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The Foundation for The Gator Nation

Nuclear Engineering Sciences (NES)

Graduate Program Guidelines

Graduate Handbook

2025-2026

Effective from 8/16/2025

This Guide contains information that supplements the University's Graduate Catalog which is the primary document governing all academic programs. Although every effort has been made to maintain accuracy, the Nuclear Engineering Program and the Materials Science and Engineering Department reserves the right to correct errors when found, without further notice to students. The presence of errors will not affect the application of the rules and requirements applicable to all students.

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1. Introduction

The Nuclear Engineering Program is housed within the Department of Materials Science & Engineering (MSE). The Nuclear Engineering Program offers graduate students the opportunity to conduct state-of-the-art research under the supervision of faculty while pursuing Master of Science or Doctor of Philosophy degrees in the Nuclear Engineering Sciences (NES). The UF Graduate Catalog is the University of Florida's official record of graduate policies, critical dates, deadlines, course descriptions and faculty members for master's degree and doctoral degree students. It is the student's responsibility to know and understand these rules. The current graduate school catalog may be found at http://gradcatalog.ufl.edu/ and the Graduate Student Handbook at https://graduateschool.ufl.edu/work/handbook/. The NES Graduate Handbook is provided to all NES graduate students to serve as a companion resource to the University of Florida Graduate Catalog. It is the responsibility of the student to be familiar with both publications and to adhere to the stated rules.

It should be noted that for all graduate students, the contract for UF Graduate Assistants United can be found at this link http://ufgau.org/.

1.1. Program Mission

The Nuclear Engineering Program at the University of Florida is dedicated to developing innovative nuclear technologies, educating future generations of nuclear engineers, and cultivating leaders, by nurturing the integration of nuclear science and engineering with societal needs in a collaborative and dynamic educational and research environment.

1.2. Nuclear Engineering Program Graduate Program Objectives

Identify unknown aspects of nuclear and/or radiological systems and formulate an approach to elucidating those aspects using engineering and/or scientific principles at a level appropriate to doctoral research.

Demonstrate proficiency on appropriate experimental or computational techniques used for nuclear engineering research and use these techniques to investigate various relationships (atomic, nuclear, mechanical, materials performance, etc.) in nuclear systems at a level appropriate to the degree being sought.

Obtain information from primary literature and technical reports and integrate that information to reach conclusions regarding the current state-of-the-art and areas in which further research is needed.

Write and/or orally present the results of a research project or literature review in a manner that clearly communicates one or more of the following: current state-of-the-art, areas in which additional research is needed, research objectives, procedures, results, and conclusions.

Follow requirements for writing reports and research papers and do so based on ethical standards regarding appropriate citation and plagiarism.

Work cooperatively with others, interact with supervisors, follow guidelines for appropriate management of data, and follow safety requirements for working in a research laboratory.

2. Graduate Faculty

2.1. Department Administration

Prof. Michael Tonks
MSE Interim Department Chair
100B Rhines Hall
michael.tonks@ufl.edu
(352) 846-3300

Prof. Simon Phillpot
Associate Chair for MSE
100A Rhines Hall
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(352) 846-3782

Prof. Nathalie A. Wall
NE Program Director
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(352) 846-3300

Assoc. Prof. Yong Yang
NE Graduate Coordinator
202A Rhines Hall
ne-gradcoordinator@mse.ufl.edu
(352) 846-3791

2.2. Key Staff

Sonya Robinson
Human Resources (HR)
112 Rhines Hall
mse-hr@eng.ufl.edu
(352) 846-3769

Tahara Franklin-Ellis and Allyson Beatty
Academic Advisors
Academic Services Office (ASO)
advising@mse.ufl.edu
(352) 846-3312

2.3. NEP Graduate Faculty

The current faculty of the MSE department and their contact information are provided on the MSE website: https://mse.ufl.edu/people

Among these faculty, the following are considered Core NE Faculty and are eligible to advise graduate students.

- Associate Professor Assel Aitkaliyeva
- Professor James Baciak
- Associate Professor Andreas Enqvist
- Assistant Instructional Professor Ira Harkness
- Associate Professor Kyle Hartig
- Associate Professor Christopher McDevitt
- Instructional Professor DuWayne Schubring
- Professor Michael Tonks
- Professor of Practice Donald Wall
- Professor Nathalie Wall
- Associate Professor Justin Watson

- Associate Professor Yong Yang

Additionally, there is a large number of other faculty that are also eligible to advise graduate students (such as all other MSE faculty). The following lists some of those additional faculty that are also involved in the NE program and relevant to graduate students:

- Professor Juan Nino
- Professor Simon Phillpot

3. Graduate Programs

The University of Florida's Nuclear Engineering Sciences (NES) graduate program offers students a world-class education in a world-class research environment. We offer two graduate degrees: Master of Science and Doctor of Philosophy.

3.1. First Semester Courses

During their first semester in the program, NES graduate students typically take 2 regular courses, the nuclear engineering seminar, and 1-2 research credits (for a total of 9). In most circumstances these credits should be ENU 6910 (Supervised Research); students should confirm with their advisor. Specific course enrollment will be dependent on graduate degree and in consultation with their advisor or NE graduate coordinator.

Students coming from non-nuclear related backgrounds should discuss the situation with their advisor, the NE graduate coordinator, and/or the NE director. In addition to the wide range of ENU courses offered, the MSE program also offers courses relevant to an advanced degree in nuclear engineering. Examples of courses offered by MSE are EMA 6920 "Professional Development for Materials Science and Engineering" and EMA 6938 "Monte Carlo Methods."

3.2. M.S. Degree Program and Requirements

3.2.1. Non-Thesis Option

The requirements for completing a Master of Science (Non-Thesis) in Nuclear Engineering include a minimum number of credit hours, nuclear core courses, and a final project report. 30 credit hours of course work is required to earn the M.S. degree. Students with graduate work in nuclear engineering or a related field from a different institution may transfer up 9 hours from that institution at the discretion of the Graduate School. Credit for nuclear engineering courses may be given at the discretion of the Graduate Program Coordinator. Students with graduate work in a different graduate program at the University of Florida may transfer up to 9 hours from that program at the discretion of the Graduate Program Coordinator.

- A minimum of 24 of the 30 credit hours must be graded (A-E) lecture or lab courses with numbers with any engineering, science, math, or statistics prefix. ENU 6905, 6910, 6936, and 6971 may not be used to meet this requirement.
- Students must complete the following core courses:
    - ENU 6051 (Radiation Interaction Basics and Applications I) – 3 credits
    - ENU 5615C (Nuclear Radiation Detection and Instrumentation) – 4 credits
- A minimum of 18 credits of the 24 graded lecture/lab credit hours must be from courses numbered 5000 or above.
    - A maximum of 6 of these 24 credits may be from non-ENU courses numbered 3000-4999. Note: No ENU courses with course numbers of 4999 or below may be used.

    - At least 12 of the 30 credit hours must be graded (A-E) lecture or lab courses numbered 5000 or above with the nuclear engineering (ENU) prefix. ENU 6905, 6910, 6936, and 6971 may not be used to meet this requirement.

- 6 of the 30 credit hours may be research or individual work courses, including ENU 6905 (Individual Work – letter graded), ENU 6910 (Supervised Research – S/U graded), and ENU 6936 (Special Projects in Nuclear and Radiological Engineering Sciences – letter graded). ENU 6971 (Research for Master's Thesis – S/U graded) may not be used for the M.S. non-thesis degree, nor may ENU 7979 (Advanced Research) and ENU 7980 (Doctoral Research).

Students should be advised that transitioning between the M.S. non-thesis and thesis programs may not be possible in the middle of their graduate studies. Even when allowed, not all credits may transfer to the new degree.

M.S. non-thesis students are strongly encouraged to select a faculty advisor with graduate faculty status in nuclear engineering. Students who choose to work closely with a faculty mentor should do so by the end of their second semester or after completing 12 credit hours, whichever comes first. These students may form a one-member supervisory committee by submitting the Appointment of Supervisory Committee form, which can be found here: https://mse.ufl.edu/academics/forms/.

Students who do not select a specific faculty advisor will be advised by the Graduate Program Coordinator. Regardless of advising arrangement, students are encouraged to seek mentorship that supports their academic and professional goals throughout the program.

In conjunction with their course work, M.S. non-thesis students are required to produce an M.S. project report.

For students who identified a faculty member to serve as their mentor, this work will be a report supervised by that faculty member. Students will submit a written report of their work to their mentor, who will determine if the report is satisfactory. Students who have a faculty mentor should register for ENU 6936 with that mentor during the semester in which they intend to graduate. To enroll in the course, the mentor must submit a syllabus that has been approved by the Graduate Coordinator to advisingforms@mse.ufl.edu.

For students without a mentor, it is the *responsibility of the student* to propose an M.S. project for the approval of the Graduate Program Coordinator and to abide by the deadline set by the Graduate Program Coordinator for submission of the project (this deadline will be earlier than those set by the graduate school to allow time for technical review of the work). In this case the satisfactory/unsatisfactory determination will be made by the Graduate Program Coordinator. This project may be related to the student's coursework but should not be a document prepared as part of the work for any particular course nor a trivial extension thereof.

The M.S. project should represent a substantial effort over and above completion of coursework. As a guideline, students should expect to spend not fewer than 300 hours (i.e., a half-time effort over a semester or a quarter-time effort over an academic year) on their M.S. project and to produce a report of 15 pages or more. Exceptions to these guidelines may be approved at the discretion of the student's advisor (whether this is their identified mentor or the graduate program coordinator).

3.2.2. Thesis Option

The requirements for completing a Master of Science (Thesis) in Nuclear Engineering include a minimum number of credit hours, nuclear core courses, and a final project report.

30 credit hours of course work is required to earn the M.S. degree. Students with graduate work in nuclear engineering or a related field from a different institution may transfer up 9 hours from that institution at the discretion of the Graduate School. Credit for nuclear engineering courses may be given at the discretion of the Graduate Program Coordinator. Students with graduate work in a different graduate program at the University of Florida may transfer up to 9 hours from that program at the discretion of the Graduate Program Coordinator.

- A minimum of 24 of the 30 credit hours must be graded (A-E) lecture or lab courses with course numbers and prefixes in engineering, science, math, or statistics. ENU 6905, 6910, 6936, and 6971 may not be used to meet this requirement.
- Students must pass the following core courses:
    - ENU 6051 (Radiation Interaction Basics and Applications I) – 3 credits
    - ENU 5615C (Nuclear Radiation Detection and Instrumentation) – 4 credits
- A minimum of 18 credits of the 24 graded lecture/lab credit hours must be from courses numbered 5000 or above.
    - A maximum of 6 of these 24 credits may be from non-ENU courses numbered 3000-4999. Note: No ENU courses with course numbers of 4999 or below may be used.
    - At least 12 of the 30 credit hours must be graded (A-E) lecture or lab courses numbered 5000 or above with the nuclear engineering (ENU) prefix. ENU 6905, 6910, 6936, and 6971 may not be used to meet this requirement.
- 6 of the 30 credit hours may be research or individual work courses, including ENU 6905 (Individual Work – letter graded), ENU 6910 (Supervised Research – S/U graded), and ENU 6971 (Research for Master's Thesis – S/U graded). ENU 6936 (Special Projects in Nuclear and Radiological Engineering Sciences – letter graded) may not be used for the M.S. thesis degree, nor may ENU 7979 (Advanced Research) and ENU 7980 (Doctoral Research).

Students should be advised that transitioning between the M.S. non-thesis and thesis programs may not be possible in the middle of their graduate studies. Even when allowed, not all credits may transfer to the new degree.

Students must select a committee with a chair, with graduate faculty status in nuclear; at least two other members, one with graduate faculty status in nuclear; and one external member, with graduate faculty status but not in nuclear. The supervisory committee must be formed by submitting the Appointment of Supervisory Committee Form.

Once the student has completed his or her research, they must present this work to their committee. This is the final exam. During the final exam, the student will present their thesis research; any further requirements for this presentation will be set by their advisor. The student's advisor must approve the student attempting the exam. The student's supervisory committee will administer the

final exam. All committee members must attend. In conjunction with the final exam, the student should prepare a written document (i.e., their thesis). This document should be prepared and formatted in accordance with graduate school requirements. and must be approved by their advisor and committee.

A student that does not pass on their first attempt will be allowed a second attempt at the final exam. The retake must be taken during the semester following the first attempt. A student who does not pass after the second attempt will not be allowed to continue in the M.S. program. In very limited and unusual circumstances students may request to delay the first or second attempt or may be allowed to attempt the final exam a third time. Requests in extenuating circumstances must be made through the Graduate Program Coordinator. Students should make every effort to follow the required schedule as exceptions to this rule are extremely rare.

3.3. Ph.D. Degree Program and Requirements

3.3.1. Individual Development Plan (IDP) for Graduate Students

The Individual Development Plan (IDP) is a formal requirement of the Ph.D. program. It is designed to support doctoral students in planning, monitoring, and achieving their academic, professional, and personal development goals throughout the duration of their studies. The full Graduate School IDP policy can be found at https://gradadvance.graduateschool.ufl.edu/planning-resources/idp/.

Purpose of the IDP

The IDP is a structured tool intended to:

- Facilitate self-reflection on skills, interests, and values.
- Help students assess areas of strength and areas needing improvement.
- Support the development of realistic short-term and long-term goals.
- Enable students and faculty advisors to create and revise action plans.
- Provide a framework for tracking and evaluating progress.

The IDP is considered a working document and should be reviewed and updated annually in consultation with the student's faculty advisor.

Annual IDP Requirement

All Ph.D. students are required to complete and update their IDP every academic year. The department administers this requirement through a Canvas IDP course, which houses all modules and assignments.

Students are automatically enrolled in the Canvas IDP course following the drop/add period of their first semester in the program. Completion of IDP assignments each semester is mandatory and is a prerequisite for registration in future semesters.

IDP Assignments

Students must complete eight (8) IDP assignments annually which are submitted via the Canvas IPD course. These assignments are divided between the Fall and Spring semesters as follows:

Fall Semester Assignments

- Explore Module: Aspirations, Goals, and Responsibilities
- Assess Module: Self-Assessment Survey
- Plan Module: Advisement Appointment, Mentoring Plan, Action Plan, and Annual Mentor Meeting Confirmation
- Implement Module: Short-term Goal Check-in

Spring Semester Assignment

- Implement Module: Long-term Goal Check-in

As the IDP is a dynamic document, students are encouraged to revise their plans as their goals, interests, or circumstances evolve. Regular meetings with the faculty advisor are expected, and these discussions should include review and feedback on the student's progress, challenges, and future plans.

For additional guidance regarding the IDP requirement, students should contact the Academic Services Office (ASO).

3.3.2. Course Requirements

The MSE Department offers a Ph.D. degree, which requires 90 credits of course work.

- 21 of the 90 credit hours must be graded (A-E) lecture or lab courses with numbers 5000+ with any engineering, science, math, or statistics prefix excluding ENU 6936 (Special Projects in Nuclear and Radiological Engineering Sciences) and ENU 6905 (Individual Work).
- 15 of the 21 credit hours must be graded (A-E) lecture or lab courses with numbers 5000+ with the nuclear engineering (ENU) prefix.
- Up to 6 credits of graded (A-E) lecture or lab undergraduate courses (3000-4999) from non-ENU courses with engineering, science, math, or statistics prefix may be taken. Note: ENU courses numbered 4999 or below may not be used.
- The remainder of the credits may be graded courses, courses used to fulfill the Professional Development Requirement, or research credits, including ENU 7979 (Advanced Research) and ENU 7980 (Doctoral Research). ENU 7979 is to be taken prior to achieving candidacy and ENU 7980 after. Passing the oral qualifying examination (dissertation proposal) marks the achievement of candidacy.

Seminar Requirement: Every PhD student is required to register for ENU 6935 (Nuclear and Radiological Engineering Seminar; 1 credit; graded S/U) each Fall or Spring semester, unless one of the following conditions applies:

- The student is enrolled in at least 9 credits of letter-graded coursework in that semester;
- The student is participating in the PhD program remotely;
- The student has already earned the maximum number of ENU 6935 credits allowed by the University of Florida;
- The student is in their final semester prior to graduation.

Students who meet one or more of these exceptions are not required to enroll in ENU 6935 for that semester.

Professional Development: Finally, students must satisfy the Professional Development requirement (section 3.3.4).

3.3.3. Research Advisor and Supervisory Committee

Each Ph.D. student has a supervisory committee whose members guide and supervise the student's research program. This committee is solely responsible for setting specific degree requirements, conducting and reporting on oral examinations, and approving the student's doctoral dissertation. The student should meet at least annually with their supervisory committee to discuss their progress towards the Ph.D. degree.

The student's supervisory committee is usually chaired by his/her research advisor, who must be a Graduate Faculty in Nuclear Engineering Sciences. Students must affiliate with a research advisor within the first semester. The other three members of the supervisory committee are selected by the student and the advisor and typically complement the student's research interests. One committee member must be from outside the Graduate Faculty of Nuclear Engineering Sciences.

The chair of the committee and the student must be physically present at the oral defense of the thesis, project, or dissertation and in the same room. If for any reason, an internal member (not the chair/co-chair) cannot be physically present, they can be substituted. Per the graduate school catalog, up to two internal members can be substituted. The intention is for members to be physically present, so we strongly advise that a member be substituted if they cannot attend. If a substitution is not possible, then the internal members can attend remotely, as long as it is agreed upon by the entire committee.

If for any reason, the external member cannot be physically present, then they can attend remotely, if it's approved by the entire committee and submitted as a request to the program director or department chair for approval. Per the graduate catalog, external members cannot be substituted, so the student will either need to reschedule or the committee can allow the external to attend remotely.

If for any reason the committee chair or co-chair cannot be physically present, a written request by the committee chair is required to explain the circumstances. The request must be agreed upon by the entire committee. The request needs to be submitted to the department chair for approval."

Students need to form their Supervisory Committee no later than the end of their second semester of study or after 12 credit hours to be able to register for a third semester. The Form can be found at https://mse.ufl.edu/academics/forms. Changes in membership of the supervisory committee are completed by submitting a "Committee Change Request" form to the ASO office. That form can also be found on our forms page: https://mse.ufl.edu/academics/forms/.

3.3.4. Qualifying Exam

The qualifying exam consists of both a written and an oral part.

Written: The written qualifying requirement is comprised of successful completion of course work; students must select 4 courses from the list of approved graduate courses, declare them as selected core courses prior to completion of the third course and before registering for the fourth, and

complete them by the end of their second year in the program. The student must earn a cumulative GPA of 3.3 or higher and no course grade less than B in the 4 Nuclear Engineering Core Graduate courses (1 attempt per course) to fulfill this requirement. The Nuclear Ph.D. Core Course Declaration Form can be found at https://mse.ufl.edu/academics/forms.

If, following completion of all four courses, a student has a GPA below 3.3 and/or exactly one course lower than a B, the student may select a fifth course (prior to the end of drop/add in the semester in which the fifth course is taken), with the student's grade in that course replacing one of the original four.

Students who completed a master's degree within seven years of being admitted to the UF nuclear engineering program may request up to two nuclear engineering courses from their master's degree to count towards core courses for purposes of the written candidacy requirements. Requests must be submitted along with detailed course syllabi to the graduate coordinator for approval during the first semester of the student's PhD program. The graduate coordinator may request further information from the student in the event that a syllabus from another institution does not include sufficient level of detail to determine equivalency.

Additionally, students must have completed the written qualifying requirement before the oral qualifying exam is held.

In their first semester of UF enrollment, students who transfer into the graduate program should talk to their advisor and graduate program coordinator regarding their academic record for completion of this requirement.

The approved graduate course list consists of any graded (A-E) ENU lecture or lab course of three credits or more with numbers 5000+ excluding ENU 5005 Introduction to Nuclear Engineering, ENU 6936 Special Projects in Nuclear and Radiological Engineering Sciences, and ENU 6905 Individual Work.

Oral: students must make the first attempt at the oral component of the exam no later than the last semester of your second year (semesters include fall, spring, and summer), i.e., students admitted during Fall 2025 must make the first attempt no later than Summer 2027.

During the oral qualifying exam, the student will present the proposed dissertation research including (1) a review of the relevant research literature and (2) progress made and future plans for completing the proposed dissertation research. In conjunction with the oral exam, the student shall prepare a document serving as the dissertation research proposal and distribute to the supervisory committee at least five days prior to the oral exam.

The student's advisor must approve the student attempting the exam. The student's supervisory committee will administer the oral exam.

Students are required to submit the Oral Examination Announcement Form a minimum of two weeks before the exam. The supervisory committee will evaluate the student's proficiency in the proposed research area and the potential to complete the proposed research project successfully. The committee may recommend changes to the project scope, require additional course work, or make recommendations for techniques or collaborations that may expedite the research effort. The supervisory committee will deliver a Pass or Fail evaluation at the end of the oral exam.

A student that does not pass on their first attempt will be allowed a second attempt at the oral qualifying exam. The retake must be taken during the semester following the first attempt. A

student who does not pass after the second attempt will not be allowed to continue in the Ph.D. program. In very limited and unusual circumstances students may request to delay the first or second attempt or may be allowed to attempt the oral qualifying exam a third time. Requests in extenuating circumstances must be made through the Graduate Program Coordinator to the Graduate Petition committee. Students should make every effort to follow the required schedule as exceptions to this rule are extremely rare.

The Qualifying Exam is graded pass/fail separately for the writing and oral components. An overall passing grade requires passing both the writing and oral component. All work for the doctorate must be completed within 5 calendar years after the qualifying examination, or this examination must be repeated.

3.3.5. Professional Development Requirement

In addition to completion of their dissertation research, core courses, and credit hour requirements, students who entered the Ph.D. program in Fall 2018 or later are required to complete Professional Development activities equivalent to 6 credits (approximately 300 hours).

Supervised Teaching Options

For all students under this option, 1 of the 6 credits must be EGS 6056 Learning and Teaching in Engineering, and 1 must be ENU 6941 Professional Development for Nuclear Engineering. ENU 6941 is offered in the fall and must be taken in the student's first or second (usually first) fall in the Ph.D. program. It is recommended that by the completion of the third year, students should have completed these courses or have a plan for completion communicated to the advising office.

Students will complete the remaining 4 credits through assisting faculty with the teaching of nuclear engineering courses. The following options may be available to reach the minimum of 4 credits.

- 2 credits of ENU 6940, Supervised Teaching, may be earned by students acting as a Teaching Assistant for a lecture-based ENU course. Duties expected of lecture course TAs will include holding office hours and/or teaching selected lectures, at the discretion of the faculty member in charge of the course, as well as grading of coursework.
- 2 credits of ENU 6940, Supervised Teaching, may be earned by students acting as a Teaching Assistant for a laboratory ENU course. Duties expected of lab course TAs will primarily involve supervision of laboratory sections. Assigned duties may also include holding office hours and/or teaching selected lectures, at the discretion of the faculty member in charge of the course, as well as grading of coursework.

Only one of these options may be available in any given semester. In particular, assignment to laboratory vs. lecture-based courses will be based on the qualifications of the student (including undergraduate degree, UF coursework, and research performance/specialization), program needs, as well as the preference of the student. Some students may be assigned as a lab TA twice or as a lecture TA twice, for a total of 4 credits. The graduate school allows a maximum of 5 TA credits to count towards your degree.

Student-Arranged Activities

Students who opt not to teach or who are legally prevented from teaching due to their source of funding (e.g., some fellowships) may request a waiver of up to 5 credits of the professional

development coursework requirement (ENU 6940 and EGS 6056) on the basis of completing other professional development activities. Waivers are not automatically granted on the basis of funding status alone. The onus to arrange these activities is on the student, not the program or the student's advisor.

Examples of such activities include:

- Completion of internships at national laboratories or in industry. Typically, a full-time summer internship will be taken as the equivalent of up to 2 credits, with a full-time, fall or spring semester internship as the equivalent of up to 3 credits.
- Regional, national, or international leadership positions in professional societies or conferences, such as ANS Student Director. As a guideline, 1 credit of waiver will be offered per 50 hours of student effort. Waivers are not available for leadership positions within UF.
- Completion of UF coursework relevant to professional development. Such courses could include advanced technical writing or oral presentations courses (particularly for students whose first language is not English), foreign language study, and/or completion of the FIDEF (Florida Institute for Development of Engineering Faculty) courses. Students should be aware that the number of credits of the professional development requirement waived will be at the discretion of the program and, particularly for foreign language study, may be fewer than the number of course credits.

Waivers for other professional development activities, including those completed prior to enrollment in the Ph.D. program, may be requested, such as time spent in industry, national laboratories or other research, military service, or teaching. Approval for all professional development activities other than supervised teaching is at the discretion of the NE Program Director, in consultation with the NE Graduate Coordinator, the student's advisor, and the NE faculty. Approval will be based primarily on the professional development needs of the student but may also consider the NE program's need for Teaching Assistants.

3.4. Thesis Defense

The final Thesis Defense examination for the Ph.D. degree is in the form of a public defense with open questioning followed by a closed session with private questioning by members of the supervisory committee. At the time of the Thesis Defense, the written dissertation must be completed in all respects and editorially acceptable for final approval, though it may be modified as a result of the exam. It is the responsibility of the student to ensure that all requirements of the Nuclear Engineering program and the Graduate School have been successfully completed in order to be awarded a Ph.D. degree.

The Thesis Defense must be announced online at least one business day prior to the defense. Fill out the electronic form “Oral Examination Announcement” (M.S.-Thesis or Ph.D.) found at https://mse.ufl.edu/academics/forms/. If you have any internal substitutes (maximum of 2), then indicate the substitution on the form. The entire Supervisory Committee must attend and examine the student. Two internal MSE members may be substituted if necessary, excluding the chair co-chair and external member. Final examination forms must be returned within 5 business days of the defense or ASO will process as a failed examination.

The student must submit the completed Electronic Thesis or Dissertation (ETD) signature page to ASO no later than three business days prior to the Graduate School Editorial Office's deadline. If the ETD signature page is not completed at the final examination, then the student will be given the ETD page for completion. The defense should be no more than 6 months before the Ph.D. degree is awarded.

The successful completion of the Final Examination must be updated into GIMS by the deadline defined by the UF Graduate School, which is posted on the UF Academic Calendar for each semester. *Note that this deadline is typically several weeks prior to the end of classes for that semester.* It is the student's responsibility to ensure that their Final Examination Report is submitted to their Supervisory Chair with sufficient lead-time to permit review, feedback, modification, assignment of final grade, submission of Final Examination Report Form, and uploading of this form by the GAO.

If the student receives a U grade in the Final Examination, the student must retake the exam in the next semester. The Final Examination may be retaken only once. If a second U grade is awarded, the student will be released from the program.

Table I. Summary of the graduate degree requirements.

SCH (Semester Credits Hours) Requirements	**Master (Thesis)**	**Master (Non-thesis)**	**Doctor of Philosophy**
Total SCH	30[a]	30[a]	90[a,b]
NE Core Requirements	7	7	>12[c]
Graded 5000+ Credits	≥18	≥18	N/A
ENU Graded 5000+ Credits	≥12	≥12	≥15
Professional Development	N/A	N/A	6
Research/Special Project	≤6	≤6	variable
Supervisory committee members (minimum number)	3	1[d]	4
Qualifying Exam	None	None	Yes
Final Exam	Oral defense and written thesis	Written[e]	Oral defense and written thesis
Time limit for completing degree	7 years	7 years	5 years[e]

[a] Beyond B.S.
[b] May include credit hours from Master's program
[c] Core course credits used for written portion of candidacy exam.
[d] Supervisory Chair only
[e] From admission to Ph.D. Candidacy, passing Qualifying Exam.

4. Courses and Registration

4.1. Registration Requirements

Full-time registration is usually 6-12 credits, depending on the semester and appointment. Graduate students on appointments as Graduate Research Assistants with a typical FTE of 0.5 are required to register for 9 credits in the Fall/Spring term and 6 in the summer C term (or 3 in summer A and 3 in summer B). Students not on appointment may wish to enroll full time to finish their degrees in the minimum timeframe or may be required to enroll full time by external funding agencies or their academic units. See the MSE ASO or HR for information regarding FTE, required course hour enrollment, and other requirements associated with your appointment.

Course registrations are processed by the Academics Services Office. You must complete a graduate registration form, which can be found at: https://mse.ufl.edu/academics/forms/. Please read the instructions on the form carefully. Master's non-thesis registration forms are approved by the Graduate Coordinator of their respective programs. Master's thesis and Doctoral student's registration forms are approved by their research advisor, as well as the Graduate Coordinator. Once approved, the forms are routed to the Academic Services Office for processing. To allow time for registration requests to be processed, we recommend that students submit their registration form no later than two weeks prior to the registration deadline for the upcoming term.

Students should seek advice from their advisor or the graduate coordinator prior to submitting their registration form. Guidance will be provided for registration in the form of the required courses and suggested electives. Students need to register on time to avoid unnecessary late registration fees. Registration and payment deadlines for each semester can be found at https://catalog.ufl.edu/UGRD/dates-deadlines/. Students need to pay any fees by the fee payment deadline, even if a tuition waiver has not been processed. Registration may be restricted. To check for record holds, registration holds, and late registration fees, go to Student Self Service (https://one.uf.edu/).To review the anticipated schedule of courses for an upcoming semester, students should go to https://one.uf.edu/soc/. Students have access to their degree audit online at www.student.ufl.edu. *Students are ultimately responsible* for ensuring they are on track to finish their degrees.

During the final semester, students must register for the appropriate credits for their degree. Students receiving a tuition waiver (GRA, GSPA, etc.) must follow their tuition waiver requirements (typically 9 or 12 credits in spring/fall and 6 in summer). PhD students without a tuition waiver need to register for a minimum of 3 credits in ENU 7980 (Doctoral Research) if the final semester is fall or spring and 2 credits if the final semester is summer. MS Non-thesis students without a tuition waiver need to register for a minimum of 3 credits, which are applicable to the degree if the final semester is fall/spring and 2 credits if the final semester is summer. MS Thesis students without a tuition waiver need to register for a minimum of 3 credits in ENU 6971 (Master's Research) if the final semester is fall/spring or 2 credits if the final semester is summer. This minimum final semester registration is applicable to all graduate students. The Graduate School will not accept petitions to this policy. Graduate students who complete all graduate degree requirements during a given semester but fail to meet a deadline specified by the Graduate School, may receive their degree in the following semester without registering for the minimum three credits (this is called "clearing prior"). Please see the ASO for specific eligibility requirements defined by the Graduate School.

4.2. Courses and Credits

Courses listed at 5000 and above are considered graduate courses and are limited to graduate

students. Courses numbered 7000 and above are designed primarily for Ph.D. candidacy students, who have passed their Qualifying Exam.

Generally, graduate courses may not be repeated for additional credit. However, selected courses are designed to be taken multiple semesters. These repeatable courses are designed and typically subjected to a maximum number of credit hours, including courses numbered ENU 6910, ENU 6905, ENU 6936, ENU 6971, ENU 7979, and ENU 7980.

No more than five credits each of ENU 6910 (Supervised Research) may be taken. Course numbers ENU 6971 (Master's Research), ENU 7979 (Advanced Research), and ENU 7980 (Doctoral Research) cannot count towards the Masters Non-Thesis degree. Courses numbered ENU 7979 and ENU 7980 are not eligible to count toward the M.S. degree program.

A maximum of 6 credits of S/U graded work may be counted towards the M.S. degree.

A Tuition and Fee Calculator is provided by UF at https://www.fa.ufl.edu/directive-categories/tuition-and-fees/.

4.3. Transfer Credit

Graduate level courses completed at another university before beginning our degree program may be considered for transfer toward the M.S. or Ph.D. degree, with approval of the NE Program Petitions Committee and the UF Graduate School. For the M.S. program, up to nine credits may be transferred. For the Ph.D. program, up to 30 credits may be transferred. Only courses completed with a grade of B or higher are eligible for transfer. Courses that were used to meet requirements for a bachelor's degree cannot be transferred. All coursework, including transferred credits, must be completed within seven years of the degree being awarded.

For Transfer of Credit, students need to contact the Academic Services Office (ASO) and send the transcript by email to advising@mse.ufl.edu. The final decision as to whether transfer credits will be accepted will be made by the graduate school. Petitions for transfer of credit must be made during the student's first term of enrollment in the Graduate Program.

Students who transfer into the M.S. or Ph.D. program in NE must first establish a Major GPA (calculated from graduate level, letter-graded coursework completed with an ENU-prefix) before enrolling exclusively in S/U-graded coursework.

M.S. thesis and Ph.D. transfer students are required to complete at least 12 credit hours in the major, excluding research courses such as ENU 6910, ENU 6971, ENU 7979, and ENU 7980. M.S. non-thesis transfer students must complete 15 credit hours in the major, with no more than 6 credit hours of S/U-graded coursework.

Academic advisors are available to assist with course planning and transfer policy clarification.

4.4. Add/Drop

Courses may be dropped or added during the drop/add period without penalty; however, students on fellowships or assistantships must clear these changes with their faculty advisor prior to modifications. This period typically lasts five UF calendar days, or two days for summer sessions, beginning with the first day of the semester (exact dates available on https://student.ufl.edu). Classes that meet for the first time after the drop/add period may be dropped without academic penalty or fee liability by the end of the next business day after the first meeting of the class. Note,

this does not apply to laboratory sections. After this period, a course may be dropped and a W will appear on the transcript. *Students become financially liable for any course added or dropped after the deadline, including students with fee waivers.*

4.5. Retaking Courses

Graduate students may only repeat a course once in which they earn a failing grade. Grade points from both the initial failed attempt and the second attempt are included in computing the grade point average. The student receives credit for the satisfactory attempt only.

5. Grades

The only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S. A student is considered in good academic standing if the student's GPAs are above 3.00 (truncated). There is an overall GPA, an MSE major GPA and if elected a minor GPA that all have to be at least 3.00. If any of these GPA's drops below 3.00 the student is in academic probation, which triggers limitations in course selection for registration. Students with less than 3.00 GPA may not hold an assistantship or fellowship. Students also cannot graduate if any of their GPAs are below 3.00 (truncated). Grade points are not designated for S and U grades and are not used in calculating the grade point average; however, a grade I (incomplete) will convert to a 0.0 credit if not changed within 1 semester. All letter graded courses taken as a graduate student are used in calculating the cumulative grade point average. Letter grades of C-, D+, D, D- or E are not considered passing at the graduate level, although the grade points associated with these letter grades are included in grade point average calculations.

6. Research

All students conducting research in a laboratory must be registered for research credits or on a paid appointment. All researchers must follow appropriate NEP and MSE policies for laboratory access (see your Supervisory Chair for guidance). International students that seek to work in a research laboratory at UF, however, are *required to either be enrolled in a research course or be paid for their effort*, to ensure compliance with student visa policies. The specific course number to enroll in order to account for research effort is dependent upon the degree program (MS or PhD) and desired credit. See Section 3.10 for further details regarding appropriate research courses.

Safety and Responsible Conduct in Research training is required *prior* to enrollment in research credit (see Sections 6.1 and 6.2 for details). This is *enforced* for students on NSF, NIH, and USDA awards.

6.1. Safety

The Materials Science & Engineering Department, in collaboration with the Herbert Wertheim College of Engineering, is committed to providing a safe and healthy working and learning environment for all of its students (https://www.eng.ufl.edu/safety/resources/). Sustaining a culture of excellent laboratory safety starts with rigorous training. To facilitate appropriate training of safety concerns, all MSE students are required to complete a laboratory checklist prior to gaining access to the laboratory:

https://www.eng.ufl.edu/safety/wp-content/uploads/sites/237/2017/10/Engineering-Laboratory-

Safety-Guidelines-and-Training-Checklist-2017-FINAL.pdf

This checklist outlines required general safety training needed for general work in the building. Additional training will be needed, given the specific research conducted and risk encountered in your work. Guidance on the lab-specific training needed will be provided by your Supervisory Chair, as all Chairs are required to provide a safe working environment, ensure adequate safety training of their personnel, and maintain appropriate safety records for their own labs. Remember that most training is annual, so it must be updated. To further promote a culture of safety, our department has a MSE Student Safety Council (SSC), which is comprised of the department Laboratory and Safety Manager (labsafety@mse.ufl.edu), and graduate and undergraduate students; an Engineering Safety Steering Committee serves at the college level. Students are strongly encouraged to join these councils. Any concerns regarding safety or training should be directed to your Supervisory Chair and/or the SSC. If needed, the HWCOE Director of Laboratory Safety, or UF Environmental Health and Safety (http://www.ehs.ufl.edu/) may be contacted.

6.2. Responsible Conduct in Research (RCR)

Responsible conduct in research (RCR) is expected for all University of Florida students. Students conducting research will be expected to follow ethical standards when conducting research, from identification of potential conflicts of interest to responsible authorship and publication. To assist in supporting this endeavor, all students enrolled in research credits and students funded by NSF, NIH, or USDA awards must complete the general RCR training: https://research.ufl.edu/rcr/rcr-training/.

Any concerns regarding responsible conduct in research should be brought to the attention of the research advisor and/or the graduate coordinator.

7. General Information

7.1. Graduate Coordinator

The graduate coordinator is the advisor to all admitted and present UF NES graduate students who have not yet joined a research group or don't have a research advisor. NES non-thesis master students may continue to be advised by the graduate coordinator through their degree. The graduate coordinator helps in planning the courses, advises on certificates, minors, and majors and guides the students in addition to the rules provided by the graduate school and the department. Furthermore, transfer credits are processed. The graduate coordinator is not able to assist applicants or non-admitted students. Admitted international students can get additional letters for US-visa issuance if the US-embassy requires more information than was provided by the UF International Office.

7.2. Academic Services Office

The Academic Services Office (ASO) serves as the graduate advising and administration unit and is administered by the Associate Chair of MSE and the Academic Advisors. The Academic Advisors serve to assist graduate students in admission, deadlines, course requirements, registration, and routine administrative issues. Inquiries regarding the graduate program should first be made to the Academic Advisors (advising@mse.ufl.edu), which can then be forwarded to

the Associate Chair, if needed. The Academic Advisors are available to meet with any student during office hours or by appointment, which can be scheduled by emailing advising@mse.ufl.edu or booking online: https://mse.ufl.edu/academics/advising/.

7.3. NE Graduate Program Committees

The Director of the NE Program oversees the operation of the NES Graduate Program, is responsible for academic program administration and policy directions, ensuring policy compliance with NEP, MSE, and the Graduate School. The admissions committee oversees admission of incoming students. The curriculum committee suggests academic policy changes. The petitions committee reviews student petitions. A student may petition regarding academic issues by submitting a formal request via the Academic Petition Form which can be found at https://mse.ufl.edu/academics/forms/. Petitions must be formally approved or denied by the petitions committee.

7.4. Department Student Council

The purpose of Department Student Council (DSC) is to 1) provide an agency for the coordination of materials science & engineering student activities to promote common goals and interests of the MSE graduate student body, 2) advance and enrich the academic and educational experience of graduate students in the UF MSE Department, and 3) seek the improvement of NE and MSE graduate student education through active communication and representation between NE and MSE students and faculty, and other governing bodies at the University of Florida such as the Graduate Student Council and UF Student Government. All MSE graduate students are welcome to attend DSC meetings and are encouraged to become involved in this organization. See the website for more information: https://mse.ufl.edu/about/societies/.

7.5. Graduate Guidelines and Catalog Year

The catalog year determines the set of academic requirements that must be fulfilled for graduation from the program. Students graduate under the catalog in effect when they begin enrollment for that degree at UF, provided they maintain continuous enrollment. A catalog year runs from Summer B of one year to Summer A of the next year. Students who are unregistered for 2 or more consecutive semesters must reapply for admission and will be assigned the catalog in effect when enrollment is resumed. Students transitioning to a more advanced degree (e.g. Masters to Doctoral) must follow the catalog year in effect when they begin the new degree program. If a catalog change occurs during the program of a student, the student has the choice to select the current catalog year requirements or remain under the original catalog requirements.

7.6. Graduate Assistantships, Fellowships, and Awards

The Department of Materials Science & Engineering offers Graduate Assistantships to select students in good academic standing. Stipend rates paid are determined by the department and based on graduate standing and degree program. Interested students should follow up with the Academic Services Office (ASO) regarding the availability of assistantships and the procedure for applying. Students are highly encouraged to apply for external fellowships such as NSF, NIH NRSA, NDSEG, DoD, DOE, and DHS. See the MSE website for more information on these opportunities: https://mse.ufl.edu/academics/funding-and-awards/.

M.S. out-of-state or international students, who are not on traditional funding, may be awarded partial financial support via the University of Florida Achievement Award Scholarship. This award includes a partial tuition waiver of $1,500 a semester for up to three semesters (minimum of nine hours enrolled per semester; eligibility is for Fall/Spring semesters only). The three semesters must be used within the first two years of enrollment. No other funding, e.g., assistantship and fellowship, may be held concurrently. The students must notify ASO upon receipt of other funding, e.g., fellowship or assistantship. Support for services that do not contribute to their degree program is permitted, e.g., outside employment, temporary Other Personnel Services (OPS) in department. Students must maintain a minimum 3.0 GPA to be eligible for this award.

The university requires that all students have health insurance (https://healthcompliance.shcc.ufl.edu/). Students on fellowships are typically not considered employees of the University of Florida and do not receive health insurance. However, they should be able to purchase health insurance through a university recommended plan (https://shcc.ufl.edu/fees-and-insurance/health-insurance-options/uf-insurance-plan/) or other vendor.

Students can find on-campus jobs through www.jobs.ufl.edu. Graduate students cannot volunteer to work in the department, they must either be compensated for their work in a lab or be registered for research under the faculty member's supervision.

Students appointed as Graduate Assistants or Graduate Fellows are still responsible for paying applicable student fees per semester credit hour. Further, they will be financially liable for excess credits beyond the required registration (see appointment letter for details). If a student on appointment drops below the required registration at any time in the semester, the student becomes financially liable for the entire registration cost.

7.7. Externally Funded PhDs

The policy of the MSE Department at UF is that most PhD students should be funded by Graduate Research Assistantships (GRAs) and, in a few cases, by teaching assistantships (TAs). Exceptions to this policy are possible, if approved by the graduate coordinator, department chair, and the associate dean for academic affairs. For an exception to be granted, the student must have some other sponsor for their education and live in the US. The sponsor must pay the student a yearly amount greater than or equal to the HWCOE's minimum yearly stipend and reimburse their tuition or pay them a yearly amount greater than or equal to the minimum stipend and the cost of tuition. Examples of when exceptions have been granted include when the PhD is funded by the military or by a current employer.

For an exception to be considered, the following material must be completed by the student and their advisor and submitted to the Academic Services Office (ASO):

- Form for petition to wave assistantship requirement (signed by student and advisor).
- Letter of commitment from employer or agency that will fund the PhD.

ASO will forward them to the petitions committee and then the department chair for consideration. If they approve, ASO will forward the petition to the associate dean for academic affairs.

If the student is just starting the PhD program, these materials must be submitted at least one month before the start of their first semester. If the student has already been a part of the PhD program on a GRA or TA and is changing to be externally funded, these materials must be submitted at least one month before the termination of the GRA or TA.

Once the exception is approved, the student and advisor will submit an updated form for petition to wave assistantship requirement to ASO on a yearly basis, though only the graduate coordinator will need to approve these later forms. This is so the department can track any changes that take place during the PhD. Externally funded PhD students will have a faculty advisor from UF that will also chair their committee. The other committee members will also come from UF according to the requirements of the graduate college. Researchers from the external institution funding the work can be additional members of the committee.

Remote PhD

In the nuclear engineering program, a fully remote PhD is not currently permitted. The only exception is for in-person PhD students funded on a GRA/Fellowship who need to conduct their research for a temporary period at a remote location. In such cases, a remote work agreement must be completed with the department.

7.8. Professional Work

Graduate students may receive credit toward their degrees for courses in professional programs (e.g., D.V.M., or M.D.) when their advisors and graduate coordinators certify that the course work is appropriate for their programs and when the students receive permission from the academic units and colleges offering the courses. See the UF Graduate Catalog (Courses and Credits section) for further details.

8. Internships

The Department recognizes that internships can be an important part of the education of many graduate students and strongly supports these valuable educational experiences.

All MSE graduate students who are interested in pursuing an internship should notify the Academic Services Office (ASO) as soon as it becomes a serious possibility and **MUST** submit a Graduate Internship Request, which can be found at https://mse.ufl.edu/academics/forms/, by the following deadlines:

- Fall Internship – July 16th
- Spring Internship – December 1st
- Summer Internship – April 16th

It is important for students who hold appointments at UF to be cognizant of the start and end dates of their appointments while making internship plans. Graduate students are appointed to assistantships on a semester-by-semester basis (August 16 – December 31; January 1 to May 15; May 16 to August 15) and only for entire semesters. A student cannot be on an assistantship for only part of a semester. In addition, students are not permitted to be on appointment and be on internship at the same time. This is why ASO must be notified and the request for internship form must be submitted by the posted deadlines.

Start and end dates of internships SHOULD NOT interfere with the start and end dates of your UF appointment. We strongly advise when negotiating the timeframe of your internship, you request that your internship dates strictly align with the start and end dates of your appointment. Failure to submit the request for internship form by the required deadlines will make it extremely difficult for the request to be processed in a timely manner, which can cause interruptions in pay and health insurance. More critically, internship requests that aren't approved before the start of the semester in which the student will go on internship may result in the loss of assistantship funds for that semester. Please discuss the beginning and ending dates of any potential internship with ASO as soon as possible to prevent difficulties with processing of assistantships, health insurance and visas. Do not wait until all the details are worked out before discussing an internship with ASO; rather, talk with them as soon as an internship becomes a reasonable possibility.

Students may register for internship credits by completing and submitting the internship form at https://mse.ufl.edu/academics/forms/. The offer letter from the company should be attached. The student needs to have permission from their supervisory committee chair or graduate coordinator if the student has no supervisory committee. ASO will review the form and notify the student via email if the registration is approved or not. If approved ASO will register the student for EGN 5949.

If registered for EGN5949, the following forms should be submitted to ASO electronically no later than a week before classes end for the term registered to receive a grade for that term:

- Internship Employer Evaluation Form
- Student Work Report
- Technical report (please contact advising concerning specific requirements for the technical report).

These forms are available at: https://mse.ufl.edu/academics/forms/.

International students can accept internship through Curricular Practical Training (CPT). Instructions for the CPT and the registration requirements can be found at http://www.ufic.ufl.edu. To apply students should follow the registration for internship instructions above by the appropriate deadline: April 1 – summer CPT, July 1 – fall CPT, and November 1 – spring CPT.

Payroll and Tax Information: Students on formal funding (assistantship, fellowship, etc.) should refer to the Tax Office for information on whether taxes will be taken out of their stipends: http://www.fa.ufl.edu/tax/.

Graduate Insurance: Students on appointments receiving health care benefits, please refer to http://www.hr.ufl.edu/benefits/gatorgradcare/ for additional information on the effects of the internship.

9. Academic Honesty

All enrolled UF students have signed a statement of academic honesty upon enrollment, which commits the student to holding themselves and their peers accountable for maintaining the highest standard of honor (see https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/). This standard is essential to maintain the integrity of the program. Students are expected to work independently on coursework and program examinations, unless specifically authorized by the instructor or supervisor. It is always better to clarify permitted degrees of collaboration than to assume and be incorrect. Plagiarism of any form, from course assignments to doctoral dissertations, is a serious offense and will never be tolerated. Students are responsible for seeking and utilizing resources to understand the definition of plagiarism, see for example:

https://guides.uflib.ufl.edu/c.php?g=147797&p=967443

https://gradadvance.graduateschool.ufl.edu/media/gradadvancegraduateschoolufledu/OGPD_Plagiarism_Workshop_20221019.pdf

Further, students can register for iThenticate, TurnItIn, or other plagiarism detection software to help screen their documents to avoid inadvertent plagiarism. Failure to comply with the honor code will result in disciplinary action that can span from grade penalties up to dismissal from the program.

10. Satisfactory Progress and Scholarship

Every student is expected to make satisfactory progress toward graduation each semester. This includes maintaining a grade point average (GPA) of B (3.0) or higher both cumulatively and in their major (and in the minor, if a minor is declared), the timely meeting of academic milestones, e.g., passing the Qualifying Examination, and obey the Honors Code. Students with a GPA of less than 3.0 GPA may not hold an assistantship or fellowship.

Students who fail to make satisfactory progress may be required to seek advisement and fulfill specific conditions in order to continue in the major, or may be denied further registration in the program. Students who fail to maintain the minimum 3.0 GPA in either the cumulative or departmental courses are placed on Academic Probation and may need to petition to maintain funding.

11. Correspondence and Forms

Students must correspond and comply with outlined policies via electronic or hardcopy means. For electronic communications, all students are provided with a University of Florida email account (ufl.edu) upon entrance to the program. The department will use this UF account for all official communications. Students should use their UF email account for all official business with the department and university to ensure correct identification. *Students are responsible for promptly and thoroughly reading emails from these accounts and are expected to communicate in a professional manner.* For hardcopy correspondence, all documents, including forms, should be fully completed and submitted directly to the Academic Services Office (ASO). To minimize paperwork burden, the ASO encourages electronic submissions (email to advising@mse.ufl.edu) and accepts electronic signatures, unless specifically stated otherwise. Submission of forms may require the student to comply with deadlines. Otherwise, financial penalties may occur, e.g., for

late registration.

12. Preparation for Final Semester

It is the student's responsibility to ascertain that all requirements have been met and that every deadline is observed. Deadline dates are set forth by the registrar's office (https://one.uf.edu), the MSE department, and the NE Program.

Prior to the semester of graduation, students should meet with ASO staff to conduct a graduation check. Students must notify the ASO of graduation plans no later than the Graduate School registration deadline for their program. At the beginning of the final semester, students must also file a degree application online through Student Self Service (https://one.uf.edu) and must meet minimum registration requirements. Master's Thesis and PhD students should obtain the checklist for their relevant degrees from the Graduate School website to ensure compliance with the NE program and Graduate School requirements and final examination deadlines. Final semester deadlines, checklists, templates, and additional resources are available at https://success.grad.ufl.edu/td/deadlines/ and https://success.grad.ufl.edu/td/resources/.

Students must register for the appropriate credits for their degree. Students receiving a tuition waiver (GRA, GSPA, etc.) must follow their tuition waiver requirements (typically 9 or 12 credits in spring/fall and 6 in summer).

PhD students without a tuition waiver need to register for a minimum of 3 credits in ENU 7980 (Doctoral Research) if the final semester is fall or spring and 2 credits if the final semester is summer.

MS Non-thesis students without a tuition waiver need to register for a minimum of 3 credits, which are applicable to the degree if the final semester is fall/spring and 2 credits if the final semester is summer.

MS Thesis students without a tuition waiver need to register for a minimum of 3 credits in ENU 6971 (Master's Research) if the final semester is fall/spring or 2 credits if the final semester is summer.

If this is a terminal degree, then student must complete the Departmental Exit Survey. The request to complete the Exit Survey is sent out to students via email during their final graduating term.

For deadline information regarding submissions to the Graduate Editorial Office, please visit: http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/. When the dissertation or thesis is ready to be put in final form, the following website offers formatting information: https://asc.helpdesk.ufl.edu/.

It is solely each student's responsibility to ensure that all required forms are submitted in accordance with Department and Graduate School deadlines.

13. Student Responsibility

The student is responsible for becoming informed and observing all program regulations and procedures. The student must be familiar with UF Graduate Catalog general regulations and requirements, specific degree program requirements, and offerings and requirements of the major academic unit. *Rules are not waived for ignorance*. It is also the student's responsibility to check

their UF email on a regular basis. Failure to do so will not be a valid excuse for missing deadlines. Under no circumstances will a faculty advisor be responsible for meeting student deadlines.

From the Graduate Student Handbook

Grievance Procedure for Academic Problems

The University of Florida is committed to treating all members of the campus community fairly and considerately when it comes to conflict resolution.

UF has mechanisms in place to ensure that you are given adequate opportunity to raise concerns (aside from grades) before university administrators if you feel that you have experienced unfair treatment or undue hardship, such as academic issues, discrimination, employment problems, scholarly misconduct, or sexual harassment.

Your degree program, department, or college may have their own specific conflict resolution procedures as well, so be sure to check with those units.

If academic conflicts arise, here are the steps you can take to address and resolve them:

1. Communicating promptly and proactively is key. As soon as you become aware of activity or circumstances that cause you concern, speak to the individuals involved, your department's graduate coordinator, or your supervisory committee chair, to see if you can resolve the conflict informally. You may wish to present your concerns in writing to the individuals alleged to have caused a conflict. Those individuals must respond either orally or in writing.

2. If Step 1 does not resolve the conflict to your satisfaction, submit a written grievance and supporting documentation to your department chair or designated representative, who must respond to you in writing in a timely fashion.

3. If Step 2 does not resolve the conflict to your satisfaction, submit your written grievance and support documentation to your college's graduate associate dean, who will investigate the matter and respond to you in writing within a reasonable time frame.

4. If Step 3 does not resolve the conflict to your satisfaction and the issue includes questions of fairness, justice, discrimination, or similar concerns, submit your written grievance and support documentation to the UF Office of the Ombuds. You can only take this step after you have gone through Steps 1 through 3. Appeals to and decisions of the Ombuds are final. For more information, click this online link to the Ombuds website: go.ufl.edu/ombuds.

For graduate assistants, most employment-related grievances are covered by Article 22 of the Collective Bargaining Agreement between the Florida Board of Education of the State University System and Graduate Assistants United (GAU). In such cases, call the GAU office at 352-392-0274 or UF Human Resources at 352- 392-2477 for information and instructions.

In cases of research misconduct, consult UF Research Integrity before lodging a formal complaint, by clicking on this online link: go.ufl.edu/integrity. Any follow-up formal complaints would go to the administrator (department chair or dean, for example) to whom the accused party reports.

If you have questions, problems, or complaints with other aspects of student life, consult the UF Dean of Students Office: https://dso.ufl.edu/.