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Student Handbook

I. Introduction

Welcome! This guide is intended to provide information helpful to your journey as an online graduate student within the College of Pharmacy. The graduate school has created an additional welcome guide that students can also find [here](#).

II. Promoting Diversity

[UF College of Pharmacy](#): The University of Florida College of Pharmacy strives to stimulate a culture that promotes diversity and inclusion within an exceptional community of students, faculty and staff. We welcome applicants from diverse backgrounds and are committed to developing leaders who respect, support and have a positive impact on all individuals. Our online programs include faculty, alumni and students from more than 70 countries.

[UF Graduate Catalog](#): The University of Florida is committed to creating a community that reflects the rich racial, cultural, and ethnic diversity of the state and nation. No challenge that exists in higher education has greater importance than the challenge of enrolling students and hiring faculty and staff who are members of our country's diverse groups. This pluralism enriches the university community, offers robust academic dialogues, and contributes to better teaching and research. The University benefits from the richness of a multicultural student body, faculty, and staff who can learn from and support one another. Diversity and inclusion empower and inspire respect and understanding among us. Importantly, the University does not tolerate the actions of anyone who violates the rights of another person.

Through policy and practice, the university strives to embody a diverse and inclusive community, creating a university that truly reflects the greatness of our state and nation.

III. Overview

A. Academic Calendar

Students are responsible for being aware of and abiding by all academic dates and deadlines.

A current academic calendar, including dates, is available [here](#).

B. Student Services

Student support services are provided by the [Distance Education Support Services \(DESS\)](#) team. DESS supports students in online graduate programs in the UF Colleges of Pharmacy, Medicine, Veterinary Medicine, and Agricultural and Life Sciences. In

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general, we recommend students contact DESS for guidance before contacting other main offices at UF such as Bursar, Registrar or Admissions.

DESS assists students with the following:

- Course registration
- Dropping a course
- Tuition Information
- Accessing course Canvas pages
- Graduation Tracking and Support
- Questions about program requirements
- General Student Support
- Petitions

The email for DESS is dess@ahc.ufl.edu and the phone number is (352)273-8691. General FAQs are available [here](#).

C. Accreditation

The University of Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, education specialist, and doctoral degrees. Contact the Commission on Colleges at 404-679-4500 for questions about the accreditation of the University of Florida.

D. Technology

- Requirements
Technology requirements vary by program. Please be sure to check your program's FAQ on your program's website.
- Security
Online activity in Canvas requires an active UF GatorLink account and multi-factor authentication to log in, as well as enrollment in courses.
- Support
Student technology support is provided by the UF Computing Help Desk at 352-392-HELP (4357) and helpdesk@ufl.edu. Alternatively, students can submit a ticket to the help desk using the online request form. If a technical problem causes a student to miss an assignment, professors may require a ticket number from the UF Computing Help Desk for the student to receive an extension.
- Use
All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual

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violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

E. Quick Links

- [List of Programs by College](#)
- [Tuition information](#)
- [Registration Link](#)
- [Drop Link](#)
- [Holds](#)
- [Critical Dates](#)
- [One.UF](#) - Student portal for records, fee payment, holds and other important information.
- [Canvas](#)- Access your courses
- [MyUFL](#) - Update your personal information
- [UF Email](#) - All official UF correspondence is required to be completed through this email.

IV. Academic Policies

A. UF Graduate Catalog and Policies

All of our programs are offered through the University of Florida Graduate School, and all students must abide by the UF Graduate School policies in the [Graduate Catalog](#).

B. Communication Policies and Procedures

Official program announcements are made through Canvas and email communication from DESS. Students must ensure they are set up to receive notifications from Canvas to their UF email.

Additional course specific communication policies are provided in the course syllabus.

All students are expected to check their UF email daily. Detailed instructions for creating and accessing your UF email can be found [here](#).

For questions and concerns regarding grades, assignments, or course materials, please contact the course instructor/TAs for assistance via Canvas or UF email. All other questions can be directed to the [DESS](#) Team.

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C. Student Honor Code

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor 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.” The [Student Honor Code](#) specifies a number of behaviors that are in violation of this code and the possible sanctions. Students are obligated to report any condition that facilitates academic misconduct to appropriate personnel.

D. Academic Integrity

Academic honesty is a fundamental principle, and the process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of dishonesty. Accordingly, students, faculty and administrators are responsible for maintaining the highest level of academic integrity at all times. Plagiarism and other acts of academic dishonesty include:

- Stealing - the work of others and passing off as your own
- Misquoting - changing or misrepresenting another’s words to make your own argument stronger
- Insufficient paraphrasing - changing another’s words without quoting the actual text
- Duplicate publication - using the same work for credit in more than one course

The consequences of academic dishonesty and plagiarism can include:

- Written reprimand
- Reduced or failing grade
- Suspension from the program or University
- Expulsion from the program or University

Written assignments that contain the research or other original published work of someone else must be properly quoted, cited, paraphrased, or referenced appropriately. A software (TurnItIn) that is integrated with Canvas Assignments may be utilized to help students determine if a written submission meets the criteria for a properly referenced research paper. Please ask for help and utilize resource materials, ensuring you have addressed any errors prior to the final submission. The following videos provide additional information:

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- [Understanding and Avoiding Plagiarism: Types of Plagiarism](#)
- [Avoiding Plagiarism](#)

E. Student Privacy

There are federal laws protecting student privacy in terms of grades earned in courses and on individual assignments. For more information, please see the [Notification to Students of FERPA Rights](#).

Note that all communications regarding grades and program status are with the student only and that no family members, friends, etc. can be involved unless explicitly allowed on the student record. Furthermore, under no circumstances should a student share their Gatorlink username and password with anyone.

F. Academic Advising

Students have a variety of academic advising needs, which may be addressed by different parties. Each program has a director, faculty advisor, and/or coordinator who works with students on their course schedule and path of study. The [DESS](#) team can assist students with any questions about policy, administrative actions or logistics.

Meet Your Advisor: Click on their name to view their profile!

- Clinical Toxicology: [Dr. Oliver Grundmann \(grundman@ufl.edu\)](#).
- Forensics: [Prof. Nancy Toffolo \(ntoffolo@ufl.edu\)](#).
- Individualized Medicine: [Emely McKitrick \(onlinepm@cop.ufl.edu\)](#).
- Pharmaceutical Chemistry: [Dr. Oliver Grundmann \(grundman@ufl.edu\)](#).
- Pharmaceutical Outcomes & Policy: [Heather Steingraber \(hgs@ufl.edu\)](#).
- Pharmaceutics: [Dr. Nasser Koopaei Nassiri \(koopaei@ufl.edu\)](#).
- Precision Medicine: [Emely McKitrick \(onlinepm@cop.ufl.edu\)](#).

G. Registration and Clearing Holds

Our program courses are departmentally controlled. **This means that students do NOT use the University's ONE.UF system to register for classes.** Instead, students request registrations for courses using a Web-based system, available [here](#). It is highly recommended that you bookmark this page for future use. The program will verify eligibility, and then process the request officially into ONE.UF. Information on how to access the registration site is sent to each student via their Gatorlink account (UFL email address) each semester.

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Registration dates and deadlines are available in the [Academic Calendar](#).

Every semester all UF students must clear holds before they can access their courses.

Follow these instructions to clear holds:

- Go to [ONE.UF](#)
- Log In with Gatorlink Username and Password
- Under Action Items, click Holds
- Expand the drop down under Prevent Registration
- Click on each hold and follow instructions to clear it
- Online Students are exempt from Immunization holds, if you see one on your record, please email [DESS](#).

Additional information is available [here](#). Please email [DESS](#) for any questions.

H. Students Requiring Academic Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the [Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Course technologies meet online learning accessibility standards for sight and hearing-impaired learners. Likewise, course materials are developed in accordance with accessibility standards. Course documents and webpages are formatted for screen-reader accessibility with the use of headings, styles, or alternative text tagging for images. Accessibility design tools in Microsoft Office products and in Canvas are used to evaluate and update accessibility issues detected in the instructional materials. Synchronous class sessions in Zoom may be recorded. These recordings are posted to the course site to accommodate students unable to attend.

[Canvas Accessibility](#)

[Zoom Accessibility](#)

I. Course Syllabus

Official course syllabi are posted in the course [Canvas page](#). If registered, students are able to access course Canvas pages on the first day of classes (and potentially prior).

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A demo version of a Canvas Course Page can be viewed [here](#). Please be sure to take a look around to familiarize yourself with the functions and features of Canvas before classes begin.

J. Program Grade Policy

The only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S (Satisfactory, or Pass). Grades of B-, C+ or C count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+, A- and A, respectively. Grade points are not given for S and U (Unsatisfactory) grades; S and U grades are not used to calculate grade point averages. All letter-graded courses eligible to count toward the graduate degree, except 1000- and 2000-level courses, are used to calculate the cumulative grade-point average. Letter grades of C-, D+, D, D- or E are not considered passing at the graduate level, although the grade points associated with these letter grades are included in grade point average calculations. See the [UF graduate academic regulations](#) for more information.

Students are required to maintain a minimum of 3.0 GPA in all program coursework. Students failing to maintain this GPA may be placed on academic probation or dismissed from the program.

K. Attendance Policy

We recommend verifying with each instructor what their expectations are for attendance and participation. Excused absences must be consistent with university policies in the Graduate Catalog and require appropriate documentation. Additional information can be found in Attendance Policies.

Students will not be dropped from courses due to lack of attendance. Students who have registration changes, at any time during the semester, should verify their registrations before the last day of class of the term. Retroactive drop/add or other registration changes will not be permitted. See the [UF graduate academic regulations](#) for more information.

L. Course Load Limits

We suggest that students who are working full-time take no more than 6-7 credits each semester. 9 credits is considered full-time for graduate students in the fall and spring terms. 8 credits is considered full-time for the summer term. Anything above 9 credits is considered a heavy course load and is generally not recommended.

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For students receiving financial aid:

- If you are attending during the Fall or Spring semester, you MUST register for at least FIVE credits to receive financial aid.
- If you are attending during the Summer semester, you MUST register for at least FOUR credits to receive financial aid

For assistance and questions regarding Financial Aid, private loans, etc., please be sure to contact the Student Financial Affairs team:

- Phone: 352-273-6202
- Email: pharmacysfa@cop.ufl.edu

M. Graduation Information

■ Applying to Graduate

- Students MUST apply to graduate in [ONE.UF](https://one.ufl.edu) by the [posted deadline](#).
- Please note that applying to graduate DOES NOT guarantee graduation.
- Submitting your degree application by the deadline provided in the academic calendar:
 - Log in to [ONE.UF](https://one.ufl.edu)
 - Click on “Academics” on the left side of the page
 - Click on “Degree/Certificate application,” and enter the requested information
 - Once submitted, you should see a confirmation screen as well as be able to view the application in one.ufl.edu.
- SUMMER GRADUATES: Please be sure to select Summer B/C in the application. We CANNOT confer graduates for the Summer A term.

■ Qualifying to Graduate

In order to graduate, you must meet the following conditions:

- Be enrolled in at least 3 credits if your final semester is in Fall or Spring, 2 credits if Summer (MS students only).

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- Be enrolled in at least 3 credits during the term you register for the final exam in Fall or Spring, 2 credits if Summer (MS students only).
 - Completion of all required courses and necessary electives
 - Only courses completed with a grade of C or higher can be counted toward a degree or graduate certificate
 - An overall GPA of 3.0 or higher
 - A major GPA of 3.0 or higher
 - If you have an Incomplete in any course, please contact your instructor immediately to ensure completion of the coursework on time.
 - If you are not sure if you meet the above qualifications, email [DESS](#)
 - Students must apply to graduate in their final term. Details and instructions can be found [here](#)
- Financial Obligations
- Satisfy all financial obligations (fines, tickets, fees, etc.) with the University Bursar. Your final grades, transcripts and diploma will not be released until all debt is paid. All emergency or short-term loans from the college and university must also be paid before graduation. You can view and pay any current charges due on [ONE.UF](#).
 - Did you receive financial aid? If you received financial aid, you will need to complete an exit interview. Your final grades, transcripts and diploma will not be released until this is done.
 - Follow these instructions to complete an exit interview:
 - Go to [ONE.UF](#)
 - Click on “Finances” from the menu on the left
 - Click on “Campus Finances”
 - Under Related Links click on “Loan Exit Counseling”

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- If you don't remember your pin, call loan services at 352-392-0737

■ The Commencement Ceremony

- All students graduating from one of our MSP degree programs are welcome to attend the commencement ceremony.
- Check the [Commencement](#) website for important information regarding the commencement ceremony, including the schedule, information for graduates, information for guests, and more. You do not have to attend the graduation ceremony in order to graduate.
- Graduates attending commencement need to order and pick up their caps, gowns and hoods from the University of Florida Visitor Center/Bookstore.
- When picking up your regalia from the Bookstore, make sure you receive a gown, cap, tassel and hood.
- Please be sure to return your gown and hood to the bookstore at the UF Welcome Center after graduation. The cap and tassel are yours to keep. Do not leave your gown or hood on a chair or table somewhere without checking it in. Failure to turn in your gown or hood will result in the withholding of your diploma and transcripts by the university.

■ Diplomas

Diplomas will not be handed out at graduation. The Office of the University Registrar will mail diplomas to your permanent address on file with the University of Florida approximately 8 to 10 weeks after graduation. Diplomas measure 11 $\frac{3}{4}$ " high by 16" wide.

■ Permanent Address

Make sure your permanent address is correct in the UF Directory by following these steps:

- Log into myUFL
- Under Main Menu, click on My Account

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- Select Update Directory Information
- Announcements
- Graduation announcements can be purchased from herffjones.

V. General Policies and Procedures

A. UF ID Number, Email, and Student ID Card

UF ID Number: The University of Florida uses an 8-digit unique identifier system, called the UF ID, as a unique identification number for UF students, staff, faculty. When applying to the University, you created this ID number, and it will not change. If you have forgotten your UF ID, you can call the UF Computing Helpdesk at 352-392-HELP (4357) for assistance.

Gatorlink and UFL Email: Upon acceptance to the program, students create a Gatorlink ID, which becomes the major identifier used to access UF email, the e-Learning site, the course registration site, and other UF systems. The Gatorlink ID makes up the first part of the UFL email address (the part before @ufl.edu). All official UF and program communication will be sent to the student's UF email account, and UF College of Pharmacy policy prohibits the forwarding of this account to non UF addresses. Thus, we expect that students will check their UF email accounts regularly.

You will sometimes receive email announcements directly from the UF Graduate School and other administrative offices besides our program office. Please pay close attention to these announcements, as they often provide important information about upcoming academic deadlines.

You will be able to set up your UFL Email account about 2 weeks after you have been admitted to the program. At that time, use the following instructions to set up your UFL Email.

- Use the [Student Email Setup](#) to set up and access your GatorCloud email inbox.
- Once you have set up your GatorCloud email inbox make sure your UF Business Email is set up to send to your @ufl.edu email. Use [these instructions](#) to do this.
- If you have any questions, please contact [DESS](#).

UF Student ID Card: Enrolled students may request a [Gator 1 Identification Card](#) online and have it mailed to them. The Gator 1 serves as the official student ID card. While on

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campus, you can use your card to access university libraries, to enter student recreation centers, to purchase tickets to university events, and to ride Gainesville-area buses for free. A UF student ID card is not required for students.

B. Tuition and Financial Aid

Master's degree students are eligible for private and federal loans. Graduate certificate students are not eligible for federal financial aid but may be eligible for private loans. Non-degree seeking students are not eligible for federal or private loans. Please contact our Financial Aid Coordinator about possible private student loan eligibility.

Students seeking federal student loans must complete their Free Application for Federal Student Aid (FAFSA) as early as possible.

Financial aid applicants are responsible for ensuring the timely completion of several steps through FAFSA and UF's ONE.UF in order for funds to be disbursed by the tuition due date.

UF's Federal School Code is 001535.

For students receiving financial aid:

- If you are attending during the Fall or Spring semester, you MUST register for at least FIVE credits to receive financial aid.
- If you are attending during the Summer semester, you MUST register for at least FOUR credits to receive financial aid

Please contact your Financial Aid Coordinator for questions related to aid benefits.

- All Pharmacy Programs: pharmacysfa@cop.ufl.edu
- Forensic Toxicology (Veterinary Medicine): sfa-vem@mail.ufl.edu

C. Veteran Affairs and Military Students

Students eligible to receive benefits from the GI Bill or VA Tuition Assistance can apply this benefit to a graduate certificate Program, MS degree program, or a single course(s) (non-degree). For more information or questions about your benefits, please contact: VAcounselor@ufl.edu, or visit [Grants and Scholarships](#) for veterans and spouses and dependents of veterans.

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D. Timeline for Degree Completion

All coursework (including transferred credit) counted toward the master's degree or graduate certificate must be completed within 7 years before the degree or certificate is awarded.

E. Transferring Credits

Only graduate-level (5000-7999) work with a grade of B or better, is eligible for transfer of credit. No more than 9 credit hours can be transferred from another university. In addition, courses must have been taken within 7 years of the expected UF graduation term. Credits transferred from other universities are applied toward the degree requirements, but grades earned are not computed in the student's grade point average. Acceptance of transfer of credit requires approval of the student's program and the Dean of the Graduate School. Contact [DESS](#) to request consideration for transfer of credit.

VI. Library and Additional University Resources

- For remote access to UF library resources such as e-journals or other digital collections, use the [UF VPN or proxy server to connect](#).
- U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.
- [Counseling and Wellness Center](#)
- Sexual Assault Recovery Services (SARS): Student Health Care Center, 392-1161.
- University Police Department at 392-1111 (or 9-1-1 for emergencies), or police.ufl.edu
- [E-learning technical support](#): 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.
- [Teaching Center](#): Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.
- [Writing Studio](#): 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

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VII. Program Guide

A. Pharmaceutical Chemistry

- Program Website: <https://pharmchem.cop.ufl.edu/>
- Program Director: [Dr. Oliver Grundmann \(grundman@ufl.edu\)](mailto:grundman@ufl.edu)
- Program Advisor: [Dr. Oliver Grundmann \(grundman@ufl.edu\)](mailto:grundman@ufl.edu)
- [Degree Plan](#)
- [Degree Planning Tool](#)

B. Clinical Toxicology

- Program Website: <https://clintox.cop.ufl.edu/>
- Program Director: [Dr. Oliver Grundmann \(grundman@ufl.edu\)](mailto:grundman@ufl.edu)
- Program Advisor: [Dr. Oliver Grundmann \(grundman@ufl.edu\)](mailto:grundman@ufl.edu)
- [Degree Plan](#)
- [Degree Planning Tool](#)

C. Forensic Science

- Program Website: <https://forensicscience.ufl.edu/>
- Program Director: [Prof. Nancy Toffolo \(ntoffolo@ufl.edu\)](mailto:ntoffolo@ufl.edu)
- Program Advisor: [Prof. Nancy Toffolo \(ntoffolo@ufl.edu\)](mailto:ntoffolo@ufl.edu)
- [Degree Plan](#)

D. Pharmaceutical Outcomes & Policy

- Program Website: <https://onlinepop.pharmacy.ufl.edu/>
- Program Director: [Dr. Laura Happe \(LHappe@cop.ufl.edu\)](mailto:LHappe@cop.ufl.edu)
- Program Advisor: [Heather Steingraber \(hgs@ufl.edu\)](mailto:hgs@ufl.edu)
- [Degree Plan](#)

E. Personalized and Individualized Medicine

- a) Program Website: <https://onlinepim.pharmacy.ufl.edu>
- b) Program Director: [Dr. Kristin Wiisanen \(kwiisanen@cop.ufl.edu\)](mailto:kwiisanen@cop.ufl.edu)
- c) Program Advisor: [Emely McKitrick \(onlinepim@cop.ufl.edu\)](mailto:onlinepim@cop.ufl.edu)

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F. Pharmaceutics

- Program Website: <https://onlinepc.pharmacy.ufl.edu>
- Program Director: [Dr. Thomas Schmittgen \(tschmittgen@ufl.edu\)](mailto:tschmittgen@ufl.edu)
- Program Advisor: [Nasser Koopaei \(koopaei@ufl.edu\)](mailto:koopaei@ufl.edu)