

Student Handbook
Master's in Medical Sciences
Medical Physiology and Pharmacology Concentration

College of Medicine
University of Florida

Updated March 2023

Note: All regulations are subject to change. The program will attempt to keep this handbook up to date, but it is the student's responsibility to be aware of current program, college, and university regulations.

I. Communication

1. Receiving communications

All official program and university communications will be sent to your @ufl.edu email address. It is your responsibility to receive, and act upon, those emails. Note that, if you automatically forward your emails to a third party email address, that email address has a tendency to put the forwarded emails into the “junk” folder, causing you to miss potentially critical information. Students have failed to graduate on time because they missed information.

2. Contacts

For questions regarding academic advising or other questions about the program as a whole, contact one of the program’s directors (Dr. Stephan Jahn scjahn@ufl.edu, Dr. Peter Sayeski psayeski@ufl.edu).

For logistical questions regarding registration, tuition, or degree applications, contact the Distance Education Support Services office ([dessa@ahc.ufl.edu](mailto:dess@ahc.ufl.edu), 352-273-8691).

For questions regarding financial aid, contact the college’s financial aid representative, Susana Morales (sfa-med@mail.ufl.edu, <https://finaid.med.ufl.edu/>). Susana has shared that the best way to get assistance from her is to schedule an appointment on their website.

For questions regarding individual courses, contact the faculty member in charge of that course. For all pharmacology courses, that is Dr. Stephan Jahn. Physiology courses are directed by various faculty. If you do not know who to contact for a physiology course, contact Dr. Peter Sayeski.

II. Registration and tuition payments

1. Course registration

- A. Students in our program do not register themselves for courses through the university registrar (one.uf). Our students must submit a registration request through our website

at <https://distanceofhealth.secure.force.com/StudentRegistration/> .

- B. Students may register for up to 15 credits per semester, though the appropriate number will be much less for most students. We suggest that you budget 3 hours per week, per credit. The number of hours, and therefore the number of credits you should take, will depend on your other responsibilities outside of your coursework. It is our experience that when students over-extend themselves, their grades suffer. If you have time, take your time and spread the courses out over more semesters.
- C. If they receive approval from the program directors, students will be allowed to register for courses outside of the program, after also receiving permission from the director/instructor of the course they wish to take. Students with a cumulative or major GPA below 3.0 will have their requests automatically denied.
- D. Students may only retake a course that they have previously taken if they have not earned a grade of C or better. Once a passing grade (C or better) has been earned in a course, it may not be retaken.
- E. If a student receives an incomplete "I" grade in a course, all subsequent registration requests will be denied until the grade is resolved.

2. Dropping courses

Students may drop courses without being responsible for paying tuition until the drop/add deadline. That deadline for each semester can be found on the university website as well as the critical dates page on our website: <https://distance.physiology.med.ufl.edu/student-resources/critical-dates/> . Once that drop/add deadline passes, students are responsible for paying tuition, even if they later drop the course.

Dropping a course after the drop/add deadline will result in a "W" grade on your transcript. It will not affect your GPA, but it will remain on your transcript permanently. This may be done until the stated withdrawal deadline, which is also found on the university and program websites. After that deadline, a grade will be assigned for the course based on the outcome of the semester.

3. Transfer Credits

Credits earned as a certificate or non-degree student in courses that are included in the master's program curriculum may be transferred into the program if A. the student is admitted into the master's program and B. the student earned a minimum of a "B" grade in the course.

Students that wish to transfer credits from outside of the program should discuss this with the program directors before, or shortly after, being admitted into the program. In order to be eligible for transfer, courses must be directly related to courses that are included in the curriculum. The program's directors will make this determination. Students must also have earned a "B" grade or higher.

University regulations limit the total number of transferred credit hours to a maximum of 15, with no more than 9 coming from an outside institution.

4. Tuition payments

Students are responsible for paying their tuition in a timely manner. Failure to make a tuition payment by the stated deadline will result in being dropped from courses. Past-due tuition may result in the university withholding future registration, degrees, diplomas, and/or official transcripts.

If a student is dropped from courses due to non-payment, the tuition will be removed from their account but a \$100 fee will be applied to the account and must be paid prior to subsequent registration. After being dropped, the program may be able to immediately re-register the student after the \$100 fee has been paid and a second \$100 fee may be applied for late registration. Note that these are university fees and are not imposed by the college or program.

III. Graduation

1. Graduation Requirements

- A. In addition to the requirements below, ***it is the student's responsibility to***
 - a. ***register for the "MPP Comprehensive Final Exam" along with their courses during their final semester and***
 - b. ***submit a degree application through one.uf prior to the university's posted degree application deadline.*** Failure to do either of these will result in the student not graduating.

- B. Students must take, and pass, all of the following courses: GMS 6551, 6520, 6530, 6531, 6540, 6510, 6504, 6552, 6440, 6401, 6402, 6474. A grade of "C" or higher is considered passing.

Students must pass a minimum of 6 credits from this list: GMS 6419, 6479, 6410, 6413, 6414, 6470, 6475.

- C. Students must pass a minimum of 30 credits to graduate (the course requirements above equal exactly 30 credits).
- D. Students must have a cumulative and major GPA of 3.0 or higher to graduate. The university policy is to truncate GPA after the first decimal place (i.e. 2.9999999999 is considered a 2.9). This policy is non-negotiable at the university level. In the event a student attempts to graduate with a GPA below 3.0, they will be required to take further courses to raise the GPA above 3.0.
- E. Students must pass a comprehensive multiple choice examination covering material from GMS 6551, 6520, 6530, 6531, 6540, 6440, 6401, 6402, and 6474. This exam is taken during your final semester in the program. The current passing threshold is available in Canvas and upon request. Failure to receive a passing grade on this exam will require the student to attempt again the following semester.

Additional information about this exam is located within the modules of all pharmacology courses. If necessary, it can also be requested from Dr. Jahn.

- F. The university requires students to be enrolled in a minimum of 3 credits (fall or spring) or 2 credits (summer) during any semester that the student A. takes their comprehensive exam or B. graduates. For most students, these will be the same semester. However, if a student passes the exam but then fails to graduate for a different reason, they will be required to register for additional credits in the subsequent semester in order to graduate.
- G. A passing score on the comprehensive exam is valid for two semesters. For example, if a student passes the exam in the fall semester but does not graduate, they may graduate in the spring without the need to retake the exam. Delaying graduation until the summer or subsequent fall, would require the student to retake the exam.
- H. Graduates of the program are welcome to participate in all commencement and recognition ceremonies on campus. This includes the university-wide ceremony (for which you will RSVP though one.uf) and the college of medicine ceremony (for which you will receive an email invitation/RSVP).

IV. **Maintaining good standing in the program**

1. Students may take off semesters as they deem appropriate. Failure to register for courses for consecutive fall then spring semesters or spring, summer, then fall semesters will result in the university marking that student as inactive. In order to continue taking courses, the student may need to reapply to the program. Readmission is not guaranteed.
2. Students that receive an incomplete "I" grade in a course will have all subsequent registration requests denied until the I grades are resolved. Students must communicate with their instructors to complete the work.
3. As both cumulative and major GPA must be a minimum of 3.0 to graduate, students whose cumulative or major GPA drops below 3.0 will be placed on academic probation. While on probation, the student will have 2 semesters in which to raise their GPA to a minimum of 3.0. Failure to do so will result in the student no longer being allowed to enroll in additional courses. If extenuating circumstances force a student to take off one of those two probationary semesters, they may petition the program for a one-semester extension. Receiving any "incomplete" grades in courses while on probation will result in immediate removal from the program.
4. At any time, if it becomes mathematically impossible for a student to obtain a 3.0 GPA after taking all remaining courses available within the degree, the student will no longer be allowed to enroll in additional courses, regardless of probationary status.
5. Students are expected to behave and interact with their classmates, instructors, and staff in a professional manner. Abusive behavior or language may be grounds for dismissal from the program.

V. Student resources

Students are official UF students and have access to many resources, some of which are available to students that are not local. Students may utilize resources such as the disability resource center, career connections center, libraries, and writing center. Note that the student health care center and counseling and wellness center are funded by a student health fee that distance students do not pay, therefore our students do not have access to those resources.

VI. Academic honesty and the student honor code

The program, college of medicine, and university all expect students to show integrity in their work and behavior. Alleged violations of the university's student honor code or student conduct code (such as plagiarism and cheating) will be reported to, and adjudicated by, the Dean of Students office. A student that is found guilty of a violation must have a hearing with a minimum of one program director in order to discuss their continued enrollment in the program. A student that is found guilty in two separate incidents will be immediately dismissed from the program.