

# **GRADUATE STUDENT HANDBOOK**

Vol. I. Master Programs (MS and ME)



**Department of  
Civil and Environmental Engineering**  
College of Engineering and Technology  
Old Dominion University

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(Source: 2016-2017 ODU Graduate Catalog)

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## 1. INTRODUCTION

### 1.1 Welcome

Welcome to the graduate program of the Department of Civil and Environmental Engineering at the Frank Batten College of Engineering and Technology. As a graduate student here, you are a vital part of our department and college, and we feel it is important that you thoroughly understand your role. There are many sources of information designated to guide you through your program. Primary among these are your Graduate Program Director and Faculty Advisor. This guide and the University Graduate Catalog are sources with which you should become very familiar. This guide is meant to supplement the University Graduate Catalog, never to supersede it. The Graduate Catalog should be considered the authoritative source of written university policy.

### 1.2 Degree Programs Offered

The following degrees are offered in the Department of Civil and Environmental Engineering:

Master of Engineering (M.E.) in Civil Engineering  
Master of Science (M.S.) in Civil Engineering

Master of Engineering (M.E.) in Environmental Engineering  
Master of Science (M.S.) in Environmental Engineering

Doctor of Engineering (D. Eng.) in Civil and Environmental Engineering  
Doctor of Philosophy (Ph.D.) in Civil and Environmental Engineering

### 1.3 Program Guideline Charts

A simple flow chart diagramming graduate study is shown on Page 2 for the Masters program. After entering the program, follow the chart carefully, and check your progress in the chart until successful completion of the program. Necessary forms (Departmental-CEE and University-G or M) to be processed are listed alongside with key time schedules. These forms are included in the Appendix.

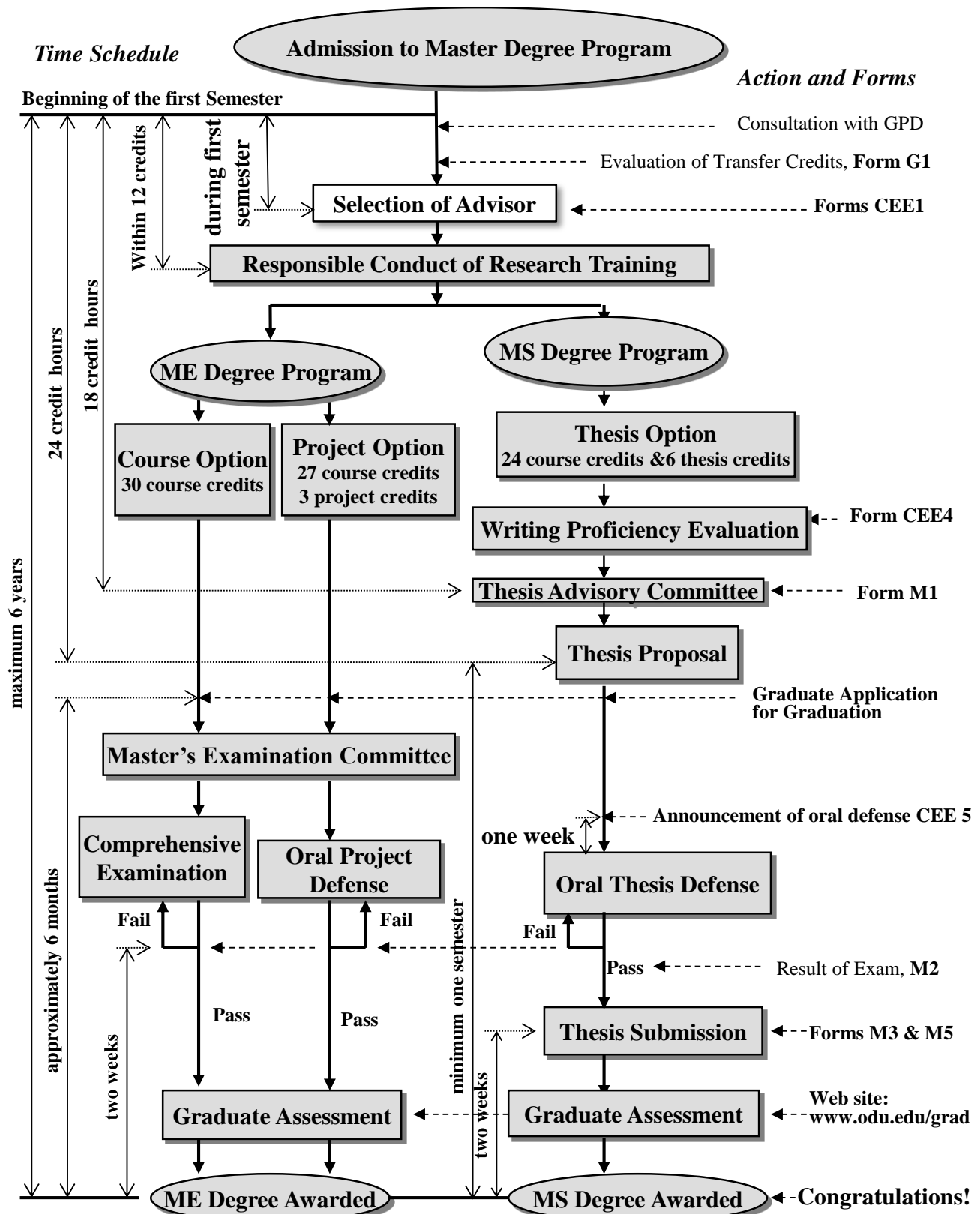
### 1.4 Writing Proficiency Policy

The CEE Department Policy on Writing Proficiency (adopted October 2004) is “Writing skills will be evaluated by the faculty advisors in their early stage of study. If deemed deficient, the student will be required to work with the advisor or attend training sessions provided by the University’s Graduate Writing Assistance Program (<https://www.odu.edu/al/centers/writing-center>) or other programs to improve their writing skills.”

### 1.5 Responsible Conduct of Research (RCR) Training

RCR training is required for all graduate students in the University. All graduate students must complete the RCR training **prior to completion of 12 semester hours** in their graduate program. Visit <http://www.citiprogram.org>. The instruction is available at ODU/Graduate School web site <https://www.odu.edu/graduateschool>.

## Master Program Study Guideline



## 2. STUDENT STATUS

### 2.1 Admission Status

While a graduate student in the Department of Civil and Environmental Engineering at the College of Engineering and Technology, you will be placed in one of three categories:

1. Regularly admitted graduate student,
2. Provisionally admitted graduate student
3. Non-degree seeking graduate student

### 2.2 Regular Admission

Before you obtain a degree, you must be in category 1. To be placed in category 1, you must have applied to your degree program, met all admission requirements and received a letter stating that you have been accepted into the degree program as a regular student. For a description of admission requirements for the Civil and Environmental Engineering program, see the ODU Graduate Catalog.

### 2.3 Provisional Admission

After applying for admission to your program, you may receive a letter which states that you have been accepted as a provisional student in your degree program. The letter describing the conditions of your acceptance into the program should describe the level of performance you must achieve or required prerequisite courses. On your initiative, when you believe you have met the conditions stated in the letter you should meet with the Graduate Program Director to determine if you are ready to apply for change of status to regular student. If the Graduate Program Director believes that you have met the required conditions, he will initiate the request to have you moved to regular student status by submitting the Notice of Change of Status (Graduate Form G2). Without being admitted to regular student status, you cannot be certified for graduation.

### 2.4 Non-degree Status

If you are taking graduate courses in the College but have never been accepted into a degree program, you are in category 3. If you intend to apply for a degree program at some time, you must remember that you can transfer **no more than 12 hours of credit (with a grade of B or above) taken in a non-degree status to a degree**. All non-degree graduate students who have completed or will exceed 12 credit hours will be blocked from registering or attempting to register for additional graduate courses.

## 3. MASTER'S DEGREE PROGRAM

### 3.1 General Rules and Procedures

**3.1.1 Transfer Credits** A maximum of 12 semester hours of graduate credit may be transferred into a graduate degree program from another accredited institution. Transfer credit will be given only for those courses that are certified as being applicable toward a comparable degree or certificate at the institution that offered the courses and that were completed with a grade of B or better. *In addition, up to 12 credits (with B or better grade) from non-degree graduate status at Old Dominion University may be transferred upon the approval of Graduate Program Director.* You may earn a maximum of six semester hours through experiential learning mechanisms. The credits earned through experiential learning

mechanism are included in the maximum number of transfer credits allowed at Old Dominion University.

A student who wishes to transfer credit earned prior to admission to a degree program at Old Dominion University must submit a special request for evaluation of transfer credits through the Graduate Program Director to the Office of Admissions (use Graduate Form G1). Following admission to the degree program, the student should obtain written permission from the Graduate Program Director before registering for a course at another institution with the intent to transfer the credit for that course into a graduate degree program at Old Dominion University. In no case is a transfer of credit final without the signed approval of the Graduate Program Director on the Evaluation of Transfer Credits form (Graduate Form G1). See the details of transfer credits in the ODU Graduate Catalog.

**3.1.2 Course Load** The minimum load for a full-time graduate student is 9 graduate credit hours per semester. No more than 12 hours per semester may be carried without the permission of the Graduate Program Director. In the summer sessions 6 credit hours constitute a full load. Graduate students with teaching or research assistantship with 20 hours per week from university fund shall register at least 9 hours (three hours for summer). In case of research assistantship from ODU Research Foundation with 20 hours per week could register at least 6 hours (three hours for summer).

**3.1.3 Time Limit** All requirements for a master's degree must be completed within a six-year period. If any of your credits granted toward your degree will be older than the time limit (6 years) at the time of graduation, those credits must be validated by an examination (Graduate Form G3). See the detail on Policy on Validation of Out-of-Date-Graduate Credit in ODU Graduate Catalog.

**3.1.4 Probation and Suspension From Graduate Studies** You shall maintain GPA of 3.0 or above in graduate courses. You will get a probation or will be suspended from graduate studies if you fail to satisfy the graduate continuance requirement set by the University for good academic standing.

**3.1.5 Selection of Advisor** When you enter a master degree program, either as a provisional or regular student, you should coordinate with the Graduate Program Director **to select the academic advisor (Form CEE1) during your first semester at ODU**. This advisor will be selected with consideration given to your wishes, your area of research interest and faculty workload and preference. Advisors are appointed by the Graduate Program Director.

**3.1.6 Application for Graduation** A formal application for the expected degree must be made in the Office of the Registrar five to six months prior to the expected date of graduation. The application deadlines are listed in the table below.

Anticipated Graduation Month	December	May	August
Application Deadline	3rd Friday in July	2 <sup>nd</sup> Friday in Nov.	2 <sup>nd</sup> Friday in April

Graduate Application for Graduation form may be obtained from the Office of the Registrar or downloaded at <https://www.odu.edu/content/dam/odu/col-dept/al/docs/gradappl.pdf>.

**3.1.8 Registration after All Course Work** Students who have completed all course work but are working during a given semester to complete other outstanding degree requirements (e.g. comprehensive examination, project, thesis, etc.) or wish to use University facilities and/or consult with faculty must be registered for at least one credit hour during that semester. Register for CEE 698 for continued project work, CEE 698 for continued thesis work, or CEE 998 for ME course option students.

**3.1.9 Final Semester Registration** One-hour registration (CEE 698, CEE 699, or CEE 998) is required for all graduate students to maintain active status during the final semester prior to graduation if you are not formally enrolled in course work.

**3.1.10 Graduate Assessment** Old Dominion University has developed an institution-wide plan to assess the quality of its graduate academic degree programs. During your final semester, you will be required to visit at <http://www.odu.edu/academics/graduation-commencement/exit/graduate-assessment> to complete a survey on your satisfaction with your academic program, as well as support services and other aspects of the University. You must complete the survey to receive your diploma or transcripts. Your responses will be used to improve teaching and learning in our graduate programs.

## 3.2 Degree Requirements

**3.2.1 MS and ME Degree Requirements in Civil Engineering and Environmental Engineering (except Transportation Engineering concentration)** The Department offers Master of Science (M.S.) and Master of Engineering (M.E.) degrees both in Civil Engineering and in Environmental Engineering. The M.S. requires twenty-four credit hours of graduate course work and six credit hours of thesis research. The student must also pass an oral thesis defense examination. Project and course options are available for students who wish to pursue a M.E. degree. The project option requires twenty-seven credit hours in graduate course work plus a three-credit-hour project. The student must pass an oral examination on his or her project. The course option requires thirty credit hours of graduate course work and the student must pass a final comprehensive examination covering the entire program of study. The comprehensive examination is oral for the M.E. degree in Civil Engineering, and it is written for the M.E. degree in Environmental Engineering. Course selection will be made in consultation with your academic advisor and/or the Graduate Program Director. The required courses for various Master's degree programs are listed in Table 1. Category A is the group of upper level graduate courses designed for Civil Engineering Programs, while Category B is the one for Environmental Engineering Programs. Category C comprises the lower level Civil and Environmental Engineering graduate courses.



**Table 1. Specific Course Requirements for Master's Degrees (except for Transportation Engineering Concentration)**

Master of Science Degree (Thesis)	Credit Hours	Master of Engineering Degree (Project Option)	Credit Hours	Master of Engineering Degree (Course Option)	Credit Hours
A for Civil Engineering <b>Env. Core</b> for Env. Eng.	12	A for Civil Engineering <b>Env. Core</b> for Env. Eng.	12	A for Civil Engineering <b>Env. Core</b> for Env. Eng.	12
		A for Civil Engineering B for Env. Engineering	3	A for Civil Engineering B for Env. Engineering	6
A, B, C or D	9	A, B, C or D	9	A, B, C or D	9
MATH or STAT	3	MATH or STAT	3	MATH or STAT	3
Thesis	6	Project	3	Comprehensive exam.	
Total Credit Hours	30**	Total Credit Hours	30**	Total Credit Hours	30

\*\* Note: For MS and ME Project options, no more than 9 credit hours can be at 500 level.

**Category A** (3 credit hours each) – Upper level courses in Civil Engr.

CEE 710 Structural Dynamics  
 CEE 711@ Finite Element Analysis  
 CEE 712 Advanced Reinforced Concrete  
 CEE 713 Prestressed Concrete  
 CEE 714 Advanced Structural Analysis  
 CEE 715\* @ Engineering Optimization I  
 CEE 717 Bridge Structures Design  
 CEE 719 Inelastic Structures  
 CEE 720 Structural Stability  
 CEE722@ Cluster Parallel Computing  
 CEE 721 Plates  
 CEE 723 Seismic Design of Steel Structures  
 CEE 724 Retrofitting Methods for Bridges and Buildings  
 CEE 725 Smart Structures  
 CEE 726\*Green Buildings  
 CEE 730 Advanced Foundation Engineering  
 CEE 731 Advanced Soil Mechanics  
 CEE 732 Engineering Behavior of Soils  
 CEE 733 Soil Dynamics  
 CEE 741\* Open Channel Flow  
 CEE 747\* Groundwater Flow  
 CEE 761\* Water Resources Process and Analysis Methods  
 CEE 770 Transportation Safety  
 CEE 771 Transportation Operation II  
 CEE 772 Intelligent Transportation Systems  
 CEE 773 Transportation Planning  
 CEE 774 Transportation Network Flow Models  
 CEE 775@ Transportation Network Algorithms  
 CEE 776 Simulation in Transportation Networks  
 CEE 782@ Design of Coastal Structures  
 CEE 783@Tidal Hydraulics in the Estuarine and Coastal Environment  
 CEE 787@ Dredging & Beach Engineering  
 CEE 788\*@ Coastal Hydrodynamics & Sediment Processes  
 CEE 789 Computational Environmental Fluid Dynamics

**Category B** (3 credit hours each) – Upper level courses in Env. Engr.

CEE 650@ Pollution Prevention  
 CEE 659 Carbon-Free Clean Energy  
 CEE 715\* Engineering Optimization I  
 CEE 726\*Green Buildings  
 CEE 741\* Open Channel Flow  
 CEE 747\* Groundwater Flow  
 CEE 751% @ Physicochemical Treatment Processes  
 CEE 752% @ Biological Wastewater Treatment  
 CEE 753 Advanced Processes for Water &Wastewater Treatment  
 CEE 754 Environmental Engineering Microbiology  
 CEE 755% @ Water Quality Management  
 CEE 756@ Water Quality Modeling  
 CEE 761\* Water Resources Process and Analysis Methods  
 CEE 762% @ Aquatic Chemistry in Environmental Engineering

CEE 788\*@ Coastal Hydrodynamics & Sediment Processes

**Category C** (3 credit hours each) – Lower level courses in Civil & Env.

CEE 514 Masonry Structures Design  
 CEE 515 Steel Structural Design  
 CEE 516 Wood Structures Design  
 CEE 530 Foundation Engineering  
 CEE 531 Earth Structures Design with Geosynthetics  
 CEE 532 Introduction to Earthquake Engineering  
 CEE 533 Geomaterials Stabilization  
 CEE 540 Hydraulic Engineering  
 CEE 546 Urban Stormwater Hydrology  
 CEE 547 Groundwater Hydraulics  
 CEE 550 Water Distribution & Wastewater Collection System Design  
 CEE 552@ Air Quality  
 CEE 554@ Hazardous Waste Treatment  
 CEE 558@ Sustainable Development  
 CEE 560 Advanced Analytical Techniques in Env. Engr.  
 CEE 559 Biofuels Engineering  
 CEE 570 Transportation Fundamentals  
 CEE 571 Transportation Operation I  
 CEE 582@ Introduction to Coastal Engineering

**Category D** – Other graduate courses

Graduate level courses offered from other departments. These courses must be related to the program of study and must be approved by the student's academic advisor.

**MATH or STAT Category**

CEE 700@ Civil and Environmental Engineering Experimental Design  
 CEE 701 : Applied Mathematics for Civil and Environmental Engineers or a graduate level MATH or STAT course.

\* Double listings in A and B categories.

@ Available in distant learning mode.

% Environmental engineering core course (**Env. Core**)

### 3.2.2 MS and ME Degree Requirements in Transportation Engineering concentration in Civil Engineering

The Department offers Master of Science (MS) and Master of Engineering (ME) degrees in Civil Engineering with concentration in Transportation Engineering. The MS (thesis) program requires twenty-four credit hours of graduate course work and six credit hours of thesis research. The student must also pass an oral thesis defense examination. The ME program (project option) requires twenty-seven credit hours in graduate course work plus a three-credit-hour project. The student must pass an oral examination on his or her project. The ME program (course option) requires thirty credit hours of graduate course work and the student must pass a final comprehensive examination covering the entire program of study. The Table 2 summarizes the requirements in MS and ME degrees in the concentration of Transportation Engineering.

**Table 2. Specific Course Requirements for Master's Degrees in Transportation Engineering Concentration (Civil Engineering Degrees)**

Degrees	MS (Thesis)	ME (Project)	ME (Course)
	Credit hours	Credit hours	Credit hours
Core Courses (CEE 571, and 773 or 777)	6	6	6
Upper-level Transportation Elective (from CEE 770, 771, 772, 773, 774, 775, 776, 777)	6	6	9
CEE 700 or graduate STAT course	3	3	3
Other Upper-level Transp. Elective Courses and other approved electives)	9	12	12
Thesis (CEE 699) or Project (CEE 698)	6	3	-
Total credit hours	30*	30*	30**

\* no more than 9 credits can be at 500 level

\*\* no more than 12 credits can be at 500 level

#### ■ Core Courses

CEE 571: Transportation Operations I, and  
CEE 773: Transportation Planning, or  
CEE 777: Discrete Choice Theory and Modeling in Transportation

#### ■ Upper-level Transportation Elective Courses

CEE 770: Transportation Safety  
CEE 771: Transportation Operations II  
CEE 772: Intelligent Transportation Systems  
CEE 773: Transportation Planning  
CEE 774: Transportation Network Flow Models  
CEE 775: Transportation Network Algorithms  
CEE 776: Simulation in Transportation Networks  
CEE 777: Discrete Choice Theory and Modeling in Transportation

#### ■ Required Statistical Courses

CEE 700: Civil and Environmental Engineering Experimental Methods or Graduate STAT

#### ■ Other Approved Electives

CEE 552: Air Quality  
CEE 558: Sustainable Development  
CEE 715: Engineering Optimization I  
ENMA 600: Cost Estimation and Financial Analysis  
ENMA 603: Operations Research  
ENMA 717: Cost Engineering  
ENMA 724: Risk Analysis  
MSIM 601: Introduction to Modeling and Simulation  
MSIM 751: Advanced Analysis for Modeling and Simulation  
PADM 633: Methods of Urban Planning

PADM 634: Regional Planning  
PADM 721: Transportation Policy  
PORT 611: International Maritime Transport  
PORT 612: Port Operations and Management  
PORT 614: Port Planning and Economics  
PSYC 870: Human Factors Psychology  
STAT 531: Theory of Statistics  
STAT 532: Sampling Theory  
STAT 535: Design and Analysis of Experiments  
STAT 537: Applied Regression Analysis  
STAT 549: Nonparametric Statistics

### 3.3 Procedures and Rules for M.S. Degrees

**3.3.1 Thesis Advisory Committee** You must petition the Graduate Program Director to appoint a thesis advisory committee. Use the Thesis Advisory Committee form (Graduate Form M1) for this purpose. This committee will consist of a minimum of three members of the graduate faculty. The chair shall be a full-time ODU faculty.

**3.3.2 Writing Proficiency Diagnostic Evaluation** Your academic advisor will evaluate your English writing skills in the early stages of your MS program (during the first or second semester). If any deficiencies are found, University Graduate Writing Assistance Program (<https://www.odu.edu/al/centers/writing-center>) and/or your advisor will assist you in improving writing skills prior to thesis preparation (see Sec.1.4 of this handbook).

**3.3.3 Thesis Preparation** You shall prepare a thesis upon the guidance of the advisor and thesis committee members. The character of the final work must testify to the distinction of the student and standard of the University. For guidelines in the preparation of your thesis you are referred to the "Guide for Preparation of Theses and Dissertations" available at [https://www.odu.edu/content/dam/odu/offices/graduate-studies/thesis-dissertation/docs/thesis\\_dissertation\\_guide.pdf](https://www.odu.edu/content/dam/odu/offices/graduate-studies/thesis-dissertation/docs/thesis_dissertation_guide.pdf).

**3.3.4 Thesis Defense** An essential part of the MS Degree requirement is the successful completion of a thesis defense and submission of the thesis.

At least two weeks prior to the proposed date of the thesis oral defense, you should submit four typed copies of the complete thesis to the chairman of the advisory committee. Also **Submit your defense schedule including the abstract to the Graduate Program Director at least one week prior to the defense using CEE 5 Form.** Graduate Program Director will publicize your dissertation defense schedule and invite the student body and faculty to attend.

**3.3.5 Final Examination Result** The decision as to whether a student has passed or failed the examination will be rendered in closed session by a majority vote of the thesis examination committee (Graduate Form M2). You will be notified immediately of the oral examination results by the committee chair.

In the event you fail this examination you may repeat it once. If you pass the examination, but do not graduate within 12 months, you will be required to repeat the examination.

**3.3.6 Thesis Submission** When you pass your oral defense, you shall submit your thesis (including any post-exam corrections) in "final" form to the Dean's Office. The thesis (original copy) must be delivered to the Dean's Office accompanied by the Thesis Acceptance and Processing form (Graduate Form M3) signed by the thesis advisory committee members and Graduate Program Director no later than three weeks prior to the last day of classes prior to graduation. The Dean's Office will review your thesis for errors in grammar and formatting. You should make requested corrections and

resubmit as soon as possible. If the corrections cannot be made before the last day of classes your graduation will be delayed at least another semester.

When the thesis is deemed acceptable, the Thesis Acceptance and Processing form (Graduate Form M3) will be signed by the Dean, and you should submit it according to the instructions in the "Guide for Preparation of Theses and Dissertations" to the Office of Registrar by the last day of classes of the semester in which you plan to graduate.

### **3.4 Procedures and Rules for M.E. Degrees**

**3.4.1 Project Option** If you are enrolled in Master of Engineering degree project option program, you must complete a Master's Project under the supervision of your advisor. A project report must be produced by you. The format of the report is specified by the advisor.

You are also required to pass an oral project defense examination. This examination will be administered no earlier than the last semester of your course work. The examination is administered by a committee of at least three graduate faculty members appointed by the Graduate Program Director after consultation with you and your advisor. You must provide each member of this committee with a copy of your project report at least one week before the examination date.

Passage of the project defense examination requires an affirmative vote of a majority of the committee members. The Results of Master's Degree Examination or Requirement form (Graduate Form M2) signed by the committee members and the Graduate Program Director must be delivered to the Office of the Registrar by the end of the graduating semester. If you pass the examination, but do not graduate within 12 months, you will be required to repeat the examination. In the event you fail the project defense examination you may repeat it once. At the discretion of the examination committee, you may be required to complete another Master's Project before you become eligible to retake the oral defense examination.

**3.4.2 Course Option** An essential part of the Master of Engineering Degree requirement for the course option is the successful completion of a comprehensive master's final examination. The final examination is oral for the Master of Engineering in Civil Engineering degree, and it is written for the Master of Engineering in Environmental Engineering degree. This examination will be administered no earlier than the last semester of your course work. Also, it must be first attempted no later than one semester after completing your course work. The oral examination is administered by a committee of at least three graduate faculty members appointed by the Graduate Program Director after consultation with you and your academic advisor. The Result of Master's Degree Examination or Requirement form (Graduate Form M2) signed by the committee members and the Graduate Program Director must be delivered to the Office of the Registrar Office by the end of the graduating semester. Passage of the final examination requires an affirmative vote of a majority of committee members. If you pass the exam, but do not graduate within 12 months, you will be required to repeat the exam. In the event you fail this examination, you may repeat it once with a sufficient period of time to study the exam materials (normally three to four months) after the

initial examination. At the discretion of the examination committee you may have to complete additional course requirements before you become eligible to retake the comprehensive examination.

#### **4. FINANCIAL AID**

Various types of financial aid are available on a competitive basis for graduate students in Civil and Environmental Engineering.

##### **4.1 Graduate Teaching Assistantships (GTA)**

There are two categories in graduate teaching assistantship: GTA Instructors and GTA Assistants. GTA Instructors are expected to participate directly in teaching activities including class instructors, laboratory supervisors, recitation leaders and tutors. GTA Assistants do not directly instruct students, rather assist instructors to work as grading, laboratory preparation, etc. The workload for a full-time appointment is normally 20 hours per week on average. The minimum stipend for full-time appointment is \$12,800 for master's students per academic year. Part-time Teaching Assistantships may be available also requiring teaching responsibilities of less than 20 hours per week.

To qualify as GTA Instructors, students must pass the Graduate Teaching Assistant Institute prior to their first semester of appointment. Without passing Graduate Teaching Institute, students are not allowed to be a GTA Instructor. Prior to attending the GTA Institute, new international assistants must take and pass the SPEAK test administered by the Old Dominion University English Language Center or pass the Institute's re-test. This test measures the oral proficiency in English.

##### **4.2 Graduate Research Assistantships (GRA)**

Graduate Research Assistantships may be funded through sponsored research projects. The appointee is expected to participate directly in research conducted by faculty members. The workload for a full-time appointment is normally 20 hours per week on average. The minimum stipend for full-time appointment is \$12,800 for master's students per academic year. Part-time Research Assistantships may be available also.

##### **4.3 Enrollment and Registration Requirements**

Assistantship recipients are required to be enrolled each semester of their appointment. There are two categories of enrollment requirements:

1. Assistantship recipients who are supported by University/Commonwealth funds are required to be enrolled each fall and spring semesters of their appointment and must register for and complete a minimum of **nine** hours of graduate course work per semester and **six** hours in the summer.
2. Assistantship recipients who are supported by other funding sources are required to be enrolled each fall and spring semesters of their appointment and must register for and complete a minimum of **six** hours of graduate course work per semester and **three** hours in the summer.

Master's students holding graduate teaching, research, or administrative assistantships who are in their final semester and who are within six hours of completing their degree requirements may register for six or fewer graduate credit hours needed for the completion of their degree. Those who are completing a Master's Thesis or Master's Project but have not yet defended it may register for one hour of graduate credit in their final semester. Such students will be considered full-time. Master's students are eligible for reduced enrollment requirement for no more than one semester.

Undergraduate prerequisite courses and courses taken as audits are not counted toward the enrollment requirement. Graduate assistants normally may not enroll for more than nine credit hours per semester. Enrollment for 10 to 12 credit hours requires the approval of Graduate Program Director. No graduate assistant is permitted to enroll for more than 12 credit hours in any semester the appointment is held.

#### **4.4 Unfunded Tuition Scholarships**

Unfunded tuition scholarships may be offered to graduate assistants. Students must hold the appointment for more than one-half of the semester with at least \$3,200 support per regular semester or \$2,500 during summer semester to qualify for unfunded tuition scholarship.

At master's level, the unfunded tuition scholarship normally covers the difference between In-State and Out-of-State tuition. In other words, master's level graduate assistants will be responsible for paying In-State tuition regardless of their domicile.

Graduate assistants seeking unfunded tuition scholarships must consult with the Graduate Program Director two weeks before the beginning of each semester to prepare the necessary paper work.

#### **4.5 Outside Employment**

Full-time (20 hours per week) graduate assistants are not permitted to accept additional on-campus employment, except under unusual circumstances and only by the approval of the Dean. Any off-campus employment should be undertaken with caution and in consultation with Graduate Program Director. It should in no way adversely affect academic performance or assistantship duties and responsibilities. International students shall consult the Office of Visa & Immigration Service Advising for international student employment.

#### **4.7 CEE Graduate Seminar Attendance**

All CEE graduate students (GTA and GRA) who are **financially supported** either by the Department or ODU Research Foundation are **required to attend all CEE Graduate Seminars** during Fall and Spring semesters. Absences are allowed only for exceptions in exceptional cases with written request to and approval by the Graduate Program Director (CEE 6 Form) (adopted on 5/11/2017).

### **5. INTERNSHIP PARTICIPATION**

For international students, who attend school full time, paid internship may be allowed upon the recommendation of the department GPD and the approval of ODU's Career Management Center and/or International Student and Scholar Services (ISSS). However, since

none of the department's graduate degree programs require practical training or internship as a part of the curriculum, the department will not recommend any curricular practical training (CPT) application. In addition, internships often interrupt students' work on their thesis, dissertation, or project, and thus result in a lengthy delay of their graduation. Therefore, the department, in general, does not recommend participation in optional practical training (OPT) before their degree completion. Rather, the department recommends that students participate in OPT after obtaining their degrees. Only if the following conditions are met, the GPD may recommend OPT participation while they are pursuing their graduate degrees:

1. An internship offer letter must clearly state the job description for the student and show the merit for the student to gain real world experience beyond the classroom situation in their study field.
2. The student must submit a written detailed time schedule of planned thesis, dissertation, or project work until the completion of the degree and obtain the approval from the academic advisor. If the student fails to meet the scheduled plan, the renewal of internship during the subsequent semester will not be recommended.
3. The academic advisor must submit his/her written evaluation and recommendation to the GPD after reviewing Items 1 and 2 above and consultation with the student. The academic advisor must support the application for the student to receive the GPD's recommendation.

These three conditions will apply also to domestic students who would like to participate in internship programs while they are pursuing their graduate degrees (adapted on 02/16/2006).

## **6. STUDENT HEALTH INSULANCE**

As an ODU international student, you are required to have university provided health insurance at all times with very limited circumstances for waiver from this policy. Visit <http://www.odu.edu/international/insurance#tab132=3> for details. For domestic students, it is not monetary.

Students, who are employed as TA/RA with \$5,000 or more per semester, may be eligible for university subsidy. Please check the eligibility and policy at <https://www.odu.edu/graduateschool/graduate-student-health-insurance>.

## **APPENDIX**

### **DEPARTMENT, COLLEGE, AND UNIVERSITY GRADUTE FORMS**

#### **Department Forms (CEE)**

1. Graduate Program Advisor/Change of Advisor
4. Graduate Writing Proficiency Evaluation Form
5. Announcement of Ph.D. Dissertation/M.S. Thesis Oral Defense
6. Request of Absence from CEE Graduate Seminar

#### **University Graduate Forms**

The following university graduate forms can be obtained from

<https://www.odu.edu/graduateschool/forms>

#### **General Forms – G**

Evaluation of Transfer Credits - G1

Notice of Change of Status - G2

Re-Validation of Out-of-Date Graduate Credit by Examination - G3

GPD's Recommendation For Reinstatement from Suspension - G4

#### **Master's Level Forms – M**

Appointment of Master's Thesis Committee - M1

Result of Master's Examination or Requirement - M2

Master's Thesis Acceptance and Processing - M3

Master's Thesis Delivery- M4

Exception to Time Limits Allowed to Complete Master's Degree - M5





## Graduate Program Advisor/Change of Advisor

### A. Initial appointment of advisor

I hereby request the following faculty to serve as the graduate program advisor for:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 (Student name – requested) (student I.D. Number) (Student signature) (Date)

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

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 (Advisor's name - agreed to serve) (Advisor's signature) (Date)

Graduate Program Director's Approval: \_\_\_\_\_, \_\_\_\_\_  
 (GPD's signature) (Date)

### B. Request to change of advisor

I hereby request to change my advisor from the above faculty member to the following faculty member with reasons listed:

Reason for change: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_  
 (Student signature - requested) (Date)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 (New Advisor's name - agreed to serve) (Advisor's signature) (Date)

Graduate Program Director's Approval: \_\_\_\_\_, \_\_\_\_\_  
 (GPD's signature) (Date)

**Original:** Graduate Program Director  
 cc: Student File



CEE Form 4 (12/2004)

## Graduate Writing Proficiency Evaluation Form

### CEE Department Policy on Writing Proficiency (October 2004):

“Writing skills will be evaluated by the faculty advisors in their early stage of study. If deemed deficient, the student will be required to work with the advisor or attend training sessions provided by the University’s Graduate Writing Assistance Program (Room 720, BAL, <http://www.odu.edu/al/gwap>) or other programs to improve their writing skills.”

Student Name: \_\_\_\_\_ I.D. No. \_\_\_\_\_

Semester of Admission to Program: \_\_\_\_\_

Program: \_\_\_\_\_, Academic Advisor: \_\_\_\_\_

**Evaluation 1.** Date: \_\_\_\_\_, by \_\_\_\_\_  
(Evaluator’s signature)

Materials used for evaluation (circle): class term paper, research paper, others ( )

Recommendation: student ( ) is writing proficient, ( ) is not writing proficient and recommend:

\_\_\_\_\_

**Evaluation 2.** Date: \_\_\_\_\_, by \_\_\_\_\_  
(Evaluator’s signature)

Materials used for evaluation (circle): class term paper, research paper, others ( )

Recommendation: student ( ) is writing proficient, ( ) is not writing proficient and recommend:

\_\_\_\_\_

**Evaluation 3.** Date: \_\_\_\_\_, by \_\_\_\_\_  
(Evaluator’s signature)

Materials used for evaluation (circle): class term paper, research paper, others ( )

Recommendation: student ( ) is writing proficient, ( ) is not writing proficient and recommend:

\_\_\_\_\_

(Keep this form in the student file during evaluation process. After the evaluator evaluated student to be proficient, submit to GPD for approval)

\_\_\_\_\_  
(GPD’s Signature-Approved)

\_\_\_\_\_  
(Date)

**ORIGINAL:** Students’ Folder  
cc: Student /Advisor/ GPD



**CEE Form 5**  
(5/2017)

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

This form should be completed and submitted to GPD **at least one week prior to the time of the oral defense**, so that GPD can promptly publish an announcement in an appropriate University news media.

**Student:** \_\_\_\_\_ **Advisor:** \_\_\_\_\_

**Building:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**Day:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Dissertation/Thesis Title:**

**Abstract:**



**CEE 6**  
(5/2017)

## **Request of Absence from CEE Graduate Seminar**

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

**Student:** \_\_\_\_\_ **Advisor:** \_\_\_\_\_

**Seminar Date:** \_\_\_\_\_

**Reason of Absence from CEE Graduate Seminar:**

**Student signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approval by Graduate Program Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Original: Student file

Copy: Student advisor