

# Graduate Student Handbook

## University of Florida

### Agronomy Major

*College of Agricultural and Life Sciences*



Doctor of Philosophy, Master of Science, Graduate Certificates

Research specializations include:

- Agroecology
- Forage and Grassland Ecology and Management
- Plant Breeding, Genetics & Genomics
- Crop Physiology, Nutrition and Management
- Statistical Methods/Data Analysis/AI Applications
- Weed Science & Ecology - Terrestrial & Aquatic

# UF/IFAS Agronomy Department - Graduate Student Handbook

## Welcome to Agronomy

GRADUATE OFFERINGS IN THE  
UF/IFAS AGRONOMY DEPARTMENT

**Doctor of Philosophy Degree**

**Master of Science Degree**

Thesis and Non-thesis

**Concentration options**

Ph.D. ***Global Systems Agroecology***

M.S. ***Agroecology*** (Thesis or Non-thesis, 100% Distance or Campus Residency)

Ph.D. or M.S.

***Geographic Information Systems***

***Tropical Conservation Development***

**Interdisciplinary Certificates Managed by the Department**

***Global Agroecology***

***Tropical Agriculture***

***Weed Science***

**Professional Development**

***The Excel-A-Gator program***

*And multiple interdisciplinary courses mentioned elsewhere in this handbook*



**AGRONOMY  
DEPARTMENT**



**AGROECOLOGY**

Agroecology students can access information about the program at: [agroecology.ifas.ufl.edu](http://agroecology.ifas.ufl.edu) or by contacting Dr. Rose Koenig ([rlkoenig@ufl.edu](mailto:rlkoenig@ufl.edu))



**ExcelAGator**

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**Agronomy Department:** <http://agronomy.ifas.ufl.edu>Graduate Courses and Student Forms [landing page](#)

Contacts: See last page of handbook

Facebook: <https://www.facebook.com/UFAGR>**Agroecology at UF:** <https://agroecology.ifas.ufl.edu/>**Concentration offered:**

Agroecology (M.S.)

Global Systems Agroecology (Ph.D.)

**Graduate Certificates offered:**

Global Agroecology

Sustainable Agroecosystems

Tropical Agriculture

Weed Science

**Center for Stress Resilient Agriculture:**[csra.ifas.ufl.edu](http://csra.ifas.ufl.edu)

Location: MCCD G052

ExcelAGator program information available on the same site

**Center for Aquatic and Invasive Plants:**<http://plants.ifas.ufl.edu/>

Location: 7922 NW 71 Street, Gainesville 32653

## STUDENT CLUBS...

**Agronomy Graduate Student Organization (AGSA)**Facebook page: <https://www.facebook.com/agsauf/>Email: [agronomygrads@gmail.com](mailto:agronomygrads@gmail.com)**Plant Science Council:** [www.ufplants.org](http://www.ufplants.org)**Agronomy-Soils Club:** Email: [agsoils.uf@gmail.com](mailto:agsoils.uf@gmail.com)[R-Gators.com](http://R-Gators.com) - Activity hub for R programming at UF

## RESOURCES TO GET YOU STARTED . . .

**IT Support:** <http://helpdesk.ufl.edu>Gatorlink (required) <http://helpdesk.ufl.edu/self-help/>**Gator 1 Central (Photo ID Card)**<https://www.bsd.ufl.edu/G1C/idcard/idcard.asp>Ride the city bus for free with ID Card: [bus schedule](#)**International Center:** [www.internationalcenter.ufl.edu](http://www.internationalcenter.ufl.edu)Immigration; VISA I-20; Research Abroad  
MEDEX Required Insurance for traveling abroad on  
official business; International Student AwardsUF Admissions: Hand carry academic credentials  
to 201 Criser Hall[SPEAK Test](#) (TA prerequisite)**ONE.UF** Your hub for clearing holds, registering, ordering transcripts, and more!**Graduate Assistants:**GatorGradCare insurance <http://hr.ufl.edu/benefits-rewards/health/gatorgradcare/>Graduate Assistants United (union current agreement) - <https://www.ufgau.org/cba.html>  
Mental Health [link](#)Florida Residency Rules: <https://assets.website-files.com/646bc00ba4cd02769bcc4735/64c0100c84a173a1648c2b8909.22.16%20Florida%20Tuition%20Residency%20Guidelines.pdf>

HR Contact: Refer to Letter of Appointment

**UF Graduate School:** [www.graduateschool.ufl.edu](http://www.graduateschool.ufl.edu)

Life cycle of the student from admission through to graduation: Application; Funding Awards; Orientation; UF Editorial Procedures; Graduate Catalog; Graduate School Academic Calendar of Deadlines

Graduate Catalog: <http://gradcatalog.ufl.edu/>**College of Agriculture and Life Sciences:**[www.cals.ufl.edu](http://www.cals.ufl.edu)CALS Travel Grant: <https://cals.ufl.edu/current-students/student-awards/gr-awards/>

See p. 42-43 for more Travel Grants &amp; scholarships!

**Marston Science Library**Ag Sciences Librarian [suzanne@ufl.edu](mailto:suzanne@ufl.edu) (352) 273-2715**IFAS Communications** [www.ifas.ufl.edu](http://www.ifas.ufl.edu)Publish for Extension <http://ics.ifas.ufl.edu/training.shtml>

UF Branding, Professional Photo Sitting,

Conference [Poster Templates](#)**University of Florida:** [www.ufl.edu](http://www.ufl.edu)

Use the search engine within this website to find nearly anything in the UF system.

**UF Athletics:** [www.gatorzone.com](http://www.gatorzone.com)**Career Resource Center:** <http://www.crc.ufl.edu/>Cory Graf [cgraf@ufsa.ufl.edu](mailto:cgraf@ufsa.ufl.edu) - assigned to CALS students**UF Registrar Hub:** <http://www.registrar.ufl.edu/hubstudents.html>Forms (e.g., University Petition); Residency  
Reclassification Form; Exam Schedules; Academic  
Calendar**U Matter We Care:** <http://www.umatter.ufl.edu/>**UF Police Depart. Safety Services - Main Campus**

Walking escorts (352) 392-1111, "SNAP" 392-7627 evening rides, "Tapshield" phone app.

## **Out-of-network medical providers used by students at a Research and Education Center**

Students should be reimbursed for expenses by out-of-network medical providers. Students will need to contact Florida Blue Customer Service at the telephone number on the back of their ID card for assistance with claims submission and for help with questions regarding plan coverage or claims. Customer Service can also help the participant to locate BlueOptions network providers in their area. Direct additional inquiries to UF Human Resources (352) 392-0003 or email: [kbarrera@ufl.edu](mailto:kbarrera@ufl.edu).

If the graduate student is not a GA and is participating in the United HealthCare Student Insurance Plan, they will need to contact United HealthCare Customer Service regarding plan benefits, provider networks, and claims submission. The telephone number for United HealthCare is on their insurance ID card.

## **Duties of Graduate Assistants supported by Department Funds**

Students who are partially or fully-funded by the UF/IFAS Agronomy Department (e.g., CALS Dean's Award; Departmental Funding Award) have a job duty within the letter of appointment that typically involves serving as a teaching assistant (TA) for one course during each academic year of their graduate program. The student will coordinate the TA duties with the Graduate Coordinator and the course instructor.

## **GAU Collective Bargaining Agreement - <https://www.ufgau.org/cba.html>**

### **Graduate Assistant Letter of Appointment**

Most graduate students receive financial support from sources other than their own funds. Some graduate assistantships are funded directly by the department. However, most students are supported by extramural funding. Assistantship responsibilities will be outlined for each student in a Letter of Appointment provided by the Graduate Coordinator.

The Graduate Coordinator and Sponsoring Faculty initiate the Letter of Appointment after the UF Admissions Department has formally allowed admission of the student. A Letter of Appointment specifies what tuition will be waived. Students are financially responsible for all other fees, textbooks, course material and supply fees, and distance learning fees associated with the credit hour registration per term.

### **"Graduate Assistant" Job Title**

This title is appropriate if job duties include research, as well as teaching assistant duties. "Graduate Research Assistant" is a choice if the student has at least 30 credit hours of graduate coursework towards the degree.

### **Outside Activities**

Outside activity pursuit must be reported and approved in advance by the supervisor to confirm there is no conflict with degree progress. Outside activities would include, but is not limited to, internships, research performed elsewhere, conference attendance, dual degree pursuit, travel abroad, and volunteer work.

## Holidays, Personal Leave, Vacation

An academic holiday does not automatically excuse a GA from work duties, but the Department would expect the student to have the day off from work, if previously arranged with the supervisor, and expect the supervisor to assign urgent work duties to OPS and TEAMS employees (e.g., maintaining growth chambers or watering plants) during UF academic holidays and closures.

The GA receives five days of personal leave during a semester. There is no paid vacation for a graduate assistant. The Department expects a student to arrange in advance the time the GA desires to take personal days.

## Payroll/Human Resources

***With an appointment, the student enters into an employee-employer relationship with the University.*** Days off, for personal time, vacation, sick days, etc., are to be arranged and reported to one's supervisor. As stated in the UF-GAU Bargaining Agreement, a Graduate Assistant is permitted five (5) days per semester for leave of absence.

Students on a Graduate Assistantship through the Agronomy Department will be contacted by **IFAS Shared Service Center** or the *HR representative of the Research and Education Center* to schedule an appointment to be set up on payroll. The tuition waiver cannot be inserted until the student's payroll is set up. Consequently, the UF system does not recognize that fees are deferred and the system will automatically assess \$100 late payment fee if a portion of the student activity fees are not paid by the Bursar's first payment deadline (usually the second week in the term). **It is recommended that new students on assistantship pay a small amount (e.g., \$10) toward fees due to avoid the inconvenience of the petition process required to request waiving the late fee.**

Each student receiving remuneration in any form or amount through the University is expected to keep their major professor informed at all times of their availability and is expected to depart from the Gainesville vicinity only after approval by the major professor.



## Emergency Telephone Numbers:

**University Police Department (352) 392-1111** (on-campus issues, such as theft, assault, after-dark escort)

**On-campus or off-campus**, life and death threatening situations, **call 911**

**Immigration urgent issues** when International Center is not open, call (352) 538-5558

## Online Classes and > 1% Physical Presence Activity

Students are responsible to self-monitor USA Immigration compliance, especially as it pertains to enrollment and course delivery. As a guide, holders of a J-1 VISA are restricted to one course delivered in 100% online modality in the entire degree program. F-1 VISA holders may take up to one online class per semester. Most courses the Agronomy Department offers may be described as “online” and might have as little as 1% physical presence course activity. Students are urged to carefully select courses with at least 1% physical presence activity, and a course syllabus should include this detail. The 1% physical presence is often met through an in-person exam.

## Graduate Assistants and Maximum Combined FTE of 0.50

Those with student VISAs have employment restrictions. Some F-1 holders are not permitted to work for compensation. VISA holders who are permitted to work cannot exceed total full-time equivalency (FTE) of 20 hours per week (or 0.50). This pertains to all combined employment while on a student VISA. For example, a Graduate Assistant on an FTE of 0.33 cannot start an OPS position with an FTE of 0.25. Having a second source of income must be communicated with the home department to coordinate and ensure compliance.

## Social Security Administration Process

International Students need to be in the U.S. ten days prior to applying for a Social Security Card. The Department makes every effort to assist the student with the necessary tools to remain compliant with policy. To start employment, acquiring a social security card is necessary and one must take to the Social Security Office the offer letter and letter of appointment. The offer letter, or a letter from UFIC, must include the following criteria:

On UF letterhead, original letter (not a photocopy), with physical address for the position and date  
Employee’s given and family name, job title, start and end date of position, and number of hours per week  
Must include UF’s EIN number 596002052

Original signatures (electronic signatures are not permitted, to include Adobe, Docusign, typed script

Signed and dated by supervisor or an HR representative and the new hire (student)

Letter to include supervisor’s name, title, and telephone number

Job duties (3-5 sentences) must be in letter or an addendum to the office letter attached.

List of documents required to apply for a Social Security Number:

Employment Offer Letter (having all the data listed above)

UF International Center Authorization Letter on Letterhead

Passport, VISA, Continued Attendance I-20

Visit the form at this site <https://www.ssa.gov/forms/ss-5.pdf>, complete online and print

I-94 - visit this site [I94 - Official Website \(dhs.gov\)](https://www.dhs.gov/i-94) to obtain online the I-94 form

UF International Center recommends all students with a VISA obtain a **State Identification Card from the Department of Motor Vehicles**; details are here (<https://www.flhsmv.gov/driver-licenses-id-cards/what-to-bring/non-immigrant/>)

This publication describes most procedures to be followed in order to fulfill departmental requirements in Agronomy for completion of the M.S and Ph.D. degrees. The procedures described herein replicate, or are in addition to, requirements of the UF Graduate School.

The lifecycle of a student is a collaboration between the UF Graduate School and each academic unit that manages each degree attribute of the student. Program variations to one's major in Agronomy might include a plan such as a Minor, a Concentration, or a Graduate Certificate. The student is responsible to comply with the requirements of each plan, as well as those of the Graduate School. The student should become familiar with portions of the Graduate School Catalog (<https://gradcatalog.ufl.edu/graduate/>) and other documents relative to one's plan.

***Compliance with appropriate deadlines is the responsibility of each student.***

### **Graduate Degrees in Agronomy**

Many students choose a career in Agronomy because of a desire to help others improve the quality of their lives. Graduates of the Agronomy Department have contributed to the wellbeing of people around the world, and they are today's leaders in agricultural science and technology, education, and policy making. Graduate classes offered in Agronomy and related disciplines provide the foundation for the M.S. non-thesis degree and support the research focus of the M.S. Thesis and Ph.D. degrees. Agronomy faculty are internationally recognized as authorities in their disciplines and maintain active graduate education and research programs. The graduate programs emphasize the development and subsequent application of basic principles in each specialization to agronomic plants in Florida and throughout the world. Tropical agronomy is given special emphasis in research and graduate programs. When compatible with a student's program and permitted by prevailing circumstances, some thesis and dissertation research may be conducted wholly or in part in other countries.

#### **Research areas include:**

Agroecology  
Forage and Grassland Ecology and Management  
Plant Breeding, Genetics & Genomics  
Crop Physiology, Nutrition and Management  
Statistical Methods/Data Analysis/AI Applications  
Weed Science & Ecology - Terrestrial & Aquatic

### **Undergraduate Coursework Foundation**

Candidates for a graduate degree should have a bachelor's degree in agriculture or possess a bachelor's degree with a biological or physical science background and have a basic understanding of agronomic principles and practices. In addition, the general composition of undergraduate course work should be suitable for the proposed area of major study. Satisfactory preparation for graduate study in Agronomy should include a comprehensive two semester biology/botany sequence, two semesters of general chemistry with laboratory, organic chemistry with laboratory, a physics course, a statistics course, and appropriate course work in Agronomy and related disciplines. Undergraduate course work deficiencies may need to be rectified prior to admission or during the first year of graduate study.



# AGRONOMY DEPARTMENT REQUIREMENTS

## Minimum Grades and 3.0 GPA

- ◆ **A cumulative 3.0 GPA is required** within the Major, Minor, and the Overall program throughout the duration of the graduate program. *Failure to maintain an overall 3.0 may be cause for dismissal. A student cannot qualify for graduation with a GPA < 3.0 in any area indicated.*
- ◆ **Grades “C” or higher** are “passing” grades; courses with earned grades below “C” (and “U” grades in S/U graded courses) are failing grades for graduate students.
- ◆ **Graduate Assistantship** continuance is contingent on performing employment duties, as well as maintaining a 3.0 GPA. The policy is petitionable for one semester only for those on assistantship. Refer to the UF-GAU Bargaining Agreement for comprehensive policy on Graduate Assistants.
- ◆ **Incomplete (I) grades** become a failing grade if not changed to an earned grade in the subsequent term. Continuance is at the discretion of the supervisory committee and Graduate Coordinator.

## Conditionally-admitted Students - First Term Requirements

Those admitted conditionally, due to a bachelor’s GPA or an admission test score below the minimum, must take courses in the first semester that are approved by the Faculty Adviser and Graduate Coordinator. These courses must be completed with an overall GPA as specified in the conditions for admission, and include no “W” (withdrawn), “U” (unsatisfactory) or “I” (incomplete) grades to qualify for second semester continuation.

## Teaching Assistant (TA)

Required online trainings for all TAs include “FERPA” and ““Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention.” Both are accessible via MY.UFL > Self Service > My Training portal. The week prior to Fall semester there are two optional trainings: the *College of Agricultural and Life Sciences* offers an annual workshop for Instructors and TAs; the Graduate School conducts a TA orientation applicable for those with lecturing duties or on a Graduate Teaching Appointment. Foreign Nationals assigned duties as Teaching Assistants (TA) may be required to take the SPEAK Test to comply with Florida State laws.

Enrollment in AGR 6940 *Supervised Teaching* is applicable in the term the TA duties are performed, or a future term, and is usually 1-2 credit hours. AGR 6940 maximum registration in the degree program is a total of 5 credits. Appropriate faculty supervision is essential. Contact the Academic Program Specialist for enrollment.

## Student Orientations, Mandatory Participation

Incoming students enjoying a campus experience (main campus or an REC location) receive a link to this handbook with their invitation to the department’s required orientation. In addition, UF offers an online overview for all in-coming students. The UF Graduate School provides orientation, and you are encouraged to participate.

### Enrollment & Student VISA Compliance

Students are responsible to become familiar with enrollment and employment compliance related to their student VISA restrictions. In general, if the registration pattern varies from the guide below, the student should contact the UF International Center and the Agronomy Department.

Fall and Spring	Nine (9) credit hours conforms to USA Immigration and most letters of appointment (LOA).
Summer	Lapse permitted per US Immigration if not in conflict with tuition funding. Students with "Third Party" funding enroll per their funding-agency's guidance.
Final Two Terms	US Immigration permits reduction of credit-hour enrollment, if not in conflict with tuition Waiver (LOA) or "Third Party" agency.

### Research Hour Enrollment

Enrollment in either AGR 6971, *Research for Master's Thesis*, or AGR 7980, *Research for Doctoral Dissertation*, is limited to a maximum of 12 credits per semester. Enrollment in AGR 7980 *Research for Doctoral Dissertation* is not permissible prior to the semester in which the qualifying examination is scheduled and subsequent application for admission to candidacy for the Ph.D. degree is filed. Doctoral students should enroll for AGR 7979 *Advanced Research* prior to and in the semester of the candidacy exams.

### Graduate Seminar and AGR 6933 Enrollment

All Agronomy graduate students are required to present an exit seminar to their Supervisory Committee describing the thesis, dissertation, or non-thesis project. The presentation should be an oral report of the written analysis paper submitted by the student as part of the degree program (non-thesis students) or a report on the thesis or dissertation research (M.S. thesis or Ph.D. dissertation programs, respectively). Exit seminars are announced to Agronomy faculty, graduate students, and post-docs with the invitation for them to attend. Students should provide examination details at least two weeks prior to oral exam to Agronomy's Academic Program Specialist.

**Students are required to enroll for AGR 6933 Agronomy Graduate Seminar** in the semester an Exit Seminar is given. A grade for the seminar will be assigned by the student's Supervisory Committee Chair.

### Final Term Enrollment

Use the guide below for minimum course enrollment in the final term.

All students	AGR 6933 Agronomy Graduate Seminar, 1 credit
	AND
Ph.D. Dissertation	AGR 7980 Doctoral Research, 3 credits if fall or spring (2 if in summer)
M.S. Thesis	AGR 6971 Master's Research - 3 credits if fall or spring (2 if in summer)
M.S. Non-thesis	AGR 6905 Agroecology Project, 2 credits if in Agroecology concentration, or AGR 6905 Project, 2 credits if not in the Agroecology concentration.

Hence, if one is on a graduate assistantship with required enrollment of 9 credit hours, a final semester of enrollment might be: AGR 7980 Doctoral Research, 8 credits + AGR 6933 Agronomy Graduate Seminar, 1 credit.

If in doubt of appropriate enrollment, refer to the letter of appointment or program of study. Enrollment questions may also be directed to the Agronomy Academic Program Specialist or Graduate Coordinator.

**Semester System:** The University of Florida operates on a semester system consisting of two 16-week semesters (Fall and Spring) and two 6-week summer terms (Summer A and B). Students enroll each semester at specific periods designated by the Registrar's Office (usually November 1 for Spring and March 15 for Summer and Fall). Each student should consult their major professor prior to the designated enrollment time to select and obtain approval for courses to be taken during the ensuing semester. The Academic Program Staff will register students for their classes. Students **MUST** use the form at this link to make their registration request to staff ([https://ufl.qualtrics.com/jfe/form/SV\\_8kPXSKxdX1zR5ae](https://ufl.qualtrics.com/jfe/form/SV_8kPXSKxdX1zR5ae))

Any graduate student who is utilizing university facilities and/or faculty time must enroll for an appropriate course load. *Letter of Appointment, Letter of Offer for admission, Financial Aid, EEP, State Waivers, Government Scholarships* might dictate registration minimums, lapses, and maximums. At UF, registration definitions are:

- Full time enrollment      9-12 credits fall/spring, and 6-8 credits summer
- Part-time enrollment      3 credits (fall or spring) and 2 credits summer
- Semester Lapse              Permitted if registered in two previous terms, and if funding source approves

**Part-time student status is prearranged during the application process**, with the letter of offer clarifying such. Moving from full-time to part-time status requires approval of the Graduate Coordinator.

**Students are fee liable for tuition.** For those with tuition waivers or scholarships, **it is the student's responsibility to determine the amount owed and to pay all fees other than the tuition.** *If the student pays his/her portion after deadlines, then the student is responsible to pay any assigned late fee.* Graduate Assistants' fees are deferred until late in the given semester (Fall - early November, Spring - mid-March, and Summer C (mid-July). Tuition Waivers and Scholarships are processed after enrollment is verified and after Add/Drop.

Resources:      *UF Bursar critical deadlines:* <http://www.fa.ufl.edu/bursar/critical-dates/>  
*Office of Student Financial Affairs:* <http://www.sfa.ufl.edu/>  
*Minimum enrollment related to receiving financial aid is [here](#).*

	Credit Load		Credit Load	
	Fall/Spring Term	Sum A Term	Sum B Term	Sum C Term
<b>Full -Time Graduate Students</b>				
Not on Appointments	9-12	4 and	4 or	8
Assistants on .01 - .24 FTE and/or Fellows	12	4	4	8
<b>Assistants on .25 - .74 FTE</b>	<b>9</b>	<b>3</b>	<b>3</b>	<b>6</b>
Assistants on .75 - .99 FTE	6	2	2	4
Assistants on 1.0 FTE	3			2
<b>International Students</b>	9	Refer to LOA, Award Letter, or UFIC		
<b>Part Time Students</b>	3			2 or lapse

# GRADUATE STUDENT TUITION & FEES

<i>Graduate Courses Charged per Student Credit Hour</i>	<b>Academic Year Fall 2024</b>
<b>Resident Tuition</b>	<b>\$448.73</b>
* Capital Improvement Trust Fund	\$6.76
*Student Financial Aid	\$22.43
* Technology	\$6.56
* Activity and Service Fee	\$19.06
*Athletic Fee	\$1.90
* ^Health Fee	\$15.81
* ^ Transportation Fee	\$9.44
<b>Total Florida Resident Rate Per Credit Hour</b>	<b>\$530.69</b>
Non-Resident Fee	\$690.21
Non-Resident Student Financial Aid	\$34.51
<b>Non-Resident Tuition &amp; Fees Per Credit Hour</b>	<b>\$1,255.41</b>
<b>*Fees Per Credit Hour for Assistants on Main Campus after Tuition Waiver</b>	*Gainesville /Main Campus \$81.96 <i>Multiply by credit hours (9) and youowe</i> <b>\$737.64 fall/spring; \$491.76 summer C</b>
<b>^ Fees removed for Assistants at RECs, depending up-on codes associated with registration</b>	^ Research & Education Centers \$56.71 <i>Multiply by credit hours (9) and youowe</i> <b>\$510.39 fall/spring; \$340.26 summer C</b>
UF tuition waiver for Students on Assistantship	\$448.73 per credit hour Multiplied by 9 credits \$4,038.57 (f/sp) Multiplied by 6 credits \$2,692.38 (sum)

The above amounts are provided as a convenience, and should not be used as a student’s definitive calculation of fees due. Students admitted in Spring or Summer use the previous “Fall” Fee Tier. UF Bursar provides a link to help you assess your fees: <https://www.fa.ufl.edu/departments/bursar/>

**The Bursar’s deadline for Fall is typically early in September (see “Critical Dates link below).**

**Every student receives an email from this office with this deadline date.** A Graduate Assistant, whose hire has completed the hire pathway, will have a deferred fee deadline. **If your payroll is not in the UF system by Add/Drop, students are advised to pay something towards the bill to prevent \$100 late payment fee, forced withdrawal, and inconvenience of petition process.**

**The fee payment deadline for Fall is typically in mid-November**

**For the full academic year see, “Critical Dates”** <https://www.fa.ufl.edu/directives/critical-dates/>

## Academic Progress

Satisfactory academic progress (or standing) of any graduate student at any time requires a minimum cumulative grade point average (GPA) of 3.0. Progress is unsatisfactory for any student whose cumulative GPA is less than 3.0. Grades below "C", to include "U", are failing grades, meaning that no credits are awarded toward the degree for that course. No student with unsatisfactory standing may be admitted to candidacy nor awarded any advanced degree.

## Time Limitations

All work counted towards a Masters' degree or Graduate Certificate must be completed during the seven years immediately preceding the date on which the degree is to be awarded. All work for the Doctorate's degree must be completed within five calendar years after the qualifying examination. Graduate students are generally expected to complete requirements and receive these respective degrees in considerably shorter periods of time.

## Rooms in McCarty Hall complex for Agronomy Graduate Students

**Agronomy Administrative Offices - McCarty B-Room 3105** (Contact to reserve Conference Rooms and Departmental vans; reserve office for TAs to proctor exams or meet students. See back page for contacts.)

**Agronomy Conference Room with IT equipment- McCarty B room 2108** - Reserve for video-conference meetings, presentations, exit seminars, and final exams. Comfortably seats 16.

**Agronomy Commons Breakroom - McCarty B room 3123** - A refrigerator, microwave, tea/coffee maker, and eating table are provided for Agronomy personnel and students to take breaks and enjoy community. Please review posted rules for use of this space. Contact office staff for room code.

**CALS Computer Classroom - McCarty B 3086** if not occupied with a class, then it may be used for study.

**CALS Collaboration Room - McCarty D room 2022** - From 8am - 5pm it is available to all CALS students as a break room for conversation, eating, study, club meetings, etc. Has table and chairs to seat 45 people and a kitchen. It may be reserved for Student Club meetings thru CALS main office for day or evening.

**CALS Classrooms** that may be reserved for student club symposia or seminar: MCCD G001, MCCB 3096, MCCB 3108 - contact the Department's Course Scheduler for guidance.

## Vehicles

To reserve a Department Electric Car, contact Carolina Vendrame (email: cvendram@ufl.edu). Familiarity with policy and procedures of operating UF-owned vehicles and machinery is required. A copy of the student's driver's license must be on file with the Department prior to operating a Department vehicle.

## Program Goals and Student Learning Outcomes

### Agronomy Department Program Goals

**Program Goals M.S.:** Students completing a M.S. degree in Agronomy should acquire the knowledge and skills necessary to address and solve issues related to crop production and resource management and become respected professionals and leaders in the discipline (in academia, government, or the private sector). Successful job or continuing graduate education placement is an important goal of the program. Goals are evaluated based on grade point average, performance on the oral thesis defense, and job placement.

**Program Goals - Ph.D.:** Students completing a Ph.D. degree in Agronomy should acquire the knowledge and skills necessary to address and solve issues related to crop production and resource management and become respected professionals and leaders in the discipline (in academia, government, or the private sector). Emphasis for the Ph.D. is on acquiring research skills and expertise in an area of specialization within the Agronomy discipline. Successful job placement is an important goal of the program. Goals are evaluated on grade point average, performance on written and oral Ph.D. qualifying examinations, performance preparing a dissertation and the dissertation defense, and job placement of graduates.

### Student Learning Outcomes

**Student Learning Outcome #1:** Demonstrate competence in core knowledge of the basic plant sciences with a deeper knowledge in a chosen specialization (Agroecology, Forage & Grassland Ecology and Management, Plant Breeding, Genetics & Genomics, Crop Physiology, Nutrition and Management, Statistical Methods/Data Analysis/AI Applications, and Weed Science & Ecology - Terrestrial & Aquatic).

**Student Learning Outcome #2:** Design and execute an innovative research plan and analyze, synthesize and interpret research results using appropriate experimental designs and statistical analyses.

**Student Learning Outcome #3:** Demonstrate the ability to address and solve issues related to crop production and resource management in preparation for leadership roles in the discipline (in academia, government or the private sector).

**Student Learning Outcome #4:** Demonstrate excellence in critical thinking, scientific writing, experimental techniques, data collection analysis and synthesis.

**Student Learning Outcome #5:** Demonstrate excellence in oral and written communication and interpersonal relationships.

**Student Learning Outcome #6:** Professional and ethical conduct will be evident in all scholarly activities. Collegiality, cultural sensitivity, and ethical behaviors and practices will be demonstrated in the conduct of all scholarly activities, including teaching, research and outreach.

**Learning Outcomes are assessed using the annual performance assessment, seminar presentations, the non-thesis project, M.S. thesis or Ph.D. dissertation, and the final defense.**

**Individual Development Plan *includes progression in obtaining job placement goals and includes the following assessment methods:***

**Grade Point Average Maintenance**

**Annual Evaluation**

**Performance of Original Research Through:**

- **Seminar presentations**
- **Qualifying Examinations**
- **Final Examinations**



## Every Student will be evaluated annually after Spring Semester

After Spring semester, you and your adviser will be notified that your annual evaluation is due. The adviser will complete the evaluation form, discuss it with you, and both of you will sign it. The signed evaluation should be submitted electronically to one of the Academic Program Specialists. A copy of the evaluation should be distributed to your Graduate Committee for their information and for their files.

*There is one form that is used for both M.S. thesis and Ph.D. students (link immediately below),*

[Annual Evaluation Form - M.S. Thesis and Ph.D.](#)

and a separate form for non-thesis M.S. students (including non-thesis Agroecology students).

[Annual Evaluation Form - M.S. Non-Thesis](#)



### Ph.D. or M.S. Thesis ANNUAL STUDENT EVALUATION

**Due at the end of Spring Semester**

*Process: Chair completes the form and meets with the student to discuss. Signed form is submitted to [whitebn@ufl.edu](mailto:whitebn@ufl.edu) and distributed to the Graduate Committee for their files.*

**Student Name:**

**UFID:**

**Evaluation Period:**

Please use rating scale **1=Needs improvement; 2=Meets expectations; 3=Exceeds expectations;**

**N/A not able to evaluate**

Student proficiency in classroom academics	
Student progress towards degree	
Student awareness of current literature	
Student proficiency in conducting research	
Performs teaching responsibilities in a timely and competent manner	
Accomplishes thesis/dissertation research in a scientific and innovative manner with minimal supervision	
Completes other research responsibilities assigned by supervisor on a timely basis	
Complies with work schedule established by supervisor	
Communication with faculty advisor and supervisory committee	
Adheres to departmental and University deadlines for requirements related to registration and academic progress	
<b>Overall work performance</b>	

STUDENT'S SIGNATURE	
<i>The signature of the student does not mean that they agree with the evaluation, only that they have seen the evaluation.</i>	

<b>Chair</b>	
<b>Co-Chair (if applicable)</b>	

**COMMENTS** (Please provide helpful feedback to your students. For areas where you have indicated that there is a need for improvement (1), please outline suggestions or a plan for improvement. *If additional room for comments is needed, then continue on additional page.*)



## Responsibilities

- The graduate program for all students is organized by the Supervisory Committee.
- The Graduate Adviser serves as the Chair of the student's Supervisory Committee. If the adviser is at an REC and the student spends considerable time on the main campus, there may be advantages to appointing a Co-chair from the Gainesville Faculty to assist the student while a resident on the main campus. A co-chair is not required.
- The Committee is responsible for approval of course work and provides guidance and review of the student's professional development and research project.
- The Supervisory Committee has primary responsibility for the overall quality of the degree program.
- The Graduate Adviser assures that adequate resources are available for the student to complete the proposed research project within the allotted time.
- The Graduate Adviser confirms student compliance with departmental requirements by periodically reviewing the Program of Study with the student.
- The Graduate Adviser mentors each Ph.D. student to create an Individual Development Plan by the end of the first term and oversees annual modifications.
- The Graduate Adviser completes an annual academic evaluation for each student and reviews the evaluation with the student. A copy of the signed evaluation is provided to the Supervisory Committee for their files.

**The UF Graduate School and Agronomy expect the student's Supervisory Committee to display in "GIMS" as soon as possible, and no later than the end of the second term or after 12 credit hours, whichever comes first.**

### **Agronomy Minor for non-AY Majors**

An Agronomy faculty member serves in the "minor representative" role and evaluates which Agronomy courses contribute to the minor. Minimum credits for an Agronomy minor is six for the M.S. and twelve for the Ph.D. Courses that satisfy the student's major may not count toward the Agronomy minor.

### **Certificates and Concentrations**

Compliance oversight for degree attributes that add to the Agronomy major is the responsibility of the student. In most circumstances a committee member associated with a specific certificate or concentration is not required. Some exceptions apply.

## Committee Appointment Process

*During a student's first term*, the major professor and student confer to select a minor field of study (if applicable) and to select other members to form a Supervisory Committee. They use the following guidance to select the proposed committee and communicate it to the Graduate Coordinator using the appointment form.

Link to Graduate Committee appointment form:

[Graduate-Student-Committee-Form](#)

### Minimum number and roles of committee members for Agronomy majors:

#### M.S. Non-thesis

**Chair** - Agronomy Faculty Member (Co-chair is not permitted)

**Second Member** - any UF Faculty (to include a Minor representative)

#### M.S. Thesis

**Chair** - Agronomy Faculty Member

**Second Member** – Agronomy Faculty Member

**Third Member** - any UF Faculty including one for a Minor or Concentration

#### Ph.D.

**Chair** - Agronomy Faculty Member

**Second Member** – Agronomy Faculty Member

**Third Member** – can be from any UF department including Agronomy

**External Member** - UF Graduate Faculty not in the Agronomy Department

#### Minor

**A “Minor Representative” is required if a minor is chosen.**

A minor is defined in the Graduate Catalog as a block of course work completed in any academic unit outside the major, if approved for master's or doctoral programs listed in the graduate catalog.

**Minor Representative** - UF Faculty from the academic unit of the minor.

The minor representative approves the coursework towards the minor.

**M.S. Degree** 6 to 18 credits, *depending on the minor field*

Two minors allowable with the Unit's permission

**Ph.D. Degree** 12 to 18 credits, *depending on the minor field*

M.S. coursework cannot contribute to a Ph.D. minor

**Minor Coursework:** Graduate courses/5000-level or higher from the University of Florida  
GPA 3.0 (truncated)

The academic unit offering the minor may place higher standards than those listed here, or in the Graduate Catalog, for fulfillment of a minor.

Non-research credits in the Agronomy major must be equal to or exceed total credits from another Unit.

***For non-AY majors who desire an Agronomy minor, see previous page.***

## MEMBER ROLES/ELIGIBILITY

**Additional definitions and duties of the Supervisory Committee are within the UF Graduate Catalog.**

**Committee Chairperson:** The major professor serves as committee chairperson and must be a member of the UF Graduate Faculty. The major professor has the primary responsibility of ensuring compliance with pertinent university regulations during all phases of the student's graduate program.

**Committee Co-Chair:** Under justifying circumstances, a co-chair for any Supervisory Committee may be appointed to assume the responsibility for detailed supervision of a particular portion of the student's program. Co-chairs with Agronomy Faculty status are permitted to substitute for the Chair at exams.

**Students at a UF location different from the Chair's location are advised to consider a Co-chair at their location of residency.**

**Minor Representative:** For each minor selected, one UF Graduate Faculty member representing the student's minor must be appointed. Faculty holding joint, affiliate, courtesy, or adjunct appointments in the Agronomy Department cannot serve as a Minor Representative.

**External Member:** Ph.D. committees must have a UF Graduate Faculty Member from a different educational discipline, with no ties to the home academic unit. This member represents the interests of the Graduate School and UF, knows Graduate Council policies, and serves as an advocate for the student at doctoral committee activities. Faculty holding joint, affiliate, courtesy, or adjunct appointments in the Agronomy Department cannot serve as an External Member.


**Non-UF Faculty Member:** Individuals without UF Graduate Faculty status may serve on a student's committee as a "Special Member" through the special appointment process if his/her specific expertise contributes to the graduate student's program of study. The process is this: Committee Chair submits the proposed Special Member's full name and date of birth (required to obtain a UFID), resume, and justification for inclusion on the committee to an Academic Program Specialist to initiate the approval process. The Academic Program Specialist inserts the data in GIMS and the Graduate School makes a final decision of inclusion.

**Concentrations and Certificates:** A committee member to represent concentration and/or graduate certificate oversight is not required. Students are responsible to satisfy the coursework necessary to fulfill any degree attribute. ***Non-research credits in the Agronomy major must be equal to or exceed total credit hours from another Unit.***

# COMMITTEE APPOINTMENT FORM & PROCESS

The Supervisory Committee is responsible to help the student as needed and is selected based on their expertise relative to the student's research project or career objective. The committee appointment form can be found here:

[Graduate-Student-Committee-Form](#)



**AGRONOMY DEPARTMENT**

**Supervisory Committee Appointment Form, Agronomy (AY) Major**

Student:  M.S. or Ph.D.:

UFID:  First Term/Date:

**Proposed Committee Members and Roles**

Chair (Agronomy Dept):  Co-Chair, if applicable:

Member:  Proposed Dept. AY Mbr:

**As Applicable:**

External Member (Ph.D. only):  Dept:  UFID:

Minor Representative:  Dept:  UFID:

Agroecology Concentration:  Dept:  UFID:

Special Member Name (Non-UF Faculty):

*Insert Summary Sentences of Dissertation, Thesis, or Non-thesis project:*

**THE PROCESS:**

1. The Student recruits the Supervisor Committee
2. Student and/or Chair submits list to the Agronomy Graduate Coordinator (Dr. Lynn Sollenberger, at [lesollen@ufl.edu](mailto:lesollen@ufl.edu))
3. Departmental Member will be appointed by Chair
4. Graduate Coordinator will notify by email Student and Chair of approved list
5. The appointment will be inserted in GIMS by Agronomy Academic Program Specialist, Cynthia Hight.
6. Supervisory Committees must be appointed in GIMS by the end of the student's term or after 12 credit, whichever comes first.

At any time students may view their GIMS profile in ONE.UF  
Right menu panel, expand "Graduate Students" and select "Graduate Information Management System (GIMS)".

## Process

- Recruit the Committee
- Email the completed form to the Graduate Coordinator.
- The Graduate Coordinator will review the recommended committee to ensure compliance with Graduate School requirements.
- Once approved, the Committee will be inserted into GIMS.

***The Supervisory Committee must meet after being appointed*** in order to guide the student with a list of courses for the student's Program of Study and to review the research proposal.

# READMISSION RELATIVE TO COMMITTEE

The Agronomy Department expects a student to inform their Supervisory Committee Chair when extenuating circumstances arise. Interruptions to a program might cause one or more semester lapses of enrollment. The student is advised to indicate when the program is expected to continue, and to acquire the major professor's intention for continued advisement (and/or funding). Graduate Assistants must inform the Graduate Coordinator and Academic Program Specialist prior to leaving a program.

Admission and readmission are a collaboration between the UF Office of Admissions and the academic unit that manages the degree or certificate.

## **Readmission Policy of UF Office of Admissions**

The readmissions policy allows the student to miss two (2) consecutive terms without submitting a readmission application. If three terms are missed then the student is required to reapply. For example, if a student did not enroll Fall 2024, Spring 2025, and Summer 2025, and wishes to re-enroll Fall 2025, the student is required to submit a readmissions application.

### **How this might be applicable:**

- Students who are enrolled part-time and self-funded will probably take advantage of this policy more than those who are full-time students.
- Students who matriculate in spring as a first semester, and desire to lapse summer, are advised to consult the Academic Program Specialist to the allowance.
- Students are advised to contact the Academic Program Specialist if any enrollment term lapse is expected, or if extenuating circumstances arise.
- Readmission to a degree program is a case-by-case evaluation, and supplemental materials may be required for the application. The process considers academic standing in the program at the point of interruption, age of graduate coursework, availability of the major professor to continue as Supervisory Committee Chair, and as applicable, recruiting a new major professor and funding. It is advisable to have a memo stating the reasons for interruptions in one's file.
- A Graduate Assistant with extenuating circumstances is advised to contact his/her major professor for guidance on continuation choices, and as soon as the circumstance causes interruptions.
- Graduate Assistants enroll per their letter of appointment and will probably not be affected by this policy.



*Definition: Program of Study is a **minimum agreement** between the graduate student and the Supervisory Committee that **defines the coursework** required for the degree program.*

## **Program of Study (POS; also referred to as Form 2)**

The courses selected should be listed on the POS form and grouped into categories of *Major (courses counting toward the Agronomy major), Courses Outside the Major, and Minor*. Courses outside the major may be electives or contribute to other degree attributes such as a *Concentration or Graduate Certificate*. A minor is not required. A list of Agronomy courses is found in this handbook, on Agronomy’s websites, and in the Graduate Catalog. Courses for satisfying major, minor, concentration, or certificates must be numbered 5000 and above. Agronomy courses numbered 1000-4000 can be taken to provide needed background, but they do not count toward the degree. Undergraduate courses (4000 and lower) outside the major may count toward the degree, but they must receive approval from the Supervisory Committee.

### **Fillable POS forms can be found here:**

M.S. non-thesis – [Program of Study - M.S. Non-Thesis](#)

M.S. thesis - [Program of Study - M.S. Thesis](#)

Ph.D. - [Program of Study - Ph.D.](#)

Include on the POS form all courses required by the Supervisory Committee and sufficient credits to meet credit hour requirements (30 for the M.S. and 90 post-B.S. for the Ph.D.). **You do not need to list each semester you plan to take research credits.** Simply list the total number you intend to take and insert “various” under the “Semester,Year” heading. If later you decide to take an additional course or courses, no modification of the form is necessary. However, if courses listed on the form are to be deleted or substituted, committee approval is required and written (email) notification of these changes must be provided by the Committee Chair to the Graduate Coordinator.

**The POS signed by the Supervisory Committee must be submitted to the Graduate Coordinator for the student’s file by the end of the second term of residency.**

*The student will not be allowed to register in the third term without having a signed POS on file.*

### **Process of the Program of Study**

- a. Select courses, discuss with Chair
- b. Complete POS template, submit to Graduate Coordinator for a preliminary review.
- c. Present to Committee with research proposal; modify courses as guided by Committee
- d. Send revised POS to Graduate Coordinator and Academic Program Specialist and Committee signatures will be collected by the Academic Program Specialist via **DocuSign**

### **Procedure to make changes in the POS**

If the student is unable to take a required course listed on the form, then it is the student’s and adviser’s responsibility to acquire committee approval for this change. The adviser should send to the Graduate Coordinator written (by email) notice of this change and confirmation that it has been approved by the supervisory committee. This should be done well in advance of the final exam. Failure to do so could result in a delay in meeting requirements for graduation.

# Core Curriculum Requirements

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**Minimum 3-credit hours from each of the 4-Core Categories:**

- Plant Physiology, Biochemistry**
- Plant Breeding, Genetics and Genomics**
- Plant Ecology, Management, and Nutrition**
- Statistical Methods/Data Analysis**

<b>Plant Physiology, Biochemistry</b>			
AGR	5444	Ecophysiology of Crop Production	3
AGR	6932	Physiology Agronomic Plants	3
BCH	5045	Graduate Survey of Biochemistry	4
BOT	5505C	Intermediate Plant Physiology	3
FOR	6340	Physiology of Forest Trees	3
HOS	6345	Environmental Physiology	4
HOS	6535	Woody Plant Physiology	2
HOS	6932	Horticulture Physiology	4
PLS	6655	Plant-Herbicide Interactions	3

<b>Plant Ecology, Management, and Nutrition</b>			
AGR	5230C	Florida Grassland Agroecosystems	4
AGR	5511	Crop Ecology	3
AGR	5277C	Tropical Crop Production	3
AGR	6233	Tropical Grassland Agroecosystems	3
AGR	6237C	Research Techniques in Forage Evaluation	3
AGR	6422C	Environmental Crop Nutrition	3
AGR	6932	Integrated Field Crop Science	3
ALS	5905	Climate Change Impacts on Ag and Food Security	3
ALS	5155	Global Agroecosystems	3
ALS	6166	Exotic Species & Biosecurity Issues	3
IPM	5305	Principles of Pesticides	3
PLS	5625	Upland Invasive Plant Management	3
PLS	5632C	Integrated Weed Management	3
PLS	5633	Aquatic Plant Management	3
PLS	5652	Advanced Weed Science	3
PLS	6623	Weed Ecology	3
PLS	6626	Invasive Plant Ecology	3
SWS	6136	Soil Fertility	3

# CORE CURRICULUM REQUIREMENTS

The objective is to ensure that all M.S. thesis and Ph.D students in Agronomy have a common knowledge base that will enhance their overall understanding of Agronomy, their interaction with students and faculty during the graduate program, and their value as future collaborators after they complete their graduate work.

Ph.D. students within Global Systems Agroecology concentration are not exempt from the core curriculum.

M.S. non-thesis students are exempt from the core curriculum.

**NOTE: Other UF graduate courses not listed may count (confer with Graduate Coordinator) as well as graduate courses taken at another institution or from a previously-earned degree or graduate certificate.**

## Plant Breeding, Genetics & Genomics

Prerequisite: AGR 3303 Genetics

AGR	5307	<b>Molecular Genetics for Crop Improvement</b>	3
AGR	5321C	<b>Genetic Improvement of Plants</b>	3
AGR	6322	<b>Advanced Plant Breeding</b>	3
AGR	6932	<b>Plant Chromosomes &amp; Genomes</b>	3
HOS	6932	Molecular Markers in Plant Breeding	3
HOS	5242	Genetics & Breeding of Vegetables	3
HOS	6201	Breeding Perennial Cultivars	3
FOR	6310	Forest Genetics and Tree Improv.	3
PCB	6555	Intro to Quantitative Genetics	3
PCB	5065	Advanced Genetics	4
HOS	6231	Biochemical Genet. of Higher Plants	3
PCB	6528	Plant Molecular Biology	3

## Statistical Methods

### Data Analysis

[https://ufstatscourses.shinyapps.io/shiny\\_tutorial/](https://ufstatscourses.shinyapps.io/shiny_tutorial/)

AGR	5266C	<b>Field Plot Techniques</b>	3
AGR	6932	<b>Experimental Design &amp; Data Analysis</b>	3
FOR	6934	Intro to Bayesian Statistics in Life Sciences	3
EDF	6400	Foundations in Ed. Research	3
STA	6166	Statistical Methods of Research I	3
STA	6167	Statistical Methods of Research II	3
<b>STA</b>	<b>6093</b>	<b>Introduction to Applied Statistics</b>	<b>3</b>
WIS	6934	Multivariate Statistics for the life Sciences	3
WIS	6934	Data Carpentry for Biologists	3

# Example POS: Ph.D. with minor



## Ph.D. Program of Study

Student Name:	Albert Alligator
UFID:	2345-6789
1 <sup>st</sup> Term, 1 <sup>st</sup> Meeting Date:	Fall 2020, Apr 15, 2021
Degree Attributes:	Minor, Soil and Water Sciences

**Process:**

1. Draft to Graduate Coordinator
2. Committee Chair approval
3. Committee approval of courses and proposal
4. Collect Signatures (DocuSign preferred)
5. Submit proposal and form to Student File.

Agronomy Courses <small>contributing to the AY major (e.g., ALS, AGR, PLS, STA 6093)</small>	Credits	Semester, Year	Grade
ALS 6031 Project Team	3	Spr '21	
AGR 6932 Experimental Design (Stat core)	3	Spr '21	
AGR 6932 Plant Chrom, Genomes (Gen core)	3	Spr '22	
AGR 6325L Plant Breeding Techniques	1	Spr '21	
AGR 6322 Advanced Plant Breeding	3	Fall '22	
AGR 6940 Supervised Teaching (1 each year) (4-Core satisfied in MS degree)	4	various	
AGR 7979 Advanced Research	15	various	
AGR 7980 Doctoral Research	10	various	
AGR 6933	1	Final	
AGR 7980 Doctoral Research	8	Final	

I have at least as many credits in the AY major as there are outside the AY major.

**Courses outside the AY major**

Credits	Semester, Year	Grade	
SWS 5050 Soils for Environmental Prof.	3	Spr 22	
SWS 6448 Biochemistry of Wetlands	3	Fall 21	
SWS 6136 Soil Fertility (Mgmt Core)	3	Fall 21	
SWS 5247 Hydric Soils	2	Sum '21	
SWS 6932 Scientific Writing	2	Fall '23	
Transfer BCH 5043 (Biochem core)			

I count at least 90 total credit hours

**Transfer of Graduate-Course Credits; estimated credits to transfer: 30**

I will not transfer any credits into the Ph.D. Degree; or

I desire to transfer a "Block" from previously earned MS degree; or

I desire to transfer ONLY the courses listed below (not applicable in most cases)

Course-by-course list (N/A if requesting a "Block" Transfer)	Credits	Semester, Year	Grade

*This form serves as a contract between the Supervisory Committee and the Student regarding the requirements to fulfill the degree. Any deviations from the schedule set forth on this form must be approved by the Supervisory Committee before the degree will be conferred.*

**SIGNATURES**

STUDENT SIGNATURE, DATE: \_\_\_\_\_

CHAIR SIGNATURE, DATE: \_\_\_\_\_

MEMBER ROLE, SIGNATURE: \_\_\_\_\_

MEMBER ROLE, SIGNATURE: \_\_\_\_\_

MEMBER ROLE, SIGNATURE: \_\_\_\_\_

SPECIAL MEMBER SIGNATURE: \_\_\_\_\_

Agronomy Core satisfied in M.S. and Ph.D. degrees

**Transfer of Credit**

Your part is to make certain the official transcript is with UF!

Academic staff initiates in the first term, or when you confirm final/official transcript is with UF.

**Minor Example :** Student lists 12 credits, which conforms to the Graduate School Catalog for compliance of a minor. The committee's Minor Representative can add more rigor through a different selection or additional courses.

**Overall, the POS is a communication tool to discuss courses relative to those needed for dissertation research, the individual's goals, and compliance for the minor, the major and degree.**



Ph.D. Program of Study

Student Name:	Alberta Alligator
UFID:	2345-6789
1 <sup>st</sup> Term, 1 <sup>st</sup> Meeting Date:	Fall 2020, Apr 15, 2021
Degree Attributes:	*Global Systems Agroecology Concentration

<u>Process:</u>
1. Draft to Graduate Coordinator
2. Committee Chair approval
3. Committee approval of courses and proposal
4. Collect Signatures (DocuSign preferred)
5. Submit proposal and form to Student File.

Agronomy Courses <i>contributing to the AY major (e.g., ALS, AGR, PLS, STA 6093)</i>	Credits	Semester, Year	Grade
*ALS 5155 Global Agroecosystems	3	Fall '20	
*AGR 6932 Experimental Design (Statistics core)	3	Spr '21	
*AGR 5511 Crop Ecology (Ecology core)	3	Fall '20	
*ALS 5905 International Research Immersion Exp.	3	Fall '22	
*PLS 6626 Invasive Plant Ecology (Ecology)	3	Spr '23	
AGR 5321C Genetic Improv. Plants (Genetics core)	3	Spr '21	
AGR 6940 Supervised Teaching (1X/year)	4	various	
ALS 6046 Grant Writing	3	Spr '24	
AGR 7979 Advanced Research	7	various	
AGR 7980 Doctoral Research	14	various	
AGR 6933 Agronomy Graduate Seminar	1	Final, Sum '24	
AGR 7980 Doctoral Research	8	Final, Sum '24	

I have at least as many credits in the AY major as there are outside the major.

Courses outside the AY major	Credits	Semester, Year	Grade
*AEC 6411 Org Leadership in Ag (Society)	3	Sum '21	
*SWS 5050 Soils for Environmental Professional	3	Spring 21	
Transfer Physiology Core from MS degree	T		

I count at least 90 total credit hours

**Transfer of Graduate-Course Credits; estimated credits to transfer: 30**

- I will not transfer any credits into the Ph.D. Degree; or
- I desire to transfer a "Block" from previously earned MS degree; or
- I desire to transfer ONLY the courses listed below (not applicable in most cases)

Course-by-course list (N/A if requesting a "Block" Transfer)	Credits	Semester, Year	Grade

*This form serves as a contract between the Supervisory Committee and the Student regarding the requirements to fulfill the degree. Any deviations from the schedule set forth on this form must be approved by the Supervisory Committee before the degree will be conferred.*

**SIGNATURES**

STUDENT SIGNATURE, DATE: \_\_\_\_\_

CHAIR SIGNATURE, DATE: \_\_\_\_\_

EXTERNAL MEMBER SIGNATURE: \_\_\_\_\_


MEMBER ROLE, SIGNATURE: \_\_\_\_\_

MEMBER ROLE, SIGNATURE: \_\_\_\_\_

MEMBER ROLE, SIGNATURE: \_\_\_\_\_

MEMBER ROLE, SIGNATURE: \_\_\_\_\_

SPECIAL MEMBER SIGNATURE: \_\_\_\_\_



**QUICK TIP:** Students with the Global Systems Agroecology Concentration should refer to the Agroecology CANVAS portal for added orientation and course choices.

AGROECOLOGY



## M.S. Program of Study

Student Name:	Albert Alligator
UFID:	6789-1234
Thesis or Non-Thesis; 1 <sup>st</sup> Term	Non-Thesis (part time), Fall 2020
Date of Meeting:	Jan. 15, 2021
Concentration or minor:	*Agroecology
Certificate:	

**Process:**

1. Draft to Graduate Coordinator
2. Committee Chair approval
3. Committee approval of courses and proposal
4. Collect Signatures (DocuSign preferred)
5. Submit proposal and form to **Student File**.

Agroecology Courses <i>contributing to the AY major (e.g., ALS, AGR, PLS, STA 6093)</i>	Credits	Semester, Year	Grade
*ALS 5155 Global Agroecosystems	3	Fall '20	
*ALS 6031 Proj Team Res: Build Skills Agrobiology	3	Spr '23	
*STA 6093 Intro to Applied Statistics	3	Spr '21	
*AGR 5511 Crop Ecology	3	Fall '21	
AGR 6932 Supervised Extension	1	Sum '22	
*AGR 5444 Ecophysiology of Crops	3	Spr '21	
<hr/>			
*AGR 6933 Agronomy Graduate Seminar	1	Final, Spr '23	
*AGR 6905 Agroecology Project	2	Final, Spr '23	
<input checked="" type="checkbox"/> I have at least 15 credits towards the AY major, 12 which are not AGR 6971			
Courses outside the AY major	Credits	Semester, Year	Grade
*ENY 5006/5006L Grad Survey Entomology	3	Sum C '21	
*SWS 5050 Soils for Environmental Professionals	3	Spr '22	
ABE 6735 Irrigation Principles & Mgmt	3	Fall '22	
PMA 6228 Field Tech in Integrated Pest Mgmt	2	Sum B '22	
<hr/>			
<input checked="" type="checkbox"/> I count at least 30 total credits, and six or less are AGR 6971 Master's Research			
Transfer of Graduate-Course Credits			
<input checked="" type="checkbox"/> I will not transfer any credits into the MS Degree; or			
I request to transfer the following graduate courses:			
	Credits	Semester, Year	Grade

**SIGNATURES**

STUDENT SIGNATURE, DATE:

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COMMITTEE CHAIR SIGNATURE, DATE:

---

MEMBER ROLE, NAME/SIGNATURE:

---

MEMBER ROLE, NAME/SIGNATURE:

---

MEMBER ROLE, NAME/SIGNATURE:

---

*This form serves as a contract between the Supervisory Committee and the Student regarding the requirements to fulfill the degree. Any deviations from the schedule set forth on this form must be approved by the Supervisory Committee before the degree will be conferred.*



**QUICK TIP:** Those in the M.S. Agroecology Concentration are exempt from satisfying the Agronomy 4-Core areas.

Students with the Agroecology Concentration should refer to the Agroecology CANVAS portal for added orientation and course choices.



# M.S. (no minor) EXAMPLE



## M.S. Program of Study

Student Name:	Alberta Alligator
UFID:	1234-5678
Thesis or Non-Thesis, 1st Term	Thesis, Fall 2020
Date of Meeting:	January 28, 2021
Concentration or minor:	
Certificate:	* Weed Science

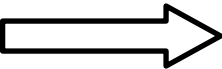
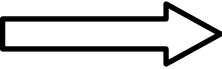
<b>Process:</b>
1. Draft to Graduate Coordinator
2. Committee Chair approval
3. Committee approval of courses and proposal
4. Collect Signatures (DocuSign preferred)
5. Submit proposal and form to Student File.

All Graduate Students should submit a draft version of the M.S. or Ph.D. Program of Study to the Graduate Coordinator for review/approval.

Agronomy Courses contributing to the AY major (e.g., ALS, AGR, PLS, STA 6093)	Credits	Semester, Year	Grade
STA 6093 Intro to Applied Stat (Stat Core)	3	T	A
* PLS 5632 Adv. Weed Science (Ecol Core)	3	Fall 20	
* PLS 5633 Aquatic Plant Mgmt	3	Fall '20	
* PLS 6655 Plant Herbicide Interact. (Phys Core)	3	Spr '21	
AGR 6971 Master's Research		various	
AGR 5321C Genetic Improv Plt (Genetics Core)	3	Spr '21	
AGR 6933	1	Final,	
AGR 6971 Master's Research (enroll 8, 6 count to 30)	6	Final,	
<input checked="" type="checkbox"/> I have at least 15 credits towards the AY major, 12 which are not AGR 6971			
Courses outside the AY major	Credits	Semester, Year	Grade
SWS 5406 Soil & Water Chemistry	3	Spr 22	
FAS 5901 Scientific Thinking in Ecology	2	Fall '20	
FAS 6176 Algae Biology and Ecology	3	Spr '21	
<input checked="" type="checkbox"/> I count at least 30 total credits, and six or less are AGR 6971 Master's Research			
Transfer of Graduate-Course Credits			
<input type="checkbox"/> I will not transfer any credits into the MS Degree; or			
I request to transfer the following graduate courses:			
STA 6093 Intro to Applied Statistics (UF)	3	Spr '20	A

SIGNATURES	
STUDENT SIGNATURE, DATE:	_____
COMMITTEE CHAIR SIGNATURE, DATE:	_____
MEMBER ROLE, NAME/SIGNATURE:	_____
MEMBER ROLE, NAME/SIGNATURE:	_____

This form serves as a contract between the student and the department regarding the requirements to fulfill the degree on this form must be approved by the Supervisor.



Agronomy Courses contributing to the AY major (e.g., ALS, AGR, PLS, STA 6093)	Credits	Semester, Year	Grade
STA 6093 Intro to Applied Stat (Stat Core)	3	T	A
* PLS 5632 Adv. Weed Science (Ecol Core)	3	Fall 20	
* PLS 5633 Aquatic Plant Mgmt	3	Fall '20	
* PLS 6655 Plant Herbicide Interact. (Phys Core)	3	Spr '21	
AGR 6971 Master's Research		various	
AGR 5321C Genetic Improv Plt (Genetics Core)	3	Spr '21	
AGR 6933	1	Final,	
AGR 6971 Master's Research (enroll 8, 6 count to 30)	6	Final,	
<input checked="" type="checkbox"/> I have at least 15 credits towards the AY major, 12 which are not AGR 6971			
Courses outside the AY major	Credits	Semester, Year	Grade
SWS 5406 Soil & Water Chemistry	3	Spr 22	
FAS 5901 Scientific Thinking in Ecology	2	Fall '20	
FAS 6176 Algae Biology and Ecology	3	Spr '21	
<input checked="" type="checkbox"/> I count at least 30 total credits, and six or less are AGR 6971 Master's Research			
Transfer of Graduate-Course Credits			
<input type="checkbox"/> I will not transfer any credits into the MS Degree; or			
I request to transfer the following graduate courses:			
STA 6093 Intro to Applied Statistics (UF)	3	Spr '20	A

The **UF ExcelAGator Program** is an educational initiative launched through the Center for Stress Resilient Agriculture (CSRA). This innovative program is designed to help ease the transition for graduate students moving from academia to the private sector (industry, non-profit). Webpage: <https://csra.ifas.ufl.edu/students/excelagator/>.



**ExcelAGator consists of three exciting opportunities:**

### 1.) ALS 6031 Project Team Research: Building Skills in Agrobiolgy

There is a need to provide graduate students with real world, hands-on experience solving problems faced by agricultural industries and organizations. ALS 6031 fills this need by giving students the opportunity to work in interdisciplinary teams and tackle an existing issue faced by a UF industry partner. Through this guided team approach, students will work to provide a detailed plan, project design, and relevant data for working towards a scientific evaluation and solution of the problem presented.

### 2.) Accelerate to Industry, A2i



The UF-A2i program unites industry partners with talented, highly successful graduate students for a four-day symposium on professional skills development. A2i features workshops, panel discussions, presentations, and networking events – all focused on preparing UF graduate students for non-academic careers. This event is held annually during UF spring break with applications opening in the fall.

### 3.) ALS 5905 International Research Immersion

ALS 5905 offers the opportunity for UF graduate students to spend time abroad and enrich their graduate school experience with an international component. Students can choose from a network of 14 international institutions with which the CSRA has established an agreement (<https://agroecology.ifas.ufl.edu/partner-institutions/>). This network includes universities from all over the world, including Wageningen University in the Netherlands and Geyongsang University in South Korea. The goal of this 3-credit course is not only to provide our graduate students with key international research experience, but to also expose them to scientific and cultural practices beyond those obtainable at UF. While many students choose to complete a 3-6-month research internship or short course with one of our partners, we are willing to work with you to find the best option that allows you to go abroad without hindering the progress of your graduate program. This course is open to everyone and is offered every semester.



**CENTER FOR STRESS  
RESILIENT AGRICULTURE**

## Individual Development Plan

- ❑ **Required for all Ph.D. students in Agronomy major**
- ❑ **Due with First Annual Performance Evaluation**
- ❑ **Subsequent/updated IDPs will be submitted with the annual evaluation that occurs for all graduate students following Spring semester.**
- ❑ **Fillable Form is available at this link:**

[Individual Development Plan \(Ph.D. only\)](#)

An Individual Development Plan (IDP) helps one align personal and professional goals with academic expectations and responsibilities.

### Agronomy Department’s Customized IDP Template asks...

- Student statement of academic and career goals
- Student summary of at least three current strengths (suggest using an instrument like that available at <https://cals.ufl.edu/current-students/studentresources/idp/> under “Individual Development Plan Year 1”)
- Student summary of at least three areas for improvement
- Adviser assessment of student’s current strengths
- Adviser assessment of areas for improvement
- Plan of action for coming year - list at least three specific goals (e.g., experiments to complete, manuscripts, presentations, workshops, professional development activities, etc.)
- Student statement of how adviser can best assist student in meeting goals
- Signatures of Student and Chair



There are other IDP templates and forms that can be used. Our College’s resource page with the Graduate School’s template is on this web page: <https://cals.ufl.edu/current-students/studentresources/idp/>

***Each Spring the Student and Chair are expected to re-visit the IDP and complete an update, as well as initiate the Annual Evaluation.***

# M.S. NON-THESIS DEGREE REQUIREMENTS

## Master of Science Non-thesis

**Purpose:** To meet the needs of individuals desiring graduate study in Agronomy as preparation for jobs in such areas as production agriculture, agribusiness, consulting, extension, and education that do not have research components.

**Pre-requisites:** PLS 3004C Principles of Plant Sciences.; SWS 3022 Introduction to Soils in the Environment or equivalent; and other courses as specified by the Supervisory Committee.

**General Requirements:** A total of at least 30 credits approved by the Supervisory Committee, Department, College, and Graduate School.

A minimum of 15 credit hours in 5000 level or higher of Agronomy courses and others specifically approved for this purpose as listed in the Graduate Catalog, exclusive of "S/U" graded courses.

*Non-thesis students are exempt from core curriculum requirements.*

**Required Courses:** AGR 6933 Graduate Agronomy Seminar, 1 credit hour in final term for an Exit Seminar. AGR 6905 Non-Thesis Project, 2 credits, for an analysis paper or project, and other courses as specified by Supervisory Committee.

*The Agroecology program requires that students complete a group of required courses, and complete electives from an approved list of electives. **Students in the Agroecology Concentration should refer to Agroecology's Canvas portal for processes specific to fulfilling the concentration.***

**Oral Final Exam:** An Oral Final Exam will be designed by the Supervisory Committee. All committee members must sign the "Report on Non-Thesis Final Examination" form and digital signatures are permitted. The Final Exam must be passed by the Graduate School's final submission deadline. Provide exam details to the Academic Program Specialist at least 10 working days prior to the date of the examination date for signature sheet preparation.

**Supervisory Committee:** Chair in Agronomy, second member must be UF faculty. See more details on page 17.

**Beginning of Program Goals** (even if enrolled part-time as a place-bound professional):

- |                    |   |
|--------------------|---|
| <b>Month 1</b>     | Discuss non-thesis project ideas with Committee Chair<br>Form a Program of Study draft selecting courses to support project and career goals<br>Verify in ONE.UF official academic transcripts are with UF Admissions |
| <b>Month 3</b>     | Recruit a Supervisory Committee and submit list to Graduate Coordinator<br>Present in a committee meeting the Non-thesis Proposal and Program of Study; collect signatures  |
| <b>Months 6-12</b> | Complete "First Term Evaluation" and provide signed copy for student file<br>Provide signed copy of Program of Study and non-thesis proposal for student file<br>Verify via ONE.UF degree attributes in GIMS          |

## Master of Science Thesis

**Purpose:** To meet the needs of individuals desiring graduate study in Agronomy as preparation for jobs in research oriented and/or technical positions.

**General Requirements:** A total of at least 30 credits approved by the Supervisory Committee, Department, College, and Graduate School.

A maximum of 6 credits in AGR 6971 Research for Masters' Thesis.

A minimum of 12 credits in 5000 level or higher of Agronomy courses and others specifically approved for this purpose as listed in the Graduate Catalog, exclusive of AGR 6971.

One course from each of the core curriculum areas. *Students in M.S. Agroecology concentration are exempt from core curriculum requirements.*

**Required Courses:** AGR 6933 Graduate Agronomy Seminar, 1 credit hour in final term for an Exit Seminar.

Other courses as specified by the Supervisory Committee.

**Final Examination:** After course work is substantially completed and the thesis is in final form, the Supervisory Committee will give an Oral Final Exam to the student on the thesis, major subjects, minor subjects, and matters of a general nature pertaining to the discipline area of the student. The student and Committee Chair must be physically present for the examination. All other committee members must participate but may do so using media. UF requires official exam papers to be signed by committee members, and the Academic Program Specialist will oversee sending the exam documents for electronic signature collection. The Final Exam may not be scheduled earlier than the semester preceding graduation. An announcement of the Final Examination must be submitted to the Academic Program Specialist at least 10 working days prior to the date of the examination date.

**Supervisory Committee:** Chair in Agronomy and two additional members. See more details on page 17.

**First Semester Goals** (even if enrolled part-time as a place-bound professional):

**Month 1** Discuss thesis ideas with Committee Chair; read literature on the subject  
Form a Program of Study draft selecting courses to support thesis research  
Verify in ONE.UF official academic transcripts are with UF Admissions

Request initiation of Transfer of Credit paperwork

**Month 3** Recruit a Supervisory Committee and submit list to Graduate Coordinator  
Present in a committee meeting the Thesis Proposal and Program of Study; collect signatures and provide to student file

**Months 6-12** Complete "Annual Performance Evaluation"; provide a signed copy for the student file

Supply for student file the signed Program of Study and Thesis Proposal  
Verify via ONE.UF degree attributes in GIMS

***Students in the Agroecology Concentration should refer to Agroecology's Canvas portal for processes specific to fulfilling the concentration.***

# PH.D. DEGREE REQUIREMENTS

## Doctor of Philosophy

**Purpose:** To meet the needs of individuals desiring graduate study in Agronomy as preparation for faculty positions in academic institutions or as research scientists in federal agencies or in the private sector.

***Refer to the Graduate Catalog for comprehensive details on each topic below.***

**General Requirements:** A minimum of 90 total credit hours.

Transfer of Credit from an M.S. degree, previous pursuit of a Ph.D. degree, and/or non-degree seeking courses may be requested if coursework is applicable to the new Ph.D. degree program. The request is submitted in one's first semester. Additional restrictions include earned grades "B" and higher and courses taken within 7 years of the Ph.D. degree. If the previous M.S. degree major is not "Agronomy" in title, a petition must accompany the transfer of credit form to address relevancy. Similarly with course age, it may be addressed via the petition process. For an M.S. degree earned at UF, up to 39 credit hours might qualify to transfer. For block transfer of credit from another institution, the Program of Study should have a single line item indicating the block request and number of credits approved for transfer. A committee in the department will determine the number of credits that can be transferred early in the student's program.

Minor requirements vary per department and are usually 12 credit hours. Coursework toward a minor cannot be transferred from a previously-earned M.S. degree. The number of credit hours in the Agronomy major should exceed that of any minor(s) (and/or graduate certificate degree attribute in the career stack).

All candidates for the Ph.D. degree will normally obtain teaching and/or extension experience, the specifics of which are determined by the Supervisory Committee. It is recommended that at least one credit, and no more than five credits, of AGR 6940 Supervised Teaching be included in the program of study. Concurrent with TA classroom duties, a formal Course Teacher Evaluation is available with permission of instructor of record. Similarly, students who desire a career in extension are encouraged to consider enrolling in Supervised Extension - Agronomy.

**Required Courses:** AGR 6933 Graduate Agronomy Seminar, 1 credit in final term to present a one-hour Exit Seminar prior to the final defense. One Course from each of the four core-curriculum areas if not fulfilled within M.S degree and regardless of Ph.D. concentration. Other courses as specified by the Supervisory Committee and fulfillment of each degree attributes (minors, concentration, certificates).

**Residency:** UF campus residency requirement of 30 credit hours minimum and as specified by the Supervisory Committee and/or letter of appointment.

**Foreign Language:** No foreign language is required for Agronomy major. However, the Supervisory Committee (or the TCD Concentration) may require a foreign language if the members believe the language study would enable the student to be better prepared for his/her site research or anticipated career objective.



# PH.D. DEGREE REQUIREMENTS

**Supervisory Committee:** Minimum four UF faculty members. See more details on page 17.

**Qualifying Examination:** The qualifying examination should be given as soon as the Supervisory Committee believes a student has completed an appropriate portion of course work, generally not earlier than the last semester of their first full year. Scheduling the qualifying exam early in a program allows the committee to recommend remedial course work if the student performs marginally on the qualifying exam. The qualifying examination must be held at least two semesters prior to the receipt of the degree by a full-time student or a calendar year before receipt of the degree if the student is on less than a full-time basis. The semester in which the qualifying examination is passed is counted for this purpose if the examination is held and the Admission to Candidacy form is submitted during the first half of that semester.

The examination should consist of a written portion given by each committee member and an oral examination by all members of the Supervisory Committee in assembly. Such examinations cover all major and minor subjects. The student and Committee Chair must be physically present for the examination. All other committee members must participate but may do so using media. UF requires official exam papers be signed by committee members.

**Contact the Academic Program Specialist at least two weeks in advance of the oral exam to generate sending the signature page to the committee members for digital signature collection (like DocuSign).**

**Final Examination:** A final comprehensive oral examination given by the Supervisory Committee must be passed by all candidates no later than the deadline for each semester as published by the Graduate School. A list of deadline dates may be obtained at <http://www.graduateschool.ufl.edu/about-us/offices/editorial/thesis-and-dissertation/>. The examination will cover the candidate's dissertation as required, his/her field of specialization, and other such areas as considered appropriate by the Supervisory Committee. An announcement of the final exam must be submitted through the Graduate Coordinator's office at least 10 working days prior to the examination date. The exam should normally be scheduled during the semester in which the student receives the degree and in no event can this examination be held earlier than six months before the degree is conferred.

The student and Committee Chair must be physically present for the examination. All other committee members must participate and may do so using media. UF requires official exam papers be signed by committee members. The student and Committee Chair discuss an embargo period on the Publishing Agreement, and the student submits via ONE.UF (unless delegated to the Department). The ETD signature page submission may be reserved until the dissertation document satisfies the committee.

**Contact the Academic Program Specialist to announce your exam and generate signature pages for electronic signature collection.**

# COMBINED, JOINT, OR DUAL DEGREES RESEARCH PERFORMED ELSEWHERE

## Combined, Joint, or Dual Degrees

Combination, joint, and dual degree programs are specialized pathways that provide academically qualified students the opportunity to enhance their educational experience and strengthen their career preparation or readiness for future academic pursuits. Each defined below has a specific Graduate School "Form 2" to initiate in the approval process. Once approved, a letter of appointment modification is required, as applicable. Applying does not guarantee acceptance. Definitions provided by the UF Academic Assessment Committee are:

**Combination Degree.** A combination degree program, sometimes referred to as a combined degree program, is where UF awards more than one degree from an overlapping course of study. Three examples:

- Ph.D. in Agronomy major and M.S. non-thesis in Statistics
- Doctor of Plant Medicine and M.S. Thesis in Agronomy
- 4+1 Bachelor + M.S., in which UF Bachelor's pursuit includes up to 12 graduate credits that contribute to UF's bachelor's degree, and qualifies to count towards future M.S. at UF.

Graduate Assistants interested in combined degree pursuit must first have approval of supervisor and an amended letter of offer and/or appointment indicating allowance for combined degrees.

**Dual Degree.** A dual degree program (also called a *dual academic award*) is one whereby students study at the University of Florida *and* at another institution, and each institution awards a separate program completion credential bearing its own name, seal, and signature.

**Joint Degree.** A joint degree program (or joint academic award) is one whereby students study at the University of Florida and one or more participant institutions and are awarded a single program completion credential bearing the names, seals, and signatures of each of the participant institutions.

## Research Performed Elsewhere (Thesis or Dissertation)

Most research for thesis and dissertation as part of the requirements for the M.S. Thesis and Ph.D. is done within the Agronomy Department, including appropriate Research and Education Centers of IFAS. However, both foreign and domestic graduate students at times present justifiable requests to perform the required research elsewhere. Some agencies that support foreign graduate students endorse the concept that research performed in the student's home country will be of maximum educational value to the student.

A request to conduct research at an international location should be made to the Graduate Coordinator and each request will be considered based on merit. In addition to consideration of all details pertaining to the individual request, the following general guidelines will influence the departmental decision on each request:

1. Demonstrated ability of the student to work alone.
2. Availability of adequate research facilities and qualified supervisory assistance at requested research location.
3. Opportunity for major professor to visit the student and the research location sufficiently to insure maintenance of quality.
4. Ability of subject to spend not less than 1 semester in residence at the University of Florida, after doing research elsewhere, to complete requirements and defend the thesis or dissertation. This will require permission from the student's country plus continued support from the granting agency (or personal funds). Research requests from international agencies without this provision will be denied.
5. Fulfillment of requirements of a concentration (Global Systems Agroecology or TCD).

## Editorial Standards

Every candidate for the M.S. Thesis is required to prepare and present a thesis reporting his/her individual research in a form acceptable to the Supervisory Committee, the Department of Agronomy, the College of Agricultural and Life Sciences, and the Graduate School.



Likewise, each Ph.D. candidate is required to prepare a dissertation showing independent investigation in form and content acceptable to his/her Supervisory Committee, the Department, College, and Graduate School. Each thesis and dissertation should be prepared in accordance with standard procedures outlined by the Graduate School and available either in the Graduate Catalog or at <http://www.graduateschool.ufl.edu/about-us/offices/editorial/>.

Students are required to submit an electronic thesis or dissertation and must complete all requirements imposed by the Department, College, and Graduate School.

## Final Term

- **Request a “Graduation Check”** of the Academic Program Specialist 2-4 months prior to the final term and before enrolling in the final term.
- **Check the Graduate School student calendar** for deadlines and editorial submission standards.
- **Enroll Correctly and Apply to Graduate (Degree or Graduate Certificate)**
- **Verify GIMS** profile for accuracy.
- **Format** the thesis or dissertation using UF Editorial standards; use the UF Help Desk for assistance.
- **Ph.D. Commencement Escorts** - provide to Department in advance of the term’s mid-point
- **Ph.D. -Transmittal Letters** are provided to Ph.D. chairs (and co-chairs) for signature collection and submission in GIMS. It enables the Ph.D. student to upload a first submission prior to the deadline.
- **Ph.D. and Thesis UMI Publishing Agreement** - student selects an embargo period via ONE.UF
- **Schedule an Exit Seminar and Final Exam.** Usually the same day. Your entire committee must participate in your Final Exam. Communicate with your Committee Chair and Committee about possible day/time/place and schedule the room. Ask Chair to set-up Zoom video conference link.
  - **Exam Announcements** are made to Agronomy faculty and graduate students. At least two weeks before your Final Exam, contact the Academic Program Specialist and email the title of your non-thesis project, thesis or dissertation, exam location/time/day, Zoom link, and (optional) a photograph.
  - **Examination signature pages will be prepared and emailed to the Committee Chair and Student.**
  - **ETD Signature Page** is sent separately to the Supervisory Committee
  - **Follow all UF Editorial deadlines.** When Final Clearance is earned, send a PDF of the approved document to the Academic Program Specialist.
- **Submit PDF** of UF Editorial-approved Dissertation or Thesis or Committee-approved non-thesis project to the Department for its archive.
- Complete/submit the Exit Interview form ([Exit Interview-Form.pdf \(ufl.edu\)](#)). Your job placement details will be shared in our annual report to our College and an announcement prepared for CCSA.
- **Return Agronomy and UF property** (e.g., keys and books) before leaving campus.

**OPT** requests to the UF International Center are made [online submission](#) by the student. If the Committee Chair does not generate the letter, then the student may apply for OPT once the degree is conferred.

**Stay Connected!** Keep us informed as you change locations, employment, and more!

**Growing the Future! Graduate Student Endowment Fund [Agronomy: Growing the Future](#)** is available for supporting future graduate students through your generous giving.

**AGR 5230C - Florida Grassland Agroecosystems (4)** A comprehensive overview of planted and native grassland ecosystems in Florida emphasizing their growth, species diversity, management, and utilization by ruminant animals. Offered spring on campus or WEB delivery.

**AGR 5266C: Field Plot Techniques (3)** *Prereq: STA 6166 or ALS 5932 Intro to Applied Statistics.* Techniques and procedures used in design and analysis of field plot, greenhouse, and laboratory research experiments. Application of research methodology, the analysis and interpretation of research results. Offered fall main campus or video conference for REC locations.

**AGR 5277C - Tropical Crop Production (3)** The ecology and production practices of selected crops grown in the tropics. Emphasis placed on crops and systems utilized in programs for developing regions. Offered fall, main campus only.

**AGR 5307 - Molecular Genetics for Crop Improvement (3)** *Prereq: AGR 3303.* Concepts, methodologies and applications of molecular genetics, plant transformation, RNA interference and precision genome editing used in crop improvement. Offered spring even-numbered years, main campus only.

**AGR 5321 - Genetic Improvement of Plants (3)** *Prereq: AGR 3303.* Genetic basis for crop improvement including methods for improving crop yield, pest resistance, and adaptability. Emphasis on manipulating genetic variability in self- and cross pollinate, annual and perennial crop plants. Offered spring WEB delivery.

**AGR 5444 - Ecophysiology of Crop Production (3)** *Prereq: AGR 3005 or equivalent.* Physiological, ecological, and environmental responses that impact growth, development, and yield formation of cultivated crops. Offered spring on campus or WEB delivery.

**AGR 5511 - Crop Ecology (3)** *Prereq: AGR 4210, BOT 3503, PCB 3043C, or consent of instructor.* Relationships of ecological factors and climatic classifications to agroecosystems, and crop modeling of the major crops. Offered fall, on campus or WEB delivery.

**AGR 6233 - Tropical Grassland Agroecosystems (3)** *Prereq: AGR 4231C and ANS 5446 or consent of the instructor.* Potential of natural grasslands of tropical and subtropical regions. Development of improved pastures and forages and their utilization in livestock production. Offered fall odd-numbered years, main campus or video conference for REC locations.

**AGR 6237C - Research Techniques in Forage Evaluation (3)** *Prereq: STA 6093 Intro to Applied Statistics.* Experimental techniques for field evaluation of forage plants. Design of grazing trials and procedures for estimating yield and botanical composition in the grazed and ungrazed pasture. Offered summer C odd-numbered years or video conference for REC locations.

**AGR 6305 – Plant Chromosomes & Genomes (3)** *Prereq: AGR 3303.* Genetic variability with emphasis on interrelationships of cytologic and genetic concepts. Offered spring semester during even years.

**AGR 6322 - Advanced Plant Breeding (3)** *Prereq: AGR 3303, AGR 4321, AGR 6311 and STA 6167.* Theory and use of biometrical genetic models for analytical evaluation of qualitative and quantitative characteristics, with procedures applicable to various types of plant species. Offered fall even years.

**AGR 6325L - Plant Breeding Techniques (1; max: 2)** *Prereq: AGR 3303 or equivalent; coreq: AGR 6322.* Examination of various breeding techniques used by agronomic and horticultural crop breeders in Florida. Field and lab visits to active plant breeding programs, with discussion led by a specific breeder each week. Hands-on experience in breeding programs. Offered spring odd-numbered years.

***Remember to always contact the Academic Program Specialist with your enrollment request.***

# GRADUATE COURSES/AY MAJOR

**AGR 6422C - Environmental Crop Nutrition (3)** *Prereq: BOT 3503.* Design of cost-effective and environmentally sound crop nutrient management strategies. Diagnostic nutrient analysis, nutrient uptake, BMPs, and sustainable agriculture. Offered every fall semester on campus and WEB delivery.

**AGR 6905 - Agronomic Problems (1-5 credits per semester)** *Prereq: minimum of one undergraduate course in agronomy or plant science.* Special topics for classroom, library, laboratory or field studies of agronomic plants. Offered every semester.

**AGR 6905 - Agroecology Project (2 credits)** *Agroecology Concentration degree attribute required.* Individual study on non-thesis project or paper, followed by oral presentation and examination of the student's committee. Refer to Agroecology handbook for details. Usually in final term. Offered every semester.

**AGR 6913 - Supervised Extension, Agronomy (1-3)** With the guidance of a UF Extension Faculty Member, extension activities expose the student to how one bridges science to solutions through different communication channels. Offered every semester.

**AGR 6932 - Topics in Agronomy (1-3 credits)** Critical review of selected topics in specific agronomic areas. Courses vary; some choices are:

**AGR 6932 - Experimental Design & Data Analysis (3)** *Prereq: STA 6166, STA 6093 Intro to Applied Statistics, or equivalent.* Analyzing data: the process, treatment designs and implications (linear models, techniques regression and multivariate techniques, multi-environmental experiments. Separate sections for R and SAS group work. Offered spring main campus and REC (video conference in real time, *not online*).

**AGR 6932 Integrated Field Crop Science (3)** Intensive introduction to practical field crop production and management of common, as well as under-exploited, field crops. Offered spring main campus.

**AGR 6933 - Graduate Agronomy Seminar (1 credit)** Oral exit seminar facilitated by student of one's written dissertation, thesis or non-thesis project. Offered each term, campus or WEB delivery

**AGR 6940 - Supervised Teaching (1-5 Credits per semester)** Offered everysemester.

**AGR 6971 - Research for Master's Thesis (1-9 Credits per semester)** Offered every semester.

**AGR 7979 - Advanced Research (1-9 Credits per semester)** Research for doctoral students before admission to candidacy. Not available to students who have been admitted to candidacy. Offered every semester.

**AGR 7980 - Research for Doctoral Dissertation (1- 12 Credits per semester)** *Prereq: Passing of Qualifying Exam.* Offered every semester.

**ALS 5155 - Global Agroecosystems (3)** *Prereq: SWS 3022, SWS5050, AGR 4214C and ALS 3153 or instructor's permission.* This course focuses on the principles of agroecology and presentation of topics that integrate ecological with agricultural principles to optimize resource conservation, productivity, societal benefit, and profitability. Offered fall on campus or WEB delivery.

**ALS 6031 - Project Team: Building Research Skills in Agrobiolology (3)** Students work in a team to solve a specific problem faced by an industry representative. Offered every spring main campus or REC students.

**IPM 5305 - Principles of Pesticides (3)** Provides opportunities for students to gain a basic knowledge of pesticides and their use. The course is not designed for students to memorize chemical structures, but to gain a practical working knowledge of all types of pesticides used primarily in agricultural and horticultural settings. Offered spring, WEB delivery.

**PLS 5625 - Upland Invasive Plant Management (3)** *Prereq: undergraduate plant identification and physiology courses such as BOT 2010 and BOT 3503 or HOS 4304 or AGR 4512.* Impacts of invasive plants in upland environments, and management using chemical, mechanical, cultural, biological, and preventative methods. Offered spring, WEB delivery.

**PLS 5632C - Integrated Weed Management (3)** Overview of weed science principles and practices, with particular emphasis on strategies for Southeastern cropping systems. Situations unique to the state of Florida. Offered fall semester on campus or WEB delivery. Lab fee \$15.00.

**PLS 5633 - Aquatic Plant Management (3)** Identification of aquatic plant management problems, including impacts, interactions with water quality, and methods of control. Offered fall, WEB delivery.

**PLS 5652 - Advanced Weed Science** - Contact the Department for next availability.

**PLS 6626 - Invasive Plant Ecology (3)** Mechanisms and hypotheses to explain non-native plant invasions. Impacts of invasions on communities and ecosystems, including natural and agricultural areas, management approaches, and design and analysis of experiments. Offered spring of odd years, main campus or video conference for REC locations.

**PLS 6655 - Plant/Herbicide Interaction (3)** *Prereq: PLS 4601 and BOT 3503, Introductory plant physiology and biochemistry; introductory weed control and knowledge of herbicide families.* Herbicide activity on plants: edaphic and environmental influences, absorption and translocation, response of specific physiological and biochemical processes as related to herbicide mode of action. Offered spring, WEB delivery.

## MENTORING an Undergraduate Student:

Ph.D. students who have passed the qualifying exam may mentor an undergraduate student, and the UG may register in PLS 4941 Supervised Research for 0-3 credits. The UG may also volunteer and register in PLS 4941 Practical Work Experience.

## How to Enroll

- ONE.UF for courses that are on main campus and traditional classrooms.
- **Contact the Department to enroll in department-controlled courses.**
- **This would include students at REC locations and students in an online program.**
- **STA 6093 [enrollment request](#)** if a student at an REC or in the Agroecology online curriculum. Main campus students self-enroll. Website of Statistics Courses offered at UF [https://ufstatscourses.shinyapps.io/shiny\\_tutorial/](https://ufstatscourses.shinyapps.io/shiny_tutorial/).

## ***CALS Courses that contribute to the Agronomy major***

*The following courses are managed at the Departments' level, but are scheduled by the College of Agricultural and Life Sciences. Each course listed below qualifies to contribute to Agronomy major.*

**ALS 5364C - Molecular Techniques Laboratory (2)** Current protocols in molecular biology techniques.

**ALS 5905 - Climate Change Impacts on Agriculture and Food Security (3)** Overview of current and future anthropogenic climate change impacts on food production. Collaborates with faculty from our partner institution, Centro Agronómico Tropical de Investigación y Enseñanza (Tropical Agriculture Research and Higher Education Center—CATIE) in Costa Rica, that will provide first-hand case studies and an international perspective. Offered fall.

**ALS 5905 - Research Immersion (3-4 credits per semester)** A three (3) to six (6) month international research experience abroad with one faculty of a UF Partner Institution associated with the Agroecology area. This is a stand-alone course or part of the graduate certificate (4 credit hours) or Ph.D. concentration (3 credit hours) in two Agroecology offerings. Enrollment requires an interview with Agroecology Program Specialist for Partner Institution placement. Offered every semester.

**ALS 6046 - Grant Writing (2)** *Prerequisite: admitted to doctoral program.* Preparation, submission, and management of competitive grants, including operations of national review panels and finding sources of extramural funding. Offered spring.

**ALS 6925 - Integrated Plant Medicine (4)** *Prerequisite: all core courses for DPM degree.* Review and synthesis of the principles of plant-problem prevention, diagnosis, and management.

**BCH 5046 - Graduate Survey of Biochemistry (4)** *Prerequisite: inorganic chemistry, organic chemistry, biology.* Introduction to plant, animal, and microbial biochemistry for graduate students who have not had biochemistry. Integration and regulation of biochemical processes stressed; limited discussion of some biochemical techniques. Offered spring WEB.

**STA 6093 Intro to Applied Statistics (3)** Provides students with a conceptual and practical understanding of the application of statistics in the agricultural and life sciences. A combination of lectures, programming demonstrations, data exercises using the programming language R, group activities, and primary literature will be used. Offered fall and spring WEB delivery only. [Registration request](#) for students not on main campus.

## **4+1 Combined BS/MS Program in CALS**

The combined degree program in our College allows undergraduate students at UF with a GPA of at least 3.2 to consider taking up to 12 graduate credit hours to contribute to the present bachelor's degree and future Master's degree in the Agronomy major.

**The process:** Undergraduate student coordinates the list of desired graduate courses with the present undergraduate advisor and future graduate advisor, completes the 4+1 form, collects signatures and submit to the College! The graduate coursework qualifies to transfer, as long as grades are "B" or higher and transfer is within seven years of taking the coursework. Starting a 4+1 program does not obligate the student to take the courses listed. The student is responsible for the graduate-level tuition. Entering 4+1 does not guarantee M.S. admission, but grades "B" or higher strengthens a graduate application! [Link to the form.](#)

**An alternative to 4+1 might be applying for a Graduate Certificate.**



## Interdisciplinary Graduate Certificates Managed by the Department

UF/IFAS Agronomy Department manages four interdisciplinary [Graduate Certificates - Agronomy - UF/IFAS](#). Admission requirements include an earned bachelor's degree from an accredited institution with a major in a natural resource discipline (or at least two biology and two chemistry courses). The GRE is not required for admission.

Graduate School [policy on graduate certificates](#) contains eligibility, maintenance of a GPA of 3.0, and permits the academic unit to set standards for completion.

Applicants are advised to contact the Agronomy department's Academic Program Specialist or Agroecology Specialist prior to applying. The following graduate certificates are available by application to current UF graduate students, or to self-funded students as a stand-alone. All certificates are accredited.

### ***Sustainable Agroecosystems Certificate 12+ Credits***

Curriculum provides an understanding of current global issues related to agriculture and production systems and valuable skills for a future profession in the agricultural sciences. A comprehensive final written exam of core courses is required for completion. Self-funded students (often place-bound professionals) have the convenience of 100% online delivery.

***Three Core Courses:***

**ALS 5155 Global Agroecosystems**  
**AGR 5444 Ecophysiology of Crop Production**  
**SWS 5050 Soils for Environmental Professionals**

***One Elective from one of the following:***

AGR 5111 Crop Ecology  
AGR 6422C Environmental Crop Nutrition  
SWS 5208 Sustainability Ag & Urban Land Mgmt  
SWS 5246 Water Sustainability



**Tropical Agriculture Certificate****12+ Credits**

Curriculum addresses unique challenges faced with integrating production, environment, and society in tropical agroecosystems. Applicants should have an earned bachelor's degree from an accredited institution with a major in a natural resource discipline, such as Agronomy, Plant Science, Soil and Water Sciences, Horticulture Science, Environmental Engineering, or Agricultural Engineering. Those with a different major should possess at least two courses in related sciences including biology, chemistry, environmental science, and/or soil and water sciences. Self-funded students (often place-bound professionals) should scrutinize elective courses and select those with WEB delivery. A comprehensive final written exam of courses taken is required for completion. Check with Department for updates on when courses are offered, course delivery, and prerequisites.

**One Core Course:** ALS 5155 Global Agroecosystems (3 credits, fall, main campus or online)

**Electives - choose 3 classes for 9 – 11 additional credit hours from the following:**

ABE 6645C	Computer Simulation of Crop Growth and Management Response (3 credits, summer)
AEB 6675	International Agribusiness Marketing (3 credits, spring)
AEB 7645	Economic Development and Agriculture (3 credits, fall)
AGR 5277C	Tropical Crop Production (3 credits, fall, main campus)
AGR 6233	Tropical Grasslands Agroecosystems (3 credits, fall odd, main campus or concurrent video conference in real time.)
AGR 6422C	Environmental Crop Nutrition (3 credits, fall, main campus or WEB delivery)
BOT 5685C	Tropical Botany (5 credits, summer)
ENY 5566	Tropical Entomology (3 credits, summer A odd)
FOR 6170	Tropical Forestry (3 credits, spring)
FOR 6628	Community Forest Management (3 credits, fall, main campus)
HOS 5555	Tropical Fruit Production and Research in Florida (3 credits, summer B onsite at Tropical Research and Education Center in Homestead, FL)
ORH 5282	Orchid Biology and Culture (3 credits, spring odd, WEB delivery)
SWS 5132	Tropical Soil Management (3 credits, spring odd, main campus)

**Weed Science Certificate****9+ Credits**

Certificate designed to assist agricultural and natural resource managers in making effective and environmentally responsible management decisions for nuisance plants. The curriculum will train both managers and practitioners on the interrelations of weed ecology and weedy plant interactions, management techniques, and environmental concerns. Dr. Candice Prince [cprince14@ufl.edu](mailto:cprince14@ufl.edu) oversees admission and management of this graduate offering:

**One Core Course:** PLS 5632C Integrated Weed Management (3 credits, fall, main campus or online)

**Electives - choose 2 classes for 6 additional credit hours from the following:**

HOS 6070	Plant Materials for Conservation and Restoration (3 credits, summer C odd, online)
IPM 5305	Principles of Pesticides (3 credits, spring, online)
PLS 5625	Upland Invasive Plant Management (3 credits, new course spring 2021, online)
PLS 5633	Aquatic Plant Management (3 credits, fall, online)
PLS 6626	Invasive Plant Ecology (3 credits, spring odd main campus or online)
PLS 6655	Plant Herbicide Interaction (3 credits, spring online)

**UF IFAS Agronomy Department awards:** (Process on p. 37)

Ph.D. Assistantships - [Visit Site](#) for UF application tips

Paul Robin Harris Memorial Scholarship, \$500

C.E. Dean, Scholarship \$500

**Agronomy-Soils Club \$500 - 1,000**, one award annually for one who has made significant contributions to the club.

**Association for Academic Women** (Ph.D. only) \$2,000 award

Department selects its nominee to compete campus-wide

**ASA/CCSA Mott Award** for the annual meeting. Agronomy

Faculty nominate in December for Department's competition

**UF Scholarships, Assistantships, Fellowships**

CALS <https://cals.ufl.edu/current-students/scholarships/>

**Agronomy and other department Ph.D. awards** process starts January 1

**Bridge to the Doctorate Fellowship** (Two-year fellowship to recruit and retain underrepresented minority students in STEM disciplines. Some details at UF Graduate School and some [here](#).)

**FAMU Feeder Program** (Must be registered as undergraduate in program)

**Graduate School**

**McKnight Doctoral Fellowships** (Underrepresented US citizens) UF acceptance must be by Jan 1

**McNair** (Must be a McNair scholar in undergraduate program) UF acceptance required prior to award

**Tropical Conservation Development** UF acceptance required prior to applying

**UF/Santa Fe College Faculty Development** Must have 18 hours within Ph.D. degree

**UF Water Institute** (Announcements made mid-November of even-years for fall admission odd years)

**Other UF Scholarships**

**Graduate School Doctoral Dissertation Award** up to final two terms \$15,000 and 5 credits in-state tuition

**Delores Auzenne Dissertation Award** (Underrepresented Only) Up to 3 terms of Dissertation completion

**Graduate School Supplemental Retention Scholarship**

Southern Regional Education Board, **in-state tuition** for residents of 15 participating SREB states.

**Center for European Studies** (US Citizens only) awards annual Foreign Language and Area Studies (FLAS) fellowships for studying in-country languages: Czech, Hungarian, Italian, Modern Greek, Polish, Portuguese, Russian, Turkish: <https://ces.ufl.edu/fellowships/student-fellowships/>

**Non-UF Scholarships, Grants**

**Annie's Sustainable Ag Scholarship**

**Biodiversity International** Professional, MS, PhD

**Environmental Protection Agency**

**The Explores Club** \$2500 avg.

**Florida Sea Grant scholarships**

**Horticulture Research Institute**

**National Science Foundation Find Funding**; East Asia and Pacific **Summer Institutes**; Graduate Research Fellowship Program (**GRFP**); NSF **Special Programs** for Graduate Students

**Open Education Database** scholarship bank

**Rotary Foundation**

**SARE** On-Farm Research Grants and Graduate Student Grant (full time students)

**Sidney B. Meadows** \$1500 ornamental horticulture **Syngenta Agricultural Scholarship** (U.S. residents apply by late May)

**Toomey Foundation** (Botany)

**Marshall Scholarships** - USA students for graduate study in U.K

**Midsouth Aquatic Plant Mgmt Society Annual Meeting**

**Midsouth Aquatic Plant Management Society \$2,000**

**Modelling Complex Ecological Dynamics (MCED)**

**New Belgium Sustainability Grant**

**OAS Scholarships** Professional Development, M.S., Ph.D.

**Rufford Fnd Small Grants** (non-first world applicants)

## Women only

[AAUW](#) Professional Development, on-campus, & International students

[Graduate Women in Science](#)

[P.E.O.](#) (Continuing Ed, International peace scholarship, Loan Fund are among 6 educational projects)

[The Woman's National Farm and Garden Association](#) Sarah Bradley Tyson Mem. Fellow. \$1,000

## Career Readiness; Post Graduation

**CALS Career Resources:** <https://cals.ufl.edu/current-students/careerresources/>

**OPT:** UF International Center [online submission](#) to request OPT prior to earning the degree

**UF Office of Postdoctoral Affairs, Post Doc jobs bank at website:** <http://postdoc.ua.ufl.edu/resources/jobs/>

**Schmink Dissertation Award**, requires TCD Certificate as Ph.D. degree attribute. Award is \$250 and plaque. [Apply by June](#) for degree awarded previous summer, fall or spring.

**IFAS Research Award for best Dissertation and Best Thesis - Nomination by Chair to the Department**

**Science Magazine's "Science & SciLifeLab Prize for Young Scientists"** Within 2 years of earning Ph.D.  
Award: 3 at \$10,000, 1 at \$30,000

## RESEARCH ABROAD & TRAVEL TO CONFERENCES FOR PRESENTATIONS

**MEDEX Required Insurance for traveling abroad on official business**

Travel Registry documentation <https://internationalcenter.ufl.edu/travel/online-travel-registration> required for travel abroad

## UF Travel Grants

**CSRA Travel Scholarships** \$500 - \$1000 towards expenses of Agronomy Department's International Immersion course or conferences supported by CSRA. Application [here](#).

[CALS Study Abroad Scholarships](#)

[CALS](#) ... James Davidson \$300 and/or IFAS/CALS \$250 match (conference)

[TCD Field Research Grant](#) (Ph.D. students)

**UFIC Travel/Research Abroad [Research Abroad for Doctoral students\(RAD\)](#)**

**UF Graduate Student Council \$350** (conference or professional development)

Non-UF Travel Grants: [HarvardTravelers Club](#)

[Timmissartok Foundation](#)



### 4-Level Petition Approval Process

*At each level it is reviewed, and if approved advances to the next level*

1. Student initiates with Chair for Department support. Chair evaluates if petition advances.
2. Graduate Coordinator reviews and formats it on the Graduate School's template.
3. Department to College Dean
4. College Dean to Graduate School

### University Petition Process

*When student is at fault for error*

<i>University Petition form</i>	Student completes
<i>Instructor Statement</i>	Instructor completes
<i>Interviewing Officer</i>	Department's Academic Program Specialist

Students look on ONE.UF for the petition status.

*Petition submission does not guarantee approval.*

*Similar process above for Medical Withdrawal Petition.*

### Fall and Spring Classes

**50 minutes with a 15-minute break  
between classes.**

PERIOD	CLASS OR FINAL EXAM BEGINS
1	7:25 am
2	8:30 am
3	9:35 am
4	10:40 am
5	11:45 am
6	12:50 pm
7	1:55 pm
8	3:00 pm
9	4:05 pm
10	5:10 pm
11	6:15 pm
E1	7:20 pm
E2	8:20 pm
E3	9:20 pm

### Summer A and B Classes

**75 minutes with a 15-minute break  
between classes.**

PERIOD	CLASS BEGINS
1	8:00 am
2	9:30 am
3	11:00 am
4	12:30 am
5	2:00 pm
6	3:30 pm
7	5:00 pm
E1	7:00 pm
E2	8:30 pm

*Summer term final exams are held in the classroom on the last day of scheduled class.*

*For Final Exam day/time/location, refer to the Registrar's Fall and Spring term final exam schedule*

**Abbreviations:**

CAIP = Center for Aquatic and Invasive Plants

PIO = Pesticide Information Office

REC = Research and Education Center

MCCB = McCarty Hall B

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## Applicant process for competitive merit-based awards

1. **OCT - JAN** Applicant recruits faculty adviser
2. **DEC - JAN** Applicant applies to UF and is responsible to provide UF Admissions official credentials and test scores before Agronomy is permitted to offer formal admission.
3. **DEC - FEB** Applicant applies to other UF funding such as Water Institute, TCD, McNair, McKnight, CALS. A nomination letter from proposed chair is required for some of these applications.
4. **JAN** Applicant ensures packet is complete.
5. **FEB** Agronomy Faculty nominate GS Assistantships & CALS Match. Possible Skype interviews, campus visit, and other evaluation processes might be included.
6. **FEB** Agronomy Admissions Committee reviews packets concurrent with UF Admissions review. *(Other possible funding with similar deadlines might include McNair, McKnight, TCD, CALS Scholarships, Water Institute, BHEARD Fellowships, Fulbright, or via another unit - PMCB, DPM, SNRE.)*
7. **FEB-MAR** UF Admissions refers or denies applicant. Petition for admission addressing deficiency may be addressed.
8. **MAR** Graduate Coordinator works with Faculty on admission and LOA job duties

### An applicant's "complete" packet contains:

- UF application and fee
- Resume/CV
- Statement of Purpose one page essay
- Three letters of recommendation
- Transcript copies from all previous universities

In addition, international applicant packets contain:

- TOEFL or similar English proficiency test
- Transcript and Diploma copies in original language and official English translation

Admissions permits temporary evaluation and admission with conditions, and prior to enrollment in first term, the international student would hand-carry academic credentials to UF Admission.

*Admission is a collaboration between Agronomy and UF Admissions, and admission review is concurrent. UF Admissions receives 12,000+ graduate applications in a year and recommends applying one year in advance to admissions. Agronomy cannot formally offer admission until UF Admissions refers the applicant to the department. Delays in admission most frequently relate to failure to receive academic credentials, test scores, and conduct issue resolution.*

## First Term Expectations of Students

1. **Discuss with Chair** research focus
2. **Critical courses** toward Program of Study formation
3. **Recruit Committee**
4. **Maintain grades "B" and higher**
5. **Develop a research proposal or non-thesis project**
6. **Meet with Committee to present proposal and accompanying Program of Study**
7. **Develop and Individual Development Plan (IDP)**

**Evaluations & IDP for each student you chair:** Due in sixth month, and thereafter each spring.

### Graduate Assistants are employees

The UF-GAU Bargaining Agreement has within it comprehensive details on policy that is summarized and highlighted here.

**Evaluations:** Graduate assistants must receive an employment evaluation. Completion of our template in this handbook will satisfy that requirement if you evaluate the GA each Spring.

**Sick leave:** GAs are permitted five (5) sick days/personal days per semester on appointment. The management of this is between supervisor and student. Discuss Extenuating circumstances with the appropriate office: U Matter We Care (Dean of Students), HR, Agronomy Academic Program, etc.

**Vacation and UF Holidays:** There are no paid vacation days. The Department would expect UF holidays to be granted to the GA, with the faculty member asking lab research scientists or OPS lab workers to maintain plant-care on holiday breaks when UF is closed.

**FTE:** The weekly FTE is an average. Hence, if you agree to time off then it's expected the GA will discuss the expected work week with you. On days UF is closed, due to the needs of plant and/or animal care, the Department would expect supervisors to ask their paid OPS or Lab technicians to work instead of GAs.

**Grievances:** GAs have a right to grieve.

**U MATTER WE CARE** is the Dean of Students' office. Referrals are appropriate when a student has extenuating circumstances that interferes with academic or job duty continuation.



**Faculty Doctoral Mentoring Award** - Criteria within [GIMS](#) and on the Graduate School website.  
Nominations each Oct; Packet due Dec 1.

**Agronomy Department awards/process for your Graduate Students**

**Nomination Call is sent from Agronomy Graduate Coordinator to Faculty members for the following:**

- Graduate School Ph.D. Graduate Assistantships (4 years of 100% tuition, 100% stipend)
- CALS Match Assistantships, as made available (50% tuition, 50% stipend)

**Nomination Calls are sent from Agronomy Awards Committee to Faculty members for the following:**

Award Name	Amount	Criteria and Nomination Packet	Deadline
<b>Paul Robin Harris Memorial Scholarship</b>	\$500 Award and Certificate 2 in Fall, 2 in Spring	High-quality research that reflects global environmental and agronomic concerns that were important to Rob Harris. Submit: 1.) Abstract of Research; 2.) Nomination letter from chair; <i>Optional:</i> Committee letters of support.	Dec 1 and June 1
<b>C.E. Dean Scholarship</b>	\$500 Award and Certificate in fall term, <i>based on</i>	Recognizes the outstanding graduate student in Agronomy, based on research creativity and originality, as well as overall contributions to the department and the profession. Submit: 1.) Abstract of Research; 2.) Nomination letter from chair <i>Optional:</i> Committee letters of support.	June 1

**The chart below are Scholarship Nominations for which the Department submits one nomination. The selection process involves the Agronomy Awards Committee.**

Scholarship Name	Award Amount	Deadline to Awards Committee	Committee's Deadline to submit Dept.	Criteria	Nomination Packet Contents
<b>CSSA "Mott Award"</b> Gerald O. Mott Meritorious Grad Student Scholarship in Crop Sciences	Dept. - Provides photo to CSA News magazine and nomination to compete at National level. CSA - \$2500 - \$5000 to attend National meeting	Dec 1	March	"Active" student in Spring prior to nomination; and Creativity in research as evidenced by: Recent publications Academic achievements Teaching contributions.	1.) Nomination letter from student's Chair 2.) Thesis or Dissertation 3.) Student's CV 4.) One or more support letters
<b>University Women's Club</b>	\$1,000 each to five UF Graduate Students, must be US citizens, men or women	May 1 Selects one	First week of May to organization	Completion of 1 year, scholastic excellence, character, and financial need.	1.) Letter/Nomination from UF Faculty 2.) Student's CV 3.) Student's essay
<b>Alec Courtelis Award</b> International Students (F-1 or J-1 VISA holders)	One \$3,000 Two \$1500	Aug 1 Selects one	Aug 15 to CALS	Outstanding academics, and exceptional contributions to Dept and CALS, UF and campus life, and community	1.) Student's CV to include contributions to UF and city community 2.) Nomination letter and two additional letters of rec

**Excellence for  
Graduate Research**  
(Best Dissertation and Best  
Thesis) via IFAS Dean for  
Research  
CALS majors only

Dept - provides Certificate;  
IFAS - one MS \$1000 and  
one PhD \$1500; plaques to  
winner & Chair

Dec 1

Jan 15 online  
upload to IFAS  
Research

Quality of thesis or disserta-  
tion presentations,  
Quality of research,  
*UF Editorial Final Clearance*

- 1.) Nomination letter
- 2.) Thesis or Dissertation
- 3.) Support materials (e.g.  
Statement by Chair, CV with  
list of publications

# FACULTY HELPS/QUALIFYING EXAM

**The Qualifying Exam is announced** to Agronomy Faculty and Graduate Students two weeks prior to the oral examination.

If the student passes the Qualifying or Final Exam, then the Academic Program Specialist will submit the completed forms on-line in GIMS and retain the hard-copy (per the Graduate School requirements).

The Academic Program Specialist will not submit forms on-line until ALL signatures are on the page. If members have participated from remote areas, the Academic Program Specialist can help collect signatures. Digital signatures are allowable. **ALL the signatures need to be acquired prior to the online submission.**

Once the student passes, he/she is allowed to change AGR 7979 Advanced Research to AGR 7980 Doctoral Research, and in subsequent terms register in AGR 7980. (Appropriate registration is encouraged because UF receives more money from the State of Florida when students are registered in AGR 7980. )

**If the student fails the Qualifying exam,** then the Supervisory Committee needs to discuss and make a choice about degree continuance, and convey that decision

when the Qualifying Examination paperwork is returned. Examples:

The student is still Ph.D. quality, chair should provide justification to Graduate Coordinator and a projected date of retaking the exam. If the student is a graduate assistant, the projected month and year to retake the second exam should be included in the letter of appointment as a "Special Condition" of this milestone completion.

The student is not Ph.D. quality but research is thesis quality or non-thesis project quality, and committee recommends an M.S. degree or different degree and major.

The student has failed in research and/or academics and the committee recommends cessation of Ph.D. degree pursuit in the Agronomy major. If the student is a graduate assistantship a second process is required for assistantship cessation and specific dates on when that is allowed apply. Contact Academic Program Specialist for dates and cessation paperwork/process.

Recommendation of cessation does not remove the student's ability to pursue a different major, funding, or degree at UF, but does imply any funding support will be changed. The exam paperwork should be marked the student "failed" and the signature page submitted as soon as possible to the Graduate Coordinator and/or Academic Program Assistant.

UF UNIVERSITY of FLORIDA		Candidacy Exam Submission Candidacy Exam Detail												
<i>This is not yet submitted to the Grad School.</i>														
UFID:	1234-5678	College: Agricultural and Life Sciences (AG) – (GRAGL)												
NAME:	Albert Alligator	Major: Agronomy (AY) – (AGY_PHD)												
Email:	albert@ufl.edu	Degree: Doctor of Philosophy (H)												
First Term:	Fall 2019	Concentration: None												
<p>This student is hereby certified as having met all requirements for admission to candidacy for the degree indicated. Approval for admission to candidacy must be based on: (a) the student's academic record; (b) satisfactory performance on written and oral qualifying exams; and (c) approval of his/her dissertation topic. Included among these requirements are the following:</p> <p><b>GPA: 3.63</b></p> <p>The above GPA reflects all classes taken after the student was admitted to Graduate School. It may reflect all levels of coursework (undergraduate and graduate). According to Graduate Council policy, "Unsatisfactory Scholarship" is defined as failure to maintain a 3.00 GPA in all work attempted.</p> <p>Based on the above GPA, is the student making satisfactory progress? <input checked="" type="checkbox"/> YES <input type="checkbox"/> No</p> <p>Qualifying Examination Result: <input checked="" type="checkbox"/> PASS <input type="checkbox"/> FAIL</p> <p>Qualifying Exam Date: June 7, 2019</p> <p>Dissertation Topic Approval Date: June 7, 2019</p> <p><b>Dissertation Title:</b></p> <p>It is up to the Academic Unit to determine if the current enrollment in Advanced Research (7979) should be changed to Dissertation Research (7980). If so, the Academic Unit must contact the Office of the University Registrar for assistance with current term enrollment adjustments. No retroactive changes will be processed.</p> <p>All of the following supervisor committee member or their designated substitutes must approve this form before it is submitted to the UF Graduate School.</p> <table border="1"> <thead> <tr> <th>Committee Member</th> <th>Approval Signature</th> </tr> </thead> <tbody> <tr> <td>Chair Jose Carlos Dubeux Agronomy Dept. 07400770</td> <td></td> </tr> <tr> <td>Member Nicolas DiLorenzo Animal Sciences Dept. 84479330</td> <td></td> </tr> <tr> <td>Member David Wright Agronomy Dept. 34675420</td> <td></td> </tr> <tr> <td>Member Lynn E. Sollenberger Agronomy Dept. 85039540</td> <td></td> </tr> <tr> <td>External Member Cheryl Mackowiak Soil and Water Sciences Dept. 88131497</td> <td></td> </tr> </tbody> </table>			Committee Member	Approval Signature	Chair Jose Carlos Dubeux Agronomy Dept. 07400770		Member Nicolas DiLorenzo Animal Sciences Dept. 84479330		Member David Wright Agronomy Dept. 34675420		Member Lynn E. Sollenberger Agronomy Dept. 85039540		External Member Cheryl Mackowiak Soil and Water Sciences Dept. 88131497	
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External Member Cheryl Mackowiak Soil and Water Sciences Dept. 88131497														
<p>The original printed version of this form with all dated signatures must be retained at the department level. Submit immediately following exam to 3105 MCCB or <a href="mailto:chight@ufl.edu">chight@ufl.edu</a>.</p>														


## Your student is ready to defend . . . Now what?

### Exit Seminar

Each student prior to the final exam delivers an Exit Seminar, for which a letter-grade is awarded at the term's end. It is customary for the Committee Chair to set-up and provide a zoom link for the Agronomy Community to see the exit seminar.

### Final Exam and Final Exam Form

Physical Presence is required of the Committee Chair and Student at a UF Facility; all other committee members may participate by media. A co-chair, if a member of the same academic unit as the chair, may substitute in a qualifying or final exam. If the student passes the examination, then the committee marks the paperwork accordingly. If the student does not pass, then indicate the result on the form and communicate with the Graduate Coordinator about whether the student will remain in the Graduate Program.


Final Exam Submission

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This is not yet submitted to Grad School.

UFID: 1234-5678 College: Agricultural and Life Sciences (AG) Major: Agronomy (AY) - (AGY\_PHD)

Name: **Alberta Alligator** Degree: Doctor of Philosophy (H) Concentration: None

Email: [alberta@ufl.edu](mailto:alberta@ufl.edu) First Term: Fall 2019

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**Final Exam Details**

To the Dean of the Graduate School: the aforementioned student has submitted a Dissertation in partial fulfillment of the requirements for the degree of Doctor of Philosophy in the College of Agricultural and Life Sciences (dissertation degree). Dissertation is entitled:

IMPLEMENTATION OF INTEGRATED MANAGEMENT PRACTICES TO MANAGE INFESTATIONS IN BAHIAGRASS PASTURES

This has been examined by all members of the candidate's supervisory committee and has been  Approved  Rejected

The Committee has examined the candidate on 05/28/2021 in accordance with the regulations governing the Final Examination and has adjudged his/her performance as

Satisfactory  Unsatisfactory

Exceptions or qualifications are noted as follows:

All of the following supervisory committee member or their designated substitutes must approve this form before it is submitted to the UF Graduate School.

Committee Member	Approval Signature
Chair, Agronomy Brent A. Sellers UFID 40299123	
Co-Chair, Agronomy Jason A. Ferrell UFID 11655723	
Member, Agronomy Stephen F. Enloe UFID 63635842	
Member, Agronomy Joao M. B. Vendramini UFID 50476230	
External Member, Animal Sciences Phillipe Moriel UFID 45538113	

The original, printed version of this form with all dated signatures must be retained at the department level.

Submit to 3105 MCCB or [chight@ufl.edu](mailto:chight@ufl.edu) immediately following signature collection.

Data from the completed form must be submitted electronically via Compass Solutions to the UF Graduate School. Refer to cover page for deadlines.

### Extenuating Circumstances and Substitutes at an Exam

If a committee member has extenuating circumstances that prevents participation in the exam, then there are multiple options to retain the examination date. The committee member may participate remotely - even by telephone. If a substitute is arranged, then the absent member is still responsible to read the thesis or dissertation and must sign all forms to include the Final Exam and ETD signature pages. The substitute will sign ONLY the Final Exam form, and sign next to the place where the absent member would sign. In other words, two signatures will be on that signature line.

A substitute must be UF Faculty and of the same academic unit as the committee member who will be absent. Every effort needs to be shown the student to fulfill completion of the exam commitment.

If the student has the extenuating circumstance, then immediately contact the Academic Program Specialist for guidance. There are multiple resources on campus to intervene and prevent current term fee liability or next-term registration. The process involves multiple departments, such as the Dean of Students, and usually extenuating circumstances involve a referral process that can take weeks to resolve.

## Publishing Agreement

The student may insert the publishing agreement via ONE.UF and the Department can perform this task for the student, if requested. As a convenience to the committee chair and student, the form is often provided with the signature pages to initiate the conversation of embargo choices. Embargo choices for release: Immediate; 6 Month; 1 Year; 2 Year; and Secret for 2 Years.

Students are given a caution prior to the exam to read the UMI Agreements in preparation for making a choice on the Publishing Agreement. Any embargo time the student selects in UMI is time added to that which he/she selects on the paperwork.

**UF UNIVERSITY of FLORIDA**  
Publishing Agreement Submission

Student may submit content of this form via ONE.UF, and if Department does on behalf of the student, then Department must retain the original. Department submission request must be made prior to first submission deadline, using this form, and delivered to MCCB 3105 or chight@ufl.edu for timely submission with GIMS to the UF Graduate School to satisfy the first submission deadline.

**Publishing Agreement Details**  
The student has certified that he/she has obtained written permission from the owner(s) of any copyrighted matter to be included in his/her electronic dissertation (hereinafter referred to as ETD), allowing distribution as specified. The student has further certified that he/she maintains copies of all such permissions in his/her files.  
The student retains ownership of the copyright of his/her ETD along with all rights associated with such ownership, including but not limited to, the right to use all or part of his/her ETD in future works (such as articles or books).  
The student has hereby granted to the Board of Trustees of the University of Florida (hereinafter referred to as UF) and its agents, principals, successors and assign the nonexclusive license to archive, preserve and grant access to his/her ETD. This nonexclusive license is bound by the conditions specified below, in all forms of media, now and hereafter. The student has also hereby granted permission to UF to display portions of his/her bibliographic information and the dissertation's abstract.  
The student also acknowledges if a restriction is not selected, or once said restriction is lifted, Google et al, will be able to harvest the ETD from the UF library catalog.

**Campus Restricted** means the ETD will be available to UF faculty, staff, or students or to anyone accessing the UF Library Catalog from a UF IP address.  
**Secret** means the only information appearing in the UF Library Catalog is the student's name, Committee Chair's name, the department, and the date of degree award.  
**Fully released** means the ETD and bibliographic information is accessible to anyone worldwide with internet access. Choices marked here must match choices entered in the Editorial Document Management (EDM) system. Beginning on the date the student's degree is awarded by UF, the student grants access to his/her ETD subject to the following limitations:

- 6-month campus restriction, then immediate release:** ETD will be posted to the UF library catalog, and the content will be fully released.
- 1-year campus restriction, then immediate release:** ETD will be available to UF faculty, staff, or students, or anyone accessing the UF library catalog on a UF IP address during the restriction period. After the restriction period has expired, all content will be fully released.
- 2-year campus restriction, then immediate release:** ETD will be available to UF faculty, staff, or students, or anyone accessing the UF library catalog on a UF IP address during the restriction period. After the restriction period has expired, all content will be fully released.
- Secret for 2 years (generally for patent or proprietary purposes), then immediate release:** The only information appearing in the UF library catalog is the student's name, the Committee Chair's name, the department, and the date of degree award during the restriction period. After this period has expired, all content will be fully released.

The undersigned have agreed that this UF Thesis/Dissertation Publishing Agreement updates any and all previous statements submitted heretofore.

College: Agricultural and Life Sciences (AG) Major: Agronomy (AY) Minor: Soil and Water Sciences (SLS)

## ETD Signature Page

**UF UNIVERSITY of FLORIDA** Electronic Thesis and Dissertation Signature Page Submission

This is not yet submitted to Grad School.

UFID: [blank] College: Agricultural and Life Sciences (AG)  
Name: [blank] Major: Agronomy (AY)  
Email: [blank] Degree: Doctor of Philosophy (H)  
First Term: Fall 2015 Concentration: No concentration

**ETD Signature Statement**  
I, [blank], have submitted a Dissertation entitled: [blank]

This document has been reviewed and accepted by the student's supervisory committee.  
All of the following supervisory committee member or their designated substitutes must approve this form before it is submitted to the UF Graduate School.

Committee Member	Approval Signature
Chair MULVANEY, MICHAEL J (17818510) Agronomy	[Signature]
Co-Chair ERICKSON, JOHN E (52705310) Agronomy	[Signature]
Member ROWLAND, DIANE L (08985449) Agronomy	[Signature]
External WOOD, CHARLES WESLEY (94341989) Soil and Water Sciences	[Signature]
Member LEON-GONZALEZ, RAMON G (49860993) Agronomy	[Signature]

The original, printed version of this form with all dated signatures must be retained at the department level. Data from the completed form must be submitted electronically via GIMS to the UF Graduate School.

The ETD page will be sent via DocuSign to the Committee by the Department's Academic Program Specialist. All Committee Members sign the ETD Signature Page if/when the thesis/dissertation meets the satisfaction of the committee. If it needs significant revisions, then the committee chair is encouraged to withhold his/her signature until the revisions meet the satisfaction of the committee. The other committee members may choose to sign or not sign at the final exam.

## Graduate School Deadlines

Deadlines set by the UF Graduate School are "hard deadlines" and cannot be addressed via the petition process, even if there are extenuating circumstances. If all regular deadlines are met, with exception of ETD page, then the student might qualify for Clear Prior, if the committee is agreeable to it. (The consequence to the Chair is that he/she works during the UF Holiday period to assist the student with changes to the document! Final Clearance must be obtained prior to first day of class of the new term. Pursuit of Clear Prior does not guarantee UF Editorial will grant it.)



# FACULTY HELPS/INSTRUCTOR RESOURCES

**Study Abroad Scholarships:** <http://cals.ufl.edu/global-gators/study-abroad-scholarships.php>

**Graduate School Doctoral Dissertation Award:** Covers AGR 7980 tuition for min registration to complete Ph.D.

**UF Scholarships:** <http://www.sfa.ufl.edu/types-of-aid/scholarships/>

**Graduate School Funding resources:** <http://www.graduateschool.ufl.edu/prospective-students/funding/>

**UFIC International Student Scholarships:** <http://www.ufic.ufl.edu/ISS/FinancialResources.html>

**UFIC's LAC Scholarship** - <https://internationalcenter.ufl.edu/latin-american-caribbean-lac-scholarship>

## SUPPORT

<b>FERPA</b>	Register via MY UFL - My Training
<b>UF Help Desk</b>	Canvas training and course creation, Media Site recording of lectures
<b>CALS</b>	<a href="https://cals.ufl.edu/faculty-staff/teaching-support/trc/trc-events/">https://cals.ufl.edu/faculty-staff/teaching-support/trc/trc-events/</a>
<b>College of LS</b>	Teaching Enhancement Symposium - annually each August ; Spring retreat <a href="https://teachingcenter.ufl.edu/ta-development/workshops-for-teaching-assistants/">https://teachingcenter.ufl.edu/ta-development/workshops-for-teaching-assistants/</a>

## Course Scheduling

**Contact Academic Program Specialist for course set-up**

*Deadlines to initiate Room Requests and Off-book designation*

November for following Fall

December for following Summer

June for following Spring

## Classroom Views

<https://at.ufl.edu/service-teams/classrooms/pictures-and-information/>

**Requesting CALS-owned rooms: MCCB 3096, MCCB 3108 or MCCB 3082 Computer Lab**

Check availability first. <https://uflorida.sharepoint.com/sites/ifas/cals/Lists/3096%20Classroom/calendar.aspx> If available then, make the request at <https://cals.ufl.edu/current-students/studentresources/computer-lab/>

**Requesting G001** (CALS-owned room)

Send an email to Glen Graham [ggraham@ufl.edu](mailto:ggraham@ufl.edu)

## Textbook Adoptions

<http://www.textadoption.ufl.edu/>

CALS Dean requests insertion prior to student's view of SOC. State laws mandate insertion 30 days prior to first day of class.

## Course Teacher Evaluations

Opens the last 2 weeks of class and closes reading day  
"Close" date should be prior to a final exam.  
Department sets-up actual dates, messages, etc.

## Grades

MY UFL - My Class Role, Grade My Sections

Change of Grade via hardcopy form - acquire from Academic Program

Specialist

## Material and Supply Fees (M&S)

**Oct - Jan**

**changes accepted for Summer and Fall**

**May - June**

**changes accepted for Spring**

*Of funds collected, 80% must be spend in the term. Fee associated with the course is matched to the course until a change is inserted. Instructor modifies the fee as needed. M&S Fee might be seed, scantrons, or gasoline and van rental for field trips.*

## Distance Learning Fees

*Web-delivered courses*

**Jan - May 15**

**changes accepted for Fall**

**Jan - Feb 15**

**changes accepted for Summer**

**Aug - Oct 15**

**changes accepted for Spring**

*DL Fees are term-specific, and must be inserted each time the course is offered. Default categories are:*

Course Production Cost	IT Support Costs/other	Online Proctoring
Course Production Staff-Payroll	IT Support Payroll Costs	Other
Graduate/Teaching Assistants	OPS	Software (Types, licenses, etc.)

TA Fee Waivers Approval Process: <http://tnt.aa.ufl.edu/approval-process--distance-learning-fees.aspx>



# General Consent and Release

*Complete this form and submit to  
Agronomy's main office.*



I agree that the University of Florida Board of Trustees (the "University") may record my participation, appearance, likeness, and voice or any digital, analogue, or other device or storage medium, including DVD, CD, video tape, audio tape, or photograph (the "Materials"). I hereby unconditionally and irrevocable consent to the University's use of the Materials for any legal purpose.

I waive any right to be paid for use of the Materials, or to object to the use of the Materials for any purpose, including publishing, printing, displaying, exhibiting, distributing, or otherwise publicity using the Materials. The University may edit, crop, retouch, or otherwise alter the Materials to reveal my name and identity in the Materials or do so by descriptive text or commentary. All intellectual property rights that are associated with the Materials are the sole property of the University.

I have read and I understand this General Consent and Release. I am eighteen years of age or older.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

The University of Florida's IFAS Agronomy Department uses photographs and digital recordings in classrooms to promote our Graduate and Undergraduate programs, as well as our research mission. Thank you for indicating consent for the Agronomy Department to use your image. Your consent might include a photo accompanying an announcement of an award or examination distributed by email, our website, and/or social media, slide shows for recruiting purposes, and/or digital recordings in UF Classrooms for rebroadcast in CANVAS.

**Complete this form and submit to Agronomy's main office  
McCarty Hall B room 3105.**



# Emergency Medical Contact Information

## UF/IFAS Agronomy

UF/IFAS Agronomy request the following information that will enable us to contact appropriate persons in the event that you are incapacitated. Should a medical emergency situation arise during your graduate program, providing this information allows us to respond very quickly to contact someone you would want to know about your emergency situation. This is entirely voluntary, and doing so is strongly encouraged due to the field work and equipment you might be using. This information will be kept strictly confidential, and referenced in the unlikely event of a medical emergency requiring contact with the person(s) you have identified.

Printed Name: \_\_\_\_\_

UFID: \_\_\_\_\_ Date: \_\_\_\_\_

Your Personal Contact Information:

Cell Number: \_\_\_\_\_ Other Number: \_\_\_\_\_

### **Emergency Medical Contacts:**

Name: \_\_\_\_\_

Location: (city/country) \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Numbers: Cell \_\_\_\_\_ Other: \_\_\_\_\_

Name: \_\_\_\_\_

Location: (city/country) \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Numbers: Cell \_\_\_\_\_ Other: \_\_\_\_\_

By signing this document, I agree to allow a representative from Agronomy to share details of my emergency situation with the person(s) named above.

Signature/Date \_\_\_\_\_

*Return completed form to 3105 McCarty Hall Academic Program Specialist*