



STUDENT HANDBOOK

Non-Thesis Master of Science

**ENTOMOLOGY AND
NEMATOLOGY DISTANCE
EDUCATION PROGRAM**

UF | IFAS
UNIVERSITY of FLORIDA

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Purpose of this Graduate Program

The University of Florida's Department of Entomology & Nematology offers a Master of Science degree (non-thesis), with four specializations, via distance learning to meet the needs of place-bound students who wish to increase their knowledge for professional or personal development reasons. We aim to serve the educational needs of Extension agents and other educators; state and federal employees in agricultural, environmental, and regulatory positions; consultants; pest control industry and agricultural chemical industry personnel; and any others who wish to further their education.

Our Entomology specialization is intended for anyone interested in biological science with an emphasis on insects and other arthropods. Our specializations (Urban Pest Management, Landscape Pest Management, Medical Entomology, and Beekeeping) are intended for those students interested in the principles and practices of integrated pest management in urban, agricultural and public health sectors, as well as recreational and entrepreneurial fields.

We wish you every success in your academic program!

Mailing address:

Entomology & Nematology Department
PO Box 110620
1881 Natural Area Drive
University of Florida Gainesville, FL 32611

Contact Information

First contact, registration each semester, and general questions:

Distance Education Support Team
(352) 273-8691 | ahc-dess@ufl.edu

For course advising once in the program, general questions:

Dr. Georgette Kluiters
Distance Education Coordinator
(352) 273-3919 | g.kluiters@ufl.edu

EEP advising ONLY:

Ms. Ally Fleischer Academic Advisor I
(352) 273-3912 | afleischer@ufl.edu

For graduate program policy concerns/problems:

Dr. Marc Branham
Graduate Coordinator
(352) 273-3915 | marchbran@ufl.edu

For help with planning specialized certificates within the M.S. program:

Urban Pest Management (code UPG)

Dr. Philip Koehler/Dr. Rebecca Baldwin
(352) 392-2484 | pgk@ufl.edu
(352) 273-3974 | baldwinr@ufl.edu

Landscape Pest Management (code LPG)

Dr. Adam Dale
(352) 273-3976 | agdale@ufl.edu

Medical Entomology (code MEY)

Dr. Cynthia Lord
(772) 226-6628 | clord@ufl.edu

Beekeeping (code BED)

Dr. Cameron Jack
(352) 294-6926 | cjack@ufl.edu

Checklist of Important Actions to be Taken by Student

PLEASE READ CAREFULLY - NOTE: The student is responsible for fulfilling all requirements and meeting all deadlines.

COMPLETION DATE mm/dd/yy	WHAT/WHERE	WHEN
_____ 1.	Signup for Gatorlink account	<i>As soon as admitted</i>
http://helpdesk.ufl.edu/self-help/new-gator-resources/gatorlink/		
_____ 2.	Check Schedule of Courses on Entomology web site	<i>As soon as admitted</i>
http://entnemdept.ufl.edu/academic-programs/course-descriptions/		
_____ 3.	Correspond with Georgette Klueters to determine course(s) to take the 1st semester	<i>As soon as admitted</i>
_____ 4.	Register each semester through DES Team website	<i>Ongoing</i>
https://distanceufhealth.secure.force.com/StudentRegistration/ <i>Important academic dates at:</i> https://onlineentomology.ifas.ufl.edu/student-resources/critical-dates/		
_____ 5.	Send Ally Fleischer 300 dpi photo for Bulletin Board Display	<i>As soon as admitted</i>
_____ 6.	Choose committee supervisor with help from Georgette Klueters Complete form in Appendix and email to DES Team.	<i>By mid-point 1st semester</i>
_____ 7.	In conjunction with committee, decide on Program of Study. Complete form in Appendix and email to DES Team.	<i>By end of 1st semester</i>
_____ 8.	Apply to add a certificate to your plan of study if you want a specialization to appear on your transcript	<i>By end of 1st semester</i>
_____ 9.	Apply for graduation in final semester	<i>By 2nd week of final semester</i>
https://one.ufl.edu (Student, Academics, then Degree/Certificate Application on left-hand navigation bar)		
_____ 10.	Schedule final exam at least one week before “Deadline for Final Exam Forms to be Posted on GIMS”	
http://www.graduateschool.ufl.edu/graduate-life/graduation/deadlines/ Academic Calendar, then Graduate School Academic Calendar on right-hand side, and scroll to your semester		

Curriculum

The M.S. non-thesis degree requires 30 credit hours of coursework. At least 15 of the 30 credits must be graded courses in the Entomology & Nematology major at the 5000 level.

A minimum GPA of 3.0 is required to graduate. No grade below a C will count towards your degree. There are a number of required courses in the specializations and many elective courses to choose from to fulfill the 30-credit hour requirement (see below pages).

Contact Dr. Georgette Kluiters (g.kluiters@ufl.edu) for help on deciding what courses might be useful to you based on your desired academic goals.

Master of Science, Entomology Specialization

Required courses	Course number	Credits
Graduate Survey of Entomology	ENY 5006	2
Graduate Survey of Entomology Laboratory	ENY 5006L	1
Insect Classification	ENY 6166	3
Insect Ecology and Insect Ecology Laboratory	ENY6203/L	4
Insect Physiology	ENY 6401	3
Elective in ENY/NEM		3
Statistics course	STA 6093	3
Seminar	ENY 6931	1
Capstone Project**	ENY 6905	2-3
Other applicable courses from ENY or other majors for remaining credits	See elective page below	To reach 30



Master of Science, Urban Pest Management Specialization

Required courses for the M.S.	Course number	Credits
Graduate Survey of Entomology and lab	ENY 5006 and 5006L	3
Insect Classification	ENY 6166	3
Insect Ecology and Insect Ecology Laboratory	ENY6203/L	4
Insect Toxicology OR Principles of Pesticides	ENY 6651C OR IPM 5305	3
Statistics course	STA 6093	3
Capstone Project**	ENY 6905	2-3
Seminar	ENY 6931	1
To add the certificate in urban pest management		
Biology and ID of Urban Pests	ENY 5223C	3
Principles of Urban Pest Management	ENY 5226C	3
And choose at least 3 credits from the following:		
Survey of Urban Vertebrate Pest Management	ENY 5332	2
Insect Pest and Vector Management	IPM 6021	3
Advanced Medical and Veterinary lecture	ENY 6665	3
Other applicable courses from ENY or other majors for remaining credits	See elective page below	To reach 30



Master of Science, Landscape Pest Management Specialization

Required courses for the M.S.	Course number	Credits
Graduate Survey of Entomology and lab	ENY 5006 and 5006L	3
Insect Classification	ENY 6166	3
Insect Ecology and Insect Ecology Laboratory	ENY6203/L	4
Insect Toxicology OR Principles of Pesticides	ENY 6651C OR IPM 5305	3
Statistics course	STA 6093	3
Capstone Project**	ENY 6905	2-3
Seminar	ENY 6931	1
To add the certificate in landscape pest management		
Turf and Ornamental Entomology	ENY 5516	3
And choose 6 credits from the following:		
Graduate Survey of Nematology	NEM 5004C	3
Plant Nematology	NEM 5707C	3
Insect Pest and Vector Management	IPM 6021	3
Insects and Wildlife	ENY 5212	3
Other applicable courses from ENY or other majors for remaining credits	See elective page below	To reach 30



Master of Science, Medical Entomology Specialization

Required courses for the M.S.	Course number	Credits
Graduate Survey of Entomology and lab	ENY 5006 and 5006L	3
Insect Classification	ENY 6166	3
Ecology of Vector-borne Diseases	ENY 6206	2
Insect Toxicology OR Principles of Pesticides	ENY 6651C OR IPM 5305	3
Statistics course	STA 6093	3
Capstone Project**	ENY 6905	2-3
Seminar	ENY 6931	1
To add the certificate in medical entomology		
Advanced Medical and Veterinary Entomology lecture	ENY 6665	3
Advanced Mosquito Identification OR Arthropod Vector Identification	ENY 6951C OR ENY 6934	3
Advanced Mosquito Biology	ENY 6593	3
And choose 2 or more credits from the following:		
Principles of Urban Pest Management	ENY 5226C	3
Insect Pest and Vector Management	IPM 6021	3
Insects and Wildlife	ENY 5212	3
Other applicable courses from ENY or other majors for remaining credits	See elective page below	To reach 30



Master of Science, Beekeeping Specialization

Required courses for the M.S.	Course number	Credits
Graduate Survey of Entomology and lab	ENY 5006 and 5006L	3
Insect Classification	ENY 6166	3
Insect Ecology and Insect Ecology Laboratory	ENY6203/L	4
Insect Toxicology OR Principles of Pesticides	ENY 6651C OR IPM 5305	3
Statistics course	STA 6093	3
Capstone Project**	ENY 6905	2-3
Seminar	ENY 6931	1
To add the certificate in beekeeping		
Apiculture I	ENY 6572	3
Apiculture II	ENY 6575	3
Honey Bee Biology	ENY 6576	3
And choose 2 or more credits from the following:		
Ecology and Conservation of Pollinators	ENY 6207	3
Insect Physiology	ENY 6401	3
The Business of Beekeeping	ENY 6934	3
Agricultural Ecology Principles and Applications	ALS 5156	3
Environmental Plant Identification and Use	HOS 5117C	3
Other applicable courses from ENY or other majors for remaining credits	See elective page below	To reach 30



Notes about Required Courses and Course Order

****Capstone project, ENY 6905** – This 2 to 3-credit project will be arranged with input from your supervisory committee chair, an instructor you have worked with and identified during your M.S. program. Students must receive permission from the instructor/faculty member to list them as the committee chair. The capstone project can consist of a small research project, an educational or Extension learning product, or some other scholarly endeavor that is individualized to your interests and situation. The project should showcase your scientific knowledge, quantitative literacy, and communication skills. The outcomes of the project will be communication orally and in written form.

Suggested Progression of Courses

1. We recommend you only take up to 3 credits in your first semester to gauge the time necessary to succeed.
2. Start with Graduate Survey of Entomology (ENY 5006 and ENY 5006L) before taking any of our other entomology courses. Graduate Survey of Entomology and Lab. ENY5006 and ENY5006L **MUST** be taken together. We suggest taking Insect Classification (ENY 6166) next. After that, you have the entomology background for any of our entomology courses.*
 - a. If you have received permission from the Distance Education Coordinator (Dr. Georgette Kluiters) to substitute this class due to prior experience, an alternative starting course will be suggested. If you start your program in the Spring semester and are based in a location where an insect collection will be severely impacted by the weather, please discuss an alternative starting course with Dr. Kluiters. You will be required to undertake ENY 5006 and ENY 5006L the following semester.
3. Please do not take multiple insect collection courses (ENY5006, ENY4161, ENY6934 – Arthropod Vector ID, etc) together. Semesters are not long enough for students to collect and successfully complete multiple collections.
4. Take statistics (STA 6093) before taking Insect Ecology Lab (ENY 6203L). View next pages for instructions on STA 6093 registration.
5. Students **MUST** take and pass STA6093 (Statistics) and ENY6931 (Science Communication) before registering for ENY6905 (Capstone).

Schedule of Course Offerings

The semester-by-semester schedule of courses offered by our department faculty (ENY, NEM and select ALS prefixes) is on the Entomology & Nematology Department web page (<http://entnemdept.ufl.edu/academic-programs/course-descriptions/>). The College of Agriculture and Life Sciences (CALS) Distance Education web site (<https://cals.ufl.edu/current-students/syllabuses/>) may have a different schedule but we keep our web page as up-to-date as possible, so please check our web page first.

Name	Course	Credits
Advanced Medical and Veterinary Entomology	ENY 6665	3
Apiculture I	ENY 6572	3
Biology and Identification of Urban Pests	ENY 5223C	3
Ecology and Conservation of Pollinators	ENY 6207	3
Ecology of Vector-borne Diseases	ENY 6206	2
Insect Classification	ENY 6166	3
Insect Ecology	ENY 6203	3
Insect Ecology Laboratory	ENY 6203L	1
Insect Microbiology	ENY 6821	3
Insect Physiology	ENY 6401	3
Insect Toxicology	ENY 6651C	3
Insects and Wildlife	ENY 5212	3
Molecular Biology of Insects and Nematodes	ENY 6905	3
Plant Nematology	NEM 5707	3
Principles of Nematology	NEM 5004C	3
Principles of Urban Pest Management	ENY 5226C	3
Turf and Ornamental Entomology	ENY 5516	3
Crop Ecology	AGR 5611	3
Environmental Nutrient Management	SOS 5166	3
Exotic Species and Biosecurity Issues	ALS 6166	3
Geographic Information Systems Analysis	SUR 5625	3
Insect Pest and Vector Management	IPM 6021	3
Integrated Weed Management	PLS 5632C	3
Introduction to Applied Statistics	STA 6093	3
Principles of Pesticides	IPM 5305	3
Soils for Environmental Professionals	SOS 5050C	4
Statistical Methods in Research	STA 6166	3
Topics in Biological Invasions	ALS 6935	3

Further courses are noted on our website: <https://entnemdept.ufl.edu/academic-programs/course-descriptions/> please reach out to the Distance Coordinator regarding any courses not listed above, and ensure they are taught online.

Statistics

Our program requires a solid understanding of statistics. The University of Florida offers several introductory graduate-level classes by distance technology: STA 6093 (Introduction to Applied Statistics for Agricultural and Life Sciences) is recommended. In order to meet the prerequisites for those courses, students should have the equivalent of STA 2023 (Introductory Statistics) during their undergraduate program. If not, the Statistics department recommends the student work through this free online course, STATISTICAL REASONING, offered through Carnegie Mellon University to prepare for taking STA 6093: <http://oli.cmu.edu/learn-with-oli/see-our-free-open-courses/>.

In addition, students who are not confident of their statistical skills may want to review this online handbook of statistics before attempting STA 6093 (<http://www.biostathandbook.com/>). It is also available for download as a free PDF (<http://www.biostathandbook.com/HandbookBioStatThird.pdf>).

If your statistics background is not strong, and you and your committee truly feel that you do not need a strong knowledge of statistics for your career, you can take PHA 6935 (Applied Statistics for Data Analysis). This is a basic course, similar in content to an undergraduate statistics, but be aware though that this is a course designed for public health and forensics students and will not use entomological or agricultural examples.

Once you are ready to register for STA 6093, you need to submit the registration request in a different way to the rest of your courses. The course is not available at the distance education link.

You can submit an online request here (via Qualtrics) to register for STA6093: https://ufl.qualtrics.com/jfe/form/SV_9GiXOIByE1Lvccm.

If you need additional assistance regarding registering for STA 6093 or details regarding the course, you can also reach out to ffgs-academics@ifas.ufl.edu.

Supervisory Committee

The Supervisory Committee should be appointed as soon as possible, no later than mid-point of the semester prior to when you are planning to take your Capstone course. The Distance Education Coordinator can help the student find an appropriate faculty member to serve as chair of the committee; however, it is up to the student to reach out to both the Coordinator for assistance as well as their chosen faculty member to be the chair. The second member of all Distance students' committees will automatically be the Distance Education Coordinator.

The chair should be someone with expertise in the student's area of interest. The chairperson of the supervisory committee must have been appointed to the Graduate Faculty. Special member status may be granted to non-University of Florida members. A Special member may not serve as the committee chair. The student and committee must fill out and sign the Supervisory Committee Agreement form (see Appendix) and send to distance.ed@ifas.ufl.edu.

The role of the supervisory committee is to guide you through creating and presenting your capstone project, and to administer your final exam. We suggest that you contact your supervisor at least a couple of times each semester to maintain the lines of communication until your Capstone term. During the term you take your Capstone, we recommend at least once a week to ensure deadlines and goals are being met. Phone, UFL email or Teams/Zoom are all great ways to stay in touch.

Program of Study

The student must correspond with the Distance Coordinator to complete a preliminary Program of Study (see Appendix). Substitutions for required courses must be approved by the Distance Education Coordinator.

All graduate students are required to have a Program of Study. It is extremely important for Distance Education students to work with Dr. Kluiters to prepare your Program of Study as early as possible. Having a Program of Study on file allows you to prepare for the next semester's registration, during advance registration. It also allows the Entomology & Nematology Department to help keep you on-track toward successful completion of your degree program.

Routine Registration and Other Logistical Details

All correspondence from the University, including from the Graduate Coordinator, Distance Education Coordinator and the DESS Team, will be to **your Gatorlink email address. Please check it often.** Admitted students who communicate through personal email channels will not receive a response, as we cannot validate the individual's identity. Please use your ufl.edu issued email.

Dates for registration, drop/add, and beginning and end of class each semester are found on the [UF Graduate School website](#). We recommend bookmarking this site.



Each semester you will receive an email, about advance registration, for the next semester. Advance registration is available to all UF degree-seeking students approximately two months before each semester begins. Students admitted to a M.S. Distance Education program (not using the State of Florida/EEP to pay for their courses/program) must register through this link ONLY <https://distanceufhealth.secure.force.com/StudentRegistration/>. Each semester you must choose courses from the “Courses Offered” section on the [previous link](#).

Do not use the online (<https://one.uf.edu/>) semester Schedule of Course to determine what you will register for; some courses offered through distance education, in the self-funded program, are not offered to students on the main UF campus, and some courses offered to the on-campus students are not always offered via distance education. Should you register through a different channel than <https://distanceufhealth.secure.force.com/StudentRegistration/>, you will be liable for all additional fees.

Our departmental Course Descriptions page shows the courses that are available to our distance students (marked “Web” in Method column). Always discuss your registration with the Distance Coordinator and refer to your Program of Study, before requesting registration.

Every semester there will be registration holds (Emergency Contact Information and Registration Prep) that only students can remove; the DESS Team cannot remove these holds. Please remove your holds using <https://one.uf.edu/> (Student, Registration, Registration Prep), before submitting your registration request.

If you request registration after 5 p.m. Eastern Standard Time (EST) on the last day of registration, a late registration fee of \$100 will be assessed by the University on the first day of drop/add (first day of class). **Dropping a course after the published drop/add deadline (first 4-5 days of the fall/spring semester, first 2 days of the summer A/C semester), does not relieve the student’s financial responsibility.** All UF students, regardless of their physical location, or degree classification, remain “fee liable” for any course (credit hours) dropped after the last day of “drop/add”. This date for future semesters can be found online on our [Critical Dates page](#).

Distance students in self-supporting (off-book) sections will have to pay tuition and fees by the established date on the [Graduate Dates Page](#). Note that all times listed are in EST. You will receive emails to your Gatorlink accounts from the Office of the Registrar and UF Financial Services with the payment deadline. Check <https://one.uf.edu/> as soon as you are notified that you have been registered (login to <https://one.uf.edu/> and choose Finances, Campus Bursar) to view and pay your fees. The University levies a \$100 late fee payment, which our department cannot waive, if you pay fees **after the payment deadline**.

STA 6093 Registration

With regards to STA 6093, Introduction to Applied Statistics for Agricultural and Life Sciences – it is a fully online class, and there is a separate registration process as it is not a course within the entomology department.

In order to meet the prerequisites for this course, you should have the equivalent of STA 2023 (Introductory Statistics) during your undergraduate program. If not, the Statistics department recommends you work through this free online course, STATISTICAL REASONING, offered through Carnegie Mellon University to prepare for taking STA 6093: <http://oli.cmu.edu/learn-with-oli/see-our-free-open-courses/>

This is the one suggested that you work through prior to taking Ecology - just to make sure you're comfortable with some of the basics.

In addition, you may want to review this online handbook of statistics (<http://www.biostathandbook.com/>). It is also available for download as a free PDF (<http://www.biostathandbook.com/HandbookBioStatThird.pdf>).

Once you are ready to register for STA 6093, you need to submit the registration request in a different way to the rest of your courses. The course is not available at the distance education link. You can submit a request here to register: https://ufl.qualtrics.com/jfe/form/SV_9GiXOIByE1Lvccm

If you need additional assistance regarding registering for STA 6093 or details regarding the course, you can also reach out to ffgs-academics@ifas.ufl.edu.

Cost of the Program

The Provost of the University of Florida prohibits us from setting our distance course tuition rate to be less than the in-state graduate tuition rate. Thus, the tuition rate that we must charge will rise whenever the University raises its graduate tuition rate. Rates may be raised at any point.

Financial aid

Our department does not offer any scholarships or financial aid for graduate students in the distance program. However, domestic graduate students are eligible for federal financial aid in the form of loans, arranged through the University of Florida's Financial Aid Office. The loans are Federal Direct Unsubsidized Loans up to \$20,500 in one academic year. Anything required beyond that would be either a Graduate PLUS Loan or a private loan through a lender such as a bank or credit union. <http://www.sfa.ufl.edu/programs/loans/>

Federal loans are processed by the Financial Aid Office once they have received a valid and complete FAFSA. The student's UFID number and program determine who the student's financial aid advisor is. <http://www.sfa.ufl.edu/contact-sfa/>

Students using Employee Education Program (EEP) to pay for courses

Students on- or off-campus, using the State of Florida Employee Education Program (EEP), must check the EEP website for [registration dates](https://registrar.ufl.edu/registration/employee-education.html), registration rules, and program requirements, each semester. <https://registrar.ufl.edu/registration/employee-education.html>

Students intending to use the EEP should inform Ms. Ally Fleischer as soon as they create an application. **Once admitted to the program, these students should send all communications to Ally instead of the DESS Team.** Students using the EEP must send their course preferences to Ally Fleischer **at least one week before the start of the term** and she will register all students, assuming all holds have been lifted, on the first day of EEP registration (which is also the first day of courses each semester).

The [Schedule of Courses](#) has a menu at the bottom of the page, under Advanced, where you can check "EEP eligible" courses. Please check this button to search all EEP courses. To ensure your registration will be paid for by the EEP program, you must choose a section number listed with an "EEP Eligible" attribute. If you do not see the "attribute", EEP will not pay for that course.

The Employee Education Program does not pay for Research credit hours (ENY 6910, 6971, or 7980), under any circumstances. They also will not pay for a course offered under a Special Topics number (ex. ENY 6905), or registration in any self-funded section numbers.

EEP will not pay the \$100 late registration fee after registration ends. The student is liable.

Graduate Certificates

Graduate students may complete the coursework necessary for a 15-credit hour graduate certificate to add to the credentials documented on their University of Florida transcript. Graduate certificates, essentially concentrations, are available in urban pest management, landscape pest management, medical entomology, and beekeeping. Students should apply for admission to a certificate program at <https://admissions.ufl.edu/apply/more>. Choose “For currently enrolled UF students” if you wish to add a certificate to your current graduate program.

The Graduate School requires an average grade point average (GPA) of 3.0 or better in order to receive the certificate. Students will receive credit for courses in which they score a C or higher, but the average over all courses must be at least a 3.0. Required courses for which students receive a C- or lower must be retaken and at least a C earned.

Prior to your final semester, you MUST reach out to the Entomology team (distance.ed@ifas.ufl.edu) to let them know you are planning on finishing in the next term to start the process of scheduling your final exam.

A pre-completion final exam is required to assess achievement of the Student Learning Outcomes listed below. The final exam will be administered in the semester in which the last course in the certificate is taken. **You must schedule this exam with your respective Certificate Coordinator within the first two weeks of the semester. The final exam will be open book, administered in E-Learning, and checked with Turnitin anti-plagiarism software to ensure originality.**

Applying to Graduate

You must apply for M.S. graduation within the first two weeks of the semester that you plan to graduate. You must be enrolled for a minimum of 3 credit hours of coursework to graduate during spring or fall semesters and for 2 credit hours to graduate in a summer semester. The Graduate School and the DESS Team will send you numerous emails (via your Gatorlink account only) asking whether you are planning to graduate this semester.

Students must ALSO apply within the first two weeks of the semester to receive the certificate in the semester in which they take the final course in the certificate. Apply through <https://one.uf.edu/> by clicking on *Student, Academics, then Degree/Certificate Application*.

Final M.S. Examination

The final examination is both written and oral and takes place in the last semester of the program. The exam must be completed at least a week before the published “Deadline for final exam forms to be posted in GIMS” (<http://www.graduateschool.ufl.edu/graduate-life/graduation/deadlines/>). The exam will contain questions from subject matter covered in any of the required courses taken during the program as well as the electives you have chosen.

The written exam will be taken on the computer and timeframe will be subject to committee discretion. The oral exam will be via Teams or Zoom, at a time convenient to the student and their committee members. There is no need to travel to Gainesville for the exam, but we do hope you will travel to Gainesville for Commencement so that we can finally meet you.

At the committee’s discretion, a student who fails the exam will usually be given the opportunity to retake the exam the next semester. However, the student will need to register and pay for 3 credit hours of courses (spring or fall) or 2 credit hours (summer) in that next semester in order to graduate.

Program Exit Survey

All students will receive by email a survey about their experiences in our online graduate program during the last semester of their program. Students will not be added to this list until they apply to graduate. The survey will be sent to your ufl.edu email.

Please provide a short statement describing the quality of your experience as a student in the Department and information regarding plans for the immediate future regarding employment (Academic or Industry) or continued education. We want to continue to improve this program and your feedback is very welcome and valued.

Each semester, the department hosts a graduation event for all in-person and distance education students at Steinmetz Hall (Entomology and Nematology Building) in Gainesville, FL one day prior to the University of Florida commencement ceremony start date. Those who have applied to graduate will receive an email to their ufl.edu account with specific details and RSVP information. If you are able, please join us to meet your fellow graduates and the Distance Education team!

Appendices

Plagiarism and Academic Honesty

Plagiarism is a serious problem in academia today, especially with the ease of obtaining information from the World Wide Web. Plagiarism is defined as representing the words or ideas of another person as one's own, without attribution to the source. All words and ideas must be attributed to a source unless they are considered common knowledge (i.e., widely known by many people and found in many different sources). There are many kinds of plagiarism, as you will read on the Guide to Plagiarism website referenced below.

Plagiarism is unethical, unacceptable in science, and prohibited by the UF Student Honor Code (appropriate sections of the Honor Code are appended to this document). The consequences for plagiarism while at the University of Florida range from receiving a grade of zero for the plagiarized assignment or a failing grade for the course, to, for repeated offenses, expulsion from the university. Plagiarism after graduate training calls into question one's scientific integrity and can lead to banning of publication in journals and the loss of jobs/careers.

Students who plagiarize will be caught and consequences will be applied. Many faculty in our department check all written assignments using an anti-plagiarism software called Turnitin® (<https://lss.at.ufl.edu/help/Turnitin>).

Please understand that our purpose in bringing to your attention the matter of plagiarism is to help train you to be ethical scientists, not to impugn your character.

Marston Science Library's Guide to Plagiarism

Before you take your first class at the University of Florida, please go to the following website and read about plagiarism and tips on how to avoid it when writing. Look at the Plagiarism – learning tools on the right-hand side of the Sustainable Agriculture and Food Systems: Research Misconduct/Plagiarism Library guide.

<http://guides.uflib.ufl.edu/c.php?g=147950&p=967551>

Appendices

Academic Probation

Students must receive certification from the Graduate School based on the following criteria:

- 3.0 overall
- 3.0 in the courses in their major

Unsatisfactory Progress or Unsatisfactory Scholarship

Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School.

Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated and a 3.00 truncated GPA in their major (and in the minor, if a minor is declared) at graduation. Students with less than a 3.00 GPA may not hold an assistantship or fellowship.

Student Honor Code (copied entirely from the [Dean of Students Office website](#))



Preamble: In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. Student and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.

The Honor Pledge:

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code.

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

(3) VIOLATIONS OF THE STUDENT HONOR CODE.

Plagiarism. A student shall not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:

Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.

Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.

Unauthorized Use of Materials or Resources ("Cheating"). A student shall not use unauthorized materials or resources in an academic activity. Unauthorized materials or resources shall include:

Any paper or project authored by the student and presented by the student for the satisfaction of any academic requirement if the student previously submitted substantially the same paper or project to satisfy an academic requirement and did not receive express authorization to resubmit the paper or project.

Any materials or resources prepared by another student and used without the other student's express consent or without proper attribution to the other student.

Any materials or resources which the faculty member has notified the student or the class are prohibited.

Use of a cheat sheet when not authorized to do so or use of any other resources or materials during an examination, quiz, or other academic activity without the express permission of the faculty member, whether access to such resource or materials is through a cell phone, PDA, other electronic device, or any other means.

Prohibited Collaboration or Consultation. A student shall not collaborate or consult with another person on any academic activity unless the student has the express authorization from the faculty member.

Prohibited collaboration or consultation shall include but is not limited to:

Collaborating when not authorized to do so on an examination, take-home test, writing project, assignment, or course work.

Collaborating or consulting in any other academic or co-curricular activity after receiving notice that such conduct is prohibited.

Looking at another student's examination or quiz during the time an examination or quiz is given. Communication by any means during that time, including but not limited to communication through text messaging, telephone, e-mail, other writing or verbally, is prohibited unless expressly authorized.

It is the responsibility of the student to seek clarification on whether or not use of materials or collaboration or consultation

with

another person is authorized prior to engaging in any act of such use, collaboration or consultation. If a faculty member has authorized a student to use materials or to collaborate or consult with another person in limited circumstances, the student shall not exceed that authority. If the student wishes to use any materials or collaborate or consult with another person in circumstances to which the authority does not plainly extend, the student shall first ascertain with the faculty member whether the use of materials, collaboration or consultation is authorized.

False or Misleading Statement Relating to a Student Honor Code Violation. In reporting an alleged Student Honor Code violation, a student shall not intentionally or in bad faith make a false or misleading statement. During the course of a Student Honor Code proceeding, or on final appeal following such a proceeding, a student shall not at any time make a false or misleading statement to any person charged with investigating or deciding the responsibility of the accused, reviewing a finding of responsibility, or determining or reviewing the appropriateness of the sanction or sanctions to be recommended or imposed.

False or Misleading Statement for the Purpose of Procuring an Academic Advantage. A student shall not intentionally or in bad faith make a false or misleading statement for the purpose of procuring from the person to whom the statement is made an academic advantage for any student.

Use of Fabricated or Falsified Information. A student shall not use or present invented or fabricated information, falsified research, or other finding if the student knows or in the exercise of ordinary care should be aware that the information, research, or other finding has been fabricated or falsified.

Interference with or Sabotage of Academic Activity. A student shall not do any act or take any material for the purpose of interfering with or sabotaging an academic activity. Sabotage includes, but is not limited to:

Removing, concealing, damaging, destroying, or stealing materials or resources that are necessary to complete or to perform the academic activity.

Tampering with another student's work.

Stealing from another student materials or resources for the purpose of interfering with the other student's successful completion or performance of the academic activity or of enhancing the offending student's own completion or performance.

Unauthorized Taking or Receipt of Materials or Resources to Gain an Academic Advantage. A student shall not without express authorization take or receive materials or resources from a faculty member for the purpose of gaining academic advantage.

Unauthorized Recordings. A student shall not without express authorization from the faculty member and, if required by law, from other participants, make or receive any recording, including but not limited to audio and video recordings, of any class, co- curricular meeting, organizational meeting, or meeting with a faculty member.

Bribery. A student shall not offer, give, receive, or solicit a bribe of money, materials, goods, services or anything of value for the purpose of procuring or providing an academic advantage.

Submission of Paper or Academic Work Purchased or Obtained from an Outside Source. A student shall not submit as his or her own work a paper or other academic work in any form that was purchased or otherwise obtained from an outside source. An outside source includes but is not limited to a commercial vendor of research papers, a file of research papers or tests maintained by a student organization or other body or person, or any other source of papers or of academic work.

Conspiracy to Commit Academic Dishonesty. A student shall not conspire with any other person to commit an act that violates the Student Honor Code.

Student Honor Code Sanctions. For a violation or violations of the Honor Code, a student may receive any of the sanctions that can be imposed for Student Conduct Code violations, including but not limited to conduct probation, suspension and expulsion as well as any educational sanctions. In addition, students may receive the following:



Assignment grade penalty. The student is assigned a grade penalty on an assignment including but not limited to a zero.

Course grade penalty. The student is assigned a grade penalty in the entire course including but limited to an "E".
Student Conduct Code Sanctions.

Reprimand: The student is given formal written notice and official recognition that the behavior has violated the Student Conduct Code.

Loss of University Privileges: Loss of University privileges comprises the denial of specific University privileges including but not limited to attendance at athletic functions, unrestricted library use, parking privileges, university computer usage, and residence hall visitation for a designated period of time.

Conduct Probation: The student is deemed not in good standing with the University. Students on conduct probation cannot represent the University on any athletic team other than intramurals, hold an office in any student organization registered with the University, represent the University in any extracurricular activity or official function or participate in any study abroad program. The duration of any probation period or any conditions or sanctions imposed for the violation shall be in proportion to the seriousness of the violation and imposed on an individual basis by the sanctioning authority. Individuals placed on conduct probation are subject to suspension or expulsion should they violate the conditions of probation or any University regulations or policies while on conduct probation.

Deferred Suspension: The student will be officially suspended from the University, but the suspension will be deferred. The suspension will automatically be enforced for any subsequent violation of the Student Honor Code or Student Conduct Code, as applicable. The hearing authority will specify when issuing a deferred suspension which violations will automatically trigger the enforcement of the deferred suspension. If a student commits a violation of the Student Honor Code or Student Conduct Code, as applicable, while on deferred suspension and is found responsible, then, unless the Director of Student Conduct and Conflict Resolution determines otherwise in exceptional circumstances, the student is automatically suspended in addition to the other sanctions imposed for the subsequent violation. Suspensions can be deferred for a semester or indefinitely.

Suspension: The student is required to leave the University for a given or indefinite period of time, the determination of which shall depend upon specified acts of the student's own volition related to mitigation of the offense committed. The student must comply with all conditions imposed prior to re-enrolling unless told otherwise by the hearing authority. Students who are suspended for more than one semester will need to apply for readmission.

Expulsion: The student is permanently deprived of his or her opportunity to continue at the University in any status.

Restitution: The student is required to pay for loss of or damages to University property, provided that such payment shall be limited to the actual cost of repair or replacement of such property.

Repair of Harm through Community/University Service Work Hours: A student is required to complete a specified number of hours of service to the campus or general community.

Educational Requirements: A student is required to complete a specified educational sanction related to the violation committed. Such educational requirements include completion of a seminar, report, paper, project, alcohol or drug consultation, counseling consultation or psychological evaluation.

Residence Hall Transfer or Removal: A student is required to transfer residence halls or leave the residence halls for a specified or indefinite period of time.

No Contact Order: A no contact order is a directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, e-mail, telephone, or third party.



SUPERVISORY COMMITTEE AGREEMENT

SUPERVISORY COMMITTEE AGREEMENT
Department of Entomology and Nematology University of Florida
(To be completed by the student and signed by the committee)

NAME: _____ DATE: _____
Last First Middle

UFID: _____ MATRICULATION DATE: _____

MINOR: _____

EXPECTED DATE OF GRADUATION: _____
Month Year

***NOTE:** It is recommended that the expected date of graduation be based on a planned scheduling of the courses to be listed on the Program of Study and on a realistic period of required research.

PLANNING TO DO A GRADUATE CERTIFICATE (Place X): _____ Yes _____ No

CERTIFICATE TITLE: _____

COMMITTEE MEMBERS

***(Must be signed by all supervisory committee members)**

Print Name

Signature

Chairman

Date

***NOTE:** The responsibilities of the Supervisory Committee for M.S. degrees are given in the Graduate Catalog.

PROGRAM OF STUDY

M.S. (non-thesis) PROGRAM OF STUDY

NAME: _____ UFID: _____

DEGREE: _____ CERTIFICATE: _____

MAJOR COURSEWORK (ENY-NEM ONLY):

Course #	Course Title	Hours	Grade	Term (To Be) Completed	Institution

FOUNDATION AND SUPPORTING (ALS-PLP-HOS-STA-BCH ETC.)

Course #	Course Title	Hours	Grade	Term (To Be) Completed	Institution

We recommend the above program be approved:

Graduate Student Distance Education Coordinator

Student's supervisory committee signatures, UFID numbers, and date:

Committee Chair

Committee Member(s)
