

GRADUATE PROGRAM IN VETERINARY MEDICAL SCIENCES: COMPARATIVE DIAGNOSTIC POPULATION MEDICINE

INTRODUCTION

The purpose of this guideline is to provide graduate students and faculty with a written policy guide for the Department of Comparative Diagnostic and Population Medicine (Comparative Diagnostic Population Medicine) at the University of Florida College of Veterinary Medicine. The student should consult the Graduate Catalog (<https://gradcatalog.ufl.edu/graduate/>) and the College of Veterinary Medicine Graduate Handbook (<https://research.vetmed.ufl.edu/wordpress/files/2021/08/HANDBOOK-PHD-rev-07.15.2021.pdf>) as well as this handbook.

Department Description

The Department of Comparative, Diagnostic, and Population Medicine offers a graduate program of study in Veterinary Medical Sciences (VMS) leading to the degrees of Master of Science (MS) and Doctor of Philosophy (PhD). This encompasses all related disciplines in the area of veterinary medical sciences and allied with the mission of CDPM. The department's mission is to foster collaboration, innovation, integration, and diversity in instruction, research, and service for the advancement of human and animal health. The faculty contribute to the broad mission of the department through a combination of clinical service, diagnostic medicine, clinical and basic science, and professional and graduate teaching. The department is home to services that operate across multiple species and disciplines, spanning diagnostic, comparative, conservation, and one health medicine. Diversity among faculty is central to the departmental mission, with advancements in instruction, research, and service all enhanced by a multi-disciplinary approach. Services housed within the department include both clinical and diagnostic disciplines. The choice of specific areas of concentration by graduate students is influenced by the educational and career goals of the applicant, available positions and graduate faculty. The objective of this program is to provide training in research and teaching necessary for the graduate student to be successful in academic and/or clinical veterinary medicine and health sciences.

Name	Title	email	Office	Phone
Heather Walden	Graduate Coordinator	hdstockdale@ufl.edu	V2-155	294-4125
Subhashinie Kariyawasam	Department Chair	skariyawasam@ufl.edu	V2-117C	294-8794
Summer Pridgen	Senior Administrator	spridgen1@ufl.edu	V2-117B	294-8795
Kyle Larson	Academic Assistant	klarson32907@ufl.edu	V2-117A	294-8793
Sable Williams	Fiscal Assistant	sablewilliams@ufl.edu	V2-117	294-8792

ADMISSIONS

Requirements for Admission to the College of Veterinary Medicine Graduate Program¹

All of the following requirements must be met in order to qualify for admission into the PhD program in the CVM:

1. Availability of space, resources and faculty expertise
2. An earned Bachelor's degree or equivalent
3. An upper division undergraduate GPA of 3.2 or the equivalent
4. Three appropriate letters of recommendation
5. Non-U.S. citizens whose native language is not English must submit a score of at 80 on the internet TOEFL (Test of English as a Foreign Language). If the applicant has been a registered student at a U.S. school for over a year, the TOEFL is not required.

¹Prior to applying to the University of Florida, prospective graduate students should become familiar with the department website (<https://cdpm.vetmed.ufl.edu/>) to identify a discipline of interest and possible mentors. Interested students should reach out to potential research mentor(s) and the Graduate Coordinator (Table 1) before applying.

Exceptions

Exceptions to these admission requirements will be considered if the prospective Major Professor submits a written petition to the CVM Associate Dean for Research & Graduate Studies through the Departmental Graduate Coordinator. International students whose scores on the TOEFL do not satisfy minimum requirements (below 550 on the paper-based test, 213 on the computer-based test or 80 on the internet-based TOEFL, a score of 6 on the IELTS test or a score of 77 on the MELAB test). The result of the test will determine whether it is necessary for the student to enroll in the writing course ENS4449 or ENS4450. These language courses do not count toward a graduate degree nor do they count towards the required credits of registration towards a graduate assistantship. The University of Florida has a unique English Language institute for full-time F1 students (<https://eli.ufl.edu/>).

Types of Admission

There are two types of admission to the University of Florida College Of Veterinary Medicine.

The first type of admission is called **direct admission**. A student may be granted direct admission when he/she satisfies both the graduate school and departmental minimum admission requirements and who has demonstrated in his/her previous coursework, a sufficient background and ability to successfully pursue graduate study.

Students who are not eligible for direct admission may be granted **conditional admission only by the approval of the UF Graduate School**. Conditional admission may be used for those students who do not satisfy the minimum GPA or test score requirement or for those students whose GPA or TOEFL scores are on the borderline of acceptability, or because specific prerequisite courses are required. Students admitted conditionally are automatically "on probation" for the given time period defined in the conditions. Students granted conditional admission will be notified of the conditions under which they have been admitted. If the conditions under which a student has been admitted are not satisfied in the time frame given, that student will not be eligible to register further.

GRADUATE FINANCIAL SUPPORT

Assistantships

Availability - A limited number of teaching and research assistantships are available for graduate study. Normally, applications are considered in the Spring for appointment beginning the following July or August, but assistantships may become available at other times. Selection is based on GPA, letters of recommendation, CVM program needs, available space and faculty time. Assistantships are funded from 1) state and federal money provided to the CVM to support the teaching and research programs of the college, and 2) grants and contracts administered by CVM faculty members. More information on assistantships is available from CVM Office for Research and Graduate Studies.

Tuition Payments - The College of Veterinary Medicine receives a limited number of tuition payments for Florida and non-Florida residents. These tuition payments are a benefit offered to those graduate students who will be employed as Graduate Assistants and who meet certain criteria. These include:

1. the student must be currently admitted to a Graduate Program;
2. the student must have a GPA of 3.0 or above;
3. the student must be employed as a Graduate Assistant for a minimum of 0.5 FTE;

4. the student must be employed from the first day of classes through the last day of final exams for any individual semester;
5. the student must be registered for the correct number of hours required for the appointment as determined by the FTE.

Tuition payments are processed "on-line" throughout the semester. It is the responsibility of the student to verify that their Letter of Appointment has been entered into the computer by their employing department prior to fee payment deadline. Tuition payments only apply to the minimum hours required for the appointment. Please be sure that the appointment dates on the Letter of Appointment cover the whole semester. Also, be sure that you are registered correctly for your appointment and have no flags on your record. If the Letter of Appointment is not entered into the computer by fee payment deadline the student will be assessed a \$100 late payment fee.

Responsibilities - Each credit hour is comprised of two parts; a matriculation fee and various service fees. The tuition payment pays the matriculation portion of each credit hour of the appointment up to minimum as determined by the FTE. *The service fees for each credit hour are never paid by the tuition payment and must be paid by the student. Please note that if a student's fees are not paid in full by the deferred payment deadline that he/she will be assessed a \$100.00 late payment fee* by Student Financial Services. The student may also be assessed a late payment fee if the initial tuition payment is processed after the regular tuition payment processing period. **Any hours that the student registers for over the minimum required for the appointment must be paid for in full (matriculation and service fees) by the student.**

Students holding graduate assistantships do not accrue vacation time. Graduate assistants are considered UF employees and follow the work/vacation schedule of other UF employees. Arrangements must be made with the Major Professor before leaving campus for an extended period of time. Each graduate assistant may take up to 5 days of sick leave each semester.

Registration for graduate courses at the CVM is "on-line" on UF's web site for student functions, <https://one.ufl.edu/> during regularly scheduled periods of advance registration and regular registration. On-Line registration may also be completed at the Office of Research and Graduate Studies. Please note it is a CVM rule that you must bring your completed Graduate Course Listing Form signed by both their Major Professor and their Graduate Coordinator to the Office of Research and Graduate Studies regardless of which system with which you register. **Please note that if a student has not registered for anything by the end of regular registration that he/she may be assessed a \$100.00 late registration charge by Student Financial Services.** Drop/Add procedures are also "on line" for any regular drop/add periods. Students will be held fee liable for any courses that are dropped or added after the deadline even if the drop/add is for the same number of credits.

Fellowships

Several fellowships are available to graduate students. A listing of multiple funding opportunities for graduate students may be found in the following document: http://www.research.ufl.edu/research-program-development/research_program_development_docs/Funding_Opportunities_for_Graduate_Students.pdf

Other Financial Aid

The CVM offers additional funding other than assistantships. At the annual CVM Phi Zeta Research Celebration Event, the CVM recognizes several graduate students upon recommendations of an ad hoc committee of graduate faculty. These include the Charles F. Simpson Memorial Scholarship (\$1,000), the CVM Excellence in Doctoral Studies Award (\$750), the CVM Excellence in Masters Studies Award (\$750), the CVM

Excellence in Clinical Science Research Award (\$750), and the CVM Excellence in Basic Science Research Award (\$750).

Graduate Student Loan Fund

Also, an interest-free graduate student loan fund is available to those CVM graduate students who experience a delay while their payroll paperwork is being processed. A loan check may usually be obtained the same day that it is requested. More information on either of these may be obtained at the Office of Research and Graduate Studies.

University of Florida graduate assistants are represented by Graduate Assistants United, the union representing all graduate students on all campuses in the State of Florida (<https://www.ufgau.org/>). Graduate Assistants may become members of Graduate Assistants United. Obligations of both the student and the faculty supervisor are described in the Collective Bargaining Agreement Booklet. A copy may be found in the Office of Research and Graduate Studies or at the Office of the Graduate Assistants United at 109 Peabody Hall, telephone 392-0274.

ATTAINMENT OF DOCTOR OF PHILOSOPHY IN CDPM

PhD Supervisory Committee

The PhD supervisory committee is an essential part of graduate education and assemblage of this committee shall be the first order of business for the graduate student and mentor during the first semester. This committee is to be appointed as soon as possible and in general no later than before the end of the first semester of equivalent full-time study. Irrespective of degree, each graduate student has a Major Professor who is the chairperson of the Supervisory Committee.

The Supervisory Committee is recommended by the Major Professor, in consultation with the student, and is approved by the Department Graduate Coordinator, the Associate Dean for Research & Graduate Studies and the Dean of the Graduate School. The Supervisory committee is to inform the student of all regulations and academic expectations governing the degree sought and to develop the program of study in consultation with the student. *This does not absolve the student from becoming informed of these regulations.* The committee shall meet immediately after appointment to review the background preparation and current progress of the student and to discuss and approve a program of study. Meetings specifically should focus on the dissertation topic and development of written plans for carrying out the research.

The Supervisory Committee should meet at least once a semester (Fall/Spring) to monitor the student's progress. Such meeting(s) can be called by either the student, Chair of the Supervisory Committee, or other members, as deemed necessary. A short synopsis of minutes shall be included in a Bi-Annual Progress Report form, sent to all members of the graduate committee for signatures and sent to the Office of RGS and the Graduate Coordinator.

The student must notify the Office of Research and Graduate Studies of the Supervisory Committee once its members are decided. Should the makeup of the Supervisory Committee change the student's record in GIMS should be updated accordingly. The Supervisory Committee for the PhD degree shall consist of no fewer than four members of the graduate faculty including the chair. The Chair must have an appointment in CDPM, Comparative Diagnostic Population Medicine, as so stated on page 26 of the Graduate Student Handbook 2021-2022 (<http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf>):

- A chair (who must have graduate faculty status in your degree program's home unit).
- A co-chair or member (who must have graduate faculty status in your degree program's home unit).
- A member (who must have graduate faculty status in any UF unit).

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- An external (who must have graduate faculty status in any UF unit except for your own degree program's home unit).

If you are pursuing a minor, one of the members on your supervisory committee must have graduate faculty status in that minor's home unit. If you are pursuing more than one minor, you must have a graduate faculty member from each minor's home unit on your supervisory committee.

Individuals from other institutions, government or industry may serve as what's called a "special member." A "*special member*" **does not count towards the 4 UF faculty requirement for a Supervisory Committee**. The student must notify the Office of Research and Graduate Studies of the Supervisory Committee once its members are decided so that the Committee may be entered into the online GIMS (Graduate Information Management) system.

IT IS REQUIRED THAT A SUPERVISORY COMMITTEE MUST BE ENTERED INTO THE GIMS SYSTEM NO LATER THAN THE END OF THE 2ND TERM OF REGISTRATION.

Supervisory Committees may be updated up until the halfway point of the final term of registration. In all instances, the student must send an "Appointment of Supervisory Committee Form" with the appropriate signatures to the Graduate School.

The PhD Curricula

Minimum Degree Credit Hours - A minimum of 90 semester credit hours is required for the PhD degree. Specific coursework is at the discretion of the Supervisory Committee within the following broad guidelines and requirements.

* A portion of the 90 degree credits may be transferred from a Master's or other graduate or post-baccalaureate program (see below).

* A maximum of 5 credit hours in each of Supervised Teaching (VME 6940) and Supervised Research (VME 6910) may count towards degree credit.

Transfer of Credit - Thirty (30) credit hours may be transferred from a Master's Degree in a related field of study or from a DVM from a U.S. accredited school to the student's current PhD. program. Transfer of credit courses must be approved by the student's Supervisory Committee, the Departmental Graduate Coordinator, the CVM Associate Dean for Research and Graduate Studies, and approved by the Dean of the Graduate School. Official transcripts from all relevant universities must be submitted for this request.

Research Credits - Prior to completion of the Qualifying Exam (see Section B), a student may register for Advanced Research (VME 7979). After admission to candidacy (after successful completion of the Qualifying Exam), the student may register for Doctoral Research (VME 7980). You may not register for VME 7979 after admission to candidacy.

Period of Concentrated Study - Each PhD. study must fulfill a period of concentrated study. This begins after the first 30 credits of degree credits are accumulated. This may be accomplished by [1] registering for 30 semester hours in one calendar year, or [2] registering for 32 semester hours in no more than four semesters within a period of two calendar years on the University of Florida campus.

Unsatisfactory Performance in Coursework - Students who do not maintain a 3.0 average in all work will be subject to exclusion from further registration as a graduate student. For students on assistantships, the Graduate School automatically disallows assistantship appointment, and thus, tuition payments in the following semester when the cumulative GPA drops below 3.0. If you think that your cumulative GPA has fallen below 3.0, do not wait until registration for the next semester. You should consult with your Major Professor and the Graduate

Coordinator. If you receive an incomplete or an "I" grade you are allowed one term to make it up without penalty. After one term, an "I" grade counts as an "E" grade and will be counted in the calculation of your cumulative GPA.

In order to obtain a PhD degree, you must complete several types of requirements:

1. Coursework requirements – The PhD Curricula
2. Documentation of Progress, Professional Development
3. Examinations: Preliminary Examination and Dissertation Defense

These requirements are detailed below, and the PhD. degree is awarded only after satisfactory completion of all of these requirements. Whereas the Graduate School sets the minimum requirements and provides overall coordination, the responsibilities for setting detailed requirements and managing detailed operations of graduate programs are vested within the CVM.

This is quite important to the student because it means there are two sets of requirements that the student must meet to graduate. You must satisfy both the Graduate School and CVM requirements in order to obtain your graduate degree.

Coursework -

A listing of Graduate Courses offered at the CVM can be accessed here:

<https://research.vetmed.ufl.edu/studies/courses/>. Note there are “In Residence Courses - <https://research.vetmed.ufl.edu/studies/courses/in-residence-courses/> as well as online courses. All online courses that are part of Distances Education at the University of Florida are not cover by tuition waivers or fellowships. These courses must be paid out of pocket by the graduate student. Also, it is extremely important to confirm that a Distance education course can be used for degree credit.

Starting Fall 2020, all new CVM PhD students must fulfill the following minimum requirements for successful completion of their degree (in addition to any others required by departmental programs or specialty tracks):
Courses (14 credits)

Department/College Weekly Seminar: 6 credits; 2 per year

Any VME 6930s or equivalent

Research Ethics: 1 credit

VME 6767 Issues in Responsible Conduct of Research

GMS 7877 Responsible Conduct in Biomedical Research—or equivalent*

Statistics: 3 credits

STA 6166 Statistical Methods in Research—or equivalent*

Biochemistry/Molecular Biology: 3 credits

BCH 5413 Mamm Mol Biol & Genetics

BCH 6415 Adv Mol & Cell Biol—or equivalent*

Strong training in Biochemistry is advised for completion of coursework toward a PhD since biochemistry provides the basis for laboratory based sciences using chemical and molecular techniques to solve biological problems. Fulfillment of this requirement must be at the graduate level.

Nonetheless Comparative Diagnostic Population Medicine is highly interdisciplinary with many clinically oriented programs. Equivalent courses would include graduate level courses in Physiology, Metabolism, or Pathogenesis offered through the University of Florida. However, most of these courses require graduate level Biochemistry.

Grant Writing | GMS 6096 Intro NIH Grant Writing Biom Sci, ALS6046—or equivalent (1 credit).

****ALL equivalent courses that deviate from the College level requirements (even Departmentally recognized courses) must be approved by the student supervisory committee, the Department Graduate Coordinator, and the Associate Dean for Research & Graduate Studies. Request for review by the Coordinator and Associate Dean should be made in writing by email. Sara Rubenstein should be included in all communication.***

Documentation of Progress, Professional Development

1. Individual Development Plan (IDP)

All PhD students are required to create and update an IDP on an annual basis, in consultation with their advisors; <http://graduateschool.ufl.edu/faculty--staff/resources/individual-development-plan-idp-policy/>. The IDP is intended to be a working document, to guide new and continuing PhD students in identifying, pursuing, and meeting their professional and personal goals.

2. Program of Study Plan: Appendix A

The PhD student and mentor should select and convene a meeting with the graduate committee in the first semester. An academic evaluation is conducted by the Supervisory Committee following the first semester of enrollment for the purpose of a program development for each graduate student. This evaluation results in a PROPOSED SCHEDULE OF COURSES which shall be submitted to the Graduate Coordinator and the Associate Dean for Research and Graduate Studies for approval prior to the end of the first semester in which the Supervisory Committee is formed. Part-time students may be granted an extension.

3. Bi-Annual Evaluation: Appendix B

The College of Veterinary Medicine requires evaluation of graduate student progress twice per year. This requires evaluation of the full committee which is thus accomplished by convening two meetings per year. The form must be signed by all members of the committee. Completed forms must be sent to the Office of Graduate and Research studies as well as the Departmental Graduate coordinator.

Examinations: Preliminary Examination and Dissertation Defense

PHD PRELIMINARY EXAMINATION AND ADMISSION TO CANDIDACY - A graduate student does not become an actual candidate for the PhD. degree until granted formal admission to candidacy. Such admission requires the approval of the student's Supervisory Committee, the Department Chairperson or Department Graduate Coordinator, the Associate Dean for Research & Graduate Studies, and the Dean of the Graduate School. The approval is based on (1) the academic record of the student, (2) the opinion of the supervisory committee concerning overall fitness for candidacy, (3) an approved dissertation topic and (4) a qualifying exam. Application for admission to candidacy should be made as soon as the qualifying examination has been passed and a dissertation topic has been approved by the student's supervisory committee. Please note the following are expectations set forth by the Graduate Faculty of Comparative Diagnostic Population Medicine via formal vote.

1. All PhD students must write a grant in an extramural format by the end of the third semester of study. The Supervisory Committee will administer both the oral and written portions of the Qualifying Examination generally during or after the second year of graduate study based on the proposed experiments in the grant.

2. The recommended format of the written portion of this examination is a series of written questions, open or closed book, which cover the subject matter with which the Supervisory Committee feels the student should be familiar and should focus on the scientific expertise required in fulfillment of the proposed research.
3. The oral portion of the examination may focus on more specific aspects of the proposed research project, but the candidate will be expected to orally defend the experiments based on the scientific knowledge obtained thus far.
4. The outside member is expected to confirm that the guidelines of the graduate school are followed in each committee meeting, oral examination, and dissertation examination.
5. The Graduate Coordinator, Graduate committee member or a designated representative, should be present at all oral exam presentations. All College Faculty will be invited to attend the oral examination, and should be so notified at least two weeks (10 working days) before this examination.
6. The grant, in its final narrative, shall be made available 10 working days to the faculty of the College.
7. Before the oral examination, the candidate will provide a presentation open to all members of the College and notification of this event must occur 10 working days before the event.
8. After the oral presentation, only graduate faculty can attend the test portion of the examination; all of the supervisory committee must be present.
9. Upon successful completion of the qualifying examination, the Chair of the Supervisory Committee must send an "Admission to Candidacy Form" with appropriate signatures to the Graduate School. The final vote for successful completion will consist of the Supervisory Committee. No PhD student may attend the oral examination and after presentation, no faculty member will be allowed to ask a "test question" while in the presence of the general audience. These rules will be explained at the beginning of the presentation.

DISSERTATION AND FINAL DEFENSE- An approved dissertation is a requirement of the PhD. degree. The PhD. Dissertation is a comprehensive report on the results of the research. The PhD. dissertation must 1) show independent investigation and 2) be acceptable in both form and content to both the Supervisory Committee and to the Graduate School. The Chair of a student's Supervisory Committee must sign the Transmittal Form which is input into the GIMS (Graduate Information Management System) before the first submission of the dissertation will be accepted by the Graduate School's Editorial Office. The Transmittal Form indicates that the dissertation is ready for review by the Graduate School. The Supervisory Committee must approve the final version of the PhD. dissertation in order for the degree to be awarded. Both the first and final submission must be submitted before the deadlines posted for the term. For this reason, the student should make sure that the Supervisory Committee is kept abreast of research direction, progress and results. The Graduate Student Bi-Annual Evaluation should be completed at each committee meeting and turned in to the Office of Research and Graduate Studies. (For more details on dissertation requirements refer to the Graduate Catalog). The student should consult the Graduate School's web site for formatting instructions. Assistance in preparation of the dissertation according to Graduate School format standard is available from the UF Editorial Office online. Please note that it is the student's responsibility to meet all submission deadlines as published each term by the Graduate School.

The members of the Supervisory Committee must have an opportunity to review the dissertation in advance of the exam so that they may advise the student of any needed revision before the final exam. A final copy should be made available to the members of the Supervisory Committee 10 days prior to the scheduled date of the final exam. After a successful final exam, revisions which may be suggested by the Supervisory Committee are made and signatures obtained on the signature page of the revised dissertation called the ETD (Electronic Thesis or Dissertation) Signature Page. When the final version of the PhD. dissertation has been approved by all members of the Supervisory Committee, it should be delivered electronically to the Graduate School. The ETD Signature Page must then be input into GIMS by the final submission deadline.

For the final defenses, graduate students in Comparative Diagnostic Population Medicine will give a public seminar to College. Notice of this presentation shall given the Office of Research and Graduate studies no less than 10 days before the defense. A copy of the dissertation shall be made available to faculty in the Department office at that time. Immediately following the public presentation an oral test will be given to the student. All members of the committee must be present. Faculty not on the committee can also partake and ask questions. No testing can proceed in the presence of other graduate students.

Application for Degree - Students must apply for their degree each semester that they expect to graduate. Deadline dates for degree application may be found in that year's graduate catalog.

Registration During the Final Semester - Students must be registered for the minimum number of credits during the semester of the final examination and graduation unless all requirements for graduation have been met before the beginning of the semester. In general, this means registering for 3 credit hours of VME 7980 if Fall or Spring is the last semester and 2 credits of VME 7980 if Summer A or B is the last semester.

ATTAINMENT OF A MASTERS OF SCIENCE CURRICULUM

Overview - Whereas the Graduate School sets minimum requirements and provides overall coordination, the responsibilities for setting detailed requirements and managing detailed operations of graduate programs are vested within the CVM. This is quite important to the student because it means there are two sets of requirements that the student must meet to graduate. You must satisfy both the Graduate School and CVM requirements in order to obtain your graduate degree.

In order to obtain a MS degree, you must complete several types of requirements: 1) coursework requirements, 2) examinations, and 3) completion of a MS thesis. These requirements are detailed below, and the MS is awarded only after satisfactory completion of all of these requirements.

Minimum Degree Credit Hours - A minimum of 30 semester credit hours is required for the MS degree. At least half the required credits, exclusive of Master's Research 6971, must be in the field of study designated the major. Thus, 12 credits in the major are required. These include all courses with the VME prefix and the additional courses as noted in the Graduate Catalog for Veterinary Medical Sciences that may be accepted for graduate credit as part of a candidate's major. A student will not be allowed to graduate taking only pass-fail courses. Students are required to enroll in courses in the major that are letter graded. Information on registration may be found at: <https://handbook.ufl.edu/students/registering/> Registration may be accomplished at: <https://one.ufl.edu/>

Transfer of Credits –

A maximum of 6 credits of Masters' Thesis (VME 6971) may be counted towards the minimum of 30 Degree Credits, although more than this may be accumulated by the student. Three hours out of the six must be taken during a student's final term of enrollment.

No more than 9 credits of graduate or DVM work may be transferred in to a UF Master's degree. The Transfer of credit courses must be approved by the student's Supervisory Committee, and endorsed by the Graduate Coordinator and the CVM Associate Dean for Research & Graduate Studies, and approved by the Dean of the Graduate School. Transfer of credit must be accomplished by asking the staff member in the Office of Research and Graduate Studies to input the transfer of graduate courses into the student's record in GIMS (Graduate Information Management System).

Unsatisfactory Performance in Coursework - Students who do not maintain a 3.0 average in all work will be subject to exclusion from further registration as a graduate student. For students on assistantships, the Graduate School automatically disallows assistantship appointment, and thus, tuition payments in the following semester when the cumulative GPA drops below 3.0. If you think that your cumulative GPA has fallen below 3.0, do not wait until registration for the next semester. You should consult with your Major Professor and the Graduate Coordinator. If you receive an Incomplete or an "I" grade you are allowed one term to make it up without penalty. After one term, an "I" grade counts as an "E" grade and will be counted in the calculation of your cumulative GPA.

Coursework

A detailed plan for the MS thesis research project should be presented to the Supervisory Committee at the end of the first semester of enrollment.

The approved thesis proposal should be filed with the Departmental Graduate Coordinator.

Starting Fall 2020, all new CVM MSc students must fulfill the following minimum requirements for successful completion of their degree (in addition to any others required by departmental programs or specialty tracks):

Courses (7-8 credits)

Department/College Weekly Seminar | VME 6930s—or equivalent* (1 credit);

Statistics | STA 6166 Statistical Methods in Research—or equivalent* (3 credits);

Biochemistry/Molecular Biology | BCH 5413 Mamm Mol Biol & Genetics; BCH 6415 Advanced Molecular & Cell Biology—or equivalent* (3 credits).

Starting Fall 2022, all new CVM MSc students must receive education and training in

Responsible Conduct of Research. MS VMS In-Residence students can take VME 6767 Issues in Responsible Conduct of Research (1 credit), GMS 7877 Responsible Conduct in Biomedical Research (1 credit), PHC 7427 Ethics in Population Science (2 credits). Other RCR courses approved by CVM Graduate Studies Committee can apply. MS VMS Distance Education (thesis) students can take Collaborative Institutional Training Initiative (CITI) online RCR training <https://research.ufl.edu/rcr/rcr-training/citi-rcr-training/> (approved by UF HSC).

*Equivalent courses must be approved by the student supervisory committee, the *Equivalent courses must be approved by the student supervisory committee, the Department Graduate Coordinator, and the Associate Dean for Research & Graduate Studies.

Supervisory Committee

The MS supervisory committee is an essential part of graduate education and assemblage of this committee shall be the first order of business for the graduate student and mentor during the first semester. This committee is to be appointed as soon as possible and in general no later than before the end of the first semester of equivalent full-time study. Irrespective of degree, each graduate student has a Major Professor who is the chairperson of the Supervisory Committee.

The Supervisory Committee is recommended by the Major Professor, in consultation with the student, and is approved by the Department Graduate Coordinator, the Associate Dean for Research & Graduate Studies and the Dean of the Graduate School. The Supervisory committee is to inform the student of all regulations and academic expectations governing the degree sought and to develop the program of study in consultation with the student. *This does not absolve the student from becoming informed of these regulations.* The committee shall meet immediately after appointment to review the background preparation and current progress of the student and to discuss and approve a program of study. Meetings specifically should focus on the thesis topic and development of written plans for carrying out the research.

The committee should meet at least twice a year and when the work on the thesis is at least one-half completed to review procedures, progress, expected results, and to make suggestions for the completion of the study. To give the student a yearly Academic Evaluation to appraise academic progress.

Each graduate student has a Major Professor who has a graduate faculty appointment in the College of Veterinary Medicine who is the chairperson of The Supervisory Committee for the Master's Degree shall consist of no fewer than three members of the graduate faculty including the chair. The student should work closely with all members of the Supervisory Committee through all aspects of the program. The Supervisory Committee is recommended by the Major Professor, in consultation with the student, and is approved by the Department Chair, or departmental Graduate Coordinator, the Associate Dean for Research and Graduate Studies and the Dean of the Graduate School. The student must notify the Office of Research and Graduate Studies of the Supervisory Committee once its members are decided so that the Committee may be entered into the online GIMS (Graduate Information

Management) system. *It is required that a supervisory committee must be entered into the GIMS system no later than the end of the 2nd term of registration.* Supervisory Committees may be updated up until the halfway point of the final term of registration.

-In the case of the combined Residency/Master's Program, a faculty advisor will be assigned to each resident upon arrival to supervise clinical activities. If the resident is completing a combined program concurrently, this individual should be the Resident's advisor for graduate studies.

Thesis - An approved MS thesis is a requirement of the MS degree. The MS thesis reports on the results of the MS thesis research. Contact the Graduate School Editorial Office (Room 168 Grinter Hall) for details. The Supervisory Committee must approve the final version of the MS thesis in order for the MS degree to be awarded. For this reason, the student should make sure that the Supervisory Committee is kept abreast of research direction, progress and results, and that the members have a chance to review and make suggestions on early versions of the thesis.

The Committee should complete the Graduate Student Progress Report Form at each meeting. The completed form should be submitted to the Office of Research and Graduate Studies. When the thesis is ready to be put into final form, the student should refer to the Graduate School's web site for information on preparing a Thesis. Computer software to assist in preparation of the thesis according to Graduate School standard format is available from CIRCA (392-2007). Please note that it is the student's responsibility to meet all submission deadlines as published each term on the Graduate School's web site: <http://graduateschool.ufl.edu/>. The first and final submission of a student's thesis must be submitted electronically to the GIMS (Graduate Information Management System) web site.

The members of the Supervisory Committee must have an opportunity to review the thesis in advance of the exam so that they may advise the student of any needed revision before the final exam. A final copy should be made available to the members of the Supervisory Committee 10 working days prior to the scheduled date of the final exam. The results of the final exam are reported via the Final Exam form which is input into the Student Information System online system by the deadline for the term. After a successful final exam, revisions which may be suggested by the Supervisory Committee are made and signatures obtained on the signature page of the revised thesis called the ETD (Electronic Thesis or Dissertation) Signature Page. The ETD Signature Page must be input into the GIMS system before the final submission deadline for the term. This final version must be submitted to the Graduate School for an editorial review.

Application For Degree – Students must apply for their degree online on <https://student.ufl.edu/> (Under My Online Services, My Record, Certificate/degree Application) each semester that they expect to graduate. Deadline dates for degree application may be found in that year's graduate catalog.

Registration during the final semester - Students must be registered for the minimum number of credits during the semester of the final examination and graduation unless all requirements for graduation have been met before the beginning of the semester. In general this means registering for 3 credit hours of VME 6971 if Fall or Spring is the last semester and 2 credits of VME 6971 if Summer A or B is the last semester. If the student is appointed as a graduate assistant the last term the student must register for the number of credits required for the appointment.

Final Examination - A final comprehensive examination is required for all graduate students and is administered by the Supervisory Committee. All committee members should be present. This oral examination includes but is not limited to the defense of the thesis. Just prior to the examination, the student presents a public seminar on the results of the thesis research. Notice of the time and place of the final examination must be submitted to the Associate Dean for Research and Graduate Studies, the Graduate Coordinator, and all CVM Graduate Faculty,

10 working days prior to the examination. A copy of the thesis must be lodged with the department 14 days prior to the examination.

Notification of Results - The results of the final examination should be made on the form "Report on Thesis or Dissertation and/or Final Examination" and the "Publishing Agreement" form. All members of the official supervisory committee are required to sign the Final Examination Report and the thesis (ETD) signature page. Submissions of both forms are completed online through the GIMS system by the staff member in the Office of Research & Graduate Studies by the deadline.

FORM 1 for MS Students | Proposed Schedule for Courses

Must be filled out and submitted to the Departmental Graduate Coordinator by the end of the first semester of the graduate program along with the first committee meeting minutes

Original or Amended (Circle One)

Name:

UF ID number: #####-#####

Date: mm/dd/yyyy

Course Number and Title	Degree Credits	Grade	Year: 1			Year: 2			Year: 3			Year: 4		
			F	S	S	F	S	S	F	S	S	F	S	S
A. 5000-6000 Courses, Graded														
Required (7 credits)														
Department/College Weekly Seminar VME 6930s or equivalent* (1 credit);														
Statistics STA 6166 Statistical Methods in Research—or equivalent* (3 credits);														
Biochemistry/Molecular Biology BCH 5413 Mamm Mol Biol & Genetics; BCH 6415 Adv Mol & Cell Biol—or equivalent* (3 credits);														
Other courses														
B. S/U Courses, Thesis and Credit Transfer														
VME 6905 Problems in Vet Science (1-4 credits per course; max 12 credits count towards degree)														
VME 6910 Supervised Research (1-5; max 5)														
VME 6940 Supervised Teaching (1-5; max 5)														
VME 6971 Master's Thesis (1-6; max 6)														
Transfer of Credits (max 9) **														
C. 4000 Level Courses outside the CVM														

5-6000 Credits (A): _____ S/U Credits (B): _____ Degree Credits (C): _____ Total Credits (A+B+C): _____

APPROVALS

Name (typed)	Department	Signature	Date
(chair)			

Department Graduate Coordinator: _____ CVM Assoc Dean for Res & Grad Studies _____

The purpose of this form is to guide your program and to allow your Supervisory Committee and the CVM Graduate Studies Committee to ensure that all CVM and Graduate School requirements are met. Do not list courses that are not relevant to your program. Also, do not list credit hours above the allowable maximum for each type of class.

*Equivalent courses must be approved by the student supervisory committee, the Department Graduate Coordinator, and the Associate Dean for Research & Graduate Studies.

** Transfer of credit: Only graduate-level (5000-7999) work with a grade of B or better, is eligible for transfer of credit. A maximum of 15 transfer credits are allowed. These can include no more than 9 credits from institution/s approved by UF, with the balance obtained from postbaccalaureate work at the University of Florida. Credits transferred from other universities are applied toward the degree requirements, but grades earned are not computed in the student's grade point average. Acceptance of transfer of credit requires approval of the student's supervisory committee and the Dean of the Graduate School.

Academic units must submit petitions for transfer of credit for a master's degree during the student's first term of enrollment in the Graduate School.

The supervisory committee is responsible for using established criteria to ensure the academic integrity of course work before accepting graduate transfer credits. <https://catalog.ufl.edu/graduate/degrees/#text>

Instructions for Proposed Schedule of Courses: Master's of Science ***

1. Section A: 5000-6000 Level Courses

- a. List in this section all courses at the 5000 or 6000 level (inside and outside the CVM).
- b. Put an asterisk preceding each course that is to count toward the minimum of 15 credits required for the major (e.g., * VME 5244 Physiology of Mammals: Organ Systems).

2. Section B: S/U Graded Courses

- a. List all S/U graded courses in this section. The allowable credits that can count towards the minimum of 30 is shown. Do not write more than this maximum in the Credit column (cr), even if you take more.
- b. 5 credits of Supervised Teaching (VME 6940) may count toward the minimum of 12 15 credits of major.
- c. List no more than 6 credits of Master's Thesis (VME 6971) on the line in the Credit column. For your planning purposes write the actual number of credits you plan to take in each semester. Make sure 3 are in final semester (2 in final semester if summer session). More than 6 credits can be taken, but only 6 can count towards degree requirements.
- d. List "Transfer of Graduate Credits" on one line if applicable (maximum = 6 to 8 9 credits; must obtain formal approval of transfer from Graduate School)

3. Section C: 4000 Level Courses outside of the CVM

Only one course may count towards the minimum of 30 credits required for an M.S. Degree. The committee chair must write a letter, also signed by the Graduate Coordinator and Associate Dean, to the graduate school justifying the use of an undergraduate course for a graduate degree. This course cannot count toward the major.

4. Section D: Supporting and Foundation Courses.

- a. List all 1000, 2000, 3000 and 4000 level courses not listed in Section C.
- c. These courses do not count towards the minimum of 30 required for an M.S.

5. Major Credits (5000-6000 level courses only)

- a. Sum up the credits for all courses preceded by an asterisk. This must total 12 credits or more. All courses applying to the major must be preceded by an asterisk (*). At least three of the 12 major credits must be letter graded.

6. Degree Credits (A+B+C)

Add all credits in Sections A, B, and C. This must total 30 credits or more. No more than 6 Master's Thesis (VME 6971) credits may be counted.

7. Approvals

All Committee Members, Graduate Coordinator, and CVM Associate Dean must sign original or amended FORM 1 Proposed Schedule of Courses.

*****See "Graduate Student Handbook for MS Students" for complete instructions and details of degree requirements.**

FORM 1 for PhD Students | Proposed Schedule of Courses

Must be must be filled out and submitted to the Departmental Graduate Coordinator by the end of the first semester of the graduate program along with the first committee meeting minutes

Original or Amended (Circle One)

Name:

UF ID number: #####-####

Date: mm/dd/yyyy

Course Number and Title	Degree Credits	Grade	Year: 1			Year: 2			Year: 3			Year: 4		
			F	S	S	F	S	S	F	S	S	F	S	S
A. 5000-6000 Courses, Graded														
Required (14 credits)														
Responsible Conduct Research VME 6767 Issues Resp Conduct Research; GMS 7877 Resp Conduct Biom Research—or equivalent* (1 credit);														
Grant Writing GMS 6096 Intro NIH Grant Writing Biom Sci, ALS6046—or equivalent (1 credit);														
Department/College Weekly Seminar VME 6930s or equivalent* (6 credits; 2 per year);														
Statistics STA 6166 Statistical Methods in Research—or equivalent* (3 credits);														
Biochemistry/Molecular Biology BCH 5413 Mamm Mol Biol & Genetics; BCH 6415 Adv Mol & Cell Biol—or equivalent* (3 credits);														
Other courses														
B. S/U Courses, Dissertation and Master's Credit Transfer														
VME 6905 Problems in Vet Science (1-4 credits per term; max 12 credits count towards degree)														
VME 6910 Supervised Research (1-5 per term; max 5 towards degree)														
VME 6940 Supervised Teaching (1-5 per term; max 5 towards degree)														
VME 7979 Advanced Research (1-9 per term; no limit) Res hours before admission to candidacy														
VME 7980 Res for Doctoral Dissertation (1-15 per term; no limit) Res hours after adm to candidacy														
Transfer of Credits from a Master's Degree **														

5-6000 Credits (A): ##

S/U Credits (B): ##

Total Credits (A+B): ##

APPROVALS

Name (typed)	Department	Signature	Date
(chair)			

Department Graduate Coordinator: _____

CVM Assoc Dean for Res & Grad Studies _____

FORM 1 for PhD Students | Proposed Schedule of Courses

*Equivalent courses must be approved by the student supervisory committee, the Department Graduate Coordinator, and the Associate Dean for Research & Graduate Studies.

** Transfer of credit: No more than 30 credits of a MS degree from another institution will be transferred to a doctoral program. If a student holds a MS degree in a discipline different from the doctoral program, the master's work will not be counted in the program unless the academic unit petitions the Dean of the Graduate School. All courses beyond the master's degree taken at another university to be applied to the Ph.D. degree must be taken at an institution offering the doctoral degree and must be approved for graduate credit by the Graduate School of the University of Florida. All courses to be transferred must be graduate-level, letter-graded with a grade of B or better and must be demonstrated to relate directly to the degree being sought. All such transfer requests must be made by petition of the supervisory committee no later than the third term of Ph.D. study. The total number of credits (including 30 for a prior master's degree) that may be transferred cannot exceed 45, and in all cases the student must complete the qualifying examination at the University of Florida. In addition, any prior graduate credits earned at UF (e.g., a master's degree in the same or a different discipline) may be transferred into the doctoral program at the discretion of the supervisory committee and by petition to the Graduate School. The petition must show how the prior course work is relevant to the current degree. <https://catalog.ufl.edu/graduate/degrees/#text>

On Pg 3 (below), you can list courses that are being transferred from a MS degree. This information can be useful to the student, advisor, and supervisory committee members to justify the most appropriate coursework that can support the student's PhD research.

Instructions for Proposed Schedule of Courses: Doctor of Philosophy **

The purpose of this Proposed Schedule of Courses is to guide your program and to allow your Supervisory Committee and the CVM Graduate Studies Committee to ensure that all CVM and Graduate School requirements are met. Do not list courses that are not relevant to your program. Also, do not list credit hours above the allowable maximum for each type of class.

1. Section A: 5000-6000 Level Courses
 - a. List in this section all courses at the 5000 or 6000 level (inside and outside the CVM) that are graded.
2. Section B: S/U Graded Courses & Transfer of Credit
 - a. List all S/U courses here.
 - b. The allowable credits that can count towards the minimum of 90 Degree Credits for each type of course are shown adjacent to each course type. Do not list more credits in the Degree Credit column than the maximum number in the Parentheses, even if you plan to take more.
 - * A maximum of 5 credits is allowed for each of Supervised Research and Supervised Teaching.
 - * Three credits of VME 7980 must be taken in the final semester (Fall or Spring); or two credits if the final semester is Summer.
 - c. List "Transfer of Credits" on one line. It is standard to transfer 30 credits from a MSc program. Formal

Appendix B
 UF College of Veterinary Medicine
 FORM 2 - Semi-Annual Graduate Student Progress Report

Main purpose is to monitor overall student progress towards completion of course-work, thesis/dissertation/degree. When elements of academic performance are rated as not satisfactory, the mentor/student should identify suggested actions to improve performance.

Semester/Year	Date: mm/dd/yyyy
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Student's Name	Last	First	UFID
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Department	Department Graduate Coordinator
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Degree Being Sought	MS	PhD	DVM-PhD
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Advisor	Co-Advisor (if appropriate)
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Performance Statement	S	M	U	NA
MS and PhD students				
1. Actively utilizes the Individual Development Plan tool for self-evaluation				
2. Progress on completing required coursework				
3. Ability to work cooperatively with others in the laboratory				
4. Active in acquiring up to date knowledge in fields related to research area of interest				
5. Intellectual curiosity and efforts towards gaining an in-depth understanding of student's topic area and supporting disciplines				
6. Self-motivation and initiative				
7. Verbal and written communication skills				
8. Ability to work independently				
9. Ability to define research problems & organize research accordingly				
10. Ability to think critically and analyze results				
11. Ability to manage time effectively				
12. Ability to communicate effectively with major professor				
13. Participation in seminars				
14. Participation in journal clubs				
PhD students only	Yes		No	
15. Student has taken a course related to Issues in Responsible Conduct of Research during the first two years of training, prior to taking the Qualifying Exam				
16. Student is on track to take Qualifying Exam prior to or during the first semester in her/his third year				
17. Student has presented his/her research findings at a national or international venue				
18. Student has written one or more grant proposals during the first three years of her/his training program				
19. Student has been engaged in teaching during the first three years of her/his training program				

20. Student has submitted one or more research reports for publication prior to her/his Final Defense			Date of Enrollment:
MS and PhD students			
Overall progress towards completion of coursework, thesis/dissertation/degree	S	M	
Semester/Year:			
PhD students			
Qualifying Exam (QE) Expected Semester/Year:		QE Passed Semester/Year:	
Final Defense (FD) Expected Semester/Year:		Date FD Passed:	
MS students			
FD Expected Semester/Year:		Date FD Passed:	

Please rate the student performance as S=satisfactory; M=marginal; U=unsatisfactory; NA=not applicable*

*Comments, questions or concerns. If one or more performance statement above was rated as not satisfactory, please identify suggested actions to improve performance.

CommitteeMeetingNotes

CommitteeSignatures

Name	Signature	Date

I have discussed this evaluation with the committee and/or my major professor. My signature signifies the evaluation has been reviewed; it does not necessarily signify concurrence:

Student signature	Date
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If the student does not agree with the results of the evaluation, he/she can add a companion note/letter with his/her input to this report.

Copies of the report will be provided by the mentor to the student, all committee members, graduate coordinator, department chair, and CVM director of graduate studies.

Graduate student progress reports will be reviewed by the Chair with faculty at least once per year during the annual evaluation of faculty performance.