

**UNIVERSITY OF FLORIDA**  
**Department of**  
**Civil & Coastal Engineering**



**GRADUATE HANDBOOK**

## **PURPOSE:**

This information guide is provided to you in order to familiarize you with the procedures and forms (all posted at [www.ce.ufl.edu/forms](http://www.ce.ufl.edu/forms)) that will be utilized during your degree process. However, you should first refer to your college catalog and the Graduate School's policies and procedures as outlined on the [www.ufl.edu](http://www.ufl.edu) website. It is extremely important that you understand these procedures and maintain the processing of the required forms in a timely manner. Also, be certain to refer to the CCE Department website at [www.ce.ufl.edu](http://www.ce.ufl.edu) under the Graduate listing for the most up-to-date information.

The Civil and Coastal Engineering Department faculty and staff are here to assist you to earn your degree and meet your future goals. It is your responsibility to adhere to any deadline dates which have been published in the University Catalog, the semester schedule of courses (found on the web) and the Graduate School and departmental information and forms. Also, it is necessary for you to be informed of the proper procedures, policies, rules and regulations that must be followed when moving forward with your degree requirements.

## **OUR MISSION AND OBJECTIVES:**

The mission of the Department of Civil and Coastal Engineering (CCE) is to build upon a leading program of exceptional teaching, innovative research, and dedicated service by maintaining a strong curriculum, a highly qualified and committed faculty, outstanding facilities, and essential funding required to meet program needs. The primary objective of the Department is to provide the student with a curriculum designed to accomplish three primary purposes:

1. To provide a broad general education that enhances communication skills and encourages all-around development of students, both individually and as productive members of society,
2. To ensure a thorough preparation in the fundamentals of science and engineering, and
3. To provide a foundation to the planning, design, construction, and operation of civil engineering projects.

The program and curriculum to accomplish these objectives permit a graduate to enter practice and commence life-long learning through professional activities or graduate studies.

The secondary objective is to enhance contributions to the State, Nation, and profession through strong programs in teaching, research and service.

## **COMMUNICATION:**

Any official communication that you receive from the University/Graduate School/College of Engineering/Department of Civil and Coastal Engineering (CCE) will come to you via your [ufl.edu](http://ufl.edu) e-mail address. It is your responsibility to check this mail routinely for important deadlines and communications. If you chose to ignore this line of communication it can impact you negatively in many ways including not being able to graduate.

Visit the CCE website at [www.ce.ufl.edu](http://www.ce.ufl.edu) for contact information for Administrators, Faculty and Staff.

## **CHAPTER 1: REGISTRATION**

All new students should meet with their assigned temporary advisors in their program area.

### **Registration Procedures**

1. Obtain a College of Engineering Graduate Course Approval Form online at [www.ce.ufl.edu](http://www.ce.ufl.edu) under the GRADUATE listing.
2. With your advisor, decide on the courses you plan to take. Fill out the form completely, have your advisor sign it, you sign it and then return it to the CCE Graduate Records and Advising Center (480D Weil Hall.)

### 3. DEPARTMENTALLY CONTROLLED COURSES – DEP-X

For those courses shown in the Published Schedule of Courses as “DEP-X” for a section number, it is necessary to get the number from the department teaching the course. The departments use this system to control that particular section for a variety of reasons, i.e., classification level of students, design elective, waiting for the other section to fill up, etc. The student must obtain the instructor’s/research supervisor’s signature on the Graduate Course Approval Form to register for any of the courses listed below.

CGN 6905, EOC 6905, CGN 6910, EOC 6934, CGN 6940, CGN 6971, CGN 6972, CGN 6074, CGN 7979, CGN 7980, EOC 6971, EOC 6972, EOC, 7979, EOC 7980, EGN 5949

Note: In addition to the courses listed above, other departments (i.e., Building Construction, Environmental Engineering Sciences, etc.) use the controlled section DEP-X. The student must obtain permission from the graduate advisor in the specific department in order to register for those courses.

4. All students will have a hold on their registration. In order to have the hold removed, bring your completed registration form to the GRAC office. There are certain procedures that are in place to help you succeed. If it is determined that you are at a point where one of the procedures needs to be completed, you will not be permitted to register until you have cleared the process. If you do not have any procedures to complete, your hold will be cleared and you can proceed to register on-line at [my.ufl.edu](http://my.ufl.edu) unless you have DEP-X courses. If you are registering for a DEP-X course, the GRAC personnel will register you for those courses.

### Procedure for schedule changes after the Drop/ Add period

1. Obtain a Course Schedule Change form on-line through [my.ufl.edu](http://my.ufl.edu) or at [www.ce.ufl.edu](http://www.ce.ufl.edu) – GRADUATE link.
2. Fill in the appropriate information
3. Date and sign the form (You are not required to obtain the Dean’s signature on this form)
4. Submit the form to the Graduate Records and Advising Center (GRAC) for signature and processing.

### Can I be a part-time graduate student?

Unless you have a specific registration requirement by the government, an external agency, the university or your academic department (such as an assistantship), you may register as a part-time student as long as you maintain the minimum registration requirement of three credits in fall or spring and two credits in the summer.

If you are going to enroll in less than 9 credits, the CCE Department requires you to complete the Request for Part-Time Graduate Status Form. You must have your Advisor or Supervisory Committee Chairperson sign it and then return it to the GRAC for processing.

### Assistantship Criteria for Registration

If you hold an assistantship, you must adhere to the following guidelines regarding your enrollment status:

	Fall & Spring Terms	Summer Term	
Assistantship	Required Hours	A & B	C
1/4 time appointment	9	3 & 3	or 6
1/3 time appointment	9	3 & 3	or 6
1/2 time appointment	9	3 & 3	or 6
3/4 time appointment	6	2 & 2	or 4

## CHAPTER 2: DEGREE GUIDELINES AND GRADUATION REQUIREMENTS

### MASTERS DEGREE REQUIREMENTS

Programs are developed on an individual basis to satisfy the student's personal needs and career interests. Considerable latitude is possible in the development of outside interests to support the major area of concentration. This interest may be established in geology, mathematics and statistics, business, other branches of engineering, etc.

The *Master of Engineering* degree is for those students who have a bachelor's degree in engineering from an ABET accredited curriculum or who have taken sufficient articulation course work to meet the minimum requirements specified by ABET.

The ME degree is offered with a thesis or non-thesis option. The thesis option requires a minimum of 30 semester hours including a maximum of 6 semester hours of Master's research (CGN 6971). The non-thesis option requires a minimum of 30 semester hours.

For both the thesis and non-thesis options, at least half the required credits, exclusive of CGN 6971 and CGN 6974 must be at the graduate level and within the Civil and Coastal Engineering Department. In addition, the department highly recommends that one-third of the credits be designated as "design". This is particularly important for our international students who are not graduates of an undergraduate ABET-accredited program, and who later might seek to become registered as a Professional Engineer (PE) in the USA. Check with your advisor to determine what courses can be used to meet the design requirement.

The *Master of Science* degree is for those students with a non-engineering undergraduate degree interested in taking advantage of specialized advanced education in certain aspects of engineering and for those students whose engineering baccalaureate degree is not from an ABET accredited curriculum.

The MS degree is primarily a thesis degree requiring 30 semester hours including up to 6 semester hours of Master's Research. However, a student may elect to take the non-thesis option. The non-thesis option requires 30 semester hours of coursework. Students who elect the non-thesis option must pass a written comprehensive examination on the major field of study and on the minor, if a minor is designated. The examination must be taken 6 months prior to the date that the degree is to be awarded.

If a student is awarded an assistantship, a non-thesis Masters degree program is not an option. The student must complete a thesis-option program.

### TRANSFER OF CREDIT

Only graduate (5000-7999) level work to the extent of 9 semester hours, earned with a grade of A, A-, B+, or B, may be transferred from an institution approved by the Graduate School or 15 semester hours from post-baccalaureate work at the University of Florida. Credits transferred from other universities will be applied toward meeting the degree requirements but the grades earned will not be 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.

The responsibility rests with the supervisory committee to base acceptance of graduate transfer credits on established criteria for ensuring the academic integrity of course work.

No courses taken by correspondence may be used for graduate credit or to meet the registration requirements for an assistantship.

Requests for transfer of credit should occur during the student's first term enrolled in Graduate School. Obtain a copy of your transcripts and discuss the transfer of credits with your advisor. After your advisor has made their

suggestions and completed the Program Plan of Study form, take the information to the Graduate Records and Advising Center (480D Weil) and meet with the Academic Support Coordinator. As long as you have submitted your Supervisory Committee Form, the coordinator will process the Graduate Credit Transfer form and forward it to the Graduate School. Be certain to ask the coordinator to complete the transfer of credit upon submission of your completed Program Plan of Study form.

### **Graduate Courses Taken While a Post-baccalaureate Student**

A University of Florida post-baccalaureate student who subsequently enrolls in Graduate School may transfer up to 15 credit hours of 5000 or 6000 level courses taken. This is contingent upon approval of the student's committee chair.

### **Master's Degree Students**

Courses open only for graduate credit to the extent of 9 semester hours earned with a grade of B or better may be transferred from an institution approved for this purpose by the Dean of the Graduate School. This is contingent upon approval of the student's committee chair. No course work will be counted toward degree requirements that exceed the 7-year time limit.

### **UNIVERSITY OF FLORIDA GRADUATE SCHOOL TRAVELING SCHOLAR PROGRAM**

This program is designed for a student who wants to participate as a UF graduate student attending an institution of higher learning elsewhere, either within the Florida State University System or outside of the Florida State University System - but within the United States. The form to request participation in this program can be found at:

<http://gradschool.ufl.edu/pdf-files/traveling-scholar-form.pdf>

### **SUPERVISORY COMMITTEE INFORMATION**

#### **Appointment**

Supervisory committees for graduate degree programs are nominated by the respective department chair, approved by the college dean and appointed by the Dean of the Graduate School. The Dean of the Graduate School is an ex-officio member of all supervisory committees. Only those members of the faculty who have been appointed to the graduate faculty may serve as members of a supervisory committee unless a special appointment is completed and approved. If a student is pursuing a non-thesis based degree no supervisory committee is needed. However, if the student elects to pursue a minor toward a non-thesis degree, the student must submit the completed supervisory committee form with the minor representative's name. This must be completed the semester before the student intends to graduate. If a student pursuing a thesis takes fewer than 12 hours in the first term, the deadline date for appointing a supervisory committee is at the end of the term in which he or she has accumulated 12 or more credit hours or by the middle of the second semester (See Appendix Form 5.) If a minor is designated for any degree, the committee must include one member as the representative for that proposed minor. If two minors are designated, two representatives must be appointed to the committee.

#### **Membership**

The chair of the supervisory committee must have graduate faculty status in the student's major department.

#### **Special Appointments**

The chair of a student's supervisory committee with permission of the department and college may ask for a professor with special qualifications not holding graduate faculty status to serve on a student's committee. To do this, go online to <http://gradschool.rgp.ufl.edu/pdf-files/graduate-faculty-special-appointment.pdf> and complete the form. Please return the completed form (signed by your committee chair) and all other information if applicable to the Graduate Records and Advising Center – 480D Weil Hall.

## **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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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>

### 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.)

**\*\*NOTE:** The student must have submitted his/her completed supervisory committee form before the transfer of credit form will be processed.\*\*

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](http://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 Consent for Release of Student Records and return it to the GRAC office (available at [www.ce.ufl.edu](http://www.ce.ufl.edu) at the GRADUATE link)
- Return all departmental keys
- During the final semester you must register for at least 3 research credit hours (CGN or EOC 6971) - (if funded, must meet funding requirements) during the Fall and Spring terms or 2 research credit hours during the Summer term.
- Must register in degree approved coursework
- Must submit signed Announcement of Final Exam form (5) business days prior to defense date to the GRAC office (available at [www.ce.ufl.edu](http://www.ce.ufl.edu) at the GRADUATE link)
- Thesis Option - Maximum of 6 research hours that will count toward the degree (some students take more than six hours)- three hours must be in the final semester
- Complete CCE Department Exit Survey before mid-term of the semester– return to the GRAC office (available at [www.ce.ufl.edu](http://www.ce.ufl.edu) at the GRADUATE link)

## **DOCTOR OF PHILOSOPHY**

Programs are developed on an individual basis to satisfy the student's personal needs and career interests. Considerable latitude is possible in the development of outside interests to support the major area of concentration. This interest may be established in geology, mathematics and statistics, business, other branches of engineering, etc.

The Doctor of Philosophy degree is not defined in terms of course hours but rather is considered to consist of a flexible program leading to mastery of a field of knowledge and contributing to professional development through formal and independent study and research. A minimum of 90 semester hours beyond the bachelor's degree is required for the doctoral degree. No more than 30 semester hours of a master's degree from another institution earned in the last seven years will be transferred to a doctoral program. However, if the master's degree is in a discipline different from the doctoral program, the master's work will not be counted in the program unless petitioned by the student's supervisory committee.

The policy on the Period of Concentrated Study requirement for PhD students has been replaced by a residency requirement. The policy states: "Beyond the first 30 hours counted toward the doctoral degree, students must complete 30 hours in residence at the University of Florida campus or at an approved branch station of the University of Florida Agricultural Experiment Stations or the Graduate Engineering and Research Center." A department or college may establish and monitor its own more stringent requirement as desired. There is a preliminary examination for all doctoral students in the Civil Engineering Major which is scheduled in the student's second term in the program. In addition, all doctoral candidates must satisfy the foreign language requirement before taking the written and oral portions of the qualifying exam.

The supervisory committee consists of four professors. In general, a minimum of the chair and two other members must be from the Department of Civil and Coastal Engineering; in addition the chair and one member must be from the student's major research area. All members must have a graduate classification of GF (Graduate Faculty). One committee member, known as the external member, should be from outside of the department.

Every candidate for a doctoral program is required to prepare and present a dissertation that shows independent investigation and is acceptable in form and content to the supervisory committee and the Graduate School. Since all doctoral dissertations will be published by microfilm, it is necessary that the work be of publishable quality and suitable for publication.

All work for the doctorate must be completed within five calendar years after the qualifying examination or this examination must be repeated.

## **TRANSFER OF CREDIT**

Doctoral students may receive 30 semester credits for their Master's degree. Supervisory committees may recommend that no credit or only partial credit be allowed. In addition, up to 15 credit hours of doctoral level coursework completed beyond the Masters degree can also be requested for transfer toward the PhD. Credits transferred from other universities will be applied toward meeting the degree requirements but the grades earned will not be 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. A student cannot use courses toward graduation from an outside institution during the final term of degree completion (graduation.)

The responsibility rests with the supervisory committee to base acceptance of graduate transfer credits on established criteria for ensuring the academic integrity of course work.

No courses taken by correspondence may be used for graduate credit or to meet the registration requirements for an assistantship.

Requests for transfer of credit should occur during the student's first term enrolled in Graduate School. Obtain a copy of your transcripts and discuss the transfer of credits with your advisor. After your advisor has made their suggestions and completed the Program Plan of Study form, take the information to the Graduate Records and Advising Center (480D Weil) and meet with the Academic Support Coordinator. As long as you have submitted your Supervisory Committee Form, the coordinator will process the Graduate Credit Transfer form and forward it to the Graduate School.

Credit for foreign master's degrees will be considered on a case-by-case basis, with each student's academic record requiring a careful evaluation.

### **Graduate Courses Taken While Post-baccalaureate Student**

A University of Florida post-baccalaureate student who subsequently enrolls in Graduate School may transfer up to 15 credit hours of 5000 or 6000 level courses taken.

### **UNIVERSITY OF FLORIDA GRADUATE SCHOOL TRAVELING SCHOLAR PROGRAM**

This program is designed for a student who wants to participate as a UF graduate student attending an institution of higher learning elsewhere, either within the Florida State University System or outside of the Florida State University System - but within the United States. The form to request participation in this program can be found at:  
<http://gradschool.ufl.edu/pdf-files/traveling-scholar-form.pdf>

### **SUPERVISORY COMMITTEE INFORMATION**

#### **Appointment**

Supervisory committees for graduate degree programs are nominated by the respective department chair, approved by the college dean and appointed by the Dean of the Graduate School. The Dean of the Graduate School is an ex-officio member of all supervisory committees. Only those members of the faculty who have been appointed to the graduate faculty may serve as members of a supervisory committee unless a special appointment is completed and approved. If a student takes fewer than 12 hours in the first term, the deadline date for appointing a supervisory committee is at the end of the term in which he or she has accumulated 12 or more credit hours or at the end of the second semester. If a minor is designated for any degree, the committee must include one member as the representative for that proposed minor. If two minors are designated, two representatives must be appointed to the committee.

#### **Membership**

The chair of the supervisory committee must have graduate faculty status in the student's major department.

#### **Special Appointments**

The chair of a student's supervisory committee with permission of the department and college may ask for a professor with special qualifications not holding graduate faculty status to serve on a student's committee. To do this, go online to <http://gradschool.rgp.ufl.edu/pdf-files/graduate-faculty-special-appointment.pdf> and complete the form. Please return the completed form (signed by your committee chair) and all other information if applicable to the Graduate Records and Advising Center – 480D Weil Hall.

#### **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 3.00.

Any student on assistantship whose GPA falls below a 3.00 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.)

## **LEAVE OF ABSENCE POLICY**

The Graduate Council, at their May 18, 1989 meeting, adopted a Leave of Absence Policy for all doctoral students. The policy as follows became effective Fall Semester 1989.

“A doctoral student, who will not be registered at the University of Florida for a period of more than one semester, needs to request written permission from his/her faculty advisor for a leave of absence for a designated period of time.”

### **Procedure**

1. Obtain a Leave of Absence from the CCE GRAC.
2. After completing the form, obtain the signature of your supervisory committee chairman (or advisor if you do not have a chairman).
3. Return the form to the CCE GRAC.
4. Contact the Registrar's Office 1 to 2 terms prior to your readmission so that the Readmission Application can be completed and processed.

## **STEPS TO FOLLOW TOWARD GRADUATION**

### **PhD Degree Requirements**

#### **1. Coursework**

- 90 credit hours beyond the bachelor's degree (as approved by advisor and/or committee)

- 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 any other requirements <http://gradschool.rgp.ufl.edu>

## 2. Appoint Supervisory Committee

- Complete the Supervisory Committee form (available at [www.ce.ufl.edu](http://www.ce.ufl.edu) at the GRADUATE link) and submit it to the Academic Support Coordinator for processing. It should be completed by the middle of the third term of enrollment. The PhD committee consists of a Chair, two members and an external member. A student may have more than four members if he/she so desires.
- 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 30 credit hours of a completed Masters degree toward the PhD. An additional 15 credit hours of doctoral-level coursework may be transferred toward the PhD 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 and completed the Program Plan of study 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.

**\*\*NOTE:** The student must have submitted his/her completed supervisory committee form before the transfer of credit form will be processed.\*\*

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 and on a regular basis to be certain that departmental and program requirements are being met.

## 5. Admission to Candidacy

You will be given a written and oral examination by your committee. Typically the written exam precedes the oral examination. You must notify the Academic Support Coordinator at least **five days** prior to your oral examination in order for the proper paperwork to be completed for the examination. Once the oral examination is completed and the committee verifies that you have passed both portions, you will be admitted to candidacy. The supervisory committee will sign the Admission to Candidacy form and submit it to the Academic Support Coordinator to process and submit to the Graduate School. A student must be admitted to candidacy **at least two semesters** prior to graduation and have completed at least two terms of the advanced PhD research course.

## 6. Leave of Absence

If, for reasons beyond your control, you must discontinue your studies toward your PhD program for more than one semester, please complete the Leave of Absence form to obtain prior written approval from your faculty chair. This form can be obtained on the CCE Department's website under the Graduate listing. You will be required to reapply for admission upon your return.

## 7. Graduation Requirements

- Complete the degree application form in the Registrars Office by the deadline date or at [www.ce.ufl.edu](http://www.ce.ufl.edu) at the GRADUATE link)
- Register for at least three credit hours of coursework or follow the criteria set by your funding award. You must be registered for 3 research hours (Fall and Spring) or 2 research hours (Summer) during your final semester.
- Submit an Announcement of Final Examination form (5) business days prior to defending your dissertation and return it the GRAC office for processing (available at [www.ce.ufl.edu](http://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
- Return all department keys
- Complete Consent for Release of Student Records\*\* and return it to the GRAC office (available at [www.ce.ufl.edu](http://www.ce.ufl.edu) at the GRADUATE link)
- Complete the CCE Department Exit Survey and return it to the GRAC office before midterm of the semester (available at [www.ce.ufl.edu](http://www.ce.ufl.edu) at the GRADUATE link)

\*NOTE: The Graduate School only allows a total of **seven years** from the time you enroll in the PhD program to the completion of your degree. If you exceed this your chair can request an extension up to (1) year by completing a petition to the Graduate School.

There is also a **five year** limitation between the date when you are admitted to candidacy (oral qualifying exam) and completion of your degree. Again, a petition can be completed requesting up to a (1) year extension. See Graduate School Website for all other requirements <http://gradschool.rgp.ufl.edu>

## CHAPTER 3: ACADEMIC HONESTY AND CODE OF CONDUCT

### UNIVERSITY POLICY ON ACADEMIC HONESTY

#### THE HONOR CODE

University of Florida students voted in the fall of 1995 to enact a student Honor Code. They approved the following:

#### **Preamble:**

In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. A student-run Honor Court and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the Honor Code.

**The Honor Code:**

**We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.**

**Pledge:**

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

Information on procedures is in the Student Guide at <http://www.dso.ufl.edu/studentguide> and is set forth in Florida Administrative Code. Students should also refer to [www.generalcounsel.ufl.edu/Rules/Chapter%204/4017.pdf](http://www.generalcounsel.ufl.edu/Rules/Chapter%204/4017.pdf) to obtain specific information regarding the disciplinary actions taken by the university.

**CHAPTER 4: FINANCIAL MATTERS**

Qualified graduate students are eligible for assistantships and other financial awards. Students are encouraged to speak with the faculty concerning research projects and assistantships. However, only the Department Chairman has the authority to offer an assistantship or increase/decrease FTE’s.

**LETTERS OF OFFER AND APPOINTMENT**

When you have been awarded an assistantship, a letter of offer will be given to you. This must be signed and returned to the Office Assistant in the main office (365 Weil). You will then receive a Letter of Appointment. This letter contains the description of the assistant’s job duties, effective dates of appointment, and who the supervisor is. This must also be signed by you. A copy is retained in the Department.

The appointments are submitted by the instruction of the faculty member. Appointments will not be changed based on a student’s say so. However, if there is an error on the Letter of Appointment, please notify the Office Assistant (365 Weil) so he/she can check on it and make any necessary changes. Errors will affect your fee waiver.

You must make sure that your FTE does not exceed 50%. This is a total of all appointments. No student may work more than a total of 20 hours per week regardless of whether classes are in session or not. Those who have received a Master’s degree or have completed 30 hours at UF toward a Master’s degree may be considered for additional hours.

All teaching assistants are required to pass the Test of Spoken English before they will be permitted to teach in a class.

If you hold an assistantship, you must adhere to the following guidelines regarding your enrollment/registration status:

	Fall & Spring Terms	Summer Term	
Assistantship	Hours Required	A & B	C
1/4 time appointment	9	3 & 3	or 6
1/3 time appointment	9	3 & 3	or 6
1/2 time appointment	9	3 & 3	or 6
3/4 time appointment	6	2 & 2	or 4

## TUITION FEE WAIVER

Tuition waivers will be voided if the appointment terminates before the end of the term, the student withdraws from the University, or if any change is made in the appointment. If the fee waiver is voided, the student is responsible for the entire amount of fees including what the fee waiver covered.

If you are appointed to a project during the semester, you will not receive a retroactive fee waiver.

The deadline for processing your fee waiver is the Thursday of the first week of class. The deadline date for payment of fees is published in the Schedule of Courses. Failure to meet these deadlines will result in you being charged a \$100.00 late fee.

## SIGN UP FOR PAYROLL

In order to receive a paycheck, you must be signed up on payroll. This requires that you present a U.S. social security card. The Department must give a copy of your social security card to the payroll office.

## GRADUATION

If you have applied for your diploma, the Office Assistant will not reappoint you to an assistantship. If you do not complete your report/thesis/dissertation resulting in cancellation of your graduation, you must notify the Office Assistant (365 Weil) by the midpoint of the semester so that he/she can confirm with your supervisor the continuation of your assistantship. Failure to comply with this may cause a delay in your paycheck or loss of a fee waiver.

## INTERNATIONAL STUDENTS

If your visa expires, under no circumstances can you be paid nor can you have a tuition fee waiver. International students holding an F-1 visa may not work more than a total of 20 hours per week. This is the total of all appointments. In addition, students holding an F-1 visa may not work off campus.

## EVALUATIONS

It is required by the Graduate School that any student holding an assistantship have a job performance evaluation during the contract period as stated in the Letter of Appointment. Students and faculty supervisors are required to sign the performance evaluation and this must be turned in to the Office Assistant (345F Weil). Failure to comply will result in cancellation of your reappointment, loss of a fee waiver, and/or delay in your paycheck.

## FEE PAYMENT INSTRUCTIONS

University of Florida students are assessed a variety of tuition and fees per credit hour. Students must understand that a tuition waiver does not dismiss their obligation to pay the tuition and fees they owe by the fee payment deadline each semester.

**Florida Residents.** A Florida resident is assessed in-state matriculation tuition as well as a number of smaller service fees. Florida residents who are awarded In-State Matriculation waivers are still required to pay the balance of their tuition and service fees by the fee payment deadline.

**Non-Florida Residents.** Non-Florida residents are assessed out-of-state tuition as well as an out-of-state service fee AND Florida resident tuition and service fees. Non-Florida residents who receive a waiver for their out-of-state tuition as well as their In-State Matriculation tuition are still responsible for payment of the balance of their tuition and service fees by the fee payment deadline.

**At no time are a student's fees waived in full.**

## **Payment of Fees**

Tuition and fees are due by Friday of the second week of classes and if tuition has not been paid in full, then a \$100.00 late payment fee will be assessed. Installment payment plans are not an option. A financial hold will also be placed on the student's account which will prevent the student from future registration, receipt of transcripts, and access to grades and other University services, including admission to athletic events. Payments are processed by the University Cashier at University Financial Services. Checks, cashier's checks, and money orders written in excess of the assessed fees will be processed and the difference refunded at a later date, according to University policy. Checks from foreign countries must be payable through a United States bank in United States dollars. The University reserves the right to refuse three-party checks, altered checks, and checks that will not photocopy.

Payments can be made via ATM cards on the HONOR system at the University Cashier's office. Payment with an ATM card must be made in person because a personal identification number (PIN) is required to access the student's bank account. Cash withdrawals against ATM cards will not be processed.

Returned checks and EFT transactions must be paid in cash, money order or cashier's check. A service fee, which ranges from \$25.00 to \$40.00, is assessed depending on the face value of the payment. If a student had paid for their tuition before the fee payment deadline and the payment was then returned after the deadline a late payment fee of \$100.00 would also be assessed. For further information, please refer to: <http://fa.ufl.edu/ufs/cashiers/faq.htm>.

## **CHAPTER 5: SAFETY**

The various laboratories operated by the department are hazardous working areas! The Division of Environmental Health and Safety of the University of Florida provide overall guidance in the area of general laboratory safety. In addition, each laboratory has unique features that demand specific safety rules. Failure to work within the umbrella of these rules can cause the damage of equipment and injury to those using the laboratories.

Any questions concerning safety should be directed to the Safety Coordinators for the Civil and Coastal Engineering Department laboratories. Emergency phone numbers for the Safety Coordinators, Civil and Coastal Engineering personnel, the Gainesville Fire Department and the UF Police Department will be prominently displayed at several points in the lab areas. A list is available at the end of this chapter.

Video training tapes are available in the department's main office (Rm. 365 Weil) Manuals for specific power tools are on file in the labs. At times in-house training may be offered for various testing machines, power tools, and welding equipment. ***STUDENTS ARE EXPECTED TO UNDERSTAND EQUIPMENT OPERATION PRIOR TO USING THE EQUIPMENT!***

Listed below are the safety rules. Please be familiar with them.

1. Hard hats should be worn in the Structures Lab when the situation dictates. "Hard Hat Area" signs are posted indicating this requirement. The same procedure will be followed on field experiments when appropriate.
2. Safety glasses, steel-toed work boots, gloves, hearing protection, and dust masks must be worn if required for a particular job. ***NO FLIP-FLOP TYPE SHOES ARE ALLOWED IN THE LABS.***
3. Signs and barriers will be put in place during laboratory experiments to indicate "For Authorized Personnel Only". Since we have spectators who stop by to see what we are doing, it is necessary for their protection as well as ours.
4. Students are not to run an experiment or test alone. This means that two persons must always be present.
5. Avoid wearing watches, rings, bracelets, or other jewelry when working with power tools, while moving heavy equipment, or working on electrical circuits. These items can easily be caught in the machinery or can generate extreme burns if accidentally connected to a power source or welding device.

6. Contact lenses are not to be worn in labs where chemicals are involved which could react with the eyes or lenses to create fusing between the eyes and lens, or which could create other problems. *SAFETY GLASSES MUST BE WORN!*
7. Laboratories, work areas, and experiment test sites will be kept clean and orderly. Debris and tools should not be left around the lab. Power cords, air hoses, chains and lifting straps should be safely stored when not in use. Clean up and ensure a safe and professional work place. *IT IS YOUR RESPONSIBILITY TO CLEAN UP YOUR WORK AREA!*

Safety rules for transportation data collection:

1. If data collection involves a moving vehicle, it is TRC policy to have both a driver and an observer. Some data collection schemes are designed to be driver operated; however, we will always require both a driver and an observer.
2. When using a vehicle for static data collection (e.g., counting traffic), park the vehicle well off the right-of-way, in an inconspicuous location (if possible) so as not to obscure the view of the roadway or intersection of other motorists, nor distract their attention.
3. If collecting from outside a vehicle, observers should likewise locate themselves in a safe, unobtrusive location.
4. If it is necessary to walk onto a roadway (for example to lay or retrieve a road tube), wear a reflective safety vest and have a watch person available if at all possible. You **MUST** follow the manual on Uniform Traffic Control Devices if on or near highways.

In all cases, data collectors should practice good, safe behavior and exercise common sense. They should not distract the attention of motorists from their task nor place themselves or the public in jeopardy.

Some of our projects involve fieldwork around water. In these cases, life preservers must be worn and water safety procedures strictly followed.

## **GENERAL SAFETY RULES AND COMMENTS**

First Aid kits, eyewash stations, and common safety equipment are located in the labs. Please familiarize yourself with the location of these resources.

Students are not permitted to operate the department forklift.

Persons with long hair who work around moving machinery must wear adequate hair covering.

Horseplay, practical jokes, and other similar behaviors are prohibited in lab areas.

If you do not know how to use a specific tool or device, please ask for guidance.

Do not prop doors open after hours. Building security procedures should be followed. *STUDENTS VIOLATING SECURITY RULES WILL NOT BE PERMITTED TO WORK IN THE LABS!*

## **SAFETY RELATED TELEPHONE NUMBERS FOR 2007-2008**

**Christopher Ferraro, Assistant in Engineering (Structures Lab)**  
392-0959

**George Lopp, Assistant in Engineering (Materials and Asphalt Labs)**  
392-9537 (Ext. 1464)

**Civil and Coastal Engineering Office**

392-9537 (Ext. 1400)

**University Police Department - 911**

**Gainesville Fire Department - 911**

**Chemical Accident**

Industrial Hygienist

392-1591

**Environmental Health and Safety**

392-1591

## **CHAPTER 6: COMPUTER FACILITIES**

The Civil and Coastal Engineering Department has one computer lab facility which is open to civil engineering majors only. The Center for Instructional and Research Computing Activities (or CIRCA) runs many computer facilities around campus which are available to any UF student. There is a CIRCA lab in 408 Weil Hall. There are several classrooms with large screen projection equipment. There is a computer/projector on a rolling cart for use in rooms without projection systems.

### **PC LAB – 200 WEIL HALL**

This lab is available to all CCE students. The lab consists of 15 Pentium 4 computers each having a 3ghz processor & 512 MB of ram. These computers contain word processing, spreadsheet, and presentations software applications, internet and E-mail access in addition to specialized programs used in various classes taught in Civil and Coastal Engineering.

All PC's are connected to a print server. This lab is also used for classes.

## **UNIVERSITY OF FLORIDA COMPUTER REQUIREMENTS**

The university expects each student entering the university and continuing students entering the junior year or graduate/professional school to acquire computer hardware and software appropriate to the degree program.

- Competency in the basic use of a computer is a requirement for graduation
- Class assignments may require use of a computer
- Academic advising and registration can be done by computer, and
- Official university correspondence is often sent via e-mail.

There is limited access to computers through campus computer labs, so you are expected to purchase or lease a computer with:

- dial-up or network connection or wireless connection to the Internet
- graphical access to the World Wide Web, and
- productivity functions such as word processing and spreadsheet calculation.

Costs of meeting this requirement will be included in financial aid considerations.

### **All New Students Will Need:**

- An up-to-date standard microcomputer with a Microsoft office software suite and printer. Networking and Internet software are available from the university at no additional cost.

## **New Graduate/Professional Students Will Need:**

- Additional hardware and software, as defined by your college and department. Consult your college or department's web site.

## **Software**

Certain software packages are used across campus and there are significant advantages to using a standard package. Many of your class assignments will be submitted in digital format and your files will be expected to conform. **Please note that UF purchased software cannot be installed on personally owned computers and personally owned software cannot be installed on departmental computers.** However, there are some applications you can download through MSDNAA for your personal computer only. Student are not permitted to download these applications to any departmental computers. You may inquire about this at the CCE Computer Civil Support office in Room 454A Weil.

- Word processing – current versions of Microsoft Word
- Spreadsheets – Microsoft Excel
- Web browsers – Netscape Communicator or Microsoft Internet Explorer (available at no cost)
- E-mail client – Pegasus, Outlook or other IMAP or POP client (available at no cost), and
- Networking utilities – alternate e-mail clients, clients for ftp, chat, news and other Internet services, pdf file readers and other utilities (available at no cost).

## **Advice on Acquiring a Computer**

- Don't buy too soon and don't buy too much. Technology changes rapidly and prices will continue to drop. It may make sense to lease or to purchase a used computer at first; buy a new computer when you enter the junior year or graduate school.
- You will have to upgrade over the course of four or more years. Make sure that your computer memory is expandable.

## **To Stay Up to Date**

A CD-ROM is produced each semester containing current networking and communications software, some site-licensed programs and computer-based training materials. This CD is sold for distribution costs only so the fee is minimal. It can be purchased at the UF Bookstore in the Reitz Union.

## **Network Access**

There is wireless access all around campus. The College of Engineering has wireless access points in most areas in Weil Hall. Civil and Coastal Engineering can provide wired access **IF** wireless access cannot be obtained. CCE uses DHCP which assigns an IP Number. It is forbidden to enter an IP number from another computer on your machine, even if the other computer is shut down. Computer Support receives an automatic e-mail from the server indicating a change has occurred in the assignment of the IP number. If a student is caught using an assigned IP number that has not been provided to him/her, the student will face disciplinary action and will lose the privilege of using CCE's network. This is considered hacking.

If UF Security notifies Computer Support of a compromised or vulnerable computer, that machine will be disconnected from the network immediately.

## **Maintaining Security**

It is most important that you keep your computer up-to-date with Windows Updates and Anti-Virus updates at all times. It is wise to purchase Spyware software also. When on the internet, you are vulnerable to attacks. It is recommended that you create your password so that it contains at least three of the following characters; upper-case,

lower-case, numeric or special characters. Do not use any word that can be found in the dictionary; if you must, misspell it on purpose.

## **Computer Support**

Civil and Coastal Engineering is not responsible for maintaining or repairing any personally owned computers. If students have a problem with their 'personal' computers, they can receive help from the University's "HELP DESK". The Help Desk can be contacted by calling 392-HELP. The Help Desk staff will try to answer any questions or help with any problem. If they must look at your machine, you will need to make an appointment to take it to them. For information about computing services at UF, access this url: <http://classrooms.circa.ufl.edu/labInf>

## **CHAPTER 7: MISCELLANEOUS TOPICS**

### **KEY POLICY**

Keys will be assigned to all new faculty, staff, visiting professors or scholars and graduate students after a faculty or administrative signature has been obtained. A completed Key and Building Request form (found at [www.ce.ufl.edu/forms/graduate](http://www.ce.ufl.edu/forms/graduate)) must be submitted to the Graduate Records and Advising Center. A key will then be given to the requestor.

Since it is difficult for the key coordinator to track down undergraduate students and post doc students (keys are rarely returned and are usually passed on to the next group of students), visiting scholars and professors, keys for these groups will only be assigned to the faculty member or the club/organization sponsor and he/she will be responsible for maintaining this key inventory and returning the keys to the coordinator once surrendered by the holder.

Students are required to surrender their keys prior to the commencement ceremony. A hold will be placed on the graduating student's account unless the key is returned prior to commencement. In the case that a student will be continuing on for further graduate work or as a post doc, he/she should meet with the key coordinator to inform her/him that this is the case. If the student is a post doc, his/her key will be reassigned to the student's faculty supervisor.

### **MAIL**

The Departmental mail is picked up at approximately 9:15 AM. If you are mailing anything, you must include the project account number. **DO NOT USE THE UNIVERSITY MAIL SERVICE FOR PERSONAL USE.**

A departmental mail slip must be completed if you have any work-related mail. Please see the Program Assistant in the main CE office (365 Weil.)

*University regulations prohibit personal mail to be processed from departmental offices.* In addition, do not use the Civil and Coastal Engineering Department address on personal mail (e.g, record clubs, charge cards, bank accounts, etc.). If you have personal self-stamped mail you can take it to the main office and it will be mailed for you.

Due to the large number of graduate students, individual mailboxes cannot be provided. However, we do provide mailboxes by area—(structures, transportation, etc.) Any UF mail will be placed in these boxes. Be sure to check it often. If you change your program to a different area, be sure to contact the staff in the GRAC so that the graduate student list can be corrected and your mail will be placed in the correct area mailbox.

### **AUDIO/VISUAL EQUIPMENT**

The Civil Engineering Major in the Civil and Coastal Engineering Department has several pieces of audio/visual equipment which can be checked out for presentations to classes, final defense, etc., but not for personal use.

If you wish to reserve an overhead projector, slide projector, or TV with VCR, see the CCE Department Program Assistant in the main office. Since this equipment is in high demand, it is strongly recommended that you make your reservations several days in advance.

### **CONFERENCE ROOM RESERVATIONS**

Students who would like to utilize the conference room must see the CCE Department Program Assistant in the main CCE Office (365 Weil) in order to reserve the space and check for availability.