

Washington State University
Department of Civil and Environmental Engineering

Graduate Student Handbook

Table of Contents

Helpful internet sites	2
CEE Graduate Group Coordinators (Faculty) and CEE staff	3
Checking in –Assignment of Office Space, Keys, and Mailboxes	4
General office information.....	5
Expectations for Graduate Students, Academic Integrity and Other Helpful Links	6
Graduate student yearly reviews	7
Seminars (CE 580 and CE 600)	7
Washington Residency.....	8
Program of Study (POS)	8
Committee Selection	9
400-Level Courses on Your POS.....	10
Transfer credits	10
Research credits (CE 700, 702 and 800).....	10
Course Requirements for Degree	11
Scheduling a final exam.....	11
Steps for submitting a thesis/dissertation.....	14
Financial Support	15
Completing your degree and check out	15
Master’s Program.....	17
Master's Program timeline	20
Ph.D. Program.....	20
Ph.D. degree requirements	20
Preliminary Examination	22
Dissertation and Final Examination.....	22
Ph.D. Program timeline.....	24
International Student Concerns	24

Washington State University Department of Civil and Environmental Engineering

Graduate Student Handbook

Updated January 2022

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.

Graduate students are a vital component of our department. Our graduate students come from many states and many countries around the world. 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 your education. The real strength of our graduate program is the close interaction between graduate students and faculty members. You are encouraged to communicate with your fellow graduate students in order to benefit from their experiences. Our faculty are 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 Washington building between Stadium Way and Washington Street. Submit proof of your measles shots at this location. 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 – Newspaper available daily at newsstands throughout campus, in the departmental mainoffice (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.

Group Coordinator	Area	Office	Telephone	Email Address
Tom Jobson	Air	PACCAR 448	335-2692	tjobson@wsu.edu
Jenny Adam	Water & Env	PACCAR 352	335-7751	jcadam@wsu.edu
Haifang Wen	Geo/Trans	Sloan 26	335-4602	haifang_wen@wsu.edu
Adam Phillips	Structures	PACCAR 148	335-6362	a.phillips@wsu.edu
Akram Hossain	Tri-Cities	W 134A	509-372-7314	mahossain@wsu.edu

CEE Support Staff & Brief Description of Duties

Laurel Aldrich laldrich@wsu.edu - Fiscal Specialist, Sloan 101 - Coordinates all aspects of CEE budgets. Generally, manages the front office. Back up for travel, purchasing, and FedEx shipping requests as needed.

Melissa Alles mpalles@wsu.edu - Fiscal Technician 2, Sloan 114 – Handles the travel and purchasing. All purchases need your advisor’s approval. We are in the middle of revamping the process. More details on the process coming soon.

Kelly Caraher kcaraher@wsu.edu – Graduate Academic Coordinator, Sloan 113 - Assists with all aspects of graduate student application through to completion of graduate degrees, graduate student phonelist, department photo boards, office assignments, schedules classes and orders textbooks as appropriate.

Natalia Drumm 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.

Kelli Gardner-Schrand k.gardner-schrand@wsu.edu - Undergraduate Advisor, Sloan 105 -advises student, schedules classes, orders textbooks and coordinates the senior dinner.

Jon Heywood heywood@wsu.edu - Computer System Administrator, Sloan 132 - Network, system and software installation, maintenance and repairs and safety concerns.

Susan Lewis smlewis@wsu.edu - TRAC Coordinator, Sloan 107 - Coordinator for Washington State Transportation Center, TRAC website, proposal submission, budget preparation and approval.

Kelly Beckman Nigro kelly.nigro@wsu.edu - Administrative Manager, Sloan 102 - (inner office from main office) Assistant to the Chair 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).

Johnathan (John) Rarig jrarig@wsu.edu - Undergraduate Advisor, Sloan 103 - Advises students, schedules classes, orders textbooks and coordinates the senior dinner.

Maddalena Zarcone maddalena.zarcone@wsu.edu - Administrative Assistant, Sloan 101 – front customer service and office support, handles intake of purchasing and travel forms. Key coordinator, mail distribution, CEE website updates, telephone records, ordering of office supplies and inventory.

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

Kelly Beckman Nigro, in Sloan 102, will process your 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.

Kelly Caraher, in Sloan 113, will prepare a mailbox with your name on it (either in Sloan 104 or PACCAR). 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 Office 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), 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) handles purchasing and travel. Please check with her regarding 'pre-travel authorization' way before your travel occurs.

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 <https://bursar.wsu.edu/tuition-due-dates/>.

Federal Express - Only work related items can be sent through FedEx from this office, no personal items allowed. Laurel Aldrich 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

Academic Integrity Policies and Resources: This web site provides information on how to prevent plagiarism, and the academic integrity violation process,
<https://communitystandards.wsu.edu/policies-and-reporting/academic-integrity-policy/>

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. The guidelines are intended to promote an understanding of graduate students' responsibilities as members of the academic community of WSU. See:
<https://wsuwp-uploads.s3.amazonaws.com/uploads/sites/1485/2014/06/GuidelinesGoodPractices.pdf>

Graduate Student Formal Grievance Procedures for Academic Progress and Other Issues: See <https://gradschool.wsu.edu/documents/2017/07/gs-grievance-procedures.pdf>

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-%20harassment-prevention/> Once you have completed this training please send confirmation to the Graduate Academic Coordinator. If you become aware of any such misconduct, please inform your advisor or any other faculty member.

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 Community Standards can be found at <https://communitystandards.wsu.edu/> and include Standards of Conduct for Students, Alcohol and Drug Policy, Good Samaritan Guideline, Sexual Misconduct & Discrimination, Academic Integrity Policy, and Harm to Others.

Students with Disabilities: As stated in the *GS PPM*, the Graduate School (and our department) is committed to providing equal opportunity in its services, programs, and employment for

individuals with disabilities. Reasonable accommodations are available for students with a documented disability. Students are responsible for initiating requests for reasonable accommodations and services that they need. See: <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 <https://www.gpsa.wsu.edu/>.

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 advisor. After meeting with their advisors, students are invited to meet with their respective Group 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. 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)

The Master’s Program (both thesis and non-thesis) requires completion of CE 580 seminar once in their graduate program. The Ph.D. Program requires completion of CE 580 seminar twice. Ph.D. students (even ABD) are required to complete CE 580 seminar (graded) twice, during their first and last semesters of the Ph.D. program. Students who complete both their Master’s and Ph.D. here are therefore required to complete three instances of CE 580.

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 Academic Coordinator. Students should register for the section number appropriate to the chosen emphasis area:

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

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 30th 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 Washington 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 in-state tuition for the first year ONLY, thus it is important that you establish Washington 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 Request' form is located on the Graduate School website under Forms: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>

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

M.S. students in the non-thesis option: if you plan to graduate in **one year**, your POS is due September 1st (Fall start) or February 1st (Spring start) depending on the semester you started the program. Masters students must submit the Program of Study form to their graduate academic coordinator at the beginning of the semester before they intend to take a final exam. This allows time for the Graduate School to process your POS before you need to apply to graduate. You cannot apply to graduate until your POS is approved.

M.S. (thesis) students: your POS is due your second semester, September 1st for Fall or February 1st for Spring. You cannot apply to graduate until your POS is approved. More information on the Graduate School's 'Deadlines and Procedures for Master's Degree' timeline and due dates are here: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>

For Ph.D. students this is due the beginning of your third semester. A graduate student cannot take an exam in the same semester they submit their Program of Study. For example, if you plan to take a prelim exam in Fall, your program form is due by the Spring deadline of March 1st. If you plan to take your prelim exam in Spring, your POS is due October 1st. First, send your POS to the Academic Coordinator in CEE for review. Then, the student's Advisory Committee and the CEE department Chair must approve the POS before it is submitted to the Graduate School for review and approval. More information on the Graduate School's 'Deadlines and Procedures for

Doctoral Degree' timeline and due dates are 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 of courses. 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 Program of Study (POS) Request form 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 the Academic Coordinator. They will obtain the chair's signature submit the forms to the Graduate School for processing. *Please do not submit forms to the Chair, the Academic Coordinator needs to check them 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. Both forms are found here: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>

Committee Selection

Students will select their advisory committee members in consultation with their major professor (Committee Chair). 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 'Committee Change' form. Proposed committees must meet all Graduate School requirements (summarized on the POS request form) as well as any requirements listed in the program's bylaws.

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 committee composition are found on the POS request form under 'Committee Requirements'. **See 'Final Examinations' for committee members actions required including deadlines.**

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 (CE students) and six 400-level credits (Eng.Sci students).
5. English proficiency courses are NOT allowed on your POS.

Transfer Credits

Graded graduate-level course work (with a grade of B or higher) taken toward a master's degree at an accredited institution may be used toward a doctoral degree at WSU with the approval of the student's committee and the program director. However, graded graduate-level course work (with a grade of B or higher) taken toward a completed master's degree at an accredited institution may NOT be used toward another master's degree at WSU. All other graded graduate-level course work (with a grade of B or higher) taken as a graduate student, but not taken towards a completed graduate degree, may be used toward a master's degree or a doctoral degree at WSU with the approval of the students committee and program director. In all transfer cases, the number of such credit hours is limited to no more than half of the total graded course credits required by the program that is listed on the Program of Study. For example, if 34 graded credits are required on the doctoral degree POS, up to 17 graded credits can be transfer credits. It is up to your advisor 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 with your Program of Study. 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 full-time students on a ½ time assistantships (20 hrs/week) are required to enroll in at least 10 credits each fall and spring semesters (you are allowed to take up to 18 credits). For summer semesters students should enroll in 3 credits if they are on an assistantship (credits must be related to their engineering degree). For part-time enrollment, graduate students must enroll in a minimum of 2 credit hours and no more than 9 credit hours to maintain part-time enrollment status in the fall and spring semesters. All full-and part-time degree-seeking students are required to enroll in a minimum of 2 credits as a graduate student per semester (excluding the summer), unless they are in continuous doctoral status (CDS), or approved graduate leave or internship leave status. Graduate Leave forms (Graduate, Medical and Internship) are on the Graduate School website under Forms <https://gradschool.wsu.edu/facultystaff-resources/18-2/>.

Every fall and spring semester *full-time* students are required to enroll in at least 1 credit of CE 700, 702, or 800 (this is included in the required 10 credits). In consultation with their advisor, 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 are required to enroll in at least 2 credits of CE 700, 702, or 800 (with the exception of qualifying exams for Ph.D. students).

The student is expected to earn an S (Satisfactory) grade for all research credits (700, 702, 800). One U (Unsatisfactory) grade for research credits indicates that the student is not making satisfactory progress. The student will be subject to dismissal from the program if a U (Unsatisfactory) grade is earned for research credit for two terms (summer term included). Research credits for which a U has been earned shall not count toward degree requirements.

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 Program of Study before it is submitted to the Graduate School for approval. Please check the Graduate Program Overview page on the CEE website and under each focus area you can view the suggested and required courses for your particular degree.

Environmental: <https://ce.wsu.edu/graduate/>

Geotechnical & Transportation: <https://ce.wsu.edu/graduate/>

Hydraulics and Water Resources: <https://ce.wsu.edu/graduate/>

Structural, Materials & Sustainability: <https://ce.wsu.edu/graduate/>

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 in 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.

Scheduling of your final exam requires that your committee has given preliminary approval of your draft thesis. It is highly recommended that students have a pre-defense meeting 3-months before their exam. 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 their thesis committee.

When Ph.D. and M.S. (thesis option) students schedule their final exams, a copy of the final draft thesis/dissertation needs to be available for others to review, per Graduate School policy. Please email your draft to the Graduate Academic Coordinator. 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 be submitted to the Graduate School **10 work days before** your exam (**15 work days** if it's your **2nd 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 agreeing that your thesis is ready for the final defense.

The Graduate School provides formatting and submission requirements for your draft. There is also a Word Template on this webpage for formatting: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. Drafts must be submitted in ProQuest (www.dissertations.wsu.edu) at least 10 work days before your exam or 15 work days for a second attempt.

The candidate for degree will submit a pdf final version in ProQuest as well as one digital copy of the title page, abstract page, and signature page in myWSU for their committee to approve electronically. Original signatures are not required on the signature page. Please see the graduate school website for the 'Cotton Page e-Approval Guide: Students' here: <https://gradschool.wsu.edu/facultystaff-resources/18-2/> for instructions. You must also email the completed 'Hold Harmless and Copyright Agreement' form found on the Forms webpage, to gradschool@wsu.edu within the 5 work days after your defense. Doctoral Candidates must also complete the online Survey of Earned Doctorates also found on the Forms webpage.

Students will have a **maximum of 5-work days** to submit their final thesis/dissertation in ProQuest 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. There should be minimal revisions to complete after your exam.

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

1. Make sure you are registered for two credits of CE 702.
2. Apply for Degree (to graduate) by early October for Fall or early March for Spring to avoid a late fee: <https://gradschool.wsu.edu/graduation-application/>
3. Discuss with your committee about when to schedule your final exam (note the exam deadlines).
4. Check in myWSU to view your To-Do-Checklist for Graduation a week or so after you apply for degree. Work with the Graduate Academic Coordinator to help resolve issues on the To-Do List.
5. Submit your exam scheduling form to the Graduate Academic Coordinator. The form needs to be to the Graduate School **10 work days** before your exam (15 days if this is your 2nd attempt). NOTE: We need to know if any of your committee members are participating remotely during your exam via Zoom. Your exam must start no earlier than 8 a.m. and finish by 5:00 p.m Pacific.
6. Pullman students please work with Maddalena to reserve a room. Will your exam be in PACCAR or Sloan?
7. Please remember to schedule an exit interview with the department Chair (email Maddalena Zarcone maddalena.zarcone@wsu.edu with a preferred day/time) or Dr. Hossain if you are a Tri-Cities student at mahossain@wsu.edu.

8. If you are a Tri-Cities student and Dr. Hossain is your advisor, please contact Dr. Demissie for your exit interview at y.demissie@wsu.edu.
9. If Dr. Shi is your advisor, your exit interview should be scheduled with Dr. Ginn.
10. Your exit interview should be scheduled after you have successfully passed your exam.

Steps for scheduling MS Thesis and Doctoral Final Exams

1. Apply for a degree (to graduate) in myWSU by early October (Fall graduation) or March (Spring graduation) to avoid paying a late fee. Instruction for this process in myWSU are here: <https://gradschool.wsu.edu/graduation-application/> (this is completely separate from applying to walk in commencement). You must be enrolled in 2 research credits (CE 700 or 800). A few weeks after applying for a degree, check myWSU to view your To-Do Checklist for Graduation. Work with your Academic Coordinator if you need help resolving issues.
2. Submit approved thesis/dissertation (by the advisor) to your graduate committee at least 4 weeks before scheduling your exam. WARNING: committee members will NOT sign your exam form before they have had a chance to review your thesis/dissertation. In addition, you need time to incorporate their suggestions before you schedule your final exam.
3. Submit your final exam scheduling form with committee signatures to the Academic Coordinator. NOTE: your exam should start no earlier than 8:00 a.m. finish by 5:00 p.m. Pacific time. All Graduate 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 the Interim Final Exam form. Exam forms are due to the Grad School 10 working days before your exam date or 15 working days for a second attempt exam. Consult with the Academic Coordinator regarding the *interim exam* as you will graduate the semester after you defend and must apply for degree for that term. For example, if you take an interim exam at the end of Spring term in early May, you graduate in Summer.

The Graduate School provides 'thesis and dissertation formatting and submission requirements' for your draft: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. There is also a Word Template on this webpage for formatting. Drafts must be submitted in ProQuest (www.dissertations.wsu.edu) at least 10 work days before your exam or 15 work days for a second attempt.

4. Email a pdf draft copy of your thesis/dissertation (along with your exam scheduling form) to the Graduate Academic Coordinator. This pdf draft will be made available to the faculty (a WSU requirement).
5. Both Masters and Doctoral students: Ten working days before your exam date, upload your draft to ProQuest at www.dissertations.wsu.edu. You will be able to make revisions before submitting your final thesis/dissertation after your exam.
6. WITHIN 5 WORKING DAYS AFTER YOUR EXAM: upload your final pdf version to www.dissertations.wsu.edu. This will replace the draft copy you submitted before your exam. There is a separate link for Ph.D. students and M.S. students on the site. Please do not start a new submission, you are just replacing your draft with your final version.

7. WITHIN 5 WORKING DAYS AFTER YOUR EXAM: Upload in myWSU a digital version of the title page, abstract, and signature page with any requested revisions. Your degree cannot be granted if this is not uploaded and approved by your committee within myWSU. Please upload your pages soon after your exam to allow your committee time to add their approval by the 5 work day deadline after your exam. Please see the graduate school 'Forms' website for the instructions 'Cotton Page e-Approval Guide: Students' here: <https://gradschool.wsu.edu/facultystaff-resources/18-2/> All MS thesis and doctoral students need to email a completed "Hold Harmless/Copyright Agreement" form to gradschool@wsu.edu. Doctoral students also need to also complete the online "Survey of Earned Doctorates". Link here: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. NOTE: The Graduate School may not allow an extension. Please plan to submit your final thesis/dissertation, your 'cotton pages' in myWSU and forms by FIVE WORK DAYS AFTER YOUR EXAM.

8. These are not the only steps needed for completing a thesis/dissertation. Students also need to Refer to the Graduate School's 'Deadlines and Procedures for Master's Degree' and 'Deadlines & Procedures for Doctoral Degree' on the Forms webpage on the Graduate School website. Also, there is a final thesis/dissertation acceptance checklist: <https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-final-checklist.pdf/>

Departmental requirements: Final copies of your thesis/dissertation 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 to the Academic Coordinator. Do not have it bound yourself. Additional copies can be bound at the same time for personal use by submitting an unbound copy and another \$20.00 per copy. If the bound copies you requested are to be mailed, you must provide an address and \$8.00 per copy. The Academic Coordinator will assist you with any questions you have concerning the thesis copies at the departmental level. It can take a few months for the binding to be completed. You can also order copies through ProQuest when you first submit your draft.

Additional note:

1. Please remember to schedule an exit interview with the Department Chair (email Maddalena at maddalena.zarcone@wsu.edu with a preferred day/time) or Dr. Hossain at mahossain@wsu.edu if you are a Tri-Cities student. If Dr. Hossain is your advisor please contact Dr. Demissie for your exit interview y.demissie@wsu.edu. If Dr. Shi is your advisor, please schedule the exit interview with Dr. Ginn. You should schedule your exit interview after you have successfully passed your exam.

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 Group Coordinator in your area of research (see page 3) to find your Group 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. In order to work as a TA, International students are required to take the ITA exam: <https://ip.wsu.edu/learn-english/teaching-assistant-evaluations/>. 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, 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.
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 an 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): <https://gradschool.wsu.edu/scholarships-fellowships-awards/>

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 the Graduate Academic Coordinator to inspect your office before you turn in your office keys.
- If your office is in PACCAR please clean out your area and contact Suzanna Hamada at sdhamada@wsu.edu (CMEC students).
- Return books and supplies to appropriate locations/people.
- Return computers or other equipment you borrowed (Jon Heywood (heywood@wsu.edu) is our IT contact 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. Diplomas will only be sent to the address labeled 'Diploma Address' in myWSU.

PROGRAM SUMMARIES

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 area 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 missing material. *Courses taken to satisfy deficiencies cannot be included in the Program of Study.* Such remedial courses can be found at <http://www.ce.wsu.edu/Grads/ceDef.htm>. It is expected that remedial 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.

Each student, in consultation with his/her graduate committee, will develop a Program of Study (POS). This plan outlines which 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. This form and all Graduate School forms can be found at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>.

Each program may have its own required core courses (a list of these courses may be obtained from your faculty mentor). *The CE 580 credit (1) can be counted toward the total graded graduate coursework credits. It is not in addition to the graded coursework credits. You can also include CE 600 credits on your Program of Study in the Non-Graded (S/F) section.

	Thesis Option (credits)	Project Option (credits)	Courses Option (credits)
Graded graduate coursework	21	26	28
CE 580 (graded seminar)*	1	1	1
CE 700 (thesis)	4	0	0
CE 702 (non-thesis project)	0	2	0
CE 702 (non-thesis exam)	0	2	2
Minimum Total credits	30	30	30

Note: The requirements in the table above are the minimum. Student may 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 credit each semester. You must take 2 credits of 700 or 702 in your final semester in order to schedule your final exam. More information on the enrollment policy can be found here: <https://gradschool.wsu.edu/chapter-five/>.

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. There is a Word Template to help with thesis formatting here: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>

Non-thesis Option with Project

For the non-thesis project 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 are found online at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. The forms are titled, “Deadlines for Masters Degrees”. 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
Masters students must submit their Program of Study form to their Academic Coordinator at the beginning of the semester before they intend to take a final exam. September 1 or February 1 of the semester before the exam.	-Form your committee -Submit Program of Study (POS) Request Form to the Academic Coordinator
During last semester. See deadlines set by Grad School, early October or May of semester you graduate.	-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>Steps for Submitting a Thesis/Dissertation....</i>
At least 10 working days (15 of a second attempt) before requested examination date.	-Schedule your final exam (follow Graduate School instructions on the form). Submit your exam scheduling form to the Graduate Academic Coordinator. -Email a draft pdf copy to the Academic Coordinator and upload in ProQuest at www.dissertations.wsu.edu
Within 5 working days after your exam	-Submit all required final documents to the Graduate School and upload your final thesis in ProQuest using the link sent in your formatting review email -Give the Graduate Coordinator a printed final copy of your thesis 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 has only five working days after defending their thesis to submit their final version to the Graduate School, all substantive changes must be addressed prior to defending their thesis (a.k.a. the final exam). Consequently, your committee members need to have read and given preliminary approval to your thesis **prior to scheduling a thesis defense date**. This means committee members should receive copies of your thesis/dissertation one month before you submit your final exam scheduling form.

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 <https://gradschool.wsu.edu/policies-procedures/>.
- B. Must have minimum of 15 credits hours of graduate level (500) courses.
- C. Successful completion of *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 at least one semester before *final* exam (defense). There is an exam form that must be scheduled through the Graduate School.
- E. A dissertation, approved by the student's Advisory Committee, based on the research conducted as part of the graduate program; and final exam (defense of the dissertation) scheduled through the Graduate School.
- F. Per Graduate School policy, full-time students must enroll in at least 1 credit of CE 800 each semester; and 2 credits during the semester students take their prelim and final exams.
- G. All Ph.D. students are expected to maintain a **3.0 GPA**. Students that fail to maintain this this may be dismissed from our program.

PhD Program	Number of Credit Hours
Graded graduate coursework	34
CE 580 (graded seminar)*	2
CE 800 (dissertation)	36
Minimum Total credits	72

Note: *You must have at least 34 graded credits which can include the two required CE 580 seminar credits. Students will end up taking more than the minimum credits of CE 800 because the Graduate School requires that all full-time students enroll in at least 1 credit of CE 800 each semester. You must enroll in 2 credits of 800 in your final semester in order to schedule your final exam. You can also include CE 600 S/F graded credits on your Program of Study to count toward the 72 total credits. More information on the enrollment policy can be found here: <https://gradschool.wsu.edu/chapter-five/>.

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 the Program of Study

1. Note: 300-level courses are NOT allowed (even though the Graduate School allows this)
2. For 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 Eng. Sci). At the Doctoral level, the committee also has the responsibility for the Ph.D. qualifying exam, preliminary exam and the final defense for the Doctor of Philosophy degree. For policies regarding who can be on the committee please see: <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 the end of the 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. Each CEE area has their own protocols for the qualifying exam. Please consult with your advisor and area coordinator for this protocol.

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 portions. 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/>. The form must be submitted to the Graduate School **10 working days** before your exam. You should have no more than 6 graded credits remaining to complete on your Program of Study when taking your Preliminary Exam.

NOTE: You must register for at least 2 credits of CE 800 during the semester you are taking your preliminary 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.

Per Graduate School policy, a draft of the dissertation needs to be available for faculty to review. Please email a copy to the Academic Coordinator. The draft must receive preliminary approval by the student's committee prior to submission of the exam scheduling form. In addition, you must submit your draft to ProQuest at www.dissertations.wsu.edu at the same time your exam scheduling form is due. Instructions for the formatting and submission of your thesis can be found on the Graduate School website: <https://gradschool.wsu.edu/facultystaff-resources/18-2/> along with a Thesis and Dissertation Word Template for formatting.

The candidate for degree will submit a pdf final copy of their dissertation in ProQuest at www.dissertations.wsu.edu. A digital copy of the title, signature and abstract pages (correctly formatted) must be uploaded in myWSU for committee approval. Please use the instructions titled 'Cotton Page e-Approval Guide: Students' on the Graduate School webpage: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. On this webpage, please complete the Hold Harmless/Copyright Agreement Form and email it to gradschool@wsu.edu and complete the online Survey of Earned Doctorates. All items are due 5 work days after your exam.

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 for Doctoral Degree*). Students intending to graduate should 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
By the end of the third semester, or the semester before your prelim exam. You cannot take the prelim exam the same semester you submit your program of study.	-Form your committee -Submit Program of Study Request form (POS)
After approval of the Program of Study and completion of a substantial portion of the program (6 graded credits or less to complete). At least one semester prior to defense.	-Preliminary exam (register for 2 credits of CE 800)
Upon completion of all graded coursework	-Apply for ABD status, see ABD waiver form on Graduate School website
During last semester	-Apply for degree (to graduate) -Pre-defense meeting with committee
At least one month before submitting the final exam scheduling form	Submit draft of your dissertation to committee members; obtain preliminary approval of committee prior to scheduling final exam
At least 10 working days before requested examination or no later than (see Grad School for deadlines)	-Schedule your final examination, submit the exam form to the Academic Coordinator -Email a pdf copy of your dissertation to the Academic Coordinator
Within 5 working days after your exam	-Submit all required final documents to the Graduate School -Upload your final dissertation in ProQuest -Submit a final printed copy of your dissertation to the Academic Coordinator for binding

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 2nd 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 Programs 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 Washington 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 are provided an out-of-state tuition waiver with their assistantship appointment throughout their academic career. For more information on tuition, fees, and due dates go to this webpage: <https://bursar.wsu.edu/tuition/>

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 Kruegel 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/>.