

Civil Engineering Program GRADUATE HANDBOOK

Revised May 13, 1985
Approved May 22, 1985 by Graduate Faculty
(updated September 1986 to contain revised Rule 4.3.6
as approved by Graduate Faculty, December 5, 1985)
(Updated June 1, 1987)
(Updated September 1, 1989 to contain revised Rule 3.4.2 and 3.6.2
as approved by Graduate Faculty, March 8, 1989;
and revised Rule 9.2 as approved by Graduate Faculty, May 4, 1989)
(with typographical corrections in March, 1990)
revised Rule 8.8 and 8.10.6 as approved by Graduate Faculty, June 11, 1992
(Updated Nov. 12, 2007 as approved by Graduate Faculty Nov. 16, 2007)

TABLE OF CONTENTS

	Section		Page
		Introduction.....	3
Section III	2	Graduate Studies Committee.....	4
	3	Graduate Faculty Membership.....	5
Section II	1	Admissions.....	7
	2	Registration and Scheduling.....	9
	3	Course Credit, Marks, and Point-Hour Ratio.....	10
	4	Academic Standards.....	11
	5	Master's Degree Program.....	12
	6	Doctoral Degree Program.....	15
	7	Special Graduate Program.....	19
	8	Graduate Associates.....	20
	9	Graduate Fellowship and Financial Aid.....	23
	10	CIC Traveling Scholar Program.....	23
	11	Petitions.....	23
	12	Departmental Policies with no Graduate School Reference.....	24
	13	Department Handbook Appendices.....	25

INTRODUCTION

Relationship to the Graduate School Handbook

The current edition of the *Graduate School Handbook* serves as the principal source of rules and regulations for graduate programs. This *Civil Engineering Graduate Handbook* supplements the parent document by specifying policies that are unique to the Civil Engineering graduate program offered under the auspices of the Department of Civil and Environmental Engineering and Geodetic Science. ***The graduate student and graduate faculty are responsible for mastering and effecting the rules and procedures in both documents.*** Changes to the department rules may be requested in writing at any time, but must ultimately be approved by a majority vote of the Civil Engineering graduate faculty.

Throughout this document, there are references to the *Graduate School Handbook* that cover Graduate School regulations relating to the topic. The format of this manual is as follows: With the exception of Section II.12, the section numbers below correspond to section numbers in the latest issue of the *Graduate School Handbook* section number and a department number beginning with a “C.” Where no written material is listed in the handbook for a particular section or subsection, the department has adopted the existing university rules. Reference must be made to the *Graduate School Handbook* for the rule. Therefore, both students and faculty are encouraged to have a copy of both handbooks. Section II.12 of the Civil and Environmental Engineering *Graduate Handbook* are rules and procedures specific to this department.

Degrees Offered and Areas of Specialization

The Civil Engineering Graduate Program offers approved graduate degree programs in the areas of specialization listed below. Additionally, a dual MS degree program in Urban Transportation Planning is offered in conjunction with City and Regional Planning. Brochures are available from the department that describe each of these programs and that delineate program-specific degree requirements. Please contact the Graduate Admissions Coordinator for information.

Areas of Specialization

- Construction Engineering and Management
- Geotechnical and Materials Engineering
- Remote Sensing
- Structures
- Transportation Engineering
- Water Resources and Environmental Engineering

The College of Engineering also offers an Advanced Professional Degree Program leading to the degree of Civil Engineer. The director of the program may be contacted through the Civil and Environmental Engineering and Geodetic Science department office.

SECTION III.2

GRADUATE STUDIES COMMITTEE

2.1 Purpose, Membership, Selection

2.1.3.C1 Membership on the Graduate Committee is determined by the Department Chairperson with terms of appointment traditionally three years with a review each year.

2.2 Responsibilities

2.3 Petition

2.3.C1 Students wishing to appeal either the program or Graduate School rules or regulations should submit a written statement to the Graduate Studies Committee chairperson requesting the waiver and describing the circumstances.

SECTION III.3

GRADUATE FACULTY MEMBERSHIP

3.1 Purpose

3.2 Eligibility

3.3 Functions

3.4 Category Level

3.4.1 Nominations, Appointment, and Notification

3.4.1.C1 General One of the responsibilities of the Graduate Studies Committee is to nominate qualified faculty for Category P status.

Category P eligibility criteria, functions, and qualifications have been set forth in the *Graduate School Handbook*.

In evaluating the qualifications of a Category P candidate, the primary concern of the Civil Engineering Graduate Studies Committee is the preparedness of the candidate to guide a capable PhD student through the doctoral program to satisfactory completion.

As measures of preparedness, the Committee considers excellence in research and relevant graduate study advising. In both areas, quality, rather than quantity, is the prime criterion.

Research Excellence in research is primarily evidenced by a sustained record of publications in recognized refereed scholarly journals, as assessed by the Graduate Studies Committee in consultation with Category P faculty in the nominee's area of expertise.

Further evidence of excellence in research is desirable and may include sponsored research projects, research awards, invited presentations, books, or written external peer review of a candidate's research contributions.

Graduate Student Advising Relevant graduate student advising includes satisfactory service on MS Advisory Committees and service on PhD Advisory Examination and Dissertation Committees.

Procedure When an eligible faculty member feels that he or she has substantially satisfied the above criteria, a written request to the Graduate Studies Committee for consideration for Category P nomination should be made. A professional vita and any relevant supporting documents must also be submitted. Whenever possible, the request should be timed to coincide with or immediately follow normal review periods, such as time of hire, fourth-year review, tenure, and promotion.

3.5 Qualifications and Special Rights and Responsibilities

3.5.1 Minimum Category P Qualifications

3.5.1.C1 Category P (eligible to advise PhD and MS students):

Hojjat Adeli, E. Scott Bair, Keith Bedford, Shive Chaturvedi, Yu-Ping Chin, Benjamin Coifman, Frank Croft, Jr., Diane Foster, Patrick Fox, John Lenhart, Mark McCord, Carolyn Merry, Rabi Mishalani, William Mitsch, Charles Moore, Frank Schwartz, Fabian Tan, Halil Sezen, Harold Walker, Linda Weavers, William Wolfe, Barbara Wyslouzil.

- 3.5.1.C2 In addition to those qualifications listed in 3.5.1, see the criteria for Category P nomination listed in section 3.4.1.C1.
- 3.5.1 Category M
- 3.5.2.C1 Category M (eligible to advise MS students and serve on PhD committees)
- K.V. Balasubramanym, Tarunjit Butalia, Josann Duane, Josef Gozon, and Thomas Lippmann, Charles Toth
- In addition, a number of adjunct faculties hold Category M appointments. Inquire with the Graduate Admissions Coordinator (475 HI) for a current list.
- 3.6 Committee Service and Advising by Non-Members of the Graduate Faculty
- 3.6.1 Committee Service
- 3.6.2 Advising
- 3.6.3 Adjunct and Visiting Faculty
- 3.6.3.C1 Adjunct faculty are appointed to provide special expertise not currently held by or available from regular faculty
- 3.6.3.C2 If a graduate faculty category (P or M) is not requested, only the Department Chairperson is involved in the appointment process.
- 3.6.3.C3 If a graduate faculty category is requested, initiation of the request for an adjunct appointment is made by a member of the regular program faculty in writing to both the Department Chairperson and the Graduate Studies Committee. The initiating faculty must clearly state the intended purpose of the appointment and demonstrate that the candidate possesses special expertise that would benefit the graduate program. The candidate's professional vita should accompany the request.
- 3.6.3.C4 The request to the Graduate Studies Committee should indicate for which graduate faculty category the candidate should be considered. Action by the Committee is made contingent upon final approval of the adjunct faculty appointment.
- 3.6.3.C5 It is customary that graduate student advisory committees be expanded by one from the normal number when an adjunct faculty serves as a member. Students are advised that the adjunct faculty are full voting members of such committees.
- 3.6.4 Emeritus Faculty
- 3.6.4.C1 Alfred G. Bishara, Kamran Majidzadeh, Zoltan A. Nemeth, Morris Ojalvo, Vincent T. Ricca, Ranbir Sandhu, Charles B. Smith, Robert Sykes, Tien H. Wu
- 3.7 Review

Part II - Section 1

ADMISSION

1.1 Responsibility

1.2 Admission Criteria

1.2.6 Additional Criteria

1.2.6.C1 The Graduate Studies Committee requires a candidate to have either a BS in Civil Engineering from an accredited school or a BS in Engineering or Engineering Science from an accredited school with permission of the Graduate Studies Committee. The admissibility of a candidate with a BS in another science field will be evaluated by the Graduate Studies Committee.

1.2.6.C2 Applicants holding a Bachelor of Engineering Technology (BET) from an ABET or AACE accredited school will be required to enroll in and satisfactorily complete the current required Civil Engineering Undergraduate Core Curriculum before applying to the Graduate Program. The required courses are CE405, 406, 413, 431, 451, 516, 520, 535, 540, 554, 570 and 576. A candidate holding a BET degree from a non-ABET or non-AACE accredited school does not fulfill the admission's criteria and, therefore, **will not** be considered under any circumstances for admission to the MS degree program.

1.3 Admission Credentials

The Civil Engineering Graduate Program subscribes to all admissions criteria in the referenced section of the *Graduate School Handbook* with the following restrictions:

1.3.6 Additional Materials

1.3.6.C1 Applicants for admission to the MS degree program with cumulative point hour ratios for undergraduate work below 3.0/4.0 must submit results for the GRE General Test plus the Engineering Test to the Admissions Office to be considered for admission. The Graduate Studies Committee may also request candidates with cumulative point hour ratios above 3.0 to submit the results of the GRE General and/or Engineering Test.

1.3.6.C2 Applicants with a BS engineering degree must submit results of the GRE General Test to the Admissions Office to be considered for admission. In addition, the Graduate Studies Committee may also request applicants with a BS engineering degree from a non-ABET or non-CAB (Canadian Accreditation Board) accredited institution to submit the results of the GRE Engineering Test. To avoid delays in the processing of their applications, such applicants are urged to take the GRE Engineering Test before applying for admission.

1.3.6.C3 Applicants with non-engineering BS degrees will usually be required to take specified make-up work before their applications will be considered for graduate admission. Applicants may also be required to submit the GRE General Test and/or Subject Test results regardless of grade point average. When required, Engineering Test scores are preferred, but applicants may submit GRE Subject Test results in their specialty area.

1.3.6.C4 Applicants for admission to the PhD program normally should have a cumulative point-hour ratio not less than 3.0/4.0 in their MS program.

1.3.6.C5 For OSU Civil Engineering MS students desiring admission to the doctoral program, see Rule 1.4.6.2.C4.

1-4 Admission Classification

- 1.4.6.2 Special
- 1.4.6.2.C1 The Civil Engineering Graduate Program subscribes to all conditions specified in Section 1.4.6.2 with respect to change from “special” to “regular” admission classification with the following further restrictions:
- 1.4.6.2.C2 The Special admissions classification is not intended to be used as an alternate entry route into approved degree programs. The Graduate Studies Committee will consider, at most, 10 hours of graduate credit earned while in Special classification for transfer to an approved program of study.
- 1.4.6.2.C3 Students who have been admitted to MS programs and continue to enroll after meeting the requirements for the degree will automatically revert to Special classification. This in no way implies that they have been approved for doctoral studies, or that any coursework taken while in the Special classification will count towards a doctoral program if the student subsequently applies for and is accepted into a doctoral program.
- 1.4.6.2.C4 The Graduate Studies Committee urges MS students from the Civil Engineering program at OSU who wish to apply for continuation on to doctoral studies to do so in the final quarter of their MS program. The Committee will then prepare their file for consideration and will take prompt action as soon as the MS thesis committee completes Form 13 (Section II.13). Under these circumstances, a student who is approved for continuation to doctoral studies can do so without reverting to Special classification. If unavoidable delays occur, the student may remain in Special classification for one quarter and petition to have up to a maximum of 10 credit hours transferred towards the PhD degree.
- 1.4.6.3 Graduate Non-degree
- 1.4.6.3.C1 The Civil Engineering Graduate Program subscribes to all admissions criteria of Sections 1.4 and 1.4.6.3 with respect to graduate non-degree status and emphasizes that this category is only for students who do not intend to pursue a degree program.
- 1.5 Admission Decision Procedures
- 1.6 Application and Admission Information
- 1.7 English as a Second Language (ESL) Requirement
- 1.8 Spoken English Requirement
- 1.9 Intra-University Transfer
- 1.10 Transfer of Graduate Program
- 1.11 University Faculty and Administrators

SECTION II.2

REGISTRATION AND SCHEDULING

- 2.1 Course Load
- 2.2 Registration and Scheduling Procedures
- 2.2.4 Former Students
- 2.2.4.C1 Students who have not been enrolled in the Civil Engineering Graduate Studies Program for two years must petition the Graduate Studies Committee to reenroll in the program. The Graduate Studies Committee, in cooperation with the permanent advisor and the student, will conduct a re-evaluation of the student's application and progress, as well as the intended course of study and its compatibility with current program requirements and prerequisites.
- 2.3 Changes in Schedule
- 2.4 Official Permanent Record

SECTION II.3

COURSE CREDIT, MARKS, AND POINT.HOUR RATIO

- 3.1 Course Credit
- 3.2 Marks (Grades)
- 3.2.2 Credit by Examination
- 3.2.2.C1 EM (examining) credit is not accepted in fulfillment of Table A, Table B, Math, or minor area requirements.
- 3.2.3 Transfer Credit
- 3.2.3.C1 No request for transfer credit from another graduate program or from a senior petition will be considered without the plan of study being approved. (See also Sections 5.1.3.C4 and 6.1.4.C3)
- 3.2.3.C2 Requests for transfer credit must be submitted to the Graduate Studies Committee on the appropriate form (Section II.13.1.9) and at least three weeks before the end of the second quarter of the program (see 3.2.3).
- 3.3 Point-Hour Ratio (PHR)

Part II - Section 4

ACADEMIC STANDARDS

- 4.1 Good Standing
- 4.2 Poor Performance
- 4.3 Probation
- 4.4 Special Warning
- 4.5 Dismissal from the University
- 4.6 Reasonable Progress
- 4.6.C1 Students can demonstrate reasonable progress by enrolling continuously in their program of study as approved by the advisor and the Graduate Studies Committee (Section 5.1.3.C4, 6.1.4.C3). Students who do not plan to register for one or more quarters should petition the Graduate Studies Committee stating the reasons for interrupting studies and requesting that the Committee endorse their continuing reasonable progress status. Such a petition, if approved, does not extend the six-year rule described under Section 5.1.7.
- 4.7 Denial of Further Registration in the Graduate Program
- 4.8 Notification
- 4.9 Graduate Associate
- 4.10 Ethics in Graduate Study and Research
- 4.11 Scholarly Misconduct
- 4.12 Academic Misconduct
- 4.13 Graduate Student Code of Research and Scholarly Conduct

SECTION II.5
MASTER'S DEGREE PROGRAMS

5.1 General Information

5.1.3 Program of Study

5.1.3.C1 In addition to the general requirements for the MS degree listed in the *Graduate School Handbook*, program requirements must also be fulfilled. Both Graduate School and program requirements are summarized in the MS flowchart (Section 13.1.6). It is recommended that the appropriate chart be regularly consulted to ensure that the requirements are met on schedule.

5.1.3.C2 Each area of specialization has its own minimum requirements published annually, following review and approval by the Graduate Studies Committee. These publications also list recommended courses from Civil Engineering and supporting programs.

5.1.3.C3 Deviations from the minimum requirements must be petitioned through the advisor using department Graduate Studies Committee Form 10 available on the departmental web www.ceegs.ohio-state.edu (Section 13.1.3).

5.1.3.C4 Within the first two quarters the MS student, with the aid of the permanent advisor, must prepare a plan of study (Section 13.1.1) that conforms to the current approved program for the area of specialization. A copy of the proposed plan of study must be submitted to the Graduate Studies Committee, approved and included in the student's record. Forms are available on the departmental web www.ceegs.ohio-state.edu . (See also Sections 3.2.3.C1) Students who fail to submit an approved Study Plan by the end of their second quarter may be unable to register for courses until their plan is on file.

5.1.5 Foreign Language Requirement

5.1.5.C1 The Civil Engineering Graduate Program has no foreign language requirement.

5.1.6 Credit Hours and Residence Requirements

5.1.6.C1 The minimum credit hour requirements are at least 45 graduate credit hours for the Thesis Option, or 50 graduate credit hours for the non-thesis option, in the following distribution:

5.1.6.C2 A minimum of 10 credit hours of 800-level coursework to be selected from the current Graduate Committee-approved Table A listing for the area of specialization.

5.1.6.C3 A minimum of 10 credit hours of graduate level coursework to be selected from the current Graduate Committee-approved Table B listing for the area of specialization. Table A hours in excess of the required minimum may be applied here.

5.1.6.C4 A minimum of 5 credit hours of mathematics selected from the Graduate Committee approved listing of Math courses (Section 13.1.8).

5.1.6.C5 A minimum of 9 credit hours of thesis research for the Thesis Option.

5.1.6.C6 Balance of total credit hours to be in graduate level coursework as approved by the student's Advisory Committee.

5.1.6.C7 A maximum of 6 hours of CE 693 is allowed as part of the balance of total credit hours.

5.1.7 Time Limit

- 5.1.7.C1 The requirements for the MS degree must be met within six years of enrollment in the program.
- 5.1.8 Deactivation
- 5.1.9 Thesis, Non-Thesis, and Other
- 5.1.9.C1 Two types of MS programs are offered: thesis and non-thesis. Selection of the Thesis Option is normally expected of those students holding a GRA or fellowship appointment and is highly recommended for those students planning to pursue the PhD degree. The Thesis Option requires 45 graduate credit hours, including 9 credit hours for research and thesis. The Non-Thesis Option requires 50 graduate credit hours. The Non-Thesis Option is currently not allowed with the Structures specialty.
- 5.1.10 On the Basis of Candidacy Examination
- 5.1.10.C1 *The Civil Engineering Graduate Program does not award an MS degree based on satisfactory performance on the PhD General Examination.*
- 5.2 Master's Examination
- 5.2.3 Master's Examination Committee
- 5.2.3.C1 The Civil Engineering Graduate Program requires three members, including the student's advisor, for the Master's Degree Examining Committee. Two of those faculty must be graduate faculty members of the Civil Engineering Graduate Program.
- 5.2.4 Attendance
- 5.2.4.C1 Other faculty members and graduate students may attend the Oral Exam for Thesis Option students. The examination is conducted by the Examination Committee.
- 5.2.5 Thesis
- 5.2.5.C1 The Master's Examination for the Civil Engineering Graduate Program consists of an Oral Examination for Thesis Option students.
- 5.2.6 Non-thesis
- 5.2.6.C1 The Master's Examination for the Civil Engineering Graduate Program Non-Thesis Option student must include a minimum four-hour written exam. If the student has taken CE 993, the associated report may constitute part or the entire written exam and an oral examination on the report may be held at the discretion of the MS Advisory Committee. Registration is limited to a total of 5 credit hours in CE 993.
- Students holding a GRA or fellowship appointment **should have a clear agreement with their faculty advisor as to the quarterly output expected of them**, and whether a thesis is part of this output. Changes from a Thesis Option to a Non-Thesis Option after holding a GRA appointment will be monitored by the Graduate Studies Committee.
- 5.2.7 Halting an Oral Examination in Progress
- 5.2.7.C1 At the conclusion of the Civil Engineering program final Master's Examination, Form 13 (Section 13.1.4) must be completed. This form summarizes the Master's Exam Committee's evaluation regarding the suitability of the candidate as a potential doctoral program student. This form is included in the student's file.
- 5.3 Result of the Masters Examination

- 5.4 Thesis
 - 5.5 Additional Graduation Requirements
 - 5.5.1 Application to Graduate
 - 5.5.1.C1 The Application to Graduate form (Section 13.1.10) will not be approved without the student's approved plan of study on file. (Section 5.3.C4)
- Further, the Graduate Studies Committee requires that the final plan of study, along with the final grades and credit hours earned in all coursework counted toward the degree, be submitted to the Graduate Studies Committee when submitting the Application to Graduate form.
- 5.6 Summary of Master's Degree Graduation Requirements
 - 5.6.C1 All program rules in this document which pertain to or clarify the rules listed in *Graduate School Handbook* are to be considered as part of the summary of MS requirements.
 - 5.7 Dual Master's Degree Programs
 - 5.8 Master's Examination

SECTION II.6

DOCTORAL DEGREE PROGRAMS

- 6.1 General Information
- 6.1.1 Purpose
- 6.1.1.C1 The Civil Engineering Graduate Program affirms the purpose as stated in Rule 6.1.1 and further states that in this program the student achieves the above-stated PhD goal through participation in a program emphasizing the student's capability to independently conduct research of sufficient technical content to warrant, at a minimum, publication in scholarly or professional journals.
- 6.1.2 Research Degrees
- 6.1.2.C1 Within the Civil Engineering Graduate Program the following procedure is to be followed for establishing new PhD programs for existing sub-areas of the graduate program:
- 6.1.2.C1.1 One or more Category P faculty members may request in writing that the Graduate Studies Committee consider establishing a new PhD program. The request should include a listing of Table A and Table B courses and any special requirements of the program.
- 6.1.2.C1.2 If the Graduate Studies Committee finds that the proposal achieves the purpose stated in 6.1.1.C1, it may, by vote, recommend authorization of the program by the Civil Engineering faculty.
- 6.1.2.C2 Within the Civil Engineering program the following procedure is to be followed for establishing new MS and PhD programs for sub-areas that do not exist. Achievement of the purpose stated in 6.1.1.C1 is the dominant consideration in structuring the content and organization of the program as per the following steps:
- 6.1.2.C2.1 One or more graduate faculty members belonging to the appropriate category may request, in writing, that the Graduate Studies Committee consider establishing a new program. The request should specify the relationship between the new program and existing programs both within and outside Civil Engineering in a manner detailed enough so that an ad hoc committee can be appropriately constituted to gather information to be used to consider the feasibility of the proposed program. This request can be made at any time irrespective of the likelihood that the program can be immediately implemented.
- 6.1.2.C2.2 If the Graduate Studies Committee considers the request appropriate, it will appoint an ad hoc committee to gather information relating to the feasibility of the program. The ad hoc committee will consist of at least one member of the Graduate Studies Committee and an additional Civil Engineering graduate faculty member and additional faculty as required to gather information on the academic merits of the program, resources available, inter-departmental cooperation required, and potential conflicts with other University programs. It will be the responsibility of the proposing faculty member(s) to collect, collate, and submit all information required by the ad hoc committee.
- 6.1.2.C2.3 The ad hoc committee will draw up a preliminary plan describing the course content of the program and projecting the resources required to offer the program. The ad hoc committee will also project the student demand, the employment potential, and the research opportunities provided by the program. The Graduate Studies Committee member of the ad hoc committee will demonstrate that the format of the program is compatible with the rules and regulations of the Graduate School and of the Graduate Studies Committee.

- 6.1.2.C2.4 The Graduate Studies Committee will evaluate the preliminary proposal, interacting with the ad hoc committee as necessary. The Graduate Studies Committee will prepare a recommendation to the faculty about adopting the program.
- 6.1.2.C2.5 The Civil Engineering graduate faculty will consider the preliminary plan, both with respect to the academic merits of the program and with respect to the desire of the faculty to offer such a program. A vote will be taken to authorize the Graduate Studies Committee to proceed in developing the program.
- 6.1.4 Program of Study
- 6.1.4.C1 In addition to the general obligations for the PhD degree listed in the *Graduate School Handbook*, Civil Engineering requirements must also be fulfilled. Both the Graduate School and the Civil Engineering program requirements are summarized in the PhD flowchart (Section 13.1.7). It is recommended that the appropriate chart be regularly consulted to ensure that requirements are being met on schedule.
- 6.1.4.C2 Each Area of Specialization has its own minimum requirements published annually, following review and approval by the Graduate Studies Committee. These publications also list recommended courses from Civil Engineering and supporting departments.
- 6.1.4.C3 The PhD student, with the aid of the permanent advisor, must prepare a detailed plan of study. Consultation with the advisory committee is required. This plan of study (Form 9, Section 13.1.2) shall be submitted to the Graduate Studies Committee before the end of the first quarter of study so as to adhere to Graduate School requirements Section II.3.2.3 and Section II.6.2.2 and Department Rule 3.2.3.C1. The plan of study should include a tentative date for the General Examination as well as an identification of the student's area of specialization. The Graduate Studies Committee must be notified in writing of any proposed change in the plan of study.
- 6.1.4.C4 The plan of study must include a minor area of coursework concentration (6.7.1.C3), the purpose of which is to ensure that the student's educational background is broadened by learning the fundamental principles applied in a scientific or engineering discipline outside the Civil Engineering program. Historically, minor areas chosen have been physics, chemistry, math (including statistics and computer and information science), biological sciences, city and regional planning, and engineering disciplines other than Civil Engineering. Each of the Areas of Specialization limits the allowable minor areas to one or more of the above disciplines. The student should consult the Areas of Specialization brochure or the permanent advisor before selecting a minor area of concentration.
- 6.1.5 Area of Specialization
- 6.1.6 Foreign Language Requirement
- 6.1.6.C1 The Civil Engineering Graduate Program has no foreign language requirement.
- 6.1.7 Second Doctoral Degree
- 6.2 Credit Hours and Residence Requirements
- 6.2.1 Minimum Hours
- 6.2.1.C1 A minimum of 24 credit hours of 800-level coursework is to be selected from the current Graduate Studies Committee approved Table A listing for the Area of Specialization.

- 6.2.1.C2 A minimum of 16 credit hours of graduate level coursework is to be selected from the current Graduate Studies Committee approved Table B listing for the Area of Specialization. Table A hours in excess of the required minimum may be applied here.
- 6.2.1.C3 A minimum of 20 credit hours in an approved minor area (see 6.3.C4).
- 6.2.1.C4 A student who has written an MS thesis may consider that as meeting 9 credit hours of coursework in the PhD program. The distribution of these 9 hours of course work must be detailed in the plan of study (Section 6.1.4.C3).
- 6.2.1.C5 Balance of the total 90 credit hours of coursework is to be met from graduate level courses approved by the student's Advisory Committee.
- 6.2.1.C6 Dissertation research for a minimum of 45 credit hours.
- 6.2.2 Masters' Credit
- 6.2.3 Petition
- 6.2.4 Residence
- 6.2.5 Deactivation
- 6.3 Preliminary Examinations
- 6.3.C1 The Civil Engineering Graduate Program does not require such examinations.
- 6.4 Candidacy Examination
- 6.4.3 Timing
- 6.4.3.C1 The Candidacy Examination in the Civil Engineering Graduate Program is usually administered at the conclusion of the coursework required in 6.2.1.C1 through 6.2.1.C5 and with regard to registration and credit hour requirements in Sections 6 and 6.2.1, respectively.
- 6.4.5 Advisory Committee
- 6.4.5.C1 Of the four Advisory Committee members, one must represent the academic unit within which the minor (6.7.1.C3) is being obtained. The balance of the committee must come from the Civil Engineering graduate faculty. If a student has taken three or more graduate credit courses (9 credit hours or more) in another program, either in pursuit of a second minor or in completion of Table A or Table B courses in excess of the minimum required in 6.7.1.C1 or 6.7.1.C2, then a graduate faculty from that program may be placed on the Advisory Committee in lieu of one of the Civil Engineering Graduate Program faculty.
- 6.4.6 Candidacy Examination Committee
- 6.5 Written Portion of the Candidacy Examination
- 6.5.1 Procedures
- 6.5.1.C1 The written portion of the examination consists of three parts. Part I examines the student's knowledge in a minor area not within the Civil Engineering Graduate Program. It is based on the coursework of which the 20-hour minor area is comprised. This examination will be administered by the Advisory Committee member from the minor area department and can be taken as soon as the minor course credits have been fulfilled.

- 6.5.1.C2 Part II consists of a written exam in all other coursework. The examination is normally made up of the Advisory Committee members, except for the minor area members.
- 6.5.1.C3 It is acceptable to combine Part I and Part II of the examination.
- 6.5.1.C4 Part III consists of a written proposal for the dissertation research. This proposal must be approved by the student's Advisory Committee.
- 6.5.2 Notification
- 6.5.3 Waiver
- 6.6 Oral Portion of the Candidacy Examination
- 6.7 Results of the Candidacy Examination
- 6.7.4 Second Candidacy Examination
- 6.7.4.C1 In addition and prior to Graduate School approval, approval by the Civil Engineering Program Graduate Studies Committee must also be sought for committee substitutes for re-examination.
- 6.8 Candidacy
- 6.9 Dissertation
- 6.10 Final Oral Examination
- 6.10.9 Attendance
- 6.10.9.C1 Other faculty members and graduate students may attend the Final Oral Examination. The examination is conducted by the Final Oral Examination Committee.
- 6.11 Result of the Final Oral Examination
- 6.11.4 Second Final Oral Examination
- 6.11.4.C1 In addition and prior to Graduate School approval, approval by the Civil Engineering Program Graduate Studies Committee must also be sought for committee substitutes for re-examination.
- 6.12 Dissertation-Final Copy
- 6.13 Additional Graduation Requirements
- 6.14 Summary of Ph.D. Degree Graduation Requirements
- 6.14.C1 All program rules in this document that pertain to or clarify the rules listed in the *Graduate School Handbook* are to be considered as part of the summary of PhD requirements.

SECTION II.7

SPECIAL GRADUATE PROGRAMS

7.1 Combined Programs

7.1.C1 The Civil Engineering Graduate Program does not currently have a combined Graduate School/Undergraduate program or a combined Graduate School/Professional School program.

7.2 Admission

7.3 Admission Criteria

7.4 Admission Credentials

7.5 Admission Procedures

7.6 Graduate Certificate Programs

7.6.7.C1 The Civil Engineering Graduate Program does not offer a certificate program.

7.7 Experimental Interdisciplinary Programs

7.7.C1 All students enrolled in Civil Engineering graduate courses that are being taken for graduate credit in the Interdisciplinary Program must meet the published prerequisite criteria for those courses. Written exceptions will be permitted from the course instructor only with the concurrence of the Graduate Studies Committee.

7.7.C2 Permission for a faculty member to offer such a program must be obtained with the concurrence of the Graduate Studies Committee and the Department Chairperson.

7.7.C3 A program of coursework requirements and subsequent modifications must be submitted to the Graduate Studies Committee simultaneously with submission to the Graduate School.

7.7.C4 If, upon review of the materials received from 7.7.C3, it is clear that more than 50% of the graduate coursework is taken in Civil Engineering, then the Graduate Studies Committee will reserve the right to petition the Graduate School to have the program declared a Civil Engineering Graduate Degree Course of Study and, therefore, subject to all the rules and procedures as published in this handbook.

7.8 One-of-a-kind Doctoral Programs

7.8.C1 All students enrolled in Civil Engineering graduate courses that are being taken for graduate credit in the one-of-a-kind program must meet the published prerequisites criteria for those courses. Written exceptions will be permitted from the course instructors only with the concurrence of the Graduate Studies Committee.

7.8.C2 Permission for a faculty member to offer such a program must also be obtained from the Graduate Studies Committee and the Department Chairperson.

- 7.8.C3 A program of coursework requirements and all subsequent modifications must be submitted to the Graduate Studies Committee simultaneously with submission to the Graduate School.
- 7.8.C4 If, upon review of the materials received from 7.8.C3 it is clear that more than 50% of the graduate coursework is taken in Civil Engineering, then the Graduate Studies Committee will reserve the right to petition the Graduate School to have the program declared a Civil Engineering Graduate Degree Course of Study and, therefore, subject to all the rules and procedures as published in this handbook.
- 7.9 Graduate Minor and Graduate Interdisciplinary Specialization

SECTION II.8

GRADUATE ASSOCIATES

8.1 General Information

8.1.5 Eligibility

8.1.5.C1 It is expected that any department Graduate Associate (GA) will be in compliance with all the published rules of both the Graduate School and the department. Failure to be in compliance may result in the Graduate Associate offer being withdrawn starting with the beginning of the following quarter.

8.1.5.C2 The withdrawal and/or discontinuation decision will be made by the Department Chairperson with input from the Graduate Studies Committee and the advisor.

8.2 Terms of Appointment, Reappointment, or Termination

8.2.1 Offer of Appointment

8.2.1.C1 Any student accepting a Graduate Associate appointment within the Department of Civil and Environmental Engineering and Geodetic Science will be provided with an appointment form stating the terms of the appointment. This form will be prepared by the Department Administrative Staff and transferred to the student at the beginning of each new appointment. Copies of these notices will be kept in the student's department graduate file.

8.2.1.C2 The offer sheet text prepared for Rule 8.2.1.C1 will include Rule 8.1.5.C1.

8.2.2 Time of Offer

8.2.2.C1 Every effort will be made by the Department of Civil and Environmental Engineering and Geodetic Science to follow the suggested timetable in Section 8.2.2, especially for the first-year students. However, as Graduate Research Associates are supported on individual research contracts, each with varying starting and stopping deadlines, it should be anticipated that the timetable adherence for second-year students and beyond is difficult.

8.2.9 Termination Criteria

8.2.9.C1 See 8.1.5.C1

8.2.11 Outside Employment

8.2.11.C1 A Graduate Associate may take outside employment only in hardship situations and only if it would not have a deleterious impact on the student's academic progress and on his/her Graduate Associate responsibilities. If these conditions are met, the Graduate Associate must petition the Graduate Studies Committee for prior approval upon the recommendation of his/her advisor. If eventually these conditions are not met, this approval may be revoked.

8.2.11.C2 **A Fellowship holder may not take any additional commitment, on- or off-campus, since a Fellowship is considered a full-time appointment.**

8.3 Appointing Unit Responsibilities

8.3.C1 Criteria and Procedures for Selecting Graduate Associates

Selection of Graduate Associates is made based upon information in the application folder of the student and the student's performance at OSU, if enrolled. This information is reviewed

by the sponsoring faculty member and the Department Chairperson. Criteria for selection include, but are not limited to, the following:

1. Grade point average
2. Letters of recommendation
3. GRE scores
4. Relevant experience
5. Publications (reports, theses, articles)
6. Quality of universities attended
7. Personal and inter-personal qualities relevant to a Graduate Associate position
8. Eligibility requirements listed in the *Graduate School Handbook*
9. Other requirements established by the sponsoring faculty member

8.3.C2 Criteria and Procedures for Reappointing Graduate Associates

Reappointment is made after review of the student's performance in the Graduate Associate position. This review is made by the sponsoring faculty member and the Department Chairperson. Criteria include, but are not limited to, the following.

1. Grade point average while on appointment
2. Work productivity, timeliness, and quality as related to the position
3. Feedback from students or faculty in a position to judge the quality of work
4. Personal and inter-personal qualities relevant to the Graduate Associate position
5. Eligibility requirements listed in the *Graduate School Handbook*
6. Availability of funds
7. Criteria in Section 8.3.C1

8.3.C3 Period of Appointment

See Graduate Associate Appointment Form 8596. The Department does not have a fixed limit on the number of quarters of support. However, as stated in the *Graduate Studies Handbook*, a Graduate Associate may not be appointed for less than one quarter, except under the conditions specified in the *Graduate School Handbook*.

8.3.C4 Availability of Summer Quarter Appointments

See Graduate Associate Appointment Form 8596.

8.3.C5 Stipend Levels

See Graduate Associate Appointment Form 8596.

8.3.C6 Dates for Notifying Students of Appointments and Receiving Acceptances/Refusals

See Graduate Associate Appointment Form 8596.

8.3.C7 Statement of Duties and Responsibilities

Duties and responsibilities of the Graduate Associate may include, but are not limited to, the following (specific duties are communicated by the sponsoring faculty member):

Graduate Research Assistant (GRA) Appointments

1. Locate and read technical articles and other references relevant to project goals; report on these to the sponsoring faculty member and others;
2. Collect and analyze data and write professional reports based on these data;
3. Conduct analytical studies and write research reports describing your findings;
4. Plan and implement laboratory tests relevant to the project;

5. Conduct field sampling and interviews, and establish protocol for the same;
6. Create and maintain project files (information, data, calculations);
7. Supervise undergraduate research assistants;
8. Participate in the writing of research proposals for future projects, and;
9. Participate in the writing and presentation of final project and interim reports.

Graduate Teaching Assistant (GTA) Appointments

1. Grade homework assignments and exams;
2. Maintain grade books or files;
3. Participate in writing homework problems and exams;
4. Plan, set-up, and conduct class laboratory experiments;
5. Conduct homework review sessions;
6. Maintain office hours to answer student questions, and;
7. Prepare and present class lectures.

Graduate Associate Assistant (GAA) Appointments

1. Advise undergraduates on academic matters;
2. Perform clerical duties;
3. Administer selected programs or functions, and;
4. Suggest any necessary program or procedural changes to advisor.

8.3.C8 Criteria and Procedures for Evaluating and Reporting Graduate Associate Performance

Criteria for evaluating Graduate Associate performance are listed in 8.3.C2. Procedurally, the sponsoring faculty member evaluates performance of the Graduate Associate and reports findings to the Graduate Associate on a quarterly basis.

8.3.C9 Criteria and Procedures for Terminating Graduate Associate Appointments

Criteria for terminating Graduate Associate appointments are the same as those listed in the *Graduate Studies Handbook*. Procedurally, the sponsoring faculty member may request that the Department Chairperson terminate the Graduate Associate appointment, explaining the reasons for such a decision. If, upon review of the facts of the case, the Department Chairperson concurs, the appointment is terminated. The Graduate Associate should be accorded the opportunity by the Department Chairperson to participate in the discussions.

8.3.C10 Grievance Procedures Within the Employing Unit

The Graduate Associate may request a re-review of a termination decision or performance review by the Department Chairperson and sponsoring faculty member.

8.4 Grievance Procedures

8.5 Benefits Information

SECTION II.9 GRADUATE FELLOWSHIPS AND FINANCIAL AID

SECTION II.10 CIC TRAVELLING SCHOLAR PROGRAM

SECTION II.11 PETITIONS

GRADUATE SCHOOL HANDBOOK APPENDICES

SECTION II.12

DEPARTMENT POLICIES WITH NO GRADUATE SCHOOL REFERENCE

- 12.1 Advisor/Student Relationship
- No relevant sections appear in the *Graduate School Handbook*.
- 12.1.C1 Temporary/Permanent Advisor
- Students will be assigned a temporary advisor when they matriculate. Within the first two quarters the student must select a permanent advisor who will also serve as chair of the thesis/dissertation committee.
- 12.1.C2 Permanent Advisor Changes
- A student who wishes to change permanent advisors must have filed a plan of study, The new advisor must endorse the plan of study or file a revised plan before the change of advisor request will be approved by the Graduate Studies Committee.
- 12.2 Procedure for Changing Rules in the Civil Engineering Graduate Program Handbook
- 12.2.C1 Waivers Requested by Students
- Relevant sections in the *Graduate School Handbook* apply when a student desires a one-time waiver or change of the rules.
- 12.2.C2 Waivers Requested by Civil Engineering Faculty
- Requests for one-time program rule changes will be considered on a case-by-case basis by the Graduate Studies Committee. It is expected, however, that such waiver requests will be offered only under the most extreme and urgent circumstances. In no case will any waiver be granted that violates any rule in the *Graduate School Handbook*. Waiver requests must be in written form with full explanation of the circumstances, the requested waiver, and the merits.
- 12.2.C3 Permanent Department Rule Changes
- 12.2.C3.1 Only members of the Civil Engineering graduate faculty may initiate changes in the Graduate Program rules.
- 12.2.C3.2 Any rule change request in violation of the Graduate School rules, or that constitutes a reduction of the Graduate School rules or criteria, will not be considered.
- 12.2.C3.3 The proposed rule change must be submitted in writing to the Graduate Studies Committee. A majority vote of the Graduate Studies Committee will result in a recommendation to the Department Chairperson that the rule-change is appropriate and a vote should be scheduled on the agenda for the next faculty meeting. The recommendation to the Department Chairperson must be made two weeks in advance of the faculty meeting.
- 12.2.C3.4 If the Graduate Studies Committee denies the request, the reasons for the denial will be summarized in writing and returned to the originator for possible restructuring and re-submittal.

SECTION II.13

DEPARTMENT HANDBOOK APPENDICES

13.1	Most Frequently Used Documents and Forms	
13.1.1	MS Plan of Study	Form 8
13.1.2	PhD Plan of Study	Form 9
13.1.3	Petition Form for Graduate Program Alternative	Form 10
13.1.4	Doctoral Studies Recommendation	Form 13
13.1.5	Change of Advisor Form	
13.1.6	MS Flow Chart	Form 15
13.1.7	PhD Flow Chart	Form 16
13.1.8	Approved Courses for Departmental MS Math Requirement	
13.1.9	Evaluation of Transfer Credit-Graduate School	
13.1.10	Application to Graduate-Graduate School	
	a. MS degree	
	b. PhD degree	
13.1.11	Doctoral Notification of Candidacy Exam	
13.1.12	Notification of Final Oral Exam	

STUDY PLAN FOR MS IN CIVIL ENGINEERING

(Please type or print neatly)

STUDENT: _____ SPECIALIZATION: _____

COURSEWORK (Place * beside any course not taken at OSU-petition required):

<u>Course No.</u>	<u>Course Title</u>	<u>Final Grade</u>	<u>Hours</u>
-------------------	---------------------	--------------------	--------------

Table A (800 level, must total at least **10** hours)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Table A Total _____

Table B (including excess from Table A, must total at least **10** hours):

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Table B Total: _____

Math (must be at least **5** hours): _____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Math Total: _____

Balance (graduate level courses approved by student's advisory committee):

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Course Hours (must be at least **36** [thesis option] or **50**[non-thesis option]: _____

Form 8, 13.1.1

(Please type or print neatly)

Have you met the residency requirement (see Graduate School Handbook, section 8.5)?

Check One:

Thesis Option (Tentative research thesis title-**Required**)

Non-Thesis Option (This option requires a written exam of at least 4 hours).

If selecting the non-thesis option, have you ever held a GRA appointment at OSU?

Yes No

Advisory Committee Approval* (at least 3 are required, with at least 2 from Civil Engineering)

Signature

Department (if not CE)

CE Department Advisor

Chair, Graduate Studies Committee

Date: _____

*Also, MS Examination Committee (thesis or non-thesis) unless change is approved by the Graduate Studies Committee upon written request of student's advisor.

Form 8, 13.1.1

STUDY PLAN FOR PH.D. IN CIVIL ENGINEERING

(please type or print clearly)

STUDENT _____ **SPECIALIZATION** _____

Tentative Dissertation Topic: _____

Place * beside any course not taken at OSU-transfer credit petition required

Place ** beside any MS hours petitioned under Graduate School Rule II.6.2.2 to be counted toward fulfilling the **90** credit hours required to be taken post-MS

CSE NO.	COURSE TITLE	FINAL GRADE	Credit Hours Taken in	
			MS Prog.	Post-MS
Table A (must total at least 24 hours)				
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
Total Table A = _____				
Table B (with excess from Table A, must be at least 16 hours)				
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
Total Table B = _____				

**The Ohio State University
Department of Civil and Environmental Engineering
Graduate Studies Committee**

PETITION FOR GRADUATE PROGRAM ALTERNATIVE

Name _____ Date _____

Major _____ Advisor _____

1. State explicitly the deviations, substitutions, or requirement waivers being sought.

2. Complete Attachment A listing all graduate work already taken and yet to be taken.

3. Complete Attachment B listing undergraduate technical electives taken in the major area of study if such information has a bearing on the petition.

4. Include any other statements or materials that you feel will support your petition. (Use extra sheets if necessary).

5. Before being submitted to the Chair of the Graduate Committee, this petition must be reviewed, approved, and signed by your advisor.

Approved by _____
Graduate Studies Chair

Signature of Advisor

13.1.3, Form 10

The Ohio State University
Department of Civil and Environmental Engineering and Geodetic Science
GRADUATE STUDIES COMMITTEE

RECOMMENDATIONS FOR Ph.D. STUDIES

Name: _____ Date: _____

Specialization Area: _____ Advisor: _____

GPA: _____

Type of MS Exam: Thesis, Plan A Non-thesis, Plan B

All members of the examination committee must evaluate the student's potential to pursue a Ph.D. degree. This form, which will be included in the student's file, will be available for inspection upon request by the student.

Committee Member's Signature	Evaluation and/or suggestions
(advisor)	

13.1.4, Form 13

Department of Civil and Environmental Engineering and Geodetic Science

REQUEST FOR CHANGE OF ADVISOR

Name of the graduate student: _____ Degree: _____

SSN . .

Name of the current advisor: _____ Area: _____

Name of proposed advisor: _____ Area: _____

Instructions: Please present this form along with a complete Form 8 (MS students) or Form 9 (Ph.D. students) to your proposed advisor.

GPA (must be ≥ 3.0)

Signature of student Date

Reviewed & approved by proposed advisor Date

Reviewed & approved by Graduate Studies Chair Date

MASTER'S IN CIVIL ENGINEERING GRADUATE PROGRAM FLOW DIAGRAM

This chart was assembled from information found in the documents pertaining to graduate studies at OSU. Expanded details may be found in the Department of Civil and Environmental Engineering Graduate Studies Committee's *Civil and Environmental Engineering Handbook* and *Graduate School Handbook*. This chart is an aid to successful completion of the graduate program and not a substitute for the above handbooks. **The graduate student is responsible for adhering to all published rules in pursuit of the advanced degree.**

TIME	ACTIVITY	GRAD COMMITTEE INVOLVEMENT
	Start MS graduate work	
1 st Quarter	TEMPORARY ADVISOR	Assigned upon arrival by contacting Graduate Admissions Coordinator (475 HI)
Prior to start of 3 rd Quarter	PERMANENT ADVISOR. Selected from the grad faculty in student's major field	Graduate Committee notified by "Change of Advisor" form (www.ceegs.ohio-state.edu)
	ADVISORY COMMITTEE. Established by the student and advisor. Committee consists of the advisor as Chair plus 2 other grad faculty, one of whom must be from Civil Engineering.	Committee members will indicate acceptance of this assignment and the Plan of Study by signing Form 8.
	PLAN OF STUDY. A detailed plan of study plus a tentative subject of research for the Plan A (thesis option) should be filled on Form 8. Those considering Plan B (non-thesis option) should also submit Form 8. Plan of study and all requests for transfer credit will be considered by the Grad School after the 2 nd quarter	Submit advisory committee signed plan of study for review and records.
Before end of 3 rd Quarter	ENGLISH COURSES. Any required English course must be completed	Notification from the Grad School; registration can be denied for non-compliance.
Expected quarter of graduation. Be sure to submit required documents.	ADMISSION TO CANDIDACY. Early in final quarter, the Grad School Form 9810 (Application to Graduate, <i>due by 2nd Friday of every quarter</i>) should be submitted to the Graduate Committee for approval before being sent to the Grad School. Plan of Study must have been filled previously.	Student's record will be checked to see that MS requirements have been met. If approved, Form 9810 will be signed by the Graduate Studies Chair to be taken to the Graduation Services (247 University Hall). If not, advisor will be informed. No admission to candidacy form will be approved without an approved Plan of Study on file or completion of all required makeup work such as language courses.
Make sure there is enough lead time to permit committee readings, i.e., 2 weeks is suggested. Be sure to check the Graduate School deadline dates for submitting final thesis copies	PLAN A - FINAL EXAMINATION Thesis Reading & Examination Committee will be selected by the student and advisor and is to consist of 2 other faculty members, one of whom must be from CE. The Oral Exam of about 2 hours duration is to cover, but not necessarily be restricted to, the thesis topic. PLAN B Examination Committee Will be selected by the advisor and consists of the advisor as Chair plus 2 other faculty members, one of whom must be from CE. PLAN B Written Exam Is to be given by the Examining Committee and must be at least 4 hours in length.	It will be assumed that the Exam Committee will consist of the faculty members listed on the approved Plan of Study. Otherwise, a revised Plan of Study must be submitted for approval at the time of admission to candidacy The Master's Examination Report Form, giving the exam results, should be completed and signed by the committee and sent to the Grad School The carbon copy of the MS exam Report Form plus Form 13 (Recommendation for Ph.D. Studies) should be submitted to the Grad Committee Office (475 HI)

13.1.6
Form 15 Revised 5/11/95

Ph.D. IN CIVIL ENGINEERING GRADUATE PROGRAM FLOW DIAGRAM(Form 16 Revised 5/11/95)

This chart was assembled from information found in the documents pertaining to graduate studies at OSU. Expanded details may be found in the Department Civil and Environmental Engineering Graduate Studies Committee’s *Civil and Environmental Engineering Graduate Handbook* and *Graduate School handbook*. This chart is an aid to successful completion of the graduate program and not a substitute for the above handbooks. **The graduate student is responsible for adhering to all published rules in pursuit of the advanced degree.**

TIME	ACTIVITY	GRAD COMMITTEE INVOLVEMENT
1 st Quarter	Start Ph.D. graduate work <u>TEMPORARY ADVISOR</u>	Assigned upon arrival by contacting Graduate Admissions Coordinator (475 HI)
Prior to start of 2nd Quarter	PERMANENT ADVISOR. Selected from the grad faculty in student’s major field ADVISORY COMMITTEE. Established by the student and advisor. Consists of at least four grad faculty (advisor as Chair + at least two other CE grad faculty + minor area member). See Dept. Rule #6.3.C4 for exceptions. PLAN OF STUDY. After consultation with Advisory Committee, prepare a detailed Plan of Study (Form 9). Include areas of specialization and tentative date for the Candidacy Exam. All requests for transfer of credit must accompany the Plan of Study. No transfer credit will be evaluated by the Graduate School after the second quarter.	Graduate Committee notified by “Change of Advisor” form (www.ceegs.ohio-state.edu)
At conclusion of coursework, which was approved on Plan of Study	CANDIDACY EXAMINATION. The exam is to cover the major field and at least one minor field. <u>Written Examination.</u> This is to be given by the Advisory Committee. Format and length of the exam is to be determined by the exam committee. A single comprehensive exam, with questions submitted by all examiners, is preferable to a series of separate exams. <u>Oral Examination</u> This is to be given by the Advisory Committee. The exam is of 2 hour duration and some portions of it should include a discussion of the Plan of Research submitted and approved earlier. If the exam is failed, a second exam may be taken if the exam committee so recommends and the Grad School approves. No candidate may take the exam more than twice.	If examination committee members differ from Advisory committee listed on the Plan of Study, then before the exam is scheduled, a revised Plan of Study (which reflects the coursework approved by the new committee) must be submitted to the Grad Committee Report results of the entire exam to the Grad Committee for records. Admission to Candidacy form will then be processed.
Prior to dissertation defense and oral exam	DEPARTMENTAL SEMINAR. The student is encouraged to present the subject matter of his dissertation work at a departmental seminar when the student and the advisor feel that progress has been sufficient enough to do so.	Contact Grad Committee Chair to make arrangements for scheduling into the current seminar series.
Establish ample time to permit proper review of the dissertation Make sure there is enough lead time to publicize and permit committee reading, 2 weeks are recommended. Submit a copy to Grad School representative as required by the Grad School deadlines, typically 1 week before the exam.	DISSERTATION READING COMMITTEE. This is established by the advisor. It consists of the advisor plus at least 2 other members of the grad faculty. Normally, this will be the Advisory Committee as approved in the Plan of Study. <u>Final Oral Examination.</u> The exam should deal intensively with the portion of the candidate’s field of specialization in which the dissertation is written, though it need not be confined exclusively to the subject matter of the dissertation. The exam committee is to consist of the Dissertation Reading Committee and a representative selected by the Grad School Dean The exam is to be approximately 2 hours in duration and should be open to, and announced to, the entire academic community. However, only the official examining committee members are permitted to ask questions unless prior arrangements have been made. If a failure is recorded, the committee may recommend to the Grad School that a second exam be taken.	

13.1.7

Approved Courses for Departmental MS Math Requirement

The following is a list of courses (from the most current Ohio State University Course Offering Bulletin) which are acceptable in meeting the Department MS math requirement. Additions or modifications may be made via the procedures listed in Section II.12. The advisors and their students contemplating the use of 693, 694, or an 894 course in satisfaction of the requirement should treat the matter as a one-time addition of that course to the approved list and petition the Graduate Studies Committee as per the rules in Section II.12. Finally, it should be noted that these courses are listed as having been approved by the Graduate Committee but this listing does not imply universal approval of these courses by either individual faculty members of their Areas of Specialization. Each student should, therefore, check carefully with the advisor as to which subset of these courses is available.

Mathematics	Acceptable Exclusions	512 and up 530, 609, 610, 630, 631, 632
Statistics	Acceptable Exclusions	520, 521, 525* and up 525* may only be taken for 3 credit hours, 600, 655
Computer & Information Science	Acceptable	640, 642
Aero/Astro	Acceptable	580, 802, 803
Economics	Acceptable	742, 842
Electrical Engineering	Acceptable	550, 601, 750, 752, 754, 755, 762, 764, 804, 805, 806, 807, 808, 850, 851, 853, 854
Engineering Mechanics	Acceptable	835
Industrial & Systems Engineering	Acceptable	649, 656, 662, 702, 703, 704, 754, 755, 772, 802, 814, 815, 816, 824, 831, 832, 833, 834, 854, 863, 864
Mechanical Engineering	Acceptable	818, 880, 882
Physics	Acceptable	730

13.1.8

Revised 9/20/2007