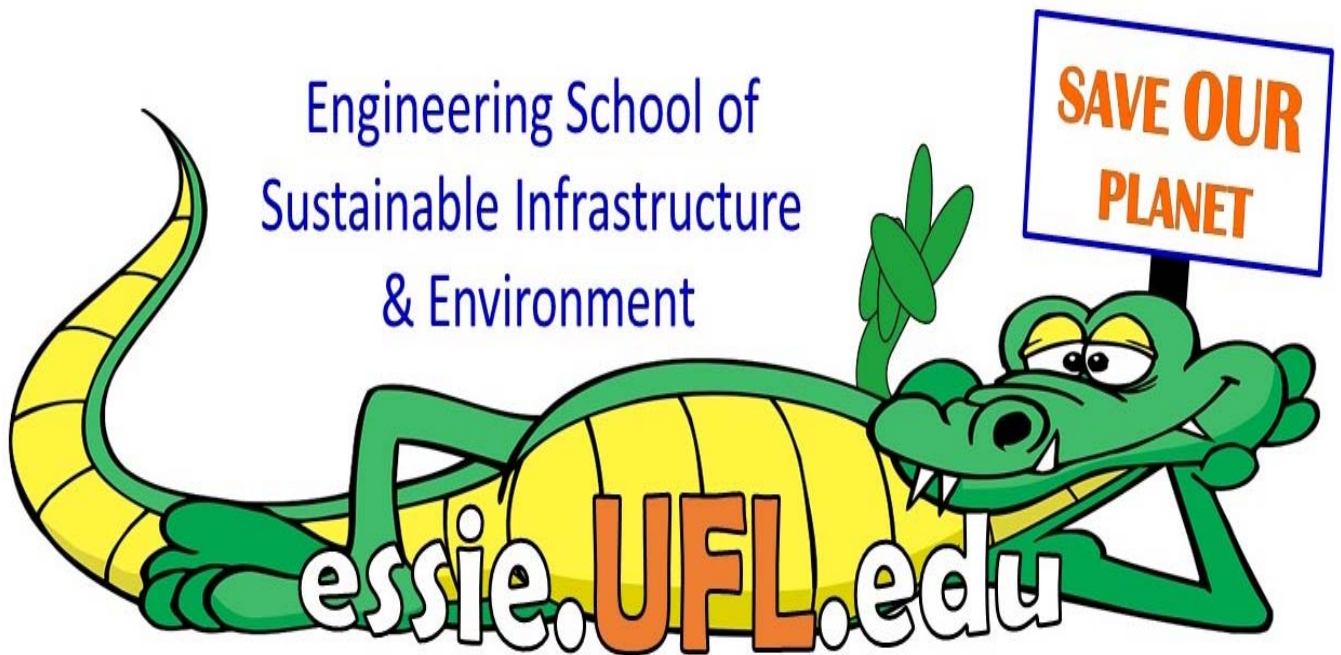


# **UF Department of Civil & Coastal Engineering**

Engineering School of  
Sustainable Infrastructure  
& Environment



## **GRADUATE HANDBOOK**

## **PURPOSE:**

This information guide is provided to you in order to familiarize you with the procedures and forms (all posted at [www.essie.ufl.edu/forms](http://www.essie.ufl.edu/forms)) that will be utilized during your degree process. However, you should first refer to your college catalog and the Graduate School's policies and procedures as outlined on the [www.ufl.edu](http://www.ufl.edu) website. It is extremely important that you understand these procedures and maintain the processing of the required forms in a timely manner. Also, be certain to refer to the CCE Department website at [www.essie.ufl.edu](http://www.essie.ufl.edu) under the Graduate listing for the most up-to-date information.

The Civil and Coastal Engineering Department faculty and staff are here to assist you to earn your degree and meet your future goals. It is your responsibility to adhere to any deadline dates which have been published in the University Catalog, the semester schedule of courses (found on the Office of the University Registrar's website) and the Graduate School and departmental information and forms. Also, it is necessary for you to be informed of the proper procedures, policies, rules and regulations that must be followed when moving forward with your degree requirements.

## **OUR MISSION AND OBJECTIVES:**

The mission of the Department of Civil and Coastal Engineering (CCE) is to build upon a leading program of exceptional teaching, innovative research, and dedicated service by maintaining a strong curriculum, a highly qualified and committed faculty, outstanding facilities, and essential funding required to meet program needs. The primary objective of the Department is to provide the student with a curriculum designed to accomplish three primary purposes:

1. To provide a broad general education that enhances communication skills and encourages all-around development of students, both individually and as productive members of society,
2. To ensure a thorough preparation in the fundamentals of science and engineering, and
3. To provide a foundation to the planning, design, construction, and operation of civil engineering projects.

The program and curriculum to accomplish these objectives permit a graduate to enter practice and commence life-long learning through professional activities or graduate studies.

The secondary objective is to enhance contributions to the State, Nation, and profession through strong programs in teaching, research and service.

## **COMMUNICATION:**

Any official communication that you receive from the University/Graduate School/College of Engineering/Department of Civil and Coastal Engineering (CCE) will come to you via your [ufl.edu](http://ufl.edu) e-mail address. It is your responsibility to check this mail routinely for important deadlines and communications. If you chose to ignore this line of communication it can impact you negatively in many ways including not being able to graduate.

## **CHAPTER 1: REGISTRATION**

### **On- Campus students**

UF COURSE SCHEDULE = <http://www.registrar.ufl.edu/soc/>

UF GRADUATE COURSE DESCRIPTIONS = <http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=1939>

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

Contact information for ESSIE Administrators, Faculty and Staff - <http://www.essie.ufl.edu/people/>

When you are ready to select courses – please navigate to the UF COURSE SCHEDULE to see what courses will be offered. To find out more about a specific course – you can use the UF GRADUATE COURSE DESCRIPTIONS; alternatively, you can email/call the listed instructor by using the UF DIRECTORY. If you want/need advising or suggestions – feel free to inquire with individual faculty in the area of your interest or your academic advisor. Graduate level courses are always 5000

or higher. Up to 6 credits can be taken at the undergraduate level provided they are level 3000 or higher and outside of your discipline after obtaining approval from Academic Office. UG coursework MUST BE OUTSIDE OF DISCIPLINE.

### **On-Campus Student Registration Process**

1. Discuss your degree plans with your advisor and decide on the courses you plan to take.
2. Sign-in to your One.UF.edu account and follow the procedures posted for registration.
3. If you will need to enroll in any Civil or Coastal Engineering "DEPT" courses as they are listed on the "Schedule of Courses", obtain a College of Engineering Graduate Course Approval Form online at <http://www.essie.ufl.edu/forms/> under CCE Graduate Program forms.

For those courses shown in the Published Schedule of Courses as "DEPT" it is necessary to get the section number from the department teaching the course. The departments use this system to control that particular section for a variety of reasons, i.e., classification level of students, design elective, waiting for the other section to fill up, etc. Signatures are required from the instructor of the course and the student's chair on the Graduate Course Approval Form to register for any of the courses listed below.

CGN 6905, EOC 6905, CGN 6910, EOC 6934, CGN 6940, CGN 6971, CGN 6972, CGN 6074, CGN 7979, CGN 7980, EOC 6971, EOC 6972, EOC, 7979, EOC 7980, EGN 5949

Note: In addition to the courses listed above, other departments (i.e., Building Construction, Environmental Engineering Sciences, etc.) use the controlled section DEPT. The student must obtain permission from the graduate advisor in the specific department in order to register for those courses.

### **ESSIE UFEDGE Student Registration Process**

UF EDGE = <http://www.ufedge.ufl.edu/>

UF EDGE COURSE LIST = <https://ufedge.ufl.edu/students/courses/>

UF GRADUATE COURSE DESCRIPTIONS = <http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=1939>

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

When you are ready to select courses – please navigate to <https://ufedge.ufl.edu/students/courses/> to see what courses will be offered. To find out more about a specific course – you can use the UF GRADUATE COURSE DESCRIPTIONS; alternatively, you can email/call the listed instructor by using the UF DIRECTORY. If you want/need advising or suggestions – feel free to inquire with Dr. Dennis Hiltunen, the ESSIE EDGE program coordinator. EDGE students generally take anywhere from 3 to 9 credits per semester. Students are notified via email at the beginning of each semester with specific information regarding the EDGE program registration.

You will work with Nancy McIlrath for ESSIE EDGE registration issues, please email edge inquires to: [edge@essie.ufl.edu](mailto:edge@essie.ufl.edu)

**HOLDS:** Students could have holds on their registration and these would be posted under the students One.UF.edu account. If there are holds one should follow the instructions posted for each hold in order to have the hold removed. If a registration form is submitted for processing and the hold has not been removed, the staff member who processes the form cannot proceed, therefore this should be checked prior to submitting the registration form.

**Full-time registration:** On-campus graduate students with financial aid need to enroll in 9 credit hours in the Fall and Spring or 8 credit hours in the Summer.

**Final Term Registration:** During the term when the degree is awarded, a student must be registered for at least 3 credits in fall or spring and 2 credits in summer. Thesis students must enroll in CGN or EOC 6971 and doctoral students must enroll in CGN or EOC 7980. Non-thesis students must enroll in course work that counts toward the graduate degree. Students on a fellowship, traineeship, or assistantship must be registered appropriately for their appointments.

**Can I be a part-time graduate student?** Unless you have a specific registration requirement by the government, an external agency, the university or your academic department (such as an assistantship), you may register as a part-time student as long as you maintain the minimum registration requirement of three credits in fall or spring and two credits in the summer.

**Graduate students on appointment:** Please refer to your offer letter for details on registration requirements. You can check on this with the Payroll Contact for your Supervisory Committee Chair.

**Conditional Admission:** If the student received an admission letter that required specific conditions in reference to grade requirements in order to proceed through the program, then the student should review those stipulations each term prior to enrolling for the subsequent term. If the condition of this specific conditional admission is not met, the student will not be permitted to stay in the program.

## **CHAPTER 2: DEGREE GUIDELINES AND GRADUATION REQUIREMENTS**

### **MASTERS DEGREE REQUIREMENTS**

Programs are developed on an individual basis to satisfy the student's personal needs and career interests. Considerable latitude is possible in the development of outside interests to support the major area of concentration. This interest may be established in geology, mathematics and statistics, business, other branches of engineering, etc.

The *Master of Engineering (ME)* degree is for those students who have a bachelor's degree in engineering from an ABET accredited curriculum or who have taken sufficient articulation course work to meet the minimum requirements specified by ABET. The *Master of Science (MS)* degree is for those students with a non-engineering undergraduate degree interested in taking advantage of specialized advanced education in certain aspects of engineering and for those students whose engineering baccalaureate degree is not from an ABET accredited curriculum.

Master's degree's are offered with a thesis or non-thesis option. The thesis option requires a minimum of 30 semester hours including a maximum of 6 semester hours of Master's research (CGN or EOC 6971). The non-thesis option requires a minimum of 30 semester hours. For both the thesis and non-thesis options, at least 15 credits must be at the graduate level and within the Civil and Coastal Engineering Department, exclusive of CGN 6971, CGN 6974 or EOC 6971. In addition, the department highly recommends that one-third of the credits be designated as "design". This is particularly important for our international students who are not graduates of an undergraduate ABET-accredited program, and who later might seek to become registered as a Professional Engineer (PE) in the USA. Check with your advisor to determine what courses can be used to meet the design requirement.

If a student is awarded an assistantship, a non-thesis Master's degree program is not an option. The student must complete a thesis-option program.

For GRADUATION REQUIREMENTS for either the ME or MS degree, refer to the specific section within this handbook for that information.

### **TRANSFER OF CREDIT**

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 are allowed. These can include no more than 9 credits from institutions approved by UF, with the balance obtained from non-degree work at the University of Florida. Credits transferred from other universities are applied toward the degree requirements, but grades earned are not computed in the student's grade point average. Acceptance of transfer of credit requires approval of the student's advisor and the Dean of the Graduate School.

The responsibility rests with the student's advisor to base acceptance of graduate transfer credits on established criteria for ensuring the academic integrity of course work. No courses taken by correspondence may be used for graduate

credit or to meet the registration requirements for an assistantship.

*Transfer of credit* for both the Master's non-thesis & thesis students is requested through submission of a completed Program plan of study found here - <http://www.essie.ufl.edu/forms/> The program plan identifies the student's coursework to be completed throughout their entire degree plan. There is also an area on this form where the transfer of credit can be identified. Once the form is submitted to the Graduate Academic staff to be processed, the transfer of credit request will then be submitted to the Graduate School. Submission timeframes are as follows:

*Master's non-thesis* - midterm of the first semester      *Master's thesis* – midterm of the second semester

Obtain a copy of your transcripts and discuss the transfer of credits with your advisor. After your advisor has made suggestions and completed the Program Plan of Study form, take the form to the Graduate Academic Staff. A student must be enrolled at UF for their final term of enrollment. If a student chooses to enroll at an outside institution in order to transfer coursework to their degree program at UF, it must be completed prior to the final term of the degree program. **An official transcript from the other institution must be available by midterm of the semester prior to the student's final term in order for a transfer of credit request to be completed by the department. There will be no exceptions to this as all transfer credits must be processed and showing on the student's transcripts by the student's graduating semester.**

### **Graduate Courses Taken While a Non-degree seeking Student**

A University of Florida non-degree seeking student who subsequently is admitted and enrolls in Graduate School may transfer up to 15 credit hours of 5000 or 6000 level courses taken. This is contingent upon approval of the student's advisor and that the courses meet the minimum grade requirement.

### **UNIVERSITY OF FLORIDA GRADUATE SCHOOL TRAVELING SCHOLAR PROGRAM**

This program is designed for a student who wants to participate as a UF graduate student attending an institution of higher learning elsewhere, either within the Florida State University System or outside of the Florida State University System - but within the United States. The form to request participation in this program can be found at: <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/traveling-scholar-form.pdf>

### **SUPERVISORY COMMITTEE INFORMATION – (Thesis students and Non-thesis seeking a minor only)**

**NOTE:** If a student is pursuing a **non-thesis** based degree no supervisory committee is needed, however the student's advisor's name will appear in the GIMS system as their chair. If a non-thesis student is pursuing a minor see below.

### **Membership/Appointment**

Supervisory committees for graduate degree programs are nominated by the respective department chair, approved by the college dean and appointed by the Dean of the Graduate School. The Dean of the Graduate School is an ex-officio member of all supervisory committees. Only those members of the faculty who have been appointed to the graduate faculty may serve as members of a supervisory committee unless a special appointment is completed and approved. For those students seeking a thesis-based degree, the committee must consist of a chair (from the student's home department – typically the advisor) and another graduate faculty member. However, if the student elects to pursue a minor toward a non-thesis degree, the student must submit the completed supervisory committee form with the minor representative's name from the department where the minor will be obtained. This must be completed the semester before the student intends to graduate. If two minors are designated, two representatives must be appointed to the committee. If a student anticipates making a change in his or her graduate committee, he or she must do so no later than midterm of the final (graduating) semester. There are NO exceptions to this deadline.

## **Special Appointments**

The student may request that an individual with special qualifications/expertise be a member of the committee. The student must complete the “Special Supervisory Committee Appointment Petition” (found on the ESSIE website) and the student’s chair must approve the form. Once the form is complete, the CCE Graduate records staff will forward the request for consideration by the Graduate School.

## **GRADE POINT AVERAGE**

The Graduate School requires a minimum of a 3.0 grade point average (GPA). If your GPA falls below a 3.0, you will be placed on probation. Students will be expected to raise the GPA the following semester to a minimum of 3.0.

Any student on assistantship whose GPA falls below a 3.0 will lose the assistantship per the Graduate School.

## **STEPS TO FOLLOW TOWARD GRADUATION**

### **MASTER of ENGINEERING – NON-THESIS DEGREE REQUIREMENTS**

- Complete 30 or more credit hours (as approved by advisor and/or committee)
- Minimum of 15 credits taken in major area
- Maximum of 6 credits of (3000-4000 level) courses, outside department, can be used for support courses if approved by advisor
- All work, including transfer credit, must be completed during the seven years preceding the date on which the degree is awarded
- Be certain that all transfer of credits were applied to your records if you submitted a request
- Minimum of 3.0 GPA in the major area and cumulative is needed to graduate
- The semester before graduation, the candidate should check GIMS to make sure their degree program and the Supervisory Committee information is accurate.
- Submit a degree application by the posted deadline
- Address punitive grades on the transcripts with the Graduate Academic staff
- Review your copy of the Program Plan of Study form to be certain you have met all program requirements
- Complete the ESSIE Department Exit Survey & return keys

**ALWAYS REFER TO THE GRADUATE CATALOG FOR ALL OTHER REQUIREMENTS**

### **MASTER of SCIENCE – NON-THESIS DEGREE REQUIREMENTS**

- Complete 30 or more credit hours (as approved by advisor and/or committee)
- Minimum of 15 credits taken in major area
- Maximum of 6 credits of (3000-4000 level) courses, outside department, can be used for support courses if approved by advisor
- All work, including transfer credit, must be completed during the seven years preceding the date on which the degree is awarded
- Be certain that all transfer of credits were applied to your records if you submitted a request
- Minimum of 3.0 GPA in the major area and cumulative is needed to graduate
- The semester before graduation, the candidate should check GIMS to make sure their degree program and the Supervisory Committee information is accurate.
- Submit a degree application by the posted deadline
- Review your copy of the Program Plan of Study form to be certain you have met all program requirements
- Meet with your advisor to determine when the final examination requirement will be completed
- Complete the ESSIE Department Exit Survey & return keys

ALWAYS REFER TO THE GRADUATE CATALOG FOR ALL OTHER REQUIREMENTS

## **MASTER of SCIENCE and MASTER OF ENGINEERING -THESIS DEGREE REQUIREMENTS**

- Complete 30 or more credit hours (as approved by advisor and/or committee)
- Minimum of 15 credits taken in major area
- Maximum of 6 credits of (3000-4000 level) courses, outside department, can be used for support courses if approved by advisor
- All work, including transfer credit, must be completed during the seven years preceding the date on which the degree is awarded
- Be certain that all transfer of credits were applied to your records if you submitted a request
- Minimum of 3.0 GPA in the major area and cumulative is needed to graduate
- The semester before graduation, the candidate should check GIMS to make sure their degree program and the Supervisory Committee information is accurate.
- Submit a degree application by the posted deadline
- Address punitive grades on the transcripts with the Graduate Academic staff
- Review your copy of the Program Plan of Study form to be certain you have met all program requirements
- Meet with your supervisory committee to determine when the final examination requirement will be completed
- Meet deadline to defend the master's thesis and final submission deadline. Final exam packets are located under the forms link on the ESSIE website. Follow the process that is outlined there. Once the final examination is complete, the approved forms should be returned to the Graduate Academic staff **by the faculty chair** for processing prior to the Graduate School deadline.
- Complete the ESSIE Department Exit Survey & return keys

ALWAYS REFER TO THE GRADUATE CATALOG FOR ALL OTHER REQUIREMENTS

## **DOCTOR OF PHILOSOPHY**

Programs are developed on an individual basis to satisfy the student's personal needs and career interests. Considerable latitude is possible in the development of outside interests to support the major area of concentration. This interest may be established in geology, mathematics and statistics, business, other branches of engineering, etc.

The Doctor of Philosophy degree is not defined in terms of course hours but rather is considered to consist of a flexible program leading to mastery of a field of knowledge and contributing to professional development through formal and independent study and research. A minimum of 90 semester hours beyond the bachelor's degree is required for the doctoral degree. No more than 30 semester hours of a master's degree from another institution earned in the last seven years will be transferred to a doctoral program. However, if the master's degree is in a discipline different from the doctoral program, the master's work will not be counted in the program unless petitioned by the student's supervisory committee.

The policy on the Period of Concentrated Study requirement for PhD students has been replaced by a residency requirement. The policy states: "Beyond the first 30 hours counted toward the doctoral degree, students must complete 30 hours in residence at the University of Florida campus or at an approved branch station of the University of Florida Agricultural Experiment Stations or the Graduate Engineering and Research Center." A department or college may establish and monitor its own more stringent requirement as desired. There is a preliminary examination for all doctoral students in the Civil Engineering Major which is scheduled in the student's second term in the program. In addition, all doctoral candidates must satisfy the foreign language requirement before taking the written and oral portions of the qualifying exam.

The supervisory committee consists of four professors. In general, a minimum of the chair and two other members must be from the Department of Civil and Coastal Engineering; in addition the chair and one member must be from the student's major research area. All members must have a graduate classification of GF (Graduate Faculty). One committee member, known as the external member, should be from outside of the department.

Every candidate for a doctoral program is required to prepare and present a dissertation that shows independent investigation and is acceptable in form and content to the supervisory committee and the Graduate School. Since all doctoral dissertations will be published by microfilm, it is necessary that the work be of publishable quality and suitable for publication.

All work for the doctorate must be completed within five calendar years after the qualifying examination or this examination must be repeated.

## **TRANSFER OF CREDIT**

A maximum of 30 credit hours for a master's degree from another institution can be transferred to a doctoral program. All master's degree credits to be transferred should have been earned no more than 7 years prior to the start of the PhD program. If a student holds a master's degree in a discipline different from that of the doctoral program, the master's course work will not be counted in the program unless the Supervisory Committee Chair 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 an institution offering a doctoral degree and require approval of the Supervisory Committee Chair, College Dean and, by petition, 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 midterm of 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 in the same discipline may be transferred into the doctoral program at the discretion of the Supervisory Committee. Any prior graduate-level credits earned at the University of Florida in a different discipline may be transferred into the doctoral program at the discretion of the Supervisory Committee and by petition to 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.

If a student chooses to enroll and complete a course at an outside institution in order to transfer coursework to their degree program at UF, it must be completed prior to the final term of the degree program. An official transcript from the other institution must be available by midterm of the semester prior to the student's final term in order for a transfer of credit request to be completed by the department. There will be no exceptions to this as all transfer credits must be processed and showing on the student's transcripts by the student's graduating semester. The transfer credits must be listed on the student's program plan of study and approved by the student's chair in order for the CCE Graduate records staff to process a request to the Graduate School for consideration.

The responsibility rests with the supervisory committee to base acceptance of graduate transfer credits on established criteria for ensuring the academic integrity of course work. No courses taken by correspondence may be used for graduate credit or to meet the registration requirements for an assistantship.

### **Graduate Courses Taken While a Non-degree Student**

A University of Florida non-degree seeking student who subsequently enrolls in Graduate School may transfer up to 15 credit hours of 5000 or 6000 level courses taken. This is contingent upon approval of the student's advisor and that the courses meet the minimum grade requirement.

## **UNIVERSITY OF FLORIDA GRADUATE SCHOOL TRAVELING SCHOLAR PROGRAM**

This program is designed for a student who wants to participate as a UF graduate student attending an institution of higher learning elsewhere, either within the Florida State University System or outside of the Florida State University



System - but within the United States. The form to request participation in this program can be found at: <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/traveling-scholar-form.pdf>

## **SUPERVISORY COMMITTEE INFORMATION**

### **Appointment**

Supervisory committees for graduate degree programs are nominated by the respective department chair, approved by the college dean and appointed by the Dean of the Graduate School. The Dean of the Graduate School is an ex-officio member of all supervisory committees. Only those members of the faculty who have been appointed to the graduate faculty may serve as members of a supervisory committee unless a special appointment is completed and approved. The supervisory committee must be appointed by midterm of the third semester of enrollment. If a minor is designated for any degree, the committee must include one member as the representative for that proposed minor. If two minors are designated, two representatives must be appointed to the committee. If a student anticipates making a change in his or her graduate committee, he or she must do so no later than midterm of the final (graduating) semester. There are NO exceptions to this deadline.

### **Membership**

The Ph.D. Supervisory Committee should be completed by the midpoint of the third 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, must be from the student's home department, and at least one member must be from a different department to serve as the external member.

### **Special Appointments**

The student may request that an individual with special qualifications/expertise be a member of the committee. The student must complete the "Special Supervisory Committee Appointment Petition" (found on the ESSIE website) and the student's chair must approve the form. Once the form is complete, the CCE Graduate records staff will forward the request for consideration by the Graduate School.

## **GRADE POINT AVERAGE**

The Graduate School requires a minimum of a 3.0 grade point average (GPA). If your GPA falls below a 3.0, you will be placed on probation. Students will be expected to raise the GPA the following semester to a minimum of 3.00. Any student on assistantship whose GPA falls below a 3.00 will lose the assistantship per the Graduate School.

## **LEAVE OF ABSENCE POLICY**

The Graduate Council, at their May 18, 1989 meeting, adopted a Leave of Absence Policy for all doctoral students. The policy as follows became effective Fall Semester 1989.

"A doctoral student, who will not be registered at the University of Florida for a period of more than one semester, needs to request written permission from his/her faculty advisor for a leave of absence for a designated period of time."

## **RESEARCH PROPOSAL**

The doctoral student must prepare and present a written doctoral research proposal, developed in consultation with the Supervisory Committee Chair, to the Supervisory Committee. The doctoral student must then make an oral presentation

of the proposal to the Supervisory Committee prior to the qualifying examination.

### **QUALIFYING EXAM**

Written and oral comprehensive qualifying examinations are required of all Ph.D. candidates. The exams should be taken no later than the fourth semester of residence toward the degree. The Supervisory Committee has the full responsibility for the formulation, administration, and evaluation of the qualifying exam. Arrangements for the exam should be made in consultation with the Supervisory Committee Chair. When you are ready to schedule your oral defense, you must complete the on-line Admission to Candidacy form at

[http://www.essie.ufl.edu/forms/?document\\_cat\\_id=15](http://www.essie.ufl.edu/forms/?document_cat_id=15)

### **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 approval will be based on (1) the academic record of the student, (2) the opinion of the Supervisory Committee concerning overall fitness for candidacy, (3) an approved dissertation topic, and (4) successful completion of a qualifying examination as described above. Admission to candidacy will be made as soon as the qualifying examination has been passed and a dissertation topic has been approved by the student's Supervisory Committee. Once approved, the Admission to Candidacy form must be returned to the Academic Office for submission to the Graduate School.

### **TIME LIMITS**

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

### **FINAL EXAM**

Upon completion of the dissertation, the Supervisory Committee will conduct a final oral examination, focused principally on the dissertation research, although other relevant topics may also be examined. The examination can be scheduled during the term proceeding the semester in which the degree is to be conferred. Students are responsible for coordinating with their Committee Members to schedule the time/date of their exam. The final exam packets are located under the forms link on the ESSIE website. Follow the process that is outlined there. Once the final examination is complete, the approved forms should be returned to the Graduate Academic staff **by the faculty chair** for processing prior to the Graduate School deadline.

### **DISSERTATION SUBMISSION**

Guidelines concerning the format of the dissertation and electronic submission requirements are published by the Graduate School Editorial Office. Any questions regarding this should be directed to the Editorial Office. Also note that the *UMI Proquest Publishing Agreement* should be obtained from the Editorial Office.

### **STEPS TO FOLLOW TOWARD GRADUATION for the PHD**

- Complete 90 or more credit hours (as approved by advisor and/or committee)
- Minimum of 15 credits taken in major area
- Maximum of 6 credits of (3000-4000 level) courses, outside department, can be used for support courses if approved by advisor
- All work, including transfer credit, must be completed during the seven years preceding the date on which the degree is awarded
- Be certain that all transfer of credits were applied to your records if you submitted a request
- Minimum of 3.0 GPA in the major area and cumulative is needed to graduate
- Complete the written and oral qualifying (Admit to Candidacy) exam
- Address punitive grades on the transcripts with the Graduate Academic staff
- Submit a degree application by the posted deadline
- Review your copy of the Program Plan of Study form to be certain you have met all program requirements

- The semester before graduation, the candidate should check GIMS to make sure their degree program and the Supervisory Committee information is accurate.
- Submit an approved Transmittal letter
- Meet first submission deadline
- Meet with your supervisory committee to determine when the final examination requirement will be completed and process the paperwork
- Defend the PhD and meet the final submission deadline
- Submit UMI Proquest form to Editorial office
- Complete the ESSIE Department Exit Survey & return keys

ALWAYS REFER TO THE GRADUATE CATALOG FOR ALL OTHER REQUIREMENTS

## CHAPTER 3: ACADEMIC HONESTY AND CODE OF CONDUCT

### UNIVERSITY POLICY ON ACADEMIC HONESTY

#### HONOR CODE

Information on procedures is in the Student Guide at <http://www.dso.ufl.edu/studentguide> and is set forth in Florida Administrative Code. Students should also refer to <http://generalcounsel.ufl.edu/> to obtain specific information regarding the disciplinary actions taken by the university. In the fall of 1995, University of Florida students voted to enact a student Honor Code. They approved the following:

#### **Preamble:**

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

**The Honor Code is** –“we, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

**Pledge:** On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied - “On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

## CHAPTER 4: FINANCIAL MATTERS

Qualified graduate students are eligible for assistantships and other financial awards. Students are encouraged to speak with the faculty concerning research projects and assistantships. However, only the Department Chairman has the authority to approve an assistantship or increase/decrease full time enrollment status.

### LETTERS OF OFFER AND APPOINTMENT

When you have been awarded an assistantship, a letter of offer will be given to you. This must be signed and returned to the department for processing. You will then receive a Letter of Appointment. This letter contains the description of the assistant’s job duties, effective dates of appointment, and who the supervisor is. This must also be signed by you. A copy is retained in the Department.

The appointments are submitted by the instruction of the faculty member. Appointments will not be changed based on a student’s say so. However, if there is an error on the Letter of Appointment, please notify the Office Assistant (365 Weil) so he/she can check on it and make any necessary changes. Errors will affect your fee waiver.

You must make sure that your FTE does not exceed 50%. This is a total of all appointments. No student may work more than a total of 20 hours per week regardless of whether classes are in session or not. Those who have received a Master's degree or have completed 30 hours at UF toward a Master's degree may be considered for additional hours.

If you hold an assistantship, you must adhere to the following guidelines that are outlined in your letter of appointment regarding your enrollment/registration.

## TUITION FEE WAIVER

Tuition waivers will be voided if the appointment terminates before the end of the term, the student withdraws from the University, or if any change is made in the appointment. If the fee waiver is voided, the student is responsible for the entire amount of fees including what the fee waiver covered.

If you are appointed to a project during the semester, you will not receive a retroactive fee waiver.

The deadline for processing your fee waiver is the Thursday of the first week of class. The deadline date for payment of fees is published in the Schedule of Courses. Failure to meet these deadlines will result in you being charged a \$100.00 late fee.

## SIGN UP FOR PAYROLL

In order to receive a paycheck, you must be signed up on payroll. This requires that you present a U.S. social security card. The Department must give a copy of your social security card to the payroll office.

## GRADUATION

If you have applied for your diploma, the Office Assistant will not reappoint you to an assistantship. If you do not complete your report/thesis/dissertation resulting in cancellation of your graduation, you must notify the Office Assistant (365 Weil) by the midpoint of the semester so that he/she can confirm with your supervisor the continuation of your assistantship. Failure to comply with this may cause a delay in your paycheck or loss of a fee waiver.

## INTERNATIONAL STUDENTS

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

## EVALUATIONS – KIM/DORETHA

It is required by the Graduate School that any student holding an assistantship have a job performance evaluation during the contract period as stated in the Letter of Appointment. Students and faculty supervisors are required to sign the performance evaluation and this must be turned in to the Office Assistant (345F Weil). Failure to comply will result in cancellation of your reappointment, loss of a fee waiver, and/or delay in your paycheck.

## FEE PAYMENT INSTRUCTIONS

University of Florida students are assessed a variety of tuition and fees per credit hour. Students must understand that a tuition waiver does not dismiss their obligation to pay the tuition and fees they owe by the fee payment deadline each semester.

**Florida Residents.** A Florida resident is assessed in-state matriculation tuition as well as a number of smaller service fees. Florida residents who are awarded In-State Matriculation waivers are still required to pay the balance of their tuition and service fees by the fee payment deadline.

**Non-Florida Residents.** Non-Florida residents are assessed out-of-state tuition as well as an out-of-state service fee AND Florida resident tuition and service fees. Non-Florida residents who receive a waiver for their out-of-state tuition as well as their In-State Matriculation tuition are still responsible for payment of the balance of their tuition and service fees by the fee payment deadline.

**At no time are a student's fees waived in full.**

## Payment of Fees

Tuition and fees are due by Friday of the second week of classes and if tuition has not been paid in full, then a \$100.00 late payment fee will be assessed. Installment payment plans are not an option. A financial hold will also be placed on the student's account which will prevent the student from future registration, receipt of transcripts, and access to grades and other University services, including admission to athletic events. Payments are processed by the University Cashier at University Financial Services. Checks, cashier's checks, and money orders written in excess of the assessed fees will be processed and the difference refunded at a later date, according to University policy. Checks from foreign countries must be payable through a United States bank in United States dollars. The University reserves the right to refuse three-party checks, altered checks, and checks that will not photocopy.

Payments can be made via ATM cards on the HONOR system at the University Cashier's office. Payment with an ATM card must be made in person because a personal identification number (PIN) is required to access the student's bank account. Cash withdrawals against ATM cards will not be processed.

Returned checks and EFT transactions must be paid in cash, money order or cashier's check. A service fee, which ranges from \$25.00 to \$40.00, is assessed depending on the face value of the payment. If a student had paid for their tuition before the fee payment deadline and the payment was then returned after the deadline a late payment fee of \$100.00 would also be assessed.

## **CHAPTER 5: SAFETY**

The various laboratories operated by the department are hazardous working areas! The Division of Environmental Health and Safety of the University of Florida provide overall guidance in the area of general laboratory safety. In addition, each laboratory has unique features that demand specific safety rules. Failure to work within the umbrella of these rules can cause the damage of equipment and injury to those using the laboratories.

Any questions concerning safety should be directed to the Safety Coordinators for the Civil and Coastal Engineering Department laboratories. Emergency phone numbers for the Safety Coordinators, Civil and Coastal Engineering personnel, the Gainesville Fire Department and the UF Police Department will be prominently displayed at several points in the lab areas. A list is available at the end of this chapter.

Department of Civil and Coastal Engineering Safety Manual - [Safety Manual](#)

### **SAFETY RELATED TELEPHONE NUMBERS FOR 2018-2019**

**Amy Haberman, Director of Safety, Herbert Wertheim College of Engineering**

(352) 294-7905

**Taylor Rawlinson, Research Coordinator, Weil Structures & Materials Lab**

(352) 846-3526

**Scott Wasman, Research Assistant Professor, Reed Lab**

(352) 273-0187

**ESSIE Office**

(352) 392-9537

**Environmental Health & Safety**

(352) 392-1591

**University Police Department - 911**

**Gainesville Fire Department – 911**

**Chemical Accident**

(352) 392-8400

**Workers' Compensation**

(352) 392-4940

## CHAPTER 6: COMPUTER FACILITIES

The Civil and Coastal Engineering Department has one computer lab facility which is open to civil engineering majors only. The Center for Instructional and Research Computing Activities (or CIRCA) runs many computer facilities around campus which are available to any UF student. There is a CIRCA lab in 408 Weil Hall. There are several classrooms with large screen projection equipment. There is a computer/projector on a rolling cart for use in rooms without projection systems.

### PC LAB – 457 WEIL HALL

The Civil and Coastal Engineering student lab provides 15 Dell business class computers. Each machine is equipped with a 3.4 GHz Intel i7 vPro processor and 8GBs of RAM. These computers contain word processing, spreadsheet, & presentation software applications, as well as Civil and Coastal Engineering specific applications. Students also have access to UF Apps (<https://info.apps.ufl.edu/>) which allows them use of dozens of cloud-hosted apps accessible by laptops, desktops, tablets, phones or any other computing device.

### UNIVERSITY OF FLORIDA COMPUTER REQUIREMENTS

The University of Florida requires students to have access to a computer. The Herbert Wertheim College of Engineering further requires that students have access to and on-going use of a laptop/mobile computer.

The Herbert Wertheim College of Engineering requires that all engineering students have access to a *mobile (notebook)* computer for engineering courses in order to be able to function in the current learning environment. Some courses offered by the Herbert Wertheim College of Engineering will require the use of mobile computers for coursework. Students are required to access electronic forms of information, submit assignments and communicate with other students and faculty electronically. In order to do so, the requirements documented below must be met.

The Herbert Wertheim College of Engineering does not make any specific recommendations regarding your choice of Mac or PC computers. Depending on the software required for some courses, Mac users should be prepared to run Boot Camp software (provided in utilities on the Mac) so that they can run a Windows operating system. The Windows OS is available at low or no cost through the UF Bookstore and via the DreamSpark program offered to all engineering students. Students and faculty in all engineering majors use both types of computers with equal success.

### Minimum Hardware Requirements

Component	Minimum Configuration
	These minimum specifications are not necessarily available in new computer configurations currently on the market and are provided as a reference for a <i>minimally</i> configured computer. Some departments may have specific requirements that are more restrictive than these general recommendations.
Processor	Intel Core i3 2.2Ghz
Memory	4 GB
Hard Disk	250 GB
Video Card	1024×768 Resolution – High Color
Video Screen	Any laptop screen larger than 12.1" is acceptable. Students may want to purchase a larger monitor for a docking station.
CD ROM	Any speed CDROM, CD-RW, or DVD
Sound Card	Any type with audio input
Mouse / Keyboard	Any
Modem	56k v.90

Network Hardware	10/100 Ethernet and Wireless (Wi-Fi 802.11b) Network connectivity is required in many classes. UF Wireless networks are accessible throughout campus.
Operating System	Windows 7 or Windows 10 Operating systems other than Microsoft Windows are allowed. However, in most cases, a Windows based operating system will be the best choice since it will be the easiest path towards software compatibility in departmental courses.
Backup Hardware	Any responsible computer owner should perform regular backups of critical datafiles. Thus some method of backup is required.
Printer	A printer is required but there is no current requirement on type (laser / inkjet), model or brand .
Battery	Current notebooks run between 1.5 and 5 hours on the included battery. It is suggested that an optional battery (or extended battery) be purchased.

### Minimum Software Requirements

Software	Description
Office Suite	Documents, spreadsheets, presentations, drawings and database information must be in a format readable using Microsoft Office or Corel Office Suite (newest version). Documents may be transmitted in native, HTML, PDF or ASCII formats at the discretion of the faculty. This means both information provided by the faculty for students to use and information provided by students for the faculty will conform to these formats. The document transfer format will be in either one of these two office native formats, HTML, PDF or ASCII. Any software that can read and write to these formats is acceptable. However, the student is responsible for making sure documents function correctly in one of these two formats.
Mail Client	Microsoft Outlook is the preferred email client for computers. Phone, tablets and similar mobile devices have different security requirements and must be setup using Microsoft Exchange within the devices Mail app or Exchange compatible app. Students are required to have a UF (Gatorlink) email and regularly check it. All official communication with a student is sent to this email address.
Web Browser	The most recent versions of Internet Explorer, Mozilla Firefox, or Google Chrome are required. There are many online applications for registering for classes and downloading University-wide site-licensed software that require these browsers. Other browsers, such as Opera or Lynx, may work but are not officially supported.

### Specific Departmental Requirements

Departments will have additional hardware and software requirements as students move into upper division classes. Software required in the upper division is available through a combination of student purchase, Departmental, College or University site license, and freeware. Please contact the specific department for these possible requirements.

### Network Access



There is wireless access all around campus. The College of Engineering has wireless access points in most areas in Wertheim (formerly Weil) Hall. Civil and Coastal Engineering can provide wired access **IF** wireless access cannot be obtained. CCE uses DHCP which assigns an IP Number. It is forbidden to enter an IP number from another computer on your machine, even if the other computer is shut down. Computer Support receives an automatic e-mail from the server indicating a change has occurred in the assignment of the IP number. If a student is caught using an assigned IP number that has not been provided to him/her, the student will face disciplinary action and will lose the privilege of using CCE's network. This is considered hacking.

If UF Security notifies Computer Support of a compromised or vulnerable computer, that machine will be disconnected from the network immediately.

## **Maintaining Security**

It is most important that you keep your computer up-to-date with Windows Updates and Anti-Virus updates at all times. It is wise to purchase Spyware software also. When on the internet, you are vulnerable to attacks. It is recommended that you create your password so that it contains at least three of the following characters; upper-case, lower-case, numeric or special characters. Do not use any word that can be found in the dictionary; if you must, misspell it on purpose.

## **Computer Support**

Civil and Coastal Engineering is not responsible for maintaining or repairing any personally owned computers. If students have a problem with their 'personal' computers, they can receive help from the University's "HELP DESK". The Help Desk can be contacted by calling 392-HELP. The Help Desk staff will try to answer any questions or help with any problem. If they must look at your machine, you will need to make an appointment to take it to them. For information about computing services at UF, access this url: <http://helpdesk.ufl.edu/>

## **CHAPTER 7: MISCELLANEOUS TOPICS**

### **KEY POLICY**

Keys will be assigned to all new faculty, staff, visiting professors or scholars and graduate students after a faculty or administrative signature has been obtained.

A completed Key and Building Request form (found on the ESSIE website) must be submitted to the receptionist located in 365 Weil. A key will then be given to the requestor.

Since it is difficult for the key coordinator to track down undergraduate students and post doc students (keys are rarely returned and are usually passed on to the next group of students), visiting scholars and professors, keys for these groups will only be assigned to the faculty member or the club/organization sponsor and he/she will be responsible for maintaining this key inventory and returning the keys to the coordinator once surrendered by the holder.

Students are required to surrender their keys prior to the commencement ceremony. A hold will be placed on the graduating student's account unless the key is returned prior to commencement. In the case that a student will be continuing on for further graduate work or as a post doc, he/she should meet with the key coordinator to inform her/him that this is the case. If the student is a post doc, his/her key will be reassigned to the student's faculty supervisor.

### **MAIL**

The Departmental mail is picked up at approximately 9:15 AM. If you are mailing anything, you must include the project account number. **DO NOT USE THE UNIVERSITY MAIL SERVICE FOR PERSONAL USE.**

A departmental mail slip must be completed if you have any work-related mail. Please see the receptionist located in 365 Weil Hall.

*University regulations prohibit personal mail to be processed from departmental offices.* In addition, do not use the Civil and Coastal Engineering Department address on personal mail (e.g, record clubs, charge cards, bank accounts, etc.). If you have personal self-stamped mail you can take it to the main office and it will be mailed for you.

Due to the large number of graduate students, individual mailboxes cannot be provided. However, we do provide mailboxes by area—(structures, transportation, etc.) Any UF mail will be placed in these boxes. Be sure to check it often. If you change your program to a different area, be sure to contact the staff in the GRAC so that the graduate student list can be corrected and your mail will be placed in the correct area mailbox.

### **AUDIO/VISUAL EQUIPMENT**

The Civil Engineering Major in the Civil and Coastal Engineering Department has several pieces of audio/visual equipment which can be checked out for presentations to classes, final defense, etc., but not for personal use.

If you wish to reserve an overhead projector, slide projector, or TV with VCR, see the CCE Department Program Assistant in the main office. Since this equipment is in high demand, it is strongly recommended that you make your reservations several days in advance.

### **CONFERENCE ROOM RESERVATIONS**

Students who would like to utilize the conference room must see the receptionist located in 365 Weil Hall in order to reserve the space and check for availability.