

# GRADUATE STUDENT HANDBOOK

Vol. II. Ph.D. Program

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



## 1. INTRODUCTION

### 1.1 Welcome

Welcome to the graduate program of the Department of Civil and Environmental Engineering (CEE) at the Frank Batten College of Engineering and Technology (FBCEET). As a graduate student here, you are a vital part of our department and college, it is important for you to well understand the program. There are many sources of information designated to guide you throughout your study. 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 university policy.

### 1.2 Degree Programs Offered

CEE offers the following graduate degrees

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

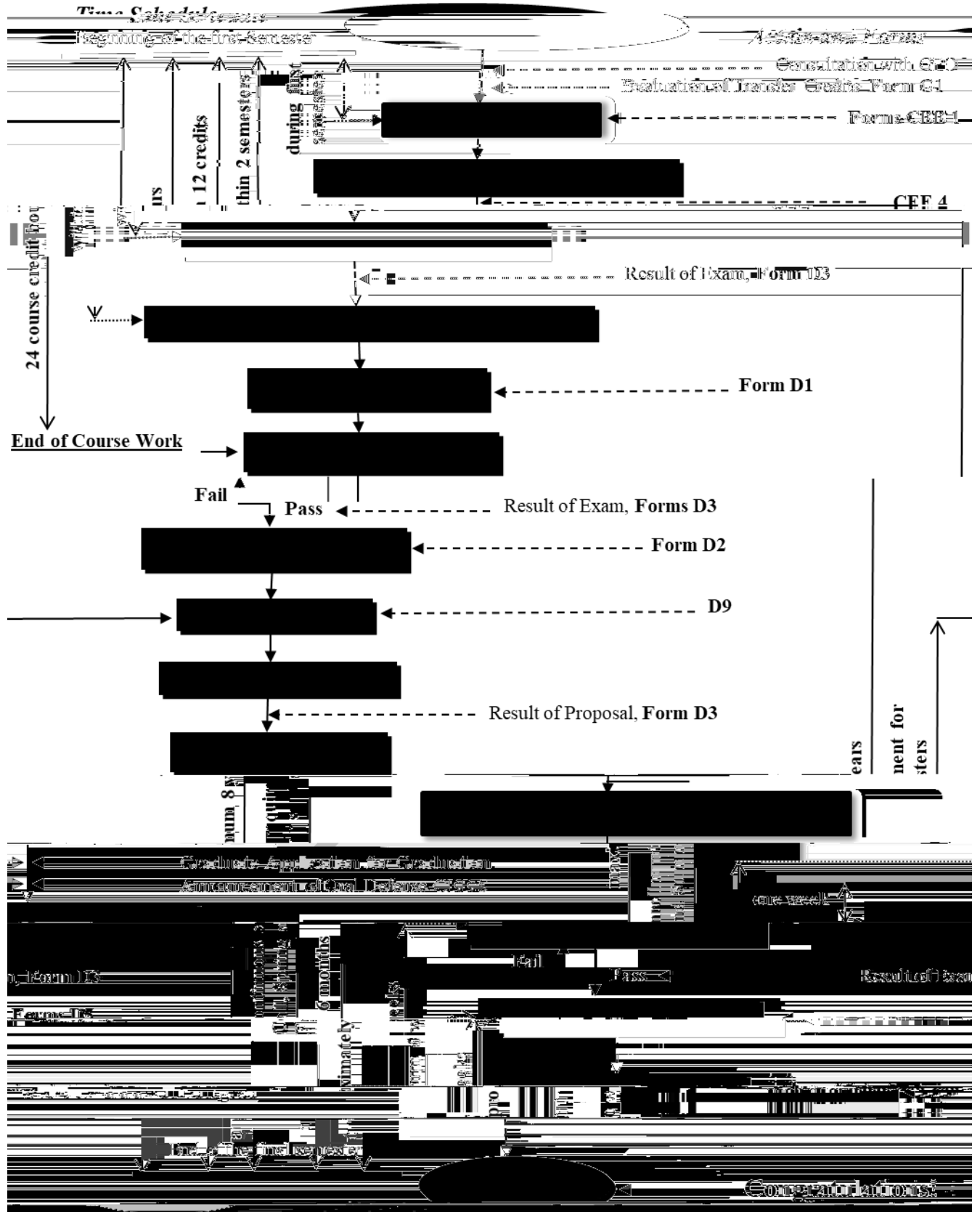
### 1.3 Program Guideline Chart

A simple flow chart diagram in Ph.D. graduate study is shown on Page 12. Upon the admission into the program, follow the chart carefully, and check your progress in the chart until successful completion of your study. Necessary forms (Department CEE and University G and D) to be processed are listed alongside with key time schedules. These forms are included in the Appendix and can be downloaded from the websites listed on the cover page.

### 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 through the website <http://citiprogram.org>. The instruction is available at ODU/Graduate School web site <https://www.odu.edu/graduateschool>

# Ph.D. Program Study Guideline



## 2. STUDENT STATUS

### 2.1 Admission Status

As a graduate student ~~ODEE~~, you will be placed in one of three categories:

- Regular
- Provisional
- Non-degree

### 2.2 Regular Admission

Before you can obtain a degree, you must be in this category. To be placed in this category you must meet all admission requirements and receive a letter stating that you have been accepted into the degree program as a regular student. The admission requirements are detailed in the ODU Graduate Catalog.

### 2.3 Provisional Admission

After submitting your application, you may receive a letter stating that you have been admitted provisionally. This places you in the provisional category. 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. When you have met the conditions stated in the letter, you should meet with your Advisor or the Graduate Program Director to be adjusted to from the provisional to regular category. Upon the approval of the Graduate Program Director believes s/he will initiate the request to make the adjustment by preparing and submitting the Notice of Change of Status (Graduate Form 02).

### 2.4 Non-degree Status

If you are taking graduate courses in the College but have never been admitted into a degree program, you are placed in this category. If you intend to apply for a degree program at some time, 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 regist

credits 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 credit hours through experiential learning mechanisms. Such credits are included in the maximum number of transfer credits

A student who wishes to transfer credits earned prior to admission into an ODU degree program must submit a special request for evaluation of transfer courses through the Graduate Program Director to the Office of Admissions (use Graduate Form G1). Following admission, 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 at ODU. In no case is a transfer of credit without the signature of the Graduate Program Director and the academic dean of the receiving institution.

Before you have completed nine semesters of graduate course work you must, in consultation with your advisor, form 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 members 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 members may be requested using Graduate Form D1, subject to approvals of the Chair and Dean.

### 3.7 Diagnostic Examination

After being admitted into the Ph.D. program your academic advisor will administer a diagnostic examination. It will be given after the completion of 9 credit hours of coursework. The purpose is to assess your basic ability to pursue a doctorate in Civil or in Environmental Engineering and to 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/writingcenter>) or other programs to improve their writing skills."

### 3.9 Candidacy Examination

During the last semester of course work you must arrange through your advisory committee and the Graduate Program Director to have candidacy examination. To be eligible you must achieve a GPA of at least 3.00 on all course work completed.

The candidacy examination consists of a written part and an oral part, and you must pass both parts. 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.

Once you pass 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 examination must be retaken within one year. You have two opportunities to pass the oral part as well, but a failed oral part should be retaken prior to the end of the next semester. If you pass the written examination

on the first try you need not take the written examination in the event of failing the oral part. No part of the candidacy examination can be passed conditionally, successful completion or the failure of each candidacy examination must be reported on Form D3A 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 can consult the Graduate Program Director to form a Dissertation Committee (see the ODU Graduate Catalog for general information).





submit Graduate Form D3 through the Graduate Program Director. In case of failure, the dissertation committee may recommend that the candidate be dropped or allowed to do a second defense at least three months after the first defense.

### 3.19 Dissertation Submission

Upon successful defense of your dissertation,

must take

Doctoral graduate assistants may be granted a full unfunded tuition scholarship and 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 and Department Chair two weeks before the beginning of each semester to prepare the necessary paperwork.

#### 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 the Graduate Program Director. It should in no way adversely affect academic performance or assistantship duties and responsibilities. International students shall consult the Office of Visa & Immigration Services for international student employment guidelines.

#### 4.7 CEE Graduate Seminar Attendance

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

### 5. INTERNSHIP PARTICIPATION

For international full-time students paid internship may be allowed upon the recommendation of the Graduate Program Director 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 requires 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

- 3) The academic advisor must submit his/her written evaluation and recommendation to the Graduate Program Director after reviewing the above two items and consultation with the





... This is initial advisor assignment

... Student name: \_\_\_\_\_

\_\_\_\_\_  
 (Student name) (UID) (Student signature) (Date)

Who enrolled in the \_\_\_\_\_ Program  
 (Title of degree program)

\_\_\_\_\_  
 (Advising faculty) : (Signature) (Date)

\_\_\_\_\_  
 (Co-advising faculty if any) (Co- (Signature) (Date)

Graduate Program \_\_\_\_\_ approval \_\_\_\_\_  
 : (Signature) (Date)  
 (Date)



CEE Form 5  
(4/2019)

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

This form should be completed and submitted to GPD at least two weeks 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:





CEE