STUDENT HANDBOOK

Master of Science (non-thesis option) in Entomology & Nematology

Distance Degree Program

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Purpose of this Graduate Program

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

Our Entomology specialization is intended for anyone interested in biological science with an emphasis on insects and other arthropods. Our Pest Management specialization is intended for those students interested in the principles and practices of integrated pest management.

We hope this handbook is useful to you and your faculty supervisor. Please let us know if you think there is other important information that should be included in future versions of this handbook. We wish you every success in your academic program and hope that it meets your educational needs and expectations.

Heather McAuslane

Graduate Coordinator

Debbie Hall

Academic Support Services

Contact Information

For admission and graduate program policy concerns/problems:

Dr. Heather McAuslane (Graduate Coordinator)

- Phone (352) 273-3913, FAX (352) 392-5660, e-mail: gradc@ifas.ufl.edu

For registration and administrative help once admitted to the program:

Mrs. Debbie Hall (Academic Programs Assistant)

- Phone (352) 273-3912, FAX (352) 392-5660, e-mail: dahall@ufl.edu

For supervision on course progression, project topics, final exam:

Your supervisory committee chair and committee member

Mailing address:

Department of Entomology & Nematology

PO Box 110620

Natural Area Drive

University of Florida

Gainesville, FL 32611-0620

Checklist of Important Actions to be Taken by Student

PLEASE READ CAREFULLY

NOTE: The student is responsible for fulfilling all requirements and meeting all deadlines.

COMPLETION DATE		WHAT/WHERE	WHEN
_____	1.	Signup for Gatorlink account http://www.gatorlink.ufl.edu/	As soon as admitted
_____	2.	Check Schedule of Courses on Entomology web site http://entnem.ifas.ufl.edu/academics/dept_disted.htm#future_offerings	As soon as admitted
_____	3.	Correspond with committee supervisor (if you have one) or Debbie Hall to determine course(s) to take the 1st semester	As soon as admitted
_____	4.	Register each semester through Debbie Hall (important academic dates on ISIS, http://www.isis.ufl.edu/)	Contact Debbie Hall
_____	5.	Send Debbie 300 dpi photo for Bulletin Board Display	Start of 1st semester
_____	6.	Choose committee supervisor and one other member. Complete form in Appendix and email to Debbie Hall.	By end of 1st semester
_____	7.	In conjunction with committee, decide on Program of Study. Complete form in Appendix and email to Debbie Hall.	By end of 2nd semester
_____	8.	Apply for graduation in final semester (http://www.isis.ufl.edu/, Degree Application on left-hand navigation bar)	By 2nd week of semester
_____	9.	Schedule final exam at least one week before "Deadline for Final Exam Forms to be Posted on GIMS" (http://gradschool.ufl.edu/students/critical-dates-and-deadlines.html - see graduate student deadlines)	

Curriculum

The M.S. non-thesis degree requires 30 credit hours of coursework. At least 15 of the 30 credits must be graded courses in the major at the 5000 level. Six of these 30 credits may be S/U graded. One or two minors of at least six credits each may be chosen [minor(s) not required]. Six credits outside the major may be courses numbered 3000 and 4000. A minimum GPA of 3.0 is required in the major, the minor, and to graduate. There are a number of required courses in the specializations and many elective courses to choose from to fulfill the 30-credit hour requirement. Your committee supervisor can help you decide what courses might be useful to you based on your desired academic goals. All University of Florida courses available by Distance Education technologies are listed here: http://cals.ifas.ufl.edu/de-statewide-mad/browse_courses.aspx

Master of Science, Entomology Specialization

Required courses	**Course number**	**Credits**
Graduate Survey of Entomology	ENY5006	2
Graduate Survey of Entomology Laboratory	ENY5006L	1
Insect Classification	ENY6166	3
Graduate ecology course – recommend Insect Ecology and Insect Ecology Laboratory	ENY6203 ENY6203L	3 1
Insect Physiology	ENY6905 (ENY6401, if at a REC[1])	3 (4)
Biochemistry or Insect Molecular Genetics	BCH5045 or ENY5820	4 or 3
Statistics course – recommend Statistical Methods in Research	STA6166	3
A course in applied entomology – choose one from:		
Biology and Identification of Urban Pests	ENY5223	3
Principles of Urban Pest Management	ENY5226C	3
Survey of Urban Vertebrate Pest Management	ENY5228	2
Insect Pest and Vector Management	ENY5236	3
Turf and Ornamental Entomology	ENY5616	3
Advanced Medical and Veterinary Entomology and Advanced Medical and Veterinary Entomology Laboratory	ENY6665 ENY6665L	3 1
Other applicable courses for remaining credits		
Insects and Wildlife	ENY5212	3
Advanced Apiculture	ENY6905	3
Exotic Species and Biosecurity Issues	ALS6161	3
Principles of Nematology	NEM5002C	3
Insect Toxicology	ENY6651C	3
Others available by DE[2] with supervisor's permission		variable

[1] REC = UF Research and Education Center and [2] DE = Distance Education

Master of Science, Pest Management Specialization

Required courses	Course number	Credits
Graduate Survey of Entomology	ENY5006	2
Graduate Survey of Entomology Laboratory	ENY5006L	1
Insect Classification	ENY6166	3
Graduate ecology course – recommend Insect Ecology and Insect Ecology Laboratory	ENY6203 ENY6203L	3 1
Insect Toxicology	ENY6651C	3
Insect Pest and Vector Management	ENY5236	3
Survey of Urban Vertebrate Pest Management	ENY5228	2
Principles of Nematology	NEM5002C	3
Fundamentals of Plant Pathology	PLP5005C	4
Statistics course – recommend Statistical Methods in Research	STA6166	3
Other applicable courses for remaining credits		
Insects and Wildlife	ENY5212	3
Biology and Identification of Urban Pests	ENY5223	3
Principles of Urban Pest Management	ENY5226C	3
Turf and Ornamental Entomology	ENY5616	3
Advanced Medical and Veterinary Entomology and Advanced Medical and Veterinary Entomology Laboratory	ENY6665 ENY6665L	3 1
Insect Molecular Genetics	ENY5820	3
Advanced Apiculture	ENY6905	3
Crop Ecology	AGR5611	3
Exotic Species and Biosecurity Issues	ALS6161	3
Soils for Environmental Professionals	SOS5050C	4
Environmental Nutrient Management	SOS5166	3
Integrated Weed Management	PLS5632C	3
Geographic Information Systems Analysis	SUR5625	3
Others available by DE with supervisor's permission		variable

Suggested Progression of Courses

1. If you have never taken an entomology course, start with Graduate Survey of Entomology (ENY5006 and ENY5006L) before taking any of our other entomology courses. We suggest taking Insect Classification (ENY6166) next. After that, you have the entomology background for any of our entomology courses.
2. Take statistics (STA6166) before taking Insect Ecology Lab (ENY6203L).
3. If taking Insect Physiology (ENY6401 or 6905), we suggest taking Biochemistry (BCH5045) first.

Cost of the Program

The Provost of the University of Florida prohibits us from setting our distance course tuition rate to be less than the in-state graduate tuition rate. Thus, the tuition rate that we must charge will rise whenever the University raises its graduate tuition rate. Rates are usually raised each fall and could increase from 8 to 15% each year.

Schedule of Course Offering

The semester-by-semester schedule of courses offered by our department (ENY or NEM prefixes) is on the Department of Entomology & Nematology web page (http://entnem.ifas.ufl.edu/academics/dept_disted.htm#future_offerings). The College of Agriculture and Life Sciences (CALS) Distance Education web site (http://cals.ufl.edu/distance/) may have a different schedule but we keep our web page as up-to-date as possible, so please check our web page first.

Supervisory Committee

The Supervisory Committee should be appointed as soon as possible, preferably by the end of the first semester, but no later than the mid-point of the second semester of study. The Graduate Coordinator can help the student find appropriate faculty to serve on the committee. The Graduate School states that the Supervisory Committee may be comprised of only one faculty member but our department requires two members. If the student declares a minor (not required), one of the Supervisory Committee members must be from the minor department. The chairperson of the supervisory committee must have been appointed to the Graduate Faculty. Special member status may be granted to non-University of Florida members. A Special member may not serve as the committee chair. The student and committee must fill out and sign the Supervisory Committee Agreement form (fillable PDF in Appendix of this handbook) and send it to Debbie Hall by the end of the first semester.

The role of the supervisory committee is to guide you in your selection of courses, to assign you a directed study if you wish, and to administer your final exam. We suggest that you contact your supervisor at least a couple of times each semester to maintain the lines of communication.

Program of Study

The student must correspond with his/her major professor to complete a preliminary Program of Study (fillable PDF in Appendix) and email a signed copy to Debbie Hall in the Graduate Coordinator's Office no later than the end of second semester. As soon as the Supervisory Committee is formed, they should approve the Program of Study; the updated Program of Study with signatures of committee members should be filed in the Graduate Coordinator's office at

that time. Substitutions for required courses must be approved by the student's major professor and the Graduate Coordinator.

All graduate students are required to have a Program of Study. It is extremely important for Distance Education students to work with your major professor (advisor) to prepare your Program of Study as early as possible. Having a Program of Study on file allows you to prepare for the next semester's registration, during advance registration. It also allows your major professor, and the Entomology/Nematology department, to keep you on-track toward successful completion of your degree program. If we know in advance what courses you may need to graduate on a certain timetable, we may be able to help you.

Routine Registration and Other Logistical Details

All correspondence from the University, including from the Graduate Coordinator and Debbie Hall, will be to your Gatorlink email address. Please check it often.

Dates for registration, drop/add, and beginning and end of class each semester are found on the University of Florida ISIS web site: http://www.isis.ufl.edu/ Please bookmark this site.

Each semester you will receive an email from Debbie Hall (dahall@ufl.edu) about advance registration, for the next semester. Advance registration is available to all UF degree-seeking students approximately two months before each semester begins. Students admitted to a M.S. Distance Education program (not using the State EEP to pay for their courses/program) must register through Debbie. Each semester you must choose courses from the "Courses Offered" section of our Distance Education website http://entnemdept.ifas.ufl.edu/academics/dept_disted.htm). Do not use the on-line (ISIS) semester Schedule of Course to determine what you will register for; some courses offered through distance education, in the self-funded program, are not offered to students on the main UF campus, and some courses offered to the on-campus students are not always offered via distance education. Our departmental Distance Education website shows the courses that are available to our distance students. Always discuss your registration with your major professor and refer to your Program of Study, before contacting Debbie.

Every semester there will be registration holds (Emergency Contact Information and Registration Prep) that only students can remove; Debbie cannot remove these holds. After you have removed your holds, using ISIS, contact Debbie by email, with course number and registration request. If you request registration after 5 p.m. on the last day of registration, a late registration fee of $100 will be assessed by the University on the first day of drop/add (first day of class). Dropping a course after the published (on ISIS Schedule of Courses) deadline (first 4-5 days of the semester), does not relieve the student's financial responsibility. All UF students, regardless of

their physical location, or degree classification, remain "fee liable" for any course (credit hours) dropped after the last day of "drop/add", which is published in the on-line Schedule of Courses (http://www.registrar.ufl.edu/soc/).

Starting in the fall semester of 2011, distance students in self-funded (off-book) sections will have to pay tuition and fees by the second Friday of the semester. You will receive emails to your Gatorlink accounts from the Office of the Registrar and UF Financial Services with the payment deadline. Check ISIS as soon as you are notified that you have been registered (log-in to ISIS and choose, Financial). The University levies a $100 late fee payment which our department can do nothing about, if you pay fees after the second Friday of the semester. Lab fees will be waived for self-funded section numbers, during the first week of class, each semester.

Students using Employee Education Program to pay for courses

Students on- or off-campus, using the Employee Education Program (EEP), must check the EEP website for registration dates, registration rules, and program requirements, each semester. http://www.hr.ufl.edu/education/eep/default.asp

Students using the EEP may register themselves, once their holds have been removed. Please send an email to Debbie immediately after you register so that we may check your registration before the EEP, Registrar, and Financial Services deadlines.

The (ISIS) published Schedule of Courses has a column titled "EEP". To ensure your registration will be paid for by the EEP program, you must choose a section number listed with a "Y", under the EEP column. If you do not see the "Y" in the EEP column, EEP will not pay for that course. The Employee Education Program does not pay for Research credit hours (ENY6910, 6971, 7979, or 7980), under any circumstances. They also will not pay for a course offered under a Special Topics number (ENY6905, 6932, 6943), or registration in any self-funded section numbers.

EEP will not pay the late fee of $100 if you register after the registration period has closed. The student must pay that fee.

Applying to Graduate

You must apply for graduation within the first two weeks of the semester that you plan to graduate. It costs nothing to apply and it doesn't matter if you end up not graduating that semester. However, if you don't apply by the deadline, then you positively cannot graduate that semester. You must be enrolled for a minimum of 3 credit hours of coursework to graduate during spring or fall semesters and for 2 credit hours to graduate in a summer semester. The Graduate School and Debbie Hall will send you numerous emails (via your Gatorlink account only) asking whether you are planning to graduate this semester. Please follow the instructions on what to do if you think there is even a remote chance you would be ready to graduate that semester.

Final Examination

The final examination must be both written and oral. The exam may contain questions from subject matter covered in any of the required courses taken during the program. The student and the supervisor must be in the same room for the oral examination but the second member of the committee may attend electronically, if necessary (phone, Skype or Polycom). Thus, the student must travel to Gainesville (or the location of their University of Florida faculty supervisor) for the comprehensive final oral examination, given during the final semester. The exam must be completed at least a week before the published "Last day to achieve Final Clearance" (http://gradschool.ufl.edu/pdf-files/deadlines-editorial.pdf).

At the committee's discretion, the written portion of the exam may be conducted at the student's location if there is a proctor willing to administer the exam and ensure that the student follows the UF Honor Code. In this case, the written exam is usually done a week or two before the student travels to Gainesville for the final oral exam.

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

Exit E-mail to Department Chairperson

All students must send an e-mail to the Department Chairperson, Dr. John Capinera, capinera@ufl.edu (copied to the Graduate Coordinator, gradc@ifas.ufl.edu) with a short statement describing the quality of her/his experience as a student in the Department and information regarding plans for the immediate future regarding employment (Academic or Industry) or continued education. We want to continue to improve this program and your feedback is very welcome and valued.

Appendices

Plagiarism and Academic Honesty

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

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

In some countries, it is an acceptable practice to write in a way that faculty members at the University of Florida consider to be plagiarism. Students studying in our university and with plans to publish their research in the English language need to know what plagiarism is and how to avoid it.

Students who plagiarize will be caught and consequences will be applied. Many faculty in our department check all written assignments using an anti-plagiarism software called Turnitin® (http://www.at.ufl.edu/~turnitin/about.html).

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

Marston Science Library's Guide to Plagiarism

Before you take your first class at the University of Florida, please go to the following website and read about plagiarism and tips on how to avoid it when writing:

http://www.uflib.ufl.edu/msl/07b/students.html

You may wish to talk to your major professor after you have worked through the tutorials to let them know you are aware of what constitutes plagiarism and how to cite appropriately.

Student Honor Code

(copied entirely from the Dean of Students Office website http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php)

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

The Honor Pledge:

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

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

(3) VIOLATIONS OF THE STUDENT HONOR CODE.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(d) False or Misleading Statement Relating to a Student Honor Code Violation. In reporting an alleged Student Honor Code violation, a student shall not intentionally or in bad faith make a false or misleading statement. During the course of a Student Honor Code

proceeding, or on final appeal following such a proceeding, a student shall not at any time make a false or misleading statement to any person charged with investigating or deciding the responsibility of the accused, reviewing a finding of responsibility, or determining or reviewing the appropriateness of the sanction or sanctions to be recommended or imposed.

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

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

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

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

2. Tampering with another student's work.

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

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

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

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

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

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

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

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

(b) Course grade penalty. The student is assigned a grade penalty in the entire course including but limited to an "E".

(3) Student Conduct Code Sanctions.

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

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

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

(d) Deferred Suspension: The student will be officially suspended from the University, but the suspension will be deferred. The suspension will automatically be enforced for any subsequent violation of the Student Honor Code or Student Conduct Code, as applicable. The hearing authority will specify when issuing a deferred suspension which violations will automatically trigger the

enforcement of the deferred suspension. If a student commits a violation of the Student Honor Code or Student Conduct Code, as applicable, while on deferred suspension and is found responsible, then, unless the Director of Student Conduct and Conflict Resolution determines otherwise in exceptional circumstances, the student is automatically suspended in addition to the other sanctions imposed for the subsequent violation. Suspensions can be deferred for a semester or indefinitely.

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

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

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

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

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

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

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