



GRADUATE STUDENT HANDBOOK



Welcome to the Department of Environmental Engineering Sciences at UF!

We are excited you are joining us and look forward to assisting you as you work toward degree completion. The purpose of this handbook is to summarize the policies, procedures and requirements for graduate study in the Department of Environmental Engineering Sciences (EES). Academic requirements cited in this document may be more stringent than those of the [Graduate Catalog](#).

EES GRADUATE DEGREE PROGRAMS

PhD: Doctor of Philosophy in Environmental Engineering Sciences

ME: Master of Engineering (requires Bachelor's degree in Engineering from an [ABET](#) accredited institution)

MS: Master of Science

Programs of study for the on-campus graduate degrees include the following Graduate Research & Education Areas:

- [Air Resources](#)
- [Coastal Ecosystem Dynamics](#)
- [Engineering Education](#)
- [Environmental Nanotechnology](#)
- [Sustainable Materials Management](#)
- [System Ecology and Ecological Systems Engineering](#)
- [Water Systems](#)

Typical research projects and background information for each of these areas are on the ESSIE website. www.essie.ufl.edu

Candidates for on-campus graduate degrees generally focus in one of the above areas. Detailed programs are devised individually in conjunction with a faculty advisor and the student's Supervisory Committee (when required) to provide flexibility in accommodating a student's interests.

On Campus Student Registration and Advising

Some important requirements you need to keep in mind for your degree as you move forward are as follows:

<p>PhD Dissertation Track Minimum 12 course credits within your major 90 course credits overall 1 credit of "EVE Graduate Seminar" is required; Max 3 credits of Seminar allowed 3.0 overall GPA and 3.0 major GPA Admission to Candidacy/Qualification Exam At least one journal article <u>accepted</u> in a refereed journal Passing Final Defense and Editorial Submission</p> <p>Master Coursework-Only Track Minimum 15 course credits within your major 30 course credits overall Max 3 course credits of practicum/internship/co-op 1 credit of "EVE Graduate Seminar" is required; Max 3 credits of Seminar allowed 3.0 overall GPA and 3.0 major GPA Passing Final Exam (completed by advisor before published deadline)</p>	<p>Master Thesis Track Minimum 12 course credits within your major 30 course credits overall Max 6 course credits of Master's Research 1 credit of "EVE Graduate Seminar" is required; Max 3 credits of Seminar allowed 3.0 overall GPA and 3.0 major GPA At least one journal article <u>submitted</u> in a refereed journal Passing Final Defense and Editorial Submission</p> <p>Master Non-thesis Project Track Minimum 15 course credits within your major 30 course credits overall 1 credit of "EVE Graduate Seminar" is required; Max 3 credits of Seminar allowed Max 3 course credits of Non-thesis Project 3.0 overall GPA and 3.0 major GPA Passing Final Defense</p>
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To get started, please familiarize yourself with the websites below as you will utilize these throughout our program.

Registration Advising: You will work with your faculty advisor to help you select courses prior to registering.

UF COURSE SCHEDULE = <https://registrar.ufl.edu/>

UF GRADUATE COURSE DESCRIPTIONS = Please visit the [UF Graduate School's](#) website and Graduate Catalog to view the Environmental Engineering Sciences Graduate courses offered.

UF DIRECTORY = <https://directory.ufl.edu>

Graduate Information Management System (GIMS):

<https://gradschool.ufl.edu/gimsportal/gatorlink/portal.aspx>

The UF-designed Graduate Information Management System (GIMS) is a storehouse for graduate data. GIMS provides a tool for graduate students, faculty and staff to upload and track information such as admissions, committee members, candidacy, theses and dissertation, graduation applications, and all important milestones.

When you are ready to select courses – please navigate to the **UF COURSE SCHEDULE** on the Office of the University Registrar’s website to see what courses will be offered. To find out more about a specific course – you can use the **UF GRADUATE COURSE DESCRIPTIONS**; alternatively, you can email/call the listed instructor by using the **UF DIRECTORY**. If you want/need advising or suggestions – feel free to inquire with individual faculty in the area of your interest or your faculty advisor. **Graduate level courses are always ####5000 or higher.** Up to 6 credits can be taken at the undergraduate level provided they are level ####3000 or higher and are outside of ESSIE after obtaining approval from your advisor. Undergraduate coursework **MUST BE APPROVED BY YOUR ACADEMIC ADVISOR AND MUST BE LISTED ON YOUR APPROVED PROGRAM PLAN OF STUDY BEFORE YOU CAN REGISTER.**

If you will need to enroll in any Environment Engineering Sciences "DEPT" courses as they are listed on the "Schedule of Courses", obtain a ESSIE Graduate Course Registration Form on-line at [HERE](#).

Full-time registration: Minimum of 9 credit hours in the Fall and Spring; 8 credit hours in the Summer is considered full-time for on campus graduate students with financial aid. For those who hold assistantships, summer registration is only 6 credit hours.

Graduate students on appointment: Please refer to your offer letter for details on registration requirements and page 15 of this document. You can check on this with the Payroll Contact for your faculty advisor.

Before you register for your final semester, review pages 12-14 for Final Term/Graduation Information!

Grade Requirements: The only passing grades for graduate students (MS/ME, PhD) are C and above (or S in a course graded S/U). A graduate student may be denied further registration should scholastic performance become unsatisfactory to the Department, College, or Dean of the Graduate School. Failure to maintain a B average (3.0 GPA) is defined as unsatisfactory scholarship. At the time of graduation, a minimum GPA of 3.0 must be achieved overall as well as in the student’s major area of concentration.

Students cannot graduate until all "I" grades have been resolved. Students holding a graduate assistantship or other stipend must maintain a B average (≥ 3.0 GPA) or the assistantship will be discontinued.

Residency: If you are a U.S. citizen, you should apply for Florida residency as soon as you arrive if you did not complete this during the admissions process. For more information: <https://registrar.ufl.edu/services/residency>

UF EDGE (ESSIE EDGE)

UF EDGE is the University of Florida Electronic Delivery of Graduate Engineering. This distance learning provider at UF's College of Engineering, gives full-time working professionals around the world the opportunity to earn their Master of Science degree from one of the top-rated engineering schools in the nation.



EDGE (Online) Student Registration and Advising

Some important requirements you need to keep in mind for your degree as you move forward are as follows:

- Minimum 15 course credits within your major as approved by your advisor
- 30 course credits overall
- Max 3 course credits of practicum/internship/co-op
- **1 credit of "EVE Graduate Seminar" is required,** and it is only offered in the Fall and Spring semesters; Max 3 credits of Seminar allowed
- 3.0 overall GPA and 3.0 major GPA
- Passing Final Exam (submitted by advisor before the published deadline)

To get started, please familiarize yourself with the websites below as you will utilize these throughout your program:

UF EDGE = <https://ufedge.ufl.edu/>

UF EDGE COURSE LIST = <https://ufedge.ufl.edu/online-graduate-programs/courses/>

UF GRADUATE COURSE DESCRIPTIONS = Please visit the [UF Graduate School's](#) website and Graduate Catalog to view the Environmental Engineering Sciences Graduate courses offered.

UF DIRECTORY = <https://directory.ufl.edu>

Graduate Information Management System (GIMS):

<https://gradschool.ufl.edu/gimsportal/gatorlink/portal.aspx>

The UF-designed Graduate Information Management System (GIMS) is a storehouse for graduate data. GIMS provides a tool for graduate students, faculty and staff to upload and track information such as admissions, committee members, candidacy, theses and dissertation, graduation applications, and all-important milestones.

When you are ready to select courses – please navigate to the **UF EDGE COURSE LIST** to see what courses will be offered. To find out more about a specific course – you can use the **UF GRADUATE COURSE DESCRIPTIONS**; alternatively, you can email/call the listed instructor by using the UF

DIRECTORY. If you want/need advising or suggestions – feel free to inquire with individual faculty in the area of your interest or your faculty advisor Dr. Dennis Hiltunen at dhilt@ce.ufl.edu or (352) 294-7767.

EDGE students generally take anywhere from 3 to 9 course credits per semester.

ESSIE EDGE Registration Procedures:

1. Check and remove all registration holds via your [ONE.UF](#) account.
2. If you have not completed a program plan of study by the mid-point of your first term, you will have an advisement hold. This form needs to be completed in all parts and signed by you and Dr. Hiltunen before the hold will be removed. The form can be found [HERE](#).
3. EDGE students will be sent an email with their special program code and a listing of eligible department courses for registration. This is the link to the EDGE website for all courses being taught - <https://ufedge.ufl.edu/online-graduate-programs/courses/>. For any courses that are not listed for Civil/Environmental Engineering, you will need to contact the department that is offering the course to get registered for their course. The contact listing can be found on the EDGE website here: <https://ufedge.ufl.edu/online-graduate-programs/departments-contacts/>
4. Confirm that your registration is correct in your student account under ONE.UF. If it is not, email edge@essie.ufl.edu prior to the end of drop/add (by 4p that day or earlier based on the designated time) as changes will not be made if it is outside of staff work hours (8:30-4:30).
5. UF Policy is that you will be charged full fees if the course needs to be dropped after drop/add as it is no longer a drop but a withdrawal. If there are extenuating circumstances, there is a possibility that it could be petitioned. You would need to discuss that with Dr. Hiltunen.
6. Keep in mind that you need to maintain a 3.0 grade point average so do not overextend yourself. If you drop below the 3.0 it is justification for possible dismissal from the program.
7. For the most part, if exams are used in the ESSIE classes, the faculty will be using a proctoring service. If the ESSIE faculty member chooses not to use the service, you will need to contact the faculty member teaching the course for assistance with proctor selection and criteria. For courses outside of ESSIE, you should contact the instructor or department coordinator.

Please keep in mind to send all email correspondences to the edge@essie.ufl.edu address.

Before you register for your final semester, review pages 12-14 for Final Term Graduation Information!

GENERAL DEGREE REQUIREMENTS/INFORMATION

Ph.D. DEGREE INFORMATION

Course Credit Requirements

Minimum 12 course credits within your major as approved by your advisor

90 course credits overall

1 credit of “EVE Graduate Seminar” is required; Max 3 credits of Seminar allowed

3.0 overall GPA and 3.0 major GPA

Admission to Candidacy/Qualification Exam

At least one journal article accepted in a refereed journal

Passing Final Defense and Editorial Submission

Transfer of Credits

Transfer of credit requests from previous institutions should be listed on your [ESSIE PhD Program plan of study form](#). Once the form is approved by your advisor/committee chair, the transfer of credit request will be submitted to the Graduate School for consideration. You must submit a completed PhD Program Plan of Study form by the midterm of your third semester of enrollment (this includes summer). To process these transfer of credit requests, UF Admissions Office must have the Official Transcript showing graduate level coursework with a grade of B or higher for the requested courses. These requests can take several months to process – once processed the approved credits will be noted on your UF Transcript accordingly.

To learn more about transfer credit requirements and restrictions, please refer to the [UF Graduate Catalog](#) under your respective degree program.

- *Master's Degree Acknowledgement (MDA)*

- o The MDA is a formal process to acknowledge the content, level, relevancy, and contribution of a student's previously earned master's degree from a non-UF institution or in another field of study within UF to the student's doctoral program at the University of Florida. The student's committee chair must conduct a holistic review of the individual's official records and transcripts to evaluate the previously awarded master's degree, considering the age of the degree, curricular level, grades, and grading schemes. Note that international degrees may have timelines and curricula differing from UF standards. The MDA replaces the Transfer of Credit for up to 30 credits from an accredited master's degree program to the UF PhD. With an approved MDA, a UF PhD requires a minimum of 60 credits.

Supervisory Committee

The Ph.D. Supervisory Committee should be completed by the midterm of your 3rd semester (indicated on your Program Plan of Study). You will have a hold placed on your registration if this form is not submitted by that point. Your faculty advisor will serve as the Supervisory Committee Chair and must be from the EES department. The general duties and responsibilities of the Supervisory Committee for the doctoral candidate and membership rules/restrictions are described in the UF Graduate Catalog: <https://gradcatalog.ufl.edu/graduate/>

When you are ready to appoint your Supervisory Committee, you must complete the on-line ESSIE PhD Program Plan of Study form found [here](#). Once this form is processed, the Academic Office will complete your paperwork with the Graduate School and GIMS will be updated accordingly. The student must ensure that changes to the plan of study are approved in writing by the Supervisory Committee Chair. If changes are made that were not approved in writing by the Supervisory Committee Chair, a student's degree completion may be delayed. It is important to pay attention to the course requirements for your degree to ensure the plan of study is accurate and satisfies all degree requirements.

Minor

With the supervisory committee's approval, the student may choose one or more minor fields. If a minor is chosen, the Supervisory Committee must include at least one person selected from UF graduate faculty from the department offering the minor on their Program Plan of Study for the purpose of representing the student's minor. The supervisory committee member representing the minor suggests 12 to 24 credits of courses numbered 5000 or higher. If two minors are chosen, each must include at least 8 credits. The collective grade for courses included in a minor must be B (3.0 truncated) or higher.

Research Proposal

The doctoral student must prepare and present a written doctoral research proposal, developed in consultation with the faculty advisor/Supervisory Committee Chair, to the Supervisory Committee. The doctoral student must then make an oral presentation of the proposal to the Supervisory Committee prior to the qualifying examination.

Qualifying Exam

Written and oral comprehensive Qualifying Examinations are required of all Ph.D. candidates. The exams should be taken no later than the 3rd semester of residence toward the degree. The Supervisory Committee has the full responsibility for the formulation, administration, and evaluation of the qualifying exam. Arrangements for the exam should be made in consultation with their faculty advisor/Supervisory Committee Chair.

Admission to Candidacy

When you are ready to schedule your oral defense, you must complete the on-line Admission to Candidacy form at <https://www.essie.ufl.edu/resources/current-students/#gcc>

A graduate student does not become a candidate for the Ph.D. degree until granted formal admission to candidacy. Such admission requires the approval of the student's Supervisory Committee. The approval will be based on (1) the academic record of the student, (2) the opinion of the Supervisory Committee concerning overall fitness for candidacy, (3) an approved dissertation topic, and (4) successful completion of a Qualifying Examination as described above. Admission to candidacy will be made as soon as the qualifying examination has been passed and a dissertation topic has been approved by the student's Supervisory Committee. Once the Admission to Candidacy form is received, the Academic Office will complete your paperwork with the Graduate School and update GIMS accordingly.

For those examinations requiring that students meet with their supervisory committees (e.g., oral portions of qualifying examinations, final defense of the dissertation or thesis), the student and members of the committee may attend in person or remotely, provided that all participants are present synchronously, and that members' questions are asked and answered in "real time." With the support from other members, the Chair of the student's advisory committee is responsible for ensuring the academic integrity of the evaluation; in particular, the Chair is responsible for ensuring that the student does not receive unauthorized assistance during the evaluation. Consistent with Graduate School guidelines, the external member is charged with assisting in this effort, ensuring that the evaluation is valid and fair, and that Graduate School policies are met.

Time Limits

The Ph.D. degree must be completed within five calendar years after passing the Qualifying Exam and Admission to Candidacy, or this exam must be repeated. At least two semesters must elapse between admission to candidacy and the date of the awarding of the degree. The semester in which the qualifying exam is passed is counted if the exam is completed prior to the mid-point of the semester.

Publication Requirement

Ph.D. students are required to submit proof of at least one journal article accepted in a refereed journal. This proof is due at the beginning of the final term via email to GRADFORMS@essie.ufl.edu

Final Exam

Upon completion of the dissertation, the Supervisory Committee will conduct a final oral examination, focused

principally on the dissertation research, although other relevant topics may also be examined. This examination will cover at least the candidate's field of concentration, and in no case may it be scheduled earlier than the term proceeding the semester in which the degree is to be conferred. Students are responsible for coordinating with their Committee Members to schedule the time/date of their exam. The Transmittal Form, Final Examination form, publishing agreement and ETD signature page must be submitted to the Graduate School in GIMS by the published deadlines for the term. This is done by the Academic Office staff. There is a PhD Final Exam packet on the ESSIE website under the [Graduate forms area](#) that should be completed by the student and sent to the committee chair PRIOR to the date of the Final Exam to be processed at the defense.

For those examinations requiring that students meet with their supervisory committees (e.g., oral portions of qualifying examinations, final defense of the dissertation or thesis), the student and members of the committee may attend in person or remotely, provided that all participants are present synchronously, and that members' questions are asked and answered in "real time." With the support from other members, the Chair of the student's advisory committee is responsible for ensuring the academic integrity of the evaluation; in particular, the Chair is responsible for ensuring that the student does not receive unauthorized assistance during the evaluation. Consistent with Graduate School guidelines, the external member is charged with assisting in this effort, ensuring that the evaluation is valid and fair, and that Graduate School policies are met.

Dissertation Submission

Guidelines concerning the format of the dissertation and electronic submission requirements are published by the [Graduate School Editorial Office](#). Students should refer to the following website for format requirements: <http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/>.

MASTER'S DEGREE INFORMATION

Course Credit Requirements

Master Thesis Track

Minimum 12 course credits within your major as approved by your advisor

30 course credits overall

Max 6 course credits of Master's Research

1 credit of "EVE Graduate Seminar" is required, Max 3 course credits of Environmental Sciences Seminar

3.0 overall GPA and 3.0 major GPA

At least one journal article submitted in a refereed journal

Passing Final Defense and Editorial Submission

Master Non-thesis Project Track

Minimum 15 course credits within your major as approved by your advisor

30 course credits overall

1 credit of "EVE Graduate Seminar" is required, Max 3 course credits of Environmental Sciences Seminar

Max 3 course credits of Non-thesis Project

3.0 overall GPA and 3.0 major GPA

Passing Final Defense

Master Non-Thesis Coursework-Only Track

Minimum 15 course credits within your major as approved by your advisor

30 course credits overall

1 credit of "EVE Graduate Seminar" is required, Max 3 course credits of Environmental Sciences Seminar

3.0 overall GPA and 3.0 major GPA

Passing Final Exam

EES does not allow MS/ME thesis/ MS/ME Non-thesis project track students to switch to MS/ME Non-thesis Coursework Only track, except for a medical reason, family death or war, or thesis/project advisor approval.

Transfer of credit

Transfer of credit requests from previous institutions should be listed on the [ESSIE Master's Program plan](#) of study form. Once the form is approved by the student's advisor/committee chair, the transfer of credit request will be submitted to the Graduate School for consideration. The student must submit a completed ESSIE Master's Program Plan of Study (PPS) form. For those seeking a Master's with a thesis, the PPS is due by the midterm of their second semester of enrollment (this includes summer). For those seeking a Master's Non-thesis (Project track or Coursework Only track), the form is due by midterm of the first semester. To process any transfer of credit requests, UF Admissions Office must have the Official Transcript showing graduate level coursework with a grade of B or higher for the requested courses. These requests can take several months to process – once processed the approved credits will be noted on your UF Transcript accordingly.

4+1 credits: There can be no more than a two-semester gap between the conferral of the bachelor's degree and the first semester of the master's program if 4+1 credits are to be requested to be transferred. 4+1 forms completed after the conferral of the bachelor's program are not allowable. A maximum of 12 credits will be considered for a 4+1 transfer of credit request for the Environmental Engineering Sciences program.

To learn more about transfer credit requirements and restrictions, please refer to the UF Graduate Catalog under your respective degree program: <https://gradcatalog.ufl.edu/graduate/>

Supervisory Committee

Thesis students

If you are seeking a Master's thesis degree, a Supervisory Committee should be established by the midterm of your 2nd semester. Your faculty advisor will serve as the Supervisory Committee Chair and must be from the EES department. Your additional member can be any faculty member within UF that holds graduate faculty status.

In order to appoint your Supervisory Committee, you will complete the ESSIE Master's Program Plan of Study form at <https://www.essie.ufl.edu/resources/current-students/>. You will have a hold placed on your registration if this form is not submitted by that point midterm of your 2nd semester. Once this form is approved by all necessary approvers, the Academic Office will process your paperwork with the Graduate School and GIMS will be updated accordingly. You must ensure that changes to the plan of study are approved in writing by the Supervisory Committee Chair. If changes are made that were not approved in writing by the Supervisory Committee Chair, a student's degree completion may be delayed. It is important to pay attention to the course requirements for your degree to ensure the plan of study is accurate and satisfies all degree requirements.

Coursework only (Non-thesis)

A committee is not required but your advisor will sign your program plan as your chair. If you select a minor, you will need to include a faculty member from your minor department to serve on represent your minor department.

Minor

With the supervisory committee's approval, the student may choose one or more minor fields. If a minor is chosen, the Supervisory Committee must include at least one person on their Program Plan of Study selected from UF graduate faculty from the department offering the minor for the purpose of representing the student's minor. The supervisory committee member representing the minor suggests 6 credits or more of courses numbered 5000 or higher. The collective grade for courses included in a minor must be B (3.0 truncated) or higher.

Time Limits

All work counted toward the Master's degree must be completed during the seven year period immediately preceding the date that the degree is to be awarded.

Publication Requirement

Master's Thesis students are required to submit proof of at least one journal article submitted to a refereed journal. This proof is due at the beginning of the final term and should be submitted to GRADFORMS@essie.ufl.edu

Final Exam

Final Exam is required for ALL graduate students in EES.

Thesis - Upon completion of the Thesis, the Supervisory Committee will conduct a final oral examination, focused principally on the thesis research, although other relevant topics may also be examined. This examination will cover at least the candidate's field of concentration, and in no case may it be scheduled earlier than the term proceeding the semester in which the degree is to be conferred. Students are responsible for coordinating with their committee members to schedule the time/date of their exam. The Final Examination form, publishing agreement and ETD signature page must be submitted to the Graduate School in GIMS by the published deadlines for the term. These forms are processed by the Academic Office staff. There is an [ESSIE Master's Final Exam Packet](#) on the ESSIE website under the Graduate forms area.

For those examinations requiring that students meet with their supervisory committees (e.g., oral portions of qualifying examinations, final defense of the dissertation or thesis), the student and members of the committee may attend in person or remotely, provided that all participants are present synchronously, and that members' questions are asked and answered in "real time." With the support

from other members, the Chair of the student's advisory committee is responsible for ensuring the academic integrity of the evaluation; in particular, the Chair is responsible for ensuring that the student does not receive unauthorized assistance during the evaluation. Consistent with Graduate School guidelines, the external member is charged with assisting in this effort, ensuring that the evaluation is valid and fair, and that Graduate School policies are met.

Thesis Submission - Guidelines concerning the format of the thesis and electronic submission requirements are published by the [Graduate School Editorial Office](#). Students should refer to the following website for format requirements: <http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/>.

Non-Thesis Project - Upon completion of the Project Report, the Supervisory Committee will conduct a final oral examination, focused principally on the project, although other relevant topics may also be examined. This examination will cover at least the candidate's field of concentration, and in no case may it be scheduled earlier than the term proceeding the semester in which the degree is to be conferred. Students are responsible for coordinating with their committee members to schedule the time/date of their exam. The Final Examination approval must be submitted to the Graduate School in GIMS by the published deadlines for the term.

Coursework Only - During the final term, the Faculty Advisor/Supervisory Committee Chair will conduct a final examination utilizing departmental [Exit Interview forms](#). The Final Examination approval must be submitted to the Graduate School in GIMS by the published deadlines for the term by the Academic Office staff.

What counts for a Master's Degree:

	Thesis	Non-Thesis Project	Non-thesis Coursework-Only
Total course credits	30	30	30
Letter Graded Course credits	21	24	24
Thesis credits	Up to 6	None	None
Project credits	None	Up to 3	None
Seminar	Up to 3	Up to 3	Up to 3
Practicum/Internship/Co-op	None	None	Up to 3
Final Exam	Yes	Yes	Yes
Committee	2 members (Chair + 1)	2 members (Chair + 1)	1 member (Chair)
Assistantship eligibility	GA & TA	GA	None

GA = Graduate Assistant research

TA = Teaching Assistant

FINAL TERM/GRADUATION

GENERAL REQUIREMENTS FOR ALL

The UF Graduate School Graduation Checklists can be found on their website here:

<https://success.grad.ufl.edu/td/resources/>

Graduate students are responsible for complying with all published deadlines for the term:

<https://grad.ufl.edu/academics/calendar/>

VERIFY DEGREE PROGRAM INFORMATION IS CORRECT IN GIMS:

<https://gradschool.ufl.edu/gimsportal/gatorlink/portal.aspx>

If any information is incorrect, contact an [ESSIE Graduate Academic staff member](#) immediately. Any changes/updates to the degree program or supervisory committee must be entered into GIMS before the midpoint of the term you intend to graduate.

SUBMIT DEGREE APPLICATION IN ONE.UF:

<https://registrar.ufl.edu/services/degreeapp>

Degree candidates must complete an online degree application in ONE.UF by the published deadline for the term you intend to graduate. Students must apply in the term in which they expect to graduate, regardless of applications in previous terms (they do not carry over and are term specific). If you miss the degree application deadline in ONE.UF, you must apply to graduate the following term.

FINAL TERM REGISTRATION:

During the term the final examination is given and during the term the degree is awarded, a student must be registered for at least 3 credits in Fall or Spring and 2 credits in Summer C. Thesis students must enroll in ENV6971, and doctoral students must enroll in ENV7980. Non-thesis project track students must register for ENV 6916, and Non-thesis students must enroll in coursework that can count toward the graduate degree. Students on a fellowship, traineeship, or assistantship must be registered appropriately for their appointments, regardless of final term status.

GRADE ISSUES

Grade resolution for any incomplete/punitive grades must appear on your UF transcript with a passing grade assignment by the published deadline for the term you intend to graduate. Change of Grade forms “in process” will not satisfy this deadline.

DEPARTMENTAL EXIT INTERVIEW:

Before the end of the final term, all graduate students must complete the Departmental Exit Interview forms. The Forms can be found [here](#).

COMMENCEMENT:

Commencement dates: <https://commencement.ufl.edu/>

College of Engineering Order of the Engineering Ceremony: <https://www.eng.ufl.edu/commencement/>

Cap & Gown information: <http://www.bsd.ufl.edu/G1C/bookstore/graduation.asp>

PhD FINAL TERM REQUIREMENTS

Faculty Escort for Graduation

If you plan on participating in the graduation ceremony, you will need to identify a faculty escort. This information needs to be submitted to a staff member in the [Graduate Academic Office](#) before the midpoint date.

Transmittal Letter

The Transmittal Letter must be submitted to the Graduate School in GIMS by the published deadlines for the term.

You will need to request this be generated. You can send an email to GRADFORMS@essie.ufl.edu and the form will be generated. You can elect to have it emailed to you or printed for faculty signature. Once the approved form is received, the Graduate Academic Office will process your paperwork with the Graduate School and update GIMS accordingly.

Final Exam

Students are responsible for coordinating with their Committee Members to schedule the time/date of their exam. The ESSIE PhD Final Examination packet can be obtained through the [Graduate Forms area](#) on the ESSIE website. Once all forms have been signed by the student's committee, the Graduate Academic Office staff will then process the forms in the system by the published deadlines for the term.

For those examinations requiring that students meet with their supervisory committees (e.g., oral portions of qualifying examinations, final defense of the dissertation or thesis), the student and members of the committee may attend in person or remotely, provided that all participants are present synchronously, and that members' questions are asked and answered in "real time." With the support from other members, the Chair of the student's advisory committee is responsible for ensuring the academic integrity of the evaluation; in particular, the Chair is responsible for ensuring that the student does not receive unauthorized assistance during the evaluation. Consistent with Graduate School guidelines, the external member is charged with assisting in this effort, ensuring that the evaluation is valid and fair, and that Graduate School policies are met.

Dissertation Submission

Guidelines concerning the format of the dissertation and electronic submission requirements are published by the [Graduate School Editorial Office](#). Students should refer to the following website for format requirements: <http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/>. Final submission of the corrected thesis must be completed by the published deadlines for the term.

ME/MS Thesis FINAL TERM REQUIREMENTS

Publication Requirement

Thesis students are required to submit proof of at least one journal article submitted to a refereed journal. This proof is due at the midpoint of the final term via email to GRADFORMS@essie.ufl.edu

Final Exam

Students are responsible for coordinating with their Committee Members to schedule the time/date of their exam. The ESSIE Master's Final Examination packet can be obtained through the [Graduate Forms area](#) on the ESSIE website. Once all forms have been signed by the student's committee, the Academic Office staff will then process the forms in the system by the published deadlines for the term.

For those examinations requiring that students meet with their supervisory committees (e.g., oral portions of qualifying examinations, final defense of the dissertation or thesis), the student and members of the committee may attend in person or remotely, provided that all participants are present synchronously, and that members' questions are asked and answered in "real time." With the support from other members, the Chair of the student's advisory committee is responsible for ensuring the academic integrity of the evaluation;

in particular, the Chair is responsible for ensuring that the student does not receive unauthorized assistance during the evaluation. Consistent with Graduate School guidelines, the external member is charged with assisting in this effort, ensuring that the evaluation is valid and fair, and that Graduate School policies are met.

Thesis Submission

Guidelines concerning the format of the dissertation and electronic submission requirements are published by the [Graduate School Editorial Office](#). Students should refer to the following website for format requirements: <http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/>. Final submission of the corrected thesis must be completed by the published deadlines for the term.

ME/MS NON-THESIS Project FINAL TERM REQUIREMENTS

Final Exam

Students are responsible for coordinating with their Committee Members to schedule the time/date of their exam. The ESSIE Master's Final Examination packet can be obtained through the Graduate Forms area on the ESSIE website. Once all forms have been signed by the student's committee, the Academic Office staff will then process the forms in the system by the published deadlines for the term.

For those examinations requiring that students meet with their supervisory committees (e.g., oral portions of qualifying examinations, final defense of the dissertation or thesis), the student and members of the committee may attend in person or remotely, provided that all participants are present synchronously, and that members' questions are asked and answered in "real time." With the support from other members, the Chair of the student's advisory committee is responsible for ensuring the academic integrity of the evaluation; in particular, the Chair is responsible for ensuring that the student does not receive unauthorized assistance during the evaluation. Consistent with Graduate School guidelines, the external member is charged with assisting in this effort, ensuring that the evaluation is valid and fair, and that Graduate School policies are met."

ME/MS NON-THESIS Coursework Only FINAL TERM REQUIREMENTS

Final Exam

The Final Examination is required for ALL graduate students in EES, and approval must be submitted to the Graduate School in GIMS by the published deadlines for the term. Please consult your faculty advisor for further instruction.

Your faculty advisor will notify the Academic Office once your final exam has been approved. Once notification has been received, the Academic Office will complete your paperwork with the Graduate School and update GIMS accordingly.

FINANCIAL MATTERS

Qualified graduate students are eligible for assistantships and other financial awards. Students are encouraged to speak with the faculty concerning research projects and assistantships.

LETTERS OF OFFER AND APPOINTMENT

When you have been awarded an assistantship, a letter of offer will be given to you. This must be signed and returned to the department for processing. You will then receive a Letter of Appointment. This letter contains the description of the graduate assistant salary, effective dates of appointment, supervisor and job duties. The Letter of Appointment must be signed by the supervisor and student. The appointments are submitted by the instruction of the faculty member. If there is an error on the Letter of Appointment, please notify ESSIE HR staff so they can check on it and make any necessary changes.

SIGN UP FOR PAYROLL

In order to receive a paycheck, you must be signed up on payroll. ESSIE HR staff will send you an email with instructions regarding required hire documents and actions. The required documents include a U.S. social security card. International students without a social security card will be given a temporary number and will eventually need to apply for one.

TUITION WAIVER AND FEES

Your tuition will be paid for 9 semester credit hours in the Fall and Spring, 6 in the Summer. Your tuition waiver will run after Drop/Add. You are responsible for paying your fees that can be viewed <https://www.fa.ufl.edu/directives/2024-25-academic-year-tuition-and-fees/>. There may be a delay in the processing of your tuition waiver so pay a small amount of fees before the deadline. Failure to meet these deadlines could result in you being charged a \$100.00 late fee.

Tuition waivers will be voided if the appointment terminates before the end of the semester, or the student withdraws from the University. If the tuition waiver is voided, the student is responsible for the entire amount of tuition and fees.

EVALUATIONS

It is required by the Graduate School that any student holding an assistantship have a job performance evaluation during the contract period as stated in the Letter of Appointment. Students and faculty supervisors are required to sign the performance evaluation and return to ESSIE HR.

INTERNATIONAL STUDENTS

If your visa expires, under no circumstances can you be paid nor can you have a tuition fee waiver. International students holding an F-1 visa may not work more than a total of 20 hours per week. This is the total of all appointments. In addition, students holding an F-1 visa may not work off campus.