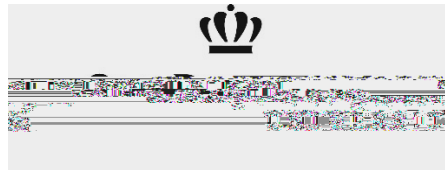


GRADUATE STUDENT HANDBOOK

Vol. I. Master of Science Degree Programs

Civil & Environmental Graduate Program: <https://www.odu.edu/cee/students/graduate>
Graduate Admissions: <https://www.odu.edu/content/odu/admission/graduate.html>
Graduate School: <https://www.odu.edu/graduateschool>
Graduate Assistantships: <https://www.odu.edu/facultystaff/graduate-assistantships>
University Registrar: <https://www.odu.edu/registrar>
Degree Works: <https://www.odu.edu/academics/academic-records/degree-evaluation>
University Forms: <https://www.odu.edu/graduateschool/forms>
Civil & Environmental Faculty: <https://www.odu.edu/cee/directory>

**Department of
Civil and Environmental Engineering**
Frank Batten College of Engineering and Technology



September 2023

(Source: 2022 ODU Graduate Catalog)

1. INTRODUCTION

1.1 Welcome

Welcome to the graduate program of Department of Civil and Environmental Engineering (CEE) at Frank Batten College of Engineering and Technology (BCET). As a graduate student, you are a vital part of CEE, and we feel it is important that you thoroughly understand your role. There are many sources of information designated to guide you through your program. Primary among these are your Graduate Program Director and Faculty Advisor. This guide and the University Graduate Catalog are sources with which you should become very familiar. This guide is meant to supplement the University Graduate Catalog, never to supersede it. The Graduate Catalog should be considered the authoritative source of written university policy.

1.2 Degree Programs Offered

The following three degrees are offered in CEE:

- Master of Science (M.S.) in Civil Engineering
- Master of Science (M.S.) in Environmental Engineering
- Doctor of Philosophy (Ph.D.) in Civil and Environmental Engineering

1.3 Program Guideline Charts

A simple flow chart diagramming graduate study is shown on Page 2 for the Masters program. After entering the program, follow the chart carefully, and check your progress in the chart until successful completion of the program. Necessary forms (Departmental-CEE and University-G or M) to be processed are listed alongside with key time schedules. These forms are included in the Appendix.

1.4 Appointment of Academic Advisor

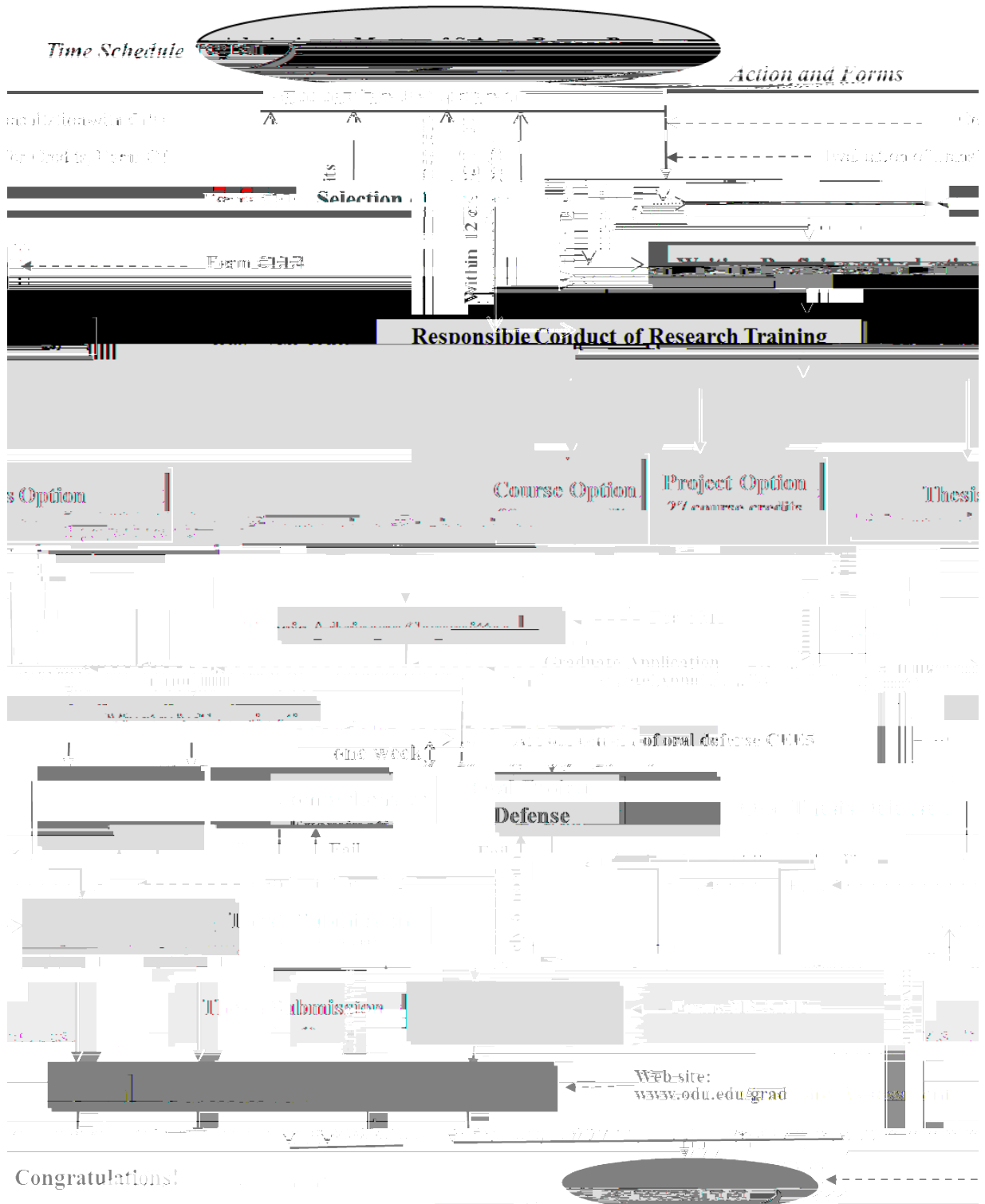
You need to select academic advisor **during their first semester** with submitting CEE-1 Form to Graduate Program Director. Advisor will assist you in selection of courses, registration, project or thesis work, and early writing proficiency evaluation, etc.

1.5 Writing Proficiency Policy

The CEE Policy on Writing Proficiency (adopted February 2019) is “Writing skills will be evaluated by the faculty advisors during their second semester of study. If deemed deficient, the student will be required to work with the advisor or attend trainings provided by the University’s Graduate Writing Assistance Program (<https://www.odu.edu/al/centers/writing-center>) or other programs to improve their writing skills.”

1.6 Responsible Conduct of Research (RCR) Training

RCR training is required for all graduate students in the University. All graduate students must complete the RCR training prior to completion of 12 semester hours in their graduate program. Visit <http://www.citiprogram.org>. The instruction is available at ODU/Graduate School web site <https://www.odu.edu/graduateschool>.



Depending on your education background, you can be placed in one of three categories:

Regular Admission

Provisional Admission

Non-degree Status

Before you obtain a degree, you must be in this category. To be placed in the Regular Admission category, you must have applied to your degree program, met all admission requirements, and received a letter stating that you have been accepted into the degree program as a regular student. For a description of admission requirements, please see the ODU Graduate Catalog.

After applying for admission to your program, you may receive a letter which states that you have been accepted as a provisional student in your degree program. The letter describing the conditions of your acceptance into the program should describe the level of performance you must achieve or required prerequisite courses. On your initiative, when you believe you have met the conditions stated in the letter you should meet with the Graduate Program Director to determine if you are ready to apply for change of status to regular student. If the Graduate Program Director believes that you have met the required conditions, s/he will initiate the request to have you moved to regular student status by submitting the Notice n

Table 1. Specific Course Requirements for M.S. Degrees (except for Transportation Engineering Concentration) (effective Fall 2019)

	Credit Hours		Credit Hours		Credit Hours
for Civil Engineering for Env. Eng.	12	for Civil Engineering for Env. Eng.	12	for Civil Engineering for Env. Eng.	12
	9	for Civil Engineering for Env. Engineering	3	for Civil Engineering for Env. Engineering	6
or		or			

If you are enrolled in M.S. degree project option program, you must complete a Master's Project under the supervision of your advisor. A project report must be produced by you. The format of the report is specified by the advisor.

You are also required to pass an oral project defense, which will be administered by a committee no earlier than the last semester of your course work. The committee consists of at least three graduate faculty members including your faculty adviser. You must provide each member of this

committee with a copy of your project report at least one week before the

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Various types of financial aids are available on a competitive basis for graduate students in Civil and Environmental Engineering.

There are two categories in graduate teaching assistantship: GTA Instructors and GTA Assistants. GTA Instructors are expected to participate directly in teaching activities, including class instructors, laboratory supervisors, recitation leaders and tutors. GTA Assistants do not directly instruct students, rather assist instructors to work as grading, laboratory preparation, etc. The workload for a full-time appointment is normally 20 hours per week on average. The minimum stipend for full-time appointment is \$16,000 for master's students per academic year (excluding summer). Part-time Teaching Assistantships may be

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for one hour of graduate credit in their final semester. Such students will be considered full-time.

completion. Rather, the department recommends that students participate in OPT after obtaining their degrees. Only if the following conditions are met, the GPD may recommend OPT participation while they are pursuing their graduate degrees:

- 1) An internship offer letter must clearly state the job obligations for the student and show the merit for the student to gain real world experience beyond classroom in the degree field.
- 2) The student must submit in written detailed time schedule of planned thesis, dissertation, or project work until the completion of the degree and obtain the approval from the academic

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Graduate Program Advisor

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CEE Form 5

Announcement of Ph.D. Dissertation/M.S. Thesis Oral Defense

This form should be completed and submitted to GPD **at least two week prior to the time of the oral defense**, so that GPD can promptly publish an announcement in an appropriate University news media.

Student: _____ **Advisor:** _____

Building: _____ **Room:** _____

Day: _____ **Time:** _____

Dissertation/Thesis Title:

Abstract:

(5/2017)

Request of Absence from CEE Graduate Seminar

All CEE graduate students (GTA and GRA) who are **financially supported**