Welcome to the Agricultural and Biological Engineering Department
Graduate Program
Getting Started

- Social Security card application
- Gator Grad Care application
- Proof of Immunization – UF Health Center
- Gator One Card – UF Bookstore

Every Semester:

- Check Holds
- MyUFL – Emergency Contact Info updated
- Registration Prep on Student Self Service
- Course Registration
June Kraus - Assistantship Info, Tuition Waivers, I-20 Renewal Letter, Letter of Appointment

Cashier’s Web Site:
Calculation of Tuition and Fees

My UFL/My Campus
Finances/Student Center:
Fees due, Deferral Date
Fees to avoid!

- **Late Registration Fee** — You must register for a course during normal registration for any semester. You can change your schedule without penalty during drop/add.

- **Late Payment Fee** — Check your own screens (MyUFL) to see what you owe in fees or other charges. Payment deadlines are posted many places.

- **Late Drop Fee** - You are fee liable for EVERY course that appears on your schedule after the drop/add deadline passes, even if you drop it later. There is no offsetting registration. So if you drop a 3 hour course and add a 3 hour course after the deadline, you are responsible for all 6 hours of tuition and fees.
Building Access and Keys – Daniel Preston prestond@ufl.edu – Room/ext. 168

In order to access Rogers Hall before or after normal hours, students must see Daniel so that he can program their Gator 1 card into the card system outside the building. Students who are provided with desk space must obtain office and desk keys from Daniel as well.

Office Assignments:

- PhD students will be assigned desks in graduate student offices, with priority going to full-time PhD students on graduate assistantships.
- There is no guarantee of a desk assignment for all PhD students as office space is limited.
- When space is available, Masters students will be assigned personal desk spaces in Rogers Hall.
Requirements

During your first semester:
• Transfer of credits from Masters degree
• *Final transcript must be received by UF Admissions*
• Request transfer by sending email to Robin Snyder

By the beginning of your second semester:
• Selection of Supervisory Committee

By the end of your second semester:
• Completion of ABE 6931 Seminar course
  • Masters (thesis) – 3 members (1 external)
  • Masters (non-thesis) – 3 members
  • PhD – 5 members (1 external)
    • If engineering, must have 1 member from another engineering dept. Can serve as external member.
• Plan of study submitted
  • Approved by graduate committee
  • Changes must be resubmitted
• Proposal – Summary of research project
Degree Requirements

M.S. or M.E. Degree – 30 hours total
- **Thesis** – 24 hours of coursework (12 in ABE courses) plus 6 hours of ABE6971 Research. Must take research credits in final semester (3 in Fall /Spring, 2 in Summer)
- **Non-Thesis**: 30 hours of coursework (15 in ABE courses)

PhD Degree – 90 hours total
- 54 hours of coursework (12 in ABE courses)
- 36 minimum in research (ABE7979/ABE7980). Must take research credits in final semester as noted above.

**Note** – PhD students can apply for a non-thesis degree after completing 30 hours of coursework, including 15 hours of ABE courses. Students seeking a P.E. License may be given credit for experience for each degree, based on requirements of the state issuing the license.
University of Florida
Agricultural and Biological Engineering

Recommendation and Certification of Appointment of Supervisory Committee

Date: ___________  UFFID: ___________

Last Name: ___________  First: ___________  Middle: ___________

Major College: ___________  Minor (include committee rep name below): ___________

Degree sought: ___________  If master’s degree check one: Thesis ___  Nonthesis ___

All members of the Supervisory Committee must be appointed to the Graduate Faculty

Name (please type or print): ___________  Email: ___________  Dept.: ___________

Chair: ___________  Cochair: ___________  Member: ___________

Member: ___________  Member: ___________  External Member: ___________

Minor Representative (if applicable) (required for all students): ___________

I certify all committee members have agreed with the appointment or changes.

Supervisory Committee Chairman: ___________  Date: ___________

*Note: PhD candidates receiving a degree in Engineering must have a committee member from the College of Engineering that is not a member of the ABE department. (This member may also serve as the external member.)

MS/ME = 3 Members  PhD = 5 Members
All committees must have a minimum of 2 ABE faculty and 1 external member

Members who do not have a UF Graduate Faculty appointment require a “Special Appointment” and must provide a current CV and other information to Robin Snyder. Please provide contact information for the committee member to her in order to get the appointment processed.

Plan of Study - PhD

Agricultural and Biological Engineering Department

Name: ___________  College (Mark with X): ___________  Engineering or ___________ CALS (ACMW/Applied Science) (Circle one): ___________

Transfer of Courses Completed (check here if applicable): ___________ (PhD plans of study that include transferred courses will not be approved until this is completed)

Coursework - 54 Hours minimum. Must include 12 hours of approved ABE departmental courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Does course fulfill math/stat/quant?</th>
<th>If so, which one</th>
<th>Institution</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE5031</td>
<td>Seminar (required course)</td>
<td>1</td>
<td></td>
<td></td>
<td>Univ. of Florida</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: ________

Research:

Subtotal: ________

Other:

Subtotal: ________

AE59540 (FERPA certificate required) Supervised Teaching (as of Fall 2011) Does not count toward required 12 credits of ABE graded coursework

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Institution</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE59540</td>
<td>Supervised Teaching</td>
<td>3</td>
<td>Univ. of Florida</td>
<td></td>
</tr>
</tbody>
</table>

Acknowledged that I completed the FERPA training on http://health.ufl.edu/training/ferpa/

Subtotal: ________

Minor: (optional) OR Concentration (optional)

Subtotal: ________

TOTAL Hours: ________

I CONFIRM THAT I DO NOT HAVE ANY COURSEWORK WITH A GRADE BELOW "C" OR ANY "F" OR "Y" GRADES FROM ANY FORMER GRADUATE PROGRAM.

Student Signature: ___________  Date: ___________

Supervisory Committee Chair Name (PRINT): ___________  Date: ___________

Supervisory Committee Chair Signature: ___________  Date: ___________
ABE Department Courses

All Masters and PhD students must take 12 hours of ABE departmental courses.

Note: Non-Thesis MS/ME requires 15 hours of ABE courses.

Includes ABE, AOM, PKG courses at 5000 level or above
Important!

You must submit the following with your Plan of Study:

For ABE/AOM/PKG 6905 Courses – A description of the project for the individual study.

For ABE 6933/AOM6932 – A course syllabus from the instructor (if the course is untitled).

*Your POS will not be accepted for review without that information if one (or more) of those courses is included in your plan.*

For ABE 6940 – A description of the responsibilities for the supervised teaching assignment must be submitted at the time of registration.
List of approved graduate math and quantitative courses in Appendices C and D of ABE Graduate Manuals.

Other courses can also be used, but the Graduate Committee will have to approve them.
Math, Statistics and Quantitative Course Requirements

**COE:**
- Masters degree - 3 hour graduate level math course.
- PhD degree - 9 hours of graduate math and a 3 hour graduate level applied statistics course.

**Applied Science through CALS:**
- Masters degree - 3 hours of graduate level statistics & 6 hours quantitative
- PhD degree – 3 hours math and 9 hours of quantitative graduate courses

**Agricultural Operations Management through CALS:**
- Masters degree - 3 hours of graduate level statistics
- PhD degree - 9 hours of quantitative graduate courses
MAE offers several courses that satisfy our math requirement, but you need to check out who is teaching them before registering.

The standard DE sequence is EGM 6321, 6322 and 6323.

The numerical methods courses EGM 6341, 6342 are almost totally theory.

EGM 5121C: Data Measurement and Analysis is a possibility.

EML 5526: Finite Element Analysis and Application, the first graduate Finite Element is not listed in Appendix C, but satisfies the ABE math requirement. If you have undergraduate FE background is a possibility.
Math Courses

Agricultural and Biological Engineering Dept Courses
- ABE 6933 Statistics or Math Special Topics Courses
  
  *NOTE...These vary. Check semesters schedules*

Math Dept
- MAP 5304 Intermediate Differential Equations for Engineers and Physical Scientists

Statistics Dept Math Courses
- STA 5325 Fundamentals of Probability
- STA 5328 Fundamentals of Statistical Theory

Industrial and Systems Engineering Dept Courses
- Very difficult without prerequisites

Check the ABE graduate manuals for a list of approved statistics and math courses
ALL graduate students must register for the one credit departmental seminar course during the first or second semester of the graduate program.

ABE 6931

This course IS NOT offered in the Summer semester.
Students are required to include Supervised Teaching in their Plans of Study.

ABE 6940

Masters Students: Minimum 1 Hour
   Maximum 3 Hours

PhD Students: Minimum 3 Hours
   Maximum 5 Hours

Students must submit a statement of responsibilities along with the course registration form. The statement must be signed by the instructor of the course.
Graduate students must complete an on-line privacy training course prior to enrolling in ABE6940, Supervised Teaching.

http://privacy.health.ufl.edu/training/FERPA/

Provide a copy of your certificate to the Coordinator of Student Support Services along with your enrollment form for ABE6940.
New graduate students may register for the 2 credit departmental grant writing course during the first semester of the graduate program if you meet the technical writing requirements.

You should discuss this course with your advisor before the end of drop/add. See Dr. Eric McLamore if you have questions about the course content.

ABE 5936
Research Sections

- ABE 6971 – Master’s Research
- ABE 7979 – Advanced Research (PhD)
- ABE 7980 – Doctoral Research (after passing candidacy exam)

Note: REC students must contact Robin to register for research. Special sections apply to each REC.

IMPORTANT – Summer has 3 semesters

Graduate students must register for the correct hours/term (A,B,C) or may risk losing their assistantship or paying tuition out of pocket. You must contact Robin to register for Summer A or B research sections.
Research Sections

- ABE 6971 – Master’s Research
- ABE 7979 – Advanced Research (PhD)
- ABE 7980 – Doctoral Research (after passing candidacy exam)

*It is recommended that you register for Research credits in 3 hour blocks, or less when applicable.*

*For example...if you plan to register for 6 hours of research, register in two 3-hour blocks. This makes it easier to drop a portion of the research & replace it with a course.*
IMPORTANT....

AEB IS NOT ABE!

It is easy to mix these prefixes up. Please be careful when registering.

You must be in ABE research courses!!!
Registration Requirements for Graduate Assistants

- **Fall & Spring semesters:**
  - Assistants on .25-.74 FTE
  - 9 hours

- **Summer C (full 12-week Summer term):**
  - Assistants on .25-.74 FTE
  - 6 hours in either A & B or A & C or B & C or C
  - *Cannot be in A only / Cannot be in B only*
Be careful...

Students on assistantships and fellowships may be restricted from counting course hours that require payment outside of the normal UF tuition and fee schedules. They are referred to as ‘off-book’ courses. These may include, but are not limited to:

- **EDGE courses (Engineering distance education)**
- **Study Abroad courses**

Be sure to **ask the department offering the course** if it is ‘off-book’ before you register for any coursework outside of the normal registration system. You may lose your tuition waiver as these will not meet the registration requirement for some funding sources.
When looking for sections use the Schedule of Courses to also see Departmentally Controlled sections when you search for a course.

If Robin provides a section number for you to enter, DO NOT SEARCH FOR THE SECTION...JUST ENTER THE NUMBER PROVIDED!
All U.S. citizens and permanent residents are eligible to apply for Florida residency.

The University Registrar’s office reviews applications for Florida resident status, together with supportive documentation.

A student wishing to establish residency should pick up the Request for Change in Residency Status form from the Office of the University Registrar, 222 Criser Hall, to review the information and items that may be requested when the student files for Florida residency for tuition purposes. The deadline for applying for a change in residency status, including receipt of all documentation, is each term's fee payment deadline. Residency reclassification cannot be applied for retroactively for previous terms.

http://www.admissions.ufl.edu/residency.html
Getting Involved in the ABEGSO!

The ABE Graduate Student Organization hosts monthly luncheons and many events throughout the year. We encourage you to get involved in one or more of our committees and events. It’s a great way to build your professional network, bond with your fellow students and maybe even win some prize money!

Graduate Professional Development Committees

- Information Roundtables
- Poster Symposium
- 3MT+v Contest (*3-minute Thesis and/or 2-minute video contest*)
- Mentoring Committee
- Service Committee
- ABE Website [www.abe.ufl.edu](http://www.abe.ufl.edu)
- Graduate page
- Link to Graduate Student Manuals

- Plan of Study Form
- Supervisory Committee Form
- Link to UF Graduate School
Important Forms

Course Registration:
- Special Topics
- Individual Study
- Supervised Teaching

Late Schedule Change (Drop/Add)
Supervisory Committee
Plan of Study
Concurrent Degree Application
Travel Authorization
Walk Early-Graduation
Graduation Checklist
Application for Network Account (computer access in ABE)
College Forms (EG/AG)
Registrar Forms

http://www.abe.ufl.edu/academics/common-forms.shtml
UF Grad School website
http://www.graduateschool.ufl.edu/

- Dates & Deadlines
- Academic Calendar
- GIMS
- Grad Catalog
- Editorial
- Tuition & Fees
- Health Insurance
Graduate Information Management System (GIMS)

Sign on through MyUFL Portal (Quick Links)

Check for accuracy:

College (EG, AG)
Degree Program
PhD
Masters: (Thesis/Non-Thesis)
Minor
Supervisory Committee Members
Exam Dates
Final Clearance
Resources

- Student Self-Service
  - http://one.uf.edu/
- Schedule of Courses
- Course registration
- Degree Audit
- Financial Services
- Holds
- Transcript
Student Audit

Sign on through One.UF-Student Self-Service

Check for accuracy:

- Degree Program
  - PhD
  - Masters:
    - (Thesis/Non-Thesis)
- Red X = Unmet
- Black √ = Met
- Changes manually entered
- Master’s courses entered after Plan of Study approved
- Tell Robin if any info is not accurate

AGRICULTURAL & BIOLOGICAL ENGINEERING
MASTER OF SCIENCE - THESIS OPTION

IF YOU HAVE ANY QUESTIONS ABOUT THIS AUDIT REPORT PLEASE CONTACT YOUR ADVISOR OR DEPARTMENTAL STUDENT RECORD OFFICE

YOU MUST APPLY FOR YOUR DIPLOMA BY THE 3RD WEEK OF THE SEMESTER IN WHICH YOU PLAN TO GRADUATE

IF YOU DO NOT GRADUATE THE TERM FOR WHICH YOU APPLIED FOR YOUR DIPLOMA, YOU MUST REAPPLY FOR FOLLOWING TERM.

ALL WORK, INCLUDING TRANSFER OR, MUST BE COMPLETED WITHIN THE 7 YEARS PRECEDING THE TERM THE DEGREE IS AWARDED.

× SUPERVISORY COMMITTEE
  - 1) MUST BE APPOINTED AND THE FORM MUST BE PROCESSED BY THE END OF YOUR SECOND SEMESTER IN GRADUATE SCHOOL

× PLAN OF STUDY
  - 1) MUST BE SUBMITTED BY THE END OF THE 2ND SEMESTER TO THE STUDENT ACADEMIC SERVICES COORDINATOR
  - THE PLAN OF STUDY FORM IS AVAILABLE AT: WWW.AEB.UF.EDU/ACADEMICS/FORMS/PLANOFSTUDYFORM.DOC
  - ALL COURSES SUBMITTED AND APPROVED MUST BE TAKEN

× THESIS OR DISSERTATION RESEARCH REPORT PROPOSAL
  - 1) REGISTRATION WILL BE PLACED IF NOT SUBMITTED BY DEADLINE

✓ THE FOLLOWING GRADES MUST BE CHANGED OR PETITIONED BY YOUR COMMITTEE CHAIRPERSON BEFORE YOU CAN GRADUATE EARNED:

× MASTER OF SCIENCE DEGREE - THESIS OPTION
  - PLAN OF STUDY COURSES SUBMITTED & APPROVED MUST BE TAKEN EARNED: 12.00 HOURS 4.000 GPA
  - NEEDS: 15.00 HOURS 3.000 GPA
  - 1) MAJOR COURSE WORK - 28 HOURS REQUIRED
UF International Center
http://www.ufic.ufl.edu/

- Requirements and services specific to International Students
- I-20 Extensions
- Visa questions
- Registration holds (insurance, drop/add)
Scholarships may be available for students from Latin America and the Caribbean.

Provides in-state tuition waiver
ABE Graduate Student Manuals
http://www.abe.ufl.edu/academics/graduate/graduate-manuals/index.shtml

- CALS & Engineering
- Supervisory Committee
- Degree Requirements
- Policies
- Articulation requirements
ABE Graduate Student Blog - Updated Weekly
uf-abegrad.blogspot.com/

News and Notes... Info for ABE Graduate Students

**TUESDAY, AUGUST 12, 2014**

**U.S. Borlaug Fellows Graduate Research Grant Application**

**CALL FOR APPLICATIONS**

U.S. Borlaug Fellows Graduate Research Grant Application Deadline: Monday, November 10, 2014

The U.S. Borlaug Fellows in Global Food Security graduate research grant supports exceptional graduate students who are interested in developing a component of their graduate research in a developing country setting and in collaboration with a mentor from an International Agricultural Research Center (IARC) or a qualifying National Agricultural Research System (NARS) unit. U.S. citizenship is required, and applicants must be enrolled in an accredited U.S. graduate program at the time of application.

A program summary is attached, and application materials are available at the program website [http://www.purdue.edu/borlaugfellows](http://www.purdue.edu/borlaugfellows).

Questions may be sent to borlaugfellows@purdue.edu or borlaugfellows@purdue.edu.

Posted by UF-ABE at 2:42 PM

**Meridian Bioplastics Biochemical Bioprocess Engineer position**

**CRC ID#761399**

Meridian Bioplastics Inc. is a world class Biotechnology Company focused on bringing biodegradable polymers into wide scale use through innovative and patented technology. Our Research and Development Division is currently seeking a Biochemical Process Engineer. This position is located in Bainbridge, Georgia.

**Knowledge and Skill Requirements:**

- Execute process simulation to develop, analyze and optimize fermentation processes.
- Contribute to the development and optimization of scalable and reproducible processes with improved product yield and reduced...
Students are automatically enrolled in the course.
Watch for announcements with important information.
Travel and Expense Reimbursement Procedure

When traveling out of Gainesville, IN A STATE VEHICLE, graduate students must:
- Submit a travel authorization 4-7 days prior to the trip (on-line form)
- Fill out the log sheet in the main office. This is MANDATORY!

When traveling on an approved trip (domestic or international):
- Fill out the forms on the ABE website to (1) authorize your trip expenses and (2) have them reimbursed, if appropriate.
- You must, must, must submit receipts for your travel expenses immediately.

Other out of pocket purchases...
- Again, upload the receipts for your expenses using the on-line expense reimbursement form.
  Note: No receipts = No reimbursement!!

UF Purchasing Cards (Pcard):
- If you buy something with a Pcard you must submit an on-line form and photo or scan of your receipts immediately! Access this through the ABE website.

Links to all forms and procedure guides are found at http://www.abe.ufl.edu/uf-resources/admin-forms.shtml (Links to an external site.)

For all reimbursements and travel, students need to:
- Have advisor provide the specific account/project number to be charged. (Provide your advisor with a list of expenses).
- Confirm via email that your advisor is paying for everything that you are asking to be reimbursed for (their account will be charged!) The email is your proof of agreement!
Website and Posters

- ABE Website [www.abe.ufl.edu](http://www.abe.ufl.edu)
- “People” link takes you to:
  - Graduate Students [http://www.abe.ufl.edu/people/graduate-students.shtml](http://www.abe.ufl.edu/people/graduate-students.shtml)
    - Specialization
    - Advisor
    - Email /Phone/Office
    - Website (optional)
- Poster
  - Take Picture Today!
Your break room

Room 141 is the graduate student break room

- This is also a graduate student office
- Please speak quietly if students are working at their desks
- Refrigerator, microwave and coffee pot are provided for graduate student use
- Please report appliance problems to Paul Lane
Finally...remember that **NEATNESS COUNTS**!

The ABE Department provides the use of offices, break rooms and laboratories.

*Students are expected to keep their own area neat and to clean up all shared areas that they utilize.*

- If you spill food in a microwave, clean it up.
- Scrape food *into the garbage can* before washing dishes, bowls, etc.
- Dispose of outdated food in the refrigerator.
- Clean up the lab or classroom after you use it.
On that note...

**ABE Vehicles**

- Check the schedule before you check them out
- Keep them clean
- Fill the gas tank if below ¼ tank
- Fill out the mileage chart inside the vehicle
- Return the vehicle and the keys...ON TIME!
Dr. Greg Kiker  
Graduate Coordinator  
- Advising  
- Degree Requirements

Robin Snyder  
Coordinator  
- Advising  
- Transfer of Credits  
- Degree Audits

Shannon Noble  
Admin. Asst. to Department Chair

Erica Williams  
- Travel Expenses  
- Personal Expenses

Deana Williams  
P-Card Expenses

Paul Lane  
- Lab Safety  
- Chemical orders

June Kraus  
- Assistantship info  
- Tuition Waivers  
- Travel Expenses

Daniel Preston  
- Computer Issues  
- Student office keys  
- Building/lab access

Dr. Dorota Haman  
Chair