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## APPENDIX

- CEE Forms (CEE)
- University Graduate Forms
1. INTRODUCTION

1.1 Welcome

Welcome to the graduate program of the Department of Civil and Environmental Engineering at the Frank Batten College of Engineering and Technology. As a graduate student here, you are a vital part of our department and college, 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 catalog should be considered the authoritative source of written university policy.

1.2 Degree Programs Offered

The following degrees are offered in the Department of Civil and Environmental Engineering:

- 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 Chart

A simple flow chart diagramming graduate study is shown on Page 2 for Ph.D. programs. 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 and D) to be processed are listed alongside with key time schedules. These forms are included in the Appendix.

1.4 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.
Ph.D. Program Study Guideline

Time Schedule
Beginning of the first semester

Admission to Ph.D. Program
- Consultation with GPD
- Evaluation of Transfer Credits Form G1
- Forms CEE 1

Selection of Advisor

Diagnostic Examination

Writing Proficiency Evaluation
- Result of Exam. Form D3
- CEE 4

Responsible Conduct of Research Training

End of Course Work

Advisory Committee
- Form D1

Candidacy Examination
- Pass
- Result of Exam, Forms D3

Dissertation Committee
- Form D2

Ph.D. Candidate

Dissertation Proposal
- Result of Proposal, Form D3

Dissertation Work

Presentation at CEE Graduate Seminar
- Graduate Application for Graduation
- Announcement of Oral Defense CEE 5

Dissertation Oral Defense
- Pass
- Result of Exam, Form D3

Dissertation Submission
- Forms D5 & D6

Graduate Assessment
- Web site: www.odu.edu/grad

Degree Awarded
- Congratulations!

Action and Forms

Maximum 8 years

24 credit hours
within 2 semesters
9 credit hours during first semester
within 12 credits

Continuous enrollment requirement for Fall, Spring, and Summer semesters
approximately 6 months
minimum 6 weeks

End of the final semester
2. **Student Status**

2.1 **Admission Status**

While a graduate student in the Department of Civil and Environmental Engineering at the College of Engineering and Technology, you will be placed in one of three categories:

1. Regularly admitted graduate student
2. Provisionally admitted graduate student
3. Non-degree seeking graduate student

2.2 **Regular Admission**

Before you obtain a degree, you must be in category 1. To be placed in category 1, 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 for the Civil and Environmental Engineering program, see the ODU Graduate Catalog.

2.3 **Provisional Admission**

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. This places you in category 2. The letter you receive 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 your Advisor or the Graduate Program Director to determine if you are ready to apply for change of status to category 1. If the Graduate Program Director believes that you have met the required conditions, he will initiate the request to have you moved to category 1 by submitting the Notice of Change of Status (Graduate Form G2).

2.4 **Non-degree Status**

If you are taking graduate courses in the College but have never been accepted into a degree program, you are in category 3. If you intend to apply for a degree program at some time, you must remember that you can transfer no more than 12 hours of credit taken in a non-degree status to a degree. All non-degree graduate students who have completed or will exceed 12 credit hours will be blocked from registering or attempting to register for additional graduate courses.

3. **Ph.D. PROGRAM**

3.1 **Curriculum Requirement**

A minimum of 24 credit hours of graduate-level courses beyond the master's degree or equivalent and at least 24 credit hours of dissertation work must be included in your doctoral program. At least three fifths of the course work (15 credit hours or more) must be at 800-level.

3.2 **Transfer Credits**

A maximum of 12 semester hours of graduate credit may be transferred into a graduate degree program from another accredited institution, except in the case of an approved inter-
institutional program. Transfer credit will be given only for those courses that are certified as being applicable toward a comparable degree or certificate at the institution that offered the courses, and that were completed with a grade of B or better. In addition, up to 12 credits from non-degree status at Old Dominion University may be applied upon the approval of Graduate Program Director.

A student may earn a maximum of six semester hours through experiential learning mechanisms. The credits earned through experiential learning mechanisms are included in the maximum number of transfer credits allowed at Old Dominion.

A student who wishes to transfer credit earned prior to admission to a degree program at Old Dominion University must submit a special request for evaluation of transfer credits through the Graduate Program Director to the Office of Admissions (use Graduate Form G1). Following admission to the degree program, the student should obtain written permission from the Graduate Program Director before registering for a course at another institution with the intent of transferring the credit for that course into a graduate degree program at Old Dominion University. In no case is a transfer of credit final without the signature of the Graduate Program Director and the academic dean on the Evaluation of Transfer Credits form (Graduate Form G1). See the details of transfer credits in the ODU Graduate Catalog.

3.3 Course Load

The minimum load for a full-time graduate student is 9 graduate credit hours per semester. No more than 12 hours per semester may be carried without the permission of the Graduate Program Director. In summer sessions 6 credit hours constitute a full load. Graduate students with teaching or research assistantship with 20 hours per week from university fund shall register at least 9 hours (three hours for summer). In case of research assistantship from OD University Research Foundation with 20 hours per week could register at least 6 hours (three hours for summer). All doctoral students who have successfully advanced to the candidacy and only need to complete the dissertation must register for at least one graduate credit hours each semester (fall, spring, and summer) until the degree is completed.

3.4 Time Limit

All requirements for a Ph.D. must be completed within eight calendar years from the date of beginning the initial course following admission to the doctoral program. If any of your credits granted toward your degree will be older than the time limit (8 years) at the time of graduation, those old credits must be validated by an examination (Graduate Form G3). See “Policy on Validation of Out-of-Date-Graduate Credit” in the ODU Graduate Catalog.

3.5 Appointment of Academic Advisor

You have 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, dissertation work, and early writing proficiency evaluation, etc.

3.6 Advisory Committee

Before you have completed nine semester hours of graduate course work you must, in consultation with your advisor, nominate and have appointed your advisory committee. This is accomplished with the Ph.D. Advisory Committee Form (Graduate Form D1). In general, the committee consists of at least three faculty members who are certified for graduate instruction. The nomination of your committee will be forwarded to the Graduate Program Director for approval and record. The advisory committee will continue to serve until the student has completed the candidacy examination successfully and the dissertation
committee has been formed. Changes in committee membership may be requested using Graduate Form D1, which requires approvals of the Chair and Dean.

3.7 Diagnostic Examination
After being admitted to Ph.D. program in Civil and Environmental Engineering, your academic advisor will administrate a diagnostic examination. It will be given after the completion of 9 credit hours of coursework. This examination will be designed to assess your ability to pursue a doctorate in Civil or in Environmental Engineering, and it will facilitate counseling in the development of your program of study. The results will be reported using Graduate Form D3.

3.8 Writing Proficiency Evaluation
The CEE Department Policy on Writing Proficiency (adopted February 2019) is “Writing skills will be evaluated by the faculty advisors during their second semester of study as the latest. If deemed deficient, the student will be required to work with the advisor or attend training sessions 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.”

3.9 Candidacy Examination
During the last semester of coursework you must arrange through your advisory committee and the Graduate Program Director to have candidacy examination. In order to be eligible to take this examination you must achieve a GPA of at least 3.00 on all coursework completed.

The candidacy examination consists of a written part and an oral part, and you must pass both sections. The written examination will be given first. More than one negative vote from the examination committee on either part constitutes a failure for that part of the candidacy examination.

Doctoral written candidacy examination must be taken on the last Thursday of January or May immediately following the completion of 24 credit hours of coursework.

When you passed the written part, oral candidacy examination must be taken on the last Thursday of March if the written candidacy examination was taken in January, or on the third Thursday of August if the written candidacy examination was taken in May.

You have two opportunities to pass the written part. A failed written exam must be retaken within one year. You have two opportunities to pass the oral part also, but a failed oral portion should be retaken prior to the end of the next semester. If you pass the written exam on the first try you need not repeat the written exam in the event of failing the oral part. No part of the candidacy examination can be passed conditionally. The successful completion or the failure of each candidacy examination must be reported on Graduate Form D3. A detailed description of the examination is given in the ODU Graduate Catalog.

3.10 Dissertation Committee
After passing candidacy examination, the dissertation committee is formed to supervise your dissertation research. You should ask the Graduate Program Director to appoint a
Dissertation Committee. The makeup of this committee is discussed in the ODU Graduate Catalog. In general, it consists of at least three faculty members (two from the major and one from outside the major department). Its composition will reflect the topic of your dissertation, and the committee chairman will be your dissertation advisor. This will be accomplished using Graduate Form D2.

3.11 Admission to Candidacy

Advancement to candidacy is a formal step that occurs after the student:
- Passes the Ph.D. written and oral candidacy examinations,
- Submits a topic that is approved by the dissertation committee chair, and
- Completes formal course work.

Once these requirements have been met, the Graduate Program Director must file the “Advancement to Candidacy” Form (D9) with the Office of the University Registrar.

3.12 Dissertation Proposal

You should present your dissertation proposal to the dissertation committee members through the committee chairman. The dissertation committee will evaluate and approve (or disapprove) your dissertation prospectus. The committee shall report the result of the evaluation to the Graduate Program Director by using Graduate Form D3.

3.13 Registration after becoming Candidate

After successfully advanced to candidacy, you are required to be registered for at least one graduate credit hour each semester (fall, spring, and summer) until you complete your degree. Failure to comply with this requirement will result in charges to your account for one graduate credit, plus a required fee for each semester after advancement to the candidacy. If you may be away from the university for a certain period, and to avoid the above charge, you may formally apply for a petition of a leave of absence for a semester (up to one year) to the Dissertation Committee and the Graduate Program Director before the beginning of the semester (Graduate Form D7). During the leave of absence, you will not be entitled to assistance from the dissertation committee, nor to the use of University facilities.

3.14 Dissertation Work

You will perform your research and prepare your dissertation under the guidance of your Dissertation Committee. For details see the "Guide for Preparation of Theses and Dissertations," which is available at https://www.odu.edu/content/dam/odu/offices/graduate-studies/thesis-dissertation/docs/thesis_dissertation_guide.pdf.

3.15 Presentation at CEE Graduate Seminar

All doctoral students are required to present their doctoral research work at CEE departmental Graduate Seminar at least once before the graduation. Consult the Graduate Program Director for scheduling when you would be ready (adopted on 5/11/2017).

3.16 Application for Graduation

A formal application for the expected diploma must be made in the Office of the Registrar five to six months prior to the expected date of graduation, and the exact schedule is given below.
Graduate Application for Graduation Form may be obtained from the Office of the Registrar or downloaded at https://www.odu.edu/academics/graduation-commencement/graduation/graduation-candidates#tab203=2. If you fail to graduate in the planned semester, this application form, in general, will roll over and be effective for the next two semesters. Therefore, you do not need to file this form again for an additional two semesters. Beyond the third semester, you must reapply.

3.17 Final Semester Registration

A one-hour audit registration (CEE 899 or CEE 999) is required for all graduate students to maintain active status during the final semester prior to graduation if not formally enrolled in course work.

3.18 Dissertation Defense

You should plan to orally defend your dissertation no later than six weeks prior to the date you expect to graduate. You should submit typed copies of your complete dissertation to your dissertation advisor and to each member of your committee at least two weeks prior to your scheduled oral defense. It is required of you to have obtained informal approval from your advisor on the written dissertation prior to this submission. **Submit your defense schedule including the abstract to the Graduate Program Director at least two week prior to the defense using CEE-5 Form.** Graduate Program Director will publicize your dissertation defense schedule and invite the student body and faculty to attend.

The defense of your dissertation will be conducted, as described in ODU Graduate Catalog, by your dissertation advisor. Your success or failure in your oral defense will be determined by a majority vote taken by your dissertation committee in closed session immediately following your defense. Your dissertation committee chairman (your advisor) will inform you of the results immediately and submit Graduate Form D3 through the Graduate Program Director. In case of failure, the dissertation committee may recommend that the candidate be dropped or be allowed re-examination at least three months after the first examination.

3.19 Dissertation Submission

Upon successful defense of your dissertation you should prepare it for submission for publication. You shall submit your dissertation (including any post-exam corrections) in "final" form to Dean’s Office. **The dissertation (original copy) must be delivered to the Dean’s Office accompanied by the Dissertation Acceptance and Processing form (Graduate Form D5) signed by all the dissertation committee members and the Graduate Program Director no later than three weeks prior to the last day of classes prior to graduation.** The Dean’s Office will review your dissertation for errors in grammar and formatting. You should make requested corrections and resubmit as soon as possible. When the dissertation is deemed acceptable, the Dissertation Acceptance and Processing form (Graduate Form D5) will be signed by the Dean, and you should submit it according to the instructions in the "Guide for Preparation of Theses and Dissertations" to the Office of
the Registrar by the last day of classes of the semester in which you plan to graduate. If you cannot meet the submission deadline, your graduation will be delayed at least another semester.

3.20 Graduate Assessment

Old Dominion University has developed an institution-wide plan to assess the quality of its graduate academic degree programs. During your final semester, you will be required to visit it at [http://www.odu.edu/academics/graduation-commencement/exit/graduate-assessment](http://www.odu.edu/academics/graduation-commencement/exit/graduate-assessment) to complete a survey on your satisfaction with your academic program, as well as support services and other aspects of the University. You must complete the survey to receive your diploma or transcripts. Your responses will be used to improve teaching and learning in our graduate programs.
4. **FINANCIAL AID**

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

**4.1 Graduate Teaching Assistantships (GTA)**

There are two categories in graduate teaching assistantship: GTA Instructors and GTA Assistants. GTA Instructors are expected to participate directly in teaching activities as class instructors, laboratory supervisors, recitation leaders and tutors. GTA Assistants do not directly instruct students, rather assist instructors with 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 $15,000 for Ph.D. students. Part-time Teaching Assistantships may be available also requiring teaching responsibilities of less than 20 hours per week.

To qualify as GTA Instructors, students must pass the Graduate Teaching Assistant Institute prior to their first semester of appointment. **Without passing Graduate Teaching, students are not allowed to be a GTA Instructor.** Prior to attend GTA Institute, new international assistants must take and pass the SPEAK test administered by the Old Dominion University English Language Center or pass the Institute’s re-test. This test measures the oral proficiency in English.

**4.2 Graduate Research Assistantships (GRA)**

Graduate Research Assistantships may be funded through sponsored research projects. The appointee is expected to participate directly in research conducted by faculty members. The workload for a full-time appointment is normally 20 hours per week on average. The minimum stipend for full-time appointment is $15,000 for doctoral. Part-time Research Assistantships may be available also.

**4.3 Maximum Period of Departmental TA/RA Support**

The department has established a policy that all full-time doctoral students are expected to complete their doctoral degree program within 4 years and thus the department will not provide financial support beyond the 4th year as a TA/RA (adopted on 04/20/2015).

**4.4 Enrollment and Registration Requirements**

There are two categories of enrollment requirements:

1. Assistantship recipients who are supported by University/Commonwealth funds are required to be enrolled each fall and spring semesters of their appointment and must register for and complete a minimum of **nine** hours of graduate course work per semester and **six** hours in the summer.

2. Assistantship recipients who are supported by other funding sources are required to be enrolled each fall and spring semesters of their appointment and must register for and complete a minimum of **six** hours of graduate course work per semester and **three** hours in the summer.
All doctoral students (regardless of their funding source) who have successfully advanced to candidacy and only need to complete the dissertation must register for at least one hour of graduate credit every semester until graduation (see Continuous Enrollment Policy in Graduate Catalog). Students who have advanced to candidacy and are enrolled for one credit are eligible for full tuition exemption. The graduate form, Doctoral Candidates 1-Hour Full-Time Notification (Form D4), must be completed and forwarded to Student Employment in the Office of Finance each semester of employment.

Undergraduate prerequisite courses and courses taken as audits are not counted toward the enrollment requirement. Graduate assistants normally may not enroll for more than nine credit hours per semester. Enrollment for 10 to 12 credit hours requires the approval of the Graduate Program Director. No graduate assistant is permitted to enroll for more than 12 credit hours in any semester the appointment is held.

4.5 Unfunded Tuition Scholarships

Unfunded tuition scholarships may be offered to graduate assistants. Students must hold the appointment for more than one-half of the semester with at least $3,200 support per regular semester or $2,500 during summer semesters to qualify for an unfunded tuition scholarship.

Doctoral graduate assistants may be granted a full unfunded tuition scholarship. Doctoral graduate assistants receiving full unfunded tuition scholarships do not pay any tuition regardless of their domicile. **Unfunded tuition scholarships cannot be used for undergraduate courses, nor for courses taken as audits.**

Graduate assistants seeking unfunded tuition scholarships must consult with the Graduate Program Director two weeks before the beginning of each semester to prepare the necessary paper work.

4.6 Outside Employment

Full-time (20 hours per week) graduate assistants are not permitted to accept additional on-campus employment, except under unusual circumstances and only by the approval of Dean. Any off-campus employment should be undertaken with caution and in consultation with GPD. It should in no way adversely affect academic performance or assistantship duties and responsibilities. International students shall consult the Office of Office of Visa & Immigration Service Advising for international student employment guidelines.

4.7 CEE Graduate Seminar Attendance

All CEE graduate students (GTA and GRA) who are financially supported either by the Department or ODU Research Foundation are **required to attend all CEE Graduate Seminars** during Fall and Spring semesters. Absences are allowed only for exceptions in exceptional cases with written request to and approval by the Graduate Program Director (CEE 6 Form) (adopted on 5/11/2017).

5. **INTERNSHIP PARTICIPATION**

For international students, who attend school full time, paid internship may be allowed upon the recommendation of the department GPD and the approval of ODU’s Career Management
Center and/or International Student and Scholar Services (ISSS). However, since none of the department’s graduate degree programs require practical training or internship as a part of the curriculum, the department will not recommend any curricular practical training (CPT) application. In addition, internships often interrupt students’ work on their thesis, dissertation, or project, and thus result in a lengthy delay of their graduation. Therefore, the department, in general, does not recommend participation in optional practical training (OPT) before their degree 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 description for the student and show the merit for the student to gain real world experience beyond the classroom situation in their study field.
2. The student must submit a written detailed time schedule of planned thesis, dissertation, or project work until the completion of the degree and obtain the approval from the academic advisor. If the student fails to meet the scheduled plan, the renewal of internship during the subsequent semester will not be recommended.
3. The academic advisor must submit his/her written evaluation and recommendation to the GPD after reviewing Items 1 and 2 above and consultation with the student. The academic advisor must support the application for the student to receive the GPD’s recommendation.

These three conditions will apply also to domestic students who would like to participate in internship programs while they are pursuing their graduate degrees (adapted on 02/16/2006).

6. STUDENT HEALTH INSURANCE

As an ODU international student, you are required to have university provided health insurance at all times with very limited circumstances for waiver from this policy. Visit http://www.odu.edu/international/insurance#tab132=3 for details. For domestic students, it is not monetary.

Students, who are employed as TA/RA with $5,000 or more per semester, may be eligible for university subsidy. Please check the eligibility and policy at https://www.odu.edu/graduateschool/graduate-student-health-insurance.
APPENDIX

DEPARTMENT, COLLEGE, AND UNIVERSITY GRADUATE FORMS

Department Forms (CEE)

CEE-1 Graduate Program Advisor/Change of Advisor
CEE-6 Request of Absence from CEE Graduate Seminar

University Graduate Forms

The following university graduate forms can be printed from

https://www.odu.edu/graduateschool/forms

General Forms – G
G1 - Evaluation of Transfer Credits
G2 - Notice of Change of Status
G3 - Re-Validation of Out-of-Date Graduate Credit by Examination
G4 - GPD's Recommendation For Reinstatement from Suspension

Doctoral Level Forms – D
D1 - Appointment of Doctoral Advisory Committee
D2 - Appointment of Doctoral Dissertation Committee
D3 - Result of Doctoral Examination or Requirement
D4 - Doctoral Candidates 1-Hour Full-Time Notification
D5 - Doctoral Dissertation Acceptance and Processing
D6 - Doctoral Dissertation Delivery
D7 - Leave of Absence from Doctoral Program
D8 - Exception to Time Limits Allowed to Complete Doctoral Degree
D9 - Advancement to Candidacy
Graduate Program Advisor

☐ This is initial advisor assignment

☐ This is change of advisor, Previous advisor’s name: _______________________

______________________________  ________________________________  ________________________________  ________________________________
(Student name)               (UID)                   (Student signature)             (Date)

Who enrolled in the _______________________________________________Program
(Title of degree program)

______________________________  ________________________________  ________________________________
(Advising faculty)               (Advisor’s signature)             (Date)

______________________________  ________________________________  ________________________________
(Co-advising faculty if any)     (Co-advisor’s signature)           (Date)

Graduate Program Director’s approval ______________________________  ______________________________
(GPD’s signature)                (Date)
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:
Request of Absence from CEE Graduate Seminar

All CEE graduate students (GTA and GRA) who are financially supported either by the Department or ODU Research Foundation are required to attend all CEE Graduate Seminars during Fall and Spring semesters. Absences are allowed only for exceptions in exceptional cases with written request to and approval by the Graduate Program Director (adopted on 5/11/2017).

Student: ____________________________ Advisor: ____________________________

Seminar Date: ____________________________

Reason of Absence from CEE Graduate Seminar: ____________________________

Student signature ____________________________ Date: ____________________________

Approval by Graduate Program Director: ____________________________ Date: ____________________________

Original: Student file
Copy: Student advisor