GRADUATE STUDENT MANUAL

Agricultural and Biological Engineering Department

Degrees through the College of Agriculture and Life Sciences

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2009
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## Contact Information

Throughout this manual references will be made to several people by their position names. The following is current contact information for those positions:

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Introduction

This Graduate Student Manual is for the use of graduate students and faculty in the Agricultural and Biological Engineering Department of the University of Florida. It contains policies, regulations and suggestions to help make the student's graduate career mutually beneficial to the student and the department. Our department offers graduate degrees in two colleges, the College of Engineering and the College of Agricultural and Life Sciences. This volume of the manual covers degrees offered through the College of Agriculture and Life Sciences.

Agricultural Operations Management (AOM) and Applied Science Master of Science degrees and Ph.D. degrees are offered through the College of Agricultural and Life Sciences. The AOM programs are for students who desire to advance their technical management skills through additional course work and graduate level research.

For students with basic science degrees, the applied science Masters and Ph.D. programs aim to produce graduates with strong capabilities in problem-solving, interdisciplinary research, and methods for applying science to real world problems and issues with emphases on (1) the use of engineering methods and approaches, such as mathematical modeling, optimization, and information technologies, in application of science to problems at various spatial and temporal scales, and (2) an interdisciplinary experience in research at the Ph.D. level.

The department offers a combined B.S. and M.S. degree program, which allows qualified students to earn both a bachelor’s degree and a master’s degree with a savings of one semester. Qualified students can begin their master’s program while a senior and count up to 12 hours of graduate courses for both bachelor’s and master’s degree requirements. Please check the undergraduate catalog or contact the graduate coordinator for qualifications and details.

The Graduate Catalog (The University Record, University of Florida, Graduate Catalog, http://gradschool.rgp.ufl.edu/students/catalog.html) contains additional applicable information. This department manual is intended to supplement rather than duplicate the Graduate Catalog. The student should rely on the Graduate Catalog as a final authority except where a more stringent requirement may be imposed by the college or department. The student should keep a copy of all Graduate Catalogs because they may graduate under the requirements of any one catalog in effect during their enrollment. The requirements stated in the catalog constitute a contract between the university and the student.

An exception or exemption from the policies stated in this manual may, in certain cases, be appropriate. Requests for exception or exemption will be reviewed by the graduate committee when submitted in writing, after approval has been granted by the supervisory committee.

Admissions Policy

General

Admission to a master’s degree program requires a 3.00 upper division grade point average (GPA) (based on a 4.00 system) submission of scores from the Graduate Record Examination (GRE). The minimum requirements for admission into the Ph.D. degree program are a 3.00 upper division undergraduate GPA, 3.25 graduate GPA and submission of scores from the GRE. No student who has failed a qualifying exam or final graduate exam at another University of Florida department will be admitted for graduate study in the Agricultural and Biological Engineering Department.

International students whose native tongue is not English must submit a minimum score of 80 on the internet-based version, 213 on the computer-based or 550 on the paper-based TOEFL (Test of English as a Foreign Language). Conditional admission may be offered by the departmental graduate committee to students who do not satisfy the admission criteria including the cases of a deficiency in the GRE, TOEFL or GPA requirements. Conditionally-admitted students must meet the conditions set forth in their admission letter in order that subsequent registration may be allowed.

International students who have spent at least 1 academic year in a baccalaureate or post-baccalaureate degree program at a college or university in a country where English is the official language, are exempt from taking the TOEFL exam if their attendance was in the year immediately prior to UF admission. Students from countries where English is widely spoken are exempt from taking the TOEFL exam. A list of exemptions is on the Graduate School’s web site: http://gradschool.ufl.edu/students/english-testing-exemptions.html.

The entire application packet of students is considered when admission decisions are made; however, the GRE Score is a very important factor in decisions. English is not the first language of many of our graduate students, so Verbal GRE scores of our current CALS graduate students range from 320 to 800. Quantitative GRE scores of students currently enrolled in
Masters programs in the CALS range from 570 to 770 with an average of 656. Quantitative GRE scores of students currently enrolled in PhD programs in the CALS range from 650 to 800 with an average of 742.

The deadlines for applying for admission to the ABE graduate program are February 15th for applications for the Fall semester and July 1 for applications for the Spring semester. All scores and materials must be received by the stated deadline. Apply as soon as possible to receive full consideration for assistantships and fellowships.

We offer a combined BS/MS degree through which up to 12 credits of graduate courses may be double-counted toward credit fulfillment of the BS and MS degrees. To qualify, the following requirements must be met:

1. Senior status (4EG)
2. Minimum upper division GPA of 3.3
3. Completion of 20 credit hours of courses required for the AOM or PKG Bachelors Degrees.
4. Acceptable Verbal, Quantitative and Analytical Writing GRE Scores.

It may be possible to substitute required PKG or AOM courses with graduate courses; however, the Department's 3+2 Committee must approve such substitutions. Replacement of elective credit within your BS option should be considered first. Please check the undergraduate catalog or contact the undergraduate coordinator for qualifications and details.

Admission to the AOM Master of Science program in the College of Agricultural and Life Sciences requires a B.S. degree in Agricultural Operations Management or an equivalent undergraduate program (see Appendix B). Students who are lacking the necessary working knowledge of a computer language will be required to take sufficient courses to attain the required proficiency. Students who do not have an undergraduate Agricultural Operations Management degree, Packaging Science degree or equivalent and desire a Master of Science degree in the College of Agricultural and Life Sciences must complete equivalent requirements through articulation.

Admission to the applied science M.S. program requires a B.S. degree in a basic science field with courses including analytic geometry, calculus, differential equations, 8 credits of general physics and 8 credits of general chemistry, or equivalent. If these requirements are not already met the student must articulate to meet them.

Admission to the AOM Ph.D. program requires a B.S. degree in AOM or a related discipline. Students who do not have an undergraduate Agricultural Operations Management degree or equivalent and desire a PhD degree in AOM through the College of Agricultural and Life Sciences must complete equivalent requirements through articulation (see appendix B).

Admission to the applied science Ph.D. program requires a B.S. degree in a basic science field and a master's degree in a science or engineering field with courses including analytic geometry, calculus, differential equations, 8 credits of general physics and 8 credits of general chemistry, or equivalent. If these requirements are not already met the student must articulate to meet them.

**Academic Advisor and Supervisory Committee**

Students will be admitted only after a faculty advisor has been identified. Prospective students are encouraged to contact ABE faculty in their area of interest. In addition to the advisor, the student is required to have a supervisory committee consisting of approved graduate faculty members. The advisor will serve as Supervisory Committee Chair. Purposes of the student's supervisory committee are: 1) to guide, inform, and counsel the student; 2) to discuss and approve a plan of study; 3) to discuss and approve a thesis or dissertation topic and research project proposal; 4) to review progress and provide advice during the student's research; and 5) to conduct the qualification (for Ph.D. students) and final examinations.

For a Master’s degree program, the supervisory committee must consist of:
- no fewer than 3 members
- 2 members who are full-time permanent faculty members of the ABE graduate faculty
- 1 member from outside the ABE department

For a Ph.D degree program, the supervisory committee must consist of:
- no fewer than 5 members.
- at least 2 members who are full-time permanent faculty members of the ABE graduate faculty
- 1 external member (as described below)

All PhD committees are required by the Graduate School to have an external member who is a member of the graduate faculty of another University of Florida department. Faculty members of other departments who are affiliate members of the
ABE department cannot serve as the external member required by the Graduate School. Faculty members from other universities cannot serve as the external member required by the Graduate School.

Students are encouraged to develop a close working relationship with their advisor and supervisory committee members and to communicate academic and department interests and concerns to them. Each student should schedule at least a one-hour meeting with his/her advisor each week to insure adequate communication.

An effective graduate degree program requires that course work, research and assistantship duties all reinforce the student's educational objectives. To facilitate this coordination, the supervisory committee should be formulated and submitted to the departmental graduate committee for approval during the first semester of study (see Appendices E and F). A registration hold will be placed on all students not completing their committee as required.

Plan of Study

Each plan of study is unique to the individual student and should to meet his/her goals and career objectives as well as to be cohesive and concentrated in an area of study. Graduate students and their supervisory committees are expected to complete a plan of study by the beginning of the student's second term in Graduate School (see Appendices E and F). A plan of study must be submitted to the graduate committee no later than two full terms prior to graduation (master’s degree programs) or later than two full terms prior to taking the qualifying examination (Ph.D. degree programs). Each student's plan of study must satisfy all requirements of the Graduate School and the Department as stated in the Graduate Catalog and this manual. A registration hold will be placed on all students not completing their plan of study as required.

Graduate credit is awarded for courses numbered 5000 and above. The work in the major field must be in courses numbered 5000 or above. For work outside the major, courses numbered 3000 or above, not to exceed 6 credits, may be taken provided they are part of an approved plan of study. None of the courses below the 5000 level with an ABE, AOM or PKG prefix may be used toward meeting the minimum requirements. Courses in the Agricultural and Biological Engineering Department below the 5000-level and courses required for undergraduate degrees should be included on a plan of study as articulation courses in excess of the minimum requirements.

Word processor templates are available to assist the student in developing a plan of study. These templates can be accessed through the department's web pages (http://www.abe.ufl.edu/academics/graduate/gradmanual/index.php). After a plan of study has been approved by the student's supervisory committee, a copy must be submitted with the student's advisor's signature to the departmental graduate committee for final approval.

Since a supervisory committee and plan of study are formulated early in the program, it is likely that a student may wish to change a plan of study, committee, or even an advisor. There should be no hesitancy to make changes that are recognized to be educationally sound. If it becomes necessary to amend an approved plan of study, changes must be approved by the supervisory committee and the departmental graduate committee.

Transfer of Credit

Courses Taken as a Graduate Student at another institution:

Courses open only for graduate credit (5000 and above) earned with a grade of A, A-, B+, or B may be transferred from an institution approved for this purpose by the Graduate School. Acceptance of transfer credit requires approval of the student's supervisory committee Chair or the Graduate Coordinator, the college dean, and the Graduate School. Transfer of credit may be considered from course work taken after completion of the undergraduate degree. Transfer coursework must be taken within the 7 years immediately preceding the date that the degree is to be awarded. Courses with "P" or "S" grading cannot be transferred. Transfer hours can not be split (e.g. 9 hours taken, 8 transferred). A maximum of 9 credit hours may be transferred under the above guidelines as part of a master’s program.

For PhD programs, a maximum of 24 course credits and a maximum of 6 research credits can be transferred from a master’s program into the PhD plan of study. The course credits transferred must be appropriate to the PhD and be an integral part of the student's plan of study. Follow the procedure below for transfer of credit. An official transcript must accompany the supervisory committee's petition requesting acceptance of an international master’s degree.

For a PhD program, a maximum of 15 credit hours beyond the master’s degree may be transferred in addition to the 30 credit hours allowed for the master’s degree.
Courses Taken as an Undergraduate Student at UF:

University of Florida undergraduates who subsequently enroll in Graduate School may transfer a maximum of 15 credits of 5000 or 6000 level courses, earned with a grade of A, B+, or B, taken as an undergraduate, provided (1) the courses to be transferred are in excess of the undergraduate degree requirements, and (2) the student had a 3.0 GPA at the time the courses were taken.

Courses Taken as a Graduate Student at UF:

For Ph.D. programs, a maximum of 24 course credits and a maximum of 6 research credits can be transferred from a master’s program into the Ph.D. plan of study. The course credits transferred must be appropriate to the Ph.D. and be an integral part of the student's plan of study. Follow the same procedure as above for transfer of credit. An official transcript must accompany the supervisory committee's petition requesting acceptance of an international master’s degree.

For a Ph.D. program, a maximum of 15 credit hours beyond the master’s degree taken at an institution offering the doctoral degree may be transferred in addition to the 30 credit hours allowed for the master’s degree.

Transfer of Credit Request:

Follow the procedure below for transfer of credit. If a student meets all requirements, the faculty advisor must then submit a request to the Graduate Coordinator to transfer credit. The request must be received by the Graduate School no later than 4:00 p.m. on the last day of classes of the first term of graduate study. The required procedure for transfer of credit is:

1. Complete the form Transfer of Graduate Courses.
2. Attach a copy of transcript or grade slip for the course(s) to be transferred.

Concurrent Graduate Programs:

ABE students interested in pursuing a second master's degree from another department or pursuing a second master's degree from the ABE Department (ABE, PKG or AOM) concurrently must obtain written approval from each academic unit and the Graduate School Dean. The student must be officially admitted to both programs through regular procedures. No more than 9 credits from the first program may be applied toward the second. Contact the academic unit(s) for details.

Students currently enrolled in a graduate degree in another department at UF can pursue a concurrent master’s degree in the ABE Department. Students must apply for admission to the ABE graduate program and be admitted. Students must have the first department forward the student’s application materials to ABE and the student must fill out and obtain appropriate signatures on the Graduate School Concurrent Degree Program Form (https://gradschool.ufl.edu/pdf-files/concurrent-degree-program-form.pdf)

Time Limitation

All work, including transferred credits, counted toward the master's degree must be completed during the 7 years immediately preceding the date on which the degree is awarded. All master’s degrees counted in the minimum course requirements for a Ph.D. degree must have been earned in the last 7 years.

Research Project Proposal

Ph.D. or master’s students (thesis option) are expected to complete and present to their supervisory committee a research project proposal. The proposal serves as a guideline for the student's research. All graduate research projects are expected to include both analytical and experimental components. Copies should be provided for each member of the supervisory committee. After the research proposal has been approved by the student’s committee, a copy of the approved proposal must be submitted to the Coordinator of Academic Support Services.

Graduate students are expected to submit a research proposal by the middle of their second term in Graduate School (see Appendices E and F). A research proposal must be submitted to the Coordinator of Academic Support Services no later than two full terms prior to graduation (master’s degree programs) or later than two full terms prior to taking the qualifying examination (Ph.D. degree programs). A registration hold will be placed on all students not completing their research proposal as required. The proposal should include:

1. Cover page with proposed thesis or dissertation title, student's name, degree objective, and names of supervisory committee members. The cover page must be signed by the Supervisory Committee Chair indicating approval of the proposed research by all of the supervisory committee members.
2. Statement of problem - should be in sufficient detail so that its nature, importance, and possible benefits are clear. A brief review of previous pertinent work is appropriate in this section.
3. Objectives should be concise and logical.
4. Procedure - should be sufficiently detailed so that general plans and methods are clear. It is recognized that the development of specific experimental procedures may sometime evolve as the project is pursued. In this case, the process for developing the procedures should be stated.
5. Timetable - should indicate anticipated deadlines for completing various aspects of the research project.

The entire research proposal should be brief (3-5 pages text, plus 1 page for time table, plus additional pages for figures if required). If there is a need for a significant re-direction in the research, then a modified research proposal should be prepared and approved by the supervisory committee.

Students must also submit brief (2-3 paragraph) responses to the following questions ON A SEPARATE PAGE and provide or arrange for a picture of self in appropriate lab or field setting. The information may be used to create departmental web profiles of graduate student research projects so answers should be provided in narrative form:

1. Title of Project?
2. How was the project selected?
3. What is the most interesting and/or exciting aspect of the project?
4. How will the research be used (i.e. what is the real-world application)?

Requirements for Agricultural Operations Management Master of Science Degree

Admission to the AOM Master of Science program in the College of Agricultural and Life Sciences requires a B.S. degree in Agricultural Operations Management or an equivalent undergraduate program (see Appendix B). In addition, the student must have a working knowledge of one or more computer languages. Students who are lacking the necessary working knowledge of a computer language will be required to take sufficient courses to attain the required proficiency. Students who do not have an undergraduate Agricultural Operations Management degree or equivalent and desires a Master of Science degree in the College of Agricultural and Life Sciences, then he/she must complete equivalent requirements through articulation.

Each plan of study for an AOM Master of Science degree with thesis in the College of Agricultural and Life Sciences must have a minimum of 24 course credits plus 6 hours of thesis research, for a total of 30 hours. The plan of study must include a minimum of 6 credits of AOM, ABE or PKG courses at the 5000 level or higher (excluding S/U courses) and a minimum of 3 credits of statistics at the 6000 level.

Requirements for a master’s degree with thesis must include a minimum of 6 credits of thesis research (ABE 6971). Additional thesis research credits may be taken to meet minimum registration requirements; however, the additional credits will not count toward meeting the credit requirements of the degree. Graduate credit is awarded for courses numbered 5000 and above. The work in the major field must be in courses numbered 5000 or above. For work outside the major, courses numbered 3000 or above, not to exceed 6 credits, may be taken provided they are part of an approved plan of study.

A maximum of 3 credits of AOM/ABE/PKG 6905 may be applied toward the minimum requirements for any single masters degree. These credits will be considered for approval by the graduate committee only when a description of the course content is filed with the plan of study. The student must obtain approval before taking the course.

Master's students are allowed to take a maximum of 3 credits of supervised teaching (ABE 6940). These credits will be considered for approval by the graduate committee only when a description of the work to be performed is submitted with the plan of study. Typically 20 to 30 hours of work is required to support 1 hour of supervised teaching.

Thesis/Nonthesis Option

AOM Master of Science degree students may choose a thesis or nonthesis degree option. Normally, graduate assistantships will not be available to students pursuing the nonthesis degree. The nonthesis plan of study must include a minimum of 15 credits of major courses at the 5000 level or above that defines a meaningful, integrated area of academic concentration. One hour of seminar (ABE 6931) must be included in the major. The Master of Science nonthesis option allows up to 6 credits of S/U graded courses to count toward the degree.
Students may include a project in their plan of study by enrolling in a maximum of 3 credits of AOM/PKG/ABE 6905. The project must meet the same standards as for a master’s thesis. However, the scope of a typical project is expected to be narrower than that of a thesis. At the discretion of the student’s committee, an oral or written examination may be required. The final document is not presented to the Graduate School.

**Major Area**

The plan of study must include a minimum of 12 credits (15 credits for a nonthesis degree) of major courses at the 5000 level or above that defines a meaningful, integrated area of academic concentration. The minimum number of ABE, PKG or AOM credits is 6 (excluding ABE/AOM/PKG 6905, ABE 6910, ABE 6931, ABE 6940 and ABE 6971). One hour of seminar (ABE 6931) is to be included in the major.

**Minor Area (optional)**

A minor consists of a minimum of 6 hours of course work in a focused area related to the field of major study. Course work in the minor for the master’s degree is not limited to the course offerings of one department, provided that the minor has a clearly stated objective. The combination of courses selected for the minor must be planned as part of the plan of study. A graduate faculty member, who clearly represents the interdisciplinary minor, must be included on the supervisory committee. If a minor is included as part of the plan of study, then no courses from the department of the minor can be included in the major.

**Requirements for applied science Master of Science Degree**

For students with basic science B.S. Degrees, the applied science M.S. Program through the College of Agricultural and Life Sciences aims to produce graduates with strong capabilities in problem-solving, interdisciplinary research, and methods for applying science to real world problems and issues with emphasis on the use of engineering methods and approaches, such as mathematical modeling, optimization, and information technologies in application of science to problems at various spatial and temporal scales.

Admission to the applied science M.S. Program requires a B.S. Degree in a basic science field with courses including analytic geometry, calculus, differential equations, 8 credits of general physics and 8 credits of general chemistry, or equivalent. If these requirements are not already met, the student must articulate to meet them. (See Appendix B).

Each plan of study for an applied science Master of Science degree in the College of Agricultural and Life Sciences must include 30 hours. Thesis degrees must have a minimum of 24 course credits plus 6 hours of thesis research, for a total of 30 hours. The plan of study must include a minimum of 6 credits of AOM, ABE or PKG courses at the 5000 level or higher (excluding S/U courses) and a minimum of 3 credits of statistics at the 6000 level.

Requirements for a master’s degree with thesis must include a minimum of 6 credits of thesis research (ABE 6971). Additional thesis research credits may be taken to meet minimum registration requirements; however, the additional credits will not count toward meeting the credit requirement of the degree. Graduate credit is awarded for courses numbered 5000 and above. The work in the major field must be in courses numbered 5000 or above. For work outside the major, courses numbered 3000 or above, not to exceed 6 credits, may be taken provided they are part of an approved plan of study. The plan of study must include a minimum of 9 credit hours of quantitative courses including mathematics (beyond differential equations); engineering, modeling, simulation, and optimization methods; and applied statistics and/or probability. These quantitative courses must include 3 credits selected from the approved list in Appendix C. The remainder of the 9-credit minimum quantitative courses may be selected from the example list in Appendix D or other similar courses. Beyond the 9-credit minimum quantitative course requirement, students should take additional math, information technology, systems analysis, optimization, microbiology, biology, chemistry, ecology, etc. as appropriate. The plan of study must include at least one course in the social/political sciences (e.g. environmental policy, natural resource economics, sustainable agriculture, land use management, environmental law).

A maximum of 3 credits of AOM/ABE/PKG 6905 may be applied toward the minimum requirements for any single degree. These credits will be considered for approval by the graduate committee only when a description of the course content is filed with the plan of study. The student must obtain approval before taking the course.

Master's students are allowed to take a maximum of 3 credits of supervised teaching (ABE 6940). These credits will be considered for approval by the graduate committee only when a description of the work to be performed is submitted with the
plan of study. Typically 20 to 30 hours of work is required to support 1 hour of supervised teaching. No ABE 6910 (supervised research) credits are allowed on the master’s degree with thesis plan of study.

**Thesis/Nonthesis Option**

Applied Science Master of Science degree students may choose a thesis or nonthesis degree option. Normally, graduate assistantships will not be available to students pursuing the nonthesis degree. The nonthesis plan of study must include a minimum of 15 credits of major courses at the 5000 level or above that defines a meaningful, integrated area of academic concentration. One hour of seminar (ABE 6931) is to be included in the major. The Master of Science nonthesis option allows up to 6 credits of S/U graded courses to count toward the degree.

Students may include a project in their plan of study by enrolling in a maximum of 3 credits of AOM/PKG/ABE 6905. The project must meet the same standards as for a master’s thesis. However, the scope of a typical project is expected to be narrower than that of a thesis. At the discretion of the student’s committee, an oral or written examination may be required. The final document is not presented to the Graduate School.

**Major Area**

The plan of study must include a minimum of 12 credits (15 credits for a nonthesis degree) of major courses at the 5000 level or above that defines a meaningful, integrated area of academic concentration. The minimum number of ABE, PKG or AOM credits is 6 (excluding AOM/ABE/PKG 6905, ABE 6910, ABE 6931, ABE 6940 and ABE 6971). One hour of seminar (ABE 6931) is to be included in the major.

**Minor Area (optional)**

A minor consists of a minimum of 6 hours of course work in a focused area related to the field of major study. Course work in the major for the master’s degree is not limited to the course offerings of one department, provided that the minor has a clearly stated objective. The combination of courses selected for the minor must be planned as part of the plan of study. A graduate faculty member, who clearly represents the interdisciplinary minor, must be included on the supervisory committee. ABE students pursuing graduate degrees through the College of Engineering can obtain minors in Packaging Science but cannot minor in Agricultural Operations Management. If a minor is included as part of the plan of study, then no courses from the department of the minor can be included in the major.

**Requirements for the AOM Doctor of Philosophy Degree**

Admission to the AOM Ph.D. program requires a B.S. or masters degree in AOM or related agricultural management discipline (see Appendix B). Students who do not have an undergraduate or masters degree in Agricultural Operations Management or equivalent and desire a PhD degree in AOM through the College of Agricultural and Life Sciences must complete equivalent requirements through articulation.

The AOM Ph.D. degree in the College of Agricultural and Life Sciences is an advanced degree in technical management. It emphasizes managerial, quantitative techniques, and technologies as applied to agricultural business and operations management. A Ph.D. degree plan of study is based on all work completed beyond the B.S. degree, with a required minimum of 54 course work credits and a total of 90 credits including research credits. Graduate credit is awarded for courses numbered 5000 and above. The work in the major field must be in courses numbered 5000 or above. For work outside the major, courses numbered 3000 or above, not to exceed 6 credits, may be taken provided they are part of an approved plan of study. The plan of study must include concentrations in the Quantitative Area, Operations and Systems Area, Managerial Area, and International Area. Each plan of study must include courses from the following groups:

**Quantitative Area (9 hrs minimum)**

All Ph.D. students must achieve a level in mathematics equivalent to survey of calculus (MAC 2233). All students must include in their plan of study at least 9 hours of the following statistics courses or their equivalent:

- STA 5106 (1) Computer Programs in Statistical Analysis
- STA 6166 (3) Statistical Methods in Research I
- STA 6167 (3) Statistical Methods in Research II
Operations and Systems Area (15 hrs minimum)

ABE 5643C (3) Biological and Agricultural Systems Analysis
ABE 5646 (3) Biological and Agricultural Systems Simulation
ABE 6644 (3) Agricultural Decision Systems
AEB 6182 (3) Agricultural Risk Analysis and Decision Making
AEB 6184 (3) Economics of Agricultural Production
AOM 5315 (3) Advanced Agricultural Operations Management
AOM 5431 (3) GIS and Remote Sensing in Agr. and Natural Resources
AOM 5435 (3) Advanced Precision Agriculture
AOM 5512C (2) Advanced Package Permeation
AOM 5513C (3) Advanced Package Decoration
AOM 5514 (3) Advanced Principles of Packaging
CAP 5635 (3) Artificial Intelligence Concepts
CAP 5805 (3) Computer Simulation Concepts
CAP 6685 (3) Expert Systems
ESI 6417 (3) Linear Programming and Network Optimization
ISM 5021 (3) Information Systems in Organizations

Managerial Area (9 hrs minimum)

ACG 5005 (2) Financial Accounting
ACG 5065 (3) Financial and Managerial Accounting
ACG 5205 (3) Advanced Financial Accounting
AEB 6106 (3) Microeconomic Principles and Analysis
AEB 6145 (3) Agricultural Finance
EIN 6357 (3) Advanced Engineering Economy
MAN 5245 (3) Organizational Behavior
MAN 6051 (3) Managerial Planning
MAN 6321 (3) Human Resource Management
MAR 5624 (3) Introduction to Managerial Statistics
MAR 6506 (3) Customer Analysis

International Area (9 hrs minimum)

AEB 6612 (3) Planning and Policy for Agricultural Development
AEB 6651 (3) Agriculture’s Role in Latin America and Africa
AGG 5813 (3) Farming Systems Research & Extension Methods
AGR 5277C (3) Tropical Crop Production
AOM 5045 (3) Appropriate Technology for Agricultural Mechanization
SOS 5132 (3) Tropical Soil Management

Language Course (5 max) Must be a course in non-native language. Language credit by exam or taken prior to graduate program is not acceptable.

Students requiring exceptions to the above requirements to fulfill their personal or program goals should submit a request in writing to the department graduate committee. Any exceptions must be approved by the student's supervisory committee before submission to the department graduate committee.

A maximum of 3 credits of AOM 6905 may be applied toward the minimum requirements for the Ph.D. degree. These credits will be considered for approval by the graduate committee only when a description of the course content is filed with the plan of study. The student must obtain approval before taking the course. A maximum of 5 credits of supervised teaching (ABE 6940) may be included in the student's plan of study. This maximum limit cannot be waived and it applies to the entire graduate career. Supervised teaching credits will be considered for approval by the graduate committee only when a description of the work to be performed is submitted with the plan of study. Typically 20 to 30 hours of work is required to support 1 hour of supervised teaching.
The plan of study can include 6 hours of research credit transferred from the master’s degree. Additional dissertation research credits may be taken to meet minimum registration requirements; however, the additional credits will not count toward meeting minimum degree requirements. No student can enroll for dissertation research credits (ABE 7980) before passing the qualifying examination.

**Major Area**

The plan of study must include a minimum of 12 credits of major courses at the 5000 level or above that defines a meaningful, integrated area of academic concentration. The minimum number of ABE or AOM credits is 6 (excluding ABE/AOM/PKG 6905, ABE 6910, ABE 6931, ABE 6940, ABE 6971, ABE 7979, and ABE 7980). One hour (beyond the master’s) of seminar (ABE 6931) must be included in the major.

**Minor Area (optional)**

For the PhD degree, a minimum of 12 credits at the 5000 level or higher is required for a minor in a certain department or program area as approved by the minor department or program area representative(s) on the supervisory committee. If two minors are selected, then each minor must consist of at least 8 credits. Course work in the minor is not limited to the course offerings of one department, provided that the minor has a clearly stated objective. The combination of courses selected for the minor needs to be as part of the plan of study. A graduate faculty member must be included on the supervisory committee who clearly represents the interdisciplinary minor. ABE students pursuing graduate degrees through the College of Engineering can obtain minors in Packaging Science but cannot minor in Agricultural Operations Management.

**Requirements for the Applied Science Doctor of Philosophy Degree**

Admission to the applied science Ph.D. program requires a B.S. degree in a basic science field and a master’s degree in a science or engineering field with courses including analytic geometry, calculus, differential equations, 8 credits of general physics and 8 credits of general chemistry, or equivalent. If these requirements are not already met, the student must articulate to meet them. (See Appendix B).

The applied science Ph.D. degree in the College of Agricultural and Life Sciences is an advanced degree providing advanced training in problem solving capabilities, interdisciplinary research, and methods for applying science to real world problems and issues with emphases on (1) the use of engineering methods and approaches, such as mathematical modeling, optimization, and information technologies, in application of science to problems at various spatial and temporal scales, and (2) an interdisciplinary experience in research at the Ph.D. level.

A Ph.D. degree plan of study is based on all work completed beyond the baccalaureate, with a required minimum of 54 course work credits and a minimum total of 90 credits including research credits. Graduate credit is awarded for courses numbered 5000 and above. The work in the major field must be in courses numbered 5000 or above. For work outside the major, courses numbered 3000 or above, not to exceed 6 credits, may be taken provided they are part of an approved plan of study. The plan of study must include a minimum of 15 credit hours of quantitative courses including mathematics (beyond differential equations); engineering, modeling, simulation, and optimization methods; and applied statistics and/or probability. These quantitative courses must include 6 credits selected from the approved list in Appendix C. The remainder of the 15-credit minimum quantitative courses may be selected from the example list in Appendix D or other similar courses. Beyond the 15-credit minimum quantitative course requirement, students should take additional math, information technology, systems analysis, optimization, microbiology, biology, chemistry, ecology, etc. as appropriate. Students are encouraged to include interdisciplinary discussion group courses in their plans of study. This will provide students the opportunity to interact with faculty and students whose research contributes to solutions of complex problems and gain experience in working across disciplinary boundaries. The plan of study must include at least 6 hours in the social/political sciences (e.g. environmental policy, natural resource economics, sustainable agriculture, land use management, environmental law). The student is encouraged to have at least two committee members from other disciplines and from other institutions where there is strength in the chosen research area when feasible.

A maximum of 3 credits of ABE/AOM/PKG 6905 may be applied toward the minimum requirements for the applied science Ph.D. degree. These credits will be considered for approval by the graduate committee only when a description of the course content is filed with the plan of study. The student must obtain approval before taking the course.
A maximum of 5 credits of supervised teaching (ABE 6940) may be included in the student's plan of study. This maximum limit cannot be waived and it applies to the entire graduate career. Supervised teaching credits will be considered for approval by the graduate committee only when a description of the work to be performed is submitted with the plan of study. Typically 20 to 30 hours of work is required to support 1 hour of supervised teaching.

The plan of study may include a maximum of 21 credit hours of dissertation research and 6 hours of research credit transferred from the master’s degree. Additional dissertation research credits may be taken to meet minimum registration requirements; however, the additional credits will not count toward meeting degree requirements. No student can enroll for dissertation research credits (ABE 7980) before passing the Ph.D. qualifying examination.

**Major Area**

The plan of study must include a minimum of 12 credits of major courses at the 5000 level or above that defines a meaningful, integrated area of academic concentration. The minimum number of ABE, AOM or PKG credits is 12 (excluding ABE/AOM/PKG 6905, ABE 6910, ABE 6931, ABE 6940, ABE 6971, ABE 7979, and ABE 7980). One hour of seminar (ABE 6931) is to be included in the major (beyond the master’s).

**Minor Area (optional)**

For the PhD degree, a minimum of 12 credits at the 5000 level or higher is required for a minor in a certain department or program area as approved by the minor department or program area representative(s) on the supervisory committee. If two minors are selected, then each minor must consist of at least 8 credits. Course work in the minor is not limited to the course offerings of one department, provided that the minor has a clearly stated objective. The combination of courses selected for the minor needs to be as part of the plan of study. A graduate faculty member must be included on the supervisory committee who clearly represents the interdisciplinary minor. ABE students pursuing graduate degrees through the College of Engineering can obtain minors in Packaging Science but cannot minor in Agricultural Operations Management.

**Grade Point Requirements for Graduation**

The appropriate grade point requirements for graduation are:

1. A minimum 3.00 GPA (3.25 for Ph.D. students) in all graduate level courses at the University of Florida.
2. A minimum 3.00 GPA (3.25 for Ph.D. students) in all courses that comprise the major. In this case, the major is not just ABE, PKG and AOM courses. The major also includes courses from other departments that have been declared a part of the major.

**Registration**

Registration for course work each term is the responsibility of the student. Course registration should conform to the student's plan of study, and the minimum and maximum hours of registration as stated in the Graduate School Catalog (under Financial Aid). Course selection for each term should be made in close consultation with the advisor. A student must be registered for an appropriate load during the term in which he/she graduates (see Table 1). Students not registered by the end of the Drop/Add period each semester must be dropped from their assistantship or fellowship.

**Dropping Courses**

The Graduate School has no rigid policy concerning graduate students dropping courses other than each graduate student must maintain a minimum registration in order to continue receiving assistantship or fellowship support. The College of Agricultural and Life Sciences has no official drop policy for graduate students but each request to drop is considered on its individual merits. Each request to drop a course must be approved by the chair of the student's supervisory committee, the Department Chair or the Graduate Coordinator, the appropriate College Dean, and the Graduate School.
Most ABE graduate students fall into one of the following categories.

For a complete list of all graduate student registration requirements visit: http://gradschool.ufl.edu/catalog/current-catalog/catalog-general-regulations.html#registration

<table>
<thead>
<tr>
<th>Fall &amp; Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Full-Time Graduate Students not on Appointments</td>
<td>9-12</td>
</tr>
<tr>
<td>Assistants on .25 - .74 and/or 1/4, 1/3, &amp; 1/2-Time Assistants</td>
<td>9</td>
</tr>
<tr>
<td>Graduate students not on appointment but using University facilities and/or faculty time</td>
<td>3</td>
</tr>
<tr>
<td>Graduate Students not on Appointment during Final Term</td>
<td>3</td>
</tr>
</tbody>
</table>

**Tuition and Financial Aid**

Payment of fees by the dates listed in the front of the Graduate Catalog is an integral part of the registration process. For students classified as non-Florida residents, the tuition charges are considerably higher than for Florida residents. See the Graduate Catalog for State residency requirements. Normally, students on graduate assistantships of 1/4 time or greater will be issued tuition waivers for about 95% of the fees, subject to availability of funds. All students are responsible for paying their tuition regardless of the value of fee waivers.

A graduate student with an assistantship, fellowship, or traineeship must not accept other aid without Graduate School permission and must be registered in accordance with the schedule shown in Table 1.

All non-Florida students who are U.S. citizens or permanent residents are eligible for out-of-state fee waivers and/or departmental support for tuition the year after they have filed for Florida residency status. It is the student's responsibility to file for Florida residency status when they first enroll at UF. The detailed procedures and requirements are outlined in the Graduate Catalog.

Financial aid in the form of scholarships and loans may be available to highly qualified graduate students. In general, such awards are available to students pursuing either Master’s or Ph.D. degrees. For information concerning availability of scholarships and loans and the necessary qualifications, students should contact the Dean's Office in the College of Agriculture and the Office for Student Financial Affairs.

**Campus Residency Requirement**

Beyond the first 30 hours counted toward the doctoral degree, candidates for the doctoral degree 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.

**Normal Progress**

Students in pursuit of the Master of Science and Doctor of Philosophy degrees are expected to complete at least the minimum hourly requirement each term and to maintain an acceptable academic grade point average. An acceptable GPA is understood to mean 3.00 (3.25 for Ph.D. students). Students who fall below these standards will be considered to be on academic probation. If a student remains below this standard for two consecutive terms, he/she is subject to termination.

A master’s degree is expected to be completed within two years and a Ph.D. degree within four calendar years of study. The student's progress will be formally assessed by the Supervisory Committee Chair at the end of each term to determine
whether he/she should be continued in the program and whether he/she should continue receiving financial assistance from the department.

**Graduate Seminar**

All graduate students are required to register for 1 credit of ABE 6931 during each graduate degree program and to present a seminar during the graduate program. Each thesis or dissertation student must present his/her findings and conclusions as close as possible to graduation. Nonthesis students must choose topics of professional interest. Students are encouraged to suggest topics and speakers of particular professional interest. Students are expected to attend at least 50% of all departmental seminars.

Students located at Research Units can satisfy seminar requirements by enrolling in ABE 6931 and participating in center seminar series under supervision of their major professor in coordination with the faculty member supervising ABE 6931.

**Thesis and Dissertation**

Students begin work toward a thesis or dissertation from the time they enter Graduate School. Careful planning and a timetable will help avoid delays as well as give the student valuable training.

Resources for preparation of theses and dissertations are available at the Graduate School Editorial Office and also online (http://gradschool.rgp.ufl.edu/editorial/introduction.html). For technical support in creating an electronic thesis or dissertation, see http://www.circa.ufl.edu/~etd/.

The thesis or dissertation is to be developed by the student with the supervision and criticism of his/her advisor. The student and his/her advisor may agree to prior review of the thesis, either section-by-section or in its entirety or both. When the advisors are satisfied that the document is ready for review by the supervisory committee, they will authorize distribution. Student should expect several major changes and corrections in their thesis or dissertation as required by the supervisory committee. Therefore, the student must allow enough time to make required changes. The student must submit the final draft of the thesis or dissertation to members of the supervisory committee at least 10 working days prior to the date of the final exam. The final draft should be complete in every respect including figures, tables, and bibliography, but in a form to allow for incorporation of editorial and/or substantive changes with minimal expense or inconvenience to the student. Turn-around time for thesis reviews can often be considerably reduced if the graduate student notifies the committee members in advance of the date when draft copies will be submitted for review.

The thesis or dissertation must be defended in time to meet Graduate School Deadlines. The Graduate School requires that Masters theses be defended before first submission to the Graduate School. The first submission for PhD dissertations can be before the dissertation defense. Guidelines for submission of theses and dissertation to the Graduate School can be found at: https://gradschool.ufl.edu/pdf-files/checklist-thesis.pdf and https://gradschool.ufl.edu/pdf-files/checklist-dissertation.pdf

The student is required to distribute final copies of the thesis or dissertation to appropriate offices and faculty members. In addition, students should prepare a copy for themselves, their advisor, and other members of the supervisory committee who express a desire for a copy.

**Thesis and Dissertation Deadlines**

Deadlines for the submission of original signature pages with theses or dissertations are published by the Graduate School each term. http://gradschool.ufl.edu/students/critical-dates-and-deadlines.html. The deadline for submission of signature pages for theses or dissertations is the same as the deadline for submission of the final exam form. In all cases, the student must schedule the oral examination prior to the deadline to allow time for corrections, since corrections are to be completed before final signatures. The department Coordinator of Academic Support Services must be notified of the examination time, date, location and dissertation or thesis title at least two weeks before the date of the examination.

The final oral examination is open to all interested graduate faculty. An announcement form must be sent to the committee members and an email to departmental faculty. The defense of the thesis or dissertation should be well prepared including any appropriate visual aids. One of the aims of the preparation should be to synthesize the important conclusions in a time-efficient presentation, on the order of 30 minutes, leaving ample time for questions and discussion. Normally 3 hours should be scheduled for the final oral examination.
Qualifying Examination for Ph.D. Degree

All PhD students are required to pass a qualifying exam. This exam will consist of written and oral sections. The student must have completed all articulation requirements (if any) for the PhD degree prior to scheduling the written qualifying examination. Both written and oral examinations are normally taken after the completion of at least four semesters of PhD study. The examination must be scheduled so that there is a minimum of two terms between the successful completion of the examination and the date of the degree if the student is in full-time residence, or a calendar year if the student is on less than a full-time basis. The term in which the examination is passed is counted, provided that the examination is held before the midpoint of the term.

The written qualifying exam is to be coordinated and administered by the student's faculty advisor. The examination is to be developed within the guidelines that a reasonably competent PhD student can successfully complete the examination in approximately 24 hours. It is expected that each supervisory committee member will provide the student with a written exam. The written portion must be passed prior to taking the oral portion. Normally 3 hours should be scheduled for the oral portion of the qualifying examination. The qualifying examination may be conducted using video and/or telecommunications. However, the student and chair or co-chair must be in the same physical location. All other members may participate from remote sites via technological means. There may be one substitute participant who is not the chair or external member in special circumstances with prior approval.

If the student fails the written or oral examination, it is the committee's responsibility to decide when the student can retake another qualifying examination. Normally, a student will not be permitted to take either the written or oral qualifying examination more than two times.

Following successful completion of both written and oral qualifying examinations, the student is eligible for PhD candidacy. In addition to successfully completing the qualifying examinations, the student must have chosen his/her dissertation topic and must have a minimum of 3.25 GPA both in the major and in all work attempted in the graduate program.

**Time Limitation:** All work for the doctorate must be completed within 5 calendar years after the qualifying examination, or this examination must be repeated.

Final Examinations

The comprehensive oral examinations and the oral defense of a thesis, project or dissertation may be conducted using video and/or telecommunications. However, the student and chair or co-chair must be in the same physical location. All other members may participate from remote sites via technological means. There may be one substitute participant who is not the chair or external member in special circumstances with prior approval.

**Master of Science, Thesis Option**

The examination covers the thesis research, and may also cover academic preparation and basic principles and applications. A final exam can be taken no sooner than two semesters after approval of a student's plan of study and research proposal.

**Master of Science, Nonthesis Option**

A comprehensive written and/or oral examination may be required at the discretion of the student’s committee. If required, the examination generally covers academic preparation and basic principles and applications in addition to any design or analysis project report. A final exam can be taken no sooner than two semesters after approval of a student's plan of study and project proposal. Final exam forms for nonthesis degree students are not submitted to the graduate school.

**Ph.D. Degrees**

After submission of the dissertation and the completion of all other prescribed work for the degree, but in no case earlier than six months before the conferring of the degree, the candidate will be given a final examination, oral or written or both, by the supervisory committee meeting on campus. The examination will cover the dissertation research, and it may also cover academic subjects and basic principles and application of the principles to the dissertation subject. A final exam can be taken no sooner than two semesters after passing the qualifying exam.
Foreign Language Requirements

There is no foreign language requirement for any degree; however due to the international nature of Agricultural and Biological Engineering the students are encouraged to take advantage of the language courses offered at the University of Florida.

Administrative Policies

Policy on Graduate Student Support

Regardless of whether a graduate student is supported with state or grant funds, the purpose of these policies is to encourage timely progress toward completion of degree requirements and to make optimal use of available funding and other resources (space, faculty time, equipment, etc...). It is expected that graduate students’ assistantships will be supported with grant funds. A small amount of state money may be used primarily to attract outstanding students or to continue support of students whose grant funds are unexpectedly terminated. State funds may be used to support international students when the student’s expertise and background are needed to further our research programs.

Since recruitment of outstanding domestic graduate students is very competitive, state support will be given on a first-come first-serve basis, as soon as an outstanding student has been identified.

The Graduate Committee will review requests for state money assistance for new graduate students and will make recommendations to the Department Chair who will make the final decisions.

Length of Support

Graduate students on financial support (grant or state funds) may expect to receive support for 2 years at the master’s level and 3 years at the Ph.D. level. Continuation beyond these periods for exceptional cases will be subject to review on a case by case basis.

The faculty advisor will make the request for continuation with state funds at least a semester before the student is scheduled to be off financial support. Requests for continuation should be made as early as possible because of the need for planning to make adjustments for the budget year. The Graduate Committee will review the requests and make recommendations to the Department Chair who will make the final decisions.

If continuation of the assistantship is with grant funds, the grant P.I. will make the decision, with the approval of the Graduate Committee and the Department Chair.

Assistantship Responsibilities

A graduate student on a 1/3-time assistantship is expected to work a minimum of 13 hours per week on activities (research or service support) that are in compliance with the overall departmental objectives as determined by the student's advisor and Department Chair. Likewise, students on 1/2-time or 3/4-time assistantships are expected to work on a similar basis for a minimum of 20 hours and 30 hours per week, respectively. Assistantship requirements normally include thesis or dissertation activities but can include other tasks assigned by the faculty advisor. Graduate Assistant appointments generally extend for 2 years for master’s degrees and 3 years for the Ph.D. degree, subject to satisfactory performance and funds availability. In order to remain on assistantship a student must be registered for the appropriate number of credit hours each term (see Table 1).

Teaching Assistantships

Students are encouraged to consider and explore the possibilities of obtaining teaching experience as a part of their assistantship responsibilities. Such experience is especially useful for many Ph.D. candidates. The student should discuss the availability of opportunities for teaching experience with his/her advisor and the Department Chair.

The Test of Spoken English (TSE) is required of all graduate students whose native language is not English before such students can be appointed to graduate teaching assistantships. Students who score less than 45 on the TSE will not be permitted to teach.
Semantic Evaluation

Each graduate assistant will be evaluated by his/her faculty advisor based upon performance of assigned duties; compliance
with department requirements such as maintenance of office hours, regular visits with faculty advisor, academic progress;
and meeting the requirements of the supervisory committee, department, college, and graduate school relating to the timely
execution of required documents such as plan of study, supervisory committee appointment form, etc.

Vacation and Sick Leave

A. Vacation and sick leave is a departmental courtesy benefit and not a University benefit.
B. Vacation leave may be taken by the graduate assistant with the approval of his/her advisor.
C. Please note that all graduate assistants, regardless of percent employment or actual hours worked, are
   expected to be on duty at least part of every working day not taken as vacation or sick leave, including the
   period between academic terms. Official state holidays are not considered to be working days.

Office Assignments

Office space is assigned to graduate students on a space-available, priority basis. Office assignments are made by the
department Coordinator of Academic Support Services who also supplies desk keys. Most office space in conventional
offices shared by 2 or 3 graduate students, and some desks are in laboratories. Priority of office space is generally given in
the following order, however this does not imply selection of location is based on the same priority. The Graduate
Coordinator may adjust actual locations to best meet the needs of all students and the needs of the department.

A. Full-time graduate research assistants
B. Ph.D. graduate assistants with assistantships
C. Master's graduate assistants with assistantships
D. Other Ph.D. students
E. Other thesis master’s students
F. Nonthesis master’s students

Room keys will be assigned to graduate students by the Research Program Coordinator. The Research Program Coordinator
will enter the student’s Gator 1 ID information into the building’s security system, so that the student’s Gator 1 ID will
unlock entrance doors to Frazier Rogers Hall. Keys will unlock graduate student office doors and laboratory doors. Graduate
students who have need for access to the shop will be assigned a key with these additional capabilities.

Graduate students must turn in any keys assigned to them upon completion of their graduate program. Final paychecks for
those on assistantships will be held until keys are returned. Keys are not to be loaned to non-departmental personnel. It is
unlawful to duplicate these keys. Entrance doors automatically lock between 6:00 P.M. and 7:00 A.M. and on weekends
and holidays.

Research involving Data Collection using Human or Animal Subjects

If your research involves data collection using animals or humans, you must be familiar with the University of Florida
procedures that ensure that the rights and welfare of the animals and people are adequately monitored and protected. All
research projects involving human or animal subjects, even if it is purely observational, must be approved before the project
begins by one of three boards outside of the department. Federal regulations prohibit retroactive approval and any research
results obtained without approval cannot be used.

Before you begin any such research, it is critical that you obtain approval from the appropriate UF committee: the
Institutional Review Boards or the Institutional Animal Care and Use Committee. Information regarding these committees is
found in the UF Graduate Student Handbook.

Research Data, Software, Designs and Manuscripts

All research data, patents, designs, computer software, creations, etc. obtained by graduate students on assistantship support
are the property of the State of Florida. All research data and other requested materials must be submitted to the advisor
before the student leaves the University of Florida. If any patents or copyrights are awarded to the inventions or designs of
any graduate student's thesis or dissertation research, then both the student and his/her advisor are credited. They can receive a percentage of the profits or royalties realized from the patents or copyrights.

Graduate students are strongly encouraged to submit manuscripts for publication of their findings. The advisor and others involved directly with the research project are to be listed as co-authors. It is recognized that graduate students may leave the University without preparing a manuscript to submit for publication and may or may not do so within a reasonable time. Twelve months after the student leaves the University, the advisor can use the thesis and research data to prepare a manuscript for publication if the student has not already done so. Under this arrangement, the advisor would be the senior author and the former student would be a co-author.

**Computer Time and Assistance**

All student offices, classrooms and laboratories have internet access. Upon arrival at the department, students should submit an Application for ABE Network Account (Appendix G) to the department’s Systems Programmer who will set up the account ID and initial password.

The departmental computer teaching lab is available to all students at times when classes are not scheduled for the lab. Students working on class assignments in this lab are given priority over students working on research assignments.

**Purchases and Support**

Requests for secretarial and technical support should be channeled through the student's advisor. Services are restricted to work in support of research activities with the approval of the advisor. Under no circumstances will these services be available for activities related to course work or thesis or dissertation preparation. Secretarial services will be made available for preparation of proposals and reports required for grant supported research projects. Expenses related to the preparation of required reports or publications based on theses and dissertations are legitimate departmental expenses.

All purchases made for extension, research and teaching activities, whether related to thesis research or not, must receive prior approval of the student's advisor. Details for making purchases are available from the departmental fiscal office.

To use library services requiring payment, such as computerized literature searches, etc., the student must obtain the approval of his/her advisor to use the appropriate blanket account number for each library. For certain libraries, it may be necessary for the advisor to write a letter giving approval for the student to charge the specified services to departmental account numbers.

**Use of State Vehicles**

State vehicles are for OFFICIAL USE ONLY. Operators of state vehicles must abide by all state laws as specified in “Rules of the Road” available from any Florida Highway Patrol Office. Special courtesy to other drivers should be exercised at all times, since one is representing the department, university, and state when driving a state vehicle.

A valid Florida driver's license is required to operate state vehicles. As required by the State of Florida, a commercial driver’s license may be required for operation of certain vehicles. Caution: Only persons employed by the university are covered by state insurance while operating a university-owned vehicle. A graduate student on an assistantship meets the employment criterion.

Students operating state vehicles should check with their advisors and the Research Program Coordinator concerning current procedures for signing out vehicles, purchase of fuel, maintenance of vehicle log book, etc.

**Use of Shop Facilities and Services**

Graduate students are generally expected to fabricate experimental equipment needed for their thesis or dissertation research that is not otherwise available. Students must follow all policies and regulations regarding the use of shop facilities. The policies and rules are:

A. These shops are intended only for research, teaching and extension activities.
B. The precision machine shop can only be accessible to persons obtaining permission from the Research Program Coordinator.
C. During the Monday through Friday work week the general shop is accessible to faculty, graduate students, and staff from 8 A.M. to 5 P.M. During the Monday through Friday work week the teaching shop is available to faculty, graduate students, and staff if their activities do not interfere with classroom instruction.

E. To insure safety, all persons using the shop facilities must work only when another person is within the same laboratory area during its use. In cases of extensive or complex fabrication, shop personnel may help with the work. Use of shop personnel must be arranged by the student’s advisor in advance. Graduate students should not use general shop supplies (steel, plastic, pipe, etc.) without prior approval of the Research Program Coordinator and faculty advisor.
**APPENDIX B**

**Equivalency Requirements for Agricultural Operations Management**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Sciences</td>
<td>7</td>
</tr>
<tr>
<td>CHM2045 and Lab</td>
<td>4</td>
</tr>
<tr>
<td>Applied Physics</td>
<td>3</td>
</tr>
<tr>
<td>Survey of Calculus</td>
<td>3</td>
</tr>
<tr>
<td>Computer Programming Course</td>
<td>3</td>
</tr>
<tr>
<td>Basic Economics Course</td>
<td>3</td>
</tr>
<tr>
<td>Management/Production Management Courses</td>
<td>9</td>
</tr>
<tr>
<td>Agricultural Operations Management Courses</td>
<td>9</td>
</tr>
<tr>
<td>Technical Agriculture Courses</td>
<td>6-9</td>
</tr>
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</table>

**Equivalency Requirements for Applied Science Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytical Geometry and Calculus I and II</td>
<td>8</td>
</tr>
<tr>
<td>Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>General Physics I and II (including labs)</td>
<td>8</td>
</tr>
<tr>
<td>General Chemistry I and II (including labs)</td>
<td>8</td>
</tr>
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### APPENDIX C

**List of Courses for Mathematics and Statistics Requirement**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
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<tbody>
<tr>
<td>ABE 6986</td>
<td>Applied Mathematics in Agricultural Engineering</td>
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<td>EGM 6321</td>
<td>Principles of Engineering Analysis I</td>
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<td>Principles of Engineering Analysis II</td>
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<td>EGM 6323</td>
<td>Principles of Engineering Analysis III</td>
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<td>EGM 6341</td>
<td>Numerical Methods of Engineering Analysis I</td>
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<tr>
<td>EGM 6351</td>
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<td>EGM 6352</td>
<td>Advanced Finite Element Methods</td>
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<tr>
<td>MAA 5104</td>
<td>Advanced Calculus for Engineers and Physical Scientists I</td>
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<td>MAA 5105</td>
<td>Advanced Calculus for Engineers and Physical Scientists II</td>
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<td>MAA 5404</td>
<td>Introduction to Complex Variables for Engineers and Physical Scientists</td>
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<td>MAA 6236</td>
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<td>MAD 6406</td>
<td>Numerical Linear Algebra</td>
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<td>MAD 6407</td>
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<tr>
<td>MAP 5304</td>
<td>Intermediate Differential Equations for Engineers and Physical Scientists</td>
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<tr>
<td>MAP 5345</td>
<td>Introduction to Partial Differential Equations</td>
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<tr>
<td>MAP 6217</td>
<td>Intro to Calculus of Variations for Engineers and Physical Scientists</td>
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<tr>
<td>MAP 6375</td>
<td>Numerical Partial Differential Equations</td>
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<td>MAP 6376</td>
<td>Finite Element Method</td>
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</tr>
<tr>
<td>MAP 6505</td>
<td>Mathematical Methods of Physics and Engineering</td>
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</tr>
<tr>
<td>MAP 6506</td>
<td>Mathematical Methods of Physics and Engineering II</td>
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<tr>
<td>MAS 5157</td>
<td>Vector Analysis</td>
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<td>MAS 5311</td>
<td>Introductory Algebra I</td>
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<td>MAS 5312</td>
<td>Introductory Algebra II</td>
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<td>STA 5701</td>
<td>Applied Multivariate Methods</td>
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<tr>
<td>STA 5823</td>
<td>Stochastic Process Methods</td>
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<tr>
<td>STA 6226</td>
<td>Sampling Theory and Applications</td>
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<tr>
<td>STA 6326</td>
<td>Introduction to Theoretical Statistics I</td>
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<tr>
<td>STA 6327</td>
<td>Introduction to Theoretical Statistics II</td>
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<tr>
<td>STA 6466</td>
<td>Probability Theory I</td>
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<tr>
<td>STA 6467</td>
<td>Probability Theory II</td>
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<td>STA 6526</td>
<td>Nonparametric Statistics</td>
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<td>STA 6826</td>
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<td>ESI 6321</td>
<td>Applied Probability Methods in Engineering</td>
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<td>ESI 6337</td>
<td>Markov Processes, Queueing Theory, and Applications</td>
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<tr>
<td>ESI 6417</td>
<td>Linear Programming and Network Optimization</td>
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<td>ESI 6418</td>
<td>Linear Programming Extensions and Applications</td>
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<tr>
<td>ESI 6429</td>
<td>Introduction to Nonlinear Optimization</td>
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<td>ESI 6448</td>
<td>Discrete Optimization Theory</td>
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<tr>
<td>ESI 6492</td>
<td>Global Optimization</td>
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<tr>
<td>ESI 6529</td>
<td>Digital Simulation Techniques</td>
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</tr>
<tr>
<td>ESI 6546</td>
<td>Stochastic Modeling and Analysis</td>
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</tr>
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</table>

The applied science Ph.D. program requires six credits minimum from the above list. Substitutions may be accepted only with prior approval by the department graduate.
### APPENDIX D

**Example Quantitative Course List for Applied Science Ph.D. Degree**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE 5643C</td>
<td>Biological and Agricultural Systems Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ABE 5646</td>
<td>Biological and Agricultural Systems Simulation</td>
<td>3</td>
</tr>
<tr>
<td>ABE 5653</td>
<td>Rheology and Mechanics of Agricultural and Biological Materials</td>
<td>3</td>
</tr>
<tr>
<td>ABE 5707C</td>
<td>Agricultural Waste Management</td>
<td>3</td>
</tr>
<tr>
<td>ABE 5815C</td>
<td>Food and Bioprocess Engineering Design</td>
<td>3</td>
</tr>
<tr>
<td>ABE 6031</td>
<td>Instrumentation in Agricultural Engineering Research</td>
<td>3</td>
</tr>
<tr>
<td>ABE 6035</td>
<td>GIS in Hydrology</td>
<td>3</td>
</tr>
<tr>
<td>ABE 6252</td>
<td>Advanced Soil and Water Management Engineering</td>
<td>3</td>
</tr>
<tr>
<td>ABE 6254</td>
<td>Simulation of Agricultural Watershed Systems</td>
<td>3</td>
</tr>
<tr>
<td>ABE 6262C</td>
<td>Remote Sensing in Hydrology</td>
<td>3</td>
</tr>
<tr>
<td>ABE 6615</td>
<td>Advanced Heat and Mass Transfer in Biological Systems</td>
<td>3</td>
</tr>
<tr>
<td>AOM 5431</td>
<td>GIS and Remote Sensing in Agriculture and Natural Resources</td>
<td>3</td>
</tr>
<tr>
<td>CWR 5125</td>
<td>Groundwater Flow I</td>
<td>3</td>
</tr>
<tr>
<td>CWR 6115</td>
<td>Surface Hydrology</td>
<td>3</td>
</tr>
<tr>
<td>CWR 6525</td>
<td>Groundwater Flow II</td>
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</tr>
<tr>
<td>CWR 6536</td>
<td>Stochastic Subsurface Hydrology</td>
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</tr>
<tr>
<td>CWR 6537</td>
<td>Contaminant Subsurface Hydrology</td>
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</tr>
<tr>
<td>SOS 6622</td>
<td>Vadose Zone Hydrology</td>
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</tr>
<tr>
<td>STA 6166</td>
<td>Statistical Methods in Research I</td>
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<tr>
<td>STA 6167</td>
<td>Statistical Methods in Research II</td>
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</tr>
<tr>
<td>STA 6200</td>
<td>Fundamentals of Research Design</td>
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<tr>
<td>STA 6201</td>
<td>Analysis of Research Data</td>
<td>3</td>
</tr>
<tr>
<td>STA 6207</td>
<td>Applied Statistical Methods</td>
<td>3</td>
</tr>
<tr>
<td>STA 6208</td>
<td>Regression Analysis</td>
<td>3</td>
</tr>
<tr>
<td>STA 6209</td>
<td>Design and Analysis of Experiments</td>
<td>3</td>
</tr>
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</table>
APPENDIX E
Summary of Procedures for Master of Science Degree

It is the student's responsibility to ascertain that all requirements have been met and that every deadline is observed.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Person Responsible</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Advisor and Members of Supervisory Committee</td>
<td>Student</td>
<td>Middle of First Term</td>
</tr>
<tr>
<td>Transfer of Credit from Undergrad. or Postbaccalaureate Program</td>
<td>Faculty Advisor, Student</td>
<td>End of First Term</td>
</tr>
<tr>
<td>Submit Approved Plan of Study to Graduate Committee</td>
<td>Faculty Advisor, Student</td>
<td>Beginning of Second Term</td>
</tr>
<tr>
<td>Submit Approved Research Project Proposal to Graduate Coordinator</td>
<td>Faculty Advisor, Student</td>
<td>Middle of Second Term</td>
</tr>
<tr>
<td>Submit Supervisory Committee form to Graduate School. Include petition interdisciplinary minor in lieu of departmental minor if appropriate</td>
<td>Faculty Advisor, Student</td>
<td>Before completion of 24 credits, but not later than second term</td>
</tr>
<tr>
<td>Obtain a copy of Deadline Dates, have record checked at Student Records Office, 288 Grinter Hall</td>
<td>Student</td>
<td>Term prior to one in which degree is to be awarded</td>
</tr>
<tr>
<td>Notify Graduate Coordinator of Intended Graduation Date</td>
<td>Student</td>
<td>Two weeks before last day of classes in term preceding the term in which the degree is to be awarded</td>
</tr>
<tr>
<td>Submit Petitions regarding Degree Requirements</td>
<td>Faculty Advisor</td>
<td>4:00 PM of last day of classes in term preceding the term in which the degree is to be awarded</td>
</tr>
<tr>
<td>Final Term Registration</td>
<td>Student</td>
<td>3-Credit Minimum (ABE 6971), (2-Credit during Summer)</td>
</tr>
<tr>
<td>Present Seminar on Thesis Research or Nonthesis Project</td>
<td>Student</td>
<td>During Last Term</td>
</tr>
<tr>
<td>Placement of name on graduation list at Registrar's Office</td>
<td>Student</td>
<td>Prior to published deadline in Deadline Dates</td>
</tr>
<tr>
<td>Submit Notice of Final Examination Form</td>
<td>Faculty Advisor, Student</td>
<td>Not later than 10 working days before examination</td>
</tr>
<tr>
<td>Final Examination</td>
<td>Faculty Advisor</td>
<td>Prior to published deadline in Deadline Dates. Submit Final Examination Report Form to Graduate School.</td>
</tr>
<tr>
<td>Pay Binding Fee</td>
<td>Student</td>
<td>Prior to thesis submission to Graduate School</td>
</tr>
<tr>
<td>Submit thesis to Graduate School Editorial Office and copy of thesis or project report to Departmental Graduate Program Assistant</td>
<td>Student</td>
<td>Prior to published deadline in Deadline Dates</td>
</tr>
<tr>
<td>Return departmental key and all equipment to Graduate Program Assistant</td>
<td>Student</td>
<td>Prior to departure</td>
</tr>
</tbody>
</table>
## APPENDIX F

### Summary of Procedures for Ph.D. Degree

It is the student's responsibility to ascertain that all requirements have been met and that every deadline is observed.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Person Responsible</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Advisor and Members of Supervisory Committee</td>
<td>Student</td>
<td>Middle of First Term</td>
</tr>
<tr>
<td>Transfer of Credit from Undergrad. or Postbacalaureate Undergrad. or Postbacalaureate Program</td>
<td>Faculty Advisor, Student</td>
<td>End of first term</td>
</tr>
<tr>
<td>Submit approved Plan of Study to Graduate Committee</td>
<td>Faculty Advisor, Student</td>
<td>Beginning of second term</td>
</tr>
<tr>
<td>Submit major and minor petitions to Graduate School</td>
<td>Faculty Advisor, Student</td>
<td>End of Second Term</td>
</tr>
<tr>
<td>Submit approved Research Project Proposal to Graduate Coordinator</td>
<td>Faculty Advisor, Student</td>
<td>Middle of second term</td>
</tr>
<tr>
<td>Submit Supervisory Committee form to Graduate School. Include petition interdisciplinary minor in lieu of departmental minor if appropriate</td>
<td>Faculty Advisor, Student</td>
<td>Before completion of 24 credits, but not later than second term</td>
</tr>
<tr>
<td>Written and Oral Qualifying Examinations</td>
<td>Faculty Advisor</td>
<td>Normally taken after completion of at least two terms of Ph.D. study. There must be a minimum of two terms between the successful completion of the exam and the graduation date.</td>
</tr>
<tr>
<td>Submit Admission to Candidacy Form</td>
<td>Faculty Advisor</td>
<td>Submit to the Graduate School upon satisfactory completion of entire Qualifying Exam</td>
</tr>
<tr>
<td>Registration in doctoral research</td>
<td>Student</td>
<td>Register in ABE 7979 before admission to candidacy. Register in ABE 7980 after admission to candidacy.</td>
</tr>
<tr>
<td>Obtain copy of Deadline Dates and have record checked at Student Records Office, 288 Granger Hall</td>
<td>Student</td>
<td>Term prior to one in which degree is to be awarded</td>
</tr>
<tr>
<td>Notify Graduate Coordinator of intended graduation date</td>
<td>Student</td>
<td>Student Two weeks before last day of classes in term preceding the term in which the degree is to be awarded</td>
</tr>
<tr>
<td>Petitions regarding degree requirements. Include petition to transfer specific course credits and maximum of 6 research credits from a master’s degree at another institution if appropriate</td>
<td>Faculty Advisor</td>
<td>4:00 PM of last day of classes in term preceding the term in which the degree is to be awarded</td>
</tr>
<tr>
<td>Final term registration</td>
<td>Student</td>
<td>3-Credit minimum (ABE 7980), (2-Credit during Summer)</td>
</tr>
<tr>
<td>Present seminar on Dissertation</td>
<td>Student</td>
<td>During last term</td>
</tr>
<tr>
<td>Task</td>
<td>Responsible party</td>
<td>Deadline Details</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Placement of name on graduation list</td>
<td>Student</td>
<td>Prior to published deadline in Deadline Dates</td>
</tr>
<tr>
<td>First submission of dissertation and related forms to Graduate School</td>
<td>Student</td>
<td>Prior to published deadline in Deadline Dates</td>
</tr>
<tr>
<td>Submit Notice of Final Examination Form</td>
<td>Faculty Advisor</td>
<td>Not later than 10 working days before examination.</td>
</tr>
<tr>
<td>Final Examination</td>
<td>Faculty Advisor</td>
<td>Prior to published deadline in Deadline Dates. Submit Final Examination Report Form to Graduate School.</td>
</tr>
<tr>
<td>Pay binding fee</td>
<td>Student</td>
<td>Prior to dissertation submission to Graduate School</td>
</tr>
<tr>
<td>Submit original and College copies of Dissertation to Grad School</td>
<td>Student</td>
<td>Student Prior to published deadline in Deadline Dates. Submit Final Examination Report Form to Graduate School.</td>
</tr>
<tr>
<td>Return departmental key and all equipment to Graduate Program Assistant</td>
<td>Student</td>
<td>Prior to departure</td>
</tr>
</tbody>
</table>
APPENDIX G
APPLICATION FOR ABE Network Account

Please provide all information requested. The application will not be processed if incomplete.

Name: ________________________________________________

UFID: _________________________         * Password will be initially set to UFID

Gatorlink Username: ________________________________

Which group do you belong to? Please check one.

○ Faculty
○ Staff/Technician
○ Courtesy/Visiting If Visitor, ending date? ___________________________
○ PostDoc
○ Graduate Student

______________________________________________________________________________

Agreement

I understand this is an individual account and have been made aware of and agree to abide by the UF Information Technology Acceptable Use Policy http://it.ufl.edu/policies/aupolicy.html.

Signature: ________________________________ Date: _____________