

Graduate Student Guidelines
University of Florida
Department of Environmental Engineering Sciences

Purpose

The purpose of the Guidelines is to summarize the policies, procedures and requirements for graduate study in the Department of Environmental Engineering Sciences. Academic requirements cited in this document may be more stringent than those of the Graduate Catalog.

Programs of Study

Programs of study may emphasize any of the following areas of specialization:

- Air Resources
- Biogeochemical Systems
- Ecological Systems
- Environmental Nanotechnology
- Solid and Hazardous Waste Management
- Water Resources
- Water, Wastewater and Stormwater Engineering

Students can also select a blend of specialties with the approval of their advisor. Typical research projects and background information for each of these areas are described at the departmental Web site (<http://www.ees.ufl.edu>).

Academic Requirements

General

Registering for Classes

Upon arrival at the Department you must meet with your advisor. Please contact him or her to schedule an advising appointment. Once you have met with your advisor, you must visit the academic office in 216 Black Hall. The program assistants in this office will assist you with registration and answer procedural questions about your graduate program.

The general registration procedure is itemized below.

- An academic hold is placed on your records each term to ensure that you receive academic advising. This hold is lifted upon submittal of a registration form (Form 1) signed by your advisor.
- Form 1 can be obtained from the academic office or printed from the departmental Web site at <http://www.ees.ufl.edu/current/graduate/forms.asp>.
- All students must have a Gatorlink email address. This can be obtained at <http://www.gatorlink.ufl.edu>.

Graduate Seminars

You are encouraged to attend the departmental seminar each fall and spring semester to broaden your perspectives in environmental engineering and science. No academic credit is given for the departmental seminar.

Research group seminars are held in specific research areas and may be taken for credit. A maximum of 2 credits of research group seminar (ENV 6935, S/U) may be applied to the master's degree with thesis or terminal project or to the Ph.D. This is not required unless otherwise stated by your Supervisory Committee.

Supervisory Committee Members

You are responsible for selecting members of your supervisory committee if you are pursuing a master's degree with thesis or terminal project or the Ph.D. More information about supervisory committees is given later in this document.

Plan of Study

The plan of study is a projection of the courses that you will take during your degree program. You should develop

this plan in cooperation with your supervisory committee if you are pursuing a master's degree with thesis or terminal project or the Ph.D. The plan of study with signatures of your supervisory committee is due in the academic office by the midpoint of the second semester of registration. A template of a typical plan of study is provided online at <http://www.ees.ufl.edu/current/graduate/forms.asp>. Changes to the plan of study must be approved in writing by your supervisory committee. Failure to follow this rule may delay your graduation.

Requirements for the Master of Science and Master of Engineering

Degree Options

Students with a science background pursue the Master of Science, whereas students with an ABET accredited B.S. in an engineering discipline generally pursue the Master of Engineering. Options available for the M.S. and the M.E. include thesis, terminal project and coursework-only. Each of the options requires a minimum of 30 semester credits. The thesis option allows up to 2 credits of seminar (ENV 6935) and up to 6 credits of research (ENV 6971) to count towards the degree. The terminal project option allows up to 2 credits of seminar and up to 3 credits of non-thesis project (ENV 6916) to count towards the degree.

All options require at least half of the required credits to be in your major area. Research (ENV 6971) and courses below the 5000 level that have an EES or ENV prefix are not counted as major area classes, and the latter do not accrue Graduate credit. No S/U graded courses are allowed in the coursework-only master's degree. Elements of the various options are summarized in Table 1 below.

Table 1. Summary of Master's Degree Options

	Thesis	Non-thesis M.E.		Non-thesis M.S.	
		Terminal project	Coursework only	Terminal project	Coursework only
Course credits	30	30	30	30	30
Thesis credits (ENV 6971)	up to 6	0	0	0	0
Project credits (ENV 6916)	0	up to 3	0	up to 3	0
Seminar (ENV 6935)	up to 2	up to 2	0	up to 2	0
Final examination	Yes	Yes	No	Yes	Yes
Committee	Chair + 2 members	Chair + 1 member	Advisor*	Chair + 1 member	Advisor* + 1 member*
Assistantship eligibility	Yes	Yes	Negotiable	Yes	Negotiable

*Assigned by department

Milestones

An overview of milestones in the master's degree programs is given in Figure 1. More information is given below and in the Graduate Catalog.

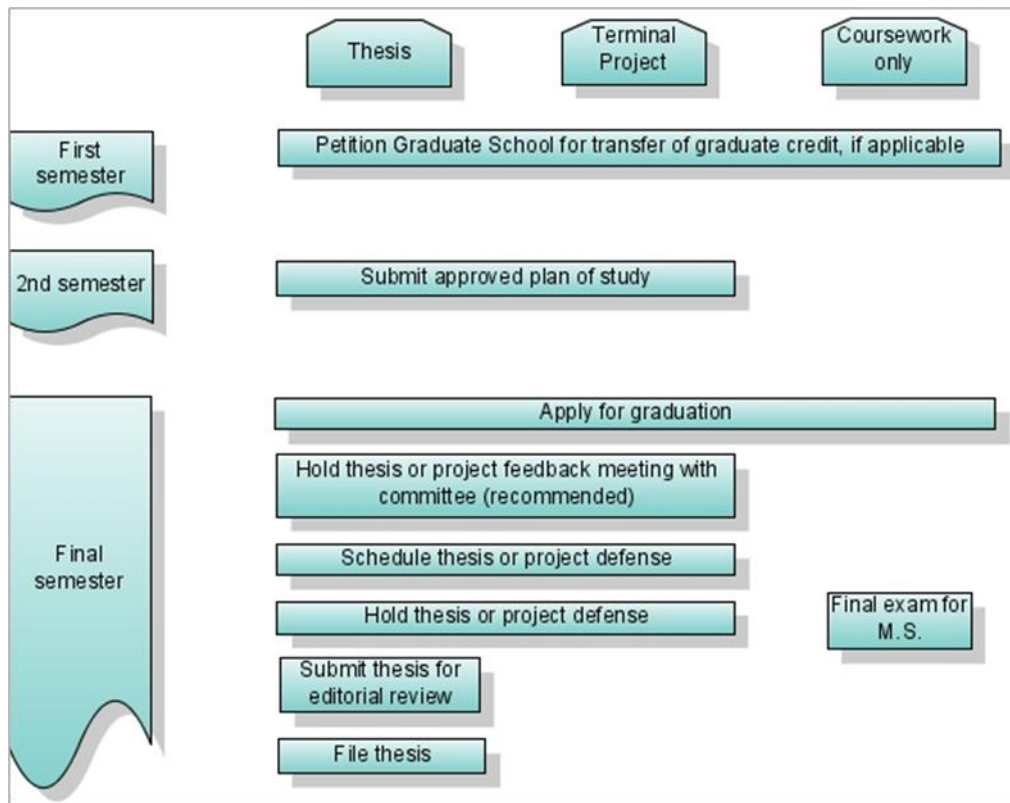


Figure 1. Milestones in the master's degree programs

Transfer of Credits

Only graduate-level (5000–7999) work with a grade of B or better is eligible for transfer of credit. A maximum of 15 transfer credits is allowed.

- Up to 9 credits can be transferred from institutions approved by UF.
- Up to 6 credits can be transferred from post-baccalaureate work at UF, or balance remaining if transferring other Graduate level courses.

Credits transferred from other universities are applied toward the degree requirements, but grades earned are not computed in your grade point average. Acceptance of transfer of credit requires approval of your supervisory committee, the Dean of Engineering and the Dean of the Graduate School. Petitions for transfer of credit for a master's degree must be made during your first term of enrollment in the Graduate School. The supervisory committee or advisor is responsible for using established criteria to ensure the academic integrity of course work before accepting graduate transfer credits.

Technical Communication Capability

If you are in the coursework-only M.S. or M.E. programs and have not demonstrated proficiency in technical communication capability through either work experience or graduate study, you will be required to take a course that teaches this skill.

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.

Supervisory Committee

The supervisory committee for the master's degree with thesis consists of the chair and a minimum of two other members. The chair must be from EES. One member may be from outside the Department if this is appropriate for

your program. The supervisory committee for the master's degree with terminal project consists of the chair and one member, both of whom must be from EES.

Although the supervisory committee has overall responsibility to oversee your graduate work and administer the required examinations, your most frequent contact will be with your committee chair. The chair must ensure that the supervisory committee members are present at all examinations and must also sign your registration form each semester. The membership of the supervisory committee can be changed if your needs or interests change. It is departmental policy that removal of a faculty member from the committee requires written approval from that person.

Final Examination

All master's students, with the exception of those in the coursework-only M.E. program, must take a final examination. The nature of the exam depends on the degree option, as described in the following.

Master's Degree with Thesis. When most of your course work is completed, and the thesis is in final form, the supervisory committee will examine you on (1) the thesis, (2) the major subjects, (3) the minor or minors, and (4) matters of a general nature pertaining to the field of study. Your entire supervisory committee must be present at the defense. The defense date must be fewer than 6 months before degree award. All forms should be signed at the defense: You and the supervisory committee chair sign the electronic distribution (ETD) rights and permission form; and the entire supervisory committee should sign the ETD signature page and the final examination report. If thesis changes are requested, the supervisory committee chair may hold the final examination report until satisfied with the thesis.

You are encouraged to schedule a thesis or project report review and feedback meeting with your supervisory committee well in advance of the anticipated final examination date. This allows your supervisory committee to discuss the thesis or report and provide you with comments and suggestions in a collaborative atmosphere. The final examination can then be scheduled after you have addressed comments and issues raised at the review and feedback meeting. You should be aware of the graduate school's deadlines for first submission of the written thesis. According to departmental policy, you must submit the final draft of your thesis to the supervisory committee at least two weeks prior to the final examination.

Non-thesis Master's Degree with Terminal Project. Non-thesis students must pass a comprehensive written or oral examination on the major and on the minor if a minor is designated. This comprehensive examination must be taken no more than 6 months before the degree is awarded. You should be aware of the graduate school's deadlines for the final examination form. The project report must be successfully defended and the examination form signed prior to the last week of classes. According to departmental policy, you must submit the final draft of the terminal project report to your supervisory committee at least two weeks prior to the final examination.

Coursework-only Master of Science. Non-thesis, coursework-only M.S. students must pass a comprehensive written or oral examination on the major and on the minor if a minor is designated. This comprehensive examination must be taken no more than 6 months before the degree is awarded.

Combined BS/ME Program

Qualified University of Florida undergraduate Environmental Engineering majors will be allowed to shorten the time required in their M.E. degree program by completing a maximum of twelve (12) credits of graduate level courses in their final semesters of their B.S. program. The combined BS/MS program provides a fast track for qualified undergraduate students to obtain both degrees, thereby allowing these students an earlier entrance to their professional careers. The program will provide incentive to encourage good undergraduate students to pursue graduate education at the University of Florida.

To qualify for this program, you must have an upper division GPA of 3.30 or greater, must have completed 19 credits of EES courses, and must satisfy the Graduate School and departmental graduate admission requirements, including acceptable GRE scores. The double-counted courses must be graded, graduate level courses offered by the Department of Environmental Engineering Sciences. The following courses cannot be double-counted:

ENV 6910 Supervised Research

ENV 6916 Non-thesis Project
ENV 6940 Supervised Teaching
ENV 6971 Research for Master's Thesis
ENV 6972 Research for Engineer's Thesis
ENV 7979 Advanced Research
ENV 7980 Research for Doctoral Dissertation

Graduate courses from other departments may apply only after review and approval by the EES curriculum committee. All special requirements of the technical electives for the B.S. degree, as outlined in the undergraduate catalog, must also be satisfied. These requirements include the capstone design, design and laboratory experience.

Admission to the Ph.D. Program from a Master's Program

If you are interested in pursuing a Ph.D. in environmental engineering sciences and you were admitted to a master's program but not the Ph.D. program at the time of your first admission to the Graduate School, you must formally apply to the Ph.D. program. The application process is described below.

1. You must have completed the masters program in good standing or be in the final semester of your master's program.
2. You must inform the academic office of your interest in the Ph.D. program.
3. You must complete a statement of purpose to be placed in your Ph.D. application file.
4. You must obtain three letters from UF faculty that recommend you for acceptance into the Ph.D. program. One of these letters must be from the chair of your EES master's supervisory committee. The other members of your supervisory committee must also provide letters of recommendation. (Alternatively, they may sign the letter written by your committee chair.) An additional letter of recommendation, if needed, must come from the faculty member who will serve as chair of your Ph.D. supervisory committee if that person is not your master's committee chair. Otherwise, the third letter can come from any other EES faculty member.

If you are completing a master's degree with thesis or terminal project and have completed the above four steps, you will be directly admitted to Ph.D. program. If you are completing a coursework-only master's degree and have completed steps 1 through 4 above, you will be conditionally admitted to the Ph.D. program. The conditional status will be removed after your Ph.D. supervisory committee provides a positive, written affirmation that you should continue as a Ph.D. student. Removal of conditional status is necessary before you can take the Ph.D. qualifying examination.

Requirements for the Ph.D.

Transfer of Credits

A maximum of 30 credit hours for a master's degree from another institution can be transferred to an EES doctoral program. If a student holds a master's degree in a discipline different from that of the doctoral program, the master's work will not be counted in the program unless the student petitions the Graduate Coordinator and Dean of the Graduate school. All courses beyond the master's degree taken at another university to be applied to the Ph.D. degree must be taken at the institution offering the doctoral degree and must be approved for graduate credits by the Graduate Coordinator and the Graduate School of the University of Florida. All courses to be transferred must be letter graded, with a grade of B or better, and must be demonstrated to relate directly to the degree being sought. All such transfer requests must be made by petition no later than the third semester of Ph.D. study. The total number of credits (including 30 for a prior master's degree) that may be transferred cannot exceed 45, and in all cases the student must complete the qualifying examination at the University of Florida. In addition, any prior graduate-level credits earned at the University of Florida (e.g. a master's degree in the same or a different discipline) may be transferred into the doctoral program at the discretion of the Supervisory Committee and by petition to the Graduate Coordinator and the Graduate School. In such cases, it is essential that the petition demonstrate the relevance of the prior course work to the degree presently being sought.

Minor

A minor is optional, depending on the wishes of the student and recommendation of the Supervisory Committee. Regulations regarding a minor may be found in the Graduate Catalog.

Language Requirement

The department does not have a foreign language requirement at this time, although the Supervisory Committee may require competency in a language if that is appropriate to a student's research topic.

Time Limits

The Ph.D. degree must be completed within five calendar years after passing the qualifying exam, or this exam must be repeated.

Supervisory Committees

The Ph.D. Supervisory Committee must be completed by the midpoint of the second semester of registration. The general duties and responsibilities of the Supervisory Committee for the doctoral candidate are described in the Graduate Catalog. The Supervisory Committee consists of four members selected from the graduate faculty. At least two members, including the Chair, will be from this Department, and at least one member will be from a different department.

If a minor is chosen, the Supervisory Committee will include at least one person selected from the graduate faculty from outside of the Department for the purpose of representing the student's minor. In the event that the student elects more than one minor, each minor area must be represented on the Supervisory Committee.

Qualifying Exam

Written and oral comprehensive qualifying (preliminary) examinations are required of all Ph.D. candidates. Prior to scheduling the qualifying exam, students are required to hold a meeting at which a research proposal is presented to and approved by the Supervisory Committee. The qualifying exam should be taken no later than the fourth semester of residence toward the degree. Exceptions to this policy may be handled by petition. The Supervisory Committee has the full responsibility for the formulation, administration, and evaluation of the qualifying exam. Arrangements for the exam should be made with the Committee Chair. While not required, the committee does support the option of the student's defense of a peer-reviewed manuscript draft at the qualifying exam as a means for the student to demonstrate and orally defend their knowledge of the subject matter, and initiate the peer-reviewed publication process of their doctoral work.

A student will be formally admitted to candidacy for the Ph.D. following successful completion of the qualifying exam. A student may register for ENV 7980 (Research for Doctoral Dissertation) after the qualifying exam has been completed. At least two semesters (or a calendar year for less than full-time students) 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. Prior to admission to candidacy, doctoral students should register for ENV 7979 (Advanced Research).

Admission to Candidacy

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 Department Chairperson, the College Dean, and the Dean of the Graduate School. The approval must 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) a qualifying examination as described above. Application for admission to candidacy should be made as soon as the qualifying examination has been passed and a dissertation topic has been approved by the student's Supervisory Committee.

Final Examination

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, held on campus with all Supervisory Committee Members present, will cover at least the candidate's field of concentration, and in no case may it be scheduled earlier than the term preceding the semester in which the degree is to be conferred. Students are required to complete the final examination form online at <http://www.ees.ufl.edu/current/graduate/forms.asp> so the Department's Academic Office can complete the necessary paperwork. Students are responsible for notifying their Committee Members of the time/date of their exam. Doctor

of Philosophy students should also attach the abstract of the dissertation. The Report on Thesis or Dissertation and/or Final Examination form must be submitted to the Graduate School.

Thesis and Dissertation Submission

Guidelines concerning the format of theses and dissertations and electronic submission requirements are published by the Graduate School, 284 Grinter Hall. Students should refer to the Guide for Preparing Theses and Dissertations at <http://gradschool.rgp.ufl.edu/>. Each student is urged to prepare articles on the subject of his/her report, thesis or dissertation for publication in technical journals. Dissertation chapters can be organized to closely match journals manuscript submissions. Publication in journals is normally done in collaboration with his/her Supervisory Committee Chair.

Graduation

You should ask the academic office to check your file early in the semester in which to intend to graduate to ensure that incomplete grades have been cleared, grade changes have been recorded, and the supervisory committee form is accurate. You must submit a degree application form (<http://www.registrar.ufl.edu/pdf/degreeapp.pdf>) to the UF Office of the Registrar's Office (222 Criser Hall) by the published deadline. This assures that your name is on the graduation list and includes the application for the diploma, placement of your name in the commencement program, and entry of your name on the list to receive information on commencement procedures. Application for graduation must be made in each semester in which you anticipate graduating, i.e., the application does not carry over from semester to semester.

You must register for at least three credit hours (two in summer) that count toward the degree during the semester of graduation, unless all requirements including the final examination and submission of the corrected thesis or dissertation (where applicable) are fulfilled before the first day of classes. (This is called "cleared prior".) Thesis students must register for ENV 6971 and doctoral students for ENV 7980.

You may request certification that you have completed a degree before graduation ceremonies are held if you have completed all requirements for the degree, including satisfactory defense and final acceptance of the thesis or dissertation, where applicable. The certification request form is available at the graduate school's editorial office. You must complete the form, have it signed by the Department chair or supervisory committee chair and the dean of the College of Engineering, and then return the form to the Graduate School for verification and processing.

Grade Requirements

Passing grades for graduate students are C or above (or S in a course graded S/U). You may be denied further registration should your scholastic performance become unsatisfactory. Failure to maintain a B average is defined as unsatisfactory scholarship. At the time of graduation, both your overall GPA and your GPA in your major area of concentration must be 3.0 or higher.

Should you receive a grade of incomplete, you should finish the required work and have your professor submit a change of grade form to the academic office in advance of the time specified in the UF calendar. If you do not, the grade will be treated as an "E" (failing) grade for GPA purposes after one semester has passed. Students cannot graduate until all "I", "E", "N", and "NG" 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.

Financial Aid

At least three forms of aid are available to all graduate students: graduate assistantships, teaching assistantships and fellowships. None of the awards pay tuition directly; however, a waiver for a substantial portion of tuition and fees is usually available for students holding at least a 0.25 FTE (1/4-time) assistantship. Stipend amounts depend upon the level of effort, experience, and availability of funds.

Graduate Assistantships

Graduate assistantships (GAs) are usually funded from research projects obtained by faculty members. Holders of such assistantships are required to participate in research as directed by the faculty principal investigator. It may be

possible to develop a thesis from work performed while appointed to such an assistantship.

Graduate assistants must pay appropriate tuition and fees that are not otherwise waived. Fellows are expected to devote full time to their studies. Graduate assistants who have part-time teaching or research duties may register for reduced study loads. Stipends received for their services are subject to withholding of taxes.

Teaching Assistantships

The department supports a limited number of teaching assistantships (TAs). Graduate students are chosen by the instructor of the course involved and must be very familiar with the course content. Duties consist of directing laboratory sessions, grading assignments, and occasional presentation of lectures. All TA appointees must attend, in advance of appointment, the GA/TA orientation program held by Office of Instructional Resources or the Graduate School in August of each year.

Fellowships

A limited number of fellowship awards are available each year. Additional information is given in the Graduate Catalog and is available in Room 216 Black Hall. Such awards are highly competitive and are given only to students with excellent scholastic records. Fellows must register for a minimum of 12 hours fall and spring semester and 8 hours summer C semester. Students with excellent undergraduate GPAs and very high GRE scores are encouraged to apply individually for nationally competitive fellowships from NSF, DOE, etc.

Availability of Financial Aid

Students should contact faculty members in their area of interest to check on availability of assistantships. For fellowships, it is necessary to submit an application according to the pertinent guidelines. Early application to the Graduate School is necessary to meet some fellowship deadlines. Interested students should apply no later than January 1 of the year they plan to enroll for the fall semester. Minimum registration requirements for students receiving financial aid are:

Support Level

Minimum Registration

	<u>Fall/Spring</u>	<u>Summer Semester</u>		
	<u>Each Semester</u>	<u>A</u>	<u>B</u>	<u>or C</u>
Full-Time Graduate Students				
Not on Appointment	12	4	4	8
0.01-0.24 FTE Assistants & Fellows	12	4	4	8
0.25-0.74 FTE 1/4-time, 1/3 time, 1/2 -time Assistants	9	3	3	6
0.75-0.99 FTE 3/4-time Assistants	6	2	2	4
1.00 Full-time Assistants	3			
1.00 Summer A		2		or 2
1.00 Summer B		2		or 2
1.00 Summer C		1 & 1		or 2

Note that registration requirements listed here do not apply to eligibility for financial aid programs administered by the Office for Student Financial Affairs. You should check with Student Financial Affairs in S-107 Criser Hall for financial aid registration requirements.

Registration

Students who do not register properly (according to the above table) for each semester in which they hold a graduate assistantship will not be permitted to remain on the assistantship, and may be required to return the value of any tuition waived if the number of credits registered should fall below the minimum requirements during any given semester.

Minimum registration for students on appointment for the full summer semester must total that specified for the summer C semester. Courses must be distributed so that the student is registered during each Semester that he/she is on appointment. Students on appointment who register for any Summer Semester must register at the beginning of Summer A.

Full-time students may register for a minimum of 3 credits in their final semester. Students will only get one “final semester”. If the degree is not earned during that period, students will have to register for full time status in subsequent semesters.

Personnel and Payroll

Payroll Processing

You should see the Department’s payroll program assistant in 217 Black Hall for payroll processing. You will need your social security card. If you do not have a social security card, you will need to apply for one at the Social Security Office located at 1610 NW 23rd Ave, (352) 375-4178. If you are not a resident of the U.S., you will need your passport and visa.

Residency

If you are a U.S. citizen, you should apply for Florida residency as soon as you arrive, if you have any expectation of receiving financial support while you are at UF the Department has a document that discusses the process to follow to become a Florida resident (216 A.P. Black Hall).

General Information

Mailboxes

During your first term as a graduate student, the Academic Office will provide you with a mailbox. Mailboxes are located on the second floor of Black Hall.

Building Policies

The department has a limited number of desks for students. Arrangements should be made with your supervisory committee chair to obtain a desk. Students with desks or lab space are eligible for a building key. These are distributed by the department secretary in room 217. In accepting a key, you assume full responsibility for the security of your lab or office as well as the security of the building at night and on weekends. Please be sure to turn out lights and lock lab and office doors upon leaving at night. Also, be sure the outside doors to the building are locked at night and on weekends. Failure to abide by these rules will result in the loss of building key privileges.

The following policies apply in all of the Department’s facilities (Black Hall; Phelps Lab; the 3rd floor of the New Engineering Building):

1. In the interest of safety, footwear must be worn by all persons while in the building.
2. Young children and pets are not allowed in the building except for very brief periods of time, such as while accompanying an adult (student) who is on a brief errand. Under all circumstances, children must be under direct adult supervision.
3. Smoking is not permitted in any University of Florida building.
4. Students should familiarize themselves with all safety precautions prior to working with any chemicals in the building. Eye protection is required by State law for all students working in laboratories.
5. Right-to-know law: Material Safety Data Sheets (MSDS) are located in a series of binders in Room 331 of the New Engineering Building or, are available on-line (see below). These describe the characteristics of all chemicals found in Black Hall and the New Engineering Building that appear on the State of Florida list of hazardous chemicals. Graduate students must sign a “training completion” form each year after being instructed by a faculty member about possible dangers of chemicals. This must be done each September or when a new student begins to work in the laboratory. Copies of the MSDS are available in appropriate research labs and online at <http://ehs.ufl.edu/HAZCOM/msds.htm>. Consult the chair of your supervisory committee for further information.
6. To prevent accidents, all refrigerators that contain chemicals should be so marked and no food should be stored in them.

JJDelfino, Graduate Coordinator
April 9, 2004
Master's Program Committee
February 19, 2007
August 13, 2007