree

- A department desiring to award a degree posthumously should address a letter, approved by the college dean, to the dean of the Graduate School, requesting permission to grant the degree posthumously.
- If the Graduate School dean approves, a request in writing shall be submitted to the provost.
- The Graduate School dean's letter should include the degree and the term for which the student should be awarded the degree posthumously. It should also indicate the student's proximity to the completion of the degree.
- If the provost approves the request, the college dean will be notified in writing, with a copy sent to the Office of the University Registrar.

Diploma/Transcripts/Commencement Program

- Upon receiving notice of the approval, the Office of the University Registrar will order a diploma and will apply the appropriate degree remarks to the student's transcript.
- The Office of the University Registrar will release the diploma to the department, college, or graduate school.
- Depending on the time of the approval, the name of the posthumous recipient may be included in the printed commencement program with the appropriate annotation.

Family Notification

- No notification to the family should occur until the award of the degree is officially approved by the provost.
- The college dean should request a letter from the provost or president that will officially confer the degree posthumously and express sympathy on behalf of the university community. This letter can be mailed with the diploma to the family or presented to the family with the diploma at a private ceremony.
- The letter from the provost or president does not preclude the student's department, college, or Graduate School from writing a letter to the student's family expressing sympathy with, perhaps, a personal note regarding the student's academic performance or contribution.

State Agency, SUS and UF Employee Registration

[OUR: Special Registration for State Agency, State University and UF Employees](#)

[UF Employee Education Program information](#)

[UF Employee Education Program Application](#)

[Nondegree Application form](#)

[State Agency Employee Tuition Fee Waiver form](#)

[Mandatory Immunization Health History form](#)

State Agency Employees

Full-time state employees who have been admitted to a degree program or permitted non-degree-seeking status are eligible for a fee waiver of up to six credits of UF courses per academic semester. The State Agency Employee Tuition Fee Waiver form is not an application for admission, nor is it a request for registration; it is a waiver of course fees that must be turned in to University Financial Services. To use the fee waiver, please follow these instructions:

1. Degree-seeking students must be admitted for the academic semester by the deadline before completing the employee fee waiver form.
2. Students wishing to take classes using the employee fee waiver as a nondegree-seeking student must first complete the nondegree application.
3. Proof of immunization is required before registering.

4. Once admitted to degree or non-degree-seeking status, state employees must complete the employee fee waiver form.
5. Not all courses are covered by the employee fee waiver. You must consult the schedule of courses to verify this. Courses with a Y in the EEP column are generally covered by the fee waiver. NOTE: Some distance education courses and/or portions of course fees are not covered by the State Agency Employee Tuition Fee Waiver. Please consult the program coordinator for the courses you wish to take.
6. Students must register for their classes on ISIS during drop/add. Students who register for the first time after the drop/add deadline will incur a \$100 late registration fee.
7. Students must complete the employee fee waiver and turn it in to University Financial Services in 113 Criser Hall before the fee payment deadline. Failure to pay all fees by the fee payment deadline will result in a \$100 late payment fee.

SUS Employee

Full-time employees of Florida's state universities (excluding UF) who have been admitted to a degree or non-degree seeking status may be eligible for tuition free classes in accordance with their employing university. This is not an application for admission, nor is it a request for registration. Instructions for state of Florida university employees (non-UF) seeking to attend UF, are, in order:

1. Follow the guidelines for your employing university's employee education program.
2. Degree-seeking students must be admitted for the academic semester by the established deadlines.
3. Nondegree-seeking students who wish to take classes must first complete the nondegree application.
4. Proof of immunization is required before registering.
5. Arrange for a letter to be sent on your employing university's letterhead. The letter must be received by the close of business on the first day of classes for the intended semester. Refer to the term's critical dates for more information. The letter must contain the following:
 - o Billing information (i.e., Who at the employing university should receive the bill?)
 - o Your social security number or UFID number
 - o The courses that will be paid for
 - o The fees that will be covered by the employing university
 - o The letter should be addressed to
University Financial Services
Attn: Dorothy Etienne or Milly Raskin
P.O. Box 114050
Gainesville, FL 32611-4050
6. Register for classes on ISIS. Students who register for the first time after the regular registration deadline will incur a \$100 late registration fee.
7. Pay the fees for which you are responsible, if any, by the fee payment deadline. You may have fees associated with registering for certain courses, such as

material and supply fees. Failure to pay these fees by the deadline will result in a \$100 late payment fee.

UF Employee

Full-time UF employees classified as TEAMS, USPS or Academic Personnel who have been employed for at least six months are eligible to receive tuition assistance for up to six credits of instruction per semester at the state university closest to their work location. TEAMS employees may also attend classes at a public community or state college closest to their work location. This program does not permit enrollment in thesis, dissertation, internships, directed individual study, individual performance courses, non-credit courses, sponsored-credit courses, off-book programs, correspondence courses and some distance-education course offerings. Eligible courses will be identified in the online Schedule of Courses with a “Y” in the EEP column.



Appendices

The following appendices are available for reference and correlate with several sections throughout the CALS Policies and Procedures Manual.

A: Contact Information for CALS Dean's Office

B: College of Agricultural and Life Sciences Organization Chart



Appendix A: Contact Information for CALS Dean's Office

Dean's Office General Contact Information

CALS Dean's Office
2002 McCarty Hall D
PO Box 110270
Gainesville, UF 32611-0270
352-392-1963
www.cals.ufl.edu

Administrative Team

Dr. Teri Balsler
Dean
tcbalsler@ufl.edu

Dr. Elaine Turner
Associate Dean
returner@ufl.edu

TBA
Associate Dean

Charlotte Emerson
Director of Student Development and Recruitment
cemer@ufl.edu

Cathy Carr
Director of Alumni and Career Services
chcarr@ufl.edu

Ron Thomas
Director, Center for Online Learning and Technology (COLT)
rkthomas@ufl.edu

Wendy Williams
Director of IT Services (including Computer Room reservations)
wwilliams@ufl.edu



Programmatic Support Staff

Kay Ahrens
Accountant
kahrens@ufl.edu

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Program Assistant (Graduate Student Records, Distance Education, Honors Program)
brannanm@ufl.edu

Jenai Collins
Program Assistant (Special Events and CALS Ambassadors)
jenai@ufl.edu

Natalie Coers
Program Coordinator (CALS Teaching Resource Center and CALS Leadership Institute)
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Program Assistant (SASS Audits and Undergraduate Graduation)
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Glen Graham
Audio/Visual Specialist
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Mike Harrington
Instructional Designer, COLT
mth9@ufl.edu

Emelie Matthews
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emelie@ufl.edu

Marie Nelson
Senior Secretary (support for Associate Dean and Ms. Emerson)
man1@ufl.edu

Malissa Redden
Program Assistant (Classroom Scheduling and Course Evaluations)
mredde@ufl.edu

Rebekah Rodgers
Senior Secretary (Receptionist; support for Dr. Turner and Ms. Carr)
rerodgers@ufl.edu

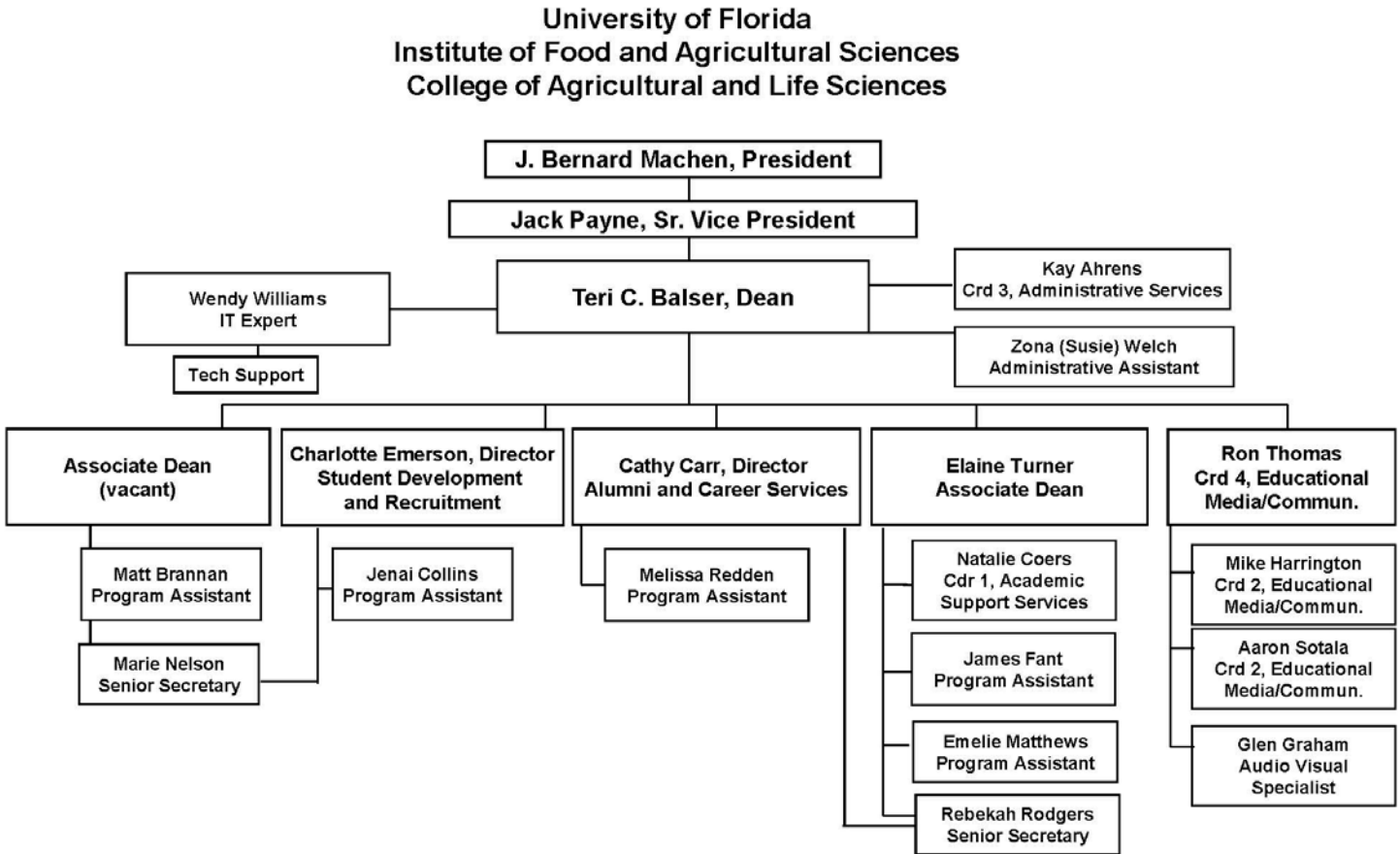


Aaron Sotala
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Appendix B: College of Agricultural and Life Sciences Organization Chart



July 25, 2012