

GRADUATE STUDENT HANDBOOK

Vol. II. Ph.D. Program

- Civil & Environmental Graduate Program:
<https://www.odu.edu/cee/students/graduate>
- 9 Graduate Admissions: <https://www.odu.edu/content/odu/admission/graduate.htm>
- 9 Graduate School:
-assistantships
- 9 University Registrar: <https://www.odu.edu/registrar>
- 9 Degree Works: <https://www.odu.edu/academics/academicrecords/degreeevaluation>
- 9 University Forms: <https://www.odu.edu/graduateschool/forms>
- 9 Civil & Environmental Faculty: <https://www.odu.edu/cee/directory>

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

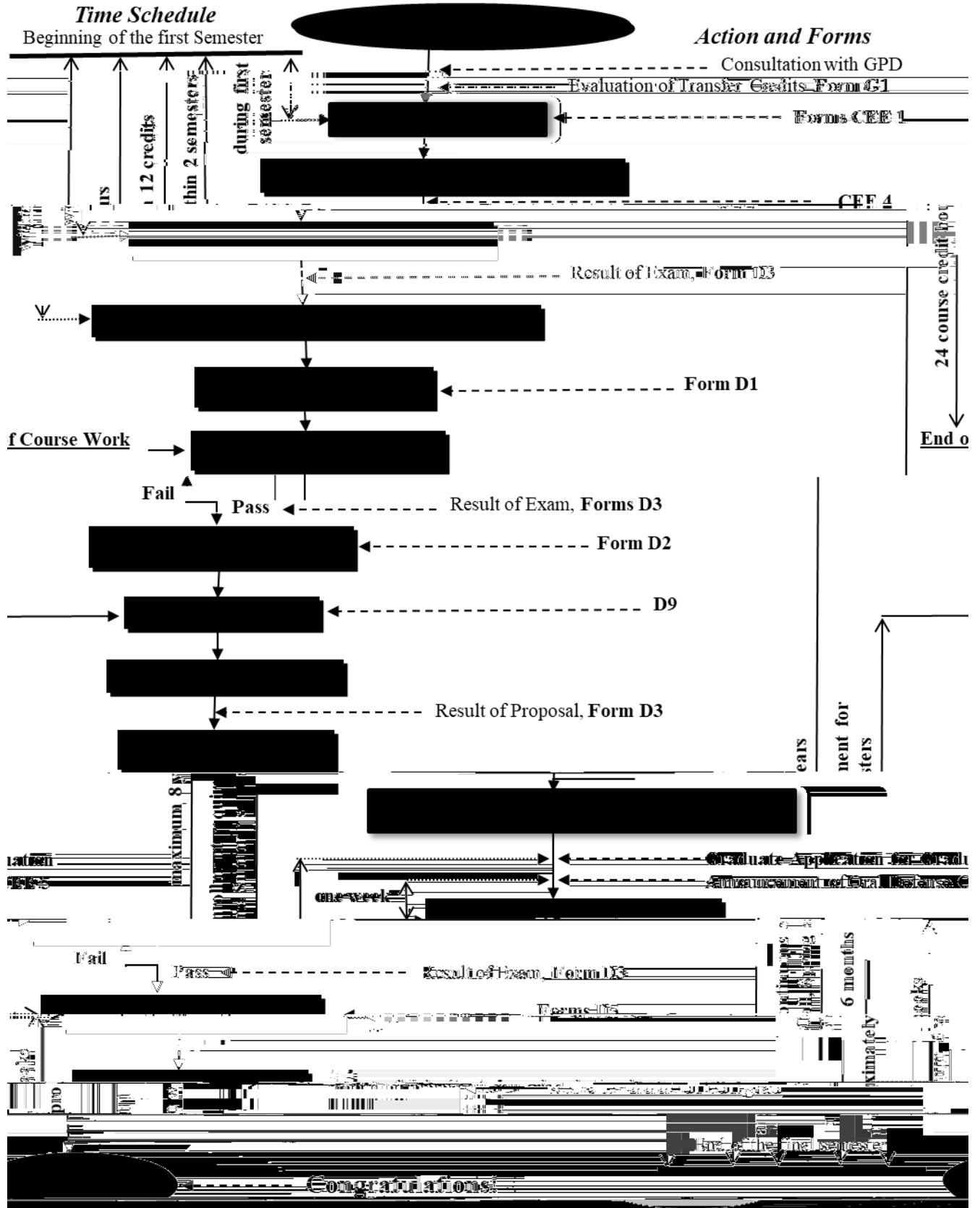
Table of Contents

Page

1.

1.

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 ~~GD~~).

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 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 doctoral program. At least three fifths of the course work (15 credit hours or more) must be 800-level.

3.2 Transfer Credits

A maximum of 12 credit hours may be transferred into a graduate degree program from another accredited institution, except in the case of an approved institutional program. Transfer

Before you have completed nine semesters of graduate course work you must, in consultation with your advisor, form

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. For details see the "Guide for Preparation of Theses and Dissertations," 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 Ph.D. students are required to present their doctoral research work at CEE departmental Graduate Seminar at least once before the graduation (adopted on 5/11/2017). Schedule your presentation with the Graduate Program Director

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

Anticipated Graduation Month	December	May	August
Application Deadline	3rd Friday in July	2 nd Friday in November	2 nd Friday in April

Graduate Application for Graduation Form may be obtained from the Office of the Registrar https://www.odu.edu/academics/graduation/commencement/graduation/graduation_candidates#tab203. If you fail to graduate in the planned semester, this application form, in general, can be rolled over and will be effective for the subsequent two semesters. Thus, you do not need to file this form again if you can graduate within the next 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 a digital copy of your complete dissertation (pdf format) 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 weeks prior to the defense using CEE 5 Form. Graduate Program Director will publicize your dissertation defense schedule and invite interested students and faculty to attend.

The defense of your dissertation will be chaired as described in ODU Graduate Catalog, by your dissertation advisor. Your success or failure in your defense will be determined by a majority vote of the dissertation committee in a closed session immediately following your defense. Your dissertation committee chairman (your advisor) will inform you of the results immediately and

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 Assistantship (GRA)

Graduate Research Assistantships may be funded through sponsored research projects. The appointment is expected to participate fully in the research conducted by the members of the research group. The workload for a fulltime appointment is normally 20 hours per week on average. The minimum stipend for fulltime appointment is \$15,000 per academic year. In addition, Part-time Research Assistantships may be available.

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 one hour 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 credit 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 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 three credit

semester or \$2,500 per summer semester to qualify for an unfunded tuition scholarship.

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 who seek an unfunded tuition scholarship must consult with the Graduate Program Director 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 the academic performance or assistantship duties and responsibilities. International students shall consult the Office of Immigration Services Advising for international student employment guidelines.

4.7 CEE Graduate Seminar Attendance

All CEE graduate students (GTA and GRA) who are financially supported by the Department or ODU Research Foundation are required to attend all CEE Graduate Seminars during Fall and Spring semesters. Absences are allowed only 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 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 the merit for the student to gain real world experience beyond the classroom situation in the students

- 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 student. The academic advisor must support the application for the student to receive recommendation of the Graduate Program Director

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 international student, you are required to always have a university-provided health insurance with very limited circumstances for waiver from this policy as detailed at <http://www.odu.edu/international/insurance#tab132>. For domestic students, this policy is not applicable

Students, who are hired as a TA/RA with \$5,000 or more per semester, may be eligible for university subsidy that is stipulated at <https://www.odu.edu/graduateschool/graduate-student-healthinsurance>.



Graduate Program Advisor

... This is initial advisor assignment

... Student name: _____

 (Student name) (UID) (Student signature) (Date)

Who enrolled in the _____ Program
 (Title of degree program)

 (Advising faculty) : _____ (Date)

 (Co-advising faculty if any) (Co- _____ (Date)

Graduate Program _____ approval _____
 : _____ (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