FLORIDA POLYTECHNIC UNIVERSITY

Graduate Student Handbook

Division of Graduate Studies

2020 – 2021 Edition

November 2020

Letter from the Graduate Division

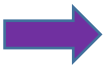
Welcome New and Continuing Graduate Students—

While this academic year continues to pose challenges to all facets of life, we feel confident that our campus community will continue to thrive. We are proud that you are the largest graduate student body that Florida Poly has had to-date. And we are also proud that we have a stronger curriculum in terms of course content and degree program tracks to offer this year than in any prior academic catalog. We have a strong faculty that is committed to making the graduate division and its programs highly successful: that is, committed to graduating students who will be successful in pursuing advanced research, leading complex, applied projects in industry, and in finding efficient, sustainable solutions to the most challenging problems of our time.

Now, on to some housekeeping: first, there are some grounding documents for your graduate program experience. These are:

1. The University's Academic Catalog
2. Graduate Student Handbook (this book), and
3. The Graduate Thesis and Project Manual

These three documents combined tell you just about all you need to know to navigate the program or at least where to get to find out what else you might need to know. One more important item:

If you see this  symbol, in this document, it signifies something important so pay attention to what follows.

Lastly, keep healthy, keep active, and best of luck on your graduate career!

Sincerely,

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https://floridapoly.edu/degree/graduate/index.php

Contents

The Graduate Division, Graduate Programs, and How Things Work Around Here…

You have been admitted to Florida Poly to pursue a master's degree in either Engineering or Computer Science. Your diploma will read Master of Science in one of those degree names. Your program of study, will, however, consist of varied pathways or "tracks" of study depending upon your preparation and area of interest.

All graduate degrees, current and future, are overseen by the Graduate Division in close cooperation with the Office of the Provost. The Academic Departments have the responsibility of managing the specific "tracks" that correspond with the disciplines that support those degrees. The breakdown is as follows:

Master of Engineering		Master of Computer Science	
Track	**Department**	**Track**	**Department**
Mechanical Engineering	Mechanical Engineering (ME)	Computer Science	Computer Science (CS)
Electrical Engineering	Electrical & Computer Engineering (ECE)	Data Science	Data Science & Business Analytics (DSBA)
Computer Engineering	Electrical & Computer Engineering (ECE)	Other named tracks such as Logistics, Data Analytics, etc.	Data Science & Business Analytics (DSBA)
Engineering Management	Data Science & Business Analytics (DSBA)		
Robotics	ME, ECE, CS		

Each degree program has a set of core courses, and each track has a set of core courses. Both programs are thesis-based, but the Engineering Management track is designed to culminate in a project. Also, the project option exists for students in the other tracks should their advisor or committee determine that it would better serve their educational needs.

This handbook will provide you with more information on your degree program, thesis and project options and other details on timelines, assistantships, and requirements. In the meantime, a couple of other key items you should be aware of.

Who is Who?

The first question you probably have is whom do I talk to about what to do? There are a lot of people who can help, and many more who are willing, but it is always easiest if you know who has probably got the best answers for the questions you have.

Admissions and Registrar

You've met several personnel in our Admissions Office already and perhaps some in our Registrar's Office as well. Admissions is located on the East side of Campus, and contact info is available at the end of this document. Mostly, at this point, you are past the admissions stage, but if you have some business yet to complete, particularly if you are an international student, there may be some items you'll need to take care of with Admissions.

The Registrar's Office is located in the IST on the Northeast corner. Contact information is also at the end of this document. The Registrar's Office has someone dedicated specifically to assisting graduate students, who helps with registration and course transfer if that is a possibility. The Registrar's Office is critical to your progression as it is the office where all the important forms are stored that you will need along the way and where all your grades, signatures, and final confirmation of completion of all degree requirements are housed.

Graduate Division / Provost's Office

At present, the Graduate Division is located in the Provost's suite and managed by the Vice Provost of Academic Affairs. You are welcome to stop in at any time with questions or to talk about your latest discovery. The Graduate Division monitors your progress, makes decisions around assistantships, and coordinates regularly with Admissions and Registrar on all the behind-the-scenes business to keeping you on-track and moving through the institution. The Division Director also works closely with the Department Chairs, the faculty, and the Graduate Studies Committee on a range of policy, curriculum, and scheduling matters to make sure that the programs run effectively and deliver quality education. More on the role of the Graduate Division later in this handbook.

Academic Departments

Your academic department is your primary "home" in the institution—this is the department that sponsors the track you are following in the degree. If you are following an interdisciplinary track like robotics, then it will be the department that your primary advisor is in.

Typically, you will start out with the department chair as your advisor. Some departments may assign you a temporary advisor until you go through the department's process whereby students are paired with their faculty advisor based on a range of factors, but mostly having to do with alignment of research interests. More on the role of your advisor later in this handbook.

Degree & Graduation Requirements[1]

As mentioned, Florida Poly offers two Graduate degrees: a master's in computer science and a master's in engineering. The degree in computer science offers tracks in computer science and in data science. The program in engineering offers tracks in mechanical, electrical, computer engineering, an interdisciplinary track in robotics, and a non-thesis track in engineering management.

The programs are structured similarly as follows:

- Two courses (6) credits of core program coursework;
- Two courses (6) credits of track-specific coursework;
- Six (6) credits in graduate work
    - M.S. in Engineering or M.S. in Computer Science– 6 credits for Thesis
    - M.S. in Engineering, Management Track - Project (3 credits) plus additional elective (3 credits);
- Twelve (12) credits of technical electives.
- A maximum of 6 credits of upper division undergraduate courses that do not count toward any other degree program
- A maximum of 6 credits of coursework from another institution that meet all of the graduate degree program requirements

Both programs are 30 credits of coursework total; however, most students enroll in more hours, usually "research credits" to maintain full-time status, to meet Assistantship requirements over the summer, or for other reasons. Some students take additional credits to support areas where they may not be as strongly prepared.

The program is designed to take two-years, or four standard semesters (2 fall, 2 spring). Students are encouraged to take research credits in the summer and work on their thesis or project research with a faculty member. This may or may not be funded depending on the faculty member's grant-position. In some cases, students will take up through the summer following the second spring to complete their thesis and defend in mid-summer. While this is permissible, that summer may carry a course enrollment requirement and does not come with institutional support.

Credit-hours per Term

One common question among graduate students is how many hours of coursework do I need to enroll in each term? Formally, students are required to take 9-credits per term for three terms (spring and fall) with 3 credits in the final, fourth term, usually thesis 2. Sometimes, depending on student status and other circumstances, exceptions are allowable. Status includes full-time, part-time, domestic, international, graduate assistant, and so on.

- **First Academic Year:** All students, regardless of status, must take 18 hours in their first year at the rate of 9-credits pre term.
- **Second Academic Year:** Most students should take 9 credits in the fall term, and 3 in the spring term where the final course (thesis 2 or project) is the only remaining requirement to graduate. For purposes of Federal requirements, this constitutes full-time in the final semester. In some

[1] Content of this section formally approved in the 2018-19 academic year and the summer of 2019.

cases, exceptions may be granted where full-time domestic students, GAs or non-GAs, may elect to take 6 credits in fall and 6 in spring. For most domestic students, 6 credits at the graduate level constitutes full-time from a financial aid perspective; however, some scholarships may have limitations. Graduate Assistants are required to take 9 but pending academic progress and other considerations may be permitted to take 6 credits.

- **International Students**: Regardless of assistantship status, international students must enroll in 9 credits per term. The plan for study for international students is 9 – 9 – 9 – 3. Thesis 2 for the final term is considered full-time for international purposes.

International Students—Key Links

Admissions & Financial Aid:
https://floridapoly.edu/admissions-and-aid/international/index.php

Immigration:
https://floridapoly.edu/admissions-and-aid/international/immigration.php

Scholarships:
https://floridapoly.edu/admissions-and-aid/scholarships/latin-america-caribbean-scholarship.php

Transfer Credit

Students may transfer up to 6 graduate (5000 level or higher) credit hours toward their Florida Poly degree, pending approval by the Registrar, Department, and Division Director. Credits for Thesis may not be transferred. In some cases, a maximum of 9 graduate credit hours with approval of Dept. Chair, Division Director, and Graduate Studies Committee may be transferred. Credits that are transferred cannot have been used as part of an undergraduate program. All credits considered for transfer are subject to review.

Graduation Requirements

Per FPU-5.0096AP Graduate Degree Graduation Requirements (*revision pending fall 2020*), a student must meet all of the following requirements to be awarded a graduate degree from Florida Poly:

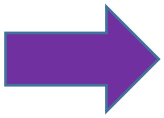
1. Satisfactory completion of the applicable program degree requirements and established curriculum as identified in the University Catalog in effect at the beginning of the student's most recent period of continuous enrollment;
2. Satisfactory completion of 30 credit hours of approved courses that meet the requirements for the graduate degree program and a cumulative GPA of 3.0 or better;
3. Earn at least two-thirds of the credits applied towards the Graduate degree through the University;
4. Completion of any pre-requisites or deficiencies as identified by the Faculty Advisor, Department Chair, or Division Director; and
5. Submission of a completed Graduation Application to the Office of the University Registrar so that it is received by the Registrar on or before the "Graduation Application Deadline" as noted on the Academic Calendar for the semester in which the student anticipates graduating.

All work used to meet degree requirements, including coursework and the successful defense of a thesis or project, if applicable, must be completed within the six-year period immediately prior to degree conferral. An approved leave of absence does not increase or alter the time limits for degree completion.

Tracking Your Progress

There are several individuals and offices that track your progress through the program, paying attention to the courses you take and your research progress. Their work, however, is passive, in a sense and as the old saying goes, if you want a job done right, you've got to do it yourself. When it comes to taking charge of things, like your progress through graduate school, it is always best if you take an active role in keeping your eye on the Academic Catalog and specifically the Plan of Study for your degree-program track and what you have taken.

The second thing you want to be sure to do is work closely with your department chair, temporary advisor, or thesis advisor if you have one to make sure you are taking the recommended courses and you are on-track with the department's dates and deliverables for research.



Important! and this cannot be stressed enough: as a graduate student, you are not just here to take classes and get a degree. You are expected to produce a thesis or project of high-quality as a culminating activity at the end of your program. That activity starts early in your program, as in the first semester and is formally under way by no later than the first few weeks of your second term. You are expected to conduct your research regardless of whether you are receiving an assistantship; similarly, you are expected to conduct your research regardless of whether that assistantship you may be receiving includes any funds tied to research. In other words, research and coursework are part of your responsibilities as a student and are best thought of as irrespective of funding mechanisms.

Department Role/Advisor Role

As noted, upon entering a program at Florida Poly, you will be assigned a temporary advisor, usually the Department Chair, until an appropriate faculty member has been identified for the track in which you have declared, and then until you have been paired with an advisor for research.

The role of the Advisor includes, but is not limited to keeping students informed of

- Key policies
- important dates
- curricular expectations
    - including courses
    - course sequencing, and
    - research expectations

and to work in association with the student on Departmental and University processes for

- thesis or project proposal
- committee selection
- timelines
- thesis or project defense, and
- final submission of thesis or project to all appropriate offices.

If this initial advisor becomes the committee chair and supervises the student's research, the advisor also sets regular expectations and deliverables for the student to follow.

Quick Note for Graduate Assistants

Much more will be said about Graduate Assistantships later, but since we're on the subject of Advisors, it is important to clarify this point here: Students' work as a graduate assistant is defined as 10-hours of instructional support. The faculty member to whom that student is assigned may not be his or her advisor and the faculty member to whom the student reports may only use that student's labor for instructional support, not research. In fact, sometimes a graduate assistant may not even be assigned to a faculty supervisor in his or her own department.

For clarity's sake, the faculty member to whom the graduate student reports is best referred to as the student's "supervisor."

Leave of Absence from Graduate Program

Following FPU-5.0106AP, a graduate student may apply for a leave of absence through the end of the drop/add period as noted of the Academic Calendar of the semester in which the student wishes to begin a leave of absence. A leave of absence may be granted for up to three consecutive semesters, not counting summer semesters. A student must be in Good Academic Standing to be eligible for a leave of absence. A student enrolled under conditional status is not eligible for a leave of absence.

A leave of absence will generally be granted in cases involving personal hardship or family need. Academic standing is not considered a valid reason for granting a leave of absence. A student granted a leave of absence retains his/her enrolled student status. **However, an approved leave of absence does not increase or alter the time limits for degree completion.**

Program Timeline for Thesis and Project Planning

The following timeline is a **guide** to help you plan your path to thesis or project completion.

Important! Each department has its own procedures and deadlines for the following activities. Check with the Department Chair or your Advisor for details. Most departments have more restrictive schedules than what appears below.

Semester 1.

- Before start of semester: Meet with a graduate program representative (Registrar's Office, Graduate Division Office, or Academic Department) to ensure schedule is correct.
- Within first week of semester, if you receive a Graduate Assistantship, obtain specific work assignment and report to supervisor for details; establish regular meeting pattern and expectations with supervisor.

Semester 2.

- No later than 2nd week: Thesis Faculty Advisor identified.
- No later than 6th week: form Thesis Committee and submit document to Registrar's Office.
- No later than end of term: submit Approved Thesis Proposal Form to Registrar's Office
  NOTE: Approved Thesis Proposal & Committee Form must be submitted prior to registration for Thesis 1.

Summer

- Coordinate with Thesis faculty advisor on research efforts.

Semester 3.

- No later than the 10th-week: identify Project Faculty Advisor
- No later than the 12th-week: form Project Committee
- No later than end of term: submit Approved Project Proposal Form to Registrar's Office

Semester 4.

- By the **First Monday of February** Submit application for Graduation
- **At least 4 weeks prior to the date of the thesis defense, but no later than the Monday of Week 11,** submit an application for the thesis defense
  - This will ensure that all committee members agree to a date before finals week and that a room is available
- **At least 1 week prior to the date of the thesis defense, but no later than the Friday of Week 14**, submit a complete, final draft thesis to the Thesis Committee
  - No later than the last day of classes, the student will defend their thesis
  - Upon successful completion of the thesis or project and collection of all required signature, the signature page must be submitted to the Registrar's Office as soon as possible.
- By the last day of Finals, the student will submit the final thesis or project in PDF form, along with the completed, signed cover page, to the degree-granting department and the Graduate Division Office. These documents will be forwarded to be stored in the student's record.

Thesis Committee Selection and Graduate Student Progression[2]

To keep things clear, this section simply copies University Policy. The next section on procedures provides more details on the steps outlined in the timeline on the previous page as well as additional information. University policy may be found at FPU-5.0123AP Graduate Thesis Committee & Project Advisory Group, updated 10/9/2020.

Policy

Thesis-Students. A student working towards a degree that requires a thesis must have a Graduate Thesis Committee. The Committee must be comprised of at least three full-time faculty members (not adjunct, nor visiting, nor courtesy). The Committee Chair (thesis advisor) must be an expert in the subject matter of the proposed thesis. In appropriate cases, industry partners may serve on the Committee as members in addition to minimum required full-time faculty. The Committee Chair's responsibilities include, but may not be limited to, advising the student's course of study; forming the committee in consultation with Department Chair; supervising the student's research; and, along with the committee, reading and approving the thesis for content and format, and working with the student and committee to schedule a defense. The Department Chair must approve the makeup of the Committee.

1. **Thesis Advisors**
    a. Disciplinary Track: The Committee Chair (thesis advisor) must be from the department that includes the "track" for the graduate degree.
    b. Interdisciplinary Track: The Committee Chair (thesis advisor) must be from one of the departments that sponsors courses for the interdisciplinary track.

2. **Thesis Committees**
    a. Disciplinary Track: Each department must determine how to staff graduate committees for the "track" in the department. One of the Thesis Committee members should be a faculty member in the department that is responsible for the track that the student has chosen, while the second Thesis Committee member should be from outside the department but with experience relevant to the student's research area. Likewise, members from outside the University must have experience relevant to the student's research area. All committees must include at minimum three faculty members with appointments as Assistant Professor, Associate Professor, or Professor.
    b. Interdisciplinary Track: The Thesis Committee must include a third committee member (four members total). This third committee member must 1. be a subject matter expert in a field relevant to the student's thesis area; 2. be a member of a department other than the faculty advisor's home department; and 3. be a member of a department that contributes to the interdisciplinary track. This committee member must be approved by the Chair of the Department that sponsors the track chosen by the student.

[2] Formally recommended by graduate committee on October 24, 2019 and accepted with modification on October 30, 2019.

Project-Students. Students working toward a degree that culminates in a project must have a Project Advisory Group. The Project Advisory Group consists of at least two full-time faculty members (not adjunct, nor visiting, nor courtesy): the student's advisor who serves as the chair of the group, and a second faculty member. Both members should be from the Department supporting the degree-program track. The Department Chair must approve the makeup of the Project Advisory Group.

- For interdisciplinary projects, a third member from outside the student's primary disciplinary focus may be required per direction of the Department Chair, Graduate Division Director, Provost, or designee.

Changing from Thesis to Project. Students on the Thesis track may opt for a Project prior to enrolling in Thesis 2, or students may be reassigned to a Project at the direction of their advisor or committee. Both actions must be approved by the Department Chair for the degree program or track the student is registered in and the Graduate Division Director. Students pursuing a Project are required to fulfill the course requirements for a program with the Project as the culminating experience, meaning an additional course may be required. Thesis 1 will not count towards the degree for those students whose program culminates in a Project.

Procedures as Set forth in FPU-5.0123AP

1. Each department sets its own procedures for assigning faculty advisors (Committee Chair) and each faculty advisor/student pairing must be approved by the Department Chair (or designee) and the Graduate Division Director (or if there is no division director, the Provost or designee).
2. The student follows the processes set by their primary advisor's department.
3. Detailed procedures, timelines, and information for students in non-thesis, or project tracks may be found in the Graduate Student Handbook and/or Thesis Manual and the Graduate Division Operations Handbook.
4. All forms may be obtained from the Office of the University Registrar.

Procedures for Students Working on a Thesis

1. **Faculty Advisor, who is the Committee Chair, is selected**.
    a. A graduate student must have a faculty advisor, who is their Committee Chair, for their thesis.
    b. The faculty advisor, who will guide the student through their thesis or project, should be determined no later than the **second week of the second semester** that the student is registered in the graduate program.
    c. Prior to the assignment of the primary advisor, the department will provide interim advising for the student.
2. **Thesis Committee is formed** per requirements in the above policy.
    a. Committee members who serve on a Thesis Committee outside of their department must also have their Department Chair's approval to serve on the respective Thesis Committee.
    b. The Thesis Committee should be formed by the **sixth week of the second semester** that the student is in the graduate program.
    c. Complete Thesis Committee Form: The student must submit the approved Thesis Committee Form to the Office of the University Registrar. The Office of the University Registrar must receive the completed Thesis Committee Form prior to the student registering for thesis credit hours.

3. **Thesis Proposal submitted and approved:** A student should submit a thesis proposal and formally present this proposal for approval to the committee. Each department may choose to include a more formal review process for thesis proposals, but all thesis proposals must be approved by, at minimum, the Thesis Committee and the Department Chair. The thesis proposal must include:
    a. An abstract that provides a brief description of the problem statement and expected solution;
    b. A survey of current literature regarding the problem statement that demonstrates why the problem statement is important and how it aligns with the student's research interest and course of study (students are encouraged to use reference management software such as Zotero to make additions of references and generation of bibliography easy);
    c. A description of the work to be performed, and how and where it will be performed. This section should convince the reader that the student has considered the problem and has a research plan that can be executed with the available resources and in the time that is appropriate for a master's thesis.
    d. A Gannt chart of tasks, milestones, and overall project schedule.
    e. **Approved Thesis Proposal submitted**: Thesis proposals should be approved and submitted by the end of the second term of graduate study, but no later than the end of the 3rd week of the third semester (thesis 1) of graduate study.
    f. Approved proposals should be retained by the thesis committee and a copy submitted to the Graduate Division at ogp@floridapoly.edu, and acceptance of the thesis proposal must be recorded by the Registrar's Office.
4. **Thesis Acceptance**
    a. A thesis is formally accepted at the discretion of the thesis committee, the thesis committee's chair's department chair, and the Provost or designee.
    b. A formal "defense" of the thesis is held as a public presentation of the student's work. All committee members should be present at the defense and the thesis must have been submitted to the committee at least two weeks before the defense.
5. **Changing the Committee Membership**. Committee membership may not be changed at the student's request in the last semester before graduation. Committee membership may be changed and approved, including the committee chair, in the same manner as the advisor and committee is originally approved.
6. **Summary of critical dates for student progression**
    a. Faculty **advisor selected** by the **second week of the second semester** of graduate study
    b. Thesis **Committee formed** by the **sixth week of the second semester** of graduate study
    c. Thesis **Proposal submitted and approved** by **end of the second semester**, but no later than end of third week of third semester (thesis 1).
    d. **Thesis Acceptance**: all theses **must be submitted**, defended, and approved/passed, **prior to the start of reading days** in the semester in which thesis 2 is taken and graduation applied for. Students have no later than the close of finals week to complete any corrections to the manuscript required by the Thesis Committee.
    e. Final copies of the complete manuscript with full-signatures must be submitted to the Student's academic degree-granting department and the Graduate Division. The signature page must be submitted to the University Registrar as soon as possible upon successful completion of the defense.

Projects as Culminating Activity

Students may opt to complete a project for 3-credits in lieu of a thesis for 6-credits per policy for any track in any master's degree program. Likewise, a student's committee may advise that a student take the project route rather than the thesis option due to the nature of the student's research progress or other factors. Students in the project track must take an additional course to meet the 30-credit hour requirements for the degree. Thesis 1 does not count toward the degree for students whose culminating effort is a Project. Most students opting for the Project will follow the procedures outlined in Policy and here, as applicable.

Procedures for Students Working on a Project

Special Note for Engineering Management Students: final projects are carried out by a group of students: Each group consists of one to a maximum of five students.

1. **Advisor and Committee Chair is selected**.
    a. A final project must have an advisor who is also the project committee chair.
    b. The final project advisor should be determined before the 10th week of the third semester that the students is registered in the graduate program.
2. **Project Committee is formed**.
    a. Committees are comprised of a project advisor and the Project course instructor (in case that the project advisor and capstone course instructor are the same, then one additional faculty member is required).
    b. An industry representative is required to be an additional project committee member for industry sponsored projects.
    c. The project committee should be formed by the 12th week of the third semester that the student is in the graduate program.
3. **Complete Project Committee Form**.
    i. The student must submit the approved Project Committee Form to the Office of the University Registrar.
    ii. The Office of the University Registrar must receive the completed Project Committee Form prior to the student registering for project credit hours.
4. **Final Project Proposal submitted**: An individual or student group final project should submit a proposal and formally present this proposal for approval to the committee. All proposals must be approved by the committee and the department chair. The project proposal must include the following:
    iii. An abstract that provides a brief description of the problem statement and expected solution;
    iv. A survey of current literature regarding the problem statement that demonstrates why the problem statement is important and how it aligns with the students' research interest and course of study (students are encouraged to use reference management software such as Zotero to make additions of references and generation of bibliography easy);
    v. A description of the work to be performed, and how it will be performed. This section should convince the reader that students' group has considered the problem and has a research plan that can be executed in the time that is appropriate for a master's project.
    vi. A Gannt chart of tasks, milestones, and overall project schedule.
5. **Approved Project Proposal submitted**: Approved proposals must be submitted to the Registrar's Office for inclusion in the student's file. A copy should be retained by the Advisor and one copy sent to the Graduate Division at ogp@floridapoly.edu.

6. **Project Acceptance**
    vii. A project is formally accepted at the discretion of the project committee, the project committee's chair's department chair, and the Provost or designee.
    viii. A formal presentation of the project is held as a public presentation of the individual or group's work. The individual, or student project team members, and all committee members should be present at the presentation, and the project report must have been submitted to the committee at least two weeks before the presentation.

7. **Critical Dates for appropriate student progression in the program**:
    ix. Final project **group determined**, and project **advisor determined**: **tenth week of the third semester** of graduate study.
    x. Project **Committee determined**: **twelfth week of the third semester** of graduate study.
    xi. Final **Project Proposal submitted**: Project proposals should be completed **prior to reading days of the students' third term** in the graduate program, but no later than the end of the 3rd week of the final semester of graduate program (i.e. end of the third week of the project course).
    xii. Final **Project Acceptance**: all projects **must be submitted**, defended, and approved/passed, **prior to the start of reading days** in the semester in which the project course is taken and graduation applied for. Students have no later than the close of finals week to complete any corrections to the project manuscript required by the Advisor or Committee.
    xiii. Final copies of the complete manuscript with full-signatures must be submitted to the Student's academic degree-granting department and the Graduate Division. The signature page must be submitted to the University Registrar as soon as possible upon successful completion of the presentation.

Oral Examination – The Defense

Thesis writers must perform a public defense of their work. Project Report writers should consult with their Primary Advisor to determine whether a public defense is desirable; sometimes the projects contain proprietary materials/ideas and therefore does not lend itself to a public defense. If a defense is not desirable, the Project Advisory Committee may at their discretion require an alternate procedure in its place.

If defending, then upon approval of the Thesis Supervisor/Primary Advisor, students should announce their thesis oral examination (defense) or project defense at least one week prior to the defense date. In order to meet this requirement:

- Prepare your announcement in consultation with your Committee Supervisor/Project Advisor. Most students simply use their abstract for the body of the announcement.
- The announcement should include:
    - A formal defense announcement like: "Announcing the Final Examination of Ms. Susan B. Student for the degree of Master of Engineering."
    - Date, time, location, and thesis/report title.
    - An abstract or summary of the thesis/report.
    - The student's current major course of study.
    - The student's previously awarded degrees, including the year of conferment and the conferring institution.
    - A list of all members of the Thesis Committee or Project Advisory Group.

    - The date on which the Thesis Supervisor/Primary Advisor approved distribution of the announcement and that the public is welcome to attend.
- Ask your Committee Supervisor/Primary Advisor to approve your announcement for distribution.
- Once approved, contact the Graduate Division ogp@floridapoly.edu for distribution of your Defense date to all faculty, students, and staff.

Filing the Thesis or Project Report

Upon successful completion of the Thesis or Project report, the student must obtain all signatures and file the signature page with the University Registrar to finalize requirements for the degree. The Student and Advisor must take possession of the fully signed, completed Thesis or Project and ensure that

- One (1) copy is filed with the Graduate Division Office (Office of the Provost); and,
- One (1) copy is filed with the Academic Department.

Graduate Assistantships

The purpose of graduate assistantships is to provide graduate students with academic or professional development while at Florida Poly as assigned by Graduate Division Director in collaboration with the Provost and Department Chairs.

Eligibility & Requirements

Graduate assistantships are awarded on a competitive basis by the Office of Academic Affairs. Students interested in a graduate assistantship should apply to their graduate admissions counselor.

The assistantship requires a commitment of ten (10) hours per week as assigned by the academic department. Graduate assistants are paid a stipend for each semester.

To be eligible to apply for a graduate assistantship, students must meet or maintain the following qualifications:

- Student must be admitted into a graduate degree program.
- Maintain a minimum cumulative GPA of 3.0 while in the graduate degree program.
- Satisfactorily perform duties assigned that fall within the 10 hours per week of assistantship work assignment, typically conducted during normal business hours.
    - Individuals that do not satisfactorily perform their work assignment will lose their assistantship support at the end of a semester.
- Graduate students are expected to spend significant time on their coursework, their thesis research, and their assistantship.
    - Additional employment may produce a significant conflict of commitment and further employment that exceeds an additional 20 hours per week is strongly discouraged. On-campus jobs may be held by graduate students and administrative jobs may be held by graduate students for up to an additional 10 hours per week beyond the commitment to their assistantship and education.
- Maintain full-time enrollment during the semester(s) while serving in an assistantship, unless otherwise stipulated by the department chair and approved by the Office of Academic Affairs. Full-time enrollment is considered 9 graduate credit hours in the Fall and Spring Semesters and 6 graduate credit hours during the Summer Semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement but will not be less than 3 credit hours.

If approved for an assistantship, applicants will receive an email with instructions on completing their Assistantship Agreement from the Office of Academic Affairs. This agreement solidifies the pact between the graduate assistant and her/his hiring department to perform duties for a specified time period. This agreement must be signed prior to starting the assigned assistantship.

Key Points about Assistantships

- Keeping your assistantship is contingent upon your maintaining appropriate academic progress and is renewable on a semester-by-semester basis for up to four academic semesters.
- The assistantship includes two support elements: direct payment in support of your graduate educational experience and tuition support.

- The direct pay is paid as a stipend of $2,400 for the Fall and Spring semesters. The hours per week expected to work are 10 hours.
- Tuition support at the in-state graduate student level is available for up to 9 hours per semester, which allows a student to maintain full time status as a student. Employment as a graduate assistant allows a student to be considered as a Florida resident for the purposes of tuition.
- This is not a scholarship award, but rather support for your graduate education. If a student fails to meet performance expectations, withdraws from Florida Polytechnic University, fails to remain enrolled as a full-time student, or fails to meet the minimum expectations including adequate progress on research or other deliverables as defined by the program or Graduate Division, the University may terminate this agreement. The University may also terminate this agreement at any time.

Graduate Assistant Work Assignments

Assistantships are awarded by the Office of the Graduate Division/Vice Provost of Academic Affairs on the recommendation of the Department Chairs and Office of Admissions.

Graduate Assistantships carry the following responsibility:

- 10 hours per week of instructional support assigned by the student's Department Chair Supervisor (not necessarily program Department Chair) or Direct Faculty Supervisor. GAs must make themselves available for instructional support, noting that their course schedule takes precedence over their teaching support duties.
- Instructional support may include the following:
    - Grading, in the form of checking answers (but not correcting); substantive feedback is not an expectation;
    - Highly coordinated and supervised lab management assistance;
    - For experience GAs (2nd-year with proven track-record), more responsibility in leading some level of laboratory course delivery and support may be assigned.
    - Where appropriate and if demonstrated competency, academic support for the course.
- GAs are expected to coordinate with their supervisor to determine weekly work assignments and responsibilities, set deadlines and expectations, and carry out all duties in a timely manner.
- GAs are expected to put their coursework first and their Assistantship duties second. If they have work schedules outside of the University that conflict the University is under no obligation to make an accommodation for such purposes. Multiple instances of such conflicts risk loss of assistantship.

Summer Funding for GAs

The University does not support Graduate Assistantships during the summer through University funds; however, external funding may be used to support graduate students during the summer, regardless of their status as a GA. Faculty hiring graduate students on external funding must work with the Office of Research and Sponsored Programs, the Office of Academic Affairs, and ensure the student enrolls in summer research hours, or a graduate class, if offered, as required for funding.

Graduate Assistants On External Funding

Faculty may employ graduate students through external funds according to the following provisions:

1. Students must be assigned to support an active grant;

2. Pay rate is equal to $15.00 / hour (stipend of $2,400 per semester @ 4 months; or 10 hours/week);
3. If a faculty member wishes to support a student for a full 20 hours and has the means within the terms of the grant, this may be negotiated with the Department Chair, Division Director, and Provost prior to the term in which the student's employment in desired;
4. Start and End Dates may be set as needed by the grant beginning and end dates.

Resources and References

The following resources and other information should be reviewed and bookmarked in your favorite browser.

University Policies

All students are responsible for being knowledgeable and adhering to university policies and regulations. University policies may be found at https://floridapoly.edu/university-policies-regulations-rules.php.

Resources

Academic Catalog: http://catalog.floridapoly.edu/
Digital Library: https://floridapoly.edu/student-affairs/digital-library.php
Technology Services: https://floridapoly.edu/technology-services/index.php
University Registrar: https://floridapoly.edu/registrar/index.php

Glossary/Terms

Program Advisor: a student's initial faculty advisor upon entering the program.

Thesis Advisor/Committee Chair: the student's faculty advisor who takes over from the program advisor once established as the committee chair or advisor for the student's thesis. The thesis advisor/committee chair directs the student's research and advises on course selection and other aspects of the program.

Committee Member: a faculty member who serves on the student's thesis committee.

Outside Committee Member: A member of the student's thesis committee who is not from the department offering the student's selected track but provides external evaluation of the student's thesis and research.

Appendix 1. Sample Forms

All official forms for the program may be found on the University Registrar's webpage at https://floridapoly.edu/registrar/forms.php

UNIVERSITY REGISTRAR
FLORIDA POLYTECHNIC UNIVERSITY

University Registrar Use Only
Date Received: _____ Received by: _____
Date Processed: _____ Processed by: _____

Graduate Thesis Proposal

Please complete this form in pen. Complete this form prior to submission of your Thesis Committee Approval form. For assistance with this process, meet with your current advisor or Department Chair well in advance of the deadline for submitting this form. Deadlines may be found in the policies and Thesis Manual.

LAST NAME: _____ FIRST NAME: _____

STUDENT UID: _____ EMAIL: _____@floridapoly.edu

STUDENT SIGNATURE: _____ DATE: _____

Step 1: Program Information

CATALOG YEAR: 20_____

☐ Master of Science in Computer Science	☐ Computer Science
	☐ Data Science
☐ Master of Science in Engineering	☐ Computer Engineering
	☐ Electrical Engineering
	☐ ECE - Robotics
	☐ Mechanical Engineering

Step 2: Identify Proposal Review Committee Members

You may have up to five (5) members for your proposal review committee.

	PRINT NAME	DEP'T
Advisor:		
Reviewer:		
Reviewer:		
Reviewer:		
Reviewer:		

Department Codes: Computer Science (CS), Data Science & Business Analytics (DSBA), Electrical & Computer Engineering (ECE), Mechanical Engineering (ME), Mathematics (MA), Natural Sciences (NS)

Step 3: Decision

Date of Review: _____ ☐ Approved ☐ Denied ☐ Resubmit

Comments:

Dep't Chair Signature: _____ Date: _____

Return to the Office of the Registrar | IST Room 2052 | (863) 874-8540 | registrar@floridapoly.edu

SAMPLE—NOT ACTUAL

UNIVERSITY REGISTRAR
FLORIDA POLYTECHNIC UNIVERSITY

University Registrar Use Only
Date Received: _____ Received by: _____
Date Processed: _____ Processed by: _____

Graduate Thesis Committee

Please complete this form in pen. The selection of a Thesis Committee is completed after submission of your Thesis Proposal Approval form. For assistance with this process, meet with your current advisor or Department Chair well in advance of the deadline for submitting this form. **Deadlines may be found in the policies and Thesis Manual.**

LAST NAME:_____ FIRST NAME: _____

STUDENT UID: _____ EMAIL: _____@floridapoly.edu

STUDENT SIGNATURE:_____ DATE: _____

Step 1: Program Information

CATALOG YEAR: 20_____

☐ Master of Science in Computer Science	☐ Computer Science
	☐ Data Science
☐ Master of Science in Engineering	☐ Computer Engineering
	☐ Electrical Engineering
	☐ ECE - Robotics
	☐ Mechanical Engineering

Step 2: Identify Committee Members & Approval Signatures

	PRINT NAME	DEP'T	SIGNATURE	DATE
Advisor:				
Advisor Dept Chair				
Co-Advisor (not required):				
Co-Advisor Dept Chair				
Member:				
Member Dept Chair				
Member:				
Member Dept Chair				
Member:				
Member Dept Chair				

Department Codes: Computer Science (CS), Data Science & Business Analytics (DSBA), Electrical & Computer Engineering (ECE), Mechanical Engineering (ME), Mathematics (MA), Natural Sciences (NS)

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SAMPLE—NOT ACTUAL

UNIVERSITY REGISTRAR
FLORIDA POLYTECHNIC UNIVERSITY

University Registrar Use Only	
Date Received: _____	Received by: _____
Date Processed: _____	Processed by: _____

Graduate Project Advisory Group

Please complete this form in pen. The selection of a Project Advisory Group is completed after submission of your Project Proposal Approval form. For assistance with this process, meet with your current advisor or Department Chair well in advance of the deadline for submitting this form. **Deadlines may be found in the policies and Thesis Manual.**

LAST NAME:_____ FIRST NAME: _____

STUDENT UID: _____ EMAIL: _____@floridapoly.edu

STUDENT SIGNATURE:_____ DATE: _____

Step 1: Program Information

CATALOG YEAR: 20_____

☐ Master of Science in Computer Science	☐ Computer Science
	☐ Data Science
☐ Master of Science in Engineering	☐ Computer Engineering
	☐ Electrical Engineering
	☐ ECE - Robotics
	☐ Mechanical Engineering

Step 2: Identify Advisory Group Members & Approval Signatures

You are required to have two (2) members, but may have up to three (3) members. The third member may be in industry, but a non-remuneration agreement must be signed and non-FPU employees are subject to approval by the Provost.

	PRINT NAME	DEP'T	SIGNATURE	DATE
Advisor:				
Advisor Dept Chair				
Member:				
Member Dept Chair				
Member (opt):				
Member Dept Chair				
Industry Member (opt):				
Provost Approval				

Department Codes: Computer Science (CS), Data Science & Business Analytics (DSBA), Electrical & Computer Engineering (ECE), Mechanical Engineering (ME), Mathematics (MA), Natural Sciences (NS)

Return to the Office of the Registrar | IST Room 2052 | (863) 874-8540 | registrar@floridapoly.edu

SAMPLE—NOT ACTUAL

UNIVERSITY REGISTRAR
FLORIDA POLYTECHNIC UNIVERSITY

University Registrar Use Only
Date Received: _____ Received by: _____
Date Processed: _____ Processed by: _____

Graduate Project Proposal

Please complete this form in pen. Complete this form prior to submission of your Project Advisory Group Approval form. For assistance with this process, meet with your current advisor or Department Chair well in advance of the deadline for submitting this form. **Deadlines may be found in the policies and Thesis Manual.**

LAST NAME:_____ FIRST NAME: _____

STUDENT UID: _____ EMAIL: _____@floridapoly.edu

STUDENT SIGNATURE:_____ DATE: _____

Step 1: Program Information

CATALOG YEAR: 20_____

☐ Master of Science in Computer Science	☐ Computer Science
	☐ Data Science
☐ Master of Science in Engineering	☐ Computer Engineering
	☐ Electrical Engineering
	☐ ECE - Robotics
	☐ Mechanical Engineering

Step 2: Identify Proposal Review Advisory Group

You may have up to three (3) members for your proposal review committee.

	PRINT NAME	DEP'T
Advisor:		
Reviewer:		
Reviewer:		

Department Codes: Computer Science (CS), Data Science & Business Analytics (DSBA), Electrical & Computer Engineering (ECE), Mechanical Engineering (ME), Mathematics (MA), Natural Sciences (NS)

Step 3: Decision

Choose reason for project designation: ☐ Project Option ☐ Student Opts-in ☐ Dept Recommendation

Date of Review: _____ ☐ Approved ☐ Denied ☐ Resubmit

Comments:

Dep't Chair Signature: _____ Date: _____

Return to the Office of the Registrar | IST Room 2052 | (863) 874-8540 | registrar@floridapoly.edu

Appendix 2. Sample Thesis Proposal Evaluation Sheet

(Student's Preliminary Research Proposal and Presentation)

Student's Name: _____

1. How clearly the student explained the research topic/problem in the proposal?

Circle one:	1	2	3	4	5	6	7	8	9	10

Comments:

2. How clearly the student explained the background and importance of the research topic/problem?

Circle one:	1	2	3	4	5	6	7	8	9	10

Comments:

3. What is the depth of the survey on the research topic/problem in the proposal?

Circle one:	1	2	3	4	5	6	7	8	9	10

Comments:

4. Is there any new contribution in the research proposal? If yes, how is standard of new work?

Circle one:	1	2	3	4	5	6	7	8	9	10

Comments:

5. Quality of the power point slides (visibility, format, font, color, figures, tables, and slide layout) and communication skills during the presentation?

Circle one:	1	2	3	4	5	6	7	8	9	10

Comments:

Total Points: _____ | 50

Date: Click or tap to enter a date.

Evaluator's Name: _____

Appendix 3. Sample Graduate Student Research Progress Report

STUDENT INFORMATION

Last Name:	First Name:
Student ID:	University Email: _____@floridapoly.edu
Degree Program & Track:	
Planned Graduation Term:	Academic Advisor:

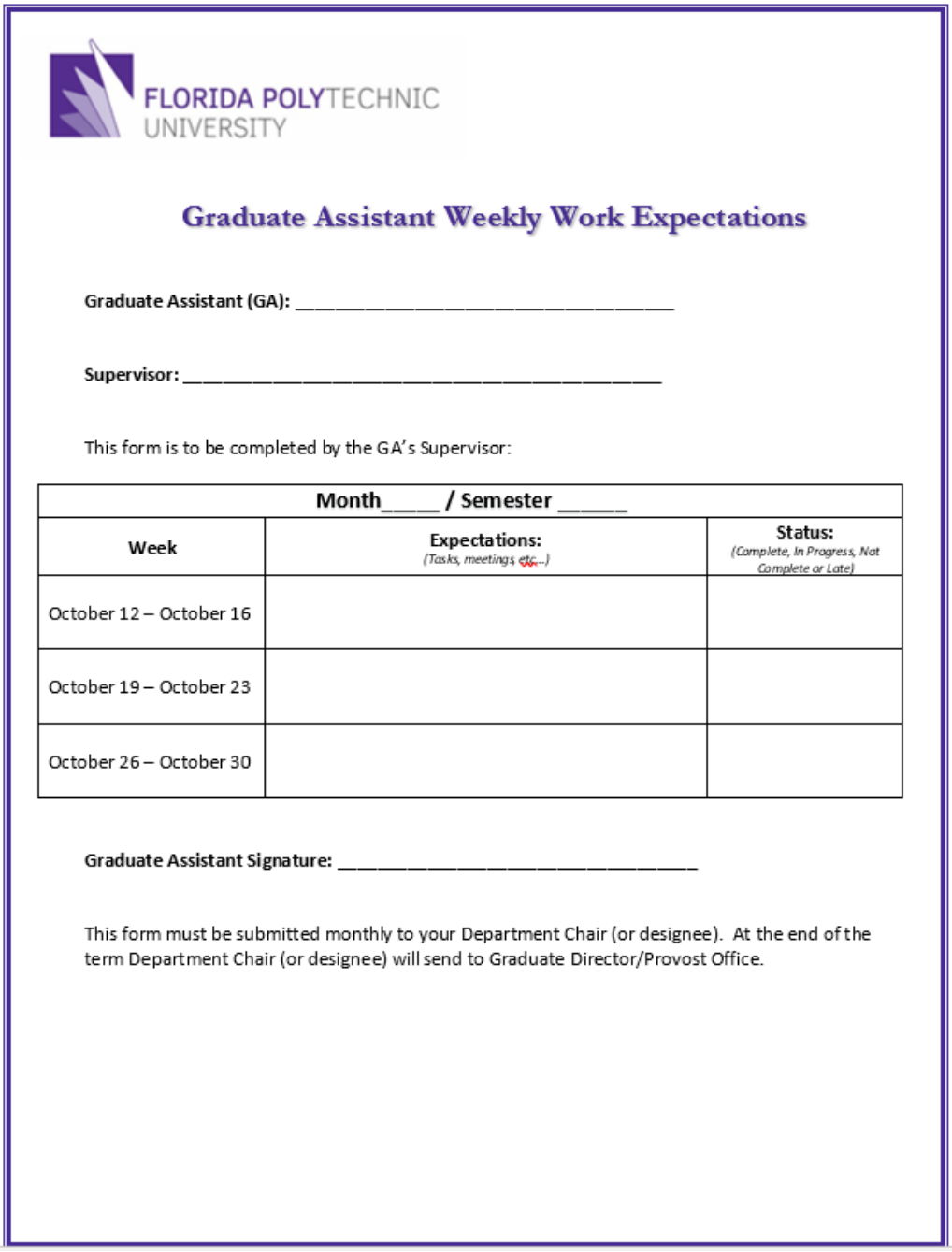
Research Scope and Objectives (include project title)

Brief Summary of Student's Progress to project completion.

Expected Deliverables (conference presentations, proceedings, journal articles and information) and Timeline

Additional Comments

Appendix 4. Grad Assistant – Sample Weekly Work Expectations Form



FLORIDA POLYTECHNIC UNIVERSITY

Graduate Assistant Weekly Work Expectations

Graduate Assistant (GA): _____

Supervisor: _____

This form is to be completed by the GA's Supervisor:

Month_____ / Semester _____		
Week	**Expectations:** *(Tasks, meetings, etc...)*	**Status:** *(Complete, In Progress, Not Complete or Late)*
October 12 – October 16		
October 19 – October 23		
October 26 – October 30		

Graduate Assistant Signature: _____

This form must be submitted monthly to your Department Chair (or designee). At the end of the term Department Chair (or designee) will send to Graduate Director/Provost Office.

Appendix 5. Program Assessment & Evaluation

The Graduate programs at Florida Poly include multiple quality measures and checkpoints including assessments of learning. These checkpoints are as follows:

- Entrance Requirements
- Course Grades (see also Academic Standing Policy)
- Thesis Proposal (Formative, Qualitative Assessment)
- Graduate Thesis Committee / Project Advisory Group Proposal (Summative, Rubric Assessment of Defense)

The formative assessments support student learning by directly impacting the students involved and ensuring they are on the right track in terms of mastery of course content and research. The summative assessment of theses and projects supports program improvement efforts by taking a broader view of quality overall and looking at areas within the program where outcomes might not need stronger emphasis.

Computer Science Program Outcomes

The following are program outcomes for the Master of Science in Computer Science. Upon completion of the Master of Science in Computer Science Degree, students are expected to know and be able to do the following:

1. Demonstrate mastery in analyzing complex problems and applying knowledge of computer and/or data science to formulate solutions.
2. Communicate computer and/or data science information clearly and effectively through presentations and technical writings to both expert and non-expert audiences.
3. Demonstrate critical evaluation of recent research literature.
4. Identify a novel relevant research problem in a chosen computer and/or data science research field, perform the literature survey for the problem, create a plan to solve the problem, carry on the plan, and defend the research.
5. Understand the appropriate practices in the different fields of computer science and their ethical implications.

Engineering Program Outcomes

The following are program outcomes for the Master of Science in Engineering. Upon completion of the Master of Science in Engineering Degree, students are expected to know and be able to do the following:

1. an ability to acquire and apply knowledge using appropriate, discipline-based learning strategies drawn from relevant research
2. an ability to develop methodology of the proposed body of research that produces solutions and further inquiry;
3. an ability to identify, formulate, and solve engineering problems of single or multidisciplinary nature by applying principles of engineering, science, mathematics, and analytics; and
4. an ability to develop and conduct appropriate experimentation with a systematic approach, analyze and interpret data, and use foundations of engineering to draw conclusions.

Rubric for Master's Thesis

Adapted from the Aalto University School of Engineering: *https://www.aalto.fi/en/school-of-engineering*

Criteria for Thesis	Rating		
	Insufficient (1) Marginal (2)	Meets Expectations (3)	Exceeds (4) Exemplary (5)
	Characteristics for lowering the assessment	**Characteristics of a good thesis**	**Characteristics for raising the assessment**
Definition of research scope and goals (CS PLO 1) (EG PLO 2)	• Narrow or poorly defined research scope • Poorly defined goals • Vague research questions	• Clearly defined goals • Carefully planned thesis	• Precisely defined and justified research scope • Demonstration of mature thinking in the definition of goals and research questions
SCORE			
Command of the topic (CS PLO 3) (EG PLO 1)	• Poor command of the research topic and its theoretical framework • Few or irrelevant references	• Good command of the research topic and its theoretical framework • Student has found the relevant reference materials on the topic	• Broad-based knowledge of the background material and the research topic • References shed light on the topic from a variety of perspectives
SCORE			
Methods and conclusions (CS PLO 5) (EG PLO 2)	• Weak and vague reasons given for the methodological choices • Shortcomings in the application of methods • Few or poorly justified conclusions • Poor referencing • Source evaluation notably lacking	• Research questions answered using justified methods • Conclusions drawn appropriately from the material/evidence • Cited works evaluated critically	• Methodological choices thoroughly justified • Excellent command of methods • Results evaluated critically and examined from a variety of perspectives • Theories applied very skillfully • Use of appropriate references of high scientific quality while paying attention to source evaluation
SCORE			
Contribution to knowledge and thesis structure (EG PLO 4)	• Results not in line with the goals • Minor independent input • Structural inconsistencies	• Results in line with the goals • An original contribution to knowledge	• Thesis produces new results • Results of interest to academia or industry or otherwise relevant to professionals in the field • Student demonstrates solid skills in working independently
SCORE			
Presentation and Language (CS PLO 2)	• Language needs revision • The thesis structure is unclear and the language does not facilitate the understanding of the content (style, vocabulary, sentence structures, spelling) • Overall appearance needs improvement	• The language is appropriate • The text is easily understood, and the structure is sufficiently clear • Overall appearance is appropriate	• Written in fluent, formal style • The language facilitates the understanding of the content, arguments are consistent throughout the thesis • Figures and tables are illustrative • Impeccable and coherent overall appearance
SCORE			
Time used	• Time used to complete the thesis disproportionate to the difficulty of the topic	• Thesis mostly progressed according to the thesis proposal	• Thesis has been completed efficiently
SCORE (CS PLO 4-holistic)			
Other			• Thesis includes a discovery or an invention for which a patent application has been filed • A scientific publication will be / has been made of the thesis
SCORE, if appl.			

Rubric for Master's Project

Adapted from the Aalto University School of Engineering: *https://www.aalto.fi/en/school-of-engineering*

Criteria for Project	Rating		
	Insufficient (1) Marginal (2)	Meets Expectations (3)	Exceeds (4) Exemplary (5)
	Characteristics for lowering the assessment	**Characteristics of a good Project**	**Characteristics for raising the assessment**
Definition of project scope and goals (EG PLO 2) (C/DS PLO 1)	• Narrow or poorly defined project scope • Poorly defined goals • Lack of consideration of constraints	• Clearly defined goals • Carefully planned project and solution • Awareness of constraints and limitations.	• Precisely defined and justified project scope • Demonstration of mature thinking in the definition of goals and driving questions • Full consideration and management of constraints and limitations.
SCORE			
Command of the topic (EG PLO 1) (C/DS PLO 3)	• Poor command of the research topic and its theoretical framework • Few or irrelevant references	• Good command of the research topic and its theoretical framework • Student has found the relevant reference materials on the topic	• Broad-based knowledge of the background material and the research topic • References shed light on the topic from a variety of perspectives
SCORE			
Methods and conclusions (EG PLO 2) (C/DS PLO 5)	• Weak and vague reasons given for the methodological choices • Shortcomings in the application of methods • Few or poorly justified conclusions • Poor referencing • Source evaluation notably lacking	• Research questions answered using justified methods • Conclusions drawn appropriately from the material • Cited works evaluated critically	• Methodological choices thoroughly justified • Excellent command of methods • Results evaluated critically and examined from a variety of perspectives • Theories applied very skillfully • Use of appropriate references of high scientific quality while paying attention to source evaluation
SCORE			
Contribution to knowledge and project structure (EG PLO 4)	• Results not in line with the goals • Minor independent input • Structural inconsistencies • Solution fundamentally impracticable or not unique	• Results in line with the goals • A unique contribution or application to the problem	• Project produces actionable results • Results of interest and potentially broad application to industry • Student demonstrates solid skills in working independently
SCORE			
Presentation and Language (C/DS PLO 2)	• Language needs revision • The structure is unclear and the language does not facilitate the understanding of the content (style, vocabulary, sentence structures, spelling) • Overall appearance needs improvement	• The language is appropriate • The text is easily understood, and the structure is sufficiently clear • Overall appearance is appropriate	• Written in fluent, formal style • The language facilitates the understanding of the content, arguments are consistent throughout the project • Figures and tables are illustrative • Impeccable and coherent overall appearance
SCORE (C/DS PLO 4-holistic)			
Time used	Time used to complete the project disproportionate to the difficulty of the topic	Project mostly progressed according to the proposal	Project has been completed efficiently and sufficient independence shown in decision-making and leadership
SCORE			
Other			• Thesis includes a discovery or an invention for which a patent application has been filed • External agency has confirmed direct application of project to their business.
SCORE, if appl.			

Important Contacts

Departmental Administrators

Zaira Medina-Rodriguez: VPAA Units, Graduate Programs, Research & Grants, zmedina@floridapoly.edu, 4-8496
Crissi Hinson: ECE and ME, chinson@floridapoly.edu, 4-8600
Karen Urnaitis: Registrar's Office, kurnaitis@floridapoly.edu, 4-8501
Rashawnya Wesley: DSBS, CS, rwesley@floridapoly.edu, 4-8684
Dara Griffis: SAM, dgriffis@floridapoly.edu, 4-8461
Yarelis Sanchez: Student Affairs (ASC, Disabilities, Career, SGA, etc), ysanchez@floridapoly.edu 4-8589

Division Directors and Chairs

Shahram Taj, Chair, Data Science and Business Analytics, staj@floridapoly.edu, 4-8521
Brad Towle, Chair, Computer Science, btowle@floridapoly.edu, 4-8566
Mary Vollaro, Chair, Mechanical & Environmental Engineering, mvollaro@floridapoly.edu, 4-8604
Muhammad Rashid, Chair, Electrical and Computer Engineering, mrashid@floridapoly.edu, 4-8667
Nicoleta Hickman, Director, Science, Arts, Mathematics (SAM), nhickman@floridapoly.edu, 4-8523
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Graduate Programs: Contact Vice Provost of Academic Affairs, tdvorske@floridapoly.edu, 4-8544

Academic Affairs Administration & Staff

Terry Parker, Provost and Executive Vice President for Academic Affairs, tparker@floridapoly.edu, 4-8500
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BenMatthew Corpus, Vice Provost of Admissions and Financial Aid, bcorpus@floridapoly.edu.
Dahl Grayckowski, University Registrar, dgrayckowski@floridapoly.edu, 4-8526
Kevin Calkins, Director of Institutional Research, kcalkins@floridapoly.edu, 4-8545
Nicole Tardiff, Director of Sponsored Programs, ntardiff@floridapoly.edu, 4-8585
Kelly Morgan, Office of Disability Services, kmorgan@floridapoly.edu, 4-8770
Kristin Stokes, Associate Director of Campus Wellness Management, kstokes@floridapoly.edu, 4-8641
Shannon Brandt, Associate Director of Student Success and Retention, sbrandt@floridapoly.edu, 4-8876

Human Resources

Ashley Douberly, Administrative Assistant, douberly@floridapoly.edu, 863-874-8821
Rico Despiau, Coordinator, fdespiau@floridapoly.edu, 863-874-8507, LTB-1144

Technology Services

HelpDesk: helpdesk@floridapoly.edu, 863-874-8888 (on campus 4-8888)