Science Master’s Program in Translational Biotechnology

STUDENT HANDBOOK

UNIVERSITY OF FLORIDA

2014-2015

COLLEGE OF MEDICINE

HEALTH SCIENCE CENTER

GAINESVILLE, FLORIDA 32610

*NAME: ________________________________

THE UNIVERSITY OF FLORIDA IS AN EQUAL OPPORTUNITY INSTITUTION AND
DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, SEX, NATIONAL
ORIGIN, AGE OR HANDICAP.

*This handbook contains valuable information relating to this student's progress in our graduate program. Should it be lost and found, please return it to the Molecular Genetics & Microbiology Administrative Office, PO Box 100266 or Room R2-220 in the Academic Research Building (ARB).

*Updated: 07/02/2014
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WELCOME FROM THE FACULTY

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

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

PURPOSE OF STUDENT HANDBOOK

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

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

Parts of the handbook concerning general university regulations have been copied verbatim. If questions or problems arise that are not covered in the Handbook, please feel free to contact the program directors or the administrative staff (contact information on page 1). Suggestions for improving the program or the Handbook are always welcome.

There is a map in Appendix A which should help you navigate the Health Science Center Buildings.
**FACULTY AND ADMINISTRATIVE STAFF:**

**Master’s Program Directors:**
- Dr. Richard Snyder

**Master’s Advisory Board**
- Dr. Henry V. Baker, Molecular Genetics and Microbiology
- Dr. Richard Condit, Molecular Genetics and Microbiology
- Dr. Nancy Denslow, Biochemistry and Molecular Biology
- Dr. Paul Gulig, Molecular Genetics and Microbiology
- Dr. William Hauswirth, Ophthalmology
- Dr. John Kraft, Dean, College of Business Administration
- Dr. Ammon Peck, Pathology and Laboratory Medicine
- Dr. Thomas Rowe, Pharmacology and Therapeutics
- Dr. Greg Schultz, Obstetrics and Gynecology
- Dr. Richard Snyder, Molecular Genetics and Microbiology

**Administrative Staff**
- Assistants to the Directors: Kris Minkoff

**CONTACT INFORMATION**
- MGM-GradEd@ad.ufl.edu

This email will generate an automatic response – “Your email has been received by the MGM graduate education office. You can expect a response to your email within two business days. If your matter is time sensitive and requires immediate attention please contact the MGM Chair’s office at 352-273-5935.”

A responsible party will respond to inquiry ASAP and send copy to MGM-GradEd@ad.ufl.edu so that others will know the problem is being dealt with. (Note the responsible party may be a member of the faculty or staff depending on the nature of the inquiry)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker, Henry V.</td>
<td><a href="mailto:hvbaker@ufl.edu">hvbaker@ufl.edu</a></td>
<td>273-5935</td>
<td>R2-220</td>
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<tr>
<td>Condit, Richard</td>
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<td>273-9523</td>
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<td>Denslow, Nancy</td>
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<td>294-4642</td>
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<td>Gulig, Paul</td>
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<td>294-5544</td>
<td>R1-250</td>
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<td>Hauswirth, William</td>
<td><a href="mailto:hauswrth@eye1.eye.ufl.edu">hauswrth@eye1.eye.ufl.edu</a></td>
<td>392-0679</td>
<td>R1-254</td>
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<td>Kraft, John</td>
<td><a href="mailto:kraftj@notes.cba.ufl.edu">kraftj@notes.cba.ufl.edu</a></td>
<td>392-2397</td>
<td>100 Bryan</td>
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<td>Minkoff, Kris</td>
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<td>R2-220</td>
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<td>Peck, Ammon</td>
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<td>294-4211</td>
<td>D6-33</td>
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<td>273-9421</td>
<td>R5-244</td>
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<tr>
<td>Schultz, Gregory</td>
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<td>273-7560</td>
<td>M-337E</td>
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<td>386-418-1642</td>
<td>RG-291</td>
</tr>
</tbody>
</table>
Science Master’s Program in Translational Biotechnology

The Science Master’s Program in Translational Biotechnology is a two-year thesis program that is interdisciplinary (biosciences and business), is research intensive, has deep industry involvement, and includes a formal internship at a company. Students will graduate with a major (Master of Science in Medical Sciences) and a minor in business administration (Graduate Business Minor). The Science Master’s Program in Translational Biotechnology has the support of the Provost, the Vice President for Research, and Deans of the Colleges of Medicine and Business Administration.

The program is focused on applied and translational research. Translational Biotechnology includes drug/biologics/device product development, manufacturing process development, assay development, toxicology studies, quality systems (quality control and quality assurance), clinical trial support, and regulatory compliance. These activities are essential for testing new drugs/biologics/devices in humans and their subsequent commercialization. Translational Biotechnology activities are foundational for companies, and are increasingly gaining importance in the academic setting where new technologies are being tested in humans prior to entering the commercial sector. Courses incorporated into this unique Program encompass biotechnology science together with regulatory compliance and best business practices. Graduate courses in product development, regulatory compliance (cGMPs/GTPs/GLPs/GCPs), quality systems (Quality control and Quality Assurance), process development, analytical product testing, and bio-manufacturing are essential topics for creating scientists capable of sustaining translational research and commercialization. Product development of biotechnological or biomedical products including biopharmaceuticals; diagnostic test materials; enzymes, antibodies, and other protein products; transgenic plants and animals; tissue and cellular products, and biomedical implants and devices requires that scientists have the knowledge to carefully complete procedures in compliance with foreign and domestic regulations. Other features of the program are the infusion of personal and professional skills (communication, documentation, teamwork, interviewing, work ethic, etc), ethics and responsible conduct of research, and international perspectives.

Program Specifics

1. **Two-step admission process coupled to investigator-provided stipends to all admitted students.** Step 1: A provisional acceptance is given to all students who meet the requirements for GRE scores and academic performance. Step 2: All students must show proof of funding for two years. There are various ways that this can be accomplished. For more on funding your program of study, please see the “Funding and Financial Aid” section of the handbook.

2. In order for you to be considered full time, you need to take 9 credits in both Fall and Spring Semesters and 6 credits in the summer. Therefore, to satisfy the Master’s program requirements the required 24 credits as follows:
• A total of 48 credit hours
  – 24 credit hours of formal coursework
    • 12 hours must consist of graded GMS courses
    • Essentials of Graduate Research & Professional Development (GMS 6003) - required
    • Biologic Drug Development (GMS 6506) - required
    • Four hours of GMS 7194 (Biotechnology Seminar- Dr. Wu) - required.
    • Three credit hours for Internship (GMS6943)
  – 12 credits of laboratory research
    • There is a limit of 10 hours of GMS 6905 (Independent Research) and 5 hours of GMS 6910 (Supervised Research).
    • Must register for a minimum of 3 hours of GMS 6971 (Master’s Research) and up to 6 hours
      – Three hours must be taken during the semester the student plans to graduate
  – 12 hours of business coursework for the minor
    • Six course choices (2 credits each) from thirteen core courses (financial accounting, finance, economics, entrepreneurship, law, marketing, management, and operations)
  • Thesis

So, you need:
• 24 credits of coursework
  o 12 credits minimum are graded GMS courses (GMS7194, GMS 6506, etc)
  <<<you will most likely take more than 12 (more like 18)
  o The rest are S/U (GMS6003, internship)
• 12 credits of laboratory research (6905+6910+6971)
• 12 credits of business

More good news: the 3 credit hours of GMS 6971 (Master’s Research) can be taken simultaneously with your internship (3 cr) during your second summer C. This means that you can do an internship ANYWHERE (as long as the project, commitment by the company, and other parameters meet our requirements- more info on this soon).

Please plan your schedule with an overall plan for classes and research for the 2 years.

**Education and Training**

A foundation of the Program is a high-quality research project under the direction of a skilled mentor, with supervision by a committee composed of members of the University's Graduate Research Faculty. Specialization may be in any of the fields of research being pursued in the College of Medicine or local biotechnology company (in this case a UF faculty member will still mentor the student, and the supervisor at the company will participate on the student’s committee). During the first year of the Program students will enroll in lecture courses and the seminar course, and will begin working in a mentor’s laboratory. The content of the lecture courses is intended to address a need for a strong foundation in advanced level biology and
chemistry that is applied to biotechnology and biomedical product development. Courses are available that bridge basic life sciences and applied research, and these have been brought together with courses in business. Both the seminar series and the lecture courses provide preparation for Master’s research which should be well underway by the end of the second semester. The second year of graduate study for the student is devoted to finishing the required courses and doing research. Students may also enroll in additional courses, according to their interests and backgrounds. Following the four semesters of coursework and research, the students will be placed into internships. Students will work together with Steering committee members to review available companies and associated projects, and a match will be made.

**Degree Requirements**
Completion of the degree will require a total of 48 credit hours with 36 credit hours comprising biomedical coursework, laboratory research, and internship for the major and 12 hours of business coursework for the minor. Students will choose from several courses and course modules available at the COM within the scope of the Program (student course choices will be reviewed by the mentor, program coordinator, and program Director), and for the business courses, students choose six courses (2 credits each) from several options. These courses are taught in seven week blocks. The courses include: financial accounting, finance, economics, entrepreneurship, law, marketing, management, and operations. An example of a program of study is shown in the table below, and is not limited to the courses listed. (Please refer to listing under “Program Specifics”)

The biomedical and business courses are brought together to create the curriculum in the table above. In the classroom, students will learn the profiles of major departments/areas (marketing, sales, finance, administration, HR, production, manufacturing support, QC/QA, research and development, regulatory affairs, clinical affairs, etc.), the operations of each, and how they interact with each other and outside organizations. Each key operation will be presented in a collection of learning media (classroom, internet-based, case studies). The curriculum is focused on the regulatory agencies, the regulations, developing and implementing quality systems, regulatory compliance, document development, documentation systems and control, process and facilities control, product release, auditing, specifications setting, biologics/tissue/device /pharmaceutical manufacturing technology, maintenance and calibration, process development/optimization, analytical instrumentation, analytical/laboratory methods, pre-clinical testing, and clinical trials design and conduct. The curriculum navigates the corporate environment, and business and economic landscape with a focus on markets, sales and marketing, supply chain, price controls, import/export practices, and business operations in the context of, budgets, timelines, available resources, business regulations, communication barriers, finance and accounting, and legal constraints (intellectual property, contracts, etc).

For more information please contact:
Richard O. Snyder, Ph.D.
Associate Professor of Molecular Genetics and Microbiology
Director, Center of Excellence for Regenerative Health Biotechnology
(386) 418-1642
rsnyder@cerhb.ufl.edu
Science Master’s Program in Translational Biotechnology Boards

- Richard O. Snyder, Ph.D., Associate Professor and Director, Dept. Molecular Genetics and Microbiology, College of Medicine, and Center of Excellence for Regenerative Health Biotechnology, Program Director
- Daniel R Brown, Ph.D., Associate Professor, Dept. Infectious Diseases and Pathology, College of Veterinary Medicine. Steering Committee member, Curriculum Committee Member
- Seunghee Cha, Ph.D., Assistant Professor, Dept. Oral Biology, College of Dentistry. Steering Committee member, Admissions Committee Member, Program evaluation
- David Day, Director, UF Office of Technology Licensing. Steering Committee member.
- David H. Boneparth, MBA, Assistant Director, Academic Programs, Thomas S. Johnson Entrepreneurship Master's Program, Warrington College of Business Administration. Steering Committee member, Curriculum Committee Member, Program evaluation
- Seunghee Cha, Ph.D., Assistant Professor, Dept. Oral Biology, College of Dentistry. Steering Committee member, Admissions Committee Member, Program evaluation
- Saeed R. Khan, Ph.D., Professor and Director, Dept. of Pathology, College of Medicine, and Center for the Study of Lithiasis and Pathological Calcification. Steering Committee member, Program evaluation
- Mary Jo Koroly, Ph.D., Research Associate Professor and Director, Dept. Biochemistry and Molecular Biology, College of Medicine, and Center for Precollegiate Education and Training. Steering Committee member, Curriculum Committee Member, Program evaluation
- Philippe Moullier, MD, Ph.D., Adjunct Professor, Dept. of Molecular Genetics and Microbiology, University of Florida College of Medicine; Laboratory Head INSERM U649 Nantes, France; and Chief Scientific Officer, Genethon, Evry, France. Steering Committee, Curriculum Committee.
- Rolf Renne, Ph.D., Professor, Dept. Molecular Genetics and Microbiology, College of Medicine. Steering Committee member, Admissions Committee Member
- Shannon Wallet, Ph.D., Assistant Professor, Dept. Periodontics, College of Dentistry. Curriculum Committee Member and Admissions Committee Member
I. Pertinent Arrival Information

A. Payroll Signup, Letters of Appointment

The current minimum stipend for master’s students is $15,000 annually, the tuition waiver is $10,800 annually, and GatorGradCare is approximately $1,300 so the total compensation the faculty member is expected to pay annually is $27,010. Appointments must use the approved payroll periods as defined by Academic Personnel. As the master’s program does not currently provide the opportunity to do lab rotations, it is not unusual for a faculty member to delay making a financial commitment until he/she has had the prospective student work in the lab for up to a month before making a financial commitment.

Once a student has a commitment to a lab, that department works with the student and the faculty person to complete the payroll signup procedures. Payroll is issued bi-weekly and the funds are direct deposited into your checking account. You will be able to view the amount of your payment and any deductions (a paystub) at http://my.ufl.edu; My Self Service; Payroll and Compensation; View Paycheck - this can be viewed the Monday of pay week.

**There may be a delay in the receipt of the student's first paycheck if these forms are not filled out and processed in a timely fashion.**

Graduate assistantship appointments may be made on a semester-by-semester or annual basis. Typical dates for appointments are available on the following websites:

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

Students are required to have a letter of appointment (from their home department) in order to have their tuition payments processed. Note that the summer semester appointment may be split if needed to accommodate a leave of absence for vacation purposes (see section IIB)

B. Check in with the Master’s Program Office

Students should check in with the Administrative Staff of the department of your mentor. At this time, students will be given registration forms, and other pertinent information pertaining to your graduate career. You will need to provide the following materials as part of the payroll signup process: Social Security Card, a voided check, driver’s license, permanent residency card, all VISA documentation, U.S. VISA from passport, I-94, and F-1 documentation (if applicable).
C. Keys and Identification Badge

The main Health Center complex is open 24 hours a day and there is no need for a building key to the general facility, although most doors are locked in the evening and on the weekends. Two commonly used facilities, McKnight Brain Institute and the Cancer Genetics Research building, are closed and locked from 6:30 p.m. to 6:30 a.m. weekdays as well as all weekend hours. The ARB has an electronic lock system for after-hours convenience access. All of these exceptions require an approved security pass (Gator 1 Identification Card) to enter.

With authorization from your professor in form of an email to the administrative representative of your department, lab and/or office keys may be checked out through that professor’s department.

The Health Center requires that identification badges be worn at all times while personnel are on the premises. All students should go to either Gator 1 Central located in room G071 in the UF Bookstore & Welcome Center on Museum Rd. or to ID Card Services o the ground floor of the Health Science Service Center (Room NG-10). Please bring a picture ID and tell them you are a new graduate student in the College of Medicine. If you have any problems, please call your home department Administrative Staff.

D. Health Insurance

All domestic students paid on a graduate assistantship are eligible to participate in GatorGradCare at no cost to them. Insurance registration is done online at http://www.hr.ufl.edu/benefits/gatorgradcare/. There is a deadline for signup; this should not be delayed.

All international students are required to purchase health insurance that is approved by the Florida Board of Governors. It is the student’s responsibility to provide proof of insurance to the Office of International Studies & Programs at 170 Hub prior to each registration term. Their phone number is 392-5323. Once you receive your confirmation for insurance enrollment, it should be forwarded to insurance@ufic.ufl.edu so that your insurance hold will be lifted.

Proof of insurance is not required for domestic students to register for classes. Domestic students may choose whatever policy suits them best if they choose not to participate in GatorGradCare.

E. Mail

Each student receives any mail or notifications in their lab’s mailbox which is located in Room R2-266 of the Academic Research Building. You are urged to check it regularly. A branch of the U.S. Post Office is located on the ground floor of the Medical Sciences Building. The address is Your Name, College of Medicine, Department of Molecular Genetics and Microbiology, PO Box 100266, Gainesville, FL 32610-0266.

F. Fee Payments

The deadline for payment of student fees is usually the second Friday after the first day of
class, at 3:30 pm. Even though we will make every effort to inform you of the deadline for fee payment, **it is the student's responsibility to ascertain this date.** There is no basis for petitioning to waive a late payment penalty. All University dates are printed in the front of the Graduate School Catalog, available at [http://graduateschool.ufl.edu/student-life-and-support/student-handbook](http://graduateschool.ufl.edu/student-life-and-support/student-handbook). To find out the amount of your portion of fees (after tuition payments have been applied), check with ISIS ([http://www.isis.ufl.edu](http://www.isis.ufl.edu)). *Failure to pay your portion by the deadline will result in a $100 late payment penalty.* A payment drop box will be located at Criser Hall, Room S113.

G. **Funding and Financial Aid**

Your appointment into the program includes a stipend with a tuition waiver, and GatorGradCare coverage. It is the responsibility of the student to make sure their fees are paid on time.

For **federal loans**, please see Ms. Eileen Parris in Room M-128 or call her at 352-273-7939.

For **loan deferments** of federal loans, please see the Graduate Education Office in Room M 130. **DO NOT** go to Criser Hall for loan deferments.

H. **Registration**

You will be registered for all your fall courses when you check in with the Master’s Program Office. (See Appendix B for a sample registration form) You should, however, ensure that you do not have any holds on your record for immunizations, insurance, emergency contact information, registration checklist, or financial services. If you have a hold that is not cleared during advanced registration, and we are unable to process your registration, you will be assessed a $100 late registration fee that will not be waived. Students take 9 hours per term for fall and spring semesters; and 6 hours for summer C semester.

I. **Change of Address**

Be sure that the Office of the Registrar at Criser Hall has your current address. A change of address can be submitted using your student ID and PIN number at [www.isis.ufl.edu](http://www.isis.ufl.edu).

J. **Qualifying for Florida Residency**

You can find more info about establishing residency at the following link:

K. E-mail Accounts, Internet access

Email is a vital means of communication for the University of Florida and College of Medicine and an email account is **required** by the College of Medicine as most Master’s program communication comes via email. The email address we will use to contact you is your Gatorlink address listed in the UF directory ([http://phonebook.ufl.edu/](http://phonebook.ufl.edu/)). You are REQUIRED to use your Gatorlink account. Your Gatorlink account may forwarded to a non .ufl.edu account but the gatorlink must be active. Please note however that third party providers often block forwarded messages because of the increasing problem of SPAM.

To set up an email account you need to log into GatorLink at: [http://www.gatorlink.ufl.edu/](http://www.gatorlink.ufl.edu/). The third paragraph states “If you are new to GatorLink please see About GatorLink in the GatorLink Information before creating your account.” Follow the instructions at this site to create your account. Please note that your password must: 1. be at least 9 characters long; 2. Contain three of the following four elements: uppercase letters, lowercase letters, numbers, and punctuation; 3. Not contain dictionary words; 4. Not contain blank spaces, commas, " , & , @ , ^ , ~ , ` , > , [ , ] , ' , < , ; , \ , or |.

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

L. Web and Email Addresses

See Appendix C for a limited list of helpful www addresses.

M. Choosing a Mentor for Your Thesis Project

Science Master’s Program in Translational Biotechnology students must find a mentor for their research studies willing to financially support you. Students are responsible for finding a lab in which to do their research. The College of Medicine Interdisciplinary Program (IDP) home page ([http://idp.med.ufl.edu/](http://idp.med.ufl.edu/)) has a link to faculty and their lab interests. Students should review information on faculty whose research not only interests the student but also works in conjunction with the student’s educational goals. The student should then schedule an appointment and interview with the faculty member. It is in each student’s best interest to talk with several faculty members whose research coincides with their educational goals, and to other students about their experiences in the different labs.
II. University and MS Administrative Requirements and Policies

A. Teaching Requirements

There are currently no formal teaching requirements for students in the master’s program. However, several courses taught within the college utilize teaching assistants. Volunteers for these assignments will be solicited from the graduate student body periodically.

B. Vacation Policy

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

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

Students planning any extended travel for personal reasons, e.g. vacation or marriage, should plan to take a leave of absence from the program for ~6 weeks during the summer, during the Summer A or Summer B term. You will not be paid a stipend, will not be registered for classes, or research credits, and will not be liable for payment of student fees. GatorGradCare health insurance will still cover you for the full summer (if you were previously enrolled).

C. Other University, HSC and Program Office Information

C1. Libraries

The Medical Center Library is located in the Communicore of the J. Hillis Miller Health Center. It has a large collection of medical, chemical and biological journals, as well as a wide array of texts and reference materials. Students are required to present their identification badges when checking out materials.

Another excellent source is the Central Science Library on Newell Drive diagonally across from Century Tower. It houses the combined holdings of the agriculture library, the chemistry library, and several others.

C2. Work-related Injuries

For non-serious injuries you should first contact the worker's comp contact person in your departmental area to fill out the forms. You may then go to the Student Infirmary for treatment. For serious injuries you should go directly to the Shands Emergency Room for treatment. Upon arrival you should inform the admitting clerk of your graduate status and that the injury is work related. As soon as possible after treatment, contact your department so that a worker’s compensation form and accident/injury form can be prepared.
C3. Non-work Related Injuries

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

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

C4. Fire and Police Emergencies

All emergencies pertaining to fire or police should be reported to the University Police Department, Phone: 392-1111. SNAP (Student Nighttime Auxiliary Police) can provide an escort after dark to anywhere on campus. They can be reached at 392-SNAP.

C5. Housing

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

C6. Traffic and Parking Regulations

Only University vehicles are permitted to drive on the central campus Monday-Friday between 8:30 a.m. and 4:30 p.m. Any student of the University can register a car. Eligibility for a parking permit is determined by the student's local address and academic classification. Contact the Traffic and Parking Department for additional information. They are located on North-South Drive at Mowry Road. Phone: 352-392-2241 or http://www.parking.ufl.edu.

D. Policy on Sexual Harassment

WHAT IS SEXUAL HARASSMENT?

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

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

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

For more information, please see the website: http://www.dso.ufl.edu/sccr/sexual/

E. In-House Counseling & Development Office

The Office of Student Counseling and Development is available to graduate students in the College of Medicine who may have personal or professional situations they need help with from a qualified counselor. Student-counselor conversations are strictly confidential. The counselor is Dr. Beverly Vidaurreta, Program Director and Clinical Assistant Professor. You may reach her at 352-273-8383 or by email beverly@ufl.edu. Her office also sponsors workshops throughout the year that may be helpful in your personal or career development.

F. Governance of the Science Master’s Program in Translational Biotechnology

An advisory board makes the policies that govern the MS program. Members are invited to serve by the Director and serve for two years. The Director of the Interdisciplinary Center for Biotechnology Research and the Chair of the Molecular Genetics and Microbiology Department are permanent members of the Board. The current Board members are listed on page 1.

III. Degree Requirements for Master of Science in Translational Biotechnology

The Science Master’s Program in Translational Biotechnology is a two-year thesis program that is interdisciplinary (biosciences and business), is research intensive, has deep industry involvement, and includes a formal internship at a company. Students will graduate with a major (Master of Science in Medical Sciences) and a minor in business administration (Graduate Business Minor).

Completion of the degree will require a total of 48 credit hours with 36 credit hours comprising biomedical coursework, laboratory research, and internship for the major and 12 hours of business coursework for the minor. Students will chose from several courses and course modules available at the COM within the scope of the Program (student course choices will be reviewed by the mentor, program coordinator, and program Director), and for the business courses, students choose six courses (2 credits each) from several options. These courses are taught in seven week blocks. The courses include: financial accounting, finance, economics, entrepreneurship, law, marketing, management, and operations.

A. Business Course Offerings

Warrington College of Business Administration – Hough Graduate School of Business
Business Courses Offered to Translational Biotechnology Science Master’s Program Students

Students will take a total of 12 credits from the catalogue:
https://secure.warrington.ufl.edu/GradCourseSched_PublicView/FacultyViewPublicSchedule.aspx
B. Transfer of Credit

Courses open only for graduate credit (5000 and above) earned with a grade of B or better may be transferred from an institution with approval by the Dean of the Graduate School. Courses used to obtain another degree (i.e. another MS) are not transferrable. A maximum of nine hours from another institution is allowed to be transferred. A maximum of 15 hours from post-baccalaureate courses may be transferred to the master’s program. A Transfer of Credit form is submitted to the Master’s Program Director for signature, and then to the Associate Dean for Graduate Education for approval. A copy of the transcript of the credits involved should accompany the form available at: http://www.hhp.ufl.edu/trsm/acad/graduate/forms.php.

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

C. Appointment of Supervisory Committee

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

A form must be signed by each person on your committee, the departmental chair for your mentor, and the concentration director BEFORE the administrative staff can officially process your supervisory committee online.

The mentor is Chair of the Supervisory Committee. The committee should be selected between 60 and 90 days after the student's choice of a major professor, or by December 31 of the first year of study. The Dean of the Graduate School is an ex-officio member of all Supervisory Committees. Supervisory committees are required to have a minimum of three members of the Graduate Faculty, including a committee chairman (the student's thesis advisor), and at least two other faculty selected from the Graduate Faculty, one of whom is the Master’s Program Director or a member of the MS Advisory Board (listed in section II F).

The duties of the Supervisory Committee are as follows:

1. To coordinate the overall research program in accordance with all regulations concerning the MS degree. The student has the responsibility to learn these regulations.

2. To meet annually during the course of the master’s research to review progress and approve plans for completion of the research.

3. To meet when the research thesis is completed and to conduct the final oral defense to assure that the dissertation is a piece of original research and is a contribution to scientific knowledge.

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

D. Supervisory Committee Meetings

The supervisory committees should meet in person at least once every 12 months to evaluate the student’s academic and professional progress. Between these meetings (at approximately six months), the student/committee has the option to submit a formal progress report to their committees (“virtual” meeting) in lieu of a face-to-face meeting. This report should consist of 2-5 pages describing (1) the progress made in each Specific Aim since the previous meeting (helpful figures/tables are encouraged), (2) planned experiments for each Aim, and (3) any additional information such as presentations at scientific meetings or publications underway. Students may also specifically request input about any concerns. Further, anyone in the process, from the student, the mentor, any committee member, the concentration director, or the Associate Dean of Graduate Education, has the authority to call a face-to-face meeting instead of a virtual meeting. In any case, there may not be two consecutive virtual meetings. The time between face-to-face meetings cannot exceed one calendar year. The progress report, along with email evidence of acceptance by all committee members, should be entered in the student’s file.

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

a. Student will notify Kris Minkoff (kminkoff@ufl.edu) after the meeting is scheduled, but at least five business days prior to the meeting.

b. The student’s file will be pulled and blank committee report form will be included in the packet.

The student’s mentor will pick up the student’s file prior to the meeting from the MGM Chair’s office, R2-220 prior to the meeting and after the committee report form is filled out will return the file to the MGM Chair’s office.

A record of this meeting (available from Kris Minkoff in the Admin Office, Room R2-220) MUST be completed, signed and returned to the administrative staff along with a summary of the meeting (emailed or attached by the student’s mentor) for the meeting to be official.
Meetings are required to be held twice a year without exception: in February, and in August. Students who fail to meet this mandatory requirement could be dismissed from the program.

Following the supervisory committee meeting, the mentor should return the committee meeting form to the Graduate Secretary within a couple of days.

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

"Joe Student met with her supervisory committee (Drs. A, B, and C) on 8/28/xx. Joe presented his research to date and the committee gave the presentation, the research problem, and the experiments completed a very positive evaluation. The decision of the committee is that the research presented is acceptable for a dissertation and Joe is to write the dissertation for the November 3 submission deadline, targeting graduation in December."

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

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

E. Registration in the Semester of Graduation

Students who do not complete all requirements (including all petitions, course requirements, the oral defense, and final submission of the corrected dissertation) before the stated deadlines must register for at least 3 credit hours during the term they will graduate in (2 credit hours for summer term). Clear prior is no longer an option. The Graduate School will generally not make exceptions to this policy except in emergency situations. Degree application is done online through ISIS (http://www.isis.ufl.edu/). Registration of less than 9 hours in fall/spring terms, or 6 hours in the summer disqualifies the student from receiving a graduate assistantship and tuition waiver.

F. Thesis

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

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

UF is a national leader in the development of electronic theses and dissertations (ETD). Among
the benefits of ETDs are greater accessibility to scholarship, opportunities to include
multi-media, and cost/space savings for libraries. Access issues are addressed by a three-tiered
system allowing students options to post to the World Wide Web, to the university only, or
totally restrict access for a certain period of time for patent and other publication purposes. The
Graduate School is working with the Office of Instructional Resources and the Smathers
Libraries to provide editorial, technical and archival support for the ETD program.

For additional information regarding ETDs, contact Stacy Wallace in the Graduate
School Editorial Office at 392-1282 or beloved@ufl.edu or the ETD lab at

G. Thesis Defense and Final Examination

The final thesis must be submitted electronically according to UF Graduate School
guidelines for electronic theses and dissertations (ETD) in the Graduate Catalog. More
information is also available on the web at http://gradschool.ufl.edu/editorial/etd.html.

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

1) Thesis Committee Meetings (Final Defense)
   a. Student will notify Kris Minkoff kmikoff@ufl.edu as soon as the meeting is scheduled. Notification will include the title of the thesis, abstract, time and place of public portion of the defense.
   b. MGM Chair’s office will publicize dissertation seminar. To be posted ten (10) days prior to defense date. This will be announced via flyers, email and the IDP website http://ide.sites.medinfo.ufl.edu/
   c. The student’s file will be pulled and blank committee report form will be included in packet. File will be available for pick up the day before the final defense.
   d. The student’s mentor will pick up the student’s file prior to the meeting from the MGM Chair’s office, R2-220 prior to the meeting.
   e. After the meeting and the committee report form is filled out will the student’s mentor will return the file to the MGM Chair’s office.

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

At the time of the final examination, all members of the Supervisory Committee MUST BE PRESENT and must sign the Report on Thesis or Dissertation and/or Final Examination form (see Appendix G). The administrative staff prepares this form. This report may be retained by the Chairperson of the Supervisory Committee pending acceptable revision of the dissertation. Also, committee members may withhold signature of the dissertation pending acceptable revision.

Copies of other final forms are found in Appendix H.

H. Certification

Master’s candidates who have completed all requirements for the degree, including satisfactory defense and final acceptance of the thesis, may request certification to that effect prior to receipt of the degree. The "Request for Letter of Certification" form, which is available at http://graduateschool.ufl.edu/files/verification-letter.pdf, must be signed by the Master’s Program Coordinator, the Associate Dean for Graduate Education of the College of Medicine and returned to the Graduate School Editorial Office in Grinter Hall, Room 160. The administrative staff can assist you with this form.
I. Placement after Graduation

The Office of the Director of Master's Programs maintains a directory of biotechnology companies in the United States and is ready to help the student who has completed his/her degree with internship or employment opportunities. In addition, the MBA placement office is in touch with a number of companies who are looking to hire recent graduates. Immediately post-graduation of the first cohort (6), four were offered positions in biotechnology companies, and two continued in research positions at UF. Our second cohort (5) is currently completing their industry internships.

IV. Course Selection and Curricula

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

*Research/Professional Development (GMS 6003-1credit)*-
Provides practical knowledge and understanding of issues to increase chances for a successful graduate education and professional career in biomedical sciences.

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

*Biological Drug Development (GMS 6506- 1 credit)*-
Explores the manufacturing and testing of biomedical products, quality control, quality assurance responsibilities, and regulatory compliance, providing practical understanding of the successes and hurdles that are faced in biopharmaceutical product development today.

*Biotechnology Seminar (GMS 7194) - Presentations related to biotechnology industry by outside speakers and students.*

The entire schedule of courses required is included in Appendix D. Recommended and required courses most often taken include:

V. Standards and Grades

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

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

Plagiarism is not tolerated at the University of Florida. Plagiarism in a thesis or dissertation is punishable by expulsion. If the plagiarism is detected after the degree has been awarded, the degree may be rescinded. For a thorough discussion of plagiarism and the law, see [http://www.rbs2.com/plag.htm](http://www.rbs2.com/plag.htm). A briefer discussion and some tips for avoiding it are provided at [http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml#original](http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml#original).

Unsatisfactory Scholarship

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

Computation of Graduate Grade Point Averages

Grade point averages for graduate students are computed on all courses at the 5000 level or above and the first 6 semester credit hours of eligible 3000/4000 level course work outside the major while classified as a 7, 8, or 9. Students may repeat courses in which they earn failing grades. The grade points from the first and second attempts will be included in the computation of the grade point average, but the student will receive major credit for only the successful second attempt.

Courses receiving grades of S/U are excluded as are 1000/2000 level courses and 3000/4000 level courses in a student's major. Courses at the 1000/2000 level may not count toward residency or toward the total semester credit hours required for a degree. Courses designated for a grade of H are excluded until such time as grade changes are processed. All H grades must be cleared before graduation.

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

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

VI. Role of the Master’s Program Graduate Secretary During Your Graduate Student Tenure

The administrative staff and the IDP office will play a major role during your tenure as a Graduate Student. They process all forms pertaining to academics graduate school requirements and can advise you on all graduate related issues. They can also give you contact information for other areas within the University as they relate to graduate studies. More specifically, and in
chronological order of when they happen during your tenure, the MGM and IDP staff will:

1. Handle registration for all semesters, as well as all drop/adds for all semesters.
2. Assist with change of address forms.
3. Transfer of credit forms as/if necessary.
4. Generate and process supervisory committee appointment forms.
5. Generate forms for annual supervisory committee meetings.
6. Generate annual evaluation forms.
7. Generate “Announcement of Exam” forms for final defense.
8. Generate “Report on Thesis or Dissertation and/or Final Exam” forms.
10. Advise you on residency reclassification, formation of a supervisory committee, final semester registration and compensation and all other matters pertaining to your graduate school tenure.

VII. Grievances

The University of Florida is committed to a policy of treating all members of the University community fairly in regard to their personal and professional concerns. The procedures outlined below, based on the student grievance procedure specified by UF rule 6C1-4.012, are designed and intended to provide College of Medicine graduate students with a fair and expeditious resolution of their disputes with University of Florida faculty and/or staff.

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

Prior to invoking the procedures described below, graduate students are encouraged to consult the program director of the COM Office of Student Counseling and Development for advice or counsel. Additionally, or in the alternative, the student may seek advice from a Department Chair, IDP Advanced Concentration Director, or the Associate Dean for Graduate Education.

Prior to invoking the procedure described below, the student is strongly encouraged to discuss his or her grievance with the person(s) alleged to have caused the grievance. This should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. Additionally, or in the alternative, the student may wish to present his or her grievance in writing to the person(s) alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student either orally or in writing.
(1) Initial Review

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

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

(2) Appeal

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

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

VIII. Integrity in Graduate Study

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

THE GRADUATE SCHOOL COMMANDMENTS

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

Building and Room Designations are as follows:

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

The first alpha (or in some cases, 2 alpha characters) is for the building.
   D is for the dental wing (#2 - see map legend above)
   R is for the Academic Research Building (#8)
   M is for the Medical Sciences Building (#4)
   C is for the Communicore (#6)
   HD is for the Human Development Building (#9)
   L is for the Brain Institute

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

Anything else is the room number.

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

**COLLEGE OF MEDICINE**

**Name**

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<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

**Semester, 20 _____**

**UFID:**

**E-mail:**

**Major Concentration:**

**Date Expected:**

**Local Address:**

**Home Phone:**

**Campus PO Box #:**

**Lab Phone:**

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<td></td>
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</table>

**Graduate Coordinator:**

**Dean or Advisor (s):**

**Authorized Rep.:**

**Advisor Phone:**

**Total Credit:**

**Date:**

---

*Put in course # - not course name*

*Number of credits for that course (“V”) is not a valid number*

*Section number for that course - Section numbers will change each semester. They are four digit numbers. DEP-X is not a valid section number, neither is 3456X.*

*List Advisor’s name, email address, and phone number*

*Master’s Program Director will initial Dept. Approval and will sign for the Graduate Coordinator. The Graduate Dean’s Office will sign for the Dean and will date the form.*
APPENDIX C

WWW and E-Mail Addresses

WORLD WIDE WEB ADDRESSES:

Master’s Program Home Page  http://www.mgm.ufl.edu/msmba/MSPROGS.html
College of Medicine Home Page  http://www.med.ufl.edu/
College of Medicine Events (grand rounds, CME classes, seminars, student functions and conferences)  http://med.ufl.edu
IDP Home Page  http://idp.med.ufl.edu
Format Requirements for Theses and Dissertations  http://gradschool.rgp.ufl.edu/editorial/format.html
ETD Lab  http://www.circa.ufl.edu/~etd/
Graduate Assistants United  http://www.ufgau.org/
Graduate School  http://gradschool.ufl.edu/
Registrar Forms  http://www.registrar.ufl.edu/forms.html
Student Financial Services  http://www.sfa.ufl.edu/
Student Health Care Center  http://shcc.ufl.edu
ISIS  http://www.isis.ufl.edu

Where do I go for:  www.dso.ufl.edu/studentguide/generalinfo/wheredoigo.php
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</tr>
<tr>
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*F = Fall term
*S = Spring term
*X = Summer term

The ones with strikethroughs are still on the books, but have not been offered in more than 3 years.

## COURSE GROUPINGS

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*S = Spring term
*X = Summer term

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8/19/2010
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<td>ACG 6387 Strategic Costing</td>
<td>MAN 6455 Power/Political Organization</td>
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APPENDIX E
Supervisory Committee Appointment Form

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

<table>
<thead>
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<th>Last Name</th>
<th>First Name</th>
<th>Email Address</th>
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This form is being submitted for (check one):

- NEW Supervisory Committee
- CHANGE in Supervisory Committee

Degree (check one):

- Ph.D.
- Thesis

Research Topic (2-4 words)

IDP Concentration:

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

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*Ph.D. committee only

Mentor’s Departmental Chair Approval Date

Concentration or Program Director Approval Date

Associate Dean for Graduate Education Date
APPENDIX F

MASTER OF SCIENCE PROGRAM
GRADUATE SUPERVISORY COMMITTEE FORM

STUDENT ________________________ DATE ________________________

Graduate Supervisory Committee Members:

Name Signature (if present)

Advisor ________________________
Member ________________________
Member ________________________
Member ________________________
Member ________________________

Date Entered Program ________________________

Dates of Yearly Committee Meetings ________________________

Date of Pre-final Defense Meeting ________________________

THESIS TOPIC: ________________________

PROGRESS: □ ADEQUATE □ INADEQUATE

Highlight accomplishments/milestones and future goals/expectations. If inadequate progress is indicated specific details must be provided.

A written memo outlining the outcome of the Supervisory Committee meeting and specific recommendations must be provided to the student and a copy included with this form. Must include an NIH-style progress report and agreed upon goals and expectations.

Reviewed and Approved: Department Chair of Mentor

Signature Date ________________________

Reviewed and Approved: Program Director

Signature Date ________________________

Reviewed and Approved: Associate Dean for Graduate Education

Signature Date ________________________
APPENDIX G (Report on Thesis)

REPORT ON THESIS OR DISSERTATION AND/OR FINAL EXAMINATION

(Sample Form – original will be typed by Department Staff)

Date:
Name: ___________________________UF ID#

has submitted, in partial fulfillment of the requirements for the degree of
________________ in the College of _____________________________ A dissertation (or
thesis) entitled

This dissertation (or thesis) has been examined by all members of the candidate’s

________________
supervisory committee and has been

APPROVED REJECTED NOT APPLICABLE

The committee has examined the candidate on __________________________(date) in accordance with

the regulations governing the Final Examination and has adjudged his/her performance

Satisfactory Unsatisfactory

Exceptions or qualifications are noted as follows:

Signature of members of Supervisory Committee:
Names of faculty representatives attending final
examination:

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Chairperson Social Security #

_________________________     ___________________________

External Member

Recommended by: Approved by:

_________________________     ___________________________

DEPARTMENT CHAIRPERSON DEAN OF THE COLLEGE
Doctoral Dissertation Publishing Agreement
University of Florida (UF) Graduate School

Choices marked here must match choices entered in the Editorial Document Management (EDM) system

Student’s name: _________________________________________ UF ID# _____ - _______
Title of dissertation:

I certify that I have obtained written permission from the owner(s) of any copyrighted matter to be included in my electronic thesis or dissertation (hereinafter referred to as ETD), allowing distribution as specified. I further certify that I maintain copies of all such permissions in my files.

I hereby grant to the Board of Trustees of the University of Florida and its agents, principals, successors, and assignees (hereinafter referred to as UF) the nonexclusive license to archive, preserve, and grant access to my ETD. This nonexclusive license is bound by the conditions specified below, in all forms of media, now and hereafter.

I retain ownership of the copyright of my ETD, along with all rights associated with such ownership, including, but not limited to the right to use all or part of my ETD in future works (such as articles or books).

I also hereby grant my permission to UF and ProQuest/UMI to display my bibliographic information and the dissertation abstract.

Beginning on the date my degree is awarded by UF, I grant access to my ETD subject to the following limitations: Release of my abstract to UF and ProQuest/UMI is required immediately.

- Release of my ETD by UF is required (check desired ETD release time).
- Release of my ETD by ProQuest/UMI is optional (check No or Yes).

Required: ProQuest/UMI displays my abstract
Required: UF releases my ETD. I am aware that administrative processing must be completed before my ETD is displayed online.
(check one desired ETD release time)

____ Immediate release
____ 6 month embargo, then immediate release
____ 1 year embargo, then immediate release
____ 2 year embargo, then immediate release
____ Secret for 2 years (for patent or proprietary purposes, then immediate release. Additional secure time may be obtained by written request)

Optional: ProQuest/UMI releases my ETD (check No or Yes)

____ No, do not send my ETD content to ProQuest/UMI
____ *Yes: allow ProQuest/UMI to release my ETD (details in the separate ProQuest/UMI Publishing Agreement)

The undersigned agree that this statement updates any and all previous statements submitted heretofore.
Signed: _________________________________________ _____________________________
Student Date

_________________________________________ _____________________________
Supervisory committee chair Date
*For doctoral dissertation students who want ProQuest/UMI to release their ETD (please initial):____ I have thoroughly read and understand the ProQuest/UMI Publishing Agreement, which includes important information about how and where my doctoral dissertation will be made available.
APPENDIX H (Thesis checklist)


The dissertation must be completely formatted before submitting to the Editorial Office or etd@grove.ufl.edu when you begin writing your dissertation and long http://etd.helpdesk.ufl.edu/workshops.php, it will be rejected. It is not a draft. Allow yourself weeks for the formatting process. Consider defending before you make first submission. Although not required for dissertation students, it is strongly recommended. Promptly contact the Application Support Center [visit Rm 224 Hub, call 392-HELP (Option 5), or e-mail before submitting the dissertation for review by one of our editors. The Application Support Center (ASC) can help you ensure that you will pass first submission. To streamline the use of UF’s formatting template and for information regarding how to change settings in it to meet with the Editorial Office’s guidelines, please contact ASC. We also recommend all students register for one of their free ETD workshops as well:

Required before submission to the Editorial Office:

Degree application through ISIS: You must submit a degree application Graduation Date Change Form with the Registrar. It is your responsibility to verify with your department it is on file with the Registrar by the application deadline for the term in which you intend to graduate. online through ISIS for the term in which you intend to graduate. This must occur before submitting your dissertation for review by the Editorial Office. Degree applications do not process fee of the dissertation. If you do not want the full text document forwarded to UMI, only your abstract will be published. Please do not submit your final document until this form has been signed and your Committee believes the dissertation is ready for publication.

Journal article: a photocopy of an entire article from the journal whose reference system you used as a model in formatting your dissertation reference citations and list.

Transmittal letter from your committee chair indicating, “I have read _____’s complete dissertation, and it is ready for the Graduate School’s review.” This letter should include your name and UF ID number.


Forms prepared for your defense: Your department’s graduate coordinator designee creates the EDM System within 2 business days. However, it is your responsibility to ensure that all of these forms are recorded accurately in the EDM System by the Final Clearance Deadline in the term you intend to graduate. These forms are contained in the Graduation Information Management System (GIMS). All forms are typically signed at the defense. The ProQuest/UMI form is submitted by you directly to our office and the other three are submitted electronically through GIMS by your Graduate Secretary. These three forms remain on file with your department—do not submit the paper forms to the Editorial Office—the data will be sent to us electronically, once posted to GIMS. Postings should appear in the.

Final Exam Form: Your supervisory committee signs. Your graduate coordinator designee submits a confirmation of successful completion of this form electronically through GIMS once you have successfully orally defended your dissertation. This must be submitted in GIMS as soon as you successfully defend your dissertation—your Graduate Secretary should not hold this form for revisions to your dissertation.

UF Publishing Agreement: This form will be signed at your defense by you and your supervisory committee chair and remains on file with your department—do not submit to Editorial! You and your chair will decide on a publication release level: (most choose 2-year embargo if planning to publish in a journal; others generally choose immediate—the majority of students also elect to release the dissertation to UMI, as the service is included in the processing fee of the dissertation. If you do not want the full text document forwarded to UMI, only your abstract will be provided to them). Your graduate secretary will submit this form in tandem electronically with the final exam form through GIMS. You will also be provided with the appropriate UMI/ProQuest Agreement at this time; it should be delivered to Room 224 of the Hub immediately for processing.

ETD Signature Page: Your supervisory committee signs at your defense. If your committee wants revisions made to the dissertation, your chair (or designee) may hold this form until all stipulations are met. Your graduate coordinator designee submits a confirmation of successful completion of this form electronically through GIMS once the Committee approves the final dissertation for publication and all signatures are in place. You should not be submitting your final document until this form has been signed and your Committee believes the dissertation is ready for publication.

ProQuest/UMI Publishing Agreement: This form will only be printed by your Graduate Secretary and provided to you. Final Clearance Deadline. Please do not place any orders for copies using this form. If you elected to send your dissertation to ProQuest/UMI for publication, please complete Pages 4 & 5 in full. You will complete the form and deliver it to our office (Room 224 Hub) immediately after your defense and no later than the providing only these pages to your office. Keep in mind that you must choose Traditional and Immediate and that the UMI embargo begins after the UF embargo period selected on the UF Publishing Agreement; therefore, these embargo periods are cumulative. If you are not forwarding your dissertation to Proquest/UMI, please complete the entire form provided to you.

What happens now? A charge of $12.80, for the Library Processing Fee, and a $25 fee for Traditional Publishing with UMI (regardless of whether or not you send the dissertation to UMI for publication) will soon appear due in your UF ISIS account. Status updates from the Editorial Office will arrive in your EDM System. If you plan ahead, The Application Support Center can help you with this process—but do not consider waiting until the days nearing the deadline to submit your final document for review, as you take the chance of not completing all required revisions due by the Final Clearance Deadline, which is the last day for your document to be accepted for publication. This date applies to both thesis and dissertation students. The final dissertation must be accepted (not just submitted) by 5:00 p.m. on this deadline. Most students complete all requirements well in advance, in order to ensure they do not face the chance of not graduating in their intended term, as there are hundreds of students with this same final clearance deadline—this deadline is firm. For this reason, we recommend submitting the document no later than 5 business days prior to the deadline for the term in which you intend to graduate. Students making their final submissions after that are likely to be clearing prior to the next semester. GatorLink email account in the upcoming business days—follow closely, as they will advise you of specifics. An e-mail acknowledging drop-off of the document should arrive first. In another, you will be advised if your dissertation is reviewable and has passed first submission—if it has not passed, your e-mail will indicate that it has been rejected and you only have 1 business day to remedy this. In the third e-mail, our office will indicate your dissertation has been reviewed and should be picked up promptly. As soon as your committee is satisfied with your document, work quickly and carefully to achieve Editorial Final Clearance by submitting all submission documents and an acceptable pdf through the

Final requirement before you can achieve final clearance status with the Editorial Office:

Survey of Earned Doctorates: Complete the survey at http://nces.ed.gov/surveys. Keep the confirmation of completion with your permanent doctoral records. Check with our office after 3 business days, and certainly before the final clearance deadline, if this remains as a deficiency in the EDM System for you.
# University of Florida Graduate School
## Electronic Thesis and Dissertation (ETD) Signature Page
(Use as example only)

**Student’s Name:**

This document has been reviewed and accepted by the student’s supervisory committee.

<table>
<thead>
<tr>
<th>Professor’s name and title including department</th>
<th>Signature</th>
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<tr>
<td><strong>Maurice Swanson</strong></td>
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<tr>
<td>Chair</td>
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<tr>
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<td><strong>Suk Oh</strong></td>
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<td>Assistant Professor - Physiology and Functional Genomics</td>
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**College Dean:**

(When required by college)

**Graduate Dean:**

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## Master's Alumni

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If not currently employed, current status: ______________________________

### Additional Graduate Information

Please attach an up-to-date CV, listing all publications (including in press and submitted), honors and awards, and abstracts presented at scientific meetings.

Please attach a brief essay (~1 page) summarizing your experience in the IDP. Please feel free to include constructive criticism, what you liked, what you disliked about the graduate program, etc.

Please fill out form and email back to MGM-GradEd@ad.ufl.edu Dept. of Molecular Genetics & Microbiology; University of Florida; PO Box 100266; Gainesville, FL 32610-0266. ASAP, Thanks.
APPENDIX J
INTEGRITY IN GRADUATE STUDY: A Graduate School Guide

Introduction

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

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

FRAUD

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

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

PLAGIARISM

Unlike fraud, which is usually the deliberate creation of false data or results, plagiarism is the use of another's words, ideas, or creative productions or omission of pertinent material without proper attribution, i.e., without giving due credit to the original source. Flagrant cases of plagiarism may involve extensive borrowing of others' material from articles, books, or creative productions with perhaps only slight modifications. In such cases, penalties are usually very severe for the student and would likely result in expulsion from Graduate School or, if a degree has already been earned, in rescinding of that degree. Less extensive cases of plagiarism may be either intentional or unintentional (carelessness or ignorance of the commonly accepted rules) but may also have severe repercussions. In using other people's work, one must cite that work in the text or, more commonly in footnotes and use either direct quotations or skillful paraphrasing for all ideas that are not one's own. Since much of the basic information about our disciplines comes from outside ourselves through a variety of sources common
to all who work in a discipline, it is unnecessary to footnote those facts and ideas which are, so to speak, in the common domain of the discipline. Otherwise, we would be footnoting everything we know. But an intimate familiarity with the literature of the discipline, or a sub-discipline thereof, lets one know when the distinctive words or ideas of another researcher should be given proper attribution. The fairly common practice among scientists of citing the previous significant literature relating to the subjects of their articles or books, serves as something of a safeguard against plagiarism, but such reviews of the pertinent literature are less usually in the humanities.

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

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

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

CHEATING

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

ABUSES OF CONFIDENTIALITY

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

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

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

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