

## RESEARCH METHODS

"WE MAKE OUR WORLD SIGNIFICANT BY THE COURAGE OF OUR QUESTIONS AND THE DEPTH OF OUR ANSWERS"—CARL SAGAN

PSY3213L

3 CREDIT HOURS

FLEX LEARNING

\*\* ONLINE

**INSTRUCTOR:** Marina A. Klimenko, Ph.D., M.P.A.

**INSTRUCTOR'S VIRTUAL OFFICE HOUR VIA ZOOM IN CANVAS:** By appointment (please send me a message in Canvas to schedule an appointment)

**COURSE WEBSITE:**

<https://ufl.instructure.com/courses/542675>

**STRUCTURE OF COURSE IN E-LEARNING:** This course uses E-Learning in Canvas. Students will have to complete weekly readings, quizzes, and a final assignment (exam or research project).

The course is divided into 12 modules, roughly corresponding to the major themes and steps of a typical research process.

**COURSE COMMUNICATIONS:** All communication will be done in Canvas—sending messages, discussions, and making announcements.

**REQUIRED TEXT:** Klimenko, M. A. (n.d.). *Research methods in the social sciences*. Sentia Publishing.

You can purchase it via UF All Access, UF bookstore, or by going directly to the publisher,

[https://sentiapublishing.com/search.php?Search=&search\\_query=Klimenko](https://sentiapublishing.com/search.php?Search=&search_query=Klimenko)

You can also purchase it as a paperback and Kindle on Amazon (at a higher price): <https://www.amazon.com/dp/173593402X>

**ADDITIONAL RESOURCES:** none

**PREREQUISITE KNOWLEDGE AND SKILLS:** *Some knowledge of SPSS will be helpful but not required.*

**PURPOSE OF COURSE:** Psychology is a discipline dedicated to the scientific understanding of behavior and mental processes. This course will provide students an opportunity to learn about the scientific methods psychologists and other social scientists apply to study psychological and other related questions. The learning will be accomplished, in part, through course readings and lectures, and in part through conducting a small research project.

**COURSE GOALS AND/OR OBJECTIVES:** *By the end of this course, you will:*

By the end of this course, you will be able to:

1. Identify and explain the general process of research in psychology by defining the scientific method, distinguishing between a hypothesis and a research question, identifying the limitations and strengths of the major categories of research design, explaining the rationale for random sampling, and so forth.
2. Demonstrate critical thinking and scientific reasoning by testing claims using appropriate psychological research methods.
3. Evaluate the quality of evidence in published psychological research.
4. Practice doing research in psychology by formulating hypotheses, collecting small data, analyzing data, and communicating results.
5. Apply APA guidelines for writing style and formatting to their own academic writing.
6. Distinguish science from pseudoscience by identifying the norms and characteristics of each.

#### UNPROCTORED QUIZZES (20%)

There will be a multiple-choice quiz for each chapter or major topic covered in this class, 12 quizzes in total. **Only 11 highest quizzes will be counted towards your final grade.** Weekly quizzes are relatively easy, and most students do well on them—the average grade is around 85 and 90.

Each item is worth 1 point. So each quiz is worth 10 points. Items are drawn at random from a larger pool of items, so no two people will receive the same quiz.

Chapter quizzes are cumulative in the sense that the concepts and ideas in this course don't exist in isolation; similar to algebra, for instance, the terms or concepts that may have been mentioned in one chapter are most likely to be reintroduced in the following chapters but either in different contexts or in more details. Thus, it is important that, as you read and learn the material of one chapter, you understand and retain its information as you move on to the next one. The best way to prepare for each module quiz is to carefully review all materials posted in that given module, including text chapters, lectures, notes, videos, or any other additional information, but also draw the connection to what you've learned in the previous module.

Since most concepts and ideas in this course are interconnected and may be better grasped after completing a particular assignment or after reading several different chapters, all quizzes will stay open until the end of the semester (see syllabus calendar for deadlines. Thus, you can take them at any time and/or in any order. However, some chapters are better understood if you follow them in order; e.g., chapters 1, 2, and 3 provide the most basic foundation for any research design and, thus, I strongly recommend that you read them before proceeding with the rest of the chapters or whenever you feel you have a good grasp on those topics.

*IMPORTANT: You are responsible for your internet strength and reliability, and for using a reliable computer. If you lose internet connection due to issues with **your** computer or internet, you will not be allowed to retake the quiz. If the interruption in connection is caused by issues in Canvas, contact e-learning help desk and get verification. The decision to allow retaking a quiz will be determined on an individual basis and will be based on the cause of the issue. Since the chances of experiencing technical issues more than once in a semester are very small, no one will be allowed to retake more than one quiz.*

#### PROCTORED MID-TERM COVERING MODULES 1-6 (15%)

There will be mid-term covering modules 1-6. This is a multiple-choice, closed book/notes exam proctored by Honorlock. The questions will come from the quizzes' test bank. So, you can study by reviewing all quizzes from modules 1 through 6.

#### MAJOR ASSIGNMENT (RESEARCH PAPER OR FINAL EXAM) (50%)

You will have the option to either complete a research project or take the final exam. Only one will count towards your final grade. If you complete both assignments (you

can 🟡 ) only the highest grade will be counted towards your final grade. Please see more details below about both assignments.

## RESEARCH PAPER AND TWO RELATED ASSIGNMENTS

**You are not allowed to choose your own topic. If you do, you will receive a 0 on the research paper. The topics and all instructions will be posted on the Research Project page on Canvas.**

There will be 3 interrelated assignments for the research project, each building on the preceding one. Instructions and details about the Research Project can be found on Canvas under Research Project Overview tab on the Home page. Only one, the *Research Paper*, will count for 38% of your final grade. The first two assignments, *Research proposal* and *Research Analysis/Collected Data* will not be graded. However, if you complete them, you will receive our feedback and it will help you with the research paper.

In addition to the research paper, you will have to submit the data that you will collect, and based on which you will write your research paper.

Do not hesitate to seek help and ask questions when you don't have a clear sense of what you should do next or have questions about the assignments and the project in general. It will be your responsibility to contact your instructor or TA with any follow up questions. If we don't receive questions from you, we will assume that you understand what you are doing.

### Research Related Activities & Due Dates:

Research Proposal (Assignment 1), see *due date*

Data & Analysis Proposal (Assignment 2), see *due date*

Research Paper (Assignment 3), see *due date*

## FINAL EXAM

Instead of completing a research project, you can take the final exam. Only one of the two assignments will count towards the final grade. You can choose to do both, and I will count the highest graded assignment. The exam will be conducted online, via Honorlock. It will be multiple-choice questions and cumulative, based on my lectures and the assigned readings. Please do not assume that because it is a multiple-choice exam it will be easy. I will make it hard but fair 🟡

## GROUP DISCUSSIONS (10%)

There will be 5 group discussions that you will have to complete by specific days. Most every discussion will pose a question, or a set of questions, and you will be asked to give your informed opinion. Most all posts are due on a Saturday, 11:59pm. See syllabus for exceptions.

To receive full credit for your original post, (1) it must be posted on time, (2) the length of your posts should be at least two paragraphs (unless otherwise specified above), (3) be substantive (i.e., contain meaningful ideas and based on some information from our course material when necessary), (3) no errors in terms of understanding the material under discussion, (4) should address the issue/question fully, and (3) be respectful.

*No replies are required however you are able and encouraged to reply if you wish to.*

- (Module 1) Group Discussion #1: Study Variables
- (Module 2) Group Discussion #2: Truth or Fable
- (Module 3) Group Discussion #3: Experimental Research
- (Module 13) Group Discussion#4: The Milgram Study
- (Module 14) Group Discussion #5: Research Sharing

## INTRODUCTION FIRST DRAFT/LITERATURE SUMMARY (5%)

The purpose of this assignment is to give you an opportunity to receive feedback on your academic writing.

## TIPS FOR SUCCESS

Taking a course online can be a lot of fun! Here are some tips that will help you get the most out of this course while taking full advantage of the online format:

- \* Schedule "class times" for yourself. It is important to do the coursework on time each week. You will receive a reduction in points for work that is turned in late!
- \* Read ALL of the material contained on this site. There is a lot of helpful information that can save you time and help you meet the course's objectives.
- \* Print out the Course Summary located in the Syllabus and check things off as you go.

\* Take full advantage of the online discussion boards. Ask for help or clarification of the material if you need it.

\* Do not wait to ask questions! Waiting to ask a question might cause you to miss a due date.

\* Do your work well before the due dates. Sometimes things happen. If your computer goes down when you are trying to submit an assignment, you'll need time to troubleshoot the problem.

\* To be extra safe, back up your work to an external hard drive, thumb drive, or through a cloud service.

**I will make every effort to have each assignment graded and feedback posted within one week of the due date.**

## CLASS SCHEDULE

In the first two weeks, you will learn the basics of a scientific process, which you will need to start developing a research plan (should you decide to do a research project).

### **Module 1: Begin Understanding the Roots of Modern Science (Chapter 1 & 2)**

- Take course orientation quiz to unlock all modules
- Chapter 1 Quiz (week 1 material)
- Chapter Quiz 2 (chapter 2 and week 2 material)

### **Module 2: Begin Thinking Like a Scientist (Chapter 3).**

- Chapter 3 Quiz (chapter 3 and week 3 material)
- Group Discussion #1 (Study Variables)
- *Start thinking about the final assignment (exam or research?); choose your topic (from the options I gave you on Research Project page) if you want to do a research project.*

### **Module 3: Begin to Content Analyze Like a Scientist (Chapter 4)**

- Take Chapter 4 Quiz
- Group Discussion #2: Truth or Fable

### **Module 4: Begin Making Systematic Observations & Surveys Like a Scientist (Chapter 5)**

- Take Chapter 5 Quiz
- If you choose to do the research project, please submit Assignment 1 (please send me a message to receive my feedback only)

#### **Module 5: Begin to Experiment Like a Scientist (Chapter 6)**

- Take Chapter 6 Quiz
- Group Discussion #3: Experimental Research

#### **Module 6: Begin Describing Your Data Like a Scientist (Chapter 9)**

- Take Chapter 9 (chapter 9 and lecture)

#### **Module 7: Begin Testing Hypotheses Like a Scientist (Chapter 10)**

- Take Mid-term [includes modules 1-6 information only]
- Take Chapter 10 (chapter 10, readings and lectures)
- *If you are working on a research project, complete Assignment 2, Data Analysis Proposal and Collected Data to receive my feedback (please send me a message)*

#### **Module 8: Begin Writing Like a Scientist (Chapter 11)**

- Complete Introduction (Literature Summary) Draft (please send me a message to receive my feedback)
- Take Chapter 11 Quiz (chapter 11 and all other module materials)

#### **Module 9: Begin to Quasi-Experiment Like a Scientist (Chapter 7)**

- Take Chapter 7 Quiz (chapter 7 and all required material for module 9)
- Submit Research Paper, Revised Data, and SPSS output assignments

#### **Module 10: Begin Mixing Up Research Methods Like a Scientist (Chapter 8)**

- Take Chapter 8 Quiz
- Contribute to Group Discussion #4 (The Milgram Study)

#### **Module 11: Become a Critical Thinker (Chapter 12)**

- Take Chapter 12 Quiz
- Contribute to Group Discussion #5

## Module 12: Begin Preparing for the Final Exam as a Critical Thinker

- **Take the Final Exam**

### POLICY FOR DISPUTING GRADES

If you want to dispute a grade you will need to write a paragraph explaining the dispute (write out the question on the quiz or explain the part of the assignment in detail).

### COURSE POLICIES & GUIDELINES

1. All communication will be done in Canvas.

If you have any questions/comments:

- a. Post your question in **Course Questions Forum** discussion board.
- b. If you do not receive an answer\* from the Course Questions Forum discussion boards within 24 hours, contact instructor or TA by Canvas mail.

\* Discussion boards will not be monitored on Saturdays and Sundays.

If you have a question about:

- a. A quiz, email instructor via Canvas mail.
- b. Research Project, email instructor or your TA.
- c. If you have concerns/need help, email me instructor or your TA.

Do **not** post questions or information about your grade on the discussion boards.

- c. In the case of a serious medical condition, a family emergency or other situation that will keep you out of class a week or more, email instructor ([mklimenko@ufl.edu](mailto:mklimenko@ufl.edu)).



2. Netiquette:

It is important to recognize that the online classroom is, in fact, a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. You are expected to follow the [Netiquette Guide for Online Courses](#) when interacting with your instructor and other students in this course.

3. Extension of deadlines may be requested ONLY for university excused absences with adequate documentation. Requests for an extension must be based on university approved reasons and must include proper documentation as per University guidelines. Requests for extensions must be made before the deadline, if possible, or within 24 hours of the deadline for unexpected emergencies.

4. Minimum Technology Requirements:

The University of Florida expects students entering an online program to acquire computer hardware and software appropriate to their degree program. Most computers can meet the following general requirements. A student's computer configuration should include:

- \* Webcam

- \* Microphone

- \* Broadband connection to the internet and related equipment (cable/DSL modem)

- \* Microsoft Office Suite installed (provided by the university)

5. Technical Help:

For help with technical issues or difficulties with Canvas, please contact the [UF Computing Help Desk](#) at: 352-392-HELP (4357)

Walk-in: HUB 132

Any requests for make-ups (assignments, exams, etc.) due to technical issues should be accompanied by the ticket number received from the UF Computing Help Desk when the problem was reported to them. The ticket number will document the time and date of the problem. You should message your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

7. Minimum Technical Skills/Minimum Digital Literacy Skills to complete your tasks in this course, you will need a basic understanding of:

- \* Operating a computer and using word processing software
- \* Using the learning management system
- \* Using email with attachments
- \* Creating and submitting files in commonly used word processing program formats
- \* Downloading and installing software
- \* Using spreadsheet programs
- \* Using presentation and graphics programs
- \* Using apps on digital devices
- \* Using web conferencing tools and software

Furthermore, you should be able to:

- \* Use online libraries and databases to locate and gather appropriate information. The UF library's catalog, UF Library Primo, can be used to locate items.
- \* Use computer networks to locate and store files or data

- \* Use online search tools for specific academic purposes, including the ability to use search criteria, keywords, and filters

- \* Analyze digital information for credibility, currency, and bias (e.g., disinformation, misinformation)

- \* Properly cite information sources

- \* Prepare a presentation of research findings

## 8. Health and Wellness:

- \* U Matter, We Care: If you or someone you know is in distress, please email [umatter@ufl.edu](mailto:umatter@ufl.edu), call 352-392-1575, or visit [U Matter We Care](#) to refer or report a concern, and a team member will reach out to the student in distress.

- \* Counseling and Wellness Center: Visit the UF Counseling & Wellness Center website or call 352-392-1575 for information on crisis services and non-crisis services.

- \* Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need or visit the [UF Student Health Care Center](#) website.

- \* University Police Department: Visit the [UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

- \* UF Health Shands Emergency Room/Trauma Center: For immediate medical care in Gainesville, call 352-733-0111, or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the [UF Health Shands Emergency Room/Trauma Center](#) website.

## 9. Academic and Student Support

- \* Career Connections Center: For career assistance and counseling services, visit the [UF Career Connections Center](#) website or call 352-392-1601.

\* Library Support: For various ways to receive assistance concerning using the libraries or finding resources, visit the [UF George A. Smathers Libraries Ask-A-Librarian](#) website.

\* Teaching Center: For general study skills and tutoring, visit the UF Teaching Center website or call 352-392-2010. [<http://teachingcenter.ufl.edu>]

\* Writing Studio: For help with brainstorming, formatting, and writing papers, visit the [University Writing Program Writing Studio](#) website or call 352-846-1138.

10. This course adheres to all University Policies. See <http://www.dso.ufl.edu/> for useful information at the Dean of Students Office webpage.

11. Academic Honesty:

This course uses the [definitions and guidelines for academic honesty](#) as described by the Dean of Students Office.

12. Plagiarism:

The [Student Honor Code and Student Conduct Code](#) states that: "A Student must not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:

\* Stealing, misquoting, insufficiently paraphrasing, or patch-writing.

\* Self-plagiarism is the reuse of the student's own submitted work or the simultaneous submission of the student's own work without the full and clear acknowledgment and permission of the faculty to whom it is submitted.

\* Submitting materials from any source without proper attribution.

\* Submitting a document, assignment, or material that, in whole or in part, is identical or substantially identical to a document or assignment the student did not author

13. Students with disabilities:

Students requesting accommodations should first register with the [Disability Resource Center](#) (352-392-8565) by providing appropriate documentation. Once registered, students will receive an accommodation letter that must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

14. Religious Observances:

Please check your calendars against the course syllabus. Any student having a conflict due to religious observance should contact me as soon as possible so that we can make any necessary arrangements.

15. Copyright Statement:

Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and for instructional activities associated with and for the duration of the course. **They may not be retained in another medium or disseminated further.** They are provided in compliance with the provisions of the Teach Act.

16. Syllabus Change Policy:

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice. If changes are made to this syllabus they will be announced and/or emailed. It is **your** responsibility to check for announcements and/or email of changes online.

17. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at the [GatorEvals](#) website. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluer.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.ua.ufl.edu/public-results/>.

18. Sexual Harassment is not tolerated in this class, in the Department of Psychology, or at the University of Florida. Sexual harassment includes: the inappropriate introduction of sexual activities or comments in a situation where sex would otherwise be irrelevant. Sexual harassment is a form of sex discrimination and a violation of state and federal laws as well as of the policies and regulations of the university. All UF employees and students must adhere to UF's sexual harassment policy which can be found here: <https://hr.ufl.edu/forms-policies/policies-managers/sexual-harassment/>. Please review this policy and contact a university official if you have any questions about the policy. As mandatory reporters, university employees (e.g., administrators, managers, supervisors, faculty, teaching assistants, staff) are required to report knowledge of sexual harassment to UF's Title IX coordinator. For more information about UF's Title IX office see: <https://titleix.ufl.edu/>. You can also complete a Sexual Harassment Report online (Title IX) at: <https://titleix.ufl.edu/title-ix-reporting-form/>.

19. In-Class Recording:

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor. A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session. Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including

but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student.

**20. Extra Help: Contact me as soon as possible for extra assistance if you discover you are having trouble. I want you to do well!**

21. For information about the privacy policies of the tools used in this course, see the links below:

- Instructure (Canvas)
  - [Privacy Policy](#)
  - [Accessibility](#)
- Sonic Foundry (Mediasite Streaming Video Player)
  - [Privacy Policy](#)
  - [Accessibility](#)
- Vimeo
  - [Privacy Policy](#)
  - [Accessibility](#)
- PlayPosit
  - [Privacy Policy](#)
  - [Accessibility](#)
- Zoom
  - [Privacy Policy](#)
  - [Accessibility](#)
- YouTube (Google)
  - [Privacy Policy](#)
  - [Accessibility](#)
- Microsoft
  - [Privacy Policy](#)
  - [Accessibility](#)
- Adobe
  - [Privacy Policy](#)
  - [Accessibility](#)
- Honorlock
  - [Honorlock Privacy Policy](#)
  - [Honorlock Accessibility](#)

### How CANVAS will calculate your final grade:

Assignment Groups	Percentage Estimation of your grade
11 (out of 12) quizzes (A1)	20%
Mid-Term (Modules 1-6 only) (A2)	15%
Group Discussions (5) (A3)	10%
Research Proposal	0%
Data Analysis Proposal	0%
Introduction Draft/Literature Summary (A4)	5%
Research Paper or Final Exam (A5)	50%
<b>Total</b>	<b>100%</b>

$(\text{Percentage score you earned for A1} \times .20) + (\text{percentage score you earned for A2} \times .15) + (\text{percentage score you earned for A3} \times .10) + (\text{percentage score you earned for A4} \times .05) + (\text{percentage score you earned for A5} \times .50) = \text{your grade}$

**IMPORTANT:** "Canvas is always working to calculate two grades, the current grade and the total grade, for students. The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme. This grade is calculated with the **Calculate based only on graded assignments** checkbox selected in the sidebar. The total grade is calculated by adding up all the assignments according to their weight in the course grading scheme. If a course is using weighted assignment groups, students can also see how each assignment is weighted in the course.

To view the total grade in the course, students can deselect the **Calculate based only on graded assignments** checkbox."



<https://guides.instructure.com/s/2204/m/67952/l/55015-what-are-what-if-grades> )

*The good news is – these grades are firm – there is no curve. Everybody in the class can get an A grade and I hope you do.*

*The bad news is – these grades are firm – there is no curve. If you score just a quarter of a point below the cutoff then you will receive the lower grade.*

## **GRADING SCALE**

<b>Grade</b>	<b>%</b>
<b>A</b>	95% - 100%
<b>A-</b>	90% & up
<b>B+</b>	87% & up
<b>B</b>	83% & up
<b>B-</b>	80% & up
<b>C+</b>	77% & up
<b>C</b>	73% & up
<b>C-</b>	70% & up
<b>D+</b>	67% & up
<b>D</b>	63% & up
<b>D-</b>	60% & up
<b>E</b>	<60%

## **Flexible Learning Policies**

### **Extension Policy:**

Students are allowed 16 weeks from their date of enrollment to complete and submit their coursework.

If the student has made sufficient academic progress, which is defined as completing and submitting at least 50% of the coursework and has an extenuating circumstance, the student may petition the Flexible Learning Office for a course extension before the course expires.

Please email [learn@dce.ufl.edu](mailto:learn@dce.ufl.edu) with your extension request.

If the student has not submitted at least 50% of their coursework, or the extension is denied, a failing grade of “E”, “E0” or “E1” will be issued and recorded to the UF Registrar.

### **Course Cancels and Course Drops:**

#### **Course Cancel:**

Course cancellations must be completed in [ONE.UF](#) within 10 days of enrollment. No refunds are granted after 10 days. It is the student's responsibility to verify that all cancellation requests have been received by the Flexible Learning office within the allotted time.

To cancel a course sign on to [ONE.UF](#), select “Register/View Schedule” in the Courses & Registration section. Then select the course(s) you wish to cancel and submit.

#### **Course Drop:**

To drop a course, you will need to complete your request in [ONE.UF](#) within 14 weeks of the date of enrollment. It is the student's responsibility to verify that all drop requests have been received by the Flexible Learning office within the allotted time. The course grade will appear as "W" on a UF transcript.

To drop a course sign on to [ONE.UF](#) select “Register/View Schedule” in the Courses & Registration section. Then select the course(s) you wish to drop, include reason and submit.

\*UF Undergraduate Students Only-Once you have done this, you must notify your Academic Advisor that you have submitted a drop request

### **Full Term Withdrawals:**

All full-term withdrawals must follow University of Florida policies/ procedures. An approved withdrawal form must be submitted to the [Dean of Student Affairs](#). for review and final approval. Students must also notify the Flexible Learning of this request by [learn@dce.ufl.edu](mailto:learn@dce.ufl.edu).

It is the responsibility of the student to notify Flexible Learning of their approved medical or retroactive withdrawal, so the students’ record is updated. [Email](#) to our office a copy of the approval.

- Medical Withdrawals: [Medical Withdrawal Process](#)
- Retroactive Withdrawals: [Retroactive Withdrawal Process](#)

### **UF Transcripts:**

1. If you are unable to order your official transcript online, please contact the [UF Office of the University Registrar](#). In addition, on more information on mailing in a transcript request form by remitting a check or money order.
2. The Registrar’s Office hours are Monday-Friday, 8:00 a.m. to 5:00 p.m. and their phone number is 352-392-1374. Persons with hearing impairments can call FRS # 1-

800-955-8771 (TDD).

UF Flexible Learning Contact Information:

Email: [learn@dce.ufl.edu](mailto:learn@dce.ufl.edu)  
Phone: (352) 294-6300  
Website: [UF Flexible Learning](#)

Office Hours:

Monday-Friday, except Holidays  
8:00am-4:30pm EST