

## Table of Contents

Helpful internet sites.....	2
CEE Graduate Coordinators (faculty).....	3
Staff.....	3
General office information.....	4
<b>Expectations of Graduate Students and Academic Integrity</b> .....	5
Graduate student yearly reviews.....	7
Seminars (CE 580 or 600).....	7
Washington residency.....	7
Program of Study (POS).....	8
Committee Selection.....	9
Taking 400-level courses.....	9
Transfer Credits.....	9
Research credits (CE 700, 702, or 800).....	10
Course Requirements for Degree.....	10
Scheduling an exam (non-thesis).....	11
8 Steps for Submitting a Thesis/Dissertation.....	12
Thesis/Dissertation binding.....	13
Exams & submitting Thesis/Dissertation.....	13
Financial support.....	14
Finishing and checking out.....	15
<b>Master's Program</b> .....	15
Master's timeline.....	17
<b>Ph.D. program</b> .....	18
Qualifying Exam.....	20
Preliminary Exam.....	20
Ph.D. Final Exam (Defense).....	21
Ph.D. degree timeline.....	21
International students.....	22
Expectations of M.S. and Ph.D. Students.....	23
Care and Maintenance of Your Adviser.....	last section

# Washington State University

## Department of Civil and Environmental Engineering

### Graduate Student Handbook

Updated January 2021

Welcome to the Civil and Environmental Engineering Department (CEE) at Washington State University. This department places a high priority on graduate education and offers a wide array of research topics.

Our graduate students come from many states and many countries around the world. You are encouraged to communicate with your fellow graduate students in order to benefit from their experiences. Graduate students are a vital component of our department. You, as a graduate student, will become junior colleagues who gain experience in both the classroom and laboratory, increase the department's research capability, and most importantly, bring new dimensions to its work. The real strength of our graduate program is the close interaction between graduate students and faculty members. Our faculty is dedicated to the students' professional development and lifetime friendships have been built that span social and national boundaries. We are glad you are joining our team.

This handbook will provide you with some essential information to help you get your graduate student career at WSU off to a successful start. Refer to this handbook for reference throughout your academic studies in the Department of Civil and Environmental Engineering. It is noted, however, that this handbook is not all inclusive and students must refer to other publications from the Office of the Graduate School and Washington State University for additional information. Other publications and web sites containing helpful information include:

***The WSU A-Z index-*** Is a great resource to help you find most everything you need at WSU  
<http://index.wsu.edu/>

***Cougar Health Services-*** <https://cougarhealth.wsu.edu/>. Located in the WA building between Stadium Way and Washington Street. Submit proof of your measles shots to them. There is a pharmacy and eye clinic as well.

***Time Schedule-*** <http://schedules.wsu.edu/> - Includes detailed course listings, information on registration procedures, payment of fees, and the university's academic calendar.

***Tuition and fees*** – Information about tuition, fees and due dates can be found at <http://finaid.wsu.edu/cost-of-attendance/>

***Civil & Environmental Engineering Departmental information*** - Up-to-date departmental information can be found at <http://www.ce.wsu.edu/>.

***WSU Electronic Phonebook*** may be found at the following site:  
<http://www.wsu.edu/lphonebook/>.

**Daily Evergreen** - Available daily at newsstands throughout campus, in the departmental main office (Sloan 101) or at <http://www.dailyevergreen.com>.

**Pullman Transit** - For bus schedules, fares, and routes, see <http://www.pullmantransit.com>.

**Parking on Campus** - Parking permits may be purchased at WSU Parking Services online at <http://transportation.wsu.edu/> or in person at the Parking Services office located on the corner of Colorado and D Street. Call (509) 335-PARK (7275) for more information.

## What You Need to Know to Get Started

### WHO TO ASK FOR HELP?

See the CEE Graduate Coordinator in your area if you have questions regarding your courses.

<b>Group Coordinator</b>	<b>Area</b>	<b>Office</b>	<b>Telephone</b>	<b>Email address</b>
Tom Jobson	Env-AIR	PACCAR 448	335-2692	<a href="mailto:tjobson@wsu.edu">tjobson@wsu.edu</a>
Jenny Adam	Env-WATER	PACCAR 352	335-7751	<a href="mailto:jcadam@wsu.edu">jcadam@wsu.edu</a>
Xianming Shi	Geo/Trans	Sloan 35	335-7088	<a href="mailto:xianming.shi@wsu.edu">xianming.shi@wsu.edu</a>
Jenny Adam	Hydraulics	PACCAR 352	335-7751	<a href="mailto:jcadam@wsu.edu">jcadam@wsu.edu</a>
Pizhong Qiao	Structures	Sloan 117	335-7849	<a href="mailto:qiao@wsu.edu">qiao@wsu.edu</a>
Akram Hossain	Tri-Cities	W 134A	372-7314	<a href="mailto:ahossain@tricity.wsu.edu">ahossain@tricity.wsu.edu</a>

### CEE Support Staff & Brief Description of Duties

**Laurel Aldrich** [laldrich@wsu.edu](mailto:laldrich@wsu.edu) - Fiscal Specialist, Sloan 101 - Coordinates all aspects of CEE budgets. Generally, manages the front office. Back up for travel and purchasing as needed.

**Melissa Alles** [mpalles@wsu.edu](mailto:mpalles@wsu.edu) – Fiscal Technician 2, Sloan 114 – Handles the travel and purchasing. All purchases need your adviser’s approval. We are in the middle of revamping the process. More details on the process coming soon.

**Kelly Beckman Nigro** [kelly.nigro@wsu.edu](mailto:kelly.nigro@wsu.edu) – Administrative Manager, Sloan 102 - (inner office from main office) Assistant to the Chairman of the department; processes all employee, graduate, and undergraduate student personnel paperwork; assigns office space and office furniture, liaison between CEE and the Voiland College of Engineering & Architecture (VCEA).

**Cheyenne Barnard** [cheyenne.barnard@wsu.edu](mailto:cheyenne.barnard@wsu.edu) –Administrative Assistant, Sloan 101 - front customer service and office support, handles intake of purchasing and travel forms. Key coordinator, Federal Express shipping and mail distribution, CEE website updates, telephone records, ordering of office supplies and inventory.

**Kelli Gardner-Schrand** [k.gardner-schrand@wsu.edu](mailto:k.gardner-schrand@wsu.edu) –Undergraduate Adviser, Sloan 105 - advises student, schedules classes, orders textbooks and coordinates the senior dinner.

**Jon Heywood** [heywood@wsu.edu](mailto:heywood@wsu.edu) - Computer System Administrator, Sloan 132 - Network, System and software installation, Maintenance and repairs and Safety concerns.

**Natalia Kaiser** [natalia.kaiswer@wsu.edu](mailto:natalia.kaiswer@wsu.edu) –Engineering Technician 2, Sloan 116 -Provides basic training on the Laboratory Safety during the graduate seminars and upon request, assists with obtaining Fire extinguishers and First Aid Kits for the laboratories and office spaces, as well as with obtaining CPR and Fire extinguishing training.

**Susan Lewis** [smlewis@wsu.edu](mailto:smlewis@wsu.edu) - TRAC Coordinator, Sloan 107 - Coordinator for Washington State Transportation Center, TRAC website, proposal submission, budget preparation and approval.

**Jonathan (John) Rarig** [jrarig@wsu.edu](mailto:jrarig@wsu.edu) –Undergraduate Adviser, Sloan 103 - advises students, schedules classes, orders textbooks and coordinates the senior dinner.

**Tammy Bowen** - Academic Coordinator/Adviser, Sloan 108 - Assists with all aspects of graduate student application through to completion of graduate degrees, graduate student phone list, department photo boards, office assignments, schedules classes and orders textbooks as appropriate.

### **Checking in –Assignment of Office Space, Keys, and Mailboxes**

**Kelly Beckman Nigro**, in Sloan 102, she does the personnel paperwork when you are receiving financial support through department managed funds (assistantships and scholarships).

**Staff**, in Sloan 101, issues the office keys and takes your contact information. All keys must be returned prior to leaving WSU to avoid lost key fees.

**Graduate Coordinator**, in Sloan 108, will prepare a mailbox with your name on it (either in Sloan 104 or PACAR). Please also see her to get your photo taken. The Graduate Coordinator will send out emails regularly to graduate students regarding deadlines, scholarships and graduate policies.

### **General Information**

**Mailing** (work-related only) - Personal mail is not to be sent/received at WSU. Items related to academic or research may be sent/received using the address below. If you need to send shipments relating to your research, please see staff in Sloan 101 for assistance.

(Name)  
Washington State University  
Civil & Environmental Engineering Department  
PO Box 642910  
405 Spokane Street, Sloan Hall Rm. 101  
Pullman, WA 99164-2910

***Photocopy Accounts and Telephone Calls*** - Graduate students with research assistantships will obtain authorization codes from the faculty project leader in order to make project/research related copies and telephone calls. Students who are funded as teaching assistants will also obtain authorization codes from the faculty they are working for in order to copy teaching materials for that faculty member.

***Computer and Printer Accounts*** – Jon Heywood, Information Technology (Sloan 132 [heywood@wsu.edu](mailto:heywood@wsu.edu)), will be able to assist you with access to the department’s computer labs and various printers. Computers available in Sloan 141 are designated for graduate student use. Information concerning printer access can be found at this webpage. <http://www.ce.wsu.edu/support/Default.htm>

***Purchasing and Travel*** – Melissa Alles (Sloan 114 [mpalles@wsu.edu](mailto:mpalles@wsu.edu)) handles purchasing and travel.

***Use of State Property*** - It is against state law in Washington to use any state-owned property for personal use. Please return any WSU/CEE owned laptops or any other WSU owned equipment to Sloan 101 before you leave the university.

***Payment of Tuition and Fees*** – The majority of the tuition is paid by the university for students on teaching and research assistantships. Students not on an assistantship must pay their own tuition. All students must pay fees such as health and transit fees. More information on tuition can be found at <http://finaid.wsu.edu/cost-of-attendance/> . Due dates can be found at <http://studacct.wsu.edu/tuitionduedate.html>.

***Federal Express*** - Only work related items can be sent through FedEx from this office, no personal items allowed. Whitney will process FedEx shipping requests; you must provide the project number to be charged, name, address (PO Box is not accepted by FedEx) and telephone number of recipient and contents of the package being shipped. Federal Express next day shipments must be in Sloan 101 before 12:00p.m. (Preferably earlier). The FedEx cut off time for scheduling a pick up is 2:00 p.m.; otherwise, the shipment will go out the next day.

***Vacations and Holidays*** - Students on an RA or TA should consult their faculty advisor about scheduling vacation time.

### **Expectations for Graduate Students, Academic Integrity And Other Helpful Links** (also see page 22 below)

***Academic Integrity Policies and Resources:*** This web site provides information on how to prevent plagiarism, and the academic integrity violation process, <http://academicintegrity.wsu.edu>.

**FERPA training:** All employees who need access to student information are required to take FERPA training. FERPA stands for Family Educational Rights and Privacy Act. You can log in to the online training at <https://www.ronet.wsu.edu/Main/Apps/FERPATest.ASP>.

**Graduate School Guidelines for Good Practices in Graduate Education:** This document details the expectations of graduate students, WSU programs and departments, faculty advisors and mentors, TAs, and RAs. See <https://archive.wsu.edu/gradschool/policies-procedures/>.

**Graduate Student Formal Grievance Procedures for Academic Progress and Other Issues:** See <https://archive.wsu.edu/gradschool/policies-procedures/>.

**Graduate School Policies and Procedures Manual (GS PPM):** This manual provides the guidelines for graduate study at WSU. See <http://gradschool.wsu.edu/policies-procedures>.

**Graduate Student Rights and Responsibilities:** This provides a code of ethics to be used as guidelines for faculty and graduate student interaction. It focuses on graduate student rights and responsibilities, and on avenues for adjudication of these rights and responsibilities. See <https://gradschool.wsu.edu/chapter-twelve>.

**Policy Prohibiting Discrimination, Sexual Harassment, and Sexual Misconduct:** This policy expresses the commitment of WSU to maintaining an environment free from discrimination, including sexual harassment and misconduct. All student on an assistantship are required to take the training. To take the training go here: <https://hrs.wsu.edu/training/discrimination-sexual-harassment-prevention/>. Once you have completed this training please send confirmation to the Graduate Coordinator.

**Standards of Conduct for Students:** WSU, a community dedicated to the advancement of knowledge, expects all students to behave in a manner consistent with its high standards of scholarship and conduct. Students are expected to uphold these standards both on and off campus and acknowledge the university's authority to take disciplinary action. The Conduct Policies can be found at <https://conduct.wsu.edu/policies> and include Standards of Conduct for Students, Alcohol and Drug Policy, Good Samaritan Guideline, Downloading or Sharing Files/Software, and Group Accountability Statement.

**Students with Disabilities:** As stated in the *GS PPM*, the Graduate School (and our School) is committed to providing equal opportunity in its services, programs, and employment for individuals with disabilities. Reasonable accommodations are available for students with a document disability. Students are responsible for initiating requests for reasonable accommodations and services that they need, <http://accesscenter.wsu.edu>.

**Graduate & Professional Student Association (GPSA):** The GPSA is the leading voice for graduate and professional students at WSU. Their primary goal is to facilitate the relationship between graduate and professional students and the WSU community. They bring unity to these students in the form of academic and professional support services, social activities and student outreach. Some of their programs and services include the GPSC Study Center, evening

childcare, and travel and registration grants to aid in travel and registration costs associated with attending conferences and meetings <http://studentinvolvement.orgsync.com/org/gpsa/home>.

### **Yearly Reviews of Graduate Students**

The Department reviews all graduate students during the spring semester (WSU policy). A cover memo and the review form will be distributed to all graduate students in early spring. This review must be completed by the due date and written comments will be provided to the student by their adviser. After meeting with their advisers students are invited to meet with the perspective Graduate Coordinators (see page 3). Annual reviews with issues will be sent to the department Chair. This is a university requirement and forms the basis for possible dismissal if performance is inadequate or for continuing pursuit of the degree if satisfactory performance is demonstrated. See documents at the end of the handbook for a sample annual review and for expectations of graduate students. Please **type** your review and keep a digital copy on hand. We also need an updated resume along with your review.

NOTE: students who do not submit a review will receive an incomplete “I” grade for their CE 700, 702, or 800 course.

### **Seminars (CE 580 and CE 600)**

Ph.D. students (even ABD) and M.S. students (thesis option only) are required to complete CE 580 seminar twice (graded), during their 1<sup>st</sup> and last semesters. NOTE: if you are receiving both an M.S. and a Ph.D. degree in the Dept. of CEE you must have four credits of CE 580 (two for your M.S. and two for your Ph. D).

M.S. students (non-thesis project or courses option) are only required to take CE 580 once.

All graduate students must also register for one credit of CE 600 (satisfactory/fail) in each semester when they are in residence but not enrolled in CE 580. “In residence” means being in driving distance from Pullman or the Tri-Cities. In exceptional cases an exemption may be granted by the department chair. Upon review, the CEE Chair may grant a waiver. Please coordinate with the Graduate Coordinator. Students should register for the section number appropriate to the chosen emphasis area:

- Environmental/Hydraulic – Section 1
- Structural – Section 2
- Geo/Trans – Section 3

### **Washington Residency**

Domestic students who are not residents of Washington State are required to begin establishing residency the first year they are here (by the 30<sup>th</sup> day of class). After students have been here a full year then they can apply for WA residency. It is vital that as soon as students move to



Pullman they begin to establish residency by getting a WA driver's license, WA voter's registration, getting a rental agreement or lease in WA State (you CANNOT live in Moscow, ID), utility bills with a WA address, etc. Detailed information regarding what needs to be done be found here: <http://gradschool.wsu.edu/establishing-residency/>. Note: if you are offered an assistantship you will receive instate tuition for the first year ONLY, thus it is important that you establish WA residency in a timely fashion.

International students on an assistantship do not need to worry about establishing WA residency. International students who are **not** on an assistantship must pay out-of-state tuition because they cannot apply for residency.

### **Program of Study (POS)**

Program of Study form: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>

All graduate students are required to submit a Program of Study (POS). This is a list of courses that you will take as part of your graduate degree. It's a contract between you, the department, and the Graduate School. This is also where you list the courses you want to transfer and your committee members.

\*For M.S. students who are doing a non-thesis option and plan to graduate in **1 year** your POS is due December 1<sup>st</sup> or April 15<sup>th</sup> depending on the semester you started.

M.S. (thesis) students your POS is due your 2<sup>nd</sup> semester. For Ph.D. students this is due your 3<sup>rd</sup> semester. First, send your POS to the Graduate Coordinator in CEE for approval. Then, the student's Advisory Committee and the CEE department Chair must approve the POS before it is submitted to the Graduate School for approval. You can find more information on the Graduate School's timeline and due dates here: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>

### **Selecting a Major Professor**

At the time of admission, a faculty mentor is identified for each student and you should meet with that individual for assistance in registration. In consultation, the student and faculty mentor and possible research supervisors come to a decision as to whom the student will have as the research supervisor/committee chair. Once the research supervisor has been identified, the scope of the research problem will be outlined, and a POS will be filed with the Graduate School. All graduate forms are available online at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>.

All forms must be **typed** and submitted to our Graduate Program Coordinator, Tammy Bowen (tammyb@wsu.edu), in Sloan 108. She will obtain the chair's signature send the forms on to the Graduate School. *Please do not take forms to the Chair, Tammy needs to check them over before the Chair signs them.* When change of courses are needed students must submit a *Program Change* form. For a change of committee use the *Committee Change* form.



## Committee Selection

Committee request form: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>

Students will select the other advisory committee members in consultation with their major professor. Then students should contact each prospective committee member, have an interview with him/her and ask him/her to be a member of their committee. The student should review the proposed POS with the prospective member. The committee member's signature on the approved POS indicates his/her willingness to participate in guiding and directing the student's entire academic program. Individual committee members may be replaced by completing the *Change of Committee* form.

It is important that the student keep the committee members informed of the progress of the research. Even though the research supervisor is primarily responsible for research supervision, other members of the committee should be consulted on a regular basis.

## Committee Responsibilities

The student's advisory committee has the responsibility for assessing the appropriateness of the proposed degree program, the research proposal, the thesis/project and the final examination. In addition, the committee is expected to provide periodic advice and assistance to the graduate student. Policies regarding who can be on your committee can be found on the POS forms.

## 400-Level Courses on Your POS

1. Note: 300-level courses are **NOT** allowed (even though the Graduate School allows this).
2. M.S. (thesis): you are allowed a maximum of six 400-level credits.
3. M.S. (non-thesis): you are allowed a maximum of nine 400-level credits.
4. Ph.D.: you are allowed a maximum of nine 400-level credits (CEE students) and six 400-level credits (Eng.Sci students).
5. English courses are NOT allowed on your POS.

## Transfer Credits

You can transfer credits with a grade of B or higher. Ph.D. students can apply classes they took for their M.S. degree. Master's students cannot apply courses they took for their M.S. degree. List the courses you want to transfer on your POS. Transfer credits are limited to no more than half of the total graded course credits on your POS. It is up to your adviser to approve the courses. If you are transferring courses from another country, they need to be translated into English and you must provide a course syllabus. For more detailed information on transfer credits go to this site: <http://gradschool.wsu.edu/chapter-six-g2/>

## Units/Credits & CE 700, 702, or 800 (Research Units/Credits)

All students on a ½ time assistantships (20 hrs/week) are required to take at least 10 credits each fall and spring semesters (you are allowed to take up to 18 credits). For summer semesters students should take 3 credits if they are on an assistantship (credits must be related to their engineering degree).

Every fall and spring semesters *full-time* students are required to take at least 1 credit of CE 700, 702, or 800 (this is included in the required 10 credits). In consultation with their adviser, students can take more than 1 research credit if the scope of work calls for it (1 credit = 3 hours of work per week).

Exams: During the semester students take an exam they need at least 2 credits of CE 700, 702, or 800 are required (with the exception of qualifying exams for Ph.D. students).

If a student has earned a U (Unsatisfactory) grade for research credits (700, 702, or 800) for two semesters (including the summer term) he/she's enrollment will be terminated.

## Course Requirements for the Degree

Specific courses to be included on a student's degree plan are determined as a joint effort between the student, his/her major professor and the other members of the advisory committee to meet the particular needs of the student. The student's Advisory Committee and the CEE department Chair must approve the POS before it is submitted to the Graduate School for approval. Please check the graduate studies page on the CEE website under each area of study to view the suggested and required courses for your particular degree.

Environmental: <http://www.ce.wsu.edu/Environmental/eegrad.htm>

Geotechnical: <http://www.ce.wsu.edu/GeoTransp/gtgrad.htm>

Hydraulics: <http://www.ce.wsu.edu/Hydraulics/hwgrad.htm>

Structures: <http://www.ce.wsu.edu/Structures/stGrad.htm>

NOTE: The use of non-STEM courses to meet credit requirements toward the degree needs the graduate advisor and Department Chair's approval

## Final Examination (CE 700, 702, or 800)

Ph.D. and M.S. students doing the thesis and project options are required to present a seminar on their work to the faculty and graduate students during the final semester of their program. The final oral examination will consist of questions related to the student's research/project as well as coursework. The M.S. non-thesis (courses) option will only have an oral final exam with questions from the courses they have taken.

**Note: It is highly recommended that students have a pre-defense meeting 3-months before their exam (Power Point presentation of their thesis). This will give the student a chance to see how**

**complete their thesis is and for the committee to see the nearly complete thesis, ask questions, and make recommendations. It is also highly recommended that students have an annual meeting with the thesis committee.**

When Ph.D. and M.S. (thesis option) students schedule their final exams they need to provide a pdf rough draft of their thesis/dissertation for the Chair to review (email this to Tammy). Per Graduate School policy, a copy of the thesis/dissertation also needs to be available for others to review (the draft that the Chair approves is fine for this). Students who have committee members on both the Pullman and Tri-Cities campuses will need to schedule rooms at both places (list the phone numbers for both rooms on your form). Pullman students contact one of the staff to schedule a room. All exam forms must to submitted to the Graduate School **10 work days before** your exam (15 work days if it's your 2<sup>nd</sup> attempt). Your thesis needs to be at the complete stage when you ask your committee to sign the exam scheduling form (3-4 weeks before their exam). When committee members sign the exam scheduling form they are saying that your thesis is ready for the final defense.

The Graduate School will provide guidelines for the proper procedure. This webpage explains the required procedures for submission as well as instructions. The formatting of a thesis can be found on the list of forms on the Graduate School website:  
<https://gradschool.wsu.edu/facultystaff-resources/18-2/>

The candidate for degree will submit a pdf final copy as well as one paper copy of the title page, one paper copy of the abstract, and one original signature page--on 100% bond paper to the Graduate School in French Ad 324. Signatures should be in black ink. Must be printed on one side only. This policy is evolving and beginning to go online. Please see the graduate school website.

Students will have 5-work days to submit their final thesis after their exam. **The Graduate School will only grant an extension for extreme circumstances.** Therefore, you need to do all your edits and rewriting before your defense.

\*\* \*\* \* \* \*

**Steps for scheduling a non-thesis M.S. exam:**

1. Make sure you are registered for two credits of CE 702.
2. Apply for a degree in early Oct/March to avoid a late fee: <https://gradschool.wsu.edu/graduation-application/> (this is completely separate from applying for commencement).
3. Talk to your committee about what day/time your exam will be.
4. A few weeks after you apply for graduation check MyWSU to see if you have a to-do-list.
5. Submit scheduling form to the Graduate Coordinator:  
<https://gradschool.wsu.edu/documents/2018/01/exam-scheduling.pdf/> The form needs to be to the Graduate School ten **work** days before your exam (15 days if this is your 2nd attempt). I need a few days to process it and submit it. NOTE: We need to know if any of your committee members are participating remotely during your exam. If so, we need to know where and get their Skype address. NOTE: your exam should finish by 5:00 pm.
6. Pullman students please work with Cheyenne to reserve a room. Will your exam be in PACCAR or Sloan?

7. Please remember to schedule an exit interview with Dr. Muhunthan (email [cheyenne.barnard@wsu.edu](mailto:cheyenne.barnard@wsu.edu) with a preferred day/time) or Dr. Hossain at [ahossain@tricity.wsu.edu](mailto:ahossain@tricity.wsu.edu) if you are a Tri-Cities student. If Dr. Hossain is your adviser please contact Dr. Demissie for your exit interview [y.demissi@tricity.wsu.edu](mailto:y.demissi@tricity.wsu.edu). If Dr. Muhunthan is your adviser you should contact Dr. Tom Jobson at [tjobson@wsu.edu](mailto:tjobson@wsu.edu). You should have your exit interview after you have successfully passed your exam.

### **Eight (8) Steps for submitting a thesis/dissertation and scheduling your final exam:**

1. Apply for a degree in early Oct/March to avoid a late fee: <https://gradschool.wsu.edu/graduation-application/> (this is completely separate from applying for commencement). You must be registered for two research credits (CE 700 or 800). A few weeks after applying for a degree check MyWSU to see if you have a to-do-list.

2. Submit approved thesis/dissertation (by the adviser) to your graduate committee at least 4 weeks before scheduling your exam. But months before this you should have been working with your adviser to finalize your thesis. WARNING: most committee members will NOT sign your exam form before they have had a chance to review your thesis. In addition, you need time to incorporate their suggestions before you take your exam.

3. Turn your exam scheduling form in to the Graduate Coordinator. Please do not give any forms directly to Dr. Muhunthan. NOTE: your exam should finish by 5:00 pm. All Grad School forms can be found here: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. If you are taking your exam during the *interim period*, you need to use that form. Exam forms are due to the Grad School 10 work days before your exam.

\***Guidelines and example thesis/dissertation:** <https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf/>. Follow the formatting on this link. Do not follow another student's example.

4. Email a pdf draft copy of your thesis/dissertation (along with your exam scheduling form) to the Graduate Coordinator. This pdf draft will be made available to the faculty (a WSU requirement). Dr. Muhunthan will only sign your exam form after he has reviewed your thesis.

5. (Ph.D. students): ten days before your exam email a draft pdf copy to Proquest at <http://www.dissertations.wsu.edu/>; (M.S. students): ten days before your exam email a draft pdf copy to [gradschool@wsu.edu](mailto:gradschool@wsu.edu). Please review the [Dissertation/Theses Final Checklist](#) when submitting final documents.

NOTE: if you have a committee member who will **not** be at your exam now is the time to get his/her signature on 100% cotton paper (the signature page). I can help you mail it. I will need your adviser's budget number, the person's address and phone number. You only have five days after your exam to turn everything in so this step cannot wait.

6. WITHIN 5 WORKING DAYS AFTER YOUR EXAM email a final pdf copy to <http://www.dissertations.wsu.edu/>. This will replace the draft copy you submitted. There is a separate link for Ph.D. students and M.S. students on the site.

7. WITHIN 5 WORKING DAYS AFTER YOUR EXAM : See the GRADUATE SCHOOL REQUIREMENTS FOR SUBMITTING FINAL DISSERTATION-A final printed copy of the title page, abstract, and original signature page on 100% cotton (8.5 x 11) paper. Your degree cannot be granted if

this step is missing; use BLACK ink; printed on single side; make sure these pages have the correct page numbers. All students need to submit a "Hold Harmless Agreement" form. Ph.D. students also need to submit the "Survey of Earned Doctorates" form. See this link for the forms: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. NOTE\* The Graduate School may not allow an extension. Please plan to submit your final draft and other papers by FIVE DAYS AFTER YOUR EXAM. **This process is slightly changing please keep updated on the graduate school website.**

8. HARD FINAL Copy: Bring the Graduate Coordinator a paper copy of your final thesis/dissertation for binding + \$20 (this copy stays in the department library); Normal paper is fine. Printed single sided. If you want bounded copies for yourself, I need another hard copy of your thesis + \$20.00 (and \$8.00 for each one you want shipped). CHECKS ONLY PLEASE. NO CASH OR CREDIT CARDS. Make checks out to WSU.

Notes:

1. Please remember to schedule an exit interview with Dr. Muhunthan (email [cheyenne.barnard@wsu.edu](mailto:cheyenne.barnard@wsu.edu) with a preferred day/time) or Dr. Hossain at [ahossain@tricity.wsu.edu](mailto:ahossain@tricity.wsu.edu) if you are a Tri-Cities student. If Dr. Hossain is your adviser please contact Dr. Demissie for your exit interview [y.demissi@tricity.wsu.edu](mailto:y.demissi@tricity.wsu.edu). If Dr. Muhunthan is your adviser you should contact Dr. Tom Jobson at [tjobson@wsu.edu](mailto:tjobson@wsu.edu). If you need to do your interview via Skype or phone please provide this info to Cheyenne (Skype address or phone #). You should have your exit interview after you have successfully passed your exam. Please email me the date once you have it scheduled.

2.. Students in Sloan: contact the Graduate Coordinator to check out of your offices.

3. Instructions for submitting exam forms: <https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf/> NOTE: *You must be registered for 2 credits of CE 700 or CE 800.*

4. **Guidelines and example thesis/dissertation:**  
<https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf/>

5. These are NOT the only steps needed for completing a thesis/dissertation. Students also need to refer to the Graduate School's "Deadline and Procedures for Master's Degree" & "Deadline and Procedures for Doctoral Degree": [http://gradschool.wsu.edu/documents/2015/07/ddlns\\_proc\\_masters.pdf](http://gradschool.wsu.edu/documents/2015/07/ddlns_proc_masters.pdf)  
[http://gradschool.wsu.edu/documents/2015/07/ddlns\\_proc\\_doctoral.pdf](http://gradschool.wsu.edu/documents/2015/07/ddlns_proc_doctoral.pdf).

### **Bound Thesis/Dissertation**

**Departmental requirements:** Copies must be provided to the department, the committee Chair and any committee member requesting it. For the department copy, submit an unbound signed copy and \$20.00. Do not have it bound yourself. Additional thesis can be bound at the same time for personal use by submitting an unbound copy and another \$20.00 (i.e. if you want two bound copies we need \$40.00). If the bound copies you request are to be mailed, you must provide an address and \$8.00 per thesis. The Graduate Program Coordinator, Tammy Bowen, will assist you with any questions you have concerning the thesis copies at the departmental level. It sometimes takes a few months for the binding to be completed.

## Financial Support

Financial support for graduate students is most commonly available in the form of either a teaching assistantship (TA) or research assistantship (RA). If you have arrived at WSU without funding and wish to be considered for future funding opportunities, you should submit a written request to the Graduate Coordinator in your area of research (see page 3 to find your area coordinator; email is fine).

- 1. Teaching Assistantships:** If you have been awarded a TA position, you will have already received a letter stating the terms of that appointment. Teaching assistantships are state-supported half time, positions available to students with strong academic records. Graduate students on teaching assistantships work approximately 20 hours per week in teaching laboratory sections, grading homework, or answering questions during office hours. Teaching assistantships are normally only available during the nine-month academic year. Graduate students on teaching assistantships should work closely with their mentor to identify a research project and to move toward a research assistantship. International students are required to take the ITA exam: <https://ip.wsu.edu/learn-english/teaching-assistant-evaluations/>.
- 2. Research Assistantships:** Stipends are also available for graduate research assistantships, in which the work conducted is on an externally funded research project. Research assistantships have been funded by external agencies such as the National Science Foundation, the Environmental Protection Agency, or the Washington State Department of Transportation. If you have been awarded an RA position upon admission, you will have already received a letter with information regarding the terms of that appointment and the faculty member who has agreed to provide funding. Graduate research assistantships are half-time appointments, usually cover the summer months in addition to the academic year and the results of the work can be applied to the research assistant's dissertation. See below, "*Expectations of M.S. (Thesis) and Ph.D. Students*" for what is expected of students on and RA.
- 3. Scholarships/Fellowships:** Scholarships are limited and the department will select recipients each spring. The Graduate School website also has scholarships (on the right side of the page): <http://gradschool.wsu.edu/students/>

## Check Out and Completing Your Degree

When you have completed your course of studies here at Civil & Environmental Engineering, please be sure to do the following before you leave.

- Clean your office space and lab to leave it in good shape for the next student. Throw out or take everything that belongs to you.



- If your office is in Sloan remember to return your CEE keys to Staff in Sloan 101. You will need to contact Tammy to inspect your office before you turn in your office keys, [tammyb@wsu.edu](mailto:tammyb@wsu.edu).
- If your office is in PACCAR please clean out your area and contact Suzanna Hamada at [sdhamada@wsu.edu](mailto:sdhamada@wsu.edu) (CMEC students).
- Return books and supplies to appropriate locations/people.
- Return computers or other equipment you borrowed (John Haywood ([heywood@wsu.edu](mailto:heywood@wsu.edu)) is our IT person in Sloan. For IT assistance in PACCAR submit a ticket with the VCEA helpdesk at <https://support.vcea.wsu.edu>. The helpdesk ticket allows you to select PACCAR support in the dropdown box.
- Remember to update your forwarding address and phone number in MyWSU. This is especially important so that your diploma gets sent to the correct address.

## MASTER'S PROGRAM

### Learning Outcomes

- Demonstrate the knowledge and skills that are necessary to achieve success as a practicing engineer.
  - A thorough foundation and advanced knowledge in fields of civil or environmental engineering.
  - The ability to apply their knowledge to solve novel and emerging problems in civil or environmental engineering.
  - The ability to present their knowledge through publications and oral presentations.
  - Employment in industry, consulting firms, or government agency.
  - Leadership in professional practice and service.
- Become effective researchers in civil or environmental engineering.
  - Knowledge of current state of research in selected technical areas of civil or environmental engineering.
  - Define a research problem, apply sound research methods, draw well-supported conclusions, and effectively communicate findings to problems in an areas of study.
  - Employment in industry, government agencies, or acceptance into PhD or other advance degree program.
- Engage in activities of life-long learning.
  - Engagement in continuing education and professional development.
  - Participation in professional organizations.
  - Obtained advance degree.

Students may be accepted into the graduate program with undergraduate degrees in other than Civil Engineering (e.g., related areas such as mechanical engineering, materials science, physics, etc.). These students, however, may need to complete additional courses to cover deficiencies. *Courses taken to satisfy deficiencies cannot be included in the Program of Study.* Deficiency courses can be found at <http://www.ce.wsu.edu/Grads/ceDef.htm>. It is expected that deficiency courses are completed by the end of a student's first year. All Master's students are expected to



maintain a **3.0 GPA**. Students who fall below this may be terminated from our program. *\*must have minimum of 17 hrs. graded 500-level course work*

Each student, in consultation with his/her graduate committee, will develop a Program of Study (POS). This plan outlines what courses will be required for completion of the degree and is a contract between the student, department, and the Graduate School. To develop a POS students may choose from a variety of graduate and selected undergraduate courses offered in the area of emphasis (only 400 level or higher; department policy). In addition, courses may be selected from a number of related courses in other departments of the university. All Graduate School forms can be found at <http://gradschool.wsu.edu/facultystaff-resources/18-2/>. Due dates for the POS:

1. Ph.D. students: no later than end of the third semesters
2. M.S. (thesis): second semester
3. M.S (non-thesis students who plan to finish in 1 year):
  - a. **December 1** for students who start fall semester.
  - b. **April 15** for students who start spring semester.

Each program may have its own required core courses (a list of these courses may be obtained from your faculty mentor).

	<b>Thesis Option</b> (credits)	<b>Project Option</b> (credits)	<b>Courses Option</b> (credits)
Graded graduate coursework	21	25	27
CE 580 (graded seminar)	2	1	1
CE 700 (thesis)	7	0	0
CE 702 (project)	0	2	0
CE 702 (exam)	0	2	2
<b>Total credits</b>	<b>30</b>	<b>30</b>	<b>30</b>

Note: The requirements in the table above are the minimum. Students end up taking more than the minimum because the Graduate School requires that all full time students take at least 1 credit of CE 700/702/800 credit each semester.

### Thesis Option

General regulations regarding the preparation of a thesis are set by the Graduate School and are listed in the Policies and Procedures of the [Graduate School](#). The thesis format will follow requirements for publications in an appropriate technical journal as recommended by the committee. Usually the student and advisor will organize the research material into a paper publishable in a refereed journal concurrently with preparation of the thesis. Typing, copying and other associated costs for the preparation of the thesis will be borne by the student.

This is a helpful link with an example of a formatted thesis:

<https://gradschool.wsu.edu/facultystaff-resources/18-2/>

NOTE: Our department requirement is the minimum. Per Graduate School policy, all full-time students must register for at least 1 research credit every fall and spring semesters (CE 700, 702 or 800). However, 2 credits are required if you are taking an exam. More information can be found here: <http://gradschool.wsu.edu/chapter-five-b/>.

### Non-thesis Option with Project

For this option, a project report instead of a thesis will be required. The format deadlines for submission will be the same as those for a thesis. At the end, students will give an oral presentation of their project as well as submit a written final report.

**Timeline** - Deadlines are established by the Graduate School and found online at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. The forms are titled, “Deadlines and Procedures for...” Students should check this list during their second semester. Because these dates vary somewhat each semester, it is the responsibility of the student to know the schedule.

When	What To Do
Before first semester registration	Meet with faculty mentor to plan course of study for first semester -Attend Graduate School orientation. -ITA English test (required for international TA) -Clarify TA/RA duties and expectations if applicable
At end of first year of graduate work (thesis); By December 1 or April 15 of first semester (non-thesis)	-Submit Program of Study (POS) -Form your committee
During last semester. See deadlines set by Grad School	-Apply for degree -Register for 2 credits of CE 700 or 702 -Pre-defense meeting with committee
At least one month before scheduling final examination	-Submission of final draft of thesis to committee -Follow the <i>7 Steps for Submitting a Thesis/ Dissertation....</i>
At least 10 working days before requested examination or no later than (see Grad School for deadlines)	-Schedule your final exam (follow other GS instructions) -Email a draft pdf copy to Dena
Within 5 working days of your exam	-Submit all required final documents to the Grad School -Give the Graduate Coordinator a printed final copy for binding

In addition to these dates, graduate students should be aware of the departmental rules and requirements regarding distribution of thesis drafts. Because a student only has five working days after defending their thesis to turn in the final version to the Graduate School, substantially all changes must be addressed prior to defending their thesis (a.k.a. the final exam). Consequently, your committee members need to have read your thesis **prior to scheduling a thesis defense date**. This means committee members should receive copies of your thesis/dissertation at least one month before scheduling the final exam. Depending on your

advisor and your writing ability, you should generally allow for three to four weeks prior to this for addressing the rough draft comments.

**Note: It is highly recommended that students have a pre-defense meeting 3-months before their exam (Power Point presentation of their thesis). This will give the student a chance to see how complete their thesis is and for the committee to see the nearly complete thesis, ask questions, and make recommendations. It is also highly recommended that students have an annual meeting with the thesis committee.**

## **Ph.D. PROGRAM**

### **Learning Outcomes**

- Demonstrate the knowledge and skills that are necessary to achieve success as practitioners, teachers or researchers in civil or environmental engineering.
  - A thorough foundation and advanced knowledge in fields of civil or environmental engineering.
  - The ability to apply their knowledge to solve novel and emerging problems in civil or environmental engineering.
  - Able to teach in a variety of settings.
  - The ability to present their knowledge through publications and oral presentations.
  - Employment in industry, consulting firms, government agency, or academia.
  - Leadership in professional practice and service.
  - Apply sound research methods, draw well-supported conclusions, and effectively communicate findings.
- Become effective researchers in civil or environmental engineering.
  - Original contributions to selected technical areas in civil or environmental engineering.
  - Able to secure funds and manage resources to conduct research
- Have records of achievements that enhance the reputation and visibility of the doctoral program in civil engineering at Washington State University.
  - Hold responsible position in academia, national laboratory or industry.
  - Participation in professional organizations.
  - Recognition and awards

### **Ph.D. degree requirements**

- A. A minimum of 72 credit hours (see below). Additional details are given in the Graduate School Policies and Procedures at <http://gradschool.wsu.edu/>
- B. Must have minimum of 15 credits hours of graduate level courses.
- C. Successful completion of a *qualifying* examination prepared and administered by the student's advisory committee at the end of the first year (department requirement).

- D. Successful completion of a *preliminary* examination, both written and oral, prepared and administered by the student's Advisory Committee one semester before *final* exam (defense).
- E. A dissertation, approved by the student's Advisory Committee, based on the research conducted as part of the graduate program; and defense of the dissertation.
- F. Per Graduate School policy, full time students must register for at least 1 credit of CE 800 each semester; and 2 credits during the semester students take their prelims or final exam.
- G. All Ph.D. students are expected to maintain a **3.4 GPA**. Students that fail to maintain this this may be dismissed from our program.

<b>PhD Program</b>	<b>Number of Credit Hours</b>
Graded graduate coursework	34
CE 580 (graded seminar)	2
CE 800 (dissertation)	36
<b>Total credits</b>	<b>72</b>

### **Curriculum**

The curriculum for the Ph.D. degree will be tailored for each individual student. Although a designated minor is not required, many programs may include a minor subject.

#### **400-Level Courses on Your Program of Study**

1. Note: 300-level courses are NOT allowed (even though the Graduate School allows this).
2. If you are doing a Ph.D. you are allowed a maximum of nine 400-level credits (CEE students) and six 400-level credits (Eng.Sci students).

#### **Program Committee and Advisor**

Each student will be assigned an advisor who will recommend a dissertation Committee. The Committee will consist of at least four members (>50% or a majority needs to be from CEE or EngSci). At the Doctoral level, the committee also has the responsibility for the Ph.D. qualifying exam, preliminary examination and the defense for the Doctor of Philosophy degree. For policies regarding who can be on the committee go here: <http://gradschool.wsu.edu/chapter-six/>

#### **Qualifying Examination**

This is a departmental requirement and is the only exam that is **not scheduled** through the Graduate School. Each student must take this examination at end of first year after entering the Ph.D. program. The primary purpose of this examination is to assess at an early date the student's qualification and potential to complete the doctoral program in a timely manner.

Subject matter to be covered in this examination will be primarily from both graduate and undergraduate course work already completed in the area of major interest.

The examination will consist of a written part of 4 to 6 hours duration and an oral part of 2 to 3 hours. The oral part may be waived for a student showing exceptional performance in the written part. This examination will be given by the dissertation committee who may solicit questions from other faculty members. Procedures for this examination will be the same as those for the preliminary examination described in the Graduate Bulletin. However, this is a departmental examination; the Graduate School is not involved in scheduling, and does not send a representative to oversee the examination process.

The committee will recommend one of the following outcomes of the qualifying examination to the Department Chair:

- (1) Student qualifies to continue.
- (2) Student qualifies to continue provided specified courses are completed successfully.
- (3) Student does not qualify but may retake this examination within 3 months.
- (4) Student does not qualify and should be terminated from the doctoral program.

To recommend option 4, the number of votes will be the same as that specified for passing the preliminary examination. After consultation with the Department Chair, the advisor will convey in writing the results of the examination to the student.

### **Preliminary Examination**

Each student is required to pass a preliminary examination in order to become a candidate for the Ph.D. degree. This examination will be taken after most of the required course work has been completed, as determined by the dissertation committee, and upon submission of a dissertation research proposal. The Preliminary Examination will consist of written and oral parts. The written and oral portions will focus on the student's major area of specialization, courses taken, and the subject matter of the proposed research. Exam scheduling forms can be found on the Graduate School website: <http://gradschool.wsu.edu/facultystaff-resources/18-2/>. It needs to be submitted to the Graduate School **10 work days** before your exam.

NOTE: You must register for at least 2 credits of CE 800 during the semester you are taking your prelims or final exam. However, you need 3 credits in the summer if you are on an assistantship.

### **Dissertation and Final Examination**

All students are required to present a seminar on their dissertation to the faculty and graduate students during the final semester of their program. The final oral examination will consist of questions related to the student's research as well as coursework.

When scheduling their final exam students need to provide the Department Chair a pdf rough draft of their dissertation (along with their exam scheduling form; submit both to the Graduate Coordinator who will then get the Chair's signature). Per Graduate School policy, a draft of the dissertation needs to be available for others to review. After the Chair approves of the draft,

students must submit the draft copy of the dissertation to the Graduate School in digital format. The Graduate School will provide guidelines for the proper procedure. This webpage explains the required procedures for submission as well as gives guidelines for the formatting of the dissertation and can be found on the Graduate School forms webpage:

<https://gradschool.wsu.edu/facultystaff-resources/18-2/>

The candidate for degree will submit a pdf final copy as well as one paper copy of the title page, one paper copy of the abstract, and one original signature page--on 100% bond to the Graduate School. Signatures should be in black ink. Must be printed on one side only.

**Note: It is highly recommended that students have a pre-defense meeting 3-months before their exam (Power Point presentation of their thesis). This will give the student a chance to see how complete their thesis is and for the committee to see the nearly complete thesis, ask questions, and make recommendations. It is also highly recommended that students have an annual meeting with the thesis committee.**

**Timeline** - deadlines are established by the Graduate School and found on their website at <http://gradschool.wsu.edu/facultystaff-resources/18-2/> (*Deadlines and Procedures....*). Students intending to graduate should be certain to check this list early in their final semester. Because these dates vary somewhat each semester, it is the responsibility of the student to know the schedule.

When	What
Before first semester registration	Meet with faculty mentor to plan course of study for first semester
	-Attend Graduate School orientation. -ITA English test (required for international TA) -Clarify TA/RA duties and expectations if applicable
Before the end of first year of graduate work	Qualifying examination
In your 3 <sup>rd</sup> semester of graduate work and after passing qualifying exam	-Submit Program of Study (POS) -Form your committee
After approval of Program of Study and completion of a substantial portion of the program. At least one semester prior to defense.	-Preliminary exam (register for 2 credits of CE 800) -Apply for ABD status.
During last semester	-Apply for degree -Pre-defense meeting with committee
At least one month before scheduling final examination	Submit draft of your dissertation to committee members
At least 10 working days before requested examination or no later than (see Grad School for deadlines)	-Schedule your final examination -Email a pdf copy to Dena
Within 5 working days of your exam	-Submit all required final documents to the Grad School -Submit a final printed copy to the Graduate Coordinator for binding

In addition to these dates, graduate students should be aware of the departmental rules and requirements regarding distribution of dissertation drafts. Because a student only has five working days after defending their dissertation to turn in the final version to the Graduate

School, substantially all changes must be addressed prior to defending their dissertation in the final exam. *Consequently, your committee members need to have read your dissertation prior to scheduling a dissertation defense date.* This means committee members should receive copies of your (almost final) dissertation *at least 14 days before scheduling the final exam.* Depending on your advisor and your writing ability, you should generally allow for three to four weeks prior to this for addressing the rough draft comments.

### **International Student Concerns**

International graduate students often have special concerns which may affect their course of study, finances, and length of stay in the United States. International students will find the Office of International Students and Scholars (Bryan Hall 2<sup>nd</sup> floor, 335-4508, <http://ip.wsu.edu/>) a valuable resource in answering questions of concern. Note: if you want to leave WSU for an internship or for any reason you must first contact the international office. They will advise you regarding your visa status and requirements. Some typical concerns of international graduate students are related to financial issues and these are described below.

**Tuition** - International students on research and teaching assistantships follow the same rules for payment of tuition as U.S. students (though they cannot apply for WA residency). If an international student is not supported on a teaching or research assistantship, they are required to pay out-of-state tuition. International students supported on an assistantship will automatically qualify for in-state tuition. For more information on tuition, fees, and due dates go to this webpage: <http://studacct.wsu.edu/tuitionduedate.html>

**International Teaching Assistant (ITA) Exams** - International students who have been awarded a teaching assistantship must take the International Teaching Assistant Exams prior to the start of the semester if English is not his/her first language. Coordinate this test with a faculty member who is required to be present at your test. For more information go to the Intensive American Language Center website: <https://ip.wsu.edu/learn-english/teaching-assistant-evaluations/>. ITA exam (English test) are taken in Krugel Hall at the IALC center.

**Taxes** - International students who are employed in the United States are taxed the same as residents but file using different forms. Taxes are due on April 15. Most graduate students will find filing fairly simple (during March of each year.) International Programs conducts workshops to assist with the filing of the forms: <http://ip.wsu.edu/>