

The form below is an example only; do not use it as your submitted document. This form is formatted in DOCUSIGN and once completed online, it will be submitted via DocuSign to the Gradforms email for processing.

Please note that all ESSIE Graduate student forms are set up to be completed via DocuSign only. We will no longer accept emailed or printed form submissions.

To proceed and fill out the form online via DocuSign, click [HERE](#).

Advisement Holds and the department requirements for completing the Program Plan of Study (PPS) form

All students who have not submitted their completed program plan of study (PPS) form by the midpoint of the term due (see below), 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 request 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.

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 overall. These can include no more than 9 credits from institution/s approved by UF, with the balance obtained from postbaccalaureate 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 supervisory committee and the Dean of the Graduate School.

If a student intends to request a combination of any of the below transfer of credit types, a maximum of 15 credits overall, or half the degree program, can be requested. For example, 6 credits of graduate courses take as an undergrad and 9 credits of UF 4+1 credits can be requested for transfer, etc. assuming there is approval of the program plan from the student's advisor.

The colored text below corresponds to the columns on the program plan form that you will be completing after reading these instructions.

1. **Current Program Courses (no transfer paperwork needed)**
2. **Graduate Courses Taken as Undergrad:** The column identifies graduate coursework taken during a Bachelor's degree (at UF or an outside institution) that was not a part of a UF 4+1 program or used to satisfy undergraduate degree requirements. Up to 15 may be requested to be transferred; no more than 9 credits from a non-UF institution will be considered for transfer.
3. **UF 4+1 Combined Bachelor's/Master's program:** This column applies only to UF ESSIE undergraduate students that participated in the 4+1 program and that matriculated to UF ESSIE graduate students. *There can be no more than a two-semester gap between the conferral of the bachelor's degree and the first semester of the master's program if 4+1 credits are to be requested to be transferred. An example of this would be a student graduating in a Fall term and intends to begin their ESSIE Master's program in the immediate following Fall term; 2 semesters (Spring and Summer) have elapsed in this instance. 4+1 forms completed after the conferral of the bachelor's program are not allowable.* A maximum of 9 credits will

be considered for a 4+1 transfer of credit request for the Civil and Coastal Engineering program, and a maximum of 12 credits will be considered for a transfer of credit request for the Environmental Engineering Sciences program.

4. **Non-degree Credits:** If graduate level courses were taken while a student was under the non-degree status at UF or any other institution, these credits may be eligible for transfer as well. For graduate non-degree coursework completed at UF, up to 15 may be requested to be transferred; no more than 9 credits from a non-UF institution will be considered for transfer.
5. **Graduate Transfer Credits from UF:** If a Master's degree was earned outside the current discipline at UF, prior graduate-level credits from this degree may be transferred into the current Master's program at the discretion of the student's Chair/Advisor 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. A request will be submitted to Graduate School to determine how many of these credits can be applied to your current degree up to the maximum of 9 (excluding any research credits).
 - a. If a student completes graduate-level coursework for a graduate degree at UF (in or outside ESSIE) but *they did not graduate* with said degree (Master's or PhD), these courses can be applied toward the current program (excluding research hours) without a formal request to the Graduate School and at the discretion of the student's Chair/Advisor. All such courses can be listed under "Current Program" with their relevant information.
6. **Graduate Transfer Credits outside UF*:** Graduate level credits earned from a Master's program completed (or not completed) at an institution outside UF may be transferred into the current Master's program at the discretion of the student's Chair/Advisor 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. A request will be submitted to Graduate School to determine how many of these credits can be applied to your current degree up to the maximum of 9 (excluding any research credits).
 - a. *Any non-UF coursework taken while **an active graduate student at UF** requires prior approval of a traveling scholar form on the UF Graduate School website (domestic) PRIOR to that course experience, otherwise it will not be eligible to transfer towards the UF degree. Participation in the traveling scholar program is limited to **1 term ONLY** with a maximum of 12 credits that can be requested to be transferred. This cannot be done during the student's final term. Official transcripts must be received within two weeks of the start of the next term for the credits to be requested for transfer. The ESSIE Office of Graduate Student Affairs should be notified immediately once these transcripts have been sent.

Please indicate any such transfer of credit requests on the program plan of study in the appropriate columns. Utilize the exact details of the courses from the transcripts of the institution(s) these courses originated from. This includes course numbers, course titles, credits, and the semester you have or will have taken these courses. Additionally, make sure to indicate what institution the courses were taken at if outside UF or what department they were taken in if within UF but outside of the current program within ESSIE (if relevant). Official transcripts from the institution must have been received by the UF Office of Admissions for the ESSIE Office of Graduate Student Affairs to begin the transfer of credit request. **Final approval of any transfer of credit request is made by the UF Graduate school regardless of if the student's academic advisor sign's off on this program plan.**

Questions about your program plan and transfer of credit can be directed to: gradoffice@essie.ufl.edu

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.

ESSIE Master's PROGRAM PLAN OF STUDY & SUPERVISORY COMMITTEE

Student Name- Last: _____ First: _____ MI: _____

UFID: _____ - _____ EMAIL: _____ @ufl.edu

Civil ___ Coastal ___ Environmental ___ Local Phone number: (____) - ____ - ____ Text?: Yes ___ No ___

MS Thesis ___ MS Non-Thesis ___ ME Thesis ___ ME Non-thesis ___

Minor: Yes ___ or No ___ If yes, from which department? _____ (You must have a faculty member on your committee from the minor department if you are completing a minor.)

Have (or will) you applied for a certificate/concentration? Yes ___ No ___ If so, which one(s): _____

| Members of Committee | Name of Member | Department of Member | Member Approval (signature) |
|--|----------------|----------------------|--|
| Chair | | | |
| Co-Chair | | | |
| Member | | | |
| Member | | | |
| Member or Minor member | | | |
| Special Member (additional form is needed) | | Not applicable | Submitted on Special Member Request form |

-----SEE INFORMATION PAGE(S) ABOVE TO FILL OUT THE BELOW COLUMNS - **#2-6 are all TRANSFER CREDIT REQUESTS**-----

| Course Number & Title | 1) Current UF Program | 2) Grad Course taken as Undergrad | 3) UF 4/1 | 4) Non-degree | 5) Credits from UF Department outside of current program (before admission) | Name of UF Department from #5 | 6) Graduate Transfer Credits outside UF | Name of Institution from 2, 4, or 6 | # of Credits | Planned* Term & Year |
|--|-----------------------|-----------------------------------|-----------|---------------|---|-------------------------------|---|-------------------------------------|--------------|----------------------|
| Example: EGN 6039 Engineering Leadership | X | | | | | | | | 3 | Spring 2018 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

*Suggested courses and terms are contingent upon availability. TOTAL Credit Hours _____

Signatures: CHAIR: _____ Date: _____

STUDENT: _____ Date: _____