

GRADUATE STUDENT HANDBOOK

Vol. I. Master of Science Degree Programs

- ✓ Civil & Environmental Graduate Program: <https://www.odu.edu/cee/students/graduate>
- ✓ Graduate Admissions: <https://www.odu.edu/content/odu/admission/graduate.html>
- ✓ Graduate School: <https://www.odu.edu/graduateschool>
- ✓ Graduate Assistantships: <https://www.odu.edu/facultystaff/graduate-assistantships>
- ✓ University Registrar: <https://www.odu.edu/registrar>
- ✓ Degree Works: <https://www.odu.edu/academics/academic-records/degree-evaluation>
- ✓ University Forms: <https://www.odu.edu/graduateschool/forms>
- ✓ Civil & Environmental Faculty: <https://www.odu.edu/cee/directory>

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



July 2022

(Source: 2021-2022 ODU Graduate Catalog)

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1. INTRODUCTION

1.1 Welcome

Welcome to the graduate program of Department of Civil and Environmental Engineering (CEE) at Frank Batten College of Engineering and Technology (BCET). As a graduate student, you are a vital part of CEE, 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 three degrees are offered in CEE:

- Master of Science (M.S.) in Civil Engineering
- Master of Science (M.S.) in 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 Appointment of Academic Advisor

You need to select academic advisor **during their first semester** with submitting CEE-1 Form to Graduate Program Director. Advisor will assist you in selection of courses, registration, project or thesis work, and early writing proficiency evaluation, etc.

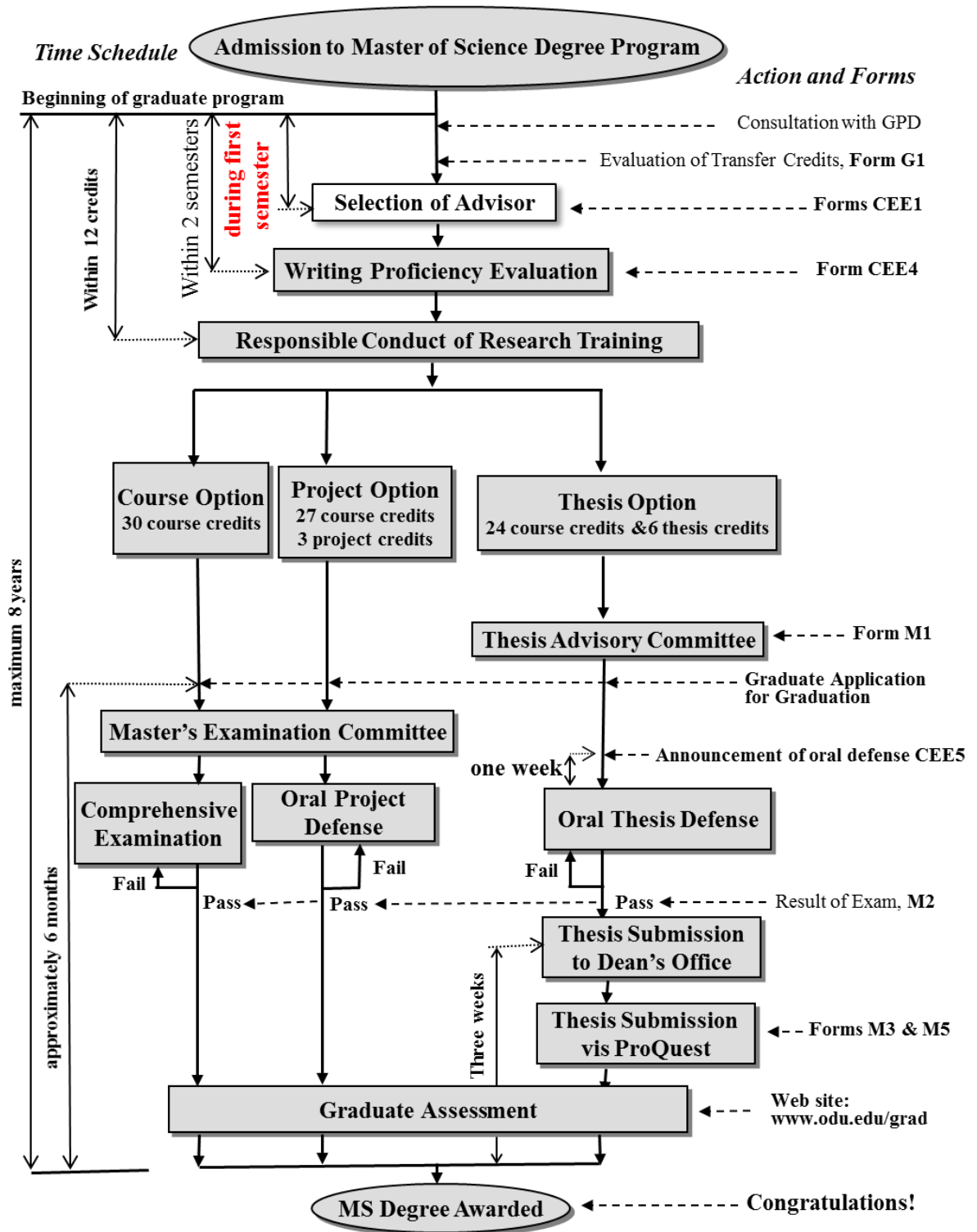
1.5 Writing Proficiency Policy

The CEE Policy on Writing Proficiency (adopted February 2019) is “Writing skills will be evaluated by the faculty advisors during their second semester of study. If deemed deficient, the student will be required to work with the advisor or attend trainings 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.”

1.6 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

Depending on your education background, you can be placed in one of three categories:

- Regular Admission
- Provisional Admission
- Non-degree Status

2.2 Regular Admission

Before you obtain a degree, you must be in this category. To be placed in the Regular Admission category, 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, please 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, s/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 a regular student status, you cannot be certified for graduation.

2.4 Non-degree Status

If you are taking graduate courses at ODU but have never been accepted into a degree program, you are in this category. If you intend to apply for a degree program at some point, 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 credits may be transferred into a graduate degree program from another accredited institution. Transfer credits will be given only for those courses that are certified as being applicable toward a comparable degree or certificate at the institution that offered the courses and that were completed with a grade of B or better. In addition, up to 12 credits from non-degree 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 and these credits are included in the maximum number of transfer credits allowed at Old Dominion University.

A student who wishes to transfer credits 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 credits for that course into a graduate degree program at Old Dominion University. In no case is a transfer of credits 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 a summer session, 6 credit hours constitute a full load. Graduate students with a teaching or research assistantship with 20 hours per week from university fund shall register at least 9 hours in fall or spring and 3 hours in summer. In case of research assistantship from ODU Research Foundation with 20 hours per week could register at least 6 hours in fall or spring and 3 hours in summer.

3.1.3 Time limit

All requirements for a master's degree must be completed within an eight-year period. If any of your credits granted toward your degree were older than the time limit (8 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 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. Graduate Application for Graduation form can be obtained from Office of Registrar or downloaded at <https://www.odu.edu/content/dam/odu/col-dept/al/docs/gradappl.pdf>.

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

3.1.6 Registration after all course work

Students who have completed all courses 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 699 for continued thesis work, or CEE 998 for MS course option students.

3.1.7 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.

3.1.8 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 degree requirements in Civil Engineering and Environmental Engineering (except Transportation Engineering concentration)

From Fall 2019 onwards, the Department offers only **Master of Science (M.S.) degrees** with three options (Thesis Option, Project Option, and Course Option) both in Civil Engineering and in Environmental Engineering. The **Thesis Option** 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 Option** requires twenty-seven credit hours in graduate course work plus a three-credit-hour project. The student must pass an oral defense examination on his or her project. **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 Civil Engineering program, and it is written for Environmental Engineering program. Course selection should be made in consultation with your academic advisor. The required courses for 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 ones for Environmental Engineering Programs. Category C comprises the entry-level graduate courses for Civil and Environmental Engineering.

Table 1. Specific Course Requirements for M.S. Degrees (except for Transportation Engineering Concentration) (effective Fall 2019)

M.S. Degree (Thesis Option)	Credit Hours	M.S. Degree (Project Option)	Credit Hours	M.S. Degree (Course Option)	Credit Hours
A for Civil Engineering Env. Core for Env. Eng.	12	A for Civil Engineering Env. Core for Env. Eng.	12	A for Civil Engineering Env. Core 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**

* no more than 9 credits can be at 500 level ** no more than 12 credits can be at 500 level

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

CEE 710 Structural Dynamics
 CEE 711^{ab} Finite Element Analysis
 CEE 712 Advanced Reinforced Concrete
 CEE 713^{ab} Prestressed Concrete
 CEE 714^{ab} Advanced Structural Analysis
 CEE 715^{ab, *} Engineering Optimization I
 CEE 717^{ab} Bridge Structures Design
 CEE 718^{ab} Flood Resistant Structural Design
 CEE 719^{ab} Inelastic Structures
 CEE 720^{ab} Structural Stability
 CEE 722^{ab} Cluster Parallel Computing
 CEE 721^{ab} Plates
 CEE 723 Seismic Design of Steel Structures
 CEE 724^{ab} Retrofitting Methods for Bridges and Buildings
 CEE 725 Smart Structures
 CEE 730 Advanced Foundation Engineering
 CEE 731 Advanced Soil Mechanics
 CEE 732 Engineering Behavior of Soils
 CEE 733 Soil Dynamics
 CEE 741^{ab, *} Open Channel Flow
 CEE 747^{ab, *} Groundwater Flow
 CEE 761^{ab, *} 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 777 Econometric Modeling in Transportation
 CEE 782^{ab} Design of Coastal Structures
 CEE 787^{ab} Dredging & Beach Engineering
 CEE 788^{ab, *} Coastal Hydrodynamics & Sediment Processes
 CEE 789^{ab} Computational Environmental Fluid Dynamics

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

CEE 715^{ab} Engineering Optimization I
 CEE 741^{ab, *} Open Channel Flow
 CEE 747^{ab, *} Groundwater Flow
 CEE 751^{c, *} Physicochemical Treatment Processes (Env. Core)
 CEE 752^{c, *} Biological Wastewater Treatment (Env. Core)
 CEE 753 Advanced Processes for Water & Wastewater Treatment
 CEE 754 Environmental Engineering Microbiology
 CEE 755^{c, *} Water Quality Management (Env. Core)
 CEE 756^{c, *} Water Quality Modeling (Env. Core)
 CEE 759^{ab} Carbon-Free Clean Energy
 CEE 760 Managing Phosphorous in Circular Economy
 CEE 761^{ab, *} Water Resources Process and Analysis Methods
 CEE 762^{c, *} Aquatic Chemistry in Env. Engineering (Env. Core)
 CEE 788^{ab, *} Coastal Hydrodynamics & Sediment Processes

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

CEE 512 Computational Methods in Structures
 CEE 514^{ab} Masonry Structures Design
 CEE 515^{ab} Steel Structural Design
 CEE 516^{ab} 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^{ab} Hydraulic Engineering
 CEE 546^{ab} Urban Stormwater Hydrology
 CEE 547 Groundwater Hydraulics
 CEE 550 Water Distribution & Wastewater Collection Sys. Design
 CEE 552^{ab} Air Quality
 CEE 554^{ab} Hazardous Waste Treatment
 CEE 555^{ab} Pollution Prevention & Green Engineering
 CEE 558^{ab} Sustainable Development
 CEE 559^{ab} Biofuels Engineering
 CEE 571 Transportation Operation I
 CEE 574 Transportation Data Analytics
 CEE 582^{ab} 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^{ab} Civil and Environmental Engineering Experimental Design
 CEE 701^{ab} Applied Mathematics for Civil & Environmental Engineers or a graduate level MATH or STAT course.

^{ab} Cross-listings in A and B categories.

^{*} Available in distant learning mode

^e Environmental engineering core course (Env. Core)

(Choose 4 out of 5 Env. Core Courses starting from Fall 2019)

3.2.2 M.S. degree requirements in Transportation Engineering concentration in Civil Engineering

CEE offers Master of Science (M.S.) degree in Civil Engineering with concentration in Transportation Engineering. The M.S. (Thesis Option) 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 M.S. (Project Option) requires twenty-seven credit hours in graduate course work plus a three-credit-hour project. The student must also pass an oral examination on his or her project. M.S. 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. Table 2 summarizes the MS degree requirements for the Transportation Engineering concentration.

Table 2. Specific Course Requirements for M.S. Degree in Transportation Engineering Concentration (Civil Engineering Degrees) (effective Fall 2021)

M.S. in Civil Engineering with concentration in Transportation Engineering	Credit Hours		
	Thesis Option	Project Option	Course Option
Upper-level Transportation Courses	12	12	12
CEE 700 or a graduate STAT course	3	3	3
Electives from Upper-level Transportation Courses and other approved electives	9	12	15
Thesis (CEE 699) or Project (CEE 698)	6	3	Comprehensive examination
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

Upper- level Transportation 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	Econometric Modeling in Transportation

Required Statistics Course

CEE 700* Civil and Environmental Engineering Experimental Methods
or Graduate STAT course

Other Approved Electives***

CEE 571:	Transportation Operations I
CEE 574:	Transportation Data Analysis
CEE 575:	Geometric Design of Roads
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 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

*** Besides these electives, other graduate-level courses approved by your advisor may also count towards the elective requirements.

⚙ Available in distant learning mode

3.3 Procedures and Rules for M.S. Thesis Option

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 Thesis preparation

You shall prepare a thesis upon the guidance of your faculty advisor and thesis committee members. The character of the final work must testify to the distinction of the student and standard of the University. The guidelines in the preparation of your thesis, titled "Guide for Preparation of Theses and Dissertations," are available at https://www.odu.edu/content/dam/odu/offices/graduate-studies/thesis-dissertation/docs/thesis_dissertation_guide.pdf.

3.3.3 Thesis defense

An essential requirement of such a MS Degree 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 your completed thesis to the chairman and members of the advisory committee. Also submit your defense schedule including the abstract to the Graduate Program Director at least two weeks prior to the defense using CEE 5 Form. Graduate Program Director will publicize your dissertation defense schedule and invite students and faculty to attend.

3.3.4 Final examination result

The decision as to whether you pass or fail the defense will be rendered in closed session by a majority vote of the advisory committee (Graduate Form M2). You will be notified immediately of the result by the committee chair. In the event you fail this defense, you may have another chance. If you pass the defense, but do not graduate within 12 months, you will be required to do defense again.

3.3.5 Thesis submission

Once you pass your oral defense, you shall address any comments from the committee and submit a revised version of your thesis to Dean's Office. The thesis (in Word format) must be delivered to 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.* Dean's Office will review your thesis for any grammatic errors, typos, and formats. You should address any requested changes and/or corrections and resubmit a final version as soon as possible. If the corrections cannot be made before the last day of classes, your graduation will be delayed to the subsequent semester. If the final version 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.S. Project Option

If you are enrolled in M.S. 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, which will be administered by a committee no earlier than the last semester of your course work. The committee consists of at least three graduate faculty members including your faculty adviser. You must provide each member of this committee with a copy of your project report at least one week before the defense date.

Passage of the project defense 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 before the end of the graduating semester. If you pass the defense, but do not graduate within 12 months, you will be required to do another defense. In the event you fail the project defense, you may have another chance. At the discretion of the committee, you may be required to do another Master's Project to be eligible for redoing an oral defense.

3.5 Procedures and Rules for M.S. Course Option

An essential part of the M.S. Course Option is the successful completion of a comprehensive final examination, which is **oral** for M.S. in Civil Engineering and **written** for M.S. in Environmental Engineering. This examination will be administered by a committee no earlier than the last semester of your course work. The first attempt should be no later than one semester after completing your course work. The committee consists of at least three graduate faculty members including 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 before the end of the graduating semester. Pass 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 redo the exam. In the event you fail this examination, you may redo it once with a sufficient period to study the exam materials (normally three to four months) after the initial attempt. At the discretion of the examination committee, you may have to complete additional course requirements before you are eligible to retake the comprehensive examination.

4. FINANCIAL AID

Various types of financial aids 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 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 paperwork.

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.

4.6 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 obligations for the student and show the merit for the student to gain real world experience beyond classroom in the degree field.
- 2) The student must submit in 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 above two items 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 INSURANCE

For an international student, you are required to have university health insurance with very few exceptions. See <http://www.odu.edu/international/insurance#tab132=3> for details. For a domestic student, you are not restricted by this insurance policy.

A student, who is hired as a TA or RA with \$5,000 or more stipends per semester, may be eligible for university subsidy. The relevant policy is 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
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

- This is initial advisor assignment
- This is change of advisor, Previous advisor's name: _____

_____, _____, _____, _____
 (Student name) (UID) (Student signature) (Date)

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

_____, _____, _____
 (Advising faculty) (Advisor's signature) (Date)

_____, _____, _____
 (Co-advising faculty if any) (Co-advisor's signature) (Date)

Graduate Program Director's approval _____, _____
 (GPD's signature) (Date)



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 two 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