



# **Fisheries and Aquatic Sciences**

**University of Florida  
Institute of Food and Agricultural Sciences  
School of Forest Resources and Conservation**

## **GRADUATE STUDENT HANDBOOK**

Revised 08/20/08

Dr. Chuck Cichra

## **Acknowledgment**

Fisheries and Aquatic Sciences extend our sincere thanks and appreciation to Dr. Jack L. Fry, past Dean of the College of Agricultural and Life Sciences, Institute of Food and Agricultural Sciences, University of Florida. Dean Fry greatly facilitated the development, approval, and implementation of our Graduate Degree Program. We thank Dean Fry for his dedicated service to graduate education and to our graduate program.

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## **Mission Statement**

The mission of the Program in Fisheries and Aquatic Sciences (PFAS) is to advance our basic and applied knowledge of the biological structure, function, and productivity of Florida's freshwater, estuarine, and marine ecosystems. This mission includes providing knowledge of the factors that influence the biological structure, function, and productivity of Florida's diverse aquatic environments. Knowledge from these research programs shall promote the wise management of Florida's aquatic biological resources, aquaculture and, more generally, the environmentally-sound use of the State's overall water resources.

PFAS reaffirms the basic philosophy of America's land-grant universities that asserts that education should be open to all people and that education should be practical as well as classical. PFAS is therefore committed to a three-fold mission of teaching, research, and public service that will provide Floridians with the knowledge needed for the future management of Florida's diverse aquatic resources.

## **Introduction**

Welcome to the Program in Fisheries and Aquatic Sciences, one of three academic programs, housed in the School of Forest Resources and Conservation at the University of Florida. This handbook outlines PFAS's policies and requirements for graduate study leading to the Master of Science (M.S.), the non-thesis Master of Fisheries and Aquatic Sciences (M.F.A.S.), and the Doctor of Philosophy (Ph.D.) degrees.

Most of these requirements have been established by the Graduate School, the University of Florida, or the Board of Trustees. Some additional policies and requirements have been established by PAFS to meet the needs of PFAS and the diversity of environments in which our students work. Graduate students should also become familiar with the Graduate School Catalog, the official public document of the Graduate School. You can find the current Graduate School Catalog at <http://gradschool.ufl.edu/students/catalog.html>. Policies and requirements listed in this Graduate Student Handbook are either clarifications of those described in the Graduate Catalog or additional requirements or policies of PFAS.

PFAS is under the administration of the Institute of Food and Agricultural Sciences (IFAS), a budgetary and programmatic unit of the University of Florida that includes the College of Agricultural and Life Sciences (CALS), our School of Forest Resources and Conservation (SFRC), the Florida Agricultural Experiment Station, the Florida Cooperative Extension Service, and the College of Veterinary Medicine. Graduate programs are administered through the College of Agricultural and Life Sciences.

PFAS also interfaces with the School of Natural Resources and the Environment (SNRE) through interdepartmental, undergraduate and graduate degree programs. The Graduate School establishes and administers graduate student policies and procedures campus-wide for the University of Florida. The Program in Fisheries and Aquatic Sciences is the only academic program, within Florida's State University System, with mandates for research, teaching, and extension in fisheries biology, aquaculture, and related aquatic sciences.

## **Background and History**

The state of Florida is renowned for its fishery and aquatic resources. Florida has more than 1,300 linear miles of coastline, 12 major bays and estuaries, 7,700 lakes, and thousands of miles of navigable rivers. The state extends nearly seven degrees latitudinally and encompasses temperate and subtropical marine and freshwater ecosystems. Florida is undergoing rapid population growth which is placing increasing demands on the fishery and aquatic resources of the state. Conserving marine and freshwater resources, enhancing food and agricultural production, and meeting the water demands of the state's citizenry will depend upon the prudent and far-sighted management of the state's aquatic resources.

The Department of Fisheries and Aquatic Sciences was established in 1984 in response to the statewide need for basic and applied scientific research in the areas of fisheries biology, aquaculture, and related aquatic sciences. Coupled with this need for basic and applied research is a need to train graduate students for professional positions in state and federal agencies, academia, and the private sector. The Department of Fisheries and Aquatic Sciences (FAS) was merged into the School of Forest Resources and Conservation (SFRC) in July 2008 to become the Program in Fisheries and Aquatic Sciences.

## **PROGRAM AREAS**

Research and graduate education are conducted in four broad areas. Every faculty member conducts research in one or more of these programmatic areas.

- (1) Sustainable Fisheries
- (2) Aquaculture
- (3) Aquatic Animal Health
- (4) Conservation and Management of Natural Aquatic Environments

## **Sustainable Fisheries**

The sustainable fisheries program serves Florida's recreational and commercial fisheries, which have the highest economic value of any state in the USA. The program focuses on 1) the effects of habitat quality on fish populations, 2) population modeling and stock assessment, 3) identifying essential fish habitat, and 4) public outreach for sustainable fisheries.

Research areas of this program include both marine and freshwater fisheries and encompass population biology and modeling, behavioral ecology, life histories, and factors influencing fish community structure. Specific studies have estimated growth and mortality of commercial and recreationally important species, predicted population responses to changes in size limits, identified impacts of tournament angling on recreational fisheries, tested habitat effects on variation in growth and life history parameters, and assessed population biology and community dynamics of warm-temperate reefs.

## **Aquaculture**

Aquaculture is the cultivation of freshwater or marine organisms, including fish, shellfish, and plants. On a worldwide scale, as well as in our own backyards, aquaculture plays many important roles in agriculture and natural resource management. Aquaculture is used to 1) produce economically important animals and plants for food, recreation, commercial products and ecosystem management, 2) protect and enhance wild populations through captive breeding and artificial rearing, and 3) maintain organisms under controlled conditions in order to study fundamental biological processes.

To successfully culture aquatic organisms in managed systems, aquaculturists must take advantage of a variety of biological disciplines including nutrition, growth, reproduction, medicine, husbandry and engineering. Our graduate program emphasizes genetics, reproductive and environmental physiology, health management, and nutrition.

## **Aquatic Animal Health**

Aquatic animal health is a truly interdisciplinary program well established at the University of Florida that involves faculty, staff and students from the Program in Fisheries and Aquatic Sciences, The College of Veterinary Medicine, and The Whitney Laboratory. This program focuses on, 1) disease diagnosis & health management, 2) assessment of the effects of toxic algal blooms & environment contaminants, and 3) an intensive educational program in aquatic animal health through the Graduate School and Extension programs.

## **Conservation & Management of Natural Aquatic Environments**

Conservation and management of aquatic environments is a response to the serious challenges facing Florida due to the explosive growth of human development. This program focuses on 1) achieving an objective and comprehensive understanding of the structure and function of ecosystems, 2) providing critical information needed for the development of management approaches that ensure the integrity and sustainability of critical natural resources and 3) generating the human resources needed to meet the management challenges of the future through education and extension programs.

## **PFAS Information**

### **The Graduate Coordinator**

The Graduate Coordinator is the official representative of the graduate Program in Fisheries and Aquatic Sciences (PFAS) to the Office of the Dean for Academic Programs, College of Agricultural and Life Sciences (CALs), and to the Dean of the Graduate School. Every department or program offering a graduate degree at the University of Florida has its own Graduate Coordinator. PFAS's Graduate Coordinator is Dr. Chuck Cichra. He is located in Building 544, Room 27 (7922 NW 71<sup>st</sup> Street, Gainesville, FL 32653-30371).

The Graduate Coordinator is responsible for transmitting existing and new Graduate School policies and requirements to the faculty, staff, and students in PFAS. The Graduate Coordinator is also responsible for representing the interests and needs of the students to the respective Deans in the College of Agricultural and Life Sciences and the Graduate School. This latter responsibility includes the transmission of petitions and other official documents (see Appendices) to the Deans on behalf of the students. The Graduate Coordinator is an important source of information regarding Graduate School policies and should be considered an ally and point of contact in the event that a student encounters an academic or administrative problem during their tenure as a graduate student in PFAS.

## **Program Assistant for PFAS**

The Program Assistant is responsible (along with other duties) for maintaining student records and assisting the Graduate Coordinator. This position is also an important source of information and will, in all likelihood, have more direct day-to-day contact with the graduate students than will the Graduate Coordinator. Students should get to know the Program Assistant and consider that person a friend and ally. For example, in most cases, the Program Assistant will submit the official documents required by the Graduate School, thus relieving the students of that responsibility. However, the Program Assistant does not serve the personal needs of individual students (e.g., type term papers, theses, etc.). Students are responsible for their own secretarial needs. The PFAS's Program Assistant is Sherry Giardina and her office is in Room 4 of the PFAS Administrative Office Building (Bldg. 1232, 7922 NW 71<sup>st</sup> Street, Gainesville, FL 32653-3071).

## **Associate Dean (CALs)**

Dr. Mark W. Rieger is the Associate Dean for Academic Programs (Graduate) in the College of Agricultural and Life Sciences and serves as an official liaison between each of the respective departments/programs in the College and the Graduate School. He is an additional source of information and guidance, especially regarding University policies and requirements that transcend departmental/programmatic or college boundaries. Every graduate student should take the time to introduce him or herself to Dean Rieger sometime during their tenure as a graduate student in PFAS. All theses and dissertations must be approved by Dean Rieger or his representative. You must call first to make an appointment to see him at (352) 392-2251. His office is located at 2002 D McCarty Hall.

## **Graduate Coordinator's Manual**

In addition to the above sources of information, the Graduate School maintains a Graduate Council Policy (a.k.a., Graduate Coordinator's) Manual. This manual is updated frequently and contains detailed, up-to-date information on Graduate School policies, tuition waivers, registration fees, assistantship eligibility, and other information not covered explicitly by the Graduate Catalog. Students may view this manual online at the following Web address: <http://gradschool.rgp.ufl.edu/archived-files/policy-manual-archived-copy.html>

A hard copy of this manual is also available for viewing in the Graduate Coordinator's office. However, the printed version is not updated frequently, and portions may be out of date.

Policies and procedures regarding graduate study at the University of Florida are numerous and extensive. They were designed to account for almost every possible situation and contingency. Answers to most questions can hopefully be answered by this Graduate Student Handbook, the Graduate Catalog, or as a final resort, the Graduate Coordinators Manual. Sometimes, a bit of effort may be required to find the answer to a question. In many cases, answers to specific questions (e.g., "Where do I pay my fees?") can best be obtained by simply asking a fellow student who has been here longer. Nevertheless, unique situations of a personal nature do arise in which "bending of the rules" or exceptions to established policy are desired. In these latter situations, the human element is particularly important and the assistance of the Graduate Coordinator will most likely be required for filing the necessary petition(s).

Finally, this Graduate Student Handbook is considered a dynamic document subject to future clarification and improvement. Suggestions from students are highly encouraged. We, the faculty and staff of the Program in Fisheries and Aquatic Sciences, hope graduate studies in our program are rewarding and gratifying. Please let us know what we can do to enhance or improve your graduate student training and experiences. Work hard, develop as an individual, and don't let the big one get away.

## **Major Professor and Research Opportunities**

All graduate students are accepted into PFAS by a faculty member who agrees to serve as their major professor and chair of their Supervisory Committee. Graduate students in the Program in Fisheries and Aquatic Sciences work closely with this faculty advisor or major professor. Consequently, research opportunities within PFAS reflect the expertise and research programs of the individual faculty (see PFAS's faculty webpage at <http://fishweb.ifas.ufl.edu/Faculty.htm> ).

In some instances, after one or more semesters in PFAS, a graduate student may wish to work with a faculty member other than the one under which the student was accepted. This desire to change major professors could be for one of several reasons (e.g., redirection of perceived interests, funding availability, personality conflicts, etc.). Such changes are essentially automatic if the student is in good academic standing (minimum 3.0 GPA with no flags on registration record) and both faculty members agree to the change.

In this case, a letter of notification to the Graduate Coordinator, signed by the student and both faculty members (old and new), is all that is required. If the student is (a) not in good academic standing or (b) one or both faculty members do not agree to the change, then the request for change of major professor will be handled on a case-by-case basis. In this latter situation, the student would need to bring his or her situation to the attention of the Graduate Coordinator or the SFRC Director for future action.

## Research Facilities

Office and laboratory facilities for the Program in Fisheries and Aquatic Sciences are located approximately nine miles from the main campus in a semi-rural area of northwest Gainesville. These facilities include laboratories for water quality analysis, phycology and microbiology, genetics, reproductive physiology, cell biology, fisheries ecology, aquatic plants, aquatic invertebrates, and fish health.

These laboratories and offices are adjacent to the Florida Caribbean Science Center of the United States Geological Survey (USGS). Several courtesy faculty members of PFAS are employed by USGS at this latter facility.

Additional opportunities exist for students to work with faculty at the following off-campus facilities:

- Tropical Aquaculture Laboratory / Ruskin -- approximately 160 miles south of Gainesville,
- Indian River Research and Extension Center / Ft. Pierce -- approximately 230 miles southeast of Gainesville,
- U.F. Marine Laboratory / Seahorse Key -- 50 miles southwest of Gainesville,
- Whitney Marine Laboratory / St. Augustine -- 72 miles east of Gainesville; and
- National Marine Fisheries Service facility / Panama City -- 250 miles west of Gainesville.

## Vehicles and Boats

PFAS maintains numerous vehicles, outboard motor boats, and airboats for research, teaching, and extension. These vehicles and boats are available for student use by arrangement with the faculty member who is responsible for the specific vehicle or boat that the student wishes to use. In addition, PFAS maintains a small number of multi-use vehicles that can be reserved and signed out for short-term use (1 hour to 1 day) on a first-come, first-serve basis. Vehicle and boat use by a student must be charged to a valid University account.

All state vehicles and boats are to be used for official University of Florida business only. Field research activities associated with student thesis projects are considered official University of Florida business. Vehicles and boats are not to be used for personal use. This includes using state vehicles to commute between PFAS and the main campus for the sole purpose of attending class.

After obtaining approval from a faculty member, PFAS vehicles must be signed out through the PFAS Program Assistant. Vehicles, under faculty control, must be signed out through each faculty's lab. As a general rule, a student should check the vehicle's tires and fluids before any long-distance trips. Problems with any vehicle should be reported to Larry Tolbert (PFAS vehicles) or the faculty member directly responsible for that vehicle.

After use of PFAS vehicles, it is the student's responsibility to make sure the vehicle is clean and refueled before turning the keys back in. Make sure the log sheet (located in each vehicle) is completely filled out, along with the object code number and faculty code

to be billed. If you are unsure of the object code number, see your advisor or the faculty member to which the mileage is to be charged.

Only registered students and state employees with a valid State of Florida Driver License, and at least 18 years of age, are allowed to operate state vehicles and boats. Individuals who are not registered students of the University of Florida or state employees may not ride in state vehicles unless those individuals have filled out an official University of Florida Volunteer form (available in the PFAS/SFRC Personnel office).

Graduate students who need a boat for University business should preferably use one assigned to their major professor (or employer). PFAS has a large aluminum jon boat, which may be checked out through Doug Colle. As with vehicles, loans of boats, belonging to other faculty, may be made through special request. Florida LAKEWATCH has a number of utility and electrofishing boats and Dr. Ed Philips and Dr. Debra Murie have large boats for offshore work, which may be available.

It is the student's responsibility to verify that the trailer lights, wheel bearings, tires, and other equipment are in good working order before they are used. Be sure to have the proper safety equipment, tools, and permits on board at all times. Remember that you are subject to the same laws as other boaters, when operating in the field. After use, boats should be returned fully refueled and clean. Boats, motors, and trailers used in salt water must be thoroughly rinsed and flushed with fresh water as soon after use as possible.

## International Travel

### One month prior to travel:

- 1) Obtain a MedEx card application located online ([www.ufic.ufl.edu/travel.htm](http://www.ufic.ufl.edu/travel.htm)) at least four weeks in advance.
- 2) For questions, contact Linda Gritman (352-273-1507) in the UF International Center (170 HUB).
- 3) Students must have their own major medical coverage outside of the United States.
- 4) Obtain an account number from your advisor for billing.
- 5) Write a memo justifying why you are traveling. You will need to sign this statement as well as have your advisor's signature.
- 6) Supply the memo, a copy of your MedEx card, and a completed TAR request (form available in copy room) to the SFRC Fiscal Office at least 30 days in advance of your departure date. These will be part of a request for travel to the IFAS Dean's office. Once the request is approved, you will be contacted with an encumbrance number so that you can book your flight and car rental (**use Avis and Enterprise Rental for rental cars**). A cash advance can also be requested at this time.

**Note:** *If you are registering for a meeting, save a copy of your registration form.*

### During travel:

Save every receipt acquired. If you are buying items from fishermen or other private individuals, you need to bring a receipt book with you for the individual to sign. Be sure the price, date, a description of the item, and a signature is on each receipt.

After your return:

- 1) Write an itinerary listing the date and time of travel and daily activities.
- 2) Write a list, in chronological order, of receipts. Attach receipts to the list.
- 3) Make copies for your records and submit the originals to the SFRC Fiscal Office. It takes approximately 3 weeks for reimbursement.

Meal reimbursement is at a rate determined by UF for each country and/or city. The time of arrival and departure is also critical for meal reimbursement, so be sure to include this information in the travel justification memo mentioned above.

## Local and Domestic Travel

All local and domestic travel must be approved by your advisor/supervisor. See the SFRC Fiscal Office for current procedures for setting up travel blankets/accounts and for reimbursement of travel expenses.

## Credit Cards for Purchasing

To obtain a purchasing credit card, you must complete a Cardholder Profile Information form and Cardholder Agreement. Both of these forms can be acquired from the SFRC Fiscal Office. After both forms are completed, submitted and approved by obtaining supervisor's signature, you will be informed when your purchasing card is ready to be picked up from Elmore Hall. You will need to bring a picture ID to receive the card.

After a purchase has been made, fill out a blue Purchasing Card Receipt form (located in the copy room of the PFAS Administration Building) with faculty code, purchaser, and object code number. You must provide a brief description of the item(s) purchased. Please attach the receipt and other relevant material to the blue form and make sure **you sign the receipt**. Purchases for vehicle maintenance, emergency, or necessities must have the vehicle number written on the receipt form. If purchases are phone orders, ask the vendor to fax the invoice to you, along with their Federal ID number. Write the vendor name, Federal ID number, description of item, itemized cost, and total cost on the blue receipt form. Place the completed form, with attached receipts, into the appropriate mailbox in the PFAS Administration Building. **ALL receipts are due within 5 days of purchase**. For purchases that are made while on extended field trips, please contact the SFRC Fiscal Office to verify the purchase and to which object code the purchase should be charged.

If you are asked for a billing address, give the vendor the following:

109 Elmore Hall  
P.O. Box 115250  
Gainesville, FL 32611-5250

You will need to complete the on-line training session at [http://www.purchasing.ufl.edu/main\\_purchasingcards.asp](http://www.purchasing.ufl.edu/main_purchasingcards.asp) before you will be issued a purchasing card. Be sure to print the confirmation screen and keep it for your records. There have been a few transmission problems in the past that required proof of completing

the course. Contact the SFRC Fiscal Office, after you complete the training session, so that the appropriate forms can be submitted.

***NOTE: Remember to use the tax-exemption code located on the purchasing card. The University of Florida is a tax-exempt organization and items/services purchased are tax-free. In addition, the purchase code is '4' for educational purposes.***

## Computers

Students, staff and faculty have access to PFAS, IFAS, and University computers. PFAS maintains a few general-use computers, scanner, and printers adjacent to the graduate student offices. These computers are available 24 hours a day to students. Many additional computers and printers are under the direct control of individual faculty, either in their offices or their laboratories. These latter computers are available for student use by permission only from the corresponding faculty member. In addition, microcomputer labs and mainframe computing services are available on the main campus.

## PFAS Spring Symposium

PFAS graduate students are required to participate in the PFAS Student Symposium which is held each spring semester. Although participation is mandatory, registering for credits for the symposium is not. If desired, students may register for 1 credit of FAS 6933 (Seminar) each spring semester to receive credit for their symposium participation. A M.S. student may apply a maximum of 3 credits of FAS 6933 towards their 30-credit degree minimum, with a maximum of 2 credits to be used to fulfill the 12-credit minimum at the 5000-level and higher. A Ph.D. student may apply a maximum of 5 credits of FAS 6933 towards their 90-credit degree minimum.

Students registering for the first time in a spring semester are not expected to give a presentation, but are still expected to participate in the symposium by helping out with its organization, etc. Students that are residing outside of the State of Florida in the spring semester are also not required to participate.

M.S. and M.F.A.S. students, defending in the spring semester, are allowed to give their Exit Seminar during the symposium in special time slots. Ph.D. students are not eligible to give their Exit Seminar at the Symposium due to time limit restrictions.

## GatorLink

GatorLink is a computer ID and suite of services that allow access to a variety of UF campus computing resources. Every student is required to get a GatorLink ID. Students will be held accountable for information contained in official university mailings to the GatorLink address (which resembles this format: username@ufl.edu). Free services, including a free mailbox and web space, are available. Other campus services *require a GatorLink sign on to authenticate your identity*. To use GatorLink, you must agree to abide by the policies stated in the Policies for Use of GatorLink and in the UF Acceptable Use Policy. To create your GatorLink, you must go to the website <http://gatorlink.ufl.edu>. A UF

Software CD can be purchased at the Hub and used to set up your computer's Internet connection from home. If you need assistance in setting up your account, see Sherry Giardina or go in person to the UF Computing Help Desk in 132 HUB. You will need your UF Gator 1 card.

## Libraries

The University of Florida libraries form the largest information resources system in Florida. These libraries include the Marston Science Library, Library West, the Health Sciences Library, and several other discipline-oriented branches (e.g., Education Library, Vet Med Reading Room, Herbarium, Mead Library, and Legal Information Center) throughout the campus. The Marston Science Library includes a Map Library with an extensive collection of aerial photographs and remote sensing imagery, particularly for the southeastern United States, Latin America, and Africa. The libraries are also a regional depository for over 600,000 U.S. government documents.

The Library web page is <http://web.uflib.ufl.edu>. Some helpful tools within the Library system are:

Database Locator: Used to select databases that are helpful in locating journal articles for research. Some databases are:

- Aquatic Sciences and Fisheries Abstracts - 1978 to present
- Aquaculture Abstracts – 1984 to present
- Aquatic Pollution and Environmental Quality – 1990 to present
- Biological Abstracts – 1989 to present
- Fish and Fisheries Worldwide – 1971 to present
- Water Resources Abstracts – 1967 to present

You can search for other databases by entering keywords of interests.

UF Library Catalog: Information such as call numbers for journals, books, etc. owned by the University can be located here.

Online Service Requests: You can request an interlibrary loan (ILL) for books and journals the library does not have. You can also request books that are located at the IFAS research centers. There is no fee for this service, but you will need your student ID number. Go to <http://illiad.uflib.ufl.edu/illiad/> to access interlibrary loan service. To renew books, choose the institute and use your student ID number. Overdue fines are assessed at the rate of 25 cents per day per item. Fines for course reserve items are 25 cents per hour per item. These fees will automatically be entered into your student record. Unpaid or late library fees could result in a hold on your records, which would prevent you from registering.

The Center for Aquatic and Invasive Plants has an extensive library of primary and gray literature on aquatic and invasive terrestrial plants. The library is physically located at the FAS/CAIP facility off of Millhopper Road. Library holdings can be electronically accessed through <http://plants.ifas.ufl.edu>.

## Grievance Procedure

The Graduate Student Handbook defines the word “grievance” as “dissatisfaction occurring when a student thinks that any condition affecting him or her is unjust or inequitable or creates unnecessary hardship. Areas in which student grievances may arise include scientific misconduct, sexual harassment, discrimination, employment-related concerns, and academic matters.” **The first line of action is to resolve the conflict with the party directly involved.** If the conflict cannot be resolved to the student’s satisfaction, he/she should speak with either his/her supervisory committee chair or the Graduate Coordinator, Dr. Chuck Cichra. If the student does not feel comfortable in addressing the issue with either faculty member, he/she should discuss the grievance with Sherry Giardina, PFAS Program Assistant. If none of these individuals are available, then Dr. Tim White (SFRC Director) is the next alternative.

If the grievance is still considered to be unresolved, the student may then file the grievance in writing with Dr. Kirby Barrick, Dean of CALS. As stated in the Graduate Handbook, “the right of appeal in writing to the Dean of the Graduate School is the next option if the student still feels the grievance has not been settled. The President of the University shall be the final appeal but only after the prescribed administrative channels and grievance procedures have been exhausted.”

## Academic Honesty

(Adopted November 1999)

**Plagiarism in Coursework.** In cases of plagiarism or academic dishonesty in a course, the instructor would inform the student’s graduate advisor and the student would fail the course.

**Thesis/Dissertation Work.** In cases of plagiarism or academic dishonesty in thesis work, the student would fail his/her defense, and the advisory committee would decide whether the student would be allowed to defend the thesis work the following semester.

If a more severe or less severe penalty is sought by the student or involved faculty, the case would be presented to a group of three faculty members. The group will include the advisor, the SFRC Director, and the instructor in cases of academic dishonesty in a course; or the advisor, the SFRC Director, and an involved member of the student’s graduate committee in cases of academic dishonesty regarding thesis work. Decision on the case would be decided by the three faculty members.

*According to University of Florida policy, involved faculty and/or the student reserve the right to report the case to the University of Florida Student Judicial Affairs Office, where the University Hearing Board will determine the level of discipline.*

## Financial Support

Most graduate students in Program in Fisheries and Aquatic Sciences receive some form of financial support from PFAS. This support is usually arranged through the major professor, either as a graduate assistantship or as hourly employment (OPS).

In addition, a limited number of College-PFAS/SFRC graduate assistantships and fellowships are available on a competitive basis, primarily for recruiting outstanding graduate students. Also, the Office of Research and Graduate Education in Grinter Hall maintains an extensive compilation of national and international programs supporting graduate and postdoctoral fellowships and scholarships. Usually, only a limited number of students qualify for any particular program. Prospective and accepted graduate students should review the information at their earliest possible opportunity, preferably prior to their first registration as a graduate student at the University of Florida. For more information about funding, see <http://gradschool.rgp.ufl.edu/students/financial-aid.html>.

## Tuition Payments (Fee Waivers)

Graduate students, employed by PFAS on a Graduate Assistantship and those receiving fellowships, will be eligible for a tuition fee waiver. For Florida residents, the fee waiver covers the matriculation fee, or approximately 80% of the total in-state fees. For first-year students who are not legal residents of the state of Florida, this waiver will cover the matriculation fee plus the non-resident fee, or approximately 95% of the out-of-state fees. However, **the non-resident fee will be waived for the first year (12 months) only.**

**After one year, non-residents, who are U.S. citizens or Resident Aliens of the United States, are expected to declare Florida their legal state of residence** (see below). In general, international students are not eligible for tuition fee waivers or a graduate assistantship unless the major professor provides those funds through externally-funded grants. However, state funds can be used to hire international students as hourly employees, but such employment does not include a tuition waiver. Current tuition and fee waiver rates per student credit hour are located at <http://fa.ufl.edu/ufs/cashiers/feecalc.asp>

## Florida Residency Requirement as outlined by the College of Agricultural and Life Sciences

**All graduate students, eligible to do so, are expected to declare Florida their legal state of residence after one year of residence in the state.** Graduate students eligible for Florida residency are (1) U.S. citizens with non-Florida residency status, indicated by a resident code of "N" on University records, and (2) Resident Aliens with non-Florida residency status, indicated by a resident code of "E" on University records. International students with a resident code of "A" are not eligible to apply for Florida residency.

As outlined above, non-resident students on an assistantship are eligible for a waiver of the non-resident fee for the first year only. Consequently, out-of-state students must begin the process of establishing Florida as their legal state of residence as soon as they move here. If you choose not to establish residency, you will be responsible for paying the difference

between in-state tuition and out-of-state tuition after your first year. Students, not on assistantships, are also responsible for this surcharge as well. Recommendations for establishing and declaring Florida as the legal state of residence are outlined below.

- 1) Obtain *Request for Change in Residency Status* form from Registrar's Office, S222 Criser Hall (or see Sherry Giardina), to review the information and items that will be requested when filing for residency after living in Florida for 11-1/2 to 12 months.
- 2) File a *Declaration of Domicile in Florida* at the Official Records Office, Room 101 in the Alachua County Administrative Building, located at the corner of University Avenue and Main Street. This document should be filed as soon as you have a local address in Florida. The cost is \$11. Keep the receipt for attaching to the "Request for Change in Residency Status" form that you will submit after residing in the state for one year.
- 3) Obtain a Florida Driver's License, car registration, and register to vote in Alachua County (or other Florida county, if appropriate) as soon as you have a local Florida address.
- 4) Keep any receipts that provide proof of the date of your first residence in Florida (e.g., rental agreements, deposits for establishing utilities, etc.).
- 5) Keep any proof of employment in Florida, especially non-UF employment.
- 6) After residing in Florida for 11-1/2 months, file the completed *Request for Change in Residency Status* form and required documentation with the Office of the University Registrar, S222 Criser Hall. There are cases, based on the residency status of the student's spouse, which may allow for earlier application and approval. In these latter cases, the student should consult the Registrar's Office as soon as possible to determine residency eligibility based on a spouse's residency status.

## **Graduate Assistants United (GAU)**

Graduate Assistants United (GAU) at the University of Florida represents all graduate assistants employed by the University. GAU bargains for health benefits, improved working conditions, and salary increases. GAU represents graduate assistants in workplace disputes and protects their rights as state employees. For more information or to download the membership form, visit their website at <http://www.ufgau.org>.

## **Students United in Research in Fisheries (SURF)**

PFAS's Graduate Student organization is called "SURF" (Students United in Research in Fisheries). All students in PFAS are considered members and are welcome to participate in all activities planned by SURF. SURF Meetings are held on the first Friday of every month. It is highly recommended to attend these meetings as students who become involved with SURF have an opportunity to have more of a "voice" in the decisions and events of PFAS/SFRC. When funds are available, SURF also offers travel grants each semester for PFAS graduate students to attend state, national, and international meetings. Visit the SURF website for more information: <http://surf.ifas.ufl.edu>. (The SFRC also provides travel grants, please see: <http://www.sfrc.ufl.edu/handbook/index.html>)

# **MASTER OF SCIENCE (M.S.) PROGRAM**

## **General Information**

The M.S. degree in Fisheries and Aquatic Sciences is designed to (a) train graduate students for entry-level, professional positions in fisheries biology, aquatic resource management, aquaculture, and related areas, and (b) provide a solid, scientific foundation for further graduate work leading to the Ph.D. degree. Graduates of PFAS's M.S. program have readily found employment with the Florida Fish and Wildlife Conservation Commission, Florida Department of Environmental Protection, Florida Water Management Districts, U.S. Fish and Wildlife Service, other state and federal agencies, and with the private sector. Other students have continued their education in Ph.D. or other advanced degree programs.

The M.S. program normally takes two to three years to complete. During the first year, students are expected to fulfill most of their course requirements and assist with ongoing projects with their major professor to obtain the skills needed for their master's research project. During their second year, and third year if necessary, students devote most of their time to their research project, which culminates in the preparation, presentation, and defense of a thesis. The design, planning, and implementation of the research project are conducted with the guidance and approval of their major professor and Supervisory Committee.

All degree requirements for the M.S. degree must be completed within seven (7) years after the student first registers as a graduate student at the University of Florida.

## **Admission Requirements**

1. An earned Bachelor's degree;
2. An upper division undergraduate GPA of 3.0 or higher, or the equivalent GPA from institutions where a scale other than 4.0 grade point scale is used;
3. Verbal and quantitative scores on the Graduate Record Examination (GRE) at or above the national mean score on each section;
4. If English is not the native language, a score of 550 or more on the TOEFL (Test of English as a Foreign Language) if the earned Bachelor's degree is from a non-English-speaking institution;
5. Three appropriate letters of recommendation; and
6. Written agreement by a faculty member in the Program in Fisheries and Aquatic Sciences to serve as your major professor and Chair of your Supervisory Committee.

## Program Requirements

### Guiding Committee:

- a) Consists of the major professor and one other faculty member from the Program in Fisheries and Aquatic Sciences (see <http://fishweb.ifas.ufl.edu/Faculty.htm>). At least one of the two faculty members must be a **regular-line** or joint faculty member of PFAS. In most instances, the major professor will recommend the second faculty member.
- b) Assists new students with course selection (including FAS courses <http://fishweb.ifas.ufl.edu/Programs/Deptcourses.htm> and courses in other departments <http://fishweb.ifas.ufl.edu/Programs/Supgradcourses.htm>) and provides overall guidance until the Supervisory Committee (see below) is formed, at which time the Guiding Committee is dissolved. The Supervisory Committee may include both members of the Guiding Committee, but this is not required.
- c) Must be formed prior to or during the first term of registration. It is highly recommended that the Guiding Committee be formed and meet with the student prior to registering for classes for the first term.

### Supervisory Committee:

- a) The Supervisory Committee consists of three to four (preferably four) graduate faculty including the major professor, who chairs the committee. At least two members of the Supervisory Committee must be **regular-line** or joint faculty members of the SFRC Program in Fisheries and Aquatic Sciences.
- b) If the student's major professor (Chair) is an affiliate or courtesy faculty member of PFAS, then a **regular-line** or joint faculty member of PFAS must co-chair the Supervisory Committee.
- c) If the student declares a minor (optional), then the Supervisory Committee must include a graduate faculty member from the minor department or program.
- d) **Deadline: The "Appointment of the Supervisory Committee" form ([http://fishweb.ifas.ufl.edu/Gradforms/Appt\\_Supervisory\\_Committee.pdf](http://fishweb.ifas.ufl.edu/Gradforms/Appt_Supervisory_Committee.pdf)) must be completed and filed with PFAS no later than the last day of classes in the term in which the student will have completed 12 semester credit hours or by the end of the second term of registration, whichever occurs first.**

Failure to meet this deadline will result in a flag being placed on the student's record and subsequent registration will be prevented until the flag is removed.

## Proposed Program of Courses:

- a) All students must complete and submit a "Proposed Program of Courses" ("Form 2", <http://fishweb.ifas.ufl.edu/Gradforms/ProposedDegreeProgram.pdf>) to the Program Assistant for PFAS. Make sure that the Graduate Coordinator (Dr. Cichra) reviews this form before it is signed by your committee. Dr. Cichra must also sign this form.
- b) **Deadline: The Proposed Program of Courses for the M.S. degree must be signed by the Supervisory Committee and submitted to the Program Assistant prior to the end of the second term of registration.**

Failure to meet this deadline will result in a flag being placed on the student's record and subsequent registration will be prevented until the flag is removed.

## Coursework and Registration Requirements

**a) Minimum degree credit hours** - A minimum of 30 semester credit hours is required for the M.S. degree. Undergraduate courses 3000-level and above outside of PFAS (non-FAS) and graduate courses 5000-level and above within and outside of PFAS can be applied to the 30-credit minimum. At least 6 credits must be in Master's Thesis Research (FAS 6971); however, no more than 6 credits of FAS 6971 will be counted toward the 30-credit minimum although more may be accumulated.

**b) Major credit** - A minimum of 12 credits at the 5000-level or higher must be accumulated in the major field of study. Courses satisfying the major credit requirement include all FAS courses, exclusive of FAS 6971, and non-FAS courses approved for major credit for individual students via petition by the Graduate School. As noted above, credits from FAS 6971 cannot be applied toward the 12-credit major requirement. **For students starting in summer 2006 or thereafter, a minimum of 8 credit hours of graded FAS coursework (not including FAS 6905) is required. This requirement may be waived by the student's Supervisory Committee on a case-by-case basis, after providing a written rationale for the waiver and obtaining subsequent approval from the graduate coordinator.**

**c) Minor credit** - Students may declare a minor in another field or discipline. At least six credits of coursework at the 3000-level or higher must be completed in the minor field. Non-FAS courses approved for major credit for an individual students cannot be applied toward the minor credit requirement for that student.

**d) Transfer of credit** - A maximum of two courses, totaling not more than eight semester credits (max. of 6 credits per course) of graduate work (5000-level courses or equivalent) at another institution or from baccalaureate or post-baccalaureate studies at UF, may be applied toward the 30-credit requirement for the M.S. degree. **Requests for transfer of credits to a M.S. program must be performed during the first term of registration using the form "Transfer of Graduate Courses for Master's Degrees"** (<http://gradschool.rgp.ufl.edu/pdf-files/graduate-credit-transfer-form.pdf>). Only graded (non S/U) courses obtained with a grade of B or better can be transferred.

**e) Coursework performance** - Graduate students must maintain an overall GPA of 3.0 or higher for all coursework. A minimum GPA of 3.0 must also be maintained separately for all courses fulfilling the major (section b) and minor (section c) credit requirements, respectively.

**f) Minimum number of credits per term** - All graduate students in the Program in Fisheries and Aquatic Sciences are required to register for a minimum of three (Fall and Spring Semesters) or two (Summer Session) credits while actively working toward their degrees. Students receiving graduate assistantships **must** register for the number of credits required by the Graduate School (see graduate catalog). Students, conducting their thesis research at remote sites away from Gainesville, are required to register for a minimum of three (Fall and Spring Semesters) or two (Summer Session) credits of FAS 6971. Students, failing to register for two or more consecutive terms, must submit an "Application for Readmission" (see Sherry Giardina) if they wish to resume their graduate studies at the University of Florida (see Leave of absence on next page).

**g) Final semester or term** - All M.S. students must register for a minimum of 3 (Fall and Spring Semesters) or 2 (Summer Session) credits of FAS 6971 during the term they expect to graduate. All candidates must submit a "Degree Application" form on-line through ISIS (go to <http://gradschool.ufl.edu/students/student-forms.html> or talk to Sherry Giardina) by approximately the second week of their final term (see the Graduate Catalog or posted deadlines for the exact date). This application must be renewed for a subsequent term if all degree requirements are not fulfilled in the term in which the application was filed. Students who do not meet the posted deadlines for filing their thesis and/or completing the Final Examination (see below) - but do so prior to the first day of classes of the following term - will not be required to register in the following term provided that they meet the minimum registration requirement for FAS 6971 during the term in which all of their degree requirements were completed. In this latter case, the student would officially graduate in the following term but would not be required to pay registration fees for that term. **This 'clear prior' option is allowed on a limited basis.**

## Evaluations

All graduate students are expected to meet with their Supervisory Committee at least once per year and are required by the Graduate School to undergo a written, annual evaluation of academic progress. The form "FAS Graduate Student Academic Evaluation" (given to each student's advisor each year by Sherry Giardina) can be used to satisfy this requirement. These evaluations become a permanent part of the student's academic file.

Graduate students supported on assistantships (via the "Letter of Appointment") are also required by the Graduate School to undergo a written "job performance evaluation" (Graduate Assistantship Evaluation – given to each student's advisor each year by Sherry Giardina) once for each of the contract periods (each semester or academic year) covered by the "Letter of Appointment". The immediate supervisor is responsible for completing this evaluation. The original copy of the evaluation should be submitted to the SFRC's Personnel Office and filed in the student's employment file, not the student's academic file. Fellowships are not considered employment and do not require this "job performance evaluation."

## Research Plan

All M.S. students must present a research plan to their Supervisory Committee no later than 1 year (12 months) from the date of first registration. The research plan can be written or oral, the exact nature of which is at the discretion of their Supervisory Committee.

## Leave of Absence

a) Students desiring not to register for two or more consecutive terms, but who wish to maintain their graduate student status in PFAS, must obtain an approved leave of absence in the form of a letter from the Chair (Cochairs) of their Supervisory Committee. A copy of this letter must also be submitted by the Chair (Cochairs) to the Program Assistant for permanent filing with the student's academic record. Students with an approved leave of absence must submit an "Application for Readmission" (see also requirement 'f' above) to the Office of Admissions (201 Criser Hall) and have it approved by the University Registrar in order to resume their graduate studies. No other forms are required.

b) Graduate students failing to register for two consecutive terms without the written permission of the Chair (Cochairs) of their Supervisory Committee will no longer be considered students in the Program in Fisheries and Aquatic Sciences. These students will need to complete the "Application for Readmission" form and be approved by the Graduate Programs Committee of PFAS. In addition, applicants for readmission, who did not obtain written permission for their leave of absence, must submit, to the Program Assistant, the same supporting documents that were required by PFAS as part of the original application for admission; these documents include (1) a cover letter outlining the applicant's activities during the leave of absence and desire/justification for readmission, (2) transcripts of coursework taken elsewhere during the leave of absence, (3) three new letters of recommendation, and (4) a new statement of purpose. Readmission of a student, with an unapproved leave of absence, will be based on the same admission criteria that are applied to new applicants for admission; these criteria are (1) the individual merits and interests of the applicant, (2) fulfillment of the general admission requirements of the Graduate School, and (3) written acceptance by a faculty member in PFAS, who agrees to serve as Chair of their Supervisory Committee. This latter faculty member may not necessarily be the same faculty member who served as Chair (Cochair) of their Supervisory Committee prior to the unapproved leave of absence. In this latter case, a new Supervisory Committee will also need to be appointed if the student is readmitted.

All leaves of absence, including single terms in which a student fails to register, are included in the seven-year time period within which all degree requirements for the M.S. degree must be completed. Students wishing to be readmitted seven or more years after their first date of registration must submit an "Application for Admission" and all associated documents that are required as part of the application process.

Students that are readmitted to the University, come in at the new, generally higher, tuition and fee rate.

## Thesis

An approved written thesis is required for the M.S. degree. The thesis reports the results of the student's research. The exact format of the thesis is at the discretion of the Supervisory Committee but must conform to the guidelines of the Graduate Editorial Office of the Graduate School (see <http://gradschool.ufl.edu/editorial/format.html> ).

## Exit Seminar

Students shall present an exit seminar on their Master's thesis research. This seminar must be presented no earlier than the term immediately preceding the term in which the degree is conferred. Consequently, the exit seminar should not be scheduled until the thesis is completed but preferably before the final exam. **Students must provide the title, location, date, and time of their seminar to Sherry Giardina and Dr. Cichra at least two weeks prior to the scheduled date of the seminar.** Make sure you schedule the room. M.S. students, defending in the spring semester, are allowed to give their exit seminar during the annual PFAS Graduate Student Symposium in the spring. Students may register for 1 credit of seminar (FAS 6933) to receive course credit for their seminar presentation.

## Final Examination

- a) All M.S. students must pass an oral final examination. Written final examinations are at the discretion of the student's Supervisory Committee. The final examination evaluates the student's proficiency and general knowledge in the major and minor (if declared) fields of study, and in particular, evaluates the content of the thesis and the student's comprehension thereof.
- b) The exact nature and content of the final examination are at the discretion of the Supervisory Committee.
- c) This examination may not be scheduled earlier than the term preceding the term in which the degree is to be conferred. **Students must provide the title, location, date, and time of their final oral exam to Sherry Giardina and Dr. Cichra at least two weeks prior to the scheduled date of the seminar.** Make sure you schedule the room.
- d) Students must submit a final draft of their completed and previously reviewed (by the Supervisory Committee) thesis to all members of their Supervisory Committee at least three weeks prior to the scheduled date of the final examination. It is the responsibility of the student and major professor to ensure that all members of the Supervisory Committee have reviewed previous drafts of the thesis and that the thesis is essentially completed prior to the final examination.

- e) If there is to be a written (open or closed book) portion of the final examination (which is decided by the Supervisory Committee), questions will be given to the student at least three weeks prior to the scheduled date of the oral portion of the final exam. These questions should thus be given to the student at approximately the same time that the final draft of the thesis is submitted to the Supervisory Committee. The student will be given a maximum of seven days to answer the written questions, but the exact number of days will be at the discretion of the Supervisory Committee. The allowed amount of time for answering each faculty member's questions will be determined by the individual faculty member. Members of the Supervisory Committee will be responsible for evaluating and returning the written answers to the student within one week (7 days) of submission by the student. The evaluated answers to the written questions should thus be returned to the student at least one week prior to the scheduled date of the oral portion of the final examination.
- f) Results of the final examination are reported to the Graduate School on the form, "Report on Thesis or Dissertation and/or Final Examination" (see Sherry Giardina at least one week prior to the date of the exam to obtain this form). At least three faculty members must be present for the oral portion of the student's final examination, but all members of the Supervisory Committee are required to sign the report form. The vote must be unanimous for the student to pass the exam.

## **Submission of Master's Thesis and Associated Documents to the Graduate School**

Several forms, copies of the thesis, and additional pages of the thesis must be filed with the Graduate School by the posted deadline dates to graduate in the term for which the "Application for Degree" form stated. Formal submission of the thesis to the Graduate School is a two-step process (<http://gradschool.rgp.ufl.edu/pdf-files/checklist-thesis.pdf>). Students must initially submit the signed and defended thesis, in final form, to the Graduate School approximately one month prior to the last day of classes for the term in which the student wishes to graduate (see Graduate Catalog and posted deadline dates). The Graduate School reviews this initial submission of the Master's thesis for format, content, language usage, and overall conformation to their guidelines. The Graduate School will then inform the student of required changes or corrections. The final corrected electronic version of the thesis must then be submitted to the Graduate School by the posted deadline date for this final submission. This latter deadline is usually near the last day of classes for each term (check posted deadlines).

**Submit to Graduate Editorial: University of Florida, 224 Hub (Stadium Road), Gainesville FL 32611-8461. Phone: (352)392-1282.**

**Master's Thesis First Submission (checklist)** All master's theses must be defended before first submission. The ETD Signature Page (signed) is *required* at first submission.

### **Forms needed for your defense:**

Sherry Giardina creates the two forms below, from the Graduate Information Management System (GIMS) database. Both forms are typically signed *at* the defense. Make sure you have the correct forms. Then make sure that you get these forms signed before you leave your defense. Although departmental procedures

vary regarding delivery of these forms, the student is ultimately responsible (the student is the one who will be inconvenienced if these forms are not delivered).

\_\_\_\_ **ETD Signature Page:** Your supervisory committee signs. The Dean of the Graduate School generally does *not* sign.

\_\_\_\_ **Final Exam form:** Your supervisory committee signs. The SFRC director signs. The college dean signs. If your committee wants revisions, your chair (or designee) may hold your final exam form until satisfied. The Editorial Office needs your final exam form before you can achieve Final Clearance.

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\_\_\_\_ **UF Publishing Agreement,** signed by you and your supervisory committee chair. To create your UF Publishing Agreement, you will need to log into the EDM system: [https://gradschool.ufl.edu/edm\\_app/etd\\_login.cfm](https://gradschool.ufl.edu/edm_app/etd_login.cfm) (if you have trouble logging in, early in the semester, call 392-1282 and ask us to create a workaround). Type your thesis title in Title Case. Choose a release level (most people choose immediate; some people choose 2 year embargo if they are trying to get an article published in a journal). When you see the "print form" button, print the form.

\_\_\_\_ **Expanding wallet,** labeled (upper left) with your name, degree, major, month and year of degree award, defense date, and UF ID number.

\_\_\_\_ **Thesis,** on plain paper, completely formatted (print on only one side of the paper). This should be loose; do not bind it or clip it.

\_\_\_\_ **Journal article:** a photocopy of an entire article from the journal whose reference system you used in formatting your reference citations and list.

\_\_\_\_ **Fee receipt** for \$12.80 thesis processing, payable in S113 Criser Hall (Monday to Friday, 8:30am to 3:30pm).

\_\_\_\_ **General Audience abstract:** For example, <http://gradschool.ufl.edu/editorial/format.html>.

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**What happens next?** We will notify you (at your Gatorlink email address) when your reviewed thesis is ready. Please pick it up promptly, so that you can begin making final corrections. As soon as your committee is satisfied, work quickly and carefully to achieve Editorial final clearance.

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**Note to students seeking a delayed degree award:** Special deadlines exist for *clear prior first submission* and *clear prior final clearance*.

### **Submit to the Program in Fisheries and Aquatic Sciences:**

- (1) Bound copy of the signed (by the Supervisory Committee) and approved (by the Dean for Academic Programs, College of Agriculture) thesis.
- (2) Copy of the signed Report on Thesis or Dissertation and/or Final Examination form.

### **Submit to the Supervisory Committee:**

The student is responsible for providing a softbound (e.g., velobound) or hardbound copy of the signed and approved thesis (high quality photocopy paper is sufficient) to each member of their Supervisory Committee.

## **MASTER OF FISHERIES AND AQUATIC SCIENCES (M.F.A.S.)**

### **General Information**

The non-thesis M.F.A.S. program is designed to train students in the technical aspects of fisheries and aquatic sciences with emphasis on written and oral communication of scientific information. Students entering this program are usually interested in careers in journalism, public relations, resource interpretation, or other non-science disciplines. This program also provides one avenue of study for those desiring careers in environmental law but who may lack the prerequisite technical knowledge prior to entering law school. All degree requirements for the M.F.A.S. degree must be completed within seven (7) years after the student first registers as a graduate student at the University of Florida.

### **Requirements**

The basic requirements for the M.F.A.S. degree are the same as those for the M.S. degree with the following exceptions: (1) 32 graded semester credit hours, of which at least 16 graded credits must satisfy the major credit requirement of the Graduate School at the 5000-level or higher, are required, and (2) no research thesis is required, but a technical paper in an appropriate professional area must be written and approved by the Supervisory Committee. Up to 6 credits of S/U course work or graded course work taken with an S/U option can be applied to the 32-credit requirement. Also, students must register for a minimum of three (Fall and Spring Semesters) or two (Summer Session) credits of coursework, countable toward the 32-credit requirement, during their last term of registration (i.e., the term in which the "Application for Degree" form is submitted to the Registrar's Office). For M.F.A.S. students, this latter requirement may be fulfilled by registering for the appropriate number of credits of FAS 6905. Non-thesis Master's students may not register for FAS 6971. All other rules and regulations pertaining to the M.S. degree (e.g., transfer of credit, performance in coursework, final examination, exit seminar, etc., but excluding the thesis submissions to the Graduate Office) also apply to the M.F.A.S. degree. Students in the M.F.A.S. program must submit a final draft of their technical paper to all members of their Supervisory Committee at least three weeks prior to the scheduled date of the oral portion of the final examination. Similarly, questions, for the written portion of the final examination, must be given to the student by their Supervisory Committee at least three weeks prior to the scheduled date of the oral portion of the final examination.

# DOCTOR OF PHILOSOPHY (Ph.D.)

## General Information

The Ph.D. degree in the Program in Fisheries and Aquatic Sciences is designed to train graduate students in fundamental science and in its application to the study of fishery and aquatic resource problems. Students entering a Ph.D. program normally desire careers as researchers or teachers with academic institutions, government agencies or the private sector.

The Ph.D. program is normally a 4 to 5-year program beyond the Master's degree or a 5 to 6-year program beyond the Bachelor's degree. Ph.D. students, with Master's degrees, usually take courses for 1 to 2 years before working full-time on their dissertation project. In the Program in Fisheries and Aquatic Sciences, the Master's degree is usually considered a prerequisite for admission into the Ph.D. program although this latter requirement can be waived following petition to the Graduate Programs Committee of PFAS. Ph.D. students must complete all degree requirements within five calendar years after passing the Qualifying Examination (see below). Students, not meeting this latter deadline, will be required to retake and pass the Qualifying Examination prior to graduation.

## Requirements

### Guiding Committee:

- a) The Guiding Committee consists of the major professor and one other faculty member from the Program in Fisheries and Aquatic Sciences. At least one of the two faculty members must be a **regular-line** or joint faculty member of PFAS. In most instances, the major professor will recommend the second faculty member.
- b) The Guiding Committee assists new graduate students with course selection and provides overall guidance until the Supervisory Committee (see below) is formed, at which time the Guiding Committee is dissolved. The Supervisory Committee may include both members of the Guiding Committee, but this is not required.
- c) **Deadline: The Guiding Committee must be formed prior to or during the first term of registration.** It is highly recommended that the Guiding Committee be formed and meet with the student prior to registering for classes for the first term.

### Supervisory Committee:

- a) The Supervisory Committee consists of a minimum of five (**≥5**) graduate faculty, of which at least one UF faculty member must be from a department outside of the School of Forest Resources and Conservation. This latter member is designated the "External

Member" on the "Appointment of the Supervisory Committee" form (<http://gradschool.rgp.ufl.edu/pdf-files/supervisory-committee-form.pdf>). Joint, affiliate, and courtesy faculty members of the School of Forest Resources and Conservation cannot serve as the official "External Member" of the Supervisory Committee. At least two members of the Supervisory Committee must be **regular-line** or joint faculty members of the Program in Fisheries and Aquatic Sciences.

- b) If the student's major professor is an affiliate or courtesy faculty member of PFAS, then a **regular-line** faculty member of PFAS must cochair the Supervisory Committee.
- c) If the student declares a minor (optional), then the Supervisory Committee must consist of a graduate faculty member from the minor department or program.
- d) **Deadline: The "Appointment of the Supervisory Committee Form" must be completed and filed with PFAS/Graduate School no later than the last day of classes in the term in which the student will have completed 12 semester credit hours or by the end of the second term of registration, whichever occurs first.**

Failure to meet this deadline will result in a flag placed on the student's record and subsequent registration will be prevented until the flag is removed.

### **Proposed Program of Courses:**

- a) All students must complete and submit a "Proposed Program of Courses" ("Form 2"; <http://fishweb.ifas.ufl.edu/Gradforms/ProposedDegreeProgram.pdf>) to the Program Assistant for PFAS. Make sure that the Graduate Coordinator (Dr. Cichra) reviews this form before it is signed by your committee. Dr. Cichra must also sign this form.
- b) **Deadline: The Proposed Program of Courses for the Ph.D. degree must be approved by the Supervisory Committee and submitted to the Program Assistant prior to the end of the second term of registration.**

Failure to meet this deadline will result in a flag placed on the student's record and subsequent registration will be prevented until the flag is removed.

### **Coursework and Registration Requirements**

- a) Minimum degree credit hours - A minimum of 90 semester credit hours beyond the Bachelor's degree is required for the Ph.D. A few credit restrictions apply toward fulfillment of this 90-credit requirement:

- i. A maximum of 5 credits in each of Supervised Teaching (FAS 6940) and Supervised Research (FAS 6910) can be applied toward the 90-credit requirement;
  - ii. A maximum of 10 credits in each of Individual Study (FAS 6905) and Special Topics (FAS 6932) can be applied toward the 90-credit requirement. More credits than those indicated can be accumulated by the student, but only the indicated maximum can be applied toward fulfillment of the 90-credit requirement.
- b) Major credit – **For students starting in summer 2006 or thereafter, a minimum of 8 credit hours of graded FAS coursework (not including FAS 6905) is required. This requirement may be waived by the student’s Supervisory Committee on a case-by-case basis, after providing a written rationale for the waiver and obtaining subsequent approval from the graduate coordinator.** Beyond this requirement, the number of credits required in the major for the Ph.D. will be at the discretion of the Supervisory Committee. The Graduate School does not impose a minimum major credit requirement for Ph.D. students.
- c) Minor credit - Ph.D. students may declare one or two minors. Students declaring one minor must accumulate between 12 and 24 credits in the minor field, of which at least 12 credits must be at the 5000 level or higher. Students declaring two minors must accumulate a minimum of eight (8) graduate credits (5000 level or higher) in each of the two minor fields. See the graduate catalog for more details.
- d) Transfer of credit - The student's Supervisory Committee will recommend the number of credits earned at another institution which are appropriate for transfer to the University of Florida. A maximum of 30 semester credits from a related Master's degree program at another accredited university can be applied to the 90-credit requirement. This transfer of credit must be approved by the Supervisory Committee and requested by the Chair of the Supervisory Committee in a letter to the Dean of the Graduate School with copies of the appropriate transcripts attached. All Master's degrees used for transfer of credit toward the 90-credit minimum must have been earned within seven years of the date that the Ph.D. is conferred. All courses beyond the Master's degree taken at another university, to be applied toward the Ph.D. degree at the University of Florida, must have been taken at an institution offering the doctoral degree and must be approved for graduate credit by the Graduate School of the University of Florida. All requests for transfer of credit from another institution should be performed during the term that the Supervisory Committee is appointed.

For graduate students completing both their Master's and Ph.D. degrees in the same discipline at the University of Florida, the Graduate School will automatically apply all courses and credits accumulated during the Master's program toward the 90-credit Ph.D.

requirement. This latter transfer includes credits for FAS 6971 that are in excess of the 6-credit maximum for fulfilling the 30-credit requirement of the M.S. degree. For UF students receiving their M.S. and Ph.D. degrees in different disciplines, the appropriate number of credits transferable from the M.S. to the Ph.D. programs must be requested by petition to the Dean of the Graduate School.

- e) Coursework performance - Graduate students must maintain an overall minimum GPA of 3.0 for all coursework. A minimum GPA of 3.0 must also be maintained separately for all courses fulfilling the major (Section b) and minor (Section c) credit requirements, respectively.
- f) Minimum number of credits per term - All graduate students in the Program in Fisheries and Aquatic Sciences are required to register for a minimum of either three (Fall and Spring Semesters) or two (Summer Session) credits while they are actively working toward their degrees. Students receiving assistantships or fellowships **must** register for the number of credits required by the Graduate School. Ph.D. candidates (see below), conducting their dissertation research at remote sites away from Gainesville, will be required to register for a minimum of three (Fall and Spring Semesters) or two (Summer Session) credits of FAS 7980 Dissertation Research. Students, failing to register for two or more consecutive terms, must submit an "Application for Readmission" if they wish to resume their graduate studies at the University of Florida (see requirement below on leave of absence).
- g) Period of concentrated study - All Ph.D. students must fulfill a period of concentrated study. This period begins after the first 30 semester credits (of the required 90 credits) are accumulated. If 30 credits are transferred from a M.S. program, then the period of concentrated study should begin the first term of registration in the Ph.D. program. This "residency" requirement must be fulfilled in Gainesville and can be satisfied in one of two ways: (1) by registering for 30 credits in one calendar year, or (2) by registering for 32 credits in no more than four semesters or terms within a period of two calendar years. Courses at the 1000 and 2000 levels do not count toward fulfillment of the period of concentrated study. The "period of concentrated study" must be completed prior to - or during - the term that the Qualifying Examination (see requirement below) is taken.
- h) Research credits - Ph.D. students performing preliminary research for their dissertation prior to passing the Qualifying Examination (see below) must register for the appropriate number of credits of FAS 7979 Advanced Research. Students should register for FAS 7980 in the term that they plan to take the Qualifying Examination if the student will be able to meet the posted deadline date for that term for submitting the "Admission to Candidacy" form (see below). After passing the Qualifying Examination and being admitted to candidacy,

students cannot register for FAS 7979 but must instead register for FAS 7980 Dissertation Research. The Graduate School imposes no limit on the maximum number of credits of FAS 7979 and FAS 7980 that can be applied toward the 90-credit minimum requirement.

- i) Final semester or term - All Ph.D. students must register for a minimum of either 3 (Fall and Spring Semesters) or 2 (Summer Session) credits of FAS 7980 during the term they expect to graduate. All candidates must submit a "Degree Application" form on-line through ISIS (go to <http://gradschool.ufl.edu/students/student-forms.html> or talk to Sherry Giardina) by approximately the second week of their final term (see the Graduate Catalog or posted deadlines for the exact date). This application must be renewed for a subsequent term if all degree requirements are not fulfilled in the term in which the application was filed. Students who do not meet the posted deadlines for filing their dissertation and/or completing the Final Examination (see below) - but do so prior to the first day of classes of the following term - will not be required to register in the following term provided that they meet the minimum registration requirement for FAS 7980 during the term in which all of their degree requirements were completed. In this latter case, the student would officially graduate in the following term but would not be required to pay registration fees for that term. **This 'clear prior' option is allowed on a limited basis.**

## Evaluation

All graduate students are expected to meet with their Supervisory Committee at least once per year and are required by the Graduate School to undergo a written, annual evaluation of academic progress. The form "FAS Graduate Student Academic Evaluation" (given to each student's advisor each year by Sherry Giardina) can be used to satisfy this requirement. These evaluations become a permanent part of the student's academic file.

Graduate students supported on assistantships (via the "Letter of Appointment") are also required by the Graduate School to undergo a written "job performance evaluation" (Graduate Assistantship Evaluation – given to each student's advisor each year by Sherry Giardina) once for each of the contract periods (each semester or academic year) covered by the "Letter of Appointment". The immediate supervisor is responsible for writing this evaluation. The original copy of the evaluation should be submitted to the SFRC's Personnel Office and filed in the student's employment file, not the student's academic file. Fellowships are not considered employment and do not require this "job performance evaluation."

## Qualifying Examination

- a) All students must pass a Qualifying Examination as part of their Ph.D. program. The examination is student specific, consists of both written and oral portions, and is prepared and administered by the student's Supervisory Committee. This exam tests the student's knowledge of the major and minor subjects, and the proposed area of research. All

coursework listed in the Proposed Schedule of Courses, excluding Seminar (FAS 6933) and Dissertation Research (FAS 7980), should be completed prior to the Qualifying Examination. However, the Supervisory Committee may require the student to complete additional courses after completion of the Qualifying Examination to rectify apparent weaknesses or deficiencies.

- b) Ph.D. students must be registered in the term in which the examination is given. The exam is scheduled by the student at least one month in advance of the examination date after consultation with the Supervisory Committee. The time lapse between the oral portion of the exam and the date of the degree must be a minimum of two semesters. The semester in which the qualifying examination is passed is counted, provided that the examination occurs before the midpoint of the term. **Students must provide the title, location, date, and time of their exam to Sherry Giardina and Dr. Cichra at least two weeks prior to the scheduled date of the seminar.** Make sure you schedule the room.
- c) **Deadline: The Qualifying Examination is expected to be taken by the end of the second year of the Ph.D. program.**

## Admission to Candidacy

- a) Upon successful completion of the Qualifying Examination, a signed "Admission to Candidacy" form (see Sherry Giardina at least one week prior to the date of the exam to obtain this form) is submitted to the Graduate School. Admission to candidacy for the Ph.D. degree requires the approval of the student's Supervisory Committee, the SFRC Director, the Dean of the College of Agricultural and Life Sciences, and the Dean of the Graduate School. Approval is based on (1) the academic record of the student, (2) the evaluation of the Supervisory Committee concerning the overall qualifications of the student, (3) an approved dissertation topic, and (4) performance in the Qualifying Examination.
- b) Application for admission to candidacy should be made as soon as the qualifying examination has been passed and a dissertation topic and proposed title have been approved by the student's Supervisory Committee. A typed "Admission to Candidacy" form (see 'a' above) should be presented by the student to their Supervisory Committee at the beginning of the oral portion of the Qualifying Examination. The form should be signed by each member of the Supervisory Committee immediately following the examination, signed by the Chair of the committee, then signed in sequence, by the SFRC Director, the Dean of the College of Agricultural and Life Sciences, and the Dean of the Graduate School. **NOTE: It is the responsibility of the Chair of the Supervisory Committee, not the student, to obtain the necessary signatures and ensure the proper filing of the "Admission to Candidacy" form.**

- c) The Admission to Candidacy form must be submitted to the Dean of the Graduate School (**with a copy to PFAS's Program Assistant**) 1-3 weeks prior to the last day of classes in order for the student to be admitted to candidacy in the same term as the Qualifying Examination (check with the Graduate School for posted deadline dates).

## Research Proposal

All Ph.D. students must submit a written research proposal to their Supervisory Committee no later than one year after passing the Qualifying Examination. The content and form of the Research Proposal are at the discretion of the Supervisory Committee.

## Leave of Absence

Please refer to "Leave of Absence" section under Master of Science program regarding leaves of absence.

## Pre-dissertation Evaluation

Doctoral students are required to meet with their Supervisory Committee when the research or data collecting aspects of their dissertation project are complete, or nearly complete, but prior to preparation or submission of draft copies of the dissertation to the committee. The pre-dissertation evaluation entails an oral presentation by the student to the Supervisory Committee of the results obtained to date of his/her research. Graphs, charts, tables, or other visual aids should be provided or presented to facilitate the student's presentation. The purpose of the pre-dissertation evaluation is to give the committee an opportunity to evaluate the completeness and rigor of the student's research project prior to the student investing a significant amount of time in the writing and preparation of the dissertation. The committee will evaluate if the described work and results represent a complete and original scientific contribution. The committee may recommend that the student conduct additional research prior to preparation of the dissertation.

## Dissertation

An approved written dissertation is required for the Ph.D. degree. The Ph.D. dissertation reports the results of the dissertation research project. The dissertation must (1) demonstrate independent investigation and scientific rigor, (2) represent an original, scientific contribution to the student's discipline, and (3) be acceptable in both form and content to the Supervisory Committee and the Graduate School. The exact format of the dissertation will be at the discretion of the Supervisory Committee but must conform to the *Guide for Preparing Dissertations and Theses*, available from the Graduate School (see <http://gradschool.rgp.ufl.edu/current-files/current-editorial-guide.pdf>).

## Exit Seminar

Students shall present an exit seminar describing the results of their dissertation research. This seminar must be presented no earlier than the term immediately preceding the term in which the degree is to be conferred and must be before the final exam. Students may register for 1 credit of Seminar (FAS 6933) to receive course credit for their seminar presentation. **Students must provide the title, location, date, and time of their seminar to Sherry Giardina and Dr. Cichra at least two weeks prior to the scheduled date of the seminar.** Make sure you schedule the room.

## Final Examination

- a) All students must pass an oral, final examination. The final examination includes an oral defense of the dissertation and an evaluation of the competence of the candidate in the major and minor (if declared) fields of study.
- b) This examination may not be scheduled earlier than the term preceding the term in which the degree is to be conferred. **Students must provide the title, location, date, and time of their final oral exam to Sherry Giardina and Dr. Cichra at least two weeks prior to the scheduled date of the seminar.** Make sure you schedule the room.
- c) **Deadline:** Students must submit copies of their completed and previously reviewed (by the Supervisory Committee) dissertation, in final form, to all members of their Supervisory Committee at least three weeks prior to the scheduled date of the final examination. This submission to the Supervisory Committee may coincide with the initial submission of the dissertation to the Graduate School (see below). It is the responsibility of the student and major professor to ensure that all members of the Supervisory Committee have reviewed previous drafts of the dissertation and that the dissertation is essentially completed prior to the final examination.
- d) Results of the Final Examination are reported to the Graduate School on the form, "Report on Thesis or Dissertation and/or Final Examination" (see Sherry Giardina at least one week prior to the date of the exam to obtain this form). All members of the Supervisory Committee are required to sign the report form. The vote must be unanimous for the student to pass the exam.

## Submission of the Dissertation and Associated Documents to the Graduate School

Several forms, copies of the dissertation, and additional pages of the dissertation must be filed with the Graduate School for the student to graduate. Formal submission of the dissertation to the Graduate School is a two-step process (<http://gradschool.rgp.ufl.edu/pdf-files/checklist-dissertation.pdf>). Students must initially submit the final form of the dissertation by the mid-point of the term in which the student

wishes to graduate (see Graduate Catalog and posted deadlines). **Deadline: The dissertation, in final form, must be submitted to the Graduate School at least five working days before the scheduled date of the Final Examination and no later than the published deadline for this initial submission.** The Graduate School reviews this initial submission of the dissertation for format, content, language usage, and overall conformation to their guidelines (see <http://gradschool.ufl.edu/editorial/format.html>). The Graduate School will inform the student of changes or corrections that are required. The final, signed version of the defended dissertation, as approved by the Supervisory Committee, must then be submitted to the Graduate School by the posted deadline date for this final submission. This latter deadline is usually near the last day of classes for each term. The required forms and copies of the dissertation are outlined below.

**Submit to Graduate Editorial: University of Florida, 224 Hub (Stadium Road), Gainesville FL 32611-8461. Phone: (352)392-1282.**

**Doctoral Dissertation First Submission (checklist):**

\_\_\_ **UF Publishing Agreement**, signed by you and your supervisory committee chair. To create your UF Publishing Agreement, you will need to log into the EDM system: [https://gradschool.ufl.edu/edm\\_app/etd\\_login.cfm](https://gradschool.ufl.edu/edm_app/etd_login.cfm) (if you have trouble logging in, early in the semester, call 392-1282 and ask us to create a workaround). Type your dissertation title in Title Case. Choose a release level (most people choose immediate; some people choose 2 year embargo if they are trying to get an article published in a journal). Choose Yes or No (whether to send your dissertation to ProQuest). When you see the "print form" button, print the form.

\_\_\_ **ProQuest/UMI Publishing Agreement (Page 3 and 4):** Here is the link to the entire 27-page ProQuest/UMI Publishing Agreement: <http://gradschool.ufl.edu/pdf-files/dissertation-publishing-agreement.pdf>. Print and complete only Pages 3 and 4, for the Graduate School Editorial Office. Most people choose "Traditional" and "Immediate." The ProQuest embargo period begins after the UF embargo period (if any) has been satisfied. (In other words, the embargo periods are additive.)

\_\_\_ **Expanding wallet**, labeled (upper left) with your name, degree, major, month and year of degree award, defense date, and UF ID number.

\_\_\_ **Dissertation**, on plain paper, completely formatted (print on only one side of the paper). This should be loose; do not bind it or clip it.

\_\_\_ **Journal article:** a photocopy of an entire article from the journal whose reference system you used in formatting your reference citations and list.

\_\_\_ **Transmittal letter** from your supervisory committee chair: "I have read \_\_\_'s dissertation and it is ready for the Graduate School to review."

\_\_\_ **Fee receipts** for \$67.80 dissertation processing, payable in S113 Criser Hall (Monday to Friday, 8:30am to 3:30pm).

\_\_\_ **General audience abstract:** For example, <http://gradschool.ufl.edu/editorial/format.html>.

\_\_\_ **Survey of Earned Doctorates:** print from <http://gradschool.ufl.edu/editorial/doctoral-forms.html> , then complete by hand.

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**What happens next?** We will notify you (at your Gatorlink email address) when your reviewed dissertation is ready. Please pick it up promptly, so that you can begin making final corrections. As soon as your committee is satisfied, work quickly and carefully to achieve Editorial final clearance.

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**Forms needed for your defense:** Your department's graduate secretary creates the two forms below, from the Graduate Information Management System (GIMS) database. Both forms are typically signed at the defense. If you have not defended yet, make sure you have the correct forms. Then make sure that you get these forms signed before you leave your defense. Although departmental procedures vary regarding delivery of these forms, the student is ultimately responsible (the student is the one who will be inconvenienced if these forms are not delivered).

\_\_\_\_ **ETD Signature Page:** Your supervisory committee signs. In some colleges, the college dean signs [*not* Agricultural and Life Sciences (CALs)]. The Dean of the Graduate School generally does *not* sign.

\_\_\_\_ **Final Exam form:** Your supervisory committee signs. The SFRC director signs. In some colleges, the college dean signs. If your committee wants revisions, your chair (or designee) may hold your final exam form until satisfied. The Editorial Office needs your final exam form before you can achieve Final Clearance.

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**Note to students seeking a delayed degree award:** *all* students planning to clear prior to the term of degree award must defend *before* first submission. Special deadlines exist for *clear prior first submission* and *clear prior final clearance*.

### **Submit to the Program in Fisheries and Aquatic Sciences:**

- (1) Bound copy of the signed, defended, and approved (by the Dean for Academic Programs, College of Agricultural and Life Sciences) dissertation.
- (2) Copy of the signed "Report on Thesis or Dissertation and/or Final Examination" form.

### **Submit to the Supervisory Committee:**

The student is responsible for providing a softbound (e.g., velobound) or hardbound copy of the signed, defended, and approved dissertation (high quality photocopy paper is sufficient) to each member of their Supervisory Committee.