

## **Advisement Holds and the department requirements for completing the Program Plan of Study form**

All students who have not submitted their completed program plan of study form will have an advisement hold and will not be permitted to register (based on the timelines for the specific type of degree) until the program plan of study is submitted. The program plan should include all coursework that has been completed (including transfer of credit) and all anticipated coursework for the entire degree program. Once the form is completed and if transfer of credit is being requested, the transfer of credit will be processed during the third week of classes during any semester. Below is an explanation of what is needed for each degree type.

**MASTER'S DEGREE - ME vs. MS** - Students may choose a thesis or non-thesis option for the Master of Engineering (M.E.) or the Master of Science (M.S.) degree. To be eligible for the M.E. program, students must have earned a bachelor's degree in an engineering field from an ABET-accredited college or they must complete articulation work for equivalence. If this is not the case, the M.S. degree should be earned.

### **Non-thesis Master's degree seeking students:**

A supervisory committee is not required if you are completing a non-thesis master's degree program however, you are assigned an advisor and he or she must sign the form before the academic hold will be removed for registration. The form must be completed by **midterm of the student's first semester** of enrollment. If it is not submitted at this time, an advisement hold will be placed on the student's registration and will not be removed until the form is complete and submitted. If a minor is selected the student must submit the name of a minor representative from the minor department who will serve as a part of the student's non-thesis program.

### **Thesis Master's degree seeking students**

A thesis master's seeking student is required to have a supervisory committee and that committee consists of two members, a chair (usually the advisor) and a member. The student must also complete the PPS by the **midterm of his /her second semester** which includes the completion of the supervisory committee information. If it is not submitted at this time, an advisement hold will be placed on the student's registration and will not be removed until the form is complete and submitted. If a minor is designated, the committee must include one member as the representative for that proposed minor.

## **PhD DEGREE**

A PhD degree seeking student is required to have a supervisory committee and that committee consists of at least four members; a chair (usually the advisor), two members and an external member (a full-time UF faculty member outside of the department.) Students are permitted to add special members who are typically experts that will participate on the committee, however a Special Supervisory Committee Member form must be completed and processed in order for that individual to participate. That form can be found under the forms link on the ESSIE website. The student must also complete the PPS by the midterm of his /her third semester which includes the completion of the supervisory committee information. If it is not submitted at this time, an advisement hold will be placed on the student's registration and will not be removed until the form is complete and submitted. If a minor is designated, the committee must include one member as the representative for that proposed minor.

### **Additional Information**

If a student anticipates making a change in his or her graduate committee, he or she must do so no later than the semester before graduation is planned. The Graduate School **does not accept** committee **changes** during the student's **final semester** unless accompanied by a letter stipulating why the change must be made in the final semester. The only time a letter does not need to be included is when the student is only adding a member to his or her committee. The deadline to file a revised committee form is before the first day of class of the semester in which the student is graduating.

**Please, return the completed attached form and all other information, if applicable, to the Graduate Records staff for processing.**

