

UNF School of Engineering

Graduate Student Procedures

Inquiries

1. General inquiries about the SoE MS programs will be handled by the SoE Director and the SoE office. When appropriate the Director will refer the potential student to a particular faculty member with interests closely allied with the student's area of interest.
2. Inquiries about the status of an application should be directed to the Graduate School.
Web: (<http://www.unf.edu/graduatestudies/>)
Email: graduatestudies@unf.edu
Telephone: (904) 620-1360
Fax: (904) 620-1362

Admission

1. All admission materials must be sent to the Graduate School. When complete, the student's file is electronically sent to the School of Engineering.
2. Each application file is reviewed by the appropriate program faculty. An ADMISSION ROUTING FORM is used to record the program faculty recommendations.
3. The recommendations by the program faculty are forwarded to the SoE Director, who forwards a recommendation (including any special provisions) to the Graduate School.
4. The Graduate School informs the student, by letter, of the admission decision.

Prior to the Initial Semester

1. The student meets with the SoE Director at which time the student is welcomed, informed of the expectations for graduate students, provided with the UNF Engineering Graduate Student Handbook, and assigned a Graduate Advisor.
2. The student meets with his or her Graduate Advisor and together they develop a preliminary program of study. The first semester courses must then be approved by the Graduate Advisor. [*Note: All course approvals are entered into the University registration system by Dr. Richard Conte. The Graduate Advisor must send an email to Dr. Conte indicating the courses for which the student has been approved.*]

Second Semester

1. The Graduate Advisor approves the second (and all subsequent) semester courses. [*Note: All course approvals are entered into the University registration system by Dr. Richard Conte. Each semester, the Graduate Advisor must send an email to Dr. Conte indicating the courses for which the student has been approved.*]
2. The Graduate Advisor and student discuss potential topics for a thesis or project. Based on the discussions, the student prepares a THESIS/PROJECT PROSPECTUS and submits it to the Graduate Advisor for approval. The approved THESIS/PROJECT PROSPECTUS is placed in the student's file.
3. After the approval of the Thesis/Project Prospectus, the Graduate Advisor and student shall discuss the formation of a Supervisory Committee. The committee consists of a minimum of two tenure-track or tenured School of Engineering faculty members in the

student's chosen discipline (one of whom is the Graduate Advisor) and one outside member who must be a tenure-track or tenured professor at UNF or another academic institution. The Graduate Advisor serves as the chair of the Committee. Additional members may be added from industry, affiliated faculty in the School of Engineering, other tenure or tenure track faculty at UNF or other institutions, if approved by the Graduate Advisor. In all cases, the majority of the Supervisory Committee must be tenure and tenure-track faculty members from the School of Engineering.

4. The student and Graduate Advisor develop a formal program of study. The PROGRAM OF STUDY form is placed in the student's file. This form includes the courses to be taken, the membership of the Supervisory Committee, and the thesis/project topic. After completion the PROGRAM OF STUDY form is submitted to the SoE Director for his or her approval.

Penultimate Semester

1. The student submits a draft of the thesis or project report to the Graduate Advisor.
2. The Graduate Advisor reviews the draft and provides comments to the student. The student must incorporate the comments into the draft.

Final Semester

1. The revised draft of the thesis or project report is provided to the Supervisory Committee.
2. The Graduate Advisor and student schedule the thesis defense or project presentation. The defense/presentation must be scheduled a minimum of two weeks after submitting the revised draft to the Supervisory Committee.
3. The thesis defense/project presentation:
 - a. The thesis defense shall consist of an oral presentation lasting approximately 45 minutes followed by a question and answer period. Anyone is allowed to attend the presentation and question and answer period. After the presentation and question and answer period, the presentation room will be cleared and the Supervisory Committee will discuss the technical quality and appropriateness of the work for the MS degree. The Supervisory Committee will provide marked copies of the revised draft thesis to be incorporated into the final version of the thesis. The student is then called back into the room to be informed of the Committee's decision.
 - b. The project presentation shall consist of an oral presentation lasting approximately 30 minutes followed by a question and answer period. Anyone is allowed to attend the presentation and question and answer period. After the presentation and question and answer period, the committee will provide marked copies of the revised draft project to be incorporated into the final version of the report.
4. The student develops a final version of the thesis or project report taking into full account the suggestions and criticisms of the Supervisory Committee brought up during the defense or presentation.
5. The student then obtains the signatures from the Graduate Advisor and Supervisory Committee approving the thesis or project report. A SIGNATURE PAGE placed within the document is used for this purpose.

6. Once the Graduate Advisor and Supervisory Committee approve the thesis or project report, the document is presented to the SoE Director for review and approval. This approval is noted by a signature on the SIGNATURE PAGE in the thesis or project report. This is the last approval step required for a project report. The PROJECT REPORT is placed in the School archives and a copy of the SIGNATURE PAGE is placed in the student's file.
7. After receiving approval of the SoE Director, the thesis is presented to Dean of the College of Computing, Engineering, and Construction followed by the Dean of the Graduate School. Each will review the thesis and make his/her own judgment as to its suitability. These approvals are noted by signatures on the SIGNATURE PAGE in the thesis.

(Note: The Graduate School has specific rules and deadlines regarding the format and submission of the thesis. These rules and deadlines are found at http://www.unf.edu/graduatestudies/enrolled/thesis_policies.html. These rules must be closely followed for a timely graduation. The format required for the thesis shall be the same used for the project report, including the signature page.)