

# **GRADUATE STUDENT MANUAL**

## **Agricultural and Biological Engineering Department**

### **Degrees through the College of Engineering**

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## Contact Information

Throughout this manual references will be made to several people by their position names. The following is current contact information for those positions:

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# Introduction

This Graduate Student Manual is for the use of graduate students and faculty in the Agricultural and Biological Engineering Department of the University of Florida. It contains policies, regulations and suggestions applicable to making students' graduate programs mutually beneficial to the students and to the department. Our department offers graduate degrees in two colleges, the College of Engineering and the College of Agricultural and Life Sciences. This volume of the manual covers degrees offered through the College of Engineering.

The graduate programs offered through the College of Engineering for Agricultural and Biological Engineering (ABE) majors lead to the Master of Engineering, Master of Science, and Doctor of Philosophy degrees. The Master of Engineering and Master of Science degrees are intended for students who have completed an undergraduate degree and desire to further their technical and analytical skills. The PhD. degree is an advanced graduate degree for engineering students who wish to pursue a career in education or research. The department offers a combined BS and MS degree program, which allows qualified students to earn both a bachelor's degree and a master's degree with a savings of one semester. Qualified students can begin their master's program while a senior and count up to 12 hours of graduate courses for both bachelor's and master's degree requirements.

*The Graduate Catalog* (The University Record, University of Florida, Graduate Catalog, <http://gradcatalog.ufl.edu/index.php?catoid=4>) contains additional applicable information. This department manual is intended to supplement rather than duplicate the *Graduate Catalog*. The student should rely on the *Graduate Catalog* as a final authority except where a more stringent requirement may be imposed by the college or department. Students may graduate under the requirements of any one catalog in effect during their enrollment. The requirements stated in the catalog constitute a contract between the university and the student.

An exception or exemption from the policies stated in this manual may, in certain cases, be appropriate. Requests for exception or exemption will be reviewed by the graduate committee when submitted in writing, after approval has been granted by the supervisory committee.

## Admissions Policy

### *General*

Admission to a master's degree program requires a 3.00 upper division grade point average (GPA) (based on a 4.00 system) and submission of scores from the Graduate Record Examination (GRE). The minimum requirements for admission into the PhD degree program are a 3.00 upper division undergraduate GPA, 3.25 graduate GPA and submission of scores from the GRE. No student who has failed a qualifying exam or final graduate exam at another University of Florida department will be admitted for graduate study in the Agricultural and Biological Engineering Department.

International students whose native tongue is not English must submit TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) scores. A minimum score of 80 on the internet-based version, 213 on the computer-based or 550 on the paper-based TOEFL is required. The minimum score for the ILETS is 6.0. Conditional admission may be offered by the departmental graduate committee to students who do not satisfy the admission criteria including the cases of a deficiency in the GRE, TOEFL, ILETS or GPA requirements. A conditionally-admitted student must meet the conditions set forth in his/her admission letter in order that subsequent registration may be allowed.

International students who have spent at least 1 academic year in a baccalaureate or post-baccalaureate degree program at a college or university in a country where English is the official language, are exempt from taking the TOEFL exam if their attendance was in the year immediately prior to UF admission. Students from countries where English is widely spoken are exempt from taking the TOEFL exam. A list of exemptions is on the Graduate School's web site <http://graduateschool.ufl.edu/admission/english-exemption-countries>.

The entire application packet of students is considered when admission decisions are made; however, the GRE Score is a very important factor in decisions. English is not the first language of many of our graduate students, so Verbal GRE scores of our current graduate students range from 140 to 168. Quantitative GRE scores of students currently enrolled in Masters programs in the COE range from 149 to 166 with an average of 154. Quantitative GRE scores of students currently enrolled in PhD programs in the COE range from 152 to 169 with an average of 160.

The deadlines for applying for admission to the ABE graduate program are January 15th for applications for the Fall semester and July 15th for applications for the Spring semester. All scores and materials must be received by the stated deadline. Apply as soon as possible to receive full consideration for assistantships and fellowships.

We offer a combined BS/MS or ME degree through which up to 12 credits of graduate courses may be double-counted toward credit fulfillment of the [BS and MS/ME degrees](#). To qualify, the following requirements must be met:

1. Senior status (4EG)
2. Minimum upper division GPA of 3.3
3. Completion of pre-engineering coursework and 20 credit hours of the Engineering College and ABE Department core
4. Acceptable Verbal, Quantitative and Analytical Writing GRE Scores.

It may be possible to substitute required ABE courses with graduate courses; however, the Department's Undergraduate Coordinator must approve such substitutions. Replacement of elective credit within the BS option should be considered first. Please check the undergraduate catalog or contact the Undergraduate Coordinator for qualifications and details.

Admission to the ABE Master of Engineering and Master of Science programs through the College of Engineering generally requires a BS degree in Agricultural and Biological Engineering, or related engineering specialty, from an undergraduate program accredited by ABET (Accreditation Board for Engineering and Technology). If a student desires a Master's degree with a major in Agricultural and Biological Engineering but does not have an undergraduate degree that has an ABET-equivalency, then articulation course work should be completed as early as possible in the student's graduate program. The current ABET requirements are given in [Appendix A](#) of this manual. As part of the ABET design requirement, the student will be required to take a minimum of 12 credits of Agricultural and Biological Engineering (ABE) design courses. A student may not be required to meet every requirement; however, exceptions will be made only after a review by the departmental graduate committee. The required articulation work for any graduate degree must be completed with a GPA of at least 3.00.

Admission to the PhD degree program in Agricultural and Biological Engineering requires a BS degree in Agricultural and Biological Engineering or related engineering discipline from an ABET accredited undergraduate program or its equivalent. In most cases, the student must also have earned a master's degree in Agricultural and Biological Engineering or related engineering field or in other physical or life sciences. Exceptional students may be allowed to pursue an engineering PhD directly after the completion of the BS degree.

## Academic Advisor and Supervisory Committee

Students will be admitted only after a faculty advisor has been identified to serve as Major Professor and Chair of the student's Supervisory Committee. Prospective students are encouraged to contact ABE faculty in their area of interest.

In addition to the advisor, the student is required to have a supervisory committee consisting of approved graduate faculty members. The advisor will serve as Supervisory Committee Chair. Purposes of the student's supervisory committee are: 1) to guide, inform, and counsel the student; 2) to discuss and approve a plan of study; 3) to discuss and approve a thesis or dissertation topic and research project proposal; 4) to review progress and provide advice during the student's research; and 5) to conduct the qualification (for PhD students) and final examinations.

For a Master's degree program, the supervisory committee must consist of:

- no fewer than 3 members
- 2 members who are full-time permanent faculty members of the ABE graduate faculty
- 1 member from outside the ABE department (*not required for Non-Thesis Masters*)

For a Ph.D degree program, the supervisory committee must consist of:

- no fewer than 5 members.
- at least 2 members who are full-time permanent faculty members of the ABE graduate faculty
- 1 member who is a full-time permanent faculty member of another UF Engineering department\*
- 1 external member (as described below)

All committees are required to have an external member who is a member of the graduate faculty of another University of Florida department. Faculty members of other departments who are affiliate members of the ABE department cannot serve as the external member required by the Graduate School. Faculty members from other universities cannot serve as the external member required by the Graduate School. In addition, all ABE College of Engineering PhD supervisory committees are required to have one member from another COE department who holds Graduate Faculty status. *\*The faculty member from the COE can serve as the external member required by the Graduate School if the faculty member does not have formal ties to the ABE Department, such as serving as an affiliate member of the ABE Department.*

Students are encouraged to develop a close working relationship with their advisor and supervisory committee members and to communicate academic and department interests and concerns to them. Each student should schedule at least a one-hour meeting with his/her advisor each week to insure adequate communication.

An effective graduate degree program requires that course work, research and assistantship duties all reinforce the student's educational objectives. To facilitate this coordination, the supervisory committee should be formulated and submitted to the departmental graduate committee for approval during the start of the 2nd semester of study ([see Appendices E and F](#)). A registration hold will be placed on all students not completing their committee as required.

## Plan of Study

Each plan of study is unique to the individual student and should meet the student's goals and career objectives as well as being cohesive and concentrated in an area of study. Graduate students and their supervisory committees are expected to complete a plan of study by the end of the student's second term in Graduate School ([see Appendices E and F](#)). A plan of study must be submitted to the graduate committee no later than two full terms prior to graduation (master's degree programs) or later than two full terms prior to taking the qualifying examination (PhD degree programs). Each student's plan of study must satisfy all requirements of the Graduate School and the Department as stated in the *Graduate Catalog* and this manual. **A registration hold will be placed on all students not completing their plan of study as required.**

Graduate credit is awarded for courses numbered 5000 and above. The work in the major field must be in courses numbered 5000 or above. For work outside the major, courses numbered 3000 or above, not to exceed 6 credits, may be taken provided they are part of an approved plan of study. None of the courses below the 5000 level with an ABE, AOM or PKG prefix may be used toward meeting the minimum requirements. No required courses for the BS degree in Agricultural and Biological Engineering may be counted as part of the minimum requirements for students earning a Master of Engineering or PhD degree. Courses in the Agricultural and Biological Engineering Department below the 5000-level and courses required for undergraduate degrees should be included on a plan of study as articulation courses in excess of the minimum requirements.

Templates are available to assist the student in developing a plan of study. The required Supervisory Committee and Plan of Study templates can be accessed through are available on the department's website pages (<http://www.abe.ufl.edu/academics/graduate/graduate-manuals/index.shtml> ). After a plan of study has been approved by the student's supervisory committee, a copy must be submitted with the student's advisor's signature must be provided to the Coordinator of Academic Support Services for submission to the departmental graduate committee for final approval.

Since a supervisory committee and plan of study are formulated early in the program, it is likely that a student may wish to change a plan of study, committee, or even an advisor. There should be no hesitancy to make changes that are recognized to be educationally sound. If it becomes necessary to amend an approved plan of study, changes must be approved by the supervisory committee chair and the departmental graduate committee.

## ***Non-Thesis Masters Option***

PhD students can obtain a non thesis masters if they have completed 30 or more hours of coursework that satisfies the math, seminar, supervised teaching and the 15 hour Major course requirements of their college. The non thesis masters program requires a supervisory committee and plan of study. The supervisory committee and plan of study must be approved by the Graduate Committee no later than the semester prior to the term in which the degree is awarded. Students must be registered in 3 hours of coursework related to the MS degree during the semester of graduation. Students may not be registered only in PhD research.

## ***Transfer of Credit***

### *Courses Taken as a Graduate Student at another institution:*

Courses open only for graduate credit (5000 and above) earned with a grade of A, A-, B+, or B may be transferred from an institution approved for this purpose by the Graduate School. Acceptance of transfer credit requires approval of the student's supervisory committee Chair or the Graduate Coordinator, the college dean, and the Graduate School. Transfer of credit may be considered from course work taken after completion of the undergraduate degree. Transfer coursework must be taken within the 7 years immediately preceding the date that the degree is to be awarded. Courses with "P" or "S" grading cannot be transferred. Transfer hours cannot be split (e.g. 9 hours taken, 8 transferred). A maximum of 9 credit hours may be transferred under the above guidelines as part of a master's program.

For PhD programs, a maximum of 24 course credits and a maximum of 6 research credits can be transferred from a master's program into the PhD plan of study. The course credits transferred must be appropriate to the PhD and be an integral part of the student's plan of study. Follow the procedure below for transfer of credit.

For a PhD program, a maximum of 15 credit hours beyond the master's degree may be transferred in addition to the 30 credit hours allowed for the master's degree.

### *Courses Taken as an Undergraduate student at UF:*

University of Florida undergraduates who subsequently enroll in Graduate School may transfer a maximum of 15 credits of 5000 or 6000 level courses, earned with a grade of A, A-, B+, or B, taken as an undergraduate, provided (1) the courses to be transferred are in excess of the undergraduate degree requirements, and (2) the student had a 3.0 GPA at the time the courses were taken.

### *Courses Taken as a Graduate student at UF:*

For PhD programs, a maximum of 24 course credits and a maximum of 6 research credits can be transferred from a master's program into the PhD plan of study. The course credits transferred must be appropriate to the PhD and be an integral part of the student's plan of study.

For a PhD program, a maximum of 15 credit hours taken at UF beyond the master's degree may be transferred in addition to the 30 credit hours allowed for the master's degree.

### *Transfer of Credit Request:*

Follow the procedure below for transfer of credit.

If a student meets all requirements, the student or faculty advisor must then submit a request to the Academic Services Coordinator to transfer credit. The request must be received by the Graduate School no later than the last day of classes of the first term of graduate study. *An official, final transcript of the student's master's program must be on file at the UF admissions office or the transfer of credit will not be processed.*

## ***Concurrent Graduate Programs:***

ABE students interested in pursuing a second master's degree from another department or pursuing a second master's degree from the ABE Department (AOM) concurrently must obtain written approval from each academic unit and the Graduate School Dean. The student must be officially admitted to both programs through regular procedures. No more than 9 credits from the first program may be applied toward the second. Contact the academic unit(s) for details.

Students currently enrolled in a graduate degree in another department at UF can pursue a concurrent master's degree in the ABE Department. Students must apply for admission to the ABE graduate program and be admitted. Students must have the first department forward the student's application materials to ABE and the student must fill out and obtain appropriate signatures on the Graduate School Concurrent Degree Program Form [graduateschool.ufl.edu/files/concurrent-degree-program-form.pdf](http://graduateschool.ufl.edu/files/concurrent-degree-program-form.pdf).

### *Time Limitation*

All work, including transferred credits, counted toward the master's degree must be completed during the 7 years immediately preceding the date on which the degree is awarded. All master's degrees counted in the minimum course requirements for a PhD degree must have been earned in the last 7 years.

#### Research Project Proposal

Ph.D. and master's students (thesis option) are expected to develop a research proposal for approval by their supervisory committee. The research proposal serves as a guideline for the student's research program. All graduate research projects are expected to include both analytical and experimental components. Copies should be provided to each member of the supervisory committee.

Graduate students are expected to submit an initial research proposal to the Coordinator of Academic Support Services ([see Appendices E and F](#)), no later than two full terms prior to graduation (master's degree programs) or later than two full terms prior to taking the qualifying examination (Ph.D. degree programs). A registration hold will be placed on all students not completing their research proposal as required. This initial proposal should identify the research topic, state the proposed objective of the research project and present a time line for the student's graduate program:

1. Cover page with proposed thesis or dissertation topic or title, student's name, degree objective, and names of supervisory committee members. The cover page must be signed by the Supervisory Committee Chair indicating approval of the proposed research by all of the supervisory committee members.
2. Objectives - should be concise and logical.
3. Timetable - should indicate anticipated deadlines for completing various aspects of the research project.

<b>Requirement</b>	<b>Semester</b>	<b>Year</b>
Admission to ABE Graduate Program		
Completion of Coursework		
Qualifying Exam (for PhD students)		
Final Exam		
Expected Graduation Date		
End of Assistantship Funding ( <i>as stated on original Letter of Offer</i> )		

The initial research proposal should be brief (1-2 pages text, plus 1 page for timetable. The student should continue to develop the initial research proposal into a full research proposal under the guidance the student's supervisory committee

## **Requirements for Master of Engineering and Master of Science Degrees**

Each plan of study for master's degree with thesis must have a minimum of 24 course credits plus up to 6 hours of thesis research for a total of 30 hours. For a nonthesis degree, the minimum requirement is 30 hours of course work. Each plan of study must include a minimum of 12 credits of AOM, ABE or PKG courses at the 5000 level or higher.



(Non-Thesis programs must include 15 hours of departmental coursework). The plan also must include a minimum of 3 credits of mathematics at the 5000 level or higher. A list of approved math courses is provided in [Appendix C](#). *(Students wishing to use credit from a graduate math course not listed in the ABE Graduate Manual or from another institution must provide a copy of the syllabus for approval by the ABE Graduate Committee).*

A master's degree with thesis must include a minimum of 3 credits of thesis research. Additional thesis research credits may be taken to meet minimum registration requirements; however, the additional credits will not count toward meeting the credit hour requirements of the degree. **Students are required to take research credits during their semester of graduation (3 Fall/Spring, 2/Summer).** Work in the major field must be in courses numbered 5000 or above. *Courses in the minor field cannot be substituted for departmental major courses (ABE/AOM/PKG).* For work outside the major, courses numbered 3000 or above, not to exceed 6 credits, may be taken provided they are part of an approved plan of study.

A maximum of 3 credits of AOM/ABE/PKG 6905 may be applied toward the minimum requirements for any single Masters degree. These credits will be considered for approval only when a description of the course content is filed with the plan of study. The student must obtain advisor approval before taking the course. The topic of the project must be in an area UNRELATED to the student's thesis.

Master's students are allowed to take a maximum of 3 credits of supervised teaching (ABE 6940). Typically, 20 to 30 hours of work is required to support 1 hour of supervised teaching. Master's students *who entered the ABE graduate program in Fall 2011 and beyond* are required to include one hour of ABE6940 in their Plans of Study. Students will be placed in assignments that best suit the needs of the ABE Department. *All graduate students are required to take the on-line FERPA training prior to enrollment in ABE6940.*

## ***Thesis/Nonthesis Option***

Masters degree students may choose a nonthesis 30 credit coursework only degree option. Normally, graduate assistantships will not be available to students pursuing nonthesis degrees. The nonthesis plan of study must include a minimum of 15 credits of major courses at the 5000 level or above that defines a meaningful, integrated area of academic concentration. Students may include a design or analysis project in their plan of study by enrolling in a maximum of 3 credits of ABE6905. The topic of the project must be in an area UNRELATED to the student's thesis.

All students pursuing nonthesis degrees are required to present a seminar to their Supervisory Committee in the final semester of their graduate program. The seminar topic should be related to the student's area of interest. The seminar is open to the Department.

A comprehensive written and/or oral examination may also be required at the discretion of the student's committee. If required, the comprehensive examination generally covers academic preparation and basic principles and applications in addition to any design or analysis project report. A final exam can be taken no sooner than two semesters after approval of a student's plan of study and project proposal.

Students who receive financial support from the department during the course of their Masters program, are required to prepare publishable reports describing their analysis or research.

## ***Major Area***

The plan of study must include a minimum of 12 credits (15 credits for a nonthesis degree) of ABE major courses at the 5000 level or above which defines a meaningful, integrated area of academic concentration(excluding ABE 6974 and ABE 6971.) One hour of Seminar (ABE 6931) and one hour of Supervised Teaching (ABE 6940) must be included in the major.

## ***Minor Area (optional)***

A minor consists of a minimum of 6 hours of course work in a focused area related to the field of major study. Course work in the minor for the master's degree is not limited to the course offerings of one department, provided that the minor has a clearly stated objective. The combination of courses selected for the minor must be planned as

part of the plan of study. A graduate faculty member, who clearly represents the interdisciplinary minor, must be included on the supervisory committee. ABE students pursuing graduate degrees through the College of Engineering cannot minor in Packaging Science or Agricultural Operations Management. If a minor is included as part of the plan of study, then no courses from the department of the minor can be included in the major.

## Requirements for the Doctor of Philosophy Degree

The PhD degree in Agricultural and Biological Engineering is an advanced engineering degree. Accordingly, the plan of study must include a concentration of advanced level engineering courses in a fundamental area of engineering. For example, an appropriate concentration of course work might consist of a sequence of graduate level courses in advanced fluid mechanics and sediment transport, or a conduction-convection-radiation, advanced thermodynamics sequence, or chemical engineering transport phenomena sequence, or advanced machine dynamics and control systems, etc. The plan of study should be developed to include courses that will benefit the student's research project and prepare the student for a professional career. Sufficient course work in advanced level engineering courses from the Agricultural and Biological Engineering and other engineering departments must be included in the PhD plan of study to insure that the graduate will be adequately prepared to successfully pursue advanced engineering practice or research/teaching in the field of interest.

A PhD degree plan of study is based on all work completed beyond the baccalaureate, with a required minimum of 54 credits of course work and a total of 90 credits including both course work and research credits. **Students are required to take research credits during their semester of graduation (3 Fall/Spring, 2/Summer).** Graduate credit is awarded for courses numbered 5000 and above for coursework in the major field. ABE 6905 (Individual Work in Agricultural & Biological Engineering or equivalent coursework) may not be applied toward the minimum requirements for the engineering PhD degree. *Courses in the minor field cannot be substituted for departmental major courses (ABE/AOM/PKG).* For work outside the major, courses numbered 3000 or above, not to exceed 6 credits, may be taken provided they are part of an approved plan of study. Each plan of study for the PhD must include at least 9 hours of mathematics (including master's course work) at the 5000 level or higher ([See Appendix C](#)) and 3 hours of graduate level applied statistics (STA 6166 or equivalent). *(Students wishing to use credit from a graduate statistics or math course not listed in the ABE Graduate Manual or from another institution must provide a copy of the syllabus for approval by the ABE Graduate Committee).*

A maximum of 3 credits of AOM/ABE/PKG 6905 may be applied toward the minimum requirements for any single PhD degree. These credits will be considered for approval only when a description of the course content is filed with the plan of study. The student must obtain advisor approval before taking the course. The topic of the project must be in an area UNRELATED to the student's dissertation.

PhD students *who entered the ABE graduate program in Fall 2011 and beyond* are required to include a minimum of three hours of Supervised Teaching (ABE 6940) in their Plans of Study. A maximum of 5 credits of ABE 6940 may be included in the student's plan of study. This maximum limit cannot be waived and it applies to the entire graduate career. Typically 20 to 30 hours of work is required to support 1 hour of supervised teaching. Students will be placed in assignments that best suit the needs of the ABE Department. *All graduate students are required to take the on-line FERPA training prior to enrollment in ABE6940.*

The plan of study may include a maximum 6 hours of research credit transferred from the master's degree. Additional dissertation research credits may be taken to meet minimum registration requirements; however, the additional credits will not count toward meeting degree requirements. No student can enroll for dissertation research credits (ABE 7980) before the student has passed the PhD qualifying examination.

### Major Area

The plan of study must include a minimum of 12 credits of ABE major courses at the 5000 level or above that define a meaningful, integrated area of academic concentration (excluding ABE 6971, ABE 7979, and ABE 7980). Students who fulfilled the ABE6931 Seminar requirement during an ABE master's program are not required to take it again. A maximum of 3 hours of ABE6940 may be counted toward the 12 hours of ABE required coursework.

## ***Minor Area (optional)***

For the PhD degree, a minimum of 12 credits at the 5000 level or higher is required for a minor in a certain department or program area as approved by the minor department or program area representative(s) on the supervisory committee. If two minors are selected, then each minor must consist of at least 8 credits. Course work in the minor is not limited to the course offerings of one department, provided that the minor has a clearly stated objective. The combination of courses selected for the minor needs to be as part of the plan of study. A graduate faculty member must be included on the supervisory committee who clearly represents the interdisciplinary minor.

## **Grade Point Requirements for Graduation**

The appropriate grade point requirements for graduation are:

1. A minimum 3.00 GPA in all graduate level courses at the University of Florida.
2. A minimum 3.00 GPA in all courses that comprise the major. In this case, the major is not just ABE, AOM or PKG courses. The major also includes courses from other departments that have been declared a part of the major.

## **Registration**

Registration for course work each term is the responsibility of the student. Course registration should conform to the student's plan of study, and the minimum and maximum hours of registration as stated in Table 1. Course selection for each term should be made in close consultation with the student's advisor. A student must be registered for an appropriate load during the term in which the student graduates ([see Table 1](#)). Students not registered by the end of the Drop/Add period each semester must be dropped from their assistantship or fellowship.

Students who neglect to register on time will be responsible for personally paying the late registration fee. The ABE department WILL NOT pay this fee for students out of departmental funding.

## **Dropping Courses**

The Graduate School has no rigid policy concerning graduate students dropping courses other than each graduate student must maintain a minimum registration in order to continue receiving assistantship or fellowship support. After the normal drop/add period, each request to drop a course must be approved by the chair of the student's supervisory committee. International students may need clearance from the UF International Center to process a late drop/add.

After Drop/Add, students must petition their graduate department for all schedule changes.

If a student successfully petitions to both drop AND add a course after Drop/Add:

- The change is processed as two actions, a drop and an add.
- **The student will be fee liable for both the course dropped and the course added to his/her schedule.**

If there is no university error and the student believes the fees for the dropped course should be waived due to an extenuating circumstance, the student must submit a petition to the University Petitions Committee. The petition must be signed by the Graduate Coordinator.

## TABLE 1. Minimum Registration Requirements

Most ABE graduate students fall into one of the following categories.

[Click](#) here for a complete list of all graduate student registration requirements:

Note: For students on appointment for the full summer, registration must total that specified for C term. Registration may be in any combination of A, B, or C terms. However, courses must be distributed so that the student is registered during each term on appointment.

	Fall & Spring	Summer		
		A	B	or C
Full-Time Graduate Students not on Appointments	9-12	4	4	8
Assistants on .25 - .74 and/or 1/4, 1/3, & 1/2-Time Assistants	9	3	3	6
Graduate students not on appointment but using University facilities and/or faculty time	3	1	& 1	or 2
Graduate Students not on Appointment during Final Term	3	1	& 1	or 2

## Tuition and Financial Aid

Payment of fees by the dates listed in the front of the *Graduate Catalog* is an integral part of the registration process. For students classified as non-Florida residents, the tuition charges are considerably higher than for Florida residents. See the *Graduate Catalog* for State residency requirements. Normally, students on graduate assistantships of 1/4 time or greater will be issued tuition waivers for about 95% of the cost of tuition, subject to availability of funds. All students are responsible for paying their required fees and any remaining tuition regardless of the value of tuition waivers.

A graduate student with an assistantship, fellowship, or traineeship must not accept other aid without Graduate School permission and must be registered in accordance with the schedule shown in Table 1.

All non-Florida students who are U.S. citizens or permanent residents are eligible for out-of-state fee waivers the year after they have filed for Florida residency status. **It is the student's responsibility to file for Florida residency status when they first enroll at UF.** The detailed procedures and requirements are outlined in the *Graduate Catalog*.

Financial aid in the form of scholarships and loans may be available to highly qualified graduate students. In general, such awards are available to students pursuing either Master's or PhD degrees. For information concerning availability of scholarships and loans and the necessary qualifications, students should contact the Dean's Office in the Colleges of Engineering and the Office for Student Financial Affairs.

## Normal Progress

Students in pursuit of the Master of Engineering, Master of Science, and Doctor of Philosophy degrees are expected to complete at least the minimum hourly requirement each term and to maintain an acceptable academic grade point average. An acceptable GPA is understood to mean 3.00. Students who fall below these standards will be considered to be on academic probation. Students who remain below this standard for two consecutive terms are subject to termination.

A master's degree is expected to be completed within two years and a PhD degree within four calendar years of study. The student's progress will be formally assessed by the Supervisory Committee Chair at the end of each term to determine whether the student should be continued in the program and whether the student should continue receiving financial assistance from the department.

## Graduate Seminar Course and Departmental Seminars

All graduate students attending classes on the UF campus are required to register for 1 credit of ABE 6931 during the first or second semester of the first graduate degree.

Students who will not be on campus for most of their academic program and who are located at Research Units can satisfy seminar requirements by

- Coordinating with the faculty instructor for ABE 6931
- Enrolling in ABE 6931 (distance section)
- Participating in center seminar series under supervision of their major professor

REC students must contact the Academic Services Coordinator to have a special section created for this course. Students pursuing additional degrees are not required to take a second seminar class.

Students are expected to attend at least 50% of all departmental seminars. Students are encouraged to suggest topics and speakers of particular professional interest for departmental seminars.

All graduate students are required to present a seminar to the department at the end of their graduate program. This can be the presentation given during the defenses of Ph.D.s and Masters with thesis. Nonthesis Masters students should present a seminar related to their area of study.

## Thesis and Dissertation

Students begin work toward a thesis or dissertation from the time they enter Graduate School. Careful planning and a timetable will help avoid delays as well as give the student valuable training.

Resources for preparation of theses and dissertations are available at the Graduate School Editorial Office and also online (<http://gradschool.rgp.ufl.edu/editorial/introduction.html>). For technical support in creating an electronic thesis or dissertation, see <http://www.circa.ufl.edu/~etd/>.

The thesis or dissertation is to be developed by the student with the supervision and criticism of his/her advisor. The student and his/her advisor may agree to prior review of the thesis, either section-by-section or in its entirety or both. When the advisors are satisfied that the document is ready for review by the supervisory committee, they will authorize distribution. Student should expect several major changes and corrections in their thesis or dissertation as required by the supervisory committee. Therefore, the student must allow enough time to make required changes. The student must submit the final draft of the thesis or dissertation to members of the supervisory committee at least 10 working days prior to the date of the final exam. The final draft should be complete in every respect including figures, tables, and bibliography, but in a form to allow for incorporation of editorial and/or substantive changes with minimal expense or inconvenience to the student. Turn-around time for thesis reviews can often be considerably reduced if the graduate student notifies the committee members in advance of the date when draft copies will be submitted for review.

The thesis or dissertation must be defended in time to meet Graduate School Deadlines. The Graduate School requires that Masters theses be defended before first submission to the Graduate School. The first submission for PhD dissertations can be before the dissertation defense. Guidelines for submission of theses and dissertation to the Graduate School can be found at: <http://graduateschool.ufl.edu/graduation/checklists>

The student is required to distribute final copies of the thesis or dissertation to appropriate offices and faculty members. In addition, students should prepare a copy for themselves, their advisor, and other members of the supervisory committee who express a desire for a copy.

## *Thesis and Dissertation Deadlines*

Deadlines for the submission of original signature pages with theses or dissertations are published by the Graduate School each term. <http://graduateschool.ufl.edu/graduation/deadlines>. The deadline for submission of signature pages for theses or dissertations is the same as the deadline for submission of the final exam form. In all cases, the student must schedule the oral examination prior to the deadline to allow time for corrections, since corrections are to be completed before final signatures. The department Coordinator of Academic Support Services must be notified of the examination time, date, location and dissertation or thesis title at least 10 days before the date of the examination.

The final oral examination is open to all interested graduate faculty. An announcement will be sent via email to departmental faculty and graduate students. The defense of the thesis or dissertation should be well prepared including any appropriate visual aids. One of the aims of the preparation should be to synthesize the important conclusions in a time-efficient presentation, on the order of 30 minutes, leaving ample time for questions and discussion. Normally 3 hours should be scheduled for the final oral examination.

## **Qualifying Examination for PhD Degree**

All Ph.D. candidates must take the qualifying examination. It may be taken during the third term of graduate study beyond the bachelor's degree. The student must be registered in the term the qualifying examination is given.

The examination, prepared and evaluated by the full supervisory committee or the major and minor academic units, is both written and oral and covers the major and minor subjects. Except for allowed substitutions, all members of the supervisory committee must attend the oral part. The student and chair or co-chair must be in the same physical location. With approval of the entire committee, other committee members may attend remotely using modern technology. At this time the supervisory committee is responsible for deciding whether the student is qualified to continue work toward a Ph.D. degree.

If a student fails the qualifying examination, a re-examination may be requested, but it must be recommended by the supervisory committee. At least one term of additional preparation is needed before re-examination.

Time lapse: Between the oral part of the qualifying examination and the date of the degree there must be at least 2 terms. The term the qualifying examination is passed is counted, if the examination occurs before the midpoint of the term.

The written qualifying exam is to be coordinated and administered by the student's faculty advisor. The examination is to be developed within the guidelines that a reasonably competent PhD student can successfully complete the examination in approximately 24 hours. It is expected that each supervisory committee member will provide the student with a written exam. The written portion must be passed prior to taking the oral portion. Normally 3 hours should be scheduled for the oral portion of the qualifying examination. The qualifying examination may be conducted using video and/or telecommunications. However, the student and chair or co-chair must be in the same physical location. All other members may participate from remote sites via technological means. There may be one substitute participant who is not the chair or external member in special circumstances with prior approval.

If the student fails the written or oral examination, it is the committee's responsibility to decide when the student can retake another qualifying examination. Normally, a student will not be permitted to take either the written or oral qualifying examination more than two times.

Following successful completion of both written and oral qualifying examinations, the student is eligible for PhD candidacy. In addition to successfully completing the qualifying examinations, the student must have chosen his/her dissertation topic and must have a minimum of 3.0 GPA both in the major and in all work attempted in the graduate program.

***Time Limitation:*** All work for the doctorate must be completed within 5 calendar years after the qualifying examination, or this examination must be repeated.

## **Final Examinations**

The comprehensive oral examinations and the oral defense of a thesis, project or dissertation may be conducted using video and/or telecommunications. However, the student and chair or co-chair must be in the same physical location. All other members may participate from remote sites via technological means. There may be one substitute participant who is not the chair or external member in special circumstances with prior approval.

### ***Master of Engineering and Master of Science, Thesis Option***

The examination covers the thesis research, and may also cover academic preparation and basic principles and applications. A final exam can be taken no sooner than two semesters after approval of a student's plan of study and research proposal.

### ***Master of Engineering and Master of Science, Nonthesis Option***

All students pursuing Nonthesis degrees are required to present a seminar to their Supervisory Committee in the final semester of their graduate program. The seminar topic should be related to the student's area of interest. The seminar is open to the Department.

A comprehensive written and/or oral examination may also be required at the discretion of the student's committee. If required, the comprehensive examination generally covers academic preparation and basic principles and applications in addition to any design or analysis project report. A final exam can be taken no sooner than two semesters after approval of a student's plan of study and project proposal.

### ***PhD Degrees***

After submission of the dissertation and the completion of all other prescribed work for the degree, but in no case earlier than six months before the conferring of the degree, the candidate will be given a final examination, oral or written or both, by the supervisory committee meeting on campus. The examination will cover the dissertation research, and it may also cover academic subjects and basic principles and application of the principles to the dissertation subject. A final exam can be taken no sooner than two semesters after passing the qualifying exam.

## **Foreign Language Requirements**

There is no foreign language requirement for any degree; however due to the international nature of Agricultural and Biological Engineering the students are encouraged to take advantage of the language courses offered at the University of Florida.

## **Administrative Policies**

### ***Policy on Graduate Student Support***

Regardless of whether a graduate student is supported with state or grant funds, the purpose of these policies is to encourage timely progress toward completion of degree requirements and to make optimal use of available funding and other resources (space, faculty time, equipment, etc...). It is expected that graduate students' assistantships will be supported with grant and /or state funds. State funds may be used to support international students when the student's expertise and background are needed to further our research programs.

Since recruitment of outstanding domestic graduate students is very competitive, state support will be given on a first-come first-serve basis, as soon as an outstanding student has been identified.

The Graduate Coordinator will review requests for state money assistance for new graduate students and will make recommendations to the Department Chair who will make the final decisions.

## ***Length of Support***

Graduate students on financial support (grant or state funds) may receive support for up to two years at the master's level and up to four years at the PhD level. Information specific to each student is contained in the student's Letter of Offer. Continuation beyond these periods for exceptional cases will be subject to review on a case by case basis.

The faculty advisor will make the request for continuation with state funds at least a semester before the student is scheduled to be off financial support. Requests for continuation should be made as early as possible because of the need for planning to make adjustments for the budget year.

If continuation of the assistantship is with grant funds, the grant P.I. will make the decision, with the approval of the Department Chair.

In all cases, a Funding Extension Form detailing the source of the funding must be completed prior to each additional semester and submitted to the Coordinator of Academic Support Services for review by the Department Chair. *Students who do not receive an approved funding extension are to be considered self-funded for the duration of their program unless additional funding becomes available.*

## ***Assistantship Responsibilities***

Assistantship requirements normally include thesis or dissertation activities but can include other tasks assigned by the faculty advisor or the Graduate Committee.

All students who entered the ABE graduate program in Fall 2011 and beyond, must participate in the Department's teaching and/or extension education programs by developing new lecture, online resource, distance education and laboratory material for courses or by conducting lectures or laboratories. Masters students must include a minimum of one hour of ABE 6940 Supervised Teaching in their Plans of Study and PhD students must include at least three hours of ABE 6940 Supervised Teaching in their Plans of Study. Up to 5 hours of credit for ABE 6940 Supervised Teaching can be included in PhD Plans of Study. A score of 55 on a UF SPEAK test (<http://ase.ufl.edu/testing.html>) or a score of 28 on the Speaking portion of a TOEFL iBT test is required of all graduate students whose native language is not English before they can lecture in courses. UF permits provisional teaching assignments for students scoring 45 or 50 on a UF SPEAK test or **23 - 27** on the Speaking portion of the TOEFLiBT if they concurrently enroll in EAP 5836 Academic Spoken English 2 (<http://ase.ufl.edu/syllabi2.html>).

In order to remain on assistantship a student must be registered for the appropriate number of credit hours each term ([see Table 1](#)).

## ***Student Evaluations***

Each graduate assistant will be evaluated by his/her faculty advisor based upon performance of assigned duties; compliance with department requirements such as maintenance of office hours, regular visits with faculty advisor, academic progress; and meeting the requirements of the supervisory committee, department, college, and graduate school relating to the timely execution of required documents such as plan of study, supervisory committee appointment form, etc.

## ***Vacation and Sick Leave***

- A. Vacation and sick leave is a departmental courtesy benefit and not a University benefit.



- B. Vacation leave may be taken by the graduate assistant with the approval of the student's advisor.
- C. Please note that all graduate assistants, regardless of percent employment or actual hours worked, are expected to be on duty at least part of every working day not taken as vacation or sick leave, including the period between academic terms. Official state holidays are not considered to be working days.

## ***Office Assignments***

Office space is assigned to graduate students on a space-available, priority basis. Office assignments are made by the department Coordinator of Academic Support Services. Most office space is in conventional offices shared by multiple graduate students, and some desks are in laboratories. Priority of office space is generally given in the following order, however this does not imply selection of location is based on the same priority. The Graduate Coordinator or Academic Services Coordinator may adjust actual locations to best meet the needs of all students and the needs of the department.

- A. Full-time graduate research assistants
- B. Ph.D. graduate assistants with assistantships
- C. Other Ph.D. students
- D. Masters students as space allows

If desk assignments are not available for Masters students, shared office space will be made available. Permanent storage of personal items is not permitted in the shared space and desks are not assigned. Lockers are available for use by Master's students and may be obtained from the Coordinator of Academic Support Services.

Room keys will be assigned to graduate students by the Research Program Coordinator. The Research Program Coordinator will enter the student's Gator 1 ID information into the building's security system, so that the student's Gator 1 ID will unlock entrance doors to Frazier Rogers Hall. Keys will unlock graduate student office doors and laboratory doors. Graduate students who have need for access to the shop will be assigned a key with these additional capabilities.

Graduate students must turn in any keys assigned to them upon completion of their graduate program. **Keys are not to be loaned to non-departmental personnel. It is unlawful to duplicate these keys.** Entrance doors automatically lock between 5:00 P.M. and 7:30 A.M. and on weekends and holidays.

## ***Research involving Data Collection using Human or Animal Subjects***

If your research involves data collection using animals or humans, you must be familiar with the University of Florida procedures that ensure that the rights and welfare of the animals and people are adequately monitored and protected. All research projects involving human or animal subjects, even if it is purely observational, must be approved before the project begins by one of three boards outside of the department. Federal regulations prohibit retroactive approval and any research results obtained without approval cannot be used.

Before you begin any such research, it is critical that you obtain approval from the appropriate UF committee: the Institutional Review Boards or the Institutional Animal Care and Use Committee. Information regarding these committees is found in the UF Graduate Student Handbook

## ***Research Data, Software, Designs and Manuscripts***

All research data, patents, designs, computer software, creations, etc. obtained by graduate students on assistantship support are the property of the State of Florida. All research data and other requested materials must be submitted to the advisor before the student leaves the University of Florida. If any patents or copyrights are awarded to the inventions or designs of any graduate student's thesis or dissertation research, then both the student and his/ her advisor are credited. They can receive a percentage of the profits or royalties realized from the patents or copyrights.

Graduate students are strongly encouraged to submit manuscripts for publication of their findings. The advisor and others involved directly with the research project are to be listed as co-authors. It is recognized that graduate students may leave the University without preparing a manuscript to submit for publication and may or may not do so within a reasonable time. Twelve months after the student leaves the University, the advisor can use the thesis and research data to prepare a manuscript for publication if the student has not already done so. Under this arrangement, the advisor would be the senior author and the former student would be a co-author.

## ***Computer Time and Assistance***

All student offices, classrooms and laboratories have internet access. Upon arrival at the department, students should submit an Application for ABE Network Account (Appendix G) to the department's Systems Programmer who will set up the account ID and initial password.

The departmental computer teaching lab is available to all students at times when classes are not scheduled for the lab. Students working on class assignments in this lab are given priority over students working on research assignments. All use of departmental computers must comply with University of Florida Information Technology Acceptable Use Policy (<http://it.ufl.edu/policies/aupolicy.html> )

## ***Purchases and Support***

Requests for staff support should be channeled through the student's advisor. Services are restricted to work in support of research activities with the approval of the advisor. Under no circumstances will these services be available for activities related to course work or thesis or dissertation preparation. Expenses related to the preparation of required reports or publications based on theses and dissertations are legitimate departmental expenses.

All purchases made for extension, research and teaching activities, whether related to thesis research or not, must receive prior approval of the student's advisor. Details for making purchases are available from the departmental fiscal office.

## ***Use of State Vehicles***

State vehicles are for **OFFICIAL USE ONLY**. Operators of state vehicles must abide by all state laws as specified in "Rules of the Road" available from any Florida Highway Patrol Office. Special courtesy to other drivers should be exercised at all times, since one is representing the department, university, and state when driving a state vehicle.

A valid Florida driver's license is required to operate state vehicles. As required by the State of Florida, a commercial driver's license may be required for operation of certain vehicles. Caution: Only persons employed by the university are covered by state insurance while operating a university-owned vehicle. A graduate student on an assistantship meets the employment criterion.

Students operating state vehicles should check with their advisors and the Research Program Coordinator concerning current procedures for signing out vehicles, purchase of fuel, maintenance of vehicle log book, etc.

## ***Use of Shop Facilities and Services***

Graduate students are generally expected to fabricate experimental equipment needed for their thesis or dissertation research that is not otherwise available. Students must follow all policies and regulations regarding the use of shop facilities. The policies and rules are:

- A. These shops are intended only for research, teaching and extension activities.
- B. The precision machine shop can only be accessible to persons obtaining permission from the Research Program Coordinator.

- C. During the Monday through Friday work week the general shop is accessible to faculty, graduate students, and staff from 8 A.M. to 5 P.M. During the Monday through Friday work week the teaching shop is available to faculty, graduate students, and staff if their activities do not interfere with classroom instruction.
- D. To insure safety, all persons using the shop facilities must work only when another person is within the same laboratory area during its use. In cases of extensive or complex fabrication, shop personnel may help with the work. Use of shop personnel must be arranged by the student's advisor in advance. Graduate students should not use general shop supplies (steel, plastic, pipe, etc.) without prior approval of the Research Program Coordinator and faculty advisor.

## ***Laboratory Safety Procedures***

Graduate students are generally required to perform chemical or biological experimental research to obtain data for their thesis or dissertation.

Before beginning work in any Agricultural and Biological Engineering (ABE) laboratory students are required to:

1. Read and understand all Safety and/or Biological manuals and attend required Safety, Biological and Hazardous Waste training.
2. Submit a Standard Operating Procedures (SOP) for each procedure to the Lab Manager or PI prior to beginning any experiments.
3. Wear Personal Protective Equipment (PPE) (ANSI approved goggles, long pants, closed toed shoes- required in all laboratories, appropriate gloves, and laboratory coats,.)
4. Label all liquids in glassware with proper names. Avoid using chemical abbreviations. Labels should include the name of the user and the date.
5. No eating or drinking is permitted in the laboratory. The break room should be used for eating and drinking.
6. To insure safety, never begin an experiment alone in the laboratory, and never work without the *Principal Investigator* and Lab Manager's knowledge. In addition, when you are working in the laboratory outside of your regular lab time, you must inform your PI and/or other lab members.

# APPENDIX A

## ***ABET - Equivalency Requirements for Agricultural and Biological Engineering***

*Note: Required articulation courses do not count toward the credit hours of coursework required for a graduate program of study. Students may have to pay for articulation courses out-of-pocket as they may not be included in assistantship funding.*

	Semester Credits
<u>One Year of Mathematics &amp; Basic Sciences</u>	
Analytic Geometry and Calculus	12
Elementary Differential Equations	3
General Physics with Calculus	6
Physics Laboratory	2
General Chemistry and Qualitative Analysis	6
General Chemistry Laboratory	2
Biological Science Requirement	3
<u>One Year of Engineering Sciences and Analyses</u>	
Numerical Methods & Computer Programming for Engineers	2
Statics	3
Computer Assisted Drafting	3
Dynamics	2
Engineering Materials	3
Mechanics of Materials	3
Fluid Mechanics or Hydrodynamics	3
Thermodynamics	3
Other Engineering Sciences and Electives	7
<u>½ Year of Engineering Design</u>	
Agricultural Engineering Design Courses	12
Engineering Design Electives	4

# APPENDIX C

## *Lists of Courses for Mathematics Requirement and for Applied Statistics Requirement*

### **Math Courses:**

	Semester Credits
ABE 6986 Applied Mathematics in Agricultural Engineering	3
ABE 6933 Data Diagnostics	3
ECH 6847: Mathematical Basis of Chemical Engineering	3
EGM 5121C: Data Measurement and Analysis	3
EGM 6321 Principles of Engineering Analysis I	3
EGM 6322 Principles of Engineering Analysis II	3
EGM 6323 Principles of Engineering Analysis III	3
EGM 6341 Numerical Methods of Engineering Analysis I	3
EGM 6342 Numerical Methods of Engineering Analysis II	3
EGM 6351 Finite Element Methods	3
EGM 6352 Advanced Finite Element Methods	3
MAA 5104 Advanced Calculus for Engineers and Physical Scientists I	3
MAA 5105 Advanced Calculus for Engineers and Physical Scientists II	3
MAA 5404 Introduction to Complex Variables for Engineers and Physical Scientists	3
MAA 6236 Mathematical Analysis for Statisticians	3
MAD 6406 Numerical Linear Algebra	3
MAD 6407 Numerical Analysis	3
MAP 5304 Intermediate Differential Equations for Engineers and Physical Scientists	3
MAP 5345 Introduction to Partial Differential Equations	3
MAP 6217 Intro to Calculus of Variations for Engineers and Physical Scientists	3
MAP 6375 Numerical Partial Differential Equations	3
MAP 6376 Finite Element Method	3
MAP 6505 Mathematical Methods of Physics and Engineering	3
MAP 6506 Mathematical Methods of Physics and Engineering II	3
MAS 5157 Vector Analysis	3
MAS 5311 Introductory Algebra I	3
MAS 5312 Introductory Algebra II	3
STA 5325 Fundamentals of Probability	3
STA 5328 Fundamentals of Statistical Theory	3
STA 5701 Applied Multivariate Methods	3
STA 5823 Stochastic Process Methods	3
STA 6207 Regression Analysis	3
STA 6208 Design and Analysis of Experiments	3
STA 6226 Sampling Theory and Applications	3
STA 6326 Introduction to Theoretical Statistics I	3
STA 6327 Introduction to Theoretical Statistics II	3

## Applied Statistics Courses:

Semester Credits

STA 6166 Statistical Methods in Research I  
    **or** STA 6093 Introduction to Applied Statistics for Ag and Life Sciences (was  
previously ALS5932) 3

*Note: Only one of STA 6093 or STA 6166 (but not both) may be applied towards any program of study (since they cover essentially the same material). If one's program requires STA 6167, the student is encouraged to take STA 6166 (which is the official prerequisite) or obtain advance permission from the STA 6167 instructor to enroll in STA 6167 without STA 6166.*

STA 6166 Statistical Methods in Research I (or STA6903) 3  
STA 6167 Statistical Methods in Research II 3

# APPENDIX E

## *Summary of Procedures for Master's Degree*

It is the student's responsibility to ascertain that all requirements have been met and that every deadline is observed.

Refer to the following graduate school checklists to obtain current information.

**Dissertation Checklist:** <https://gradschool.ufl.edu/pdf-files/checklist-thesis.pdf>

**Deadline Dates:** <http://gradschool.ufl.edu/pdf-files/deadlines-editorial.pdf>

<u>Requirement</u>	<u>Person Responsible</u>	<u>Completion Date</u>
Select Advisor and Members of Supervisory Committee	Student	Middle of First Term
Transfer of Credit from other Undergraduate, Postbaccalaureate and Graduate Programs	Faculty Advisor Student	End of First Term
Submit Approved Plan of Study to Graduate Committee	Faculty Advisor Student	Beginning of Second Term
Submit Approved Research Project Proposal to Graduate Coordinator	Faculty Advisor Student	End of Second Term
Submit major and minor degree choices to Graduate Coordinator	Faculty Advisor Student	End of second Term
Submit signed Supervisory Committee form to Academic Services Coordinator.	Faculty Advisor Student	Before completion of 24 credits, but not later than second term
Notify Academic Services Coordinator of intended graduation date. Check Plan of Study to ensure that all course requirements will be met.	Student	Term prior to one in which degree is to be awarded
Submit petitions regarding Degree Requirements to adjust coursework counted in major.	Faculty Advisor	4:00 PM of last day of classes in term preceding the term in which the degree is to be awarded
Final Term Registration	Student	3-Credit Minimum (ABE 6971), (2-Credit during Summer)
Present Seminar on Thesis Research or Nonthesis Project	Student	During Last Term
Apply for graduation in ISIS	Student	Prior to published deadline in Deadline Dates
Notify Academic Services Coordinator of Final Exam date, time, place & thesis title.	Faculty Advisor	Not later than 10 working days before examination
Final Examination – required for ALL M.S. degrees (thesis and non-thesis) and also for M.E. thesis degree.	Faculty Advisor Student Acad.Coordinator	Prior to published deadline. Submitted electronically to the Graduate School
First Submission of Thesis to Graduate School Editorial Office	Student	Prior to published deadline in Deadline Dates
Pay all related submission charges listed ISIS	Student	Prior to final submission to Graduate School
Refer to Grad School ETD checklist for required final paper submission items.	Student	Prior to published deadline in Deadline Dates
Return office key, desk key and all equipment to Research Program Coordinator	Student	Prior to departure

# APPENDIX F

## *Summary of Procedures for PhD Degree*

It is the student's responsibility to ascertain that all requirements have been met and that every deadline is observed.

Refer to the following graduate school checklists to obtain current information.

**Dissertation Checklist:** <https://gradschool.ufl.edu/pdf-files/checklist-dissertation.pdf>

**Deadline Dates:** <http://gradschool.ufl.edu/pdf-files/deadlines-editorial.pdf>

<u>Requirement</u>	<u>Person Responsible</u>	<u>Completion Date</u>
Select Advisor and Members of Supervisory Committee	Student	Middle of First Term
Transfer of Credit from other Undergraduate, Postbaccalaureate, or Graduate Programs	Faculty Advisor Student	End of first term
Submit approved Plan of Study to Graduate Committee	Faculty Advisor Student	Beginning of second term
Submit approved Research Project Proposal to Graduate Coordinator	Faculty Advisor Student	End of second term
Submit major and minor degree choices to Graduate Coordinator	Faculty Advisor Student	End of Second Term
Submit signed Supervisory Committee form to Academic Services Coordinator.	Faculty Advisor Student	Before completion of 24 credits, but not later than second term
Written and Oral Qualifying Examinations	Faculty Advisor	Normally taken after completion of at least two terms of PhD study. There must be a minimum of two terms between the successful completion of the exam and the graduation date.
Submit Admission to Candidacy Form	Faculty Advisor	Submitted electronically to the Graduate School upon satisfactory completion of Qualifying Exam
Registration in doctoral research	Student	Register in ABE 7979 before admission to candidacy. Register in ABE 7980 after admission to candidacy.
Review deadline dates and see ABE Academic Services Coordinator for final review of degree/Plan of Study requirements.	Student	Term prior to one in which degree is to be awarded
Petition to transfer specific non-dept.course credits to major courses	Academic Services Coordinator	In term preceding the term in which the degree is to be awarded
Final term registration Student	Student	3-Credit minimum (ABE 7980), (2-Credit during Summer)



Present seminar on Dissertation Research	Student	During last term
Apply for graduation on ISIS	Student	Prior to published deadline in Deadline Dates
First submission of dissertation and related forms to Graduate School Editorial Office	Student	Prior to published deadline in Deadline Dates
Notify Academic Services Coordinator of Final Exam date, time, place & dissertation title.	Faculty Advisor Student	Not later than 10 working days before examination.
Final Examination	Faculty Advisor Student Acad. Coordinator	Prior to published deadline. Submitted electronically to the Graduate School upon satisfactory completion of Final Exam
Pay all related submission charges listed on ISIS	Student	Prior to dissertation submission to Graduate School
Refer to Grad School ETD checklist for required final paper submission items.	Student	Prior to published deadline in Deadline Dates
Return office key, desk key and all equipment to Research Program Coordinator	Student	Prior to departure

# APPENDIX G

## *Minimum Requirements for ENG Graduate Degrees*

### Minimum Requirements for ENG Graduate Degrees

Degree	Total Hours	Coursework	Research Credits	ABE Courses	Graduate Level Math	Graduate Level Applied Statistics
ME with Thesis	30	24	6	12	3	0
MS with Thesis	30	24	6	12	3	0
ME without Thesis	30	30	0	12	3	0
MS without Thesis	30	30	0	12	3	0
PhD	90	54	Number required to equal 90 total hours	12	9	3

# APPENDIX I

## *Graduation Checklist*

\_\_\_ E-mail the Academic Support Services Coordinator (ASSC) the semester prior to graduation to do a requirements check.

\_\_\_ Present seminar to department (You should have completed ABE6931). The seminar can be part of a final defense.

\_\_\_ Have all grade changes for incomplete grades submitted. DO NOT DELAY THIS!

\_\_\_ IMPORTANT...if you made changes to any coursework for a concurrent degree you must resubmit a corrected, signed program of study to the graduate school.

\_\_\_ If you are getting a minor you must send the ASSC the list of courses for the minor to be submitted to the graduate school.

\_\_\_ Confirm on your transcript that courses did transfer from a former Master's program if you including them in your PhD program of study.

\_\_\_ The graduate school requires 12 hours of dept. coursework in the major for a Master's program (15 for non-thesis). I may have to petition to have non-ABE/AOM/PKG courses counted, so let me know a full semester before you graduate so I can review your transcript/POS and petition if necessary.

\_\_\_ Schedule a conference room for your defense. They book up early so don't wait.

### **Semester of graduation:**

\_\_\_ **Register for required number of research hours (DO NOT FORGET THIS RULE!).**

3 hours in Fall or Spring      2 hours in Summer

\_\_\_ Register for required number of total hours if you are on an assistantship or Fellowship

Spring/Fall=9 assistantship/12 Fellowship      Summer=6 assistantship/8 Fellowship

\_\_\_ Apply for graduation      On ISIS

\_\_\_ Reserve regalia for ceremony      Registrar's website – graduation checklist

\_\_\_ Guide for Preparing Theses & Dissertation      ETD - Grad School Editorial Site  
(<https://gradschool.ufl.edu/editorial/introduction.html>)

\_\_\_ Deadline dates list      Grad school website  
(<https://gradschool.ufl.edu/catalog/current-catalog/catalog-academic-calendar.html>)

\_\_\_ Schedule defense date      Give to ASSC with date, time, place & title 10 working days prior to defense

\_\_\_ Final exam form- **MS non-thesis**      Request form for Sup. Committee to sign. Return to ASSC.

\_\_\_ Exit Interview with Dr. Haman      Schedule with executive assistant

\_\_\_ Forwarding address      Provide to ASSC

\_\_\_ Turn in desk, office key      To Paul Lane, prior to graduation