Agronomy

Graduate Student Handbook

http://agronomy.ifas.ufl.edu

Updated for Summer 2016 Orientation
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## CONSENTS (Photo/Emergency Contact)
- Supplemental page to complete and return to 3105 McCarty Hall

*Updated for Summer 2016 Orientation*
**UF and the Agronomy Department** use UF emails to communicate with students

**Agronomy Department:** [http://agronomy.ifas.ufl.edu](http://agronomy.ifas.ufl.edu)
Graduate Courses and Student Forms:
[http://agronomy.ifas.ufl.edu/students/](http://agronomy.ifas.ufl.edu/students/)

**Agroecology Concentration:** [http://uf-agroecology.com/](http://uf-agroecology.com/)
(A separate handbook is available for students in the Agroecology program)

**Graduate Certificates:** [http://uf-agroecology.com/students/certificate-programs/](http://uf-agroecology.com/students/certificate-programs/)

**Facebook:** [https://www.facebook.com/UFAgr](https://www.facebook.com/UFAgr)

**Agronomy Graduate Student Organization (AGSA)**
Facebook page: [https://www.facebook.com/agsa.agronomygrads](https://www.facebook.com/agsa.agronomygrads)

**Center for Aquatic and Invasive Plants:** [http://plants.ifas.ufl.edu/](http://plants.ifas.ufl.edu/)

**IT Support:** [http://helpdesk.ufl.edu](http://helpdesk.ufl.edu)

**International Center:** [www.ufic.ufl.edu](http://www.ufic.ufl.edu)
Immigration; I-20; Studying Abroad

MEDEX Required Insurance for traveling abroad on official business; International Student Awards

**UFIG International Student Handbook:**
[https://www.ufic.ufl.edu/iss/handbook.html](https://www.ufic.ufl.edu/iss/handbook.html)

**UF Admissions:** Hand carry academic credentials to 201 Criser Hall

**Graduate Assistants**

- GatorGradCare insurance [http://www.hr.ufl.edu/benefits/gatorgradcare/default.asp](http://www.hr.ufl.edu/benefits/gatorgradcare/default.asp)


**UF Graduate School:** [www.graduateschool.ufl.edu](http://www.graduateschool.ufl.edu)
Life cycle of the student from admission through to graduation: Application; Funding Awards; Orientation

UF Editorial Procedures; Graduate Catalog;
Graduate School Academic Calendar of Deadlines

**College of Agriculture and Life Sciences:**
[www.cals.ufl.edu](http://www.cals.ufl.edu)

*James Maku, PhD student in Agronomy, pictured presenting his poster. If you are attending a conference and presenting a poster or giving a talk, then apply for Travel Grants. CALS Travel Grant: [http://www.cals.ufl.edu/current_students/travel_grants.shtml](http://www.cals.ufl.edu/current_students/travel_grants.shtml)*

**CALS Travel Grants Deadlines**

<table>
<thead>
<tr>
<th>Conference Date</th>
<th>Apply by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 1-Mar. 31</td>
<td>Nov. 1</td>
</tr>
<tr>
<td>Apr. 1 - June 30</td>
<td>Feb. 1</td>
</tr>
<tr>
<td>July 1 - Sept. 30</td>
<td>May 1</td>
</tr>
<tr>
<td>Oct. 1 - Dec. 31</td>
<td>Aug. 1</td>
</tr>
</tbody>
</table>

**University of Florida:** [www.ufl.edu](http://www.ufl.edu)
Use the search engine within this website to find nearly anything in the UF system.

**UF Registrar Hub:** [http://www.registrar.ufl.edu/hubstudents.html](http://www.registrar.ufl.edu/hubstudents.html)
Schedule of Courses; Forms (e.g., University Petition); Residency Reclassification Form; Exam Schedules; Academic Calendar

**ONE.UF**
Your hub for UF - Registration; Clearing Holds, Ordering Transcripts; and more!

**Career Resource Center:** [http://www.crc.ufl.edu/](http://www.crc.ufl.edu/)

**U Matter We Care:** [http://www.umatter.ufl.edu/](http://www.umatter.ufl.edu/)
This publication provides a general description of graduate programs in Agronomy and most procedures to be followed in the course of a graduate program. The procedures described herein do not include all requirements of the Graduate School. Departmental requirements supplement those of the Graduate School.

Students should become familiar with portions of the Graduate School Catalog (available online at http://graduateschool.ufl.edu/academics/graduate-catalog) and other documents that concern their respective program and courses.

Compliance with appropriate deadlines is the responsibility of each student.

Graduate Programs In Agronomy

Many students choose a career in Agronomy because of a desire to help others improve the quality of their lives. Graduates of the Agronomy Department have contributed to the well being of people around the world, and they are today's leaders in agricultural science and technology, education, and policy making.

The Agronomy Department offers three graduate degrees, one concentration, and two certificates;

- Master of Science Non-thesis (Agroecology Concentration or Peace Corps + MS program)
- Master of Science Thesis
- Doctor of Philosophy
- Agroecology Concentration
- Certificates: Sustainable Agroecosystems and Global Agroecology

Graduate classes offered in Agronomy and related disciplines provide the foundation for the M.S. non-thesis degree and support the research focus of the M.S. Thesis and Ph.D. degrees. Agronomy faculty are internationally recognized as authorities in their disciplines and maintain active graduate education and research programs.

A few of the research areas in which the department has achieved international prominence include:

- Plant Breeding, Genetics & Genomics
- Forage Nutrition and Management
- Plant Physiology and Crop Management
- Weed Science, both Terrestrial and Aquatic Invasive Plants

The graduate programs emphasize the development and subsequent application of basic principles in each specialization to agronomic plants in Florida and throughout the world. Tropical agronomy is given special emphasis in research and graduate programs. When compatible with a student's program and permitted by prevailing circumstances, some thesis and dissertation research may be conducted wholly or in part in other countries.
Candidates for a graduate degree should have a bachelor's degree in agriculture or possess a bachelor's degree with a biological or physical science background and have a basic understanding of agronomic principles and practices. In addition, the general composition of undergraduate course work should be suitable for the proposed area of major study.

Satisfactory preparation for graduate study in Agronomy should include a comprehensive two semester biology/botany sequence, two semesters of general chemistry with laboratory, organic chemistry with laboratory, a physics course, and appropriate course work in Agronomy and related disciplines. Course work in these areas may be required during the first year of graduate study if deficiencies exist.

**Every semester Agronomy Graduate Students must:**

- Maintain a cumulative 3.0 GPA throughout the duration of the graduate program.
  
  *Failure to maintain an overall 3.0 will be cause for dismissal.*

**Requirements for Conditionally-admitted Students, First Term:**

- Courses determined by the Faculty Sponsor and Graduate Coordinator must be completed successfully, and the student must achieve an overall GPA of 3.0 or higher.

- “Scholarly Writing” 6-week course will be required if the student failed to meet standards of proficiency in English. This course is not-for-credit, is not covered by a tuition waiver, and costs $350. Comprehensive details: [http://www.eli.ufl.edu/programs/AcademicWrittenEnglish.html](http://www.eli.ufl.edu/programs/AcademicWrittenEnglish.html)

The Graduate Coordinator and the Faculty Sponsor will determine if Scholarly Writing is necessary for the student’s first term. Incoming students who scored less than 140 on the GRE verbal, 6 on the IELTS, 77 on the MELAB, 213 on the computer TOEFL, 80 on the Internet TOEFL or 550 on the paper TOEFL are required to take the screening test, offered the day before drop/add begins.

**Course work in the following areas may be required if deficiencies exist:**

- Two semesters biology/botany sequence
- Two semesters of general chemistry with laboratory
- Organic chemistry with laboratory
- A physics course
- Appropriate course work in Agronomy and related disciplines

**Teaching Assistants in UF Classroom by Foreign Nationals**

Students intending to perform Teaching Assistant (TA) duties who are not US citizens may be required to take the SPEAK Test to comply with Florida State laws. Test dates and registration are: [http://ase.ufl.edu/](http://ase.ufl.edu/)

**Student Orientation for the Agronomy Department is mandatory.**

You are probably receiving this booklet at the department’s orientation. In addition, UF offers an overview at an orientation for all in-coming students. Other orientations provided by the UF Graduate School are also required. For upcoming dates and times, or to view an archived session, visit: [http://www.graduateschool.ufl.edu/admissions/orientation/](http://www.graduateschool.ufl.edu/admissions/orientation/).
The University of Florida operates on a semester system consisting of two 16-week semesters (Fall and Spring) and two 6 week summer terms (Summer A and B). Students register each semester at specific periods designated by the Registrar’s Office (usually March 20 for Summer and Fall and Nov 1 for Spring). Each student should consult their major professor prior to the designated registration time to select and obtain approval for courses to be taken during the ensuing semester. In the Schedule of Courses, a course number, as well as a section number will define a class. If the word “DEPT” appears in the field where a section number typically is shown, then that course is “departmentally controlled.” The student should contact the Academic Assistant (352) 294-5186 in the Agronomy Department to register for a departmentally controlled course.

Any graduate student who is utilizing university facilities and/or faculty time must register for an appropriate course load. Registration for a full-time student not on an assistantship is 9-12 credits. Minimum registration for part-time students is 3 credits (fall or spring) and 2 credits summer. Part-time student status is prearranged during the application process, with the letter of offer clarifying such. Moving from full-time to part-time status requires approval of the Graduate Coordinator. For those on assistantship, full-time status requires registration for 9 credits in Spring and Fall and 6 credits in Summer.

Students on assistantship will receive a Letter of Appointment that allows the tuition fee to be waived. Students are financially responsible for all other fees. The Letter of Appointment will be processed during the first week of class each semester by the Graduate Coordinator. “One.UF” may be used to determine financial responsibility for other fees after the Letter of Appointment is processed. It is the student’s responsibility to determine the amount owed and to pay all fees other than the tuition fee. If the student pays their portion after deadlines, then the student is responsible to pay late fees. Graduate Assistants’ fees are deferred until late in the given semester (Fall/mid-November, Spring/mid-April and Summer C/mid-July.)

<table>
<thead>
<tr>
<th>Credit Load</th>
<th>Fall/Spring Term</th>
<th>Sum A Term</th>
<th>Credit Load</th>
<th>Sum B Term</th>
<th>Sum C Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-Time Graduate Students</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not on Appointments</td>
<td>9-12</td>
<td>4</td>
<td>4</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Assistants on .01 - .24 FTE and/or Fellows</td>
<td>12</td>
<td>4</td>
<td>4</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Assistants on .25 - .74 FTE</td>
<td>9</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Assistants on .75 - .99 FTE</td>
<td>6</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>Full - Time Assistants:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.00 Fall &amp; Spring</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.00 Summer A</td>
<td></td>
<td>2</td>
<td>2 or 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1 or 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Financial Aid** administered by the Office of Student Financial Affairs: [http://www.sfa.ufl.edu/](http://www.sfa.ufl.edu/)
Registration requirements listed above do not apply to eligibility for financial aid programs administered by the Office for Student Financial Affairs. Check with Student Financial Affairs in Criser Hall building, room S-107 for financial aid registration requirements.
Letter of Appointment

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

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

*With an appointment, the student enters into an employee-employer relationship with the University.*

Set-up Payroll through the Agronomy Department

Students on a Graduate Assistantship through the Agronomy Department will be contacted by the Shared Service Center to schedule an appointment to become set-up on payroll. International Students will need to be in the U.S. ten days to qualify to obtain a Social Security Card. Once the S.S. card is secured, the International Student may come to the Shared Service Center to complete pay-roll forms.

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

Research Registration in Final Term

All students must register for a minimum of 3 credits (2 if in summer) of either AGR 6971 *Research for Master’s Thesis* or AGR 7980 *Research for Doctoral Dissertation* as appropriate during the semester in which they expect to receive their degree. Non-Thesis student must register for something on the Program of Study, and typically the registration is AGR 6905 - the course associated with the individual project.

Registration in either AGR 6971 *Research for Master’s Thesis* or AGR 7980 *Research for Doctoral Dissertation* is limited to a maximum of 12 credits in any one semester.

Registration in either AGR 6910 *Supervised Research* or AGR 6940 *Supervised Teaching* is limited to a total of 5 credits. After the total is reached in either of these courses, the student should not register for that course again. Appropriate faculty supervision is essential.

Registration in AGR 7980 *Research for Doctoral Dissertation* is not permissible prior to the semester in which the qualifying examination is scheduled and subsequent application for admission to candidacy for the Ph.D. degree is filed. Doctoral students should register for AGR 7979 *Advanced Research* when appropriate prior to the semester of their qualifying exam.

If in doubt on your proper registration, refer to your letter of offer and appointment. Registration questions may also be directed to the Agronomy Academic Assistant.

To register any term for research hours, supervised teaching or individual studies, use the qualtrics survey link: https://ufl.qualtrics.com/jfe/form/SV_8BKzo7N6yvHtU4B
## Graduate Courses Charged per Student Credit Hour

<table>
<thead>
<tr>
<th></th>
<th>Academic Year Fall 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resident Tuition</strong></td>
<td><strong>$448.73</strong></td>
</tr>
<tr>
<td>* Capital Improvement Trust Fund</td>
<td>* $6.76</td>
</tr>
<tr>
<td>* Student Financial Aid</td>
<td>* $22.43</td>
</tr>
<tr>
<td>* Technology</td>
<td>* $6.56</td>
</tr>
<tr>
<td>* Activity and Service Fee</td>
<td>* $19.06</td>
</tr>
<tr>
<td>* Athletic Fee</td>
<td>* $1.90</td>
</tr>
<tr>
<td>* ^Health Fee</td>
<td>* $15.81</td>
</tr>
<tr>
<td>* ^Transportation Fee</td>
<td>* $9.44</td>
</tr>
<tr>
<td><strong>Total Florida Resident Rate Per Credit Hour</strong></td>
<td><strong>$530.69</strong></td>
</tr>
<tr>
<td><strong>Non-Resident Fee</strong></td>
<td><strong>$690.21</strong></td>
</tr>
<tr>
<td><strong>Non-Resident Student Financial Aid</strong></td>
<td><strong>$34.51</strong></td>
</tr>
<tr>
<td><strong>Non-Resident Tuition &amp; Fees Per Credit Hour</strong></td>
<td><strong>$1,255.41</strong></td>
</tr>
</tbody>
</table>
| *Fees Per Credit Hour for Assistants on Main Campus after Tuition Waiver | * Gainesville/Main Campus $81.96
  Multiply by credit hours (9) and you owe
  $737.64 fall/spring; $491.76 summer C
  ^ Research & Education Centers $56.71
  Multiply by credit hours (9) and you owe
  $510.39 fall/spring; $340.26 summer C |
| ^ Fees removed for Assistants at RECs, depending upon codes associated with registration | ^ |
| **UF tuition waiver for Students on Assistantship** | **$448.73 per credit hour
  Multiplied by 9 credits $4,038.57 (f/sp)
  Multiplied by 6 credits $2,692.38 (sum)** |

The above amounts are provided as a convenience, and should not be used as a student’s definitive calculation of fees due. Students admitted in Spring or Summer use the previous “Fall” Fee Tier.

UF Bursar provides a link to help you assess your fees.: http://www.fa.ufl.edu/bursar/current-students/
Bursar’s deadline may be found on various Academic Calendars

**For Spring 2016 term, the Bursar’s deadline is January 15 at 3:30pm.** Every student receives an email from this office with this deadline date. A Graduate Assistant, whose hire has completed the hire pathway, will have a deferred fee deadline (mid-April). If your payroll is not in the UF system by Jan 15, we strongly suggest you pay something towards your bill to prevent $100 late payment fee and forced withdrawal.
Academic Progress

Satisfactory academic progress (or standing) of any graduate student at any time requires a minimum cumulative grade point average (GPA) of 3.0. Progress is unsatisfactory for any student whose cumulative GPA is less than 3.0. No student with unsatisfactory standing may be admitted to candidacy nor awarded any advanced degree. Therefore, graduate students in Agronomy will be placed on probation whenever their GPA drops below 3.0 and barred from registration if their cumulative GPA is not raised above 3.0 after one semester probation. No student on probation should receive an “Incomplete” (I) grade. The student may appeal to the Department Graduate Committee if extenuating circumstances contributed to the unsatisfactory academic progress.

Maintain a 3.0 GPA

Time Limitations

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

“Graduate Agronomy Seminar” Participation

All graduate students in Agronomy are required to attend and participate in AGR 6933 Graduate Agronomy Seminar during all Fall and Spring semesters. Unexcused absences at any time during one’s graduate program will result in a reduction in the grade for the class during the semester in which one is registered for seminar. Any excused absences must be approved by the major professor. There is a re-broadcast link that will be emailed with the announcements so that students who miss seminar, or are at an REC maintain the benefit of participating.

Students are required to register for AGR 6933 Agronomy Seminar once during a M.S. Thesis or Ph.D. degree program. The presentation should be a report of the thesis or dissertation research and should be presented during the student’s last semester. One seminar presentation is required for the M.S. Non-thesis degree program. This presentation should be on the analysis paper submitted by the student as part of the degree program and it will be given to the student’s graduate committee.

Rooms in McCarty Hall B for Agronomy Graduate Students

- **Computer Room and Study Area - McCarty B room 2103** - The graduate student computer room and study area is in 2103 McCarty Hall B. This room is solely for use by currently enrolled graduate students in the Agronomy Department. If you are doing group work, be considerate of the needs of other students using this facility. To enter the room, you must have a four-digit pass code. To obtain a pass code, send an email message to Jimmy Anuszewski (jski@ufl.edu) requesting access and provide him with your four-digit code. He will then enter the code into the system and you will be able to enter as you wish. Do not share your pass code with others.
- **Agronomy Conference Room—McCarty B room 2108** - A place for committee meetings, presentations and final exams. Contact Agronomy’s front office to schedule this room.
- **Agronomy Commons Breakroom - McCarty B room 3123** - A refrigerator, microwave, and eating table are provided for Agronomy personnel and students to take breaks.
Every Student will be evaluated after the First Term and thereafter, every Spring

After your first term grades, complete the information at the top of the evaluation form (see sample below), and forward it to your Committee Chair. The chair will complete the evaluation form, discuss it with you, and you both will sign it. Distribute it to remaining committee members for their signatures. Once everyone has signed it, submit the form to the Academic Assistant in McCarty Hall B, room 3105. If you do not yet have a committee appointed, then your major professor will be the only signature on the form.

<table>
<thead>
<tr>
<th>Supervisory Committee Names</th>
<th>Supervisory Committee Signatures</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-Chair: or Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor Representative or Member:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Member: <em>(Ph.D. students have this member role)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments: <em>(Additional room for comments on the back of this form)</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The signature of the graduate student does not mean that he/she agrees with the evaluation, but means only that he/she has seen the evaluation.

Student’s Name/Date: ____________________________________________

Return completed form *(including all applicable committee signatures)* to the Academic Assistant in McCarty Hall B, room 3105
Supervisory Committee

→ The graduate program for all students is organized by a Supervisory Committee.

→ The Graduate Advisor serves as the Chair of the Student’s Supervisory Committee, and if not located in Gainesville, selects a Co-chair from the Gainesville Faculty to assist the student while on the main campus.

→ The Committee is responsible for approval of course work and provides guidance and review of the student’s professional development and research project.

→ The Supervisory Committee has primary responsibility for the quality of each degree program.

→ The Graduate Advisor assures that adequate resources are available for the student to complete the proposed research project within the allotted time.

→ The Graduate Advisor confirms student compliance with departmental requirements by periodically reviewing the Program of Study (Form 2) with the student.

→ The Graduate Advisor completes an annual academic evaluation for each student and the student presents it to his/her Supervisory Committee for review and authorization.

→ The Supervisory Committee must be appointed by the end of the student’s first term or after 12 credit hours.
During a student’s first term, the major professor and student confer to select a minor field of study (if applicable) and to select other members to form a Supervisory Committee. They use this departmental form to communicate the proposed committee to the Graduate Coordinator.

⇒ Obtain form [http://agronomy.ifas.ufl.edu/students/#forms](http://agronomy.ifas.ufl.edu/students/#forms) and complete with Chair
⇒ Process will involve contacting proposed members for their participation on your committee
⇒ Submit draft to Graduate Coordinator for review and assignment of “Department Member”
⇒ Once approved, collect signatures from your committee
⇒ Submit completed form to the Academic Assistant in McCarty Hall B room 3105
⇒ Academic Assistant inserts data in GIMS
⇒ Your committee begins receiving teaching credit for involvement in your research program

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**Committee Appointment Form**

*Agronomy Department Graduate Students need to have a Supervisory Committee appointed by the end of the first term or after 12 credit hours*

Student: ________________________________
Degree: ________________________________
Major: ________________________________
Minor: ________________________________
First Term/Date: ________________________
Projected Graduation: __________________

**Committee Members**

Chair: ________________________________
Co-Chair: _____________________________
Department Member: __________________
Member: ______________________________
Member: ______________________________
External Member (UF faculty member for Ph.D. students only): _________________________
Minor Representative: __________________

Graduate Students should submit a draft copy of their Supervisory Committee Form to the Agronomy Graduate Coordinator, Dr. Lynn Sollenberger, at lesollen@ufl.edu or 3111 McCarty Hall B, for approval before obtaining your committee signatures. Once your supervisory committee has been approved, your form will be returned to you to obtain your committees signatures.

The signed form will be returned to the Academic Assistant in 3105 McCarty Hall B.
SUPERVISORY COMMITTEE MEMBERS

Minimum requirement for committee members
Two faculty from the Agronomy Department must serve on each student’s committee

- **M.S. Non-thesis**: Two Members (these would be two Agronomy faculty);
  Agroecology Program, three Committee Members are required, Chair from
  Agronomy and a member from Soil and Water Sciences department
- **M.S. Thesis**: Four Members (Fourth member is assigned by Graduate Coordinator)
- **Ph.D.**: Five Members (Fifth member is assigned by Graduate Coordinator)

**Committee Chairperson**: The major professor serves as committee chairperson and must be a member of the UF Graduate Faculty. The major professor has the primary responsibility of ensuring compliance with pertinent university regulations during all phases of the student’s graduate program. One or two minor fields of study may be chosen. Regardless of degree program, one member of the supervisory committee will be appointed from each minor department. If no minor is declared, no external member (i.e., faculty from outside of Agronomy) is required for the M.S. Thesis committee. However, all Ph.D. committees must have an external member, even if no minor is declared.

**Committee Co-Chair**: Under justifying circumstances, a co-chair for any Special Supervisory Committee may be appointed to assume the responsibility for detailed supervision of a particular portion of the student’s program.

**Department-Appointed Member**: For both M.S. Thesis and Ph.D. students, one member of the supervisory committee will be selected by the Graduate Coordinator in consultation with the Department Chairman. If the major professor is not located in Gainesville, an on-campus faculty member will serve as a local contact for the student and will be a member of the supervisory committee.

**Non-UF Faculty Member**: A non-UF faculty member may serve on a student’s committee as a “Special Member.” The process is this: Chair submits the resume and justification for inclusion on the committee to the Graduate Coordinator to initiate the approval process. Once approved at the department level, the Special Member needs to acquire a UFID from UF. The Academic Assistant inserts the data in GIMS.

**Research Proposal**: For M.S. Thesis and Ph.D. students a written research proposal must be submitted to the Supervisory Committee before the first committee meeting. This proposal should be considered in developing the proposed program of courses and should become a permanent part of the student’s record. **Bring a copy of your research proposal to 3015 McCarty Hall B for the Graduate Coordinator to place in your student file.**

**Agenda for the first committee meeting:**
Review the student’s Research Proposal and a Program of Study
Program of Study (Form 2)

Obtain form [http://agronomy.ifas.ufl.edu/students/#forms](http://agronomy.ifas.ufl.edu/students/#forms)

The committee should meet soon after appointment to develop the list of courses for the student’s Program of Study (Form 2) and to review the research proposal. The courses selected should be listed on the Program of Study form and grouped into categories of Major, Minor, and Foundation and Supporting Work. Major courses are limited to graduate level (5000 and above) Agronomy courses or others specifically approved for this purpose. (A list of Agronomy courses is found on various websites, including Registrar and Agronomy sites. A list is also included in this manual.) Courses in the minor must be numbered 5000 and above. All required courses not in the major or minor should be listed as Foundation and Supporting Work. (See samples on the following pages.)

The complete description of the Program of Study and the process involved in its completion is below.

**Program of Study Definition** - It is a minimum contract between the graduate student and the Supervisory Committee that defines the coursework required for the degree program. As such, only those courses needed to meet the credit hour requirements (30 for the M.S. and 90 post-B.S. for the Ph.D.) and that are required by the Supervisory Committee should be listed on the Form 2. Additional courses can be taken without modification of the Form 2, but if courses listed on the Form 2 are to be deleted or substituted this requires committee approval and written notification to the Graduate Coordinator.

From a practical perspective it is generally a good idea to have at least 3 credits more than the minimum on the form to provide a buffer should it become impossible to take one of the listed courses.

The Program of Study must be submitted to the Graduate Coordinator during the second term of residency.

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

- The student and major professor agree on a list of courses to fulfill degree requirements.
- The student should submit this draft to the Graduate Coordinator for proofreading.
- This proposed Program of Study is presented to the Supervisory Committee for its consideration at a meeting of the Supervisory Committee.
- The program of study is revised according to the wishes of the Supervisory Committee, and this revised version is submitted to the Graduate Coordinator for review.
- Upon completion of this review and return of the proposed program of study, the student should access the template (fill-able form) on the departmental website and prepare the final draft of the Form 2.
- A hard-copy version should be circulated among the members of the Supervisory Committee to obtain signatures from all members.
- After all members have signed the form, it should be submitted to the Graduate Coordinator for final review, signature, and placement in the student’s file.

Procedure to make changes on the Form 2:
If the student is unable to take a course listed in the plan, it is the student's and adviser's responsibility to acquire committee approval for this change. The adviser should send to the Graduate Coordinator written notice of this change and confirmation that it has been approved by the committee. This should be done well in advance of the final exam. Failure to do so could result in a delay in meeting requirements for graduation.

UF policy on Majors and Minors:

1. The Graduate Coordinator may petition on behalf of the Student’s Committee that a course not in the Agronomy unit may count towards the student’s major. Course work in the Major must be in courses numbered 5000 or above. For course work outside the major, 6 credits of courses numbered 3000 or above may be taken if part of an approved plan of study.
2. The Minor course work must be in an academic unit other than the major. If a student earns more than one course from an academic unit contributing to the major of another, the student is not eligible to earn a minor from the contributing academic unit. If a minor is chosen, at least 6 credits of course work are required in the minor field. Two 6 credit minors may be taken with the major academic units permission. A 3.00 (truncated) GPA is required for minor credit. A student must have a minor representative from the academic unit who is not also a member of the Agronomy Department. The academic unit may place higher standards than those listed here for fulfillment of a minor.
3. For students pursuing a Ph.D., 12 credit hours are required for one minor.

Minor is defined as a block of course work completed in any academic unit outside the major, if approved for master's or doctoral programs listed in the graduate catalog. If a student earns more than one course from an academic unit contributing to the major of another, the students is not eligible to earn a minor from the contributing academic unit. If a minor is chosen, the supervisory committee must include a representative from the minor field. A minor requires at least 6 to 15 credits depending on the program. The minor appears on the student's transcript along with the program name and the degree awarded.

Certificates:
Certificates are rapidly replacing minors on the UF campus. They are 9-12 credit hours of a specialized area. Any graduate student regardless of major may apply to a certificate program. Application does not guarantee acceptance into the certificate. The student applies via Admissions or One.UF and enrollment in the certificate program must be done prior to the student earning a grade in any coursework towards the certificate. A student is not required to obtain a committee member to represent the certificate. Academic units offering a certificate might have requirements above the minimum standards in this handbook.

Agronomy offers two certificates, and they are targeted for students outside the Agronomy major.
Core Curriculum Requirements

Genetics and Plant Breeding ~ Plant Physiology/Biochemistry
Plant Ecology/Management/Nutrition

Minimum 3-credit hours from each category during your graduate education

Courses that count toward this requirement are listed in these tables

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

Genetics and Plant breeding courses have
AGR 3303 Genetics or its equivalent, as a prerequisite.

<table>
<thead>
<tr>
<th>Plant Physiology/Biochemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR 6442C Physiology of Agronomic Plants 4</td>
</tr>
<tr>
<td>AGR 5444 Ecophysiology of Crop Production 3</td>
</tr>
<tr>
<td>BCH 5045 Graduate Survey of Biochemistry 4</td>
</tr>
<tr>
<td>BOT 5505C Intermediate Plant Physiology 3</td>
</tr>
<tr>
<td>FOR 6340 Physiology of Forest Trees 3</td>
</tr>
<tr>
<td>HOS 6345 Environmental Physiology 4</td>
</tr>
<tr>
<td>HOS 6535 Woody Plant Physiology 2</td>
</tr>
<tr>
<td>HOS 6932 Hort Physiology 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Genetics and Plant Breeding</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR 5321C Genetic Improvement of Plants 3</td>
</tr>
<tr>
<td>AGR 6322 Advanced Plant Breeding 3</td>
</tr>
<tr>
<td>AGR 6325L Plant Breeding Techniques 1</td>
</tr>
<tr>
<td>HOS 6932 Molecular Markers in Plant Breeding 3</td>
</tr>
<tr>
<td>HOS 3305 Intro Plant Molecular Biology 3</td>
</tr>
<tr>
<td>HOS 5242 Genetics &amp; Breeding of Vegetables 3</td>
</tr>
<tr>
<td>HOS 6201 Breeding Perennial Cultivars 3</td>
</tr>
<tr>
<td>FOR 6310 Forest Genetics and Tree Improv. 3</td>
</tr>
<tr>
<td>PCB 6555 Intro to Quantitative Genetics 3</td>
</tr>
<tr>
<td>AGR 5307 Molecular Genetics for Crop Improv. 3</td>
</tr>
<tr>
<td>HOS 5711 Phytochemicals in Food &amp; Health 3</td>
</tr>
<tr>
<td>HOS 6231 Biochemical Genet. of Higher Plants 3</td>
</tr>
<tr>
<td>PCB 6528 Plant Molecular Biology 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plant Ecology/Management/Nutrition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR 5215C Integrated Field Crop Science 3</td>
</tr>
<tr>
<td>AGR 5230C Florida Grassland Agroecosystems 4</td>
</tr>
<tr>
<td>AGR 5511 Crop Ecology 3</td>
</tr>
<tr>
<td>AGR 5277C Tropical Crop Production 3</td>
</tr>
<tr>
<td>AGR 6233 Tropical Grassland Agroecosystems 3</td>
</tr>
<tr>
<td>AGR 6237C Research Techniques in Forage Eval. 3</td>
</tr>
<tr>
<td>AGR 6422C Environmental Crop Nutrition 3</td>
</tr>
<tr>
<td>IPM 5305 Principles of Pesticides 3</td>
</tr>
<tr>
<td>PLS 5632C Integrated Weed Management 3</td>
</tr>
<tr>
<td>PLS 5652 Advanced Weed Science 3</td>
</tr>
<tr>
<td>PLS 6623 Weed Ecology 3</td>
</tr>
<tr>
<td>PLS 6655 Plant-Herbicide Interactions 3</td>
</tr>
<tr>
<td>SWS 6136 Soil Fertility 3</td>
</tr>
</tbody>
</table>
PhD (with MINOR) EXAMPLE

Note the transfer of credit: If a student receives an M.S. degree from UF, then all credits with a grade of B or better, obtained from that degree are counted towards the Ph.D. in contrast to 30 credits. However, the committee will determine if the student needs to supplement the MS.

Program of Study – Form 2 for PhD Degree in UF IFAS Agronomy

Proposed program of study for (STUDENT’S NAME HERE)

Major: Agronomy

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
<th>Term</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR 6933 Grad. Agronomy Seminar</td>
<td>1</td>
<td>Various</td>
<td></td>
</tr>
<tr>
<td>AGR 7979 Advanced Research</td>
<td>15</td>
<td>Various</td>
<td></td>
</tr>
<tr>
<td>AGR 7980 Research for Doctoral Dissertation</td>
<td>12</td>
<td>Various</td>
<td></td>
</tr>
<tr>
<td>PLS 6425 Integrated Weed Science</td>
<td>3</td>
<td>Fall 2010</td>
<td></td>
</tr>
<tr>
<td>IPM 5305 Principles of Pesticide</td>
<td>3</td>
<td>Spring 2011</td>
<td></td>
</tr>
<tr>
<td>PLS 5652 Advanced Weed Science</td>
<td>3</td>
<td>Fall 2011</td>
<td></td>
</tr>
<tr>
<td>AGR 6932 Weed Science Issues</td>
<td>3</td>
<td>Summer 2011</td>
<td></td>
</tr>
<tr>
<td>AGR 6932 Topics in Weed Science</td>
<td>3</td>
<td>Summer 2012</td>
<td></td>
</tr>
<tr>
<td>AGR6932 Trends in Weed Science</td>
<td>3</td>
<td>Summer 2013</td>
<td></td>
</tr>
<tr>
<td>AGR 5444 Ecophysiology Crop Prod (Core Req.)</td>
<td>3</td>
<td>Spring 2012</td>
<td></td>
</tr>
<tr>
<td>PLS 6655 Plant-Herbicide Interactions</td>
<td>3</td>
<td>Spring 2011</td>
<td></td>
</tr>
<tr>
<td>AGR 5321 Genetic Impr. of Plants (Core Req.)</td>
<td>3</td>
<td>Fall 2010</td>
<td></td>
</tr>
<tr>
<td>Univ. of Florida MS Credits</td>
<td>Transfer Credits</td>
<td>All available</td>
<td></td>
</tr>
</tbody>
</table>

Minor: Soils

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWS 6448 Bioecology of Wetlands</td>
<td>3</td>
<td>Spring 2011</td>
</tr>
<tr>
<td>SWS 5716 Pedology</td>
<td>3</td>
<td>Spring 2012</td>
</tr>
<tr>
<td>SWS 6932 Soil and Tissue Testing</td>
<td>3</td>
<td>Sum 2011</td>
</tr>
<tr>
<td>SWS 6136 Soil Fertility</td>
<td>3</td>
<td>Fall 2012</td>
</tr>
</tbody>
</table>

Foundation and Supporting Work:

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA 6207 Regression Analysis</td>
<td>3</td>
<td>Fall 2010</td>
</tr>
</tbody>
</table>

Approval/Signatures - Below the signature lines, type in the name

Student: ____________________________________________

Co-chair, if applicable: ____________________________________________

External Member: ____________________________________________

Minor Rep, if applicable: ____________________________________________

Chair: ____________________________________________

Member: ____________________________________________

Member: ____________________________________________

Member: ____________________________________________
Note: The student estimates 30 credits transferring from a University (other than UF) to show that he/she has at least 90 credits post Bachelor’s degree. Officially, UF will determine if the full 30 credits will be transferred.
Note that the credits in the minor are not counted toward the Agronomy major.

### Program of Study – Form 2 for MS Degree in UF IFAS Agronomy

*Proposed program of study for (STUDENT NAME HERE)*

**Major: Agronomy**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
<th>Term &amp; Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR 6933 Grad. Agronomy Seminar</td>
<td>1</td>
<td>various</td>
<td></td>
</tr>
<tr>
<td>AGR 6971 Research for Master’s Thesis</td>
<td>6</td>
<td>various</td>
<td></td>
</tr>
<tr>
<td>AGR 5230C Florida Grassland Agroecosystems</td>
<td>4</td>
<td>Spring 2011</td>
<td></td>
</tr>
<tr>
<td>AGR 6237C Research Techniques in Forage Evaluation</td>
<td>3</td>
<td>Sum 2011</td>
<td></td>
</tr>
<tr>
<td>AGR 6442 Phys. Agronomic Plants (Core Req.)</td>
<td>4</td>
<td>Spring 2011</td>
<td></td>
</tr>
<tr>
<td>AGR 5321 Genetic Improv. of Plants (Core Req.)</td>
<td>3</td>
<td>Fall 2010</td>
<td></td>
</tr>
</tbody>
</table>

**Minor: Soils & Water Sciences**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
<th>Term &amp; Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWS 6136 Soil Fertility</td>
<td>3</td>
<td>Fall 2010</td>
<td></td>
</tr>
<tr>
<td>SWS 5116 Environmental Nutrient Management</td>
<td>3</td>
<td>Spring 2010</td>
<td></td>
</tr>
</tbody>
</table>

**Foundation and Supporting Work:**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
<th>Term &amp; Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA 6166 Statistical Methods in Research I</td>
<td>3</td>
<td>Sum 2011</td>
<td></td>
</tr>
<tr>
<td>STA 6167 Statistical Methods in Research II</td>
<td>3</td>
<td>Fall 2011</td>
<td></td>
</tr>
</tbody>
</table>

**Approval/Signatures - Below the signature line, type in the appropriate name**

**Student:**

**Chair:**

**Co-chair, if applicable:**

**Minor Rep, if applicable:**

Graduate Students should submit a draft copy of the program of Study-Form 2 to 3105 McCarty Hall B for preview by the Agronomy Department's Graduate Coordinator.
Graduate Students should submit a draft of the program of Study to 3105 McCarty Hall B for preview by the Department’s Agronomy Graduate Coordinator.
Master of Science Non-thesis:

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

Pre-requisites:  
- PLS3004C Principles of Plant Sciences  
- SWS 3022 Introduction to Soils in the Environment or equivalent.  
- Other courses as specified by the Supervisory Committee.

General Requirements:  
- At least 30 total credit hours with a maximum of 6 credits in S/U graded courses.  
- A minor is not required.  
- Registration in AGR 6971 Research for Master’s Thesis is not permitted.  
- Fifteen credits in the Agronomy major course work (no substitutions permitted.)

Required Courses:  
- At least 1 credit in AGR 6933 Graduate Agronomy Seminar.  
- 3 credits (2 credits for the Agroecology Program), for an analysis paper in AGR6905  
- Agronomic Problems or AGR 6932 Topics in Agronomy.  
- Other courses as specified by Supervisory Committee. The Agroecology program requires that students complete a group of required courses, and complete electives from an approved list of electives. Refer to the Agroecology handbook.

Comprehensive Written Exam: A comprehensive written exam, taken prior to the midpoint of the term of graduation, is required. Questions for the exam can be solicited from all faculty within the Agronomy Department. The exam and guidelines for passage of the exam will be determined by the Supervisory Committee.

Oral Final Exam: Passage of an Oral Final Exam will be determined by the Supervisory Committee. All committee members must sign the Report on Thesis or Dissertation and/or Final Examination form which is then submitted to the Graduate Coordinator. The Final Exam must be passed by the last day of class of the semester of graduation. The Graduate Coordinator should be informed of the scheduling of the exam at least 10 working days prior to the exam date.

Supervisory Committee: At least two members from the graduate faculty, with the faculty advisor from the Agronomy Department, and a third committee member from the minor discipline, if a minor is chosen. For the Agroecology program, the supervisory Committee will be comprised of three faculty members with at least one being from the Agronomy Department and one from the Soil and Water Sciences Department. The Supervisory Committee responsibilities are: 1) to advise the student on course work and establish the required courses; 2) to provide advice for and review the student's analysis paper; 3) administer and determine passage of the Comprehensive Written Exam; and 4) conduct and determine passage of the Oral Exam.

Courses required for each student are determined by the Supervisory Committee and consist of courses in the major, the minor(s), if chosen, and foundation and supporting. Courses in the minor(s) will be recommended by committee members from the minor area(s) if minor is chosen.

UF is a participating University with Peace Corps in which the student has an interruption during the MS program to serve a year or more in the Peace Corps. Students in the non-thesis degree program often have their project centered around their Peace Corps experience.
Master of Science Thesis:

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

General Requirements: A total of at least 30 credits approved by the Supervisory Committee, department, college, and graduate school.
A maximum of 6 credits in AGR 6971 Research for Master’s Thesis.
A minimum of 12 credits in 5000 level or higher Agronomy courses and others specifically approved for this purpose as listed in the Graduate Catalog, exclusive of AGR 6971 Research for Master’s Thesis.
A minor, if selected, is a minimum of 6 credits in the minor discipline.

All courses not in the major or minor that are required by the Supervisory Committee should be listed on the Program of Study (Form 2) as Foundation and Supporting Work.

Required Courses:
One credit in AGR 6933 Graduate Agronomy Seminar. Other courses as specified by the Supervisory Committee.
One Course from each of the three core curriculum areas. Areas are:
- Genetics and Plant Breeding
- Plant Physiology and Biochemistry
- Plant Ecology/Management/Nutrition

Courses that count toward the three core curriculum areas are listed on page 15.
Other courses are specified by the Supervisory Committee.

Supervisory Committee:
A minimum of four members, with three selected by the major professor and one appointed by the department. All members of the Supervisory Committee must be members of the Graduate Faculty and at least two members, including the major professor, must be from the Agronomy Department. There must be one member representing each selected minor field of study.

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

Courses required for each student are determined by the Supervisory Committee and consist of courses in the major, the minor(s), and foundation and supporting. Courses in the minor(s) will be recommended by committee members from the minor area(s).
PH.D. DEGREE REQUIREMENTS

Doctor of Philosophy

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

General Requirements:
● A minimum of 90 total credit hours.
● 30 credit hours from the Masters of Science degree program may be counted toward the 90 credit hours unless the degree was in a different discipline. If the M.S. degree was completed at the University of Florida, then all credits may be applied toward the 90-hour total.
● If one minor is selected, it includes a minimum of 12 credit hours at 5000 level or higher. If two minors are chosen, a minimum of eight hours is required for each minor field.
● The number of credit hours in the major should exceed that of the minor(s).
● Major courses are limited to 5000 or higher Agronomy courses and others specifically approved for this purpose.
● All candidates for the Ph.D. degree will normally obtain teaching experience, the specifics of which are determined by the Supervisory Committee. It is recommended that at least one credit of AGR 6940 Supervised Teaching be included in the program of study.

All other required courses not in the major or minor should be listed as Foundation and Supporting Work on the student’s Form 2.

Required Courses:
● One credit in AGR 6933 Graduate Agronomy Seminar.
● One Course from each of the three core curriculum areas taken during the student’s M.S. or Ph.D. program. Areas are:

  Genetics and Plant Breeding  
  Plant Physiology and Biochemistry  
  Plant Ecology/Management/Nutrition

● Courses that count toward the three core curriculum areas are listed on page 15.
● Other courses are specified by the Supervisory Committee.

Period of Concentrated Study: Candidates must satisfy the minimum residence requirements by completing beyond the Master’s degree 30 semester hours in residence at The University of Florida campus or at approved centers of the Florida Agricultural Experiment Station.

Foreign Language: No foreign language is required; however, the Supervisory Committee may require a foreign language if the members believe the language study would enable the student to be better prepared for his/her anticipated career objective.
Doctor of Philosophy:

**Supervisory Committee:** A minimum of five members, with four selected by the major professor and one appointed by the department. All members of the Supervisory Committee must be members of the Graduate Faculty and at least two members, including the major professor, must be from the Agronomy Department. There must be one member representing each selected minor field of study.

**Qualifying Examination:** The qualifying examination should be given as soon as the Supervisory Committee believes a student has completed an appropriate portion of course work, generally not earlier than the last semester of their first full year. Scheduling the qualifying exam early in a program allows the committee to recommend remedial course work if the student performs marginally on the qualifying exam. The qualifying examination must be held at least two semesters prior to the receipt of the degree by a full-time student or a calendar year before receipt of the degree if the student is on less than a full-time basis. The semester in which the qualifying examination is passed is counted for this purpose if the examination is held and the Admission to Candidacy form is submitted during the first half of that semester. The examination should consist of a written portion given by each committee member and an oral examination by all members of the Supervisory Committee in assembly. All Agronomy Graduate Faculty Members and Deans of the Graduate School, College of Agricultural and Life Sciences, and IFAS Research also may participate in the oral portion. Such examinations cover all major and minor subjects. The student and Committee Chair must be present for the examination. All other committee members must participate but may do so using media. UF requires official exam papers be signed by committee members, and the Academic Assistant will oversee sending the exam documents to committee members who were not present at the examination. The Final Exam may not be scheduled earlier than the semester preceding graduation. Contact the Academic Assistant to announce the exam.

**Final Examination:** A final comprehensive oral examination given by the Supervisory Committee must be passed by all candidates not later than the deadline for each semester as published by the Graduate School. A list of deadline dates may be obtained at [http://gradschool.rgp.ufl.edu/editorial/introduction.html](http://gradschool.rgp.ufl.edu/editorial/introduction.html). The examination will cover the candidate's dissertation as required, his/her field of specialization, and other such areas as considered appropriate by the Supervisory Committee. An announcement of the final exam must be submitted through the Graduate Coordinator's office at least 10 working days prior to the examination date. The exam should normally be scheduled during the semester in which the student receives the degree and in no event can this examination be held earlier than six months before the degree is conferred. The student and Committee Chair must be present for the examination. All other committee members must participate but may do so using media. UF requires official exam papers be signed by committee members, and the Academic Assistant will oversee sending the exam documents to committee members who were not present at the examination. The Final Exam may not be scheduled earlier than the semester preceding graduation. Contact the Academic Assistant to announce your exam.
Research Performed Elsewhere for Thesis or Dissertation:

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

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

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

Editorial Standards - Use the UF Help Desk to get the format requirements of your document!

Every candidate for the M.S. Thesis is required to prepare and present a thesis reporting his/her individual research in a form acceptable to the Supervisory Committee, the Department of Agronomy, the College of Agricultural and Life Sciences, and the Graduate School. Likewise, each Ph.D. candidate is required to prepare a dissertation showing independent investigation in form and content acceptable to his/her Supervisory Committee, the Department, College, and Graduate School. Each thesis and dissertation should be prepared in accordance with standard procedures outlined by the Graduate School and available either in the Graduate Catalog or at http://www.graduateschool.ufl.edu/graduation/

Students are required to submit an electronic thesis or dissertation and must complete all requirements imposed by the Department, College, and Graduate School. A complete list of university and college requirements is available through http://www.graduateschool.ufl.edu/graduation/

The Department requires submission of an electronic copy of the complete document on appropriate media (CD). The electronic copy must consist of a single file unless an exception is approved by the Graduate Coordinator. All Departmental copies must be received by the Graduate Coordinator before departmental approval of the Final Examination Report is requested.
You are on your path to graduate!

Graduation Information

Apply for graduation
Apply via One.UF in the beginning of the semester you plan to graduate. Please visit the graduate school homepage for deadline dates.

Schedule an exit seminar and register in AGR 6933 in your final spring or fall term (in some instances, the exit seminar is the same day as the final exam.)

Schedule the final exam
Your entire committee must participate in your Final Exam. Physical presence is required of you and your Chair—all other members may participate remotely. Communicate with your Committee Chair and Committee about possible day/time/place and schedule the room.

At least two weeks before your Final Exam, contact the Academic Assistant for an exam announcement. This announcement will be distributed to Agronomy Faculty and Graduate Students. Email the title of your thesis or dissertation, exam location, time, day, and (optional) a photograph. It is helpful to send email addresses of Special Members on the committee.

The day of (or the day before) your Final Exam, pick up your Final Exam, EDT Signature Pages, and Publishing Agreement signature forms from the Academic Assistant in 3105, McCarty Hall B.

Signed forms need to be submitted as soon following the exam as possible. The forms must have the signatures of applicable committee members.

Verify that your final copy of your Thesis/Dissertation conforms to Editorial Standards. When you are ready to turn in the final copy of your Thesis/Dissertation to editorial, please visit the following website to make sure you have met all requirements of the graduate school: http://www.graduateschool.ufl.edu/graduation/
When you receive notice from Editorial that your thesis/dissertation has been approved, send a copy of the email to the Graduate Sectary.

Have your Exit Interview with the Graduate Coordinator. Contact the Academic Assistant for details.

Inform the Agronomy Department about your ceremony plans.
The University will email you with details about graduation ceremonies. The Department is responsible to contact the Graduate School to let them know whether you are planning to walk in the ceremony and whom you have selected to be your Faculty Escort. Please let us know your plans!
AGR 5215C - Integrated Field Crop Science (3) Intensive introduction to practical field crop production and management of common as well as under-exploited, field crops. Offered every summer A semester.

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

AGR 5266C: Field Plot Techniques (3) Prereq: STA 3023. Techniques and procedures used in design and analysis of field plot, greenhouse, and laboratory research experiments. Application of research methodology, the analysis and interpretation of research results. Offered every fall semester.

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

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


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

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

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

AGR 6237C - Research Techniques in Forage Evaluation (3) Prereq: STA 6166. Experimental techniques for field evaluation of forage plants. Design of grazing trials and procedures for estimating yield and botanical composition in the grazed and ungrazed pasture. Offered summer C semester in odd-numbered years.

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

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

AGR 6932 - Plant Chrom & Genomes (3) Prereq: AGR 3303. New Course offered Spring ‘15 and ‘16. Genetic variability with emphasis on interrelationships of cytologic and genetic concepts. Check with department about subsequent years.

AGR 6932—Aquatic Weed Control (3) Identification of Florida’s aquatic weed problems and methods of chemical, biological, mechanical and physical weed control. Specific topics will include plant biology/ecology, herbicide labels and use, herbicide residue, lake management, insect biocontrol, grass carp, and current laws regulating aquatic weed control. Offered fall semester during even years. Check with department of availability in future semesters.
AGR 6422C - Environmental Crop Nutrition (3)  
Prereq: BOT 3503. Design of cost-effective and environmentally sound crop nutrient management strategies. Diagnostic nutrient analysis, nutrient uptake, BMPs, and sustainable agriculture. Offered every fall semester on campus and WEB delivery.

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

AGR 6910 - Supervised Research (1-5 credits per semester)  
Offered every semester.

AGR 6932 - Topics in Agronomy (2-3)  
Critical review of selected topics in specific agronomic areas. Courses vary, so check the Agronomy Department for current offerings.

AGR 6933 - Graduate Agronomy Seminar (1)  
Current literature and agronomic developments. See page 10 for participation details. Offered every spring and fall semester on campus and WEB delivery.

AGR 6940 - Supervised Teaching (1-5 Credits per semester)  
Offered every semester

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

AGR 7979 - Advanced Research (1-9 Credits per semester)  
Research for doctoral students before admission to candidacy. Designed for students with a master’s degree in the field of study or for students who have been accepted for a doctoral program. Not open to students who have been admitted to candidacy. Offered every semester.

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

ALS5155—Global Agroecosystems (3)  
Prereq: SWS 3022, SWS5050, AGR 4214C and ALS 3153 or instructor’s permission. This course focuses on the principles of agroecology and presentation of topics that integrate ecological with agricultural principles to optimize resource conservation, productivity, societal benefit, and profitability. Offered every fall semester on campus and WEB delivery.

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

PLS 5632C - Integrated Weed Management (3)  
Overview of weed science principles and practices, with particular emphasis on strategies for Southeastern cropping systems. Situations unique to the state of Florida. Offered fall semester. Lab fee $15.00. (Contact Dr. MacDonald for Web-course.)

PLS 6626: Invasive Plant Ecology (3)  
Mechanisms and hypotheses to explain non-native plant invasions. Impacts of invasions on communities and ecosystems, including natural and agricultural areas, management approaches, and design and analysis of experiments. Offered spring semester.

PLS 6655 - Plant/Herbicide Interaction (3)  
Prereq: PLS 4601 and BOT 3503. Herbicide activity on plants: edaphic and environmental influences, absorption and translocation, response of specific physiological and biochemical processes as related to herbicide mode of action. Prereq: introductory plant physiology and biochemistry; introductory weed control and knowledge of herbicide families. Offered spring semester in odd-numbered years and WEB-delivery spring even years.
Freddy Altpeter
altpeter@ufl.edu; -(352) 273-3418
3085 McCarty Hall B

Erin Alvarez
ealvarez@ufl.edu; 352-294-1582
3121 McCarty Hall B

Ali Babar
mababar@ufl.edu (352) 273-2213
2081 McCarty B

Ann Blount, North Florida REC - Marianna
pasparum@ufl.edu; (850) 394-9124 x 102
3925 Hwy 71, Marianna, FL 32446

Kenneth J. Boote (Retired and retained)
kjboote@ufl.edu -(352) 273-2215
2087 McCarty Hall B

Barry Brecke, West Florida REC - Milton
bjbe@ufl.edu; (850) 995-3720 x 106
5988 Hwy 90, Bldg. 4900, Milton, FL 32583

Jose Dubeux, North FL. REC - Quincy
dubeux@ufl.edu.—(352) 394-9124
155 Research Road, Quincy, FL. 32351

Stephen Enloe, Center for Aquatic/Invasive Plants
sfenloe@ufl.edu, 352-392-6807
7922 NW 71st St, Gainesville (Campus Box 110610)

John E. Erickson
jerickson@ufl.edu; 392-6189
Bldg. 345 room 102(campus mail Box 110965)

Jason A. Ferrell
jferrell@ufl.edu; 392-7512
Weed Science Shop, Bldg. 258

Fred M. Fishel
weeddr@ufl.edu; 392-4721
Pesticide Info Office Bldg. 164(Campus Box 110710)

Luke Flory
flory@ufl.edu -(352) 294-1581
3128 McCarty Hall B

Lyn Gettys, Ft. Lauderdale REC
lgettys@ufl.edu; (954) 577-6331
3205 College Ave. Davie, FL. 33314

Robert Gilbert, Agronomy Chair
rgilber@ufl.edu; (352) 392-1811
3105 McCarty Hall B

William T. Haller, Center for Aquatic/Invasive Plants
whaller@ufl.edu; 392-9615
7922 NW 71st St, Gainesville (Campus Box 110610)

Kevin E. Kenworthy
kenworth@ufl.edu; 273-3415
Bldg. 345 room 103 (campus mail Box 110965

Ramón Leon, West FL. REC - Jay
rglg@ufl.edu; 850-995-3720
4253 Experiment Dr. Jay, FL. 32565-7332

See the Agronomy website for a comprehensive list and updates
Your student is ready to defend . . . Now what?

Exit Seminar

If the student is graduating Summer term, the Exit Seminar in AGR 6933 must be performed in Spring term.

Final Exam and Final Exam Form

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

Extenuating Circumstances and Substitutes at the Exam

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

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

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

All Members sign the ETD Signature Page if the thesis/dissertation meets the satisfaction of the committee. If it needs significant revisions, then the committee chair is encouraged to withhold his/her signature until the revisions meet the satisfaction of the committee. The other committee members may choose to sign or not sign at the final exam.

Publishing Agreement

The Committee Chair and the Student complete and sign the publishing Agreement form. Note the embargo choices for release: Immediate; 6 Month; 1 Year; 2 Year; and Secret for 2 Years.

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

Submit signed forms to Academic Assistant in 3105 McCarty Hall B after the exam is over.
If the student passes the Qualifying or Final Exam, then the Academic Assistant will submit the completed forms on-line in GIMS.

At on-line submission, a confirmation box pops up and is printed out for the student’s hard-copy file. The sample below shows one for the ETD Signature Page. Similar confirmation pages pop up for the Exam form and the Publishing Agreement form. The Graduate School asks that the department keep the signatures pages permanently.

The Academic Assistant will not submit forms on-line until ALL signatures are on the page. If members have participated from remote areas, the Academic Assistant can help collect signatures. Digital signatures are allowable. ALL the signatures need to be acquired prior to the online submission.
Dr. Robert Gilbert, Chair  
Office is located 3105, McCarty Hall B

Theresa Moore,  
Administrative Assistant  
3105B, McCarty Hall B  
tmoore72@ufl.edu

Tara Zidonik  
Conf. Room Reservations  
3105, McCarty Hall B  
tzidonik@ufl.edu

Cynthia Hight  
Academic Assistant II  
Academic support for Students and Faculty  
3105F, McCarty Hall B  
(352) 294-1586  
chight@ufl.edu

Jimmy Anuszewski,  
IT support, Door code for Student Computer Room  
3105C, McCarty Hall B  
jski@ufl.edu

Dr. Lynn Sollenberger  
Distinguished Professor and Graduate Coordinator  
3111 McCarty Hall B  
lesollen@ufl.edu

Various UF websites have the most up-to-date directory information on faculty, staff and students.
Agronomy Photo Consent

The University of Florida’s IFAS Agronomy Department uses photographs in the following media to promote our Graduate and Undergraduate programs as well as our research mission. The photos can be individual or candid photographs. Please indicate your consent for the Agronomy Department to use photographs containing your image by initialing next to the medium below. Complete this form and submit to Agronomy’s main office (McCarty Hall B, room 3105)

Name:____________________________________________________________________

B.S. Degree Institution:____________________________________________________

M.S. Degree Institution: ___________________________________________________

Research Area:____________________________________________________________

Major Professor: __________________________________________________________

Phone Number: ____________________________________________________________

Email:____________________________________________________________________

Personal statement about your research:

Please provide your consent for the Agronomy Department to post your photo on the following Locations:

☐ Exam Announcements via email and flier distribution at UF campus
☐ UF IFAS Agronomy website
☐ UF IFAS Agronomy Facebook
☐ UF IFAS Agronomy Slide Shows for use in recruiting students from other campuses

If the box does not have a check mark please do not use my photo.

Print Name        Sign Name        Date (required)

_________________________________________________________________________

_________________________________________________________________________
Emergency Medical Contact Information
UF/IFAS Agronomy

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

Type/Print Your Name: __________________________________________________________

UFID: __________________ Date: ________________________________

Your Personal Contact Information:

Cell Number: ______________ Other Number: ______________________

Emergency Medical Contacts:

Name: __________________________________________________________

Location: (city/country) ________________________________

Relationship: ________________________________________________

Phone Numbers: Cell ____________ Other: ________________

Name: __________________________________________________________

Location: (city/country) ________________________________

Relationship: ________________________________________________

Phone Numbers: Cell ____________ Other: ________________

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

Signature/Date ____________________________________________________________