

BRUNO E. AND
MARITZA F. RAMOS
COLLABORATORY

2025

Ph.D. Program Handbook



College of Design,
Construction and Planning

Table of Contents

Directory	2
Coursework Requirements	4
College-Wide Core Program Requirements	4
Concentration Specific Requirements	5
• <i>Architecture</i>	5
• <i>Construction Management</i>	5
• <i>Historic Preservation</i>	6
• <i>Interior Design</i>	6
• <i>Landscape Architecture</i>	7
• <i>Urban and Regional Planning (URP)</i>	8
Plan of Study.....	9
Annual Evaluation of Progress.....	9
Dissertation Process	10
Supervisory Chair and Committee	10
Qualifying Exam Information	10
• <i>Written Dissertation Proposal</i>	11
• <i>Written Examination</i>	12
• <i>Oral Examination</i>	12
Admission to Candidacy.....	13
Dissertation Options and Requirements.....	13
Final Examination	14
Suggested Timeline	15
Graduating Semester	16
Graduation Checklist.....	16
Clear Prior Information.....	17
Other Guidelines and Regulations	18
Grades	18
• <i>Incomplete Grades</i>	18
• <i>Satisfactory/Unsatisfactory</i>	18
Physical Presence Policy for Examinations	18
Transfer of Credits.....	19
Changes in Supervisory Committee.....	19
Leave of Absence	19
Readmission.....	19
Time Limitations for Completion	19

Directory

Program Director



Bryan Franz
Program Director

bfranz@ufl.edu
(352) 273-1161

Unit Coordinators



Charlie Hailey
Architecture

clhailey@ufl.edu
(352) 256-1216



Masoud Gheisari
Construction Management

masoud@ufl.edu
(352) 273-1166



Cleary Larkin
Historic Preservation

clarkin@ufl.edu
(352) 294-1438



Sheila Bosch
Interior Design

sheilabosch@dcp.ufl.edu
(352) 294-1439



Yi Luo
Landscape Architecture

yi.luo@ufl.edu
(352) 294-1423



Yan Wang
Urban and Regional Planning

yanw@ufl.edu
(352) 294-3376

Administrative Staff



Kodi van Antwerp
All Concentrations

vanantwerpk@ufl.edu
(352) 294-1419



Joseph Carroll
Construction Management

josephcarroll@dcp.ufl.edu
(352) 273-1181

Coursework Requirements

College-Wide Core Program Requirements

Doctoral students are required to fulfill Core coursework based on the following criteria:

1. Doctoral students are required to take the following 10 credit hours of course work:
 - **DCP 7790** (3 Cr.) Doctoral Core 1
 - **DCP 7911** (3 Cr.) Doctoral Core 2, or alternative graduate-level research methods course with approval of the Ph.D. Director
 - **DCP 7794** (1 Cr.) Doctoral Core 4
 - **Breadth Requirement:** 3 credits of elective coursework from outside of your concentration, but within the College of DCP

For example, if your concentration is in Urban and Regional Planning, then you must choose an elective course from the Schools of Architecture or Construction Management, or from the Departments of Landscape Architecture or Interior Design.

2. In addition to the 10 credit hours of coursework above, doctoral students are also required to take a minimum of 15 credit hours of **DCP7980** Doctoral Research.

During their final semester, a doctoral student must be registered for a minimum of 3 credits of DCP 7980 if graduating in the Fall or Spring, or 2 credits of DCP 7980 if graduating in Summer.

A minimum of 90 credit hours is required for the Ph.D degree. A portion of those credit hours may be transferred from a master's or other graduate or post-baccalaureate program ([see Transfer of Credits](#)). A maximum of 5 credit hours of DCP 7940 Supervised Teaching and 6 credit hours of DCP 6905 Individual Study may count towards degree credit. Specific coursework is at the discretion of the Supervisory Committee within these guidelines and any concentration-specific requirements.

In addition, up to six credits of undergraduate courses (i.e., courses numbered between 3000-4999) outside the major may count when taken as part of an approved Plan of Study. Please contact both your Supervisory Chair and the Ph.D. Program Coordinator for more information.

Concentration Specific Requirements

Architecture

In addition to the College-wide core requirements, the following are also required for students pursuing a concentration in Architecture:

For students **with** a master's degree in Architecture (9 credits): Choose three graduate-level courses with an ARC prefix that focus on architectural theory and history.

For students **without** a master's degree in Architecture (27 credits):

- ARC 6356: Advanced Studio III (6 credits)
- Choose two graduate-level courses (6 credits) with an ARC prefix that focus on architectural theory and history
- Choose one graduate-level course (3 credits) with an ARC prefix that focuses on structural design
- Choose two graduate-level courses (6 credits) with an ARC prefix that focus on environmental technology
- Choose two graduate-level courses (6 credits) with an ARC prefix that focus on materials and methods

Dissertation Formats Accepted: Traditional and Manuscript

Construction Management

Students with a concentration in Construction Management must complete at least 15 credits of graduate level BCN prefixed courses. Students should coordinate with their Supervisory Chair and Supervisory Committee to identify specific coursework from DCP and external departments that will support their academic and professional goals.

Dissertation Formats Accepted: Traditional only



Historic Preservation

In addition to the College-wide core requirements, the following coursework is also required for students pursuing a concentration in Historic Preservation (15 credits):

- DCP 6710 History and Theory of Historic Preservation (3 credits)
- DCP 6711C Built Heritage: History and Materials Conservation I (3 credits)
- DCP 6714C Built Heritage Documentation I (3 credits)
- DCP 6715 Built Heritage Documentation II (3 credits)
- DCP 6943 Cultural Resource Survey (3 credits)

Dissertation Formats Accepted: Traditional and Manuscript

Interior Design

In addition to the College-wide core requirements, the following coursework is also required for students pursuing a concentration in Interior Design (15 credits):

- IND 5937 Current Topics in Interior Design (1 credit, taken in 3 semesters for a total of 3 credits)
- IND 5633 Readings in Design Studies (3 credits)
- IND 6639 Methods of Interior Design Research (3 credits)
- IND 5937 Current Topics in Interior Design (3 credits)
- DCP 7940 Supervised Teaching (3 credits)

Dissertation Formats Accepted: Traditional and Manuscript

Landscape Architecture

In addition to the College-wide core requirements, the following coursework is also required for students pursuing a concentration in Landscape Architecture:

For students **without** a master's degree in Landscape Architecture (22 credits):

- LAA 2376C Design Communications I (4 credits)*
- LAA 2710 History of Landscape Architecture (3 credits)*
- LAA 6231 Landscape Architecture Theory (3 credits)
- LAA 6XXX Research Methods (3 Credits)
- LAA 6382 Ecological and Environmental Policy (3 credits)**
- LAA 6656C Advanced Landscape Architectural Design (6 credits)

**Students can work with Faculty teaching these courses to: 1. request a waiver by demonstrating proficiency OR 2. earn credits through independent study **This course is an option for students with related course backgrounds*

For all students, **with or without** a master's degree in Landscape Architecture (6 credits):

External Course Requirement (6 credits): Choose two graduate-level courses from outside of DCP.

External Course Recommendation: The following research method and pedagogy courses are recommended but not required for all Ph.D. students with a concentration in Landscape Architecture. Students should consult with their faculty advisor.

- FYC 6800 Scientific Reasoning & Research Design (3 credits)
- FYC 6802 Advanced Research Methods (3 credits)
- HLP 6535 Research Methods (3 credits)
- EDG 6931 Teaching Adult Learner (3 credits)

Dissertation Formats Accepted: Traditional and Manuscript



Urban and Regional Planning (URP)

In addition to the College-wide core requirements, the following are also required for students pursuing a concentration in URP:

For URP students **without** a master's degree in Urban and/or Regional Planning (12 credits):

- URP 6061 Planning Administration and Ethics (3 credits)
- URP 6100 Planning Theory and History (3 credits)
- URP 6131 Land Use Planning Law (3 credits)
- URP 6042 Urban Economy (3 credits)

For all students, **with or without** a master's degree in Urban and/or Regional Planning (15 credits):

Pedagogy Requirement (6 credits): Choose two graduate-level pedagogy courses from the College of Education (e.g., EDG6668 "Teaching Adult Learners" or similar) OR choose one graduate-level pedagogy course from the College of Education and take either DCP 7979 with a focus on pedagogy or DCP 7940 with a URP doctoral faculty.

External Course Requirement (6 credits): Take two graduate-level courses outside of the College of DCP. This requirement is in addition to the Pedagogy Requirement above.

Doctoral Colloquium Requirement (3 credits): Take an additional three semesters of DCP 7794 (1 credit per semester) OR take DCP 7981 Doctoral Core 3: Academic Writing for Publication. The additional three credits of DCP 7794 are designed as a mechanism for sharing research notes and doctoral work with doctoral students in the concentration.

Dissertation Formats Accepted: Traditional and Manuscript



Plan of Study

The Plan of Study is the primary mechanism through which doctoral students, their Supervisory Chair and the Supervisory Committee assure that coursework and other developmental activities necessary to fulfill Ph.D. program requirements are met. Students, in consultation with their Supervisory Chair, should develop an initial Plan of Study by the end of their first semester of coursework. The Plan of Study consists of the required 90 credit hours and must include the core coursework for the College (10 credits), doctoral research (minimum of 15 credits of DCP 7980), coursework in the student's area of concentration, and, if applicable, coursework in the student's minor. Once developed, the initial Plan of Study should be formally submitted to the Ph.D. Program Coordinator.

The Supervisory Committee may add or alter components of the initial Plan of Study to ensure that the planned coursework and experiences will be sufficient for the student to master the program competencies. Any changes require submission of a revised Plan of Study to the Ph.D. Program Coordinator.

Annual Evaluation of Progress

An annual evaluation of each PhD student will be conducted by the Supervisory Chair during the Summer semester of each year. The student and Supervisory Chair will meet for an evaluation of progression annually or additionally, if necessary. At the conclusion of this meeting, the Supervisory Chair and student will complete a written evaluation form documenting their current progress and recommended action, if applicable. The Comments, Rational, and Requirements section of the evaluation must be completed. This evaluation will be sent to the PhD Program Coordinator to be added to the student's file. When an evaluation results in an unsatisfactory progress rating, the Supervisory Chair will notify the PhD Program Director.



Dissertation Process

Supervisory Chair and Committee

Upon admission to the Ph.D. Program, a faculty advisor will be appointed to each student, who will serve as a primary mentor and Supervisory Chair throughout their graduate studies. By the end of the second semester or completion of 12 or more credits (whichever comes first), a Supervisory Committee should be formed. Together, the Supervisory Chair and Committee will provide focused mentorship for developing the student's scholarship and facilitating successful completion of the program.

The Supervisory Committee must contain a minimum of four members. At least three must be faculty from the College of DCP (including the Supervisory Chair) and at least one member from the UF faculty outside the College. The Supervisory Chair must be affiliated with the academic unit matching the student's area of concentration. A complete listing of faculty in the College of DCP that are eligible to serve as members of a Supervisory Committee can be found here: dcp.ufl.edu/academics/phd/. A special appointment member from another University may be added with written permission of the Supervisory Chair. Students should contact the Ph.D. Program Coordinator for the required paperwork needed for adding a special appointment member.

If a minor is chosen, the Supervisory Committee will include at least one member representing the student's minor. If the student elects more than one minor, each minor area must be represented by a member on the Supervisory Committee. The Supervisory Committee member representing the minor may serve as the external member.

The student is responsible for arranging a meeting with the Supervisory Chair to refine the focus of the student's plan for research. In addition, the student and Supervisory Chair will plan the formation of the Supervisory Committee, development and review of the Individual Development Plan (IDP), and progress towards degree completion.

Qualifying Exam Information

A qualifying examination is required for all doctoral students and is a requirement for admission to candidacy. The qualifying exam has both written and oral components. Successful **oral presentation** of an acceptable **written dissertation proposal**, along with satisfactory **written responses to exam questions**, together constitute the Ph.D. Program's qualifying examination. The qualifying exam is evaluated entirely by the student's Supervisory Committee. To be eligible for the exam, the student must have:

1. Successfully completed all the required DCP core coursework, as well as area of concentration requirements, without any existing incomplete ("I") grades
2. Received a satisfactory rating on the most recent annual evaluation

3. Received the approval of the Supervisory Chair and Committee to proceed to the qualifying exam
4. Registered for a minimum of 3 credits (in the Fall or Spring semesters) or 2 credits (in the Summer semester), or as required by the terms of any scholarship, fellowship, or assistantship, during the semester that the exam is administered

The qualifying exam is typically taken after the second year of full-time study or equivalent part-time study. There must be a minimum of two semesters between the date of completion of the qualifying exam and the date of the degree conferral. The semester in which the qualifying examination is passed is counted, if the exam occurs before the midpoint of the semester. All work for the Ph.D. degree must be completed within five calendar years after passing the qualifying exam, or the exam must be repeated.

Written Dissertation Proposal

In consultation with their Supervisory Chair and Supervisory Committee, the student will identify a dissertation topic and develop a dissertation proposal. The dissertation proposal is a written description of the research work to be conducted by the student. The proposal allows the Supervisory Committee to assess the student's potential to perform scholarly research.

At a minimum, the proposal must demonstrate the student's ability to identify a relevant research problem, place their research in the context of existing literature and theory, and create a plan to address the research problem. Although there is no required format or length for the research proposal, the main body of the document often includes the following elements:

- A concise statement of the scope and aims of the dissertation topic, the specific problem being addressed in the proposed study, and its importance
- A critical literature review that places the proposed study in the larger context of the field and highlights the relevance and novelty of the proposed work
- A description of the overall research design and methods of inquiry and/or analysis
- A description of any preliminary work performed by the student that supports the feasibility of the proposed study, and an analysis or discussion of such preliminary work
- A summary of the anticipated outcomes of the research and contributions to the field
- A timeline or schedule for completing the proposed study

These elements should be interpreted as suggestions that may be altered when necessary to improve the clarity and legibility of the proposed study. Students should work with their Supervisory Chair and Supervisory Committee to ensure that any deviations produce a more persuasive and better-structured dissertation proposal.

Changes to the proposed dissertation topic made after passing the Qualifying Exam require the completion of an updated written dissertation proposal and approval of the Supervisory Chair and Committee.

Written Examination

Upon review of a submitted written dissertation proposal, the Supervisory Committee will design a written examination to further evaluate the student's understanding of the discipline and capacity to carry out their proposed dissertation research. While each concentration in the College of DCP may administer this exam differently, it generally consists of one or more written products that demonstrate the student's qualifications for doctoral candidacy. Examples of these products include:

- Responses to time limited (e.g., 1-2 weeks) take-home exam questions
- Responses to time limited (e.g., 3 hours) on campus exam questions

Oral Examination

Upon submittal of the written dissertation proposal and written exam responses to the Supervisory Committee, the student may schedule an oral examination. There must be a minimum of two weeks between the date of written submissions and the date of the exam.

For the oral examination, students are typically asked to present and defend their written dissertation proposal and engage in discussion about their area of study and/or research methods with the Supervisory Committee. The oral examination provides an opportunity for the student to amplify, clarify, and verify statements made in the written proposal and written exam, and for the Supervisory Committee to ensure that an appropriate research plan has been developed. At the conclusion of the exam, the Supervisory Committee has the responsibility of deciding whether the student is qualified to continue working towards the doctoral degree and should be admitted to doctoral candidacy. The Supervisory Chair is responsible for informing the Ph.D. Program Coordinator of the outcome of the qualifying exam.

There are three possible outcomes of the qualifying examination: *Pass*, *Conditional Pass*, and *Fail*.

- A **Pass** decision grants admission to Ph.D. candidacy.
- A **Conditional Pass** decision requires that a set of conditions, typically revisions to the written dissertation proposal, be established by the Supervisory Committee, with a due date by which those conditions must be fulfilled. Upon satisfactory completion by the due date, the Supervisory Chair will enter a Pass decision; otherwise, it will become a Fail.
- A **Fail** decision means that the Supervisory Committee has deemed that the oral presentation and/or written dissertation proposal are insufficient for admission to Ph.D. candidacy. At the discretion of their Supervisory Committee, the student may be given an opportunity to re-take the qualifying exam, in part or in its entirety, in the next semester. Failure to successfully pass the qualifying exam for the second time means that the student will not be allowed to continue in the Ph.D. Program, and may either consider other degree options in their concentration or withdraw from the program.

Admission to Candidacy

A graduate student does not become a candidate for the Ph.D. degree until granted formal admission to candidacy. Such admission requires the approval of the student's Supervisory Committee. The approval is based on the academic record of the student, the Supervisory Committee's satisfaction with the dissertation topic and the results of the qualifying examination, both of which demonstrate the student's overall fitness for candidacy. Application for admission to candidacy should be made immediately after the student passes the qualifying examination and has a dissertation topic approved by their Supervisory Committee. A student may register for DCP 7980 (i.e., "Research for Dissertation") only after he or she is admitted to candidacy for a doctoral degree.

Dissertation Options and Requirements

An approved dissertation is a requirement of the Ph.D. degree. The Ph.D. dissertation must be acceptable in both format and content to the student's Supervisory Committee and to the Graduate School.

A **traditional dissertation** is prepared as an integrated scholarly report. The chapters of this report capture the motivation, literature review, guiding theories, research design and methods, results, discussion, future work, implications, and general conclusions from the student's dissertation research. The student consults with their Supervisory Chair on the appropriate chapter structure for the dissertation based on the research study type (e.g., quantitative or case-based).

Some concentrations within the academic units of the College may allow a **non-traditional dissertation**, referred to as the "manuscript option." This option allows for submitted, accepted, or published manuscripts to become part of the doctoral dissertation. The student works with the Supervisory Committee to determine the focus and content of at least three manuscripts and the peer-reviewed journals to which the manuscripts will be submitted, accepted, or published before the final defense date. At least one manuscript must be data-based and report the primary results of the student's dissertation research. The remaining manuscripts may also be data-based or focused on related scholarly topics, such as integrative literature review, conceptual analysis or theoretical development, methodological issues, research instrument development, or applications of the research findings to practice. Publications authored by the student prior to passing the qualifying exam may be included with the Supervisory Committee's approval.

When pursuing the manuscript option, there are several additional guidelines:

- To receive a "Satisfactory" grade for DCP 7980 credits taken during semester in which the dissertation defense takes place, **all** manuscripts must have been submitted for publication.
- The student must be the lead or first author on each manuscript. Supervisory Committee members who made contributions to the manuscript should be included as co-authors.
- The dissertation must be able to stand as one body of work. While each manuscript will become its own chapter or part of another chapter, the dissertation must also include an introduction chapter and conclusion chapter.

- At the time of publication, the student assigns copyrights to the publishing journal. The student must obtain written permission from the copyright holder to include the material in the dissertation. Students who publish in Open Access journals retain copyrights to the manuscript.

Individual academic units may provide further clarification on these guidelines and/or impose stricter publication requirements ([see Concentration Requirements](#)). Regardless of format, the student is responsible for submitting their doctoral dissertation to the Supervisory Committee no later than two weeks before their scheduled dissertation defense.

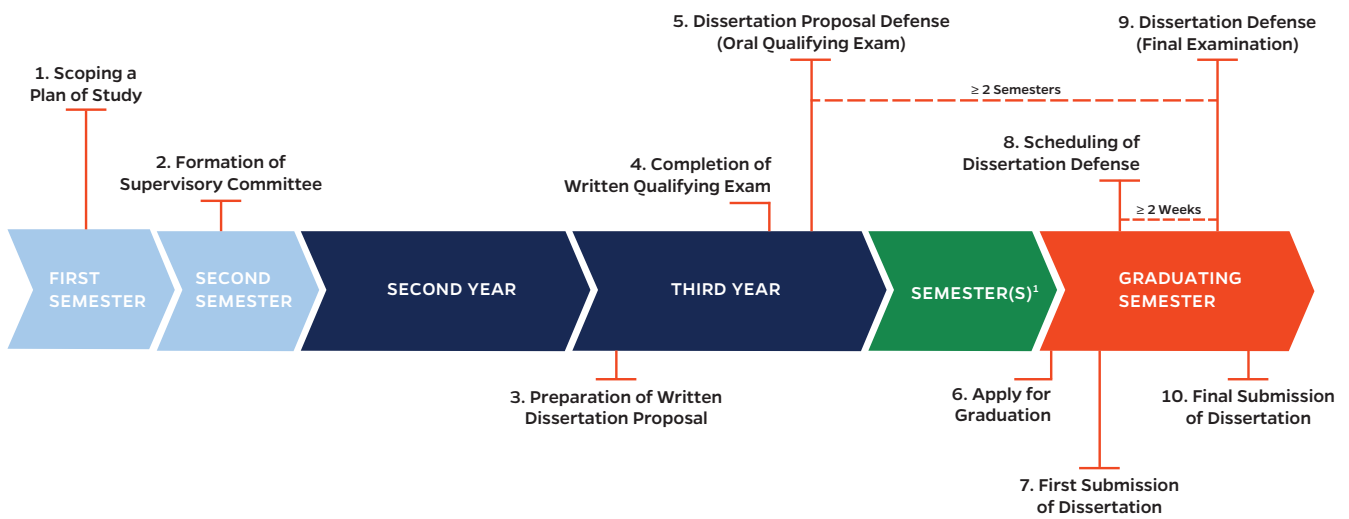
Final Examination

A final examination is required for the Ph.D. degree. This exam includes, but may not be limited to, the oral defense of the dissertation. The final exam evaluates the originality, quality, and rigor of the dissertation work, as well as the student's proficiency and general knowledge in their field of study. The student may take the final exam after completing all other degree requirements and submitting their written Ph.D. dissertation to their Supervisory Committee. The Supervisory Chair must be present with the candidate for the examination. All other Supervisory Committee members may attend remotely. At the conclusion of the dissertation defense, the Supervisory Committee has the responsibility of deciding whether the student has satisfactorily completed the requirements for the degree.

Dissertation defenses are open to the public, and an announcement will be made to all faculty and graduate students in the College at least two weeks prior to the scheduled defense. The student is responsible for providing the Ph.D. Program Coordinator with the details of their exam, including the title of their dissertation, the names of the Supervisory Chair and Supervisory Committee members, and the specific date, time, and room in which the defense will occur. The final exam may not be scheduled earlier than the semester preceding the semester in which the degree is conferred.



Suggested Timeline



¹Exact number of semester(s) depends on the coursework and research of the student

Maximum time to completion: within seven years, beginning with the registration for graduate courses in the Ph.D. program



Graduating Semester

Between the successful completion of the Qualifying Exam and the date of degree conferral, there must be a minimum of two semesters. The semester in which the Qualifying Exam is passed is counted towards that minimum, provided that the examination occurs before the midpoint of the semester.

Students are responsible for meeting all requirements and observing **every deadline**. A complete list of deadlines and checklist information can be found under the “Academics” and “Graduation” links in the left menu of the Graduate School website: graduateschool.ufl.edu.

Graduation Checklist:

First Submission of Dissertation:

- Submit a degree application through ONE.UF for the semester in which you intend to graduate before the posted deadline. Note that degree applications do not carry over from previous semesters.

For detailed guidance, please review the submission tutorials provided by the editorial office: it.ufl.edu/helpdesk/graduate-resources/online-tutorials/

- Contact the PhD Program Coordinator to obtain and submit the transmittal letter. You will be unable to make the first submission without the transmittal letter signed and submitted, so please ensure adequate time for processing of this form.
- Submit your Dissertation document in electronic format (i.e., PDF) before the posted deadline. The document you submit must be a near-final version and must be formatted entirely using the templates provided by the Help Desk Thesis and Dissertation (T&D) Support to successfully meet the first submission deadline. We recommend troubleshooting your Dissertation document with the T&D Support prior to submission to ensure you are not rejected for not complying with requirements.
- Include a full sample article from the journal, whose reference system you used as a model when formatting your Dissertation document’s reference list. Attach this as a support file within the Editorial Package portal found within the Graduate Information Management System (GIMS) upon your first submission of your Dissertation.

The Editorial office will advise, via email, if you have successfully met the requirements. If rejected, you may only have until the close of business on the deadline day to remedy any errors. Once you pass the first submission and within 15 business days, you will receive another email with required and recommended changes and instruction for the final submission. **Do not wait until the deadline to submit**, as there are several hundred students in the process each semester. Please get your submissions in early, at least five business days in advance of all deadlines.

Dissertation Defense (Final Examination):

- Notify the Ph.D. Program Coordinator, using the Dissertation Defense Qualtrics, at least two weeks prior to the with the details of their exam, including the title of their dissertation, the names of the Supervisory Chair and Supervisory Committee members, and the specific date, time, and room in which the defense will occur.

Clear Prior Information

Students who have successfully met all published Graduate School submission deadlines, except for the final submission and/or the final clearance deadline are eligible to obtain “Clear Prior” status. Clear Prior status gives students the option to finish their degree requirements after the published deadlines for the current semester, but before the start of the next semester. With Clear Prior status, students are exempt from registration for the semester in which the degree will be awarded. Although not required to register during the semester of degree award, students are required to file a new degree application for that term within all published deadlines for doing so, as degree applications do not carry over from semester to semester and are essential for the degree to be awarded.

A student requesting to Clear Prior must meet ALL of the following criteria:

- Student has successfully submitted a degree application for the current term within the published deadlines, as confirmed by print screen available from ONE.UF
- Student has appropriately satisfied the current term registration.
- Student has successfully met the current term first submission deadlines for the dissertation, as confirmed by the Editorial Office, via a confirmation email to the student and committee chair.
- Student has successfully met all other degree and administrative requirements, within the published deadlines for the current term, except Final Submission and/or Final Clearance with the Graduate School Editorial Office.
- Student is in the process of finalizing the thesis or dissertation with the Graduate School Editorial Office. No other students are eligible.

For any other information concerning the clear prior process, it is recommended that you reach out to the Graduate School Editorial Office.

Other Guidelines and Regulations

Grades

The only passing grades for doctoral students are A, A-, B+, B, B-, and S. Grades of C+ and C count toward a graduate degree only if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+ and A. Grade points are not given for S and U grades, which means that S and U grades are NOT used to calculate grade point averages. All letter-graded courses are eligible to count toward the graduate degree, except 1000 and 2000 level courses, and used to calculate the cumulative grade-point average.

Incomplete Grades

“Incomplete” grades (“I”) should be resolved as soon as possible. “I” grades carry no grade points and will automatically be converted to a failing grade (i.e., “E” or “U”) after 150 days. All incomplete grades must be resolved before the student is eligible for taking the Qualifying Examination and for graduation.

Satisfactory/Unsatisfactory

Grades of satisfactory (S) and unsatisfactory (U) are the only grades awarded in courses numbered DCP 7940 (i.e., “Supervised Teaching”), DCP 7979 (i.e., “Advanced Research”), DCP 7980 (i.e., “Doctoral Research”). Additional courses for which “S” and “U” grades apply are noted in the Graduate Catalog.

Be sure to apply at least six weeks prior to the semester of readmission. It is strongly recommended that you contact your committee chair as well as the DCP Doctoral program staff prior to reapplication.

Physical Presence

For examinations requiring that students meet with their Supervisory Committee (e.g., oral dissertation proposal defense and final defense of the dissertation), the student and members of the Supervisory Committee should plan to attend in person. However, one or more Supervisory Committee members may attend remotely at the discretion of the Dean’s office through the approval of a petition process. Without said petition in place, the default will be a physical presence requirement. Please use [this DocuSign form](#) to petition for one or more members to attend remotely.

Transfer of Credits

No more than 30 semester credits of a master’s degree from another institution will be transferred to the doctoral program. If a student holds a master’s degree in a discipline different from the doctoral program, the master’s work will not be counted in the program unless the academic unit petitions the Dean of the Graduate School.

All courses to be transferred must be graduate level, letter graded with a grade of B or better

(no S/U) and must be demonstrated to relate directly to the degree being sought. All such transfer requests must be made by petition of the supervisory committee. This should be done as early as possible. The total number of credits (including 30 for a prior master's degree) that may be transferred cannot exceed 45, and in all cases the student must complete the qualifying examination at the University of Florida. In addition, any prior graduate credits earned at UF (e.g., a master's degree in the same or a different discipline) may be transferred into the doctoral program at the discretion of the supervisory committee and by petition to the Graduate School. The petition must show how the prior course work is relevant to the Current degree.

Any desired credits that are from 7 or more years ago will require a petition regarding how the knowledge has remained relevant and current. Please contact the PhD Program Coordinator for more information.

Changes in Supervisory Committee

Changes in membership of the Supervisory Committee may be made after formation, but may not be made during the administration of the Qualifying Exam or during the final semester of study. Changes made after the student's admission to candidacy may result in the student being required to re-take all or part of the Qualifying Exam, at the discretion of their Supervisory Committee.

Please use [this DocuSign form](#) to make changes to your Supervisory Committee.

Leave of Absence

Continuous registration is expected for all doctoral students. A leave of absence for more than one semester may be granted under special circumstances with the written approval from the student's Supervisory Chair. Students granted a leave of absence for three or more consecutive semesters (including summers) must reapply for admission to the Ph.D. Program when returning. See Readmission and Catalog Year.

Readmission

This information applies only to students admitted to a graduate program who have attended the University: Graduate students who do not enroll at the University for three consecutive terms (including summer terms), must reapply for admission whether to the same or a different program. Readmission, however, is not guaranteed and is subject to the availability of space at the appropriate level, college or major. Therefore, students must have prior written approval (from their academic units) to take a leave of absence for three or more consecutive terms. Students who skip a single term will be scheduled automatically for a registration appointment for the next term. For more information regarding the readmission process, please visit: admissions.ufl.edu/apply/readmission.

Time Limitations

All work for the doctorate must be completed within five calendar years after the qualifying examination, or this examination must be repeated.