Committee Changes

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 classes of the semester in which the student is graduating.

GRADE POINT AVERAGE

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

Any student on assistantship whose GPA falls below a 3.0 will lose the assistantship per the Graduate School. CONSENT FOR RELEASE OF STUDENT RECORDS

It is requested that all students in the Civil and Coastal Engineering Department complete and sign the Consent for Release of Student Records form. The Civil and Coastal Engineering Department NEVER releases a transcript or any information concerning grades or grade point average.

It was determined that we cannot give a letter of recommendation on you without your written consent. This ruling has made things difficult when prospective employers, etc., ask about your character and potential for employment. In addition, your consent is also needed for us to answer security clearance investigations by representatives of the U.S. Government.

The Civil and Coastal Engineering Department complies with the State of Florida Department of Education, Board of Regents rule #6C1 - 4.007, State of Florida Statute 228-093, and Public Law 93-380 (Buckley Amendment.)

STEPS TO FOLLOW TOWARD GRADUATION

MASTER of ENGINEERING - NON-THESIS DEGREE REQUIREMENTS

1. Coursework
   • 30 credit hours (as approved by advisor and/or committee)
   • Minimum of 15 credits taken in major area
   • Maximum of 6 credits of (3000-4000 level) courses, outside department, can be used for support courses if approved by advisor
   • All work, including transfer credit, must be completed during the seven years preceding the date on which the degree is awarded
   • Minimum of 3.0 GPA in the major area and cumulative is needed to graduate

   See Graduate Catalog for all other requirements http://gradschool.rgp.ufl.edu

2. Supervisory Committee - none needed unless a minor is chosen
• If a minor is chosen, complete the Supervisory Committee form (available at www.ce.ufl.edu at the GRADUATE link) and submit it to the Academic Support Coordinator for processing in the GRAC Office. It should be completed by the end of the first semester.

• If changes need to be made to your committee, please follow the guidelines listed on the Supervisory Committee Member Change Form. See Graduate Catalog for any other requirements http://gradschool.rgp.ufl.edu

3. Transfer of Credit

A student may transfer up to 9 credits of coursework from another institution or up to 15 credits of post-baccalaureate coursework from UF with a ‘B’ or better towards the Masters program. It is up to the student's chairperson/advisor to determine which courses will be applicable to the student's degree. Once the student has met with his/her chair, established a Supervisory Committee and completed the Program Plan of Study form which would include the "applicable" transfer of credit, the student will submit the Program Plan of Study to the Academic Support Coordinator. Once the information is received, the Academic Support Coordinator will complete the transfer of credit form and forward it to the Graduate School. A student cannot use courses toward graduation from an outside institution during the final term of degree completion (graduation.) See Graduate Catalog for all other requirements http://gradschool.rgp.ufl.edu

4. Coursework/Research Completion

Meet with your chair to complete a Program Plan of Study form and on a regular basis to be certain that departmental and program requirements are being met.

5. Graduate Check

Review your copy of the Program Plan of Study form to be certain you have met all program requirements

6. Graduation Requirements
• Complete degree application form in the Registrars Office by the deadline date or at www.ce.ufl.edu at the GRADUATE link
• Meet all deadlines as established by the Dept., College, and/or Graduate School/Editorial Office
• Minimum of 3.0 GPA in the major area and cumulative is needed to graduate
• Must receive appropriate grade in course(s) taken in final semester
• Complete the Consent for Release of Student Records and return it to the GRAC office (available at www.ce.ufl.edu at the GRADUATE link)
• Return all departmental keys
• Must register in degree approved coursework
• Must submit signed 30 Credit Hour Masters verification form and return it to the GRAC office (available at www.ce.ufl.edu at the GRADUATE link)
• Complete the CCE Department Exit Survey and return it to the GRAC office before mid-term of the semester (available at www.ce.ufl.edu at the GRADUATE link)
MASTER of SCIENCE - NON-THESIS DEGREE REQUIREMENTS

1. Coursework
   • 30 credit hours (as approved by advisor and/or committee)
   • Minimum of 15 credits taken in major area
   • Maximum of 6 credits of (3000-4000 level) courses, outside department, can be used for support course if approved by advisor
   • All work, including transfer credit, must be completed during the seven years preceding the date on which the degree is awarded
   • Minimum of 3.0 GPA in the major area and cumulative is needed to graduate

   See Graduate Catalog for all other requirements http://gradschool.rgp.ufl.edu

2. Supervisory Committee - none needed unless a minor is chosen
   • If a minor is chosen, complete the Supervisory Committee form (available at www.ce.ufl.edu at the GRADUATE link) and submit it to the Academic Support Coordinator for processing in the GRAC Office. It should be completed by the end of the first semester.
   • If changes need to be made to your committee, please follow the guidelines listed on the Supervisory Committee Member Change Form

   See Graduate Catalog for any other requirements http://gradschool.rgp.ufl.edu

3. Transfer of Credit
   A student may transfer up to 9 credits of coursework from another institution or up to 15 credits of post-baccalaureate coursework from UF with a ‘B’ or better towards the Masters program. It is up to the student's chairperson/advisor to determine which courses will be applicable to the student's degree. Once the student has met with his/her chair, established a Supervisory Committee and completed the Program Plan of Study form which would include the “applicable” transfer of credit, the student will submit the Program Plan of Study to the Academic Support Coordinator. Once the information is received, the Academic Support Coordinator will complete the transfer of credit form and forward it to the Graduate School. A student cannot use courses toward graduation from an outside institution during the final term of degree completion (graduation.)

   See Graduate Catalog for all other requirements http://gradschool.rgp.ufl.edu

4. Coursework/Research Completion
   Meet with your chair to complete a Program Plan of Study form and on a regular basis to be certain that departmental and program requirements are being met.

5. Graduate Check
   Review your copy of the Program Plan of Study form to be certain you have met all program requirements

6. Graduation Requirements
• Complete degree application form in the Registrars Office by the deadline date or at www.ce.ufl.edu at the GRADUATE link

• Meet all deadlines as established by the Dept., College, and/or Graduate School/Editorial Office

• Minimum of 3.0 GPA in the major area and cumulative is needed to graduate

• Must receive appropriate grade in course(s) taken in final semester

• Complete the Consent for Release of Student Records and return it to the GRAC Office (available at www.ce.ufl.edu at the GRADUATE link)

• Return all departmental keys

• Must register in degree approved coursework

• Must submit signed 30 Credit Hour Masters verification form and Announcement of Final Exam form to the GRAC office (available at www.ce.ufl.edu at the GRADUATE link)

• Complete the CCE Department Exit Survey and return it to the GRAC office before mid-term of the semester (available at www.ce.ufl.edu at the GRADUATE link)

MASTER of SCIENCE and MASTER OF ENGINEERING - THESIS DEGREE REQUIREMENTS

1. Coursework

• 30 credit hours (as approved by advisor and/or committee)

• Minimum of 15 credits taken in major area

• Maximum of 6 credits of (3000-4000 level) courses, outside department, can be used for support course if approved by advisor

• All work, including transfer credit, must be completed during the seven years preceding the date on which the degree is awarded

• Minimum of 3.0 GPA in the major area and cumulative is needed to graduate

      See graduate catalog for all other requirements http://gradschool.rgp.ufl.edu

2. Appoint Supervisory Committee

• Complete the Supervisory Committee form (available at www.ce.ufl.edu at the GRADUATE link) and submit it to the Academic Support Coordinator for processing in the GRAC Office. It should be completed by the end of the first semester. The MS/ME- Thesis committee consists of a chair and a member.

• If changes need to be made to your committee, please follow the guidelines listed on the Supervisory Committee Member Change Form

      See Graduate Catalog for any other requirements http://gradschool.rgp.ufl.edu