

UNIVERSITY OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL ENGINEERING SCIENCES  
GRADUATE STUDENT GUIDELINES



Welcome to the Department of Environmental Engineering Sciences at UF!

We are excited you are joining us and look forward to assisting you as you work toward degree completion. The purpose of these 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.

## GRADUATE DEGREE PROGRAMS

**PhD:** Doctor of Philosophy in Environmental Engineering Sciences

**ME:** Master of Engineering (requires bachelor's degree in Engineering from an ABET accredited institution)

**MS:** Master of Science

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

### Air Resources

- Monitoring of air pollutants: indoor, ambient, industrial, and occupational
- Monitoring methodology and instrumentation development
- Formation and fate of air pollutants
- Air quality modeling
- Air pollution control: system, process and materials
- Sustainability of air quality
- Health effects and environmental impact of air pollutant

### Environmental Nanotechnology

- Manufacturing and tailoring of nanomaterials and nanodevices for application in environmental and human health research
- Environmental fate and transport of nanomaterials
- Environmental implications of nanomaterials
- Environmental toxicology of nanomaterials

### GeoSystem Engineering/Waste Management

- Bioreactor Landfills
- Combustion and Thermal Treatment Residuals
- Contaminated Soil Characterization and Treatment
- Construction and Demolition Debris
- Electronic Waste
- Hazardous Waste
- Landfill Design and Operations
- Landfill Gas and Leachate
- Recycling and Beneficial Use of Wastes
- Treated Wood
- Waste Characterization and Leaching
- Solid Waste Management in Developing Countries

### System Ecology and Ecological Systems

- Ecological Engineering
- Emergy Analysis
- Wetlands ecosystem research
- Ecological Modeling
- Estuarine Systems
- Microbiology of Natural and Engineered Systems
- Biological and Chemical Remediation of Contaminated Systems
- Effects of Climate and Land Use Changes on Biogeochemical Cycles

## Water Systems

- Contaminant transport and fate
- Decision support systems
- Ecohydrology and hydrologic restoration
- Hydrology
- Stormwater control
- Water resources planning and management
- Water conservation
- Urban water infrastructure
- Fundamental characterization of aqueous and particulate-phase contaminants including emerging contaminants: representative ambient monitoring, methodology and load quantification.
- Sourcing and generation of aqueous and particulate phase contaminants, physics and chemistry of contaminant transport and fate.
- Water contaminant control: systems, unit operation and processes, and materials development, in particular innovative mass transfer materials and low impact development materials.
- Water reuse as part of the urban water cycle: volumetric and contaminant load impacts
- Unit operation and process modeling: scalable physical models and computational fluid dynamics (CFD).
- Integrated physical, chemical, biological and thermal treatment phenomena for water cycle components.
- Coupling fundamental monitoring and material balance testing with urban water modeling.
- Fundamental and applied studies of physical-chemical water treatment processes, such as adsorption, coagulation, ion exchange, and oxidation, for a wide range of water qualities including surface water, groundwater, membrane concentrate, landfill leachate, and human urine.
- Innovative applications of ion exchange for water treatment.
- Fundamental studies in aquatic chemistry with a focus on the role of natural organic matter.
- Fundamental and applied studies of adsorption and photo catalysis, including surface optimization
- Bottom up integrated urban water system simulation and optimization
- Aqueous Geochemistry and Water Treatment

Typical research projects and background information for each of these areas are described in the current edition of the Environmental Engineering Sciences Research Report which is part of the College of Engineering's Research Report.

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

## On Campus Student Registration and Advising

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

|   |   |
|---|---|
| <p><b>PhD Dissertation Track</b><br/>           Minimum 12 course credits within your major (offered by EES)<br/>           90 course credits overall<br/>           Max 3 course credits of Seminar<br/>           3.0 overall GPA and 3.0 major GPA<br/>           Admission to Candidacy/Qualification Exam<br/>           At least one journal article <u>accepted</u> in a refereed journal<br/>           Passing Final Defense and Editorial Submission</p> <p><b>General On-Campus Coursework-Only Track</b><br/>           Minimum 15 course credits within your major (offered by EES)<br/>           30 course credits overall<br/>           Max 3 course credits of practicum/internship/co-op<br/>           Max 3 course credits of Seminar<br/>           3.0 overall GPA and 3.0 major GPA<br/>           Passing Final Exam</p> | <p><b>Master Thesis Track</b><br/>           Minimum 12 course credits within your major (offered by EES)<br/>           30 course credits overall<br/>           Max 6 course credits of Masters Research<br/>           Max 3 course credits of Seminar<br/>           3.0 overall GPA and 3.0 major GPA<br/>           At least one journal article <u>submitted</u> in a refereed journal<br/>           Passing Final Defense and Editorial Submission</p> <p><b>Master Non-thesis Project Track</b><br/>           Minimum 15 course credits within your major (offered by EES)<br/>           30 course credits overall<br/>           Max 3 course credits of Seminar<br/>           Max 3 course credits of Non-thesis Project<br/>           3.0 overall GPA and 3.0 major GPA<br/>           Passing Final Defense</p> |
|---|---|

To get started please familiarize yourself with the websites below as you will utilize these throughout your program. Registration Advising: You will work with your faculty advisor to help you select courses prior to registering.

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

**UF GRADUATE COURSE DESCRIPTIONS** = <http://gradcatalog.ufl.edu/content.php?catoid=11&navoid=2479>

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

**Graduate Information Management System (GIMS):** <http://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp>

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

When you are ready to select courses – please navigate to the UF COURSE SCHEDULE to see what courses will be offered. To find out more about a specific course – you can use the UF GRADUATE COURSE DESCRIPTIONS; alternatively, you can email/call the listed instructor by using the UF DIRECTORY. If you want/need advising or suggestions – feel free to inquire with individual faculty in the area of your interest or your faculty advisor. **Graduate level courses are always ###5000 or higher.** Up to 6 credits can be taken at the undergraduate level provided they are level ###3000 or higher and outside of your discipline after obtaining approval from Academic Office. UG coursework **MUST BE APPROVED BY ACADEMIC OFFICE IN ADVANCE.**

Once you decide which courses you would like to enroll in, you will meet with your faculty advisor to complete the Course Approval Form found here: [http://www.essie.ufl.edu/forms/?document\\_cat\\_id=15](http://www.essie.ufl.edu/forms/?document_cat_id=15). After finalizing your course selection with your faculty advisor – you will submit the completed Course Approval Form to Barbi Jackson at 217a Black Hall or [barbi.jackson@essie.ufl.edu](mailto:barbi.jackson@essie.ufl.edu).

Full-time registration: on campus graduate students without financial aid is 9 credit hours in the Fall and Spring; 8 credit hours 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 faculty advisor.

***Before you register for your final semester, review pages 11-12 for Final Term/Graduation Information!***

Grade Requirements: The only passing grades for graduate students (MS/ME, PhD) are C and above (or S in a course graded S/U). A graduate student may be denied further registration should scholastic performance become unsatisfactory to the Department, College, or Dean of the Graduate School. Failure to maintain a B average (3.0 GPA) is defined as unsatisfactory scholarship. At the time of graduation, a minimum GPA of 3.0 must be achieved overall as well as in the student's major area of concentration. Students cannot graduate until all "I", "E", "N", and "NG" grades have been resolved. Students holding a graduate assistantship or other stipend must maintain a B average ( $\geq 3.0$  GPA) or the assistantship will be discontinued.

Residency: If you are a U.S. citizen, you should apply for Florida residency as soon as you arrive. For more information: <http://www.admissions.ufl.edu/afford/establishres>

## UF EDGE

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



### EDGE (Online) Student Registration and Advising

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

- Minimum 15 course credits within your major (offered by EES)
- 30 course credits overall
- Max 3 course credits of practicum/internship/co-op
- 3.0 overall GPA and 3.0 major GPA
- Passing Final Exam

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

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=11&navoid=2479>

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

Graduate Information Management System (GIMS): <http://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp>

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

When you are ready to select courses – please navigate to the UF EDGE COURSE LIST to see what courses will be offered. To find out more about a specific course – you can use the UF GRADUATE COURSE DESCRIPTIONS; alternatively, you can email/call the listed instructor by using the UF DIRECTORY. If you want/need advising or suggestions – feel free to inquire with individual faculty in the area of your interest or your faculty advisor Dr. Dennis Hiltunen at [dhilt@ce.ufl.edu](mailto:dhilt@ce.ufl.edu) or (352) 294-7767.

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

## ESSIE EDGE Registration Procedures:

1. Check and remove all registration holds.
2. If you have not completed a program plan of study, you will have an advisement hold. This form needs to be completed in all parts and signed by you and Dr. Hiltunen ([dhilt@ce.ufl.edu](mailto:dhilt@ce.ufl.edu)) before the hold will be removed. That form can be found here - [http://www.essie.ufl.edu/forms/?document\\_cat\\_id=36](http://www.essie.ufl.edu/forms/?document_cat_id=36)
3. You can find the EDGE registration form here - [http://www.essie.ufl.edu/forms/?document\\_cat\\_id=36](http://www.essie.ufl.edu/forms/?document_cat_id=36) It is imperative that it be filled in completely as all of the information is needed in order to process your registration. Email the form to [edge@essie.ufl.edu](mailto:edge@essie.ufl.edu) and place "Registration" in the subject line.

This is the link to the EDGE website for all courses being taught - <https://ufedge.ufl.edu/students/courses>. Please do not worry about the section numbers as we assign those to you for the ESSIE courses based on your status at UF. If you are registering for any of the "General Engineering courses" (EGN prefix or Engineering Entrepreneurship, Engineering Innovation, Engineering Leadership) you will need to contact Pam Simon at [phs@ufl.edu](mailto:phs@ufl.edu) to register for those courses. For any courses that are not listed for Civil/Environmental Engineering, you will need to contact the department that is offering the course to get registered for their course. The contact listing can be found on the EDGE website here: <https://ufedge.ufl.edu/students/#departmental-contact>

4. Confirm that your registration is correct in your student account under ONE.UF. If it is not, email [edge@essie.ufl.edu](mailto:edge@essie.ufl.edu) prior to the end of drop/add (by 4p that day or earlier based on the designated time) as changes will not be made if it is outside of my work hours (8:30-4:30).
5. UF Policy is that you will be charged full fees if the course needs to be dropped after drop/add as it is no longer a drop but a withdraw. If there are extenuating circumstances there is a possibility that it could be petitioned. You would need to discuss that with Dr. Hiltunen.
6. Keep in mind that you need to maintain a 3.0 grade point average so do not over extend yourself. If you drop below the 3.0 it is justification for possible dismissal from the program.
7. For the most part, if exams are used in the ESSIE classes, the faculty will be using a proctoring service (ProctorU). If the ESSIE faculty member chooses not to use the service, you will need to contact the faculty member teaching the course for assistance with proctor selection and criteria. For courses outside of ESSIE, you should contact the instructor or department coordinator.

Please keep in mind to send all email correspondences to the [edge@essie.ufl.edu](mailto:edge@essie.ufl.edu) address.

***Before you register for your final semester, review pages 11-12 for Final Term/Graduation Information!***

## Ph.D.

### Course Credit Requirements

Minimum 12 course credits within your major (offered by EES)  
90 course credits overall  
Max 3 course credits of Seminar  
3.0 overall GPA and 3.0 major GPA  
Admission to Candidacy/Qualification Exam  
At least one journal article accepted in a refereed journal  
Passing Final Defense and Editorial Submission

### Transfer of Credits

Transfer of credit requests from previous degrees must be received by the Academic Office by the end of the 1<sup>st</sup> semester via email to [barbi.jackson@essie.ufl.edu](mailto:barbi.jackson@essie.ufl.edu). To process these requests, UF Admissions Office must have Official Transcript showing graduate level with a grade of B or higher for requested courses. These requests can take several months to process – once processed the approved credits will be noted on your UF Transcript accordingly.

To learn more about transfer credit requirements and restrictions, please refer to the UF Graduate Catalog under your respective degree program: <http://gradcatalog.ufl.edu/content.php?catoid=11&navoid=2484>

### Supervisory Committee

The Ph.D. Supervisory Committee should be completed by the end of the 2<sup>nd</sup> semester. Your faculty advisor will serve as the Supervisory Committee Chair and must be from the EES department. The general duties and responsibilities of the Supervisory Committee for the doctoral candidate and membership rules/restrictions are described in the UF Graduate Catalog: [http://gradcatalog.ufl.edu/content.php?catoid=11&navoid=2484#Doctor\\_of\\_Philosophy](http://gradcatalog.ufl.edu/content.php?catoid=11&navoid=2484#Doctor_of_Philosophy)

When you are ready to appoint your Supervisory Committee, you must complete the on-line Supervisory Committee form at [http://www.essie.ufl.edu/forms/?document\\_cat\\_id=15](http://www.essie.ufl.edu/forms/?document_cat_id=15). Once this form is processed, the Academic Office will complete your paperwork with the Graduate School and GIMS will be updated accordingly.

### Minor

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

### Develop a Plan of Study

The Plan of Study is a projection of the courses a student plans to take in his/her degree program and must be approved by the student's Supervisory Committee. This Plan of Study is due in the Academic Office by the end of the second semester of registration for all on-campus graduate students (MS/ME, Ph.D.). A template of a typical plan of study is provided online at [http://www.essie.ufl.edu/forms/?document\\_cat\\_id=15](http://www.essie.ufl.edu/forms/?document_cat_id=15). The plan must be approved and submitted to the Graduate Coordinator. The student must ensure that changes to the plan of study are approved in writing by the Supervisory Committee. If changes are made that were not approved in writing by the Supervisory Committee, a student's degree completion may be delayed. It is important to pay attention to the course requirements for your degree to ensure the plan of study is accurate and satisfies all degree requirements.

### Research Proposal

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

### Qualifying Exam

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

### Admission to Candidacy

When you are ready to schedule your oral defense, you must complete the on-line Admission to Candidacy form at [http://www.essie.ufl.edu/forms/?document\\_cat\\_id=15](http://www.essie.ufl.edu/forms/?document_cat_id=15).

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 and is due by the end of the 4<sup>th</sup> semester. Once approved, the completed Admission to Candidacy form must be returned to the Academic Office. Once the form is received, the Academic Office will complete your paperwork with the Graduate School and update GIMS accordingly.

### Time Limits

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

### Publication Requirement

Ph.D. students are required to submit proof of at least one journal article accepted in a refereed journal. This proof is due at the beginning of the final term via email to Barbi Jackson at [barbi.jackson@essie.ufl.edu](mailto:barbi.jackson@essie.ufl.edu).

### Final Exam

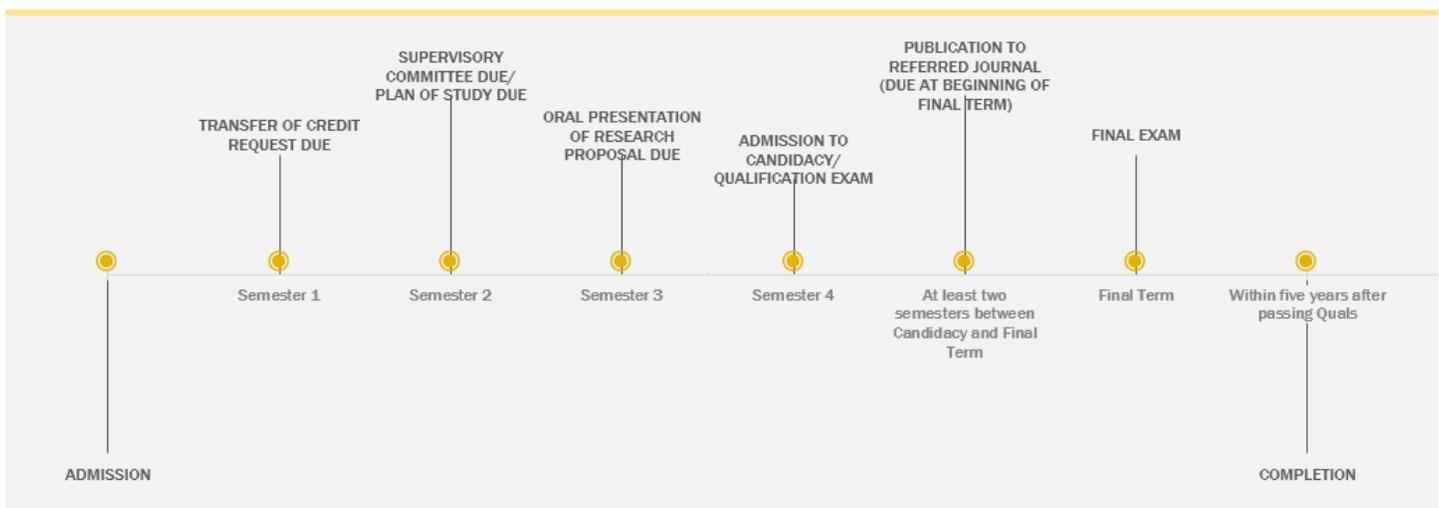
Upon completion of the dissertation, the Supervisory Committee will conduct a final oral examination, focused principally on the dissertation research, although other relevant topics may also be examined. This examination will cover at least the candidate's field of concentration, and in no case may it be scheduled earlier than the term proceeding the semester in which the degree is to be conferred. Students are responsible for coordinating with their Committee Members to schedule the time/date of their exam. The Transmittal Form, Final Examination form, publishing agreement and ETD signature page must be submitted to the Graduate School in GIMS by the published deadlines for the term.

*The qualifying and comprehensive oral examinations and the oral defense of a dissertation may be conducted using video and/or telecommunications. It is required that 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.*

### Dissertation Submission

Guidelines concerning the format of the dissertation and electronic submission requirements are published by the Graduate School Editorial Office, 128 Grinter. Students should refer to the following website for format requirements: <http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/>.

## PhD Timeline (~4yrs)



## Master's Degree

### Course Credit Requirements

#### **Master Thesis Track**

Minimum 12 course credits within your major (offered by EES)

30 course credits overall

Max 6 course credits of Masters Research

Max 3 course credits of Seminar

3.0 overall GPA and 3.0 major GPA

At least one journal article submitted in a refereed journal Passing Final Defense and Editorial Submission

#### **Master Non-thesis Project Track**

Minimum 15 course credits within your major (offered by EES)

30 course credits overall

Max 3 course credits of Seminar

Max 3 course credits of Non-thesis Project

3.0 overall GPA and 3.0 major GPA

Passing Final Defense

#### **General On-Campus Coursework-Only Track**

Minimum 15 course credits within your major (offered by EES)

30 course credits overall

Max 3 course credits of practicum/internship/co-op

Max 3 course credits of Seminar

3.0 overall GPA and 3.0 major GPA Passing Final Exam

*EES does not allow MS/ME thesis/project track students to switch to CWO track, except medical reason, family death or war, or thesis/project advisor approval.*

### Transfer of Credits

Transfer of credit requests from previous degrees or as part of an approved combined Bachelor/Master degree program must be received by the Academic Office by the end of the 1<sup>st</sup> semester via email to [barbi.jackson@essie.ufl.edu](mailto:barbi.jackson@essie.ufl.edu) To process these requests, UF Admissions Office must have Official Transcript for requested courses showing graduate level with a grade of B or higher. These requests can take several months to process – once processed the approved credits will be noted on your UF Transcript accordingly.

To learn more about transfer credit requirements and restrictions, please refer to the UF Graduate Catalog under your respective degree program: <http://gradcatalog.ufl.edu/content.php?catoid=11&navoid=2484>

### Supervisory Committee

The Master of Engineering and Master of Science Supervisory Committee should be completed by the end of the 2<sup>nd</sup> semester. Your faculty advisor will serve as the Supervisory Committee Chair and must be from the EES department. The general duties and responsibilities of the Supervisory Committee and membership rules/restrictions are described in the UF Graduate Catalog: [http://gradcatalog.ufl.edu/content.php?catoid=11&navoid=2484#Doctor\\_of\\_Philosophy](http://gradcatalog.ufl.edu/content.php?catoid=11&navoid=2484#Doctor_of_Philosophy)

When you are ready to appoint your Supervisory Committee, you must complete the on-line Supervisory Committee form at [http://www.essie.ufl.edu/forms/?document\\_cat\\_id=15](http://www.essie.ufl.edu/forms/?document_cat_id=15). Once this form is processed, the Academic Office will complete your paperwork with the Graduate School and GIMS will be updated accordingly.

### Minor

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

### Develop a Plan of Study

The Plan of Study is a projection of the courses a student plans to take in his/her degree program and must be approved by the student's faculty advisor/Supervisory Committee. This Plan of Study is due in the Academic Office by the end of the second semester of registration for all on-campus graduate students (MS/ME, Ph.D.). A template of a typical plan of study is provided online at [http://www.essie.ufl.edu/forms/?document\\_cat\\_id=15](http://www.essie.ufl.edu/forms/?document_cat_id=15). The plan must be approved and submitted to the Graduate Coordinator. The student must ensure that changes to the plan of study are approved in writing by the Supervisory Committee. If changes are made that were not approved in writing by the Supervisory Committee, a student's degree completion may be delayed. It is important to pay attention to the course requirements for your degree to ensure the plan of study is accurate and satisfies all degree requirements.

### Time Limits

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

### Publication Requirement

Master's Thesis students are required to submit proof of at least one journal article submitted to a refereed journal. This proof is due at the beginning of the final term.

### Final Exam

Final Exam is required for ALL graduate students in EES.

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

Thesis Submission - Guidelines concerning the format of the dissertation and electronic submission requirements are published by the Graduate School Editorial Office, 128 Grinter. Students should refer to the following website for format requirements: <http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/>.

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

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

*The qualifying and comprehensive oral examinations and the oral defense of a thesis, project or dissertation may be conducted using video and/or telecommunications. It is required that 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.*

*EES does not allow MS/ME thesis/project track students to switch to CWO track, except medical reason, family death or war, or thesis/project advisor approval.*

What counts for a Master's Degree:

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

GA = Graduate Assistant (research oriented)

TA = Teaching Assistant

## FINAL TERM/GRADUATION

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

<http://graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist>

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

<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2034>

### **VERIFY DEGREE PROGRAM INFORMATION IS CORRECT IN GIMS:**

<http://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp>

If any information is incorrect, contact Barbi Jackson at [barbi.jackson@essie.ufl.edu](mailto:barbi.jackson@essie.ufl.edu) as soon as possible. Any changes/updates to the degree program must be entered into GIMS before the midpoint of the term you intend to graduate.

### **SUBMIT DEGREE APPLICATION IN ONE.UF:**

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

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

### **FINAL TERM REGISTRATION:**

During the term the final examination is given and during the term the degree is awarded, a student must be registered for at least 3 credits in Fall or Spring and 2 credits in Summer C. Thesis students must enroll in ENV6971 and doctoral students must enroll in ENV7980. Non-thesis students must enroll in course work that can count toward the graduate degree.

Students on a fellowship, traineeship, or assistantship must be registered appropriately for their appointments, regardless of final term status.

### **UPDATED CURRICULUM VITAE/RESUME:**

Before the end of the final term, all graduate students must submit an updated curriculum vitae to the Academic Office via email at [barbi.jackson@essie.ufl.edu](mailto:barbi.jackson@essie.ufl.edu)

*\*be sure to include any presentations you participated in and any awards you may have received during your degree program*

### **DEPARTMENTAL EXIT INTERVIEW:**

Before the end of the final term, all graduate students must submit the Departmental Exit Interview forms to the Academic Office via email at [barbi.jackson@essie.ufl.edu](mailto:barbi.jackson@essie.ufl.edu). The Forms can be found at

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

*Changes to Degree Program and/or Supervisory Committee must be done by the midpoint of the term you intend to graduate.*

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

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

Graduate School: <http://www.graduateschool.ufl.edu>

*The oral defense of a dissertation/thesis may be conducted using video and/or telecommunications. It is required that 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.*

## **PhD: Dissertation**

### Publication Requirement

Ph.D. students are required to submit proof of at least one journal article accepted in a refereed journal. This proof is due at the beginning of the final term via email to Barbi Jackson at [barbi.jackson@essie.ufl.edu](mailto:barbi.jackson@essie.ufl.edu)

### Transmittal Letter

The Transmittal Letter must be submitted to the Graduate School in GIMS by the published deadlines for the term. The Academic Office will generate and email you a pdf of this form after you have submitted your Degree Application for the term. Once the approved form is received, the Academic Office will complete your paperwork with the Graduate School and update GIMS accordingly.

### Final Exam

Students are responsible for coordinating with their Committee Members to schedule the time/date of their exam. The Final Examination form, publishing agreement and ETD signature page must be submitted to the Graduate School in GIMS by the published deadlines for the term.

When you are ready to schedule your Final Exam defense, you must complete the on-line Final Exam Announcement form at [http://www.essie.ufl.edu/forms/?document\\_cat\\_id=15](http://www.essie.ufl.edu/forms/?document_cat_id=15). Once this form is received, the Academic Office will prepare the paperwork your Supervisory Committee must sign. Once approved, the Final Exam Form, publishing agreement and ETD form must be returned to the Academic Office. Once the approved forms are received, the Academic Office will complete your paperwork with the Graduate School and update GIMS accordingly.

### Dissertation Submission

Guidelines concerning the format of the dissertation and electronic submission requirements are published by the Graduate School Editorial Office, 128 Grinter. Students should refer to the following website for format requirements:

<http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/>. Final submission of the corrected dissertation must be completed by the published deadlines for the term.

## **ME/MS: Thesis**

### Publication Requirement

Thesis students are required to submit proof of at least one journal article submitted to a refereed journal. This proof is due at the midpoint of the final term via email to Barbi Jackson at [barbi.jackson@essie.ufl.edu](mailto:barbi.jackson@essie.ufl.edu).

### Final Exam

Students are responsible for coordinating with their Committee Members to schedule the time/date of their exam. The Final Examination form, publishing agreement and ETD signature page must be submitted to the Graduate School in GIMS by the published deadlines for the term.

When you are ready to schedule your Final Exam defense, you must complete the on-line Final Exam Announcement form at [http://www.essie.ufl.edu/forms/?document\\_cat\\_id=15](http://www.essie.ufl.edu/forms/?document_cat_id=15). Once this form is received, the Academic Office will prepare the paperwork your Supervisory Committee must sign. Once approved, the Final Exam Form, publishing agreement and ETD form must be returned to the Academic Office. Once the approved forms are received, the Academic Office will complete your paperwork with the Graduate School and update GIMS accordingly.

### Thesis Submission

Guidelines concerning the format of the dissertation and electronic submission requirements are published by the Graduate School Editorial Office, 128 Grinter. Students should refer to the following website for format requirements:

<http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/>. Final submission of the corrected thesis must be completed by the published deadlines for the term.

## **ME/MS: Non-thesis Project**

### Final Exam

Students are responsible for coordinating with their Committee Members to schedule the time/date of their exam. The Final Examination form must be submitted to the Graduate School in GIMS by the published deadlines for the term.

When you are ready to schedule your Final Exam defense, you must complete the on-line Final Exam Announcement form at [http://www.essie.ufl.edu/forms/?document\\_cat\\_id=15](http://www.essie.ufl.edu/forms/?document_cat_id=15). Once this form is received, the Academic Office will prepare the paperwork your Supervisory Committee must sign. Once approved, the Final Exam Form must be returned to the Academic Office. Once the approved form is received, the Academic Office will complete your paperwork with the Graduate School and update GIMS accordingly.

## **ME/MS: Non-thesis Coursework Only (on-campus and EDGE)**

### Final Exam

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

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

## General Information

To broaden the student's perspectives in environmental engineering and science, On-Campus students are encouraged to attend the Department Seminar every semester. You will receive email notification announcing these seminars and their respective date/times each semester as they become available.

### Copy/Scan/Fax Machine

The department has several copy machines in Black Hall and NEB for research, teaching and staff use. These machines requires an access code that if appropriate, your Supervisory Committee Chair will issue. UF has several locations around campus for students to use for general printing, for more information visit the AT Printing Services website: <https://print.at.ufl.edu/computing-lab-services/frequent-printing-questions>

### Mailboxes

If you are an on-campus graduate student, the Academic Office will provide you with a mailbox. Mailboxes are located on the second floor of Black Hall, room 214. Faculty and Staff mailboxes are located in 222 Black Hall.

### Student Lounge

The department has a small student lounge located in 212 Black Hall. There is a passcode that needs to be entered: 1234\*

### Meeting Rooms

The department owns 2 rooms in Black Hall and 1 room in Phelps center lab that can be reserved for group meetings, office hours, study sessions and defenses. To reserve a room you can contact Barbi Jackson ([barbi.jackson@essie.ufl.edu](mailto:barbi.jackson@essie.ufl.edu)) or Melissa Centurion ([melissa.centurion@essie.ufl.edu](mailto:melissa.centurion@essie.ufl.edu)).

### Building Policies

The department has a very limited number of desks for students; to obtain one, arrangements should be made with the student's Supervisory Committee Chair. Students with desks or lab space are eligible for a building key. These are distributed by the Department upon appropriate approval. To obtain a key – your Supervisory Committee Chair will email Randy Switt ([randy.switt@essie.ufl.edu](mailto:randy.switt@essie.ufl.edu)) or Melissa Centurion ([melissa.centurion@essie.ufl.edu](mailto:melissa.centurion@essie.ufl.edu)) to request. Once approved, you can pick up your key/s in 220 Black Hall.

In accepting a key, it is understood that the student assumes full responsibility for the security of his/her 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/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 3<sup>rd</sup> floor of the New Engineering Building; Weil Hall):

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 on campus at the University of Florida.
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 refrigerator units that contain chemicals should be so marked and no food should be stored in them.