Digital Worlds

INSTITUTE

BADAS Student Handbook

2016-2017

UF | UNIVERSITY of FLORIDA

Welcome to the Digital Worlds Institute at the University of Florida

The Bachelor of Arts in Digital Arts and Sciences (BADAS) crosses traditional college boundaries between the arts, communications, and engineering. Students will become versed in contemporary issues in social and interactive media, critical thinking, and creative design solutions. The DAS undergraduate will gain experience working in collaborative teams on media projects involving digital storytelling, animation, and game design.

The Digital Worlds Institute is dedicated to helping students develop their academic and personal abilities to the fullest extent possible. The **Digital Worlds Undergraduate Student Handbook** is designed to give you specific information about our program and culture.

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Digital Worlds Facilities

Contact information for Digital Worlds
Digital Worlds Institute
101 Norman Gym
P.O. Box 115810
Gainesville, FL 32611-5810
Phone: 352-294-2000
Fax: 352-294-2003

Digital Worlds Administration Office (Admin)

The Administration office for Digital Worlds is in Fine Arts Building A, room 102. We call this ADMIN or the Admin Office.

ADMIN Office Hours:
8:00 AM – 5:00 PM Weekdays

Research, Education, and Visualization Environment (REVE)

A flexible suite of spaces for research and education, featuring collaborative environments with numerous technological capabilities. The REVE is our teaching, research, and development facility in Old Norman Gym and is comprised of the following individual spaces:

- **Polymodal Immersive Classroom Theater (PICT):** Provides large-scale immersive visualization capabilities for a class or audience of up to 50 people; can also be used for high-end receptions, online business meetings, and film and television screenings
- **Virtual Production Studio (VPS):** An open collaborative working space with large green screen, large white cyc, motion capture, audio and video recording technologies
- **Digital Media Suite (DMS):** A variety of production and post-production systems, ranging from digital video editing and compositing to audio, animation, and post-production processing capabilities
- **The On-Line/On-Campus Research Classroom (ORC):** Designed to facilitate interactive real-time learning with both resident and remote Digital Arts & Sciences students.

Serious & Applied Gaming Environment (SAGE)

The newly revitalized SAGE 413 is built for 21st-century teaching and learning; it boasts a three-screen rear projection display and collaborative space for game design and interactive learning. With classes like 3D Animation and Modeling being taught there, it has become the epicenter for interdisciplinary student work in creating serious and applied gaming environments, using tools like the KINECT and other new devices and software being pioneered at UF Digital Worlds.

Facilities Policies & Procedures

- University and Digital Worlds equipment, classrooms, laboratories, and any other University property are for use by employees and current students only. Friends and former students are not permitted to borrow or otherwise use University property.
- If you are working on a Digital Worlds event in the REVE after hours, please know that you will be responsible for cleaning up, turning the lights off, putting equipment back in its place, etc.
- Please make every effort to maintain Digital Worlds facilities in good condition.
- Student projects should not interfere with or impede access to classrooms, hallways, or public spaces. If any project should do so, grades will not be issued for the project or course until the project has been completely removed, and the site has been restored to its original condition.
- When using classrooms and Digital Worlds facilities, make certain that the facility is restored to a suitable condition for the next class. Clean up after each class! Dispose of trash and put away projects and props so the class following can easily and efficiently make use of the classroom. Don't leave your own personal files (or personal information) on the Digital Worlds computers. This unnecessarily clogs the DW drives and results in slowdowns for faculty and students.
- Failure to comply with these rules will result in disciplinary action, withholding grades, the possible lowering of a grade, or failure of the course.

Equipment

- A limited amount of digital media production equipment, including cameras, tripods, and other electronic items, may be checked out by qualified undergrad students when needed for BADAS class assignments.
- You must verify approval for check out with the instructor in whose class you are enrolled.
- Remember that the equipment belongs to the University of Florida. You will be held liable for lost or damaged equipment.

BADAS Degree Requirements

The Digital Arts and Sciences (DAS) program crosses college boundaries between the arts, communications, and engineering. This degree is an interdisciplinary program.

Typical Semester Plan upon Acceptance into the Program

To remain on track, students must complete the following courses in their Junior and Senior years:

Semester 5	Credits
DIG 3020 Foundations of Digital Culture	3
DIG 3305C 3D Digital Animation Technique	3
DIG 3525C DAS Design and Production Studio 1	3
DIG 3873 Theory of Digital Media Protocols	3
DIG 3713C Game Design Practices 1	3
Total	15
Semester 6	**Credits**
DIG 3313C 2D Digital Animation Techniques	3
DIG 4715C Game Design Practices 2	3
DIG 3526C DAS Design and Production Studio 2	3
DIG 3XXX Rotating Topic/Elective	3
DIG 3878 Applied Digital Media Protocols	3
Total	15
Semester 7	**Credits**
DIG 3433 Interactive Storytelling	3
DIG 4306C Advanced Digital Animation Techniques	3
DIG 4527C DAS Design and Production Studio 3	3
DIG 4634 Wearable and Mobile Apps	3
DIG 4154 Writing for Interactive Media	3
Total	15
Semester 8	**Credits**
DIG 4841C Undergraduate Research Forum	2
DIG 4583C DAS Design and Production Studio 4	3
Rotating Topic/Elective	3
DIG 4970 Senior Project	3
DIG 4097C Entrepreneurship in New Media	3
DIG 4932 Colloquium in DAS	1
Total	15

Academic Advising & Student Services

Academic advising can provide you with valuable guidance during your college years.

Phillip J. Klepacki

Phillip is the Digital Worlds Institute's Academic Advisor and the Director for Distance Education for the College of the Arts, overseeing active and upcoming degree and certificate programs offered through online education. He also serves as an adjunct assistant professor in the School of Music, and is an experienced instructor in the classroom and online.

All BADAS students are required to meet Phillip at least once each semester. He works collaboratively with you to develop an academic plan that ensures your timely graduation. Phillip can also assist you with registration issues and help you drop a course.

> Phillip Klepacki
> Email: phillip@digitalworlds.ufl.edu
> Phone: 352-846-3426

Justin Marlin

Justin joined the Digital Worlds team in October 2015 to provide support for DW academic programs in Digital Arts and Sciences (DAS). As the Assistant Director for Student Services & Administration, Justin works across functional areas including academic recruitment and retention, program marketing, and promotion for both the BA in DAS and the MA in DAS degrees.

> Justin Marlin
> Email: Justin@digitalworlds.ufl.edu
> Phone: 352-294-2033

DW Course Registration

Every semester during the advanced registration period, BADAS students are responsible for successfully self-registering for their major upper-level courses and additional non-major classes.

How to Register Successfully

- Students should access the Schedule of Courses to plan for their course registration.
- Using their GatorLink username and password, students should log on to ONE.UF. Students may access registration by either selecting Registration/My Schedule or logging onto Student Self Service.
- If a student is prevented from registering, they must make sure they have no holds on their record by looking at Registration Holds. It is the student's responsibility to be aware of and proactive in clearing all registration holds.

It is important for ALL BADAS students, on-campus or online, to schedule an advising appointment with Phillip Klepacki each semester to guarantee a smooth registration process and ensure the completion of all degree requirements. If a student is pursuing a minor or

additional major, students must consult with advisors from those departments to ensure they're on track to meet their requirements.

Registration Tips
- Plan your course selections in advance. If you exceed the time limits, the system will disconnect. If you time out, previously confirmed drops and adds will be retained, but unsaved requests will be lost and you will have to log on again.
- Know the course requirements. While ONE.UF will guide you through course requirements, not all requirements are managed by ONE.UF. Check the catalog for your major's course requirements.
- Drop before registration ends. If you do have to drop a course during registration, do so before the end of the drop/add period so as not to be liable for fees.

On-Campus BADAS Majors requesting BADAS Online Courses

All on-campus BADAS students are required to register for on-campus sections of their major upper-level coursework.

If an on-campus BADAS student has an ongoing extenuating circumstance that would prevent them from attending the campus section of a BADAS course, they must complete the *Petition for Online Enrollment* by the end of the semester prior to the actual semester of proposed enrollment in the BADAS course (or if necessitated by an emergent situation, the petition must be filed no later than the first day of the semester in question).

This Petition requires students to provide their personal information, course information, and a succinct statement explaining the specific extenuating circumstance that would preclude them from taking the on-campus section of a specific BADAS course.

Petitions are reviewed by the Institute's Academic Services Team (AST) on a semester- and course-specific basis. The AST's decision is only applicable to the specific course and semester documented within the formal petition, and does not form a precedent for future decisions.

At the time of registration, the *Petition for Online Enrollment Form* can be completed electronically as an editable PDF. Completed forms must be emailed to advising@digitalworlds.ufl.edu. All completed forms will be reviewed and either approved or disapproved by the AST within 2 weeks of receipt.

* If approved as a legitimate extenuating circumstance, the student will be registered by the program advisor into an on-line courtesy section of the specific course.

* If not approved, the student must self-register and attend the specific BADAS course per the traditional on-campus model.

Registration Resources

- o **ONE.UF**
  Students register for courses via ONE.UF, the Integrated Student Information System. On ONE.UF, you can complete the Registration Prep process, determine your registration start time, and access your degree audit, which outlines all of your degree requirements.

- o **Schedule of Courses**
  The UF Schedule of Courses contains the list of courses offered by term, General Education course listings by category, textbook requirements, class periods, final exam schedules, and registration dates. Using the Schedule of Courses, you can also determine whether a course is offered for Gordon Rule Writing credit in the departmental course listing pages under the "W/M" column.

- o **UF Undergraduate Catalog**
  The UF Undergraduate Catalog contains a semester-by-semester plan for your major, course descriptions, and minor and certificate requirements. When clarifying your degree requirements, be sure to use the catalog that corresponds with the year you entered UF.

- o **Academic Dates and Deadlines**
  It is your responsibility to keep track of important academic dates and deadlines that relate to registration, dropping courses, fee payments, degree applications, and the S-U grade option. Be sure to add these dates to your personal planner.

- o **Taking Courses at Other Schools (as a Transient Student)**
  Students are encouraged to complete their course work at UF; however, it is possible to earn credit for courses taken at another institution.

- o **Dropping Courses and Withdrawal Information**
  Dropping is defined as dropping an individual course or courses but not all courses in a term. Failure to attend a class does not constitute a drop.

Graduation Application

All BADAS degree candidates must apply for a degree through http://www.student.ufl.edu by the stated semester deadline.

Graduating with Honors

The University offers three levels of honors: *cum laude*, *magna cum laude,* and *summa cum laude*.

- *Cum laude* requires a 3.50 GPA on all courses taken at UF under the Fine Arts student classification beginning the semester after accumulating 60 credits.
- *Magna cum laude* requires a 3.75 GPA on all courses taken at UF under the FA student classification beginning the semester after accumulating 60 credits. Students must also complete an honors thesis/creative project. The department recommends the distinction awarded.
- *Summa cum laude* requires a 3.90 GPA on all courses taken at UF under the FA student classification beginning the semester after accumulating 60 credits. Students must also

complete an honors thesis/creative project. The department recommends the distinction awarded.

Please note that GPA is determined to the hundredths (e.g., 3.495 = 3.49). Transfer and S/U credits are excluded. Consult with Phillip Klepacki for complete details.

For *magna cum laude* and *summa cum laude*, students must complete an honors thesis documenting their senior project, which consists of two portions:

- An abstract of 100-200 words. Your abstract should begin with a definitive statement of the problem or project treated by your thesis. The purpose, scope, and limits of the thesis should be clearly delineated. Then, as concisely as possible, describe research methods and design, major findings, the significance of your work (if appropriate), and conclusions.
- A thesis of at least 10-12 pages; this may include a reasonable amount of graphics, should your project description benefit from diagrams, schematics, or photographs. Your thesis can reflect the work on your Senior Project, in that you can describe the process of developing and producing your Senior Project. If your Senior Project was a group effort, your thesis should focus on your role in the collaboration.

Students who are eligible for *magna cum laude* and *summa cum laude* will be contacted by Phillip Klepacki within two weeks of the degree application deadline for the relevant term with detailed instructions and submission deadlines.

Internships for Academic Credit

Digital Arts and Sciences Internship (DIG 4940) is a professional development elective offered during Summer C semester. The course can be taken for one to three credits, and no more than three credits are allowed for the internship course. Students majoring in Digital Arts and Sciences (DAS) are only allowed one internship for academic credit. To qualify for academic credit, an internship must be an on-the-job learning experience. The intern must be supervised by a full-time employee of the sponsoring organization, and both student and sponsor must adhere to established guidelines to qualify for credit.

To earn academic credit, students must complete a series of assignments that are reviewed and graded by an Instructor of Record (IOR). Students must identify a Digital Worlds instructor and obtain their approval in writing to serve as the IOR well in advance of the internship application deadline, which is typically the mid-point of Spring Semester.

Actually engaging in an internship (whether for academic credit or not) during the traditional academic year (Fall and Spring semesters) is strongly discouraged. Said internships for academic credit are only approved under special circumstances. Even if an academic year internship for credit is approved, Fall/Spring internships will be limited to 20 hours per week/300 hours over a semester.

Credits are earned by working a set number of documented hours at your internship. A list of credits and their corresponding hours are below:

        1 credit = 45 Hours

        2 credits = 90 Hours

        3 credits = 135 Hours +

The course is graded S/U (satisfactory/unsatisfactory).

Career Resource Center (CRC)

The CRC helps UF students choose their major/career, figure out what they can do with their lives, start a job or graduate school search, and network with employers. All services, except counseling/advising, are available to alumni as well.

Tools available for Undergrad Students:
- Résumé and cover letter critique
- Employer information sessions
- Mock interviews
- Online tools to research companies
- Professional development workshops
- Internship opportunities

Career Resource Center (CRC)
J. Wayne Reitz Union
352-392-1601
http://www.crc.ufl.edu/

Allie Ricker
Assistant Director for Career Exploration and Education
College of the Arts CRC Liaison

Email: AlexandraR@crc.ufl.edu
Phone: 352-273-2313

DW Student Ambassadors

The DW Ambassador Program consists of student volunteers from the BADAS degree program. DW Ambassadors collaborate with staff in developing student recruitment efforts, conduct informational presentations, tour visits, panel discussions, phone-a-thons, and online chat sessions. Ambassadors can develop leadership, communication, marketing, and event planning skills. This program promotes high standards of excellence in the Digital Worlds Institute by giving students opportunities for professional development.

Ambassadors' primary roles are to assist the Digital Worlds Institute in the following areas:

- o Participate in recruitment and marketing programs
- o Greet and communicate with prospective students
- o Personally host visiting professionals
- o Help conduct DW tours

Selection Process

To become a DW student ambassador, students must submit an application and complete an interview process. Nomination of a student may also be submitted by the DW Director or DW Faculty. All students who successfully fill out an application and meet the program requirements will be called for interviews. A minimum GPA of 2.75 is required for any student wishing to be considered as an Ambassador. Applicants must be outgoing and friendly, enjoy meeting people, and be willing to give of their time for DW tours and events.

DW Ambassador Program Requirements

- o Must have a minimum overall GPA of 2.75
- o Must have completed one semester within the DW program
- o Must have strong communication and interpersonal skills
- o Must be courteous and professional
- o Must attend periodic meetings

In The Classroom

Attendance/Participation Policy

We value participation more than mere attendance. Each instructor is responsible for communicating the specific details of what percentage of your grade (if any) will be assigned to participation, and how class participation will be measured and graded.

Class Demeanor

Students are expected to arrive to class on time (physically and virtually) and behave in a manner that is respectful to the instructor and to fellow students. Please avoid the use of cell phones and restrict eating to outside of the classroom. Opinions held by other students should be respected in discussion, and conversations that do not contribute to the discussion at hand should be avoided.

Academic Integrity

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

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

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit 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."

It is assumed that you will complete all work independently in each course, unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php

University Policy on Academic Misconduct

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at http://www.dso.ufl.edu/students.php.

Material and Supply Fees

Material and supply fees are assessed for certain courses to offset the cost of materials or supply items consumed in the course of instruction. A list of approved courses and fees is published in the Schedule of Courses each semester (UF-3.0374 Regulations of the University of Florida).

The equipment use fee program allows units to charge for courses that use equipment in the educational process, which is used to prepare students for their careers or professions and is used for instructional purposes only with direct use by students. Material and supply and equipment use fee information is available from the academic departments or from the schedule of courses (Florida Statutes 1009.24).

Video Lecture Capture

High-quality video lecture capture of this course is available only for enrolled students. These video captures are edited and posted within 24-48 hours of the class meeting for the benefit of the Your Own Time [YOT] students and to offer the potential for review by on-campus and Real Time [RT] on-line students. For the on-campus and RT students, watching lectures in lieu of attending and participating in class is NOT acceptable.

Your Instructor will provide you with this semester's login information during the first week of class. It is not permissible to share or distribute video login information to anyone other than officially enrolled students of this course. Lecture videos can be found at https://vimeo.com/digitalworlds.

DW Student Required Software and Equipment

As new students prepare to make the transition into becoming full BADAS students, the Digital Worlds Institute (DW) has a list of personal gear and equipment that we recommend you acquire for your time in the degree program and for your future digital arts & sciences career.

One item that is required for all UF students is a laptop computer. Beyond that general requirement, DW requires each student's laptop to meet certain minimum specs for heavy graphics use. See requirements in the link below.

Computer Requirements

	Minimum	Recommended	Notes
OS	64 Bit Operating System Windows 7 professional Mac OS X Yosemite	64 Bit Operating System Windows 10 Mac OS X El Capitan	
CPU	2.2+ GHz Processor 6th Generation Intel Core i5 Processors	2.8+ GHz Processor 6th Generation Intel Core i7 Processors	
RAM	8 GB RAM	12+ GB RAM	
HDD	IDE, SATA, SATA 2, SAS, or SCSI Portable External HDD for project backups or submission	SSD 128 GB or higher main with Standard HDD 512 GB or higher backup Portable External HDD for project backups or submission	Solid State Drives provide much faster read and write times for 3D graphics development Strongly recommended to protect your work in project-based classes
GPU	Qualified hardware-accelerated OpenGL graphics Card Support for Direct X 9 or higher	NVIDIA GTX 8xxM /9xxM series or higher graphics card Support for Direct X 10 or higher	NVIDIA cards are more compatible with standard GPU shader languages like Cg and HLSL Direct X 11 for students interested in 3D graphics development
Other	3-button Mouse	3-button Mouse 6" x 8" or larger Pen Tablet (Optional)	3-button mouse required for several industry standard software packages For students interested in 2D and 3D art development
Software	Adobe Student Edition Creative Cloud	Adobe Student Edition Creative Cloud	Needed for All Courses

DW Student Recommended Gear and Buyer's Guide

The New Student Buyer's Guide was constructed with individual DW courses and assignments in mind. Many of these courses will occur during your 1st semester, including DIG3525C - Design & Production 1 and DIG3305C - 3D Animation.

Purchasing these items allows students to have their own gear for educational and personal use, especially since the amount of equipment resources DW can loan out to students is extremely limited. Of course, students are welcome to use equipment they already own or to purchase higher spec items beyond what is listed on the Buyer's Guide. At this time, the equipment in this Buyer's Guide is not required but **highly recommended** for the benefit of your educational experience in this degree program.

Category	Item	Description	Courses	Code	Cost
Camera (option 1)	Nikon D5200	24.1 MP Camera, 18-55mm f/3.5-5.6 AF-S DX VR Lens, Basic Accessory Bundle	DPS 1, DPS 2, DPS 4, Senior Project	B00PSXG06M	$525
Camera (option 2)	Canon EOS Rebel SL1	Canon EOS Rebel SL1 18.0 MP HD 1080 Video Body with EF-S 18-55mm Accessory Bundle	DPS 1, DPS 2, DPS 4, Senior Project	B00HYHBE3E	$499.95
Graphics Tablet	Wacom Tablet	Comic pen and touch anime & manga digital drawing tablet	DPS 1, 2D + 3D Animation	B010LHRVBM	$79.95
Audio	Neewer NW-700	Mic with Table stand	DPS 2, Found of Digital Culture, Senior Project	B00XOXRTX6	$35.99
Audio	USB Audio Interface	Behringer U-PHORIA UM2 2x2 USB Audio Interface	DPS 2, Found of Digital Culture, Senior Project	1056158-REG	$29.99
Hard Drive	My Passport External HD	2 TB, USB 3.0	All Courses	B00W8XXYSM	$88.92
Software	Adobe Creative Cloud	Adobe Student & Teacher Edition Creative Cloud	All Courses	B00CS766GK	$19.00 per month
Laptop	Mac or PC	See DW computer requirement specs	UF Requirement		

UF Policy on Alcohol and Drugs

The University of Florida is committed to providing on and off-campus environments free of the abuse and illegal use of alcohol and other drugs. The following summary of the University's policies concerning the use of alcohol and other drugs is provided to you in response to the Drug-Free Schools and Communities Act and Amendments of 1989.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or the unlawful possession and use of alcohol is prohibited in and on property owned or controlled by the University of Florida or any other UF facility. No employee or student is to report to work, class, or any University activities (on or off campus) while under the influence of illegal drugs or alcohol.

The use of alcoholic beverages by members of the University of Florida community is at all times subject to the alcoholic beverage laws of the state of Florida, City of Gainesville, County of Alachua, or other applicable local regulations, and to the University Alcohol Policy, Rule 6C1-2.019, Florida Administrative Code.

The possession and use of controlled drugs by members of the University of Florida community must at all times be in accordance with the provisions of Florida law, the rules of the Board of Governors, and the rules of the University of Florida. Under Florida law, no person may possess substances regulated under the provisions of Chapter 893, Florida Statutes (controlled substances and "designer drugs"), unless dispensed and used pursuant to prescription or otherwise authorized by law. Sale and delivery of such substances are prohibited unless authorized by law.

Under Statute 562.11, it is unlawful to sell, give, or serve alcoholic beverages to persons under age 21 or to permit a person under 21 years of age to consume said beverages. It is also unlawful for a person to misrepresent or misstate his or her age or that of any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve, or deliver any alcoholic beverages to a person less than 21 years of age.

Violation of the policies and laws described above is grounds for disciplinary action up to and including termination or expulsion in accordance with applicable University of Florida and Board of Governors rules. Disciplinary action against a student or employee by the University does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude action by the University of Florida.

http://www.ufsa.ufl.edu/faculty_staff/committees/alcohol_drug_education/uf_alchohol_policy

General UF Academic Policies and Procedures

UF Grade Posting Policy

Student academic information is, by law, confidential; an academic record that is individualized with a student's name, UFID, or social security number must be protected. A student's right to privacy is protected by Florida Statutes and the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, commonly referred to as the Buckley Amendment. Even if names are obscured, numeric student numbers are considered personally identifiable information.

In accordance with the guideline above, student papers or projects with the grade showing cannot be left in a public place such as the Digital Worlds Office, in the hallway outside faculty offices, or in envelopes taped to doors where students can see the grades of others.

It is also a violation of FERPA to discuss a student's grade with his/her parents without the consent of the student. In order to comply with FERPA, student information should not be transmitted to any third party outside the university without the student's written consent. This confidentiality has been established as UF policy including through Rule 6C1-4.007, FAC, which is on the Web at http://www.dso.ufl.edu/judicial/FERPA.php. Requests for student information can take many forms, including requests from potential employers. Should written permission be obtained from students to release confidential information, the original authorization should be retained in the student's file as support for any future release of information.

Grades submitted on time are available to students the Wednesday morning following commencement. Students may access their grades through the "My Self Service" link in the myUFL portal. Grades not submitted in a timely manner, or grades requiring a change (such as from an "Incomplete" to a letter grade), must be submitted in writing on the appropriate Grade Change Form, signed by the instructor, and approved by the department director and college dean.

Absences for Religious Holidays or Observances

Students, **upon prior notification to their instructors**, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. If a faculty member is informed of or is aware that a significant number of students are likely to be absent from his/her class because of a religious observance, a major exam or other academic event should not be scheduled at that time. Further, a student who is to be excused from class for a religious holy day is not required to provide a second party certification of the reasons for the absence. Finally, a student who believes that he/she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

UF Honor Code and Guidelines
http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php

University of Florida students voted in the fall of 1995 to enact a student Honor Code. They approved the following:

Preamble

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

UF Honor Code

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

Pledge

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."

Grades

Students must complete all critical-tracking courses with minimum grades of C in each course, and the minimum critical-tracking GPA must be 2.5. Students who do not meet these requirements will be placed on academic probation and required to prepare a probation contract with an advisor. Students normally are given two terms in which to remove their deficit points; however, students who do not satisfy the conditions of the first term of probation may be dismissed from the program.

UF Grades and Grading Policies
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

UF Policy Regarding Behavior in Instructional Spaces
https://www.dso.ufl.edu/sccr/resources/shca/

Disruptive Behavior

Faculty, students, administrative and professional staff members, and other employees (hereinafter referred to as "member(s)" of the University), who intentionally act to impair, interfere with, or obstruct the mission, purposes, order, operations, processes, and functions of

the University shall be subject to appropriate disciplinary action by University authorities for misconduct, as set forth in the applicable rules of the Board of Governors and the University and state law governing such actions. A detailed list of disruptive conduct may be found in the Student Code of Conduct. Be advised that a student can and will be dismissed from class if he/she engages in disruptive behavior.

Emergency	911
UF Police Department	352-392-1111
Dean of Students Office*	352-392-1261
Counseling & Wellness Center	352-392-1575
Student Health Care Center	352-392-1161
Office of Victim Services*	352-392-5648
Housing & Residence Education*	352-392-2161

*After hours, call 352-392-1111 and request the on-call person for the office you are calling.

Counseling Services

Resources are available on campus for students lacking clear academic and career goals, or having personal problems that interfere with their academic performance:

For Mental Health Consultation or Referral

Counseling & Wellness Center
- o   352-392-1575

After office hours
- o   352-392-1575

For Student Affairs Consultation

Dean of Students Office
- o   352-392-1261

After office hours, request on-call staff
- o   352-392-1111

Important UF Websites

MyUFL Portal – https://my.ufl.edu

The myUFL Portal is the access site for news, course listings, job listings, your personal information, and all other aspects of your life at UF. Sign on using your GatorLink ID and password. Please log on and familiarize yourself with this very valuable site. You can customize the site to meet your individual needs. For instance, you can add an academic calendar, UF News, outside news organizations such as the Gainesville Sun, and even an Arts & Culture Calendar.

e-Learning Support Services - http://elearning.ufl.edu/

e-Learning is the centrally supported course management system at UF. e-Learning is powered by the course management system Canvas.

e-Learning provides a secure online system for student submissions and assessments, posting grades and content, and communication among class participants. e-Learning also supports researchers, staff, and students, who can create project sites for collaboration, document management, and communication. A GatorLink account is required to access e-Learning.

GatorLink

When you first applied to UF, you were given a UFID number, which will always remain your student identification number. When you were admitted to the university, you were asked to create a GatorLink account. GatorLink is your computer identity (username and password) at the university. It allows you to access all computers on campus. It creates your username@ufl.edu e-mail address. **This is where official university communications are sent. You MUST check this account on a regular basis, as you are responsible for all correspondence received at this address.**

To open your GatorLink account, access www.gatorlink.ufl.edu/. You must use your GatorLink account to establish your campus e-mail through the Webmail system used by the University of Florida (http://webmail.ufl.edu).

GatorLink is a computer account that allows access to a variety of campus computing services. Every student, faculty, and staff member is expected to have a GatorLink account.

UF faculty, staff, and students receive the following services at no charge:

- o An internet mailbox (free e-mail used through an internet connection on Webmail or with IMAP or POP mail software). This service gives you up to 50Mb of mail storage. You may check your e-mail from off-campus by going to http://webmail.ufl.edu and typing in your GatorLink username and password. GatorLink e-mail also integrates well with Microsoft Outlook and Mac Mail.
- o Wireless internet services are available throughout campus. Visit http://getonline.ufl.edu to ensure that your computer meets all requirements to access the UF wireless network.
- o Computer lab access (Macs and PCs) is available across campus in the CIRCA computer labs. This includes an Internet connection, access to your e-mail, popular word processing, printing, spreadsheets, and graphic programs. This service is offered on a space-available basis. (https://labs.at.ufl.edu/ComputerLabs.php)
- o Internet web space (free hosting of web pages accessed through FTP software).

On Campus Facilities/Services for Student Assistance

Student Health Care Center – http://www.shcc.ufl.edu
The University of Florida infirmary and pharmacy can be accessed through the above link. Each student is assigned an infirmary team that they see for health issues. Please refer to the website for information about the health care center and how to find your health team.

Security Services provided by the University Police Department - http://www.police.ufl.edu/
The University of Florida Police Department, located at the intersection of Museum Road and Newell Drive, provides service 24 hours a day; call 352-392-1111.

Student Nighttime Auxiliary Patrol (SNAP) - http://www.police.ufl.edu/community-services/student-nighttime-auxiliary-patrol-snap/
SNAP provides on-request nightly campus escorts to the University community; call 352-392-SNAP (7627).
UPD patrol officers will be available to provide escorts after SNAP closes; call 352-392-1111.

Disability Resource Center - www.dso.ufl.edu/drp/
The Dean of Students Disability Resource Center provides assistance for students with disabilities. Services vary depending on individual needs and include, but are not limited to, individual campus orientation, academic accommodations, help in securing auxiliary learning aids, and assistance in general University activities. Students with disabilities are encouraged to contact this office, located in 001 Reid Hall, at 352-392-8565 x200 or 352-392-3008 (TDD).

For students with hearing or speech impairments, use the Florida Relay Service at 800-955-8771(TDD). A Handi-Van is available for permanent or temporary disabilities. Call the Dean of Students Office at 352-392-1261 and ask for the Disability Resource Center. This service is also free.

Student Recreation - www.recsports.ufl.edu
The Department of Recreational Sports at the University of Florida provides an opportunity for every student to participate in an athletic or recreational activity on a voluntary basis.

Regional Transit System
With your Gator 1 Card, you ride any RTS bus for free. Visit http://ufl.transloc.com/ to take advantage of the Gator Locator Real Time Bus System. A smartphone app is also available for this service; search for "TransLoc Transit Visualization" in the app store.

Find bus routes, schedules, and other important information at the Regional Transportation System website, http://www.go-rts.com.