

# GUIDE TO GRADUATE STUDIES IN THE DEPARTMENT OF GEOLOGICAL SCIENCES

The cornerstone of a M.S. or Ph.D. degree is the thesis/dissertation, in which the graduate student documents the ability to conduct independent research and to communicate that research to the geoscience community. An M.S.T. degree focuses on development of teaching skills and an expanded geoscience knowledge base; it includes a supervised teaching project. The Graduate Committee, led by the Graduate Coordinator along with the Departmental Program Assistant, assists students with procedures and provides initial advising. In addition, each student will have a Supervisory Committee led by an Advisor (the Supervisory Committee chair) that will provide mentoring and research advice. Although Department faculty mentor and advise, the primary responsibility for success in graduate school lies with the student.

Note: None of the guidelines below are meant to contradict the Graduate Catalog, which is the primary resource to students providing current official information on deadlines, registration requirements, and degree requirements: <http://graduateschool.ufl.edu/academics/graduate-catalog>. Students should also periodically review the University of Florida Graduate School Handbook at: <http://graduateschool.ufl.edu/student-life-and-support/student-handbook>.

## **THESIS/DISSERTATION**

Students in the M.S. and Ph.D. graduate programs must write a thesis/dissertation in accordance with the UF Graduate Student Handbook's definition of this scholarly endeavor. The thesis must be approved by the Department.

## **PUBLICATIONS**

Master degree candidates are encouraged to submit their research for publication. Doctoral candidates are expected to submit at least one manuscript to a refereed journal prior to the dissertation defense. Publications are the prime way of satisfying the department's expectations of scholarly achievements by doctoral students. A dissertation may be composed of 3 or more published or submitted manuscripts of which the student is the first author, accompanied by introductory and summary chapters. Material included in a thesis or dissertation is required to be the student's original work.

## **ADVISING & MONITORING**

### **GRADUATE COMMITTEE**

The graduate Committee currently consists of three faculty members: Professors Ray Russo (Graduate Coordinator), John Jaeger, and Andrea Dutton; the Associate Chair attends meetings as a voting member.

**Initial Evaluation:** Prior to actual enrollment, each student will meet with the prospective Advisor, and, if necessary, members of the Graduate Committee, and any other faculty requested by the Chair, to discuss his/her preparation, interests, and goals for graduate education. Advice will be given on

curriculum and general procedures. The Graduate Committee will also be available as needed during the semester for advice.

### **SUPERVISORY COMMITTEE & THESIS/DISSERTATION PROSPECTUS**

The Graduate School requires all students to have a thesis/dissertation Supervisory Committee by the end of their second semester. To achieve this deadline, students should identify a potential research project and thesis/dissertation adviser during their first semester. A month prior to the end of their first semester (i.e., by November 15th for students entering in the Fall), each student should provide the Graduate Committee a tentative title for their research and a list of potential Supervisory Committee members after conferring with their advisor. The student will write a prospectus outlining the hypothesis, goals, and research plans for their thesis/dissertation. This prospectus must be approved by the Advisor and submitted to the Graduate Committee by April 1, ~ one month before the end of the second semester. This allows the first summer term to be used for research.

The prospectus length should not exceed 5 pages of text (excluding figures and references) for Master students, and 10 pages (excluding figures and references) for Ph.D. students. Ph.D. candidates entering with a B.S. degree (rather than an M.S.) have the option to write a shorter prospectus ( $\leq 5$  pages) in their second semester; the prospectus would then be expanded prior to qualifying exams.

After the student's Advisor and the Graduate Committee have approved a prospectus, a copy should be submitted to the Program Assistant for the student file. Each student will then form a Supervisory Committee (as described below), to whom the prospectus will be given, and the Committee members will be identified as such in GIMS by the Program Assistant before the end of their second semester. Students beyond their 2nd semester must have an approved prospectus and Supervisory Committee to be eligible for any departmental funds.

The first meeting of the Committee should occur as soon as possible after the approval of the prospectus. Ideally, the Committee should meet prior to the end of the second semester, so the student has Committee input prior to summer research. At the latest, the meeting must be completed by September (for a student who matriculated the preceding August), or approximately one year from the student's start date. During this meeting, the Committee is welcome to make suggestions for improving the prospectus, with all such recommendations noted in the Supervisory Committee meeting report.

***Supervisory Committee composition:*** The graduate Supervisory Committee should be primarily composed of members holding graduate faculty status in the Department of Geological Sciences, and who can provide the necessary scientific breadth and depth to aid each student in completion of the thesis.

### **M.S.**

A M.S. Committee must be composed of at least three members holding graduate faculty status in the Department of Geological Sciences, with at least one member of the Committee holding a regular appointment in the Department of Geological Sciences. If the student has a minor, a member of the faculty from the relevant department/specialty must serve on the Committee in addition to the aforementioned three members.

### **M.S.T.**

The Committee consists of at least three members of the UF graduate faculty: two graduate faculty from the Department of Geological Sciences (at least one of whom is a regular, i.e., not affiliate, faculty member from Geological Sciences) and one faculty member from the College of Education.

### **Ph.D.**

A Ph.D. Committee must be composed of at least five members of the UF graduate faculty, with at least two members of the Committee holding a regular appointment in the Department of Geological Sciences. One of these two members can be substituted for with the approval of the Department Chair. **One of the five members of the Committee must be selected from the UF graduate faculty from outside the department in order to ensure University-wide degree standards are met.** If the student has a minor, a member of the faculty from the department/specialty must also be on the Committee. Provided the Committee member from the minor department is not an affiliate of the Department of Geological Science, this member can serve as the outside member. Each member of the faculty solicited for membership on the Supervisory Committee must agree to serve on that Committee (i.e., the student must personally arrange Committee membership with each person on the Committee). Once established (i.e., approved by the Department Chair), this Committee may not be changed without the consent of the Chair and the Graduate Coordinator.

## **SATISFACTORY PROGRESS IN THE DEPARTMENT OF GEOLOGICAL SCIENCES**

There are two main components to satisfactory progress in our graduate program: academic progress and research progress. Grades are a reflection of academic progress. Academic probation, triggered by a cumulative GPA below 3.0, is addressed by the Graduate School, but the GPA is also a consideration in departmental evaluations. Research progress is monitored and evaluated by the student's faculty Advisor in conjunction with the Supervisory Committee. Research progress is evaluated on two principal criteria: 1) demonstrated ability to conduct independent research and produce scientific results through a productive working relationship with a main Advisor, as described in biannual (semester) progress reports to the Advisor; and 2) ability to present scientific research results clearly and fairly, both orally and in writing (including at supervisory meetings, conference presentations, thesis defenses, professional publications, etc.).

## **EXPECTED TIMELINE FOR MILESTONES**

### **M.S.**

- **End of first semester:** determine thesis topic, advisor
- **End of second semester:** complete thesis prospectus, select Supervisory Committee, hold Supervisory Committee meeting
- **End of third semester:** complete enough research to write equivalent of abstract for scientific meeting
- **Start of fourth semester:** complete a first draft of thesis for advisor to review
- **End of fourth semester:** successfully defend thesis and submit to graduate school, complete rough draft of manuscript for journal submission

### **M.S.T.**

Appropriate milestones for the M.S.T. degree will be established by the student's Supervisory Committee during their first meeting.

### **Ph.D.**

This timeline applies to students entering with a M.S. degree. Students entering with a B.S. degree can have an additional two semesters to prepare for qualifying exams and complete remaining milestones.

- End of first semester: determine thesis topic, advisor
- End of second semester: complete thesis prospectus, select Supervisory Committee, hold Supervisory Committee meeting
- End of third semester: complete written and oral qualifying exam, complete enough research to write equivalent of abstract for meeting
- End of fourth semester: finalize enough research to write abstract for meeting
- End of fifth semester: present research at national meeting
- End of sixth semester: complete enough research to write second abstract for meeting
- End of seventh semester: submit manuscript to journal; submit full dissertation to advisor for review
- End of eighth semester: successfully defend dissertation

Note: If a student has not successfully defended at the conclusion of their eighth semester (tenth for students entering with a B.S. degree), a formal plan for finishing the degree within the subsequent year is required. This plan must be approved by the Supervisory Committee before the student can register for classes the subsequent term.

### **SEMESTER PROGRESS REPORTS**

To provide adequate feedback to student regarding their progress, and to keep advisors aware of student accomplishments, all students are required to complete a semester progress report, preferably at the end of each term. The report is a self-evaluation of academic and research progress to date. The report will contain a bulleted list of academic and teaching (if applicable) accomplishments during the past semester. It will also include a short (250-300 word) abstract of research questions addressed, data collected, analyses of those data, importance of results, and discussion, specific goals for the following semester, and a timeline to completion of degree. The student's advisor will review the progress report and sign off on it, if it is acceptable, sending a copy to the student and to the Graduate Program Assistant. If deemed unacceptable by the Advisor, the Advisor will provide explicit guidance to the student in written form as to what steps are necessary to get the student on track towards timely completion of their degree. Additionally, if progress is deemed to be unacceptable by the Advisor, the student and Advisor should hold a Supervisory Committee meeting as soon as possible to allow for the larger Committee's input and feedback on the student's progress.

An example template for the semester progress report can be found at:

<http://web.geology.ufl.edu/grad-current-info.html>

## **SUPERVISORY COMMITTEE MEETINGS**

There are two main purposes to Supervisory Committee meetings. The first is for the Committee to provide insight and advice to the student on research and the student's overall development. The second is for the Committee to provide feedback to the department concerning the student's progress in graduate studies. Supervisory Committee meetings must be held annually, but more frequent meetings are preferable.

Prior to each Committee meeting, the student should distribute copies of Semester Progress Reports from the previous two semesters to the Committee members no later than one day before the meeting. The student should, with the Advisor, identify any issues that need to be addressed at the meeting (e.g., signing of credit transfer forms, timelines for Qualifying Exams, etc.). At the meeting, the student should present an overview of research progress and plan for the upcoming year. The Committee will evaluate the student's current progress using the following rubric:

[http://web.geology.ufl.edu/images/graduate\\_programs/Supervisory\\_committee\\_mtg\\_rubric.pdf](http://web.geology.ufl.edu/images/graduate_programs/Supervisory_committee_mtg_rubric.pdf).

The Committee may also make recommendations for the next year's progress and sign the Supervisory Committee Meeting report form prior to submission to the Department Office. The departmental form for the Supervisory Committee meeting can be found online at:

[http://www.geology.ufl.edu/images/graduate\\_programs/Supervisory\\_comm\\_report.pdf](http://www.geology.ufl.edu/images/graduate_programs/Supervisory_comm_report.pdf).

It is the collective responsibility of the student and Advisor to ensure that meetings of the student with their Supervisory Committee occur at least annually, and that the completed report is submitted to the Program Assistant. It will be the Chair's responsibility to monitor the convening and reporting of these Committee meetings and to utilize this monitoring in completing each faculty member's annual evaluation.

Students are strongly encouraged to take advantage of the expertise of their Committee members beyond the minimum once-a-year meeting through consultation with Committee members when needed.

## **CREDIT-HOUR REQUIREMENTS**

Course work during graduate study should provide students with the skills and knowledge necessary to carry out research, should broaden the student's geologic background, and should prepare the student for a career. The guidelines below are general, and we expect that each student's background and objectives will be unique. Thus one of the responsibilities of each student's Supervisory Committee is to provide specific guidance to the student and, if necessary, to petition the Graduate Committee for exceptions to the following guidelines.

### **M.S.**

32 Semester hours: at least 24 credit hours of organized 5000 and 6000 level (graduate) GLY courses (excluding research, teaching, special projects), 2 credits of Seminar (6931), plus no more than 6 credit hours of Master's Research (GLY6971). Students can take a maximum of 4 credits of Field Topics (GLY 5786L) classes. All first-year M.S. students must enroll in 1 credit of GLY6905 during Spring Semester; final grade in this class will depend on the student submitting and attaining a passing grade for the thesis

prospectus (see Supervisory Committee and Thesis/Dissertation Prospectus above). A minor requires 6 credit hours from the minor department and approval from the student's Supervisory Committee. A faculty member from the minor department must serve as an additional member of the student's Supervisory Committee. Three hours of credit toward the minor can be counted toward the 24 credits in geology. Three credit hours toward a certificate program can also be counted toward the 24 GLY credits. **Each student must be enrolled in at least 3 credits of GLY6971 (or 2 credits during the summer semester) during the final semester of study.** Students must then defend the thesis before the Supervisory Committee prior to final submission and graduation.

### **M.S.T.**

36 Semester hours: at least 24 hours in organized graduate-level geology courses (5000 and 6000 level) including 2 in seminar (GLY6931). An additional 6 hours of Internship in College Teaching (6943) is required. The remaining 6 hours must be in approved electives (including at least one course in each of the following: Social Foundations of Education, Psychological Foundations of Education, and Community College curriculum are required). Master's Research (GLY6971) cannot be used toward the degree. Passage of a final oral examination is required of all candidates.

### **Ph.D.**

Students must complete 90 Semester hours post-B.S. degree. For students entering with a M.S. degree, up to 30 semester credits of graduate course work may be transferred from another institution following approval from the student's Supervisory Committee. The assignment of credits hours between formal course work and research credits will be set by the student's Supervisory Committee to allow for the student to best prepare for qualifying exams and timely completion of their dissertation. Students are expected to complete 3 to 5 hours in seminar (GLY6931). Students can take additional classes in a declared minor field and graduate or upper-level undergraduate course work in another department with approval from the student's advisory Committee. Students can take a maximum of 4 credits of Field Topics (GLY5786L) classes. All first-year Ph.D. students must enroll in 1 credit of GLY6905 during Spring Semester; final grade in this class will depend on the student submitting and attaining a passing grade for the dissertation prospectus (see Supervisory Committee and Thesis/Dissertation Prospectus above). The Supervisory Committee will determine whether a foreign language or a minor is required on a case-by-case basis. Deviations from these requirements can be arranged by petition to the Graduate Coordinator submitted by the student's Supervisory Committee.

**Each student must be enrolled in 3 credits of GLY7980 (or 2 credits during the summer semester) during the final semester of study.** Students must defend their dissertation before their Committee prior to final submission and graduation. Official deadline dates can be found on the Graduate School web site.

**Credit Transfers:** Guidelines and procedures for credit transfer can be found in the graduate catalog: <http://graduateschool.ufl.edu/academics/graduate-catalog>.

Credit transfers should be discussed and approved by the Supervisory Committee during the student's first Supervisory Committee Meeting.

## **QUALIFYING EXAMS (Ph.D. ONLY)**

The purpose of qualifying exams is threefold:

- To examine the proposed thesis topic for originality, scientific importance, and likelihood of completion as an acceptable Ph.D. dissertation
- To examine the student's proposed methodology for pursuing the thesis research
- To examine the student's preparation and knowledge of those subjects and methods that the proposed research may require.

### **WRITTEN PORTION OF THE QUALIFYING EXAM**

The UF-mandated written portion of qualifying exams for Ph.D. students entering with a M.S. degree will be completed no later than the student's third semester. For Ph.D. students entering with a B.S. degree, the Ph.D. written qualifying exam will be completed no later than the fifth semester. The written exam will be organized and administered by the student's Supervisory Committee. One Committee member will serve as the coordinator of the exam. Each Committee member (usually 5) will be expected to contribute one question and to evaluate the answer to that question. The exam should be open book in format, and answers based on the modern literature and key papers in the discipline area. The student will be given one exam question per day, and will submit answers to these questions daily. Length of answer for each question is limited to 3 typed single-spaced pages (including figures), with an additional page for references. The exam coordinator will gather the evaluations of the written answers and inform the student of the results as soon as possible. Evaluation will be pass/fail on each question, and Committee members are expected to provide written feedback to the student and Advisor detailing weaknesses in the answers (if any) using the following rubric: [http://web.geology.ufl.edu/images/graduate\\_programs/Written\\_qual\\_exam\\_rubric.pdf](http://web.geology.ufl.edu/images/graduate_programs/Written_qual_exam_rubric.pdf).

### **ORAL PORTION OF THE QUALIFYING EXAM**

The second part of the Ph.D. qualifying exams will consist of an oral exam focused on the results of the written exam and the presentation and justification of the student's prospectus/dissertation topic. Normal progress for a student entering with a M.S. degree is to pass the oral exam by the end of the third semester, and no later than the end of the fourth semester with consent of Committee. The student is expected to pass the oral exam within one month of receiving the Committee's responses to the written exam. Students entering with a B.S. degree should pass the oral exam no later than the sixth semester. The student must be registered during the term in which the qualifying examination is administered, and the exam cannot be administered during breaks between semesters. The maximum duration of the oral portion of the exam will be four hours. Each Supervisory Committee member will have at least 1/2 hour to question the student. The student will present a synopsis of the dissertation research objectives, and significance, that should last no longer than 20 minutes. Members of the Supervisory Committee will determine whether the student passes or fails the exam according to criteria described in an Oral Qualifying Examination/Oral Proposal Presentation Rubric for Ph.D. Candidacy, which can be found at: [http://web.geology.ufl.edu/images/graduate\\_programs/Oral\\_qual\\_exam\\_rubric.pdf](http://web.geology.ufl.edu/images/graduate_programs/Oral_qual_exam_rubric.pdf).

Students are allowed only two opportunities to pass the qualifying exam. Determination of the successful completion of the qualifying exam is by majority vote of the Committee, with the Advisor acting as a tiebreaker. Following University of Florida Graduate School guidelines, a student who fails

the oral qualifying exam may request a second examination, but the Supervisory Committee must concur and recommend this to the Graduate School. If approved by the Graduate School, at least one term of additional preparation is needed before re-examination.

Between the oral part of the qualifying examination and the date of the degree there must be at least two terms. The term the qualifying examination is passed is counted, if the examination occurs before the midpoint of the term.

Here are some answers to Frequently Asked Questions regarding details of the exams:

#### WRITTEN EXAMS:

**Are the questions given all at once or one a day?** Questions are given one per day (so a total of 5 days if you have 5 Committee members), so that the student can focus on the individual question and devote an equal amount of time to each question.

**Does the external (non-Geological Sciences) Committee member submit a question?** Yes, unless they choose not to.

**Is there a time limit for each question?** The default limit is 8 hours. Committee members can set shorter time limits if they wish.

**Can Committee members change other test conditions?** Yes, Committee members can choose to set different limits on length of written answers (rather than 3 single-spaced pages, plus references). These changes are not intended to make the exams more difficult, but to assess specific parts of your preparation. We recommend you meet with your Committee members prior to the exam (either as a group or individually) to discuss expectations for the exam. However, Committee members will not provide literature-reading lists, as the prime objective of the written exam is to ascertain the student's familiarity with the important literature in their field and to demonstrate an ability to concisely summarize the key concepts.

**Do my exam answers need have full, formatted references?** References can be in a short format similar to that of the journal *Science* (e.g., numbered in order of use, rather than alphabetical order, and abbreviated information). Example: 1. A.A. Author1, B.B. Author2, *Science* 292, 1532 (2001).

#### ORAL EXAMS:

**What should I present at the oral exam?** The presentation should include your research motivation and research plan. Students should consult the Oral Qualifying Exam rubric for guidance as to the criteria on which they will be evaluated. The presentation should be no more than 20 minutes.

**Do Committee members ask questions only about the presentation?** No. Committee questions will be related to your presentation but will also include follow-up questions from the written exams. This is particularly true for questions a student has failed during the Written Qualifying Exam.

**Can the oral exam also count as my annual Committee meeting?** No. The purpose of the oral qualifying exam is to ascertain a student's preparation for completing a dissertation, not to review



current research progress, although it is recommended to have material prepared to strengthen the case that your research plan is viable.

### **ADMISSION TO CANDIDACY:**

Following the successful completion of the qualifying exam, the student is ready for formal admission to candidacy, in the form of a signed document. This document, obtained from the Departmental Graduate Program Assistant, can be signed at the Oral Exam. Upon acceptance by the college as an official Ph.D. Candidate, the student can register for GLY 7980 (Doctoral Research), instead of GLY 7979. By UF rules, the final dissertation defense must occur at least two semesters after the oral qualifying exam.

### **FINAL EXAMINATION/THESIS DEFENSE**

A final comprehensive oral exam must be passed by M.S., M.S.T., and Ph.D. candidates. The exam will focus on a defense of the written thesis/dissertation and other areas deemed appropriate by the Supervisory Committee. The final exam generally consists of a presentation by the student (~30-35 minutes for M.S. candidates; ~45-50 minutes for Ph.D. candidates) summarizing the results of the thesis research. Following the presentation, questions from the general audience will be taken, followed by questions by the Committee. Three hours should be scheduled for the exam.

The thesis/dissertation will be formally accepted or rejected by the Supervisory Committee at this exam. Any faculty member may participate in the final exam, but only members of the Supervisory Committee will vote to pass or fail the candidate.

The examination may not be scheduled earlier than the term preceding the semester in which the degree is to be conferred. A thesis transmittal form (also available as a download at [http://web.geology.ufl.edu/images/graduate\\_programs/Thesis\\_transmittal\\_form.pdf](http://web.geology.ufl.edu/images/graduate_programs/Thesis_transmittal_form.pdf)) must accompany all theses when given to members of a student's Committee and subsequently to the department's Graduate Program Assistant. The form simply states that: 1) the advisor has read and approved the thesis for distribution to the Committee; and 2) the Committee has agreed, based on the content of the thesis, that the student is ready to defend the thesis. The signed thesis transmittal form is then presented to the department's Graduate Program Assistant and a defense is scheduled no sooner than two weeks from that date, as per University policy. If the student feels ready to defend, but has not received approval from the Advisor, the student can present a draft to the Graduate Committee for review. Announcements of the final exam must be posted publicly at least one week in advance of the exam. Students are responsible for scheduling the exam and reserving the room and projector, if needed.

Students will be allowed only two opportunities to pass the final exam. The student must wait at least one semester after the first attempt to retake the exam. All work for the doctorate must be completed within five years after the qualifying examination or the qualifying examination must be repeated.

### **SUBMISSION OF THESIS OR DISSERTATION**

The Graduate School requires that any student entering after Fall 2001 must submit the thesis or dissertation in electronic form (ETD). More information is available at the web site,

<http://graduateschool.ufl.edu/files/etd-guide.pdf> or from the Graduate School Editorial Office in room 224 HUB. Important information on deadlines can also be found at this site.

The Department requires each graduating student to supply two copies of the thesis/dissertation bound in black, hard-covered, spring binders to the Department. One of these copies will be permanently placed in the Department's collection and the other will be given to the student's Supervisory professor. Alternatively the student can provide electronic versions of their thesis/dissertation as a pdf file.

## **GRIEVANCE PROCEDURE FOR ACADEMIC PROBLEMS**

The University of Florida is committed to a policy of treating all members of the university community fairly in regard to their personal and professional concerns. A formal grievance procedure exists to ensure that each graduate student is given adequate opportunity to bring complaints and problems of an academic nature, exclusive of grades, to the attention of the University administration with the assurance that each will be given fair treatment. A grievance is defined as dissatisfaction occurring when a student thinks that any condition affecting him or her is unjust or inequitable or creates unnecessary hardship. Areas in which student grievances may arise include scientific misconduct, sexual harassment, discrimination, employment-related concerns, and academic matters. The University has various mechanisms available for handling these problems when they arise, and it can sometimes be confusing for the student in knowing where to turn. In general it is desirable to settle grievances in an informal fashion rather than initiating a formal grievance. Communication is the key element. As soon as a grievance issue arises, the student should speak with either the Supervisory Committee chair or the department graduate coordinator. If neither of these individuals is available, the department chair is the next alternative. In most cases these individuals can work with the student and the person named in the grievance to resolve the issue informally, as specified on page 42 of the UF Graduate Student Handbook. Students must first attempt to resolve the issue through their academic unit and then college. Only if the issue cannot be resolved may students contact the University Ombudsman for an appointment. Documentation must be provided of all formal actions taken to resolve the issue. The Ombudsman for graduate and professional students is located in 31 Tigert Hall, 392-1308.

For additional information, please consult page 41 of the UF 2014-2015 HANDBOOK for Graduate Students at: <http://graduateschool.ufl.edu/student-life-and-support/student-handbook>.

## **FINANCIAL SUPPORT**

### **Assistantships**

During the process of identifying a research topic and developing a prospectus, each student should discuss financial support during the first summer, second year, and beyond, with the Advisor. Appointment to any assistantship is dependent upon demonstrating satisfactory progress towards completion of the degree as determined by meeting required milestones, completion of semester progress reports, and from Supervisory Committee reports. In general, students beyond the first year may be supported by a research assistantship from an Advisor, or from a combination of research and teaching funds. After the first two semesters, it is the student's responsibility to request a Teaching Assistantship from the department well in advance of the semester it is needed.

Graduate students supported by Teaching Assistantships will be evaluated each semester by the students in their classes and by the supervising faculty. Students on Research Assistantships will be evaluated each semester by the supervising faculty. It is recommended that each student and the supervising faculty discuss and clearly define criteria for satisfactory performance prior to the beginning of the semester. These defined criteria will come from the semester self-evaluation reports.

To be eligible for a Teaching Assistantship, the student must have demonstrated satisfactory teaching performance in previous assignments, as assessed by student evaluations and supervisor evaluations. The student must also be making good research progress, as assessed by their Supervisory Committee, and meet UF criteria for satisfactory scholarship (>3.0 GPA).

Research Assistantships are assigned by faculty members who administer research funds through external grants. The research requirements for an RA are, therefore, determined by the nature of the specific grant from which support is awarded. It is important to realize that these grants may not allow a student to work exclusively on his or her own thesis research, but may require that students on these appointments perform other tasks appropriate to the grant in question. RA appointments are normally for 0.25-0.50 FTE, and so grant holders may require an equivalent number of hours to justify supporting the student.

### **Research and Travel Support**

Support for research expenses can be obtained from a variety of sources. Some examples are linked at: [http://web.geology.ufl.edu/grad\\_resource&funding.html](http://web.geology.ufl.edu/grad_resource&funding.html). Students are encouraged to seek outside funding, and currently the department provides matching funds (up to a total cap of \$1000 for M.S. students and \$2500 for Ph.D. students) for student competitive external proposals that are successfully funded. (e.g., G.S.A., Sigma Xi, etc.). A form for these matching funds can be found at: [http://web.geology.ufl.edu/images/graduate\\_programs/student\\_research\\_applic1.pdf](http://web.geology.ufl.edu/images/graduate_programs/student_research_applic1.pdf).

The department strongly encourages presentation at national and regional meetings. This opportunity helps build presentation skills and yields feedback and exposure to others in the research community. The department will assist with travel costs through an application process, which can be found at: [http://web.geology.ufl.edu/images/graduate\\_programs/student\\_travel\\_applic1.pdf](http://web.geology.ufl.edu/images/graduate_programs/student_travel_applic1.pdf).

To obtain any form of Departmental financial support, the student must be making satisfactory progress, the Supervisory Committee must be established prior to the end of the second semester, and reports from the annual Supervisory Committee meetings must indicate satisfactory or better progress through its annual meeting reports.

## SUMMARY OF IMPORTANT DATES AND REQUIREMENTS

In addition to the milestones addressed above, below are listed key deadlines and requirements for graduation.

### **M.S.**

- Initial consultation with potential advisor about appropriate coursework prior to first semester.
- Selection of preliminary thesis topic, advisor, and Committee one month before end of first semester.
- Thesis prospectus by the end of second semester, as part of GLY6905.
- Supervisory Committee selected by end of second semester.
- Total hours = 32: 24 in organized GLY 5000 and 6000 level, 6 in GLY 6971, and 2 in GLY 6931.
- Final oral examination no sooner than two weeks after all members of the Committee receive a defensible draft. The final written thesis must be submitted to the University within 6 months of the final examination.
- Submit a final copy of the thesis to the Department.

### **M.S.T.**

- Initial consultation with potential advisor prior to first semester.
- Selection of advisor one month before end of first semester.
- Supervisory Committee before end of second semester including one member from the College of Education.
- Total hours = 36: 22 in organized GLY 5000 and 6000 level, 6 in GLY 6943, 2 in GLY 6931, and 6 in Education courses.
- Final oral examination during last semester.

### **Ph.D.**

- Initial consultation with potential advisor about appropriate coursework prior to first semester.
- Selection of preliminary dissertation topic and Committee one month before end of first semester.
- Dissertation prospectus one month before end of second semester.
- Supervisory Committee selected by end of second semester.
- Written qualifying exams during third semester with M.S. or fifth semester with B.S.
- Oral qualifying exam by the end of the fourth semester with M.S. or sixth semester B.S.
- Advancement to candidacy no later than the end of the fourth semester with M.S. or sixth semester B.S.
- Total hours = 90 with at least 3 hours of GLY6931.
- Dissertation defense no sooner than two weeks after all Committee members receive a defensible draft. Defense is at least 2 semesters after the oral qualifying exam. Final written dissertation must be submitted to the University within 6 months of the final defense examination.
- Submit a final copy of the dissertation to the Department.

## **APPLYING FOR FLORIDA RESIDENCY**

It is imperative that you take the steps necessary to apply for Florida residency upon your arrival in Gainesville. In Florida, all U.S. citizens and permanent residents, including students, are eligible to apply for residency for tuition purposes. Except for certain provisions stated on the residency affidavit included with the admissions application, Florida residency for tuition purposes cannot be obtained until the student has resided in the state for at least 12 months preceding the term for which residency is sought. The application must be accompanied by supporting documentation, also dated at least 12 months prior. A driver's license, vehicle registration, and voter registration are the customary documents presented.

In addition, all legal ties to another state must be severed. Residency for tuition purposes is controlled exclusively by laws enacted by the Florida Legislature. **Students who are initially classified as nonresidents will not be reclassified as residents merely by being enrolled for one year.** Physical presence in Florida merely incidental to enrollment in a college is not sufficient, under Florida laws, to obtain reclassification. Students must formally apply for residency reclassification and provide supporting documentation.

The residency review staff members in the Admissions Office are not authorized to provide guidance on methods of obtaining residency. Their role is to review applications for Florida resident status, together with supporting documentation, and to render a decision based on the documentation and the requirements of Florida law. It is the sole responsibility of the applicant to provide all appropriate documentation.

On arrival in Gainesville, a student initially classified as a non-Florida resident wishing to establish residency should pick up the Request for Change in Residency Status form in the Admissions Office, S222 Criser Hall, to review the information and items that will be requested when the student files for residency after being in the state 12 months. Also, on arrival in Gainesville the student should file the Declaration of Domicile form at the Alachua County Administrative Building (corner of University Avenue and Main Street), Official Records Office, Room 101, and should keep the receipt, to be attached later to the request for change form. The student should obtain a Florida driver's license or I.D., Florida voter registration, Florida vehicle registration, or other applicable documents as soon as possible. It is essential to relinquish documentation showing legal ties to another state. It is also advisable to keep copies of utility deposits, rental agreements, and other documents, as well as proof of any employment, particularly employment unrelated to the University, as supporting documentation.

Application for reclassification as a Florida resident for tuition purposes must be made to the Admissions Office, Room S222 Criser Hall, before the fee payment deadline of the term for which residency is sought but after the fee payment deadline for the previous term.

**The cost differential for tuition and fees for a resident vs. a non-resident is substantial: for a typical student, it is approximately \$5000.** Students will also save several hundred dollars per

semester in fees alone with in-state status. If you are eligible, but do not chose to apply for residency, you may be responsible for the difference in tuition.