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

**Biogeochemical Systems**

- Green Engineering
- Microbiology of Natural and Engineered Systems
- Environmental Fate and Transport of Pollutants in Soils and Aquatic Systems
- Biological and Chemical Remediation of Contaminated Systems
- Environmental Toxicology and Nanotoxicology
- Effects of Climate and Land Use Changes on Biogeochemical Cycles
- Aqueous Geochemistry and Water Treatment

**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

**Solid and Hazardous 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
Stormwater, Water Supply and Wastewater

• 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 photocatalysis, including surface optimization
• Bottom up integrated urban water system simulation and optimization

Sustainability Science & Engineering

• Rational design of nanomaterial through acute and full-life-cycle toxicity assessment
• Life cycle assessment calculations and comparisons of alternative energy and materials options
• Industrial ecology
• Corporate water resources sustainability
• Campus green building codes
• Green laboratory techniques
• Operation of buildings to meet green energy requirements

Systems Ecology and Ecological Engineering

• Ecological Engineering
• Emergy Analysis
• Wetlands ecosystem research
• Ecological Modeling
• Estuarine Systems

Water Resources

• Contaminant transport and fate
• Decision support systems
• Ecohydrology and hydrologic restoration
• Hydrology
• Stormwater control
• Water resources planning and management
• Water conservation
• Urban water infrastructure

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 specialize 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.
Programs of study for the online graduate degrees include the following specializations:

**Systems Ecology and Ecological Engineering**
- Ecological Engineering
- Ecological Economics
- Emergy Analysis
- Wetlands ecosystem research
- Ecological Modeling
- Estuarine Systems

**Water, Wastewater, and Stormwater Engineering**
- Biological and Physicochemical processes for Water, Wastewater and Stormwater treatment
- Industrial Ecology
- Water Resource Management
- Environmental Health

**Water Resources Planning and Management**
- Water Resources Planning
- Decision Support Systems
- Ecology
- Water Resources Infrastructure
- Economics
- Water Flow
- Quantitative methods

**General Option**
- Based on the available online courses relative to Environmental Engineering Sciences – plan of study developed by the Graduate Coordinator and the graduate student.

**UF EDGE** is the University of Florida Electronic Delivery of Graduate Engineering. UF EDGE, the 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.
## 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:

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<thead>
<tr>
<th>PhD Dissertation-Track</th>
<th>Master Thesis-Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum 12 course credits within your major (ENV/EES courses)</td>
<td>Minimum 12 course credits within your major (ENV/EES courses)</td>
</tr>
<tr>
<td>90 course credits overall</td>
<td>30 course credits overall</td>
</tr>
<tr>
<td>3.0 overall GPA and 3.0 major GPA</td>
<td>3.0 overall GPA and 3.0 major GPA</td>
</tr>
<tr>
<td>Admission to Candidacy/Qualification Exam</td>
<td>At least one journal article submitted in a refereed journal</td>
</tr>
<tr>
<td>At least one journal article accepted in a refereed journal</td>
<td>Passing Final Defense and Editorial Submission</td>
</tr>
<tr>
<td>Passing Final Exam</td>
<td></td>
</tr>
</tbody>
</table>

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

| Minimum 15 course credits within your major (ENV/EES courses) | Minimum 12 course credits within your major (ENV/EES courses) |
| 30 course credits overall | 30 course credits overall |
| 3.0 overall GPA and 3.0 major GPA | 3.0 overall GPA and 3.0 major GPA |
| Passing Final Exam | Passing Final Exam |

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

**Dissertation and Thesis students**: Your academic advisor will work with you to choose course selections.

**General-Track students**: You can make your own course selections – provided they are relevant to your program.

- UF COURSE SCHEDULE = [http://www.registrar.ufl.edu/soc/](http://www.registrar.ufl.edu/soc/)
- UF GRADUATE COURSE DESCRIPTIONS = [http://gradcatalog.ufl.edu/content.php?catoid=5&navoid=1046](http://gradcatalog.ufl.edu/content.php?catoid=5&navoid=1046)
- UF DIRECTORY = [https://directory.ufl.edu/](https://directory.ufl.edu/)

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 students generally take 9 credits per semester. Graduate level courses are always ###5000 or higher. Up to 6 non-ENV/EES and non-CCE/SWS undergraduate course credits are allowed after obtaining approval from Academic Office.

Once you decide which courses you would like to enroll in, you will meet with your academic 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 advisor – you will submit the completed Course Approval Form to Barbi Jackson at 217a Black Hall or barbi.jackson@essie.ufl.edu.

Before you register for your final semester, be sure to submit your Degree Application online in ISIS and Completion Checklist to Barbi Jackson at barbi.jackson@essie.ufl.edu. Instructions for these two documents are available at:

[http://www.essie.ufl.edu/departments/environmental_engineering_sciences/ees_courses_and_curriculum/graduate/](http://www.essie.ufl.edu/departments/environmental_engineering_sciences/ees_courses_and_curriculum/graduate/)

You will want to contact your academic advisor for your final exam at this time.

**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 the EES Financial Aid document (attached) for details on registration requirements.

**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. Thesis students must enroll in ENV7980. 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.

**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.

A student receiving a grade of incomplete (a grade of "I") should complete the required work and have the course instructor submit a change of grade form to the Registrar. Otherwise, the grade will be treated as an "E" (failing) grade for GPA purposes after one semester has passed. Students cannot graduate until all "I", "E", "N", and "NG" grades have been resolved. Students holding a graduate assistantship or other stipend must maintain a B average (≥ 3.0 GPA) or the assistantship will be discontinued.

**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/pdf/residencyreclass.pdf](http://www.admissions.ufl.edu/pdf/residencyreclass.pdf)
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 (ENV/EES courses)
30 course credits overall
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.

**General-Track student:** You can make your own course selections – provided they are relevant to your degree program

**Specialized-Track (all others online):** You will follow the course requirements for your respective programs

**UF EDGE** = [http://www.ufedge.ufl.edu/](http://www.ufedge.ufl.edu/)
**UF EDGE COURSE LIST** = [http://www.ufedge.ufl.edu/degrees-and-certificates/course-list](http://www.ufedge.ufl.edu/degrees-and-certificates/course-list)
**UF GRADUATE COURSE DESCRIPTIONS** = [http://gradcatalog.ufl.edu/content.php?catoid=5&navoid=1046](http://gradcatalog.ufl.edu/content.php?catoid=5&navoid=1046)
**UF DIRECTORY** = [https://directory.ufl.edu/](https://directory.ufl.edu/)
**UF EDGE PREREGISTRATION** = [https://www.ufedge.ufl.edu/secure/profile](https://www.ufedge.ufl.edu/secure/profile)

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

Once you decide which course(s) you would like to enroll in, go to the UF EDGE PREREGISTRATION. I suggest you read the instructions for “Newly admitted Grad and Postbacc students.”

Log in using your Gatorlink username and password and follow the steps to pre-register. Once this is done you will receive an automated email from UF EDGE giving you the section number(s) of the course(s) you wish to register for as well as instructions on how to register yourself in ISIS; registration may take up to 48 hours. Should you need assistance with registration or immunization holds, please contact Pam Simon at (352) 392-9670 or [phs@ufl.edu](mailto:phs@ufl.edu).

Before you register for your final semester, be sure to submit your Degree Application online in ISIS and Completion Checklist to Barbi Jackson at barbi.jackson@essie.ufl.edu. Instructions for these two documents are available at: [http://www.essie.ufl.edu/departments/environmental_engineering_sciences/ees_courses_and_curriculum/graduate/](http://www.essie.ufl.edu/departments/environmental_engineering_sciences/ees_courses_and_curriculum/graduate/)

You will want to contact your academic advisor for your final exam at this time.
**Ph.D.**

**Course Credit Requirements**
The PhD program requires a minimum of 90 credit hours beyond the bachelor’s degree. At least 12 graded credit hours (not S/U) must be taken within the department. At least a 3.0 truncated GPA is required for courses included in the major.

**Transfer of Credits**
All master’s degree credits to be transferred must be earned 7 years before entrance to the PhD program. A maximum of 30 credit hours for a master’s degree from another institution can be transferred to an EES doctoral program. If a student holds a master’s degree in a discipline different from that of the doctoral program, the master’s 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 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.

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

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.

**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 the graduate faculty from the department offering the minor for the purpose of representing the student’s minor. In the event that the student elects more than one minor, each minor area must be represented on the Supervisory Committee. If one minor is chosen, 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 midpoint 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 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.

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. Once the form is received, the Academic Office will complete your paperwork with 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.

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.

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 Final Examination form must be submitted to the Graduate School by the listed deadlines for the term.

When you are ready to schedule your Final Exam, you must complete the on-line Final Exam form at 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.

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.

Dissertation Submission
Guidelines concerning the format of the dissertation and electronic submission requirements are published by the Graduate School Editorial Office, 224B The Hub. Students should refer to the following website for format requirements: https://asc.helpdesk.ufl.edu/etd_format_requirements.html. Each student is urged to prepare articles on the subject of his/her report, thesis or dissertation for publication in technical journals. This is normally done in collaboration with his/her Supervisory Committee Chair.
Master’s Degree

Course Credit Requirements

**ME/MS Thesis** program requires a minimum of 30 credit hours. At least 12 graded credit hours (not S/U) must be taken within the department. Students may take an unlimited number of ENV6971 Master’s Research credit hours, but only 6 credit hours are allowed to count toward the overall 30 required.

**ME/MS Non-Thesis Project** program requires a minimum of 30 credit hours. At least 15 graded credit hours (not S/U) must be taken within the department. Only 3 credit hours of ENV6916 are allowed to count toward the overall 30 required.

**ME/MS Coursework-Only on-campus** program requires a minimum of 30 credit hours. At least 15 graded credit hours (not S/U) must be taken within the department.

**ME/MS Coursework-Only online** program requires a minimum of 30 credit hours. Student should refer to the course requirements detailed in their respective online specialization.

At least a 3.0 truncated GPA is required for courses included in the major.

Transfer of Credits

Only graduate-level (5000-7999) work with a grade of B or better, is eligible for transfer of credit. A maximum of 15 transfer credits are allowed. These can include no more than 9 credits from institutions 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.

Academic units must submit petitions for transfer of credit for a master’s degree must be made during the student’s first term of enrollment in the Graduate School. The supervisory committee is responsible for using established criteria to ensure the academic integrity of course work before accepting graduate transfer credits.

Supervisory Committee

By the midpoint of the second semester of registration each graduate student must appoint a Supervisory Committee. The Supervisory Committee for the Master’s degree has various minimum membership requirements. The Chair must be from the EES Department. For Thesis degrees: one member may come from outside the Department if this is appropriate for the student’s program. It is the responsibility of the Supervisory Committee Chair to see that the committee members are present at all examinations.

The Supervisory Committee will oversee the student's graduate work and administer the required examinations, although the most frequent contact will be with the student's Committee Chair. The membership of the Committee can be changed if the needs or interests of the student or a Committee member change. 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.

Minor

With the supervisory committee’s approval, the student may choose one or more minor fields. If a minor is chosen, at least 6 credits of work are required in the minor field. Two 6-credit minors may be taken with the major academic unit’s permission. A 3.00 (truncated) GPA is required for minor credit.

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 it is signed by the student's Supervisory Committee. This Plan of Study is due in the Academic Office by the midpoint 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, approved by the Supervisory Committee, must be 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 must be submitted to the Graduate School by the listed deadlines for the term.

When you are ready to schedule your Final Exam, you must complete the on-line Final Exam form at 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.

Thesis Submission - Guidelines concerning the format of the thesis and electronic submission requirements are published by the Graduate School Editorial Office, 224B The Hub. Students should refer to the following website for format requirements: https://asc.helpdesk.ufl.edu/etd_format_requirements.html. Each student is urged to prepare articles on the subject of his/her report, thesis or dissertation for publication in technical journals. This is normally done in collaboration with his/her Supervisory Committee Chair.

Non-Thesis Project - Upon completion of the Non-Thesis Project, the Supervisory Committee will conduct a final oral examination, focused principally on the project 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 must be submitted to the Graduate School by the listed deadlines for the term.

When you are ready to schedule your Final Exam, you must complete the on-line Final Exam form at 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.

Course Work Only - During the final term, the Supervisory Committee Chair will conduct a final examination. The Final Examination form must be submitted to the Graduate School by the listed 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.
**What counts for Master’s Degrees:**

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<thead>
<tr>
<th></th>
<th>Thesis</th>
<th>Non-Thesis Project</th>
<th>Coursework-Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course credits</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Thesis credits</td>
<td>Up to 6</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Seminar</td>
<td>Up to 2</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Project credits</td>
<td>None</td>
<td>Up to 3</td>
<td>None</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Committee</td>
<td>3 members (Chair + 2)</td>
<td>2 members (Chair + 1)</td>
<td>1 member (Chair)</td>
</tr>
<tr>
<td>Assistantship eligibility</td>
<td>GA &amp; TA</td>
<td>GA</td>
<td>None</td>
</tr>
</tbody>
</table>

GA = Graduate Assistant (research oriented)
TA = Teaching Assistant

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**Graduation**

The semester before graduation, the candidate should check his or her file in the Academic Office, 217 Black Hall, to make sure that all incomplete grades are cleared, grade changes have been recorded, and the Supervisory Committee form is accurate. Application for the degree must be made on ISIS, early in the semester of graduation by the deadline published in the University Calendar.

Application for the degree assures that the student’s name is on the graduation list and includes the application for the diploma, placement of the student’s name in the commencement program, and placement of the name on the list to receive information on commencement procedures, including rental or purchase of regalia. Application for graduation must be made each term in which a student anticipates graduating. Application does not carry over from a previous semester. Candidates pursuing concurrent degrees need to apply on ISIS for both degrees. Failure to make application by the published deadline will preclude the student’s graduation in that term.

http://gradcatalog.ufl.edu/ (select Academic Calendar from menu on left)

**FINAL TERM REGISTRATION**

Students must register for at least three credit hours (two in summer) that count toward the degree during the semester of graduation. Thesis students must register for ENV 6971 and doctoral students for ENV 7980.

Satisfactory performance on the final examination and final submission of the corrected thesis or dissertation must be completed by the listed deadlines for the term (http://gradcatalog.ufl.edu)

Candidates who have completed all requirements for the degree, including satisfactory defense and final acceptance of the thesis or dissertation, may request certification before receipt of the degree. The certification request form, available in the Graduate School Editorial Office and in PDF form at http://gradschool.rgp.ufl.edu/pdf/etd/guide.pdf, should be completed by the student, signed by the Department Head or Supervisory Committee Chair, and by the Dean of the College of Engineering, and returned to the Graduate School for verification and processing.
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.** A maximum of 2 credits of ENV6935 (not awarded for Departmental Seminar) may be applied to the Master's Thesis course credits or the Ph.D. course credits.

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

Building Policies
The department has a 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. 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 3rd 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](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.
Admission to PhD Program from Master’s Program

This policy will apply to students who are admitted to a masters program but not the PhD program at the time of first admission to Graduate School. If a student is admitted to the Ph.D. program but wants a Master's en route to the PhD (just to have the masters diploma on the record), such student does not need to comply with this policy.

As the student is completing the masters program and expresses an interest in the Ph.D. program, the student will need to formally apply for the Ph.D. program. Before formal acceptance is made by the Department and then made known to the Graduate School, these steps must be followed.

1. Student needs to complete the masters program in good standing or be on track to complete the program in their final semester.
2. Student needs to inform the Academic Office of interest in PhD program.
3. Student completes a statement of purpose for PhD application file
4. Advisor for the master’s degree needs to submit a brief letter stating support for the student going on for the Ph.D. (regardless of the fact that the student will stay with the same professor or move to another professor). If the student was a course-work only master’s student, and hence admitted as a terminal master’s student, additional requirements apply. For students with a thesis committee or non-thesis project committee, the committee members need to sign off on the advisor’s letter of support signifying that they agree that they approve of the student going on to the PhD program.
5. For the student in a course-work only Master’s program who later decides to go into the PhD program, the following is needed:
   A. a letter from the course-work only advisor recommending that the student be admitted to the Ph.D. program.
   B. a recommendation letter from the potential PhD advisor accepting the student (if different from professor in A)
   C. Additional letter(s) of recommendation from faculty in classes the student has taken as a masters student to support PhD status (note, if professor in A and B are different, one additional letter is needed; if professor in A is same as professor in B, then two additional letters are needed; total of 3 letters required).
6. For a student who completed a project or thesis and who has a completed file with all approvals, the student will be directly admitted to PhD program.
7. For student who did coursework only masters and who has a completed file with all approvals, the student will be conditionally admitted to PhD pending final acceptance after 1-2 semesters as a "conditional" student. The conditional status will be deleted only after the newly formed PhD supervisory committee makes a positive, written affirmation that the student should continue as a PhD student. This must be done before the student is authorized to take the PhD preliminary-qualifying examination.
At least three forms of aid are available to all graduate students: graduate assistantships, teaching assistantships and fellowships. None of the awards pay tuition directly; however, a waiver for a substantial portion of tuition and fees is usually available for students holding at least a 0.25 FTE (1/4-time) assistantship. Stipend amounts depend upon the level of effort, experience, and availability of funds.

**Graduate Assistantships (GA)**
These are usually funded from research projects obtained by faculty members. Holders of such assistantships are required to participate in research as directed by the faculty principal investigator. It may be possible to develop a thesis from work performed while appointed to such an assistantship.

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

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

**Fellowships**
A few fellowship awards are available each year. Also, the Department awards the Camp Dresser and McKee Graduate Fellowship. Additional information is given in the Graduate Catalog. Such awards are highly competitive and are given only to students with excellent scholastic records. Fellows must register for a minimum of 12 hours. Students with excellent undergraduate GPAs and very high GRE scores are encouraged to apply individually for nationally competitive fellowships from NSF, DOE, etc.

**Availability of Financial Aid**
Students should contact faculty members in their area of interest to check on availability of assistantships. For fellowships, it is necessary to submit an application according to the pertinent guidelines. Early application to the Graduate School is necessary to meet some fellowship deadlines. Interested students should apply no later than January 1 of the year they plan to enroll for the Fall semester.

Minimum registration requirements are:

### Required Full-Time Registration

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<th>Fall and Spring</th>
<th>Summer A</th>
<th>B</th>
<th>C</th>
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<tr>
<td>Full-time graduate students not on appointments</td>
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<td>4</td>
<td>4</td>
<td>8</td>
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<tr>
<td>Fellows receiving $4,000 or more per term*, and trainees</td>
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<td>4</td>
<td>4</td>
<td>8</td>
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<tr>
<td>Assistants on .25 to .74 FTE</td>
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<td>3</td>
<td>3</td>
<td>6</td>
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<tr>
<td>Assistants on .75 to .99 FTE</td>
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<td>2</td>
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Full-time assistants:

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<tbody>
<tr>
<td>1.00 Fall &amp; Spring</td>
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<td>1.00 Summer A</td>
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<td>1.00 Summer C</td>
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**NOTE:** Registration requirements listed here do not apply to eligibility for financial aid programs administered by the Office for Student Financial Affairs. Check with Student Financial Affairs in S-107 Criser Hall for financial aid registration requirements.

### Registration

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

For students on appointment for the full Summer Semester, minimum registration must total that specified for C Semester. Registration may be in any combination of A, B, or C Semester. However, courses must be distributed so that the student is registered during each Semester that he/she is on appointment. Students on appointment who register for any Summer Semester must register at the beginning of Summer A.

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