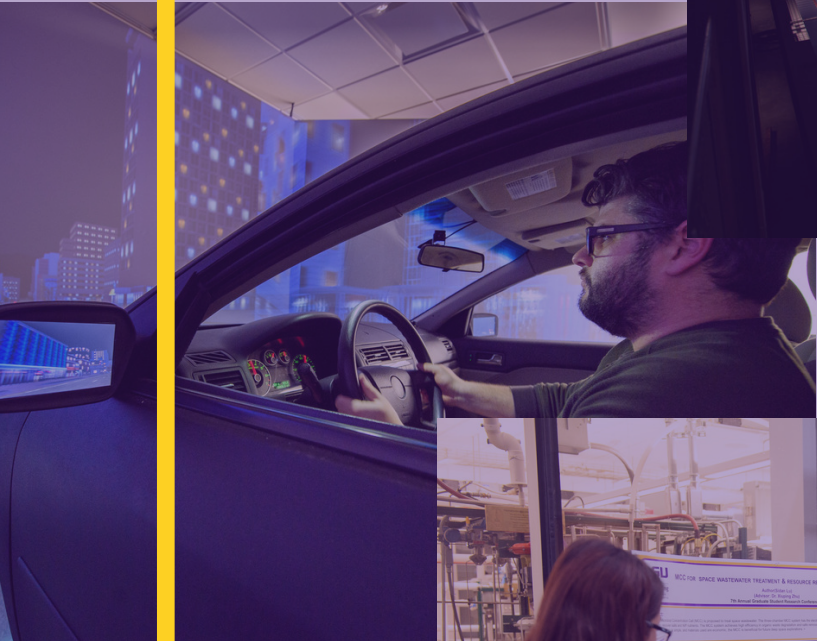


Graduate Programs Handbook



LSU

Department of Civil &
Environmental
Engineering



Table of Contents

ADMISSION AND REGISTRATION	4
A. GENERAL.....	4
B. GRADUATE SCHOOL REQUIREMENTS.....	4
C. DEPARTMENTAL REQUIREMENTS	6
D. REGISTRATION AND GRADUATE DEGREE PROGRAM	7
E. CHANGING AREAS OF SPECIALIZATION WITHIN THE CIVIL ENGINEERING DEPARTMENT.....	9
F. CHANGING ADVISORS	9
G. ADMISSIONS FAQ.....	9
THE MASTER OF SCIENCE IN CIVIL ENGINEERING DEGREE	13
A. GENERAL.....	13
B. ACADEMIC PROGRAM	13
C. MASTER’S THESIS COMMITTEE	14
D. THE MASTER’S THESIS	15
E. COMPREHENSIVE FINAL EXAMINATION.....	17
F. REVALIDATION OF COURSE WORK	17
G. STEPS TO GRADUATION.....	17
THE ACCELERATED MASTER’S DEGREE PROGRAM AND GRADUATE CREDIT FOR LSU SENIORS	19
A. GENERAL.....	19
B. ADMISSIONS	19
C. DEGREE AND CURRICULUM REQUIREMENTS	20
D. GRADUATE CREDIT FOR LSU SENIORS	20
THE MASTER OF SCIENCE IN COASTAL AND ECOLOGICAL ENGINEERING	22
A. ACADEMIC PROGRAM	22
B. APPLICATION AND ADMISSIONS	22
C. COURSE WORK.....	22
D. THE MASTER'S THESIS	23
E. THE THESIS COMMITTEE	23
F. THESIS PROPOSAL.....	23
G. REVALIDATION OF COURSE WORK	24
H. ARTICULATION COURSES.....	25

I. STEPS TO GRADUATION	25
THE DOCTOR OF PHILOSOPHY DEGREE	27
A. GENERAL	27
B. THE QUALIFYING EXAMINATION.....	27
C. APPLICANCY	27
D. ADVISORY COMMITTEE	27
E. COURSE OF STUDY	28
F. OTHER REQUIREMENTS	29
G. THE GENERAL EXAMINATION.....	29
H. THE DISSERTATION	30
I. RE-EXAMINATION.....	31
J. REVALIDATION OF GENERAL EXAM	31
K. STEPS TO GRADUATION.....	31
THE INTERDISCIPLINARY MASTER’S AND PH.D. PROGRAMS IN THE COLLEGE OF ENGINEERING	33
A. GENERAL.....	33
RESEARCH AND TEACHING ASSISTANTSHIPS	34
A. GENERAL.....	34
B. STIPEND	34
C. REQUIREMENTS.....	34
D. ENGLISH REQUIREMENTS FOR TEACHING ASSISTANTS	35
E. CONDUCT	35
SUPPORT COSTS	36
INFORMATION FOR CURRENT STUDENTS	36
A. FREQUENTLY ASKED QUESTIONS.....	36
THE CIVIL AND ENVIRONMENTAL ENGINEERING	42
FACULTY AND THEIR RESEARCH	42
THE ENVIRONMENTAL ENGINEERING PROGRAM	46
THE GEOTECHNICAL & GEOPHYSICAL ENGINEERING PROGRAM	48
THE STRUCTURES/MECHANICS PROGRAM	50
THE TRANSPORTATION ENGINEERING PROGRAM	52
THE WATER RESOURCES PROGRAM	54
THE COASTAL AND ECOLOGICAL ENGINEERING PROGRAM	55
DEPARTMENTAL FORMS	57

Section I

ADMISSION AND REGISTRATION

A. GENERAL

All graduate students must meet the minimum requirements for admission to the Graduate School and be accepted into the departmental program. All prospective students should thus study the admission requirements of the Graduate School as given in detail in the current Graduate Catalog and on our website (<https://www.lsu.edu/eng/cee/academics/graduate/index.php>). The salient requirements are quoted below and additional departmental rules as to acceptance into the graduate program are given.

B. GRADUATE SCHOOL REQUIREMENTS

Only online applications may be submitted to the Graduate School. Submission of the application fee requires a credit or debit card. The application fee is \$50 US for U.S. citizens and permanent residents and \$70 US for all other applicants. The application deadline for the Fall Semester is May 15 and for the Spring Semester it is October 15.

1. Admission of Domestic Students

- (a) A Bachelor's degree from an accredited U.S. institution or the equivalent from a foreign institution;
- (b) a grade point average (GPA) of at least 3.00 (A = 4.0) on all undergraduate work (or in the final 64 credit hours) and any graduate work already completed;
- (c) acceptable GRE or GMAT scores. Consult the department's website for minimum test scores required;
- (d) beginning August 4, 2017, all applicants with foreign credit hours applying to LSU graduate degree programs are strongly encouraged to provide a course-by-course evaluation of these credentials. Foreign credentials refer to transcripts from educational institutions outside the United States. The LSU Graduate School will accept foreign credential evaluations from any current member of the National Association of Credential Evaluation Services (NACES) with a course-by-course evaluation and grade point average (GPA) included. For a list of all current members, please visit their website (<http://www.naces.org/>). Although using a NACES-member organization is not a requirement, applicants should understand that it might take longer to conduct the evaluation if it must be done by LSU staff, which may result in delayed admissions decisions.

2. Admission of International Students

- (e) A Bachelor's degree from an accredited U.S. institution or the equivalent from a foreign institution. Consult international degree requirements to see the level of study expected of applicants prior to enrollment at LSU;

- (f) a grade point average (GPA) of at least 3.00 (A = 4.0) on all undergraduate work (or in the final 64 credit hours) and any graduate work already completed;
- (g) acceptable GRE or GMAT scores. Consult the department's website for minimum test scores required;
- (h) demonstrated English proficiency. You may be exempt from this requirement if you have completed a Bachelor's degree from an accredited U.S. institution or have a college-level degree showing completion of post-secondary education in a country where English is the primary official language.
 - TOEFL minimum score of 550 (paper-based), 213 (computer-based), 79 (internet-based) OR
 - IELTS minimum score of 6.5 OR
- (i) beginning August 4, 2017, all applicants (international and domestic) to LSU graduate degree programs are strongly encouraged to provide a course-by-course evaluation of all foreign credentials. Foreign credentials refer to transcripts from educational institutions outside the United States. The LSU Graduate School will accept foreign credential evaluations from any current member of the National Association of Credential Evaluation Services (NACES) with a course-by-course evaluation and grade point average (GPA) included. For a list of all current members, please visit their website (<http://www.naces.org/>). Although using a NACES-member organization is not a requirement, applicants should understand that it may take longer to conduct the evaluation if it must be done by LSU staff, which may result in delayed admissions decisions;
- (j) The following materials should be sent to International Services (isodoc@lsu.edu): (1) a copy of the name page of your passport and (2) a completed Affidavit of Support and supporting financial documents (if you require an I-20 or DS-2019 for F-1 or J-1 visa status).

Note: Your application will be processed even if your financial documents are not included. If you prefer, you can wait to submit these items after an admission decision has been made. See <http://www.lsu.edu/intlpro/is/prospective-students/admissions/finances.php> for more information about these documents.

3. Acceptable Engineering Graduate Degrees

Acceptable engineering graduate degrees are those in an engineering discipline or sub-discipline from a university having an undergraduate accredited engineering curriculum in the same discipline or sub-discipline and which require the removal of deficiencies in science, mathematics, engineering sciences and engineering design as a prerequisite to the graduate courses; or are those found by the board to be equivalent to such degrees. The successful completion of a minimum of 48 semester credit hours of coursework in engineering sciences and engineering design is required in order to remove deficiencies in engineering sciences and engineering design.

4. Probationary Admission

Domestic applicants who fail to meet one or more of the requirements for regular admission may be admitted on probation, provided additional evidence of capacity to do satisfactory work is presented. Such evidence might include superior performance in a substantial amount of post baccalaureate work, high GRE scores (GMAT scores, when appropriate),

and other achievements. Students entering on probation will remain on probation until the completion of nine hours of graduate-level, graded courses with at least a 3.00 average. Part-time students entering on probation and registering for fewer than nine hours may be dropped from the Graduate School if their GPA is less than 3.00 during any semester in which they are registered. Students admitted on probation may not be appointed to assistantships or fellowships until they attain good academic standing. (See PS-21 for additional information.)

The International Student Office will not issue visa documents for international applicants on probationary admission.

5. Provisional Admission

Provisional admission may be considered for applicants who appear to be admissible on the basis of the credentials submitted, but who are unable to supply all of the required official records prior to registration. Students admitted provisionally must submit complete and satisfactory records within 30 days after the first day of class for the semester in which graduate study begins. *If these credentials are not received by the date specified, or if they prove to be unsatisfactory, students will not be permitted to register for the following semester. Provisional admission does not guarantee subsequent regular admission.*

6. Readmission

Previously enrolled graduate students who fail to enroll for three or more consecutive semesters (summer term included) must reapply to the Graduate School. Applications for re-entry will be subject to reevaluation under current admission criteria; readmission is not guaranteed. Official transcripts must be submitted if work has been taken at another institution since the student was last enrolled at LSU. The application deadlines for admission also apply for readmission, as do application fees and late fees.

A student wishing to pursue a degree or program other than the one originally sought and who has not enrolled for three or more semesters (including summer terms) must complete application procedures as described above and comply with the requirements for the new program. Acceptance into one program does not guarantee admission into another. The admission decision ultimately rests with the admission committee of the department or interdepartmental program concerned.

C. DEPARTMENTAL REQUIREMENTS

1. Students who desire to obtain a M.S. or Ph.D. degree in civil engineering are normally expected to hold bachelor's degrees in civil engineering from an accredited program. The current guidelines for admission to graduate study in the Department of Civil Engineering are given in the following table. These requirements are the recommendations set by the department. In making decisions on an application, individual departmental discipline groups can modify these requirements based on their evaluation of the application.

Type of Admission	GPA	Old GRE Verbal + Quantitative	New GRE
Regular	≥ 3.00	≥ 1100	≥ 300
Probationary	≥ 2.70	≥ 1000	≥ 294
TOEFL Score	International Students Minimum 79 (internet-based) Minimum 550 (paper-based) Minimum 213 (computer-based)		
IELTS Score	International Students Minimum 6.5		

- Students with bachelor's degrees from accredited programs in science or in an engineering discipline other than civil may pursue the interdisciplinary Masters and Ph.D. programs in the College of Engineering (through the Engineering Science program) or plan to make up deficiencies by taking articulation courses that may be required by the Department, for which credit toward a graduate degree will not be given. Credit will be given for any of the articulation courses completed by the applicant prior to admission into the graduate program. The Ph.D. in Civil Engineering program may require additional articulation courses of applicants with a bachelor's and/or master's degree in civil engineering. Completion of a graduate degree in civil engineering may not necessarily satisfy the eligibility requirements for professional engineering registration.

D. REGISTRATION AND GRADUATE DEGREE PROGRAM

General:

- Prior to registration for the first time (or upon re-entering), a student should consult with the Graduate Advisor or the preassigned tentative advisor regarding their particular interests in graduate school. If an advisor is not preassigned, the department chair will then assign a temporary faculty advisor at the time.
- Students are required to complete the G104: Graduate Student Information Form and submit it to the department of Civil and Environmental Engineering when they first begin their studies at LSU and if any of their information changes during their time at LSU. On-campus graduate students are expected to pre-register to ensure that scheduled course work does not conflict with research or teaching duties for which he/she may be responsible.
- The student is responsible for selecting a permanent advisor within the first year of study, irrespective of whether the student is pursuing a Masters or a PhD degree.

If pursuing a Master's Degree:

10. The temporary advisor, together with the student, will plan and approve a schedule for the first semester, and subsequently for the second semester. The student will seek a permanent advisor during the first semester.
11. The permanent advisor, together with the student, will set up a thesis and master's committee before completing the G101 (see Section IV.E), formulate a complete Graduate Degree Program (with a Thesis proposal when applicable) on the G101, and submit it to the department for approval through the Civil Engineering Graduate Programs Committee (CEGPC).
The Request for Master's Examination (Graduate School form) will not be approved by the department in the same semester as approval of the G101.
12. Further changes/modifications to the degree program must be reported to the department via the G102: Revision to Graduate Degree Program form.

If pursuing a Ph.D. Degree:

4. The advisor together with the student will:
 - a. Form a committee comprising a minimum of three faculty members (including the advisor) and submit for departmental approval.
 - b. Discuss the entire graduate program with the committee.
 - c. Formalize the conduct and administration of the qualifying examination with the committee (See Section IV.C.)
13. The advisor together with the student will set up an advisory committee (see Section IV.E.), formulate a complete Graduate Degree Program of Study (see Section IV.F.), and have the advisor submit it on the G101 and the Graduate School's Program of Study for the Doctoral Degree form to the Department and the Dean of the Graduate School and the Graduate Council, respectively, for approval through the Civil Engineering Graduate Programs Committee (CEGPC). Further changes/modifications to the Graduate Degree Program require approval of the advisory committee and department via the G102: Revision to Graduate Degree Program, and the Graduate School's Request for Change in Program of Study for Doctoral Degree form, respectively.

Forms required by the Graduate School are available on the Graduate School's website (<http://www.lsu.edu/graduateschool/current-students/enrolled-student-forms.php>). This includes the following forms:

- Petition for Scholastic Reinstatement After Academic Dismissal
- Request for Change of Department Request for Pass/Fail
- Request to Change Degree Title or to Delete
- Application for Degree Accelerated Master's Degree Program
- Application Request for Master's Exam and Degree Audit

- Request for Remote Graduate Committee Participation
- Application for Degree Doctoral Degree Audit and Request for General Examination
- Request for Doctoral Final Exam
- Request for Remote Graduate Committee Participation
- Application for Doctoral Degree
- Petition to Extend the 7-Year Time Limit for the Doctorate
- The Survey of Earned Doctorates (Required of all doctoral students prior to document approval)

E. CHANGING AREAS OF SPECIALIZATION WITHIN THE CIVIL ENGINEERING DEPARTMENT

New graduate students (in their first semester at LSU) interested in changing their areas of specialization must submit a petition to the CEGPC. The coordinators of the original accepting program and the new receiving program will review this petition. If the two coordinators approve the petition, the student will be allowed to change the area of his/her specialization. If either of the coordinators reject the petition, the student will not be allowed to change the area of specialization. In the event of a dispute, the CEGPC will meet and make a recommendation on this matter to the chair of the department.

The change request has to be submitted on form G102: Revision to Graduate Degree Program.

F. CHANGING ADVISORS

Graduate students have a right to change advisors provided this transfer does not violate contractual obligations between the current advisor and the student as evidenced by an approved program of study for academic matters and/or written agreement covering financial arrangements. Students interested in switching to an advisor from a different program must, in addition to not violating contractual obligations, submit a petition to the CEGPC for changing the area of specialization as outlined in the preceding item E in this Section. In the event of a dispute, the CEGPC will meet and make a recommendation on this matter to the chair of the department.

The change request has to be submitted on form G102: Revision to Graduate Degree Program.

G. ADMISSIONS FAQ

1. **How much does it cost to attend a Louisiana State University graduate program?**
 - a. All potential students can and should review the LSU fee schedule here: <http://www.bgtplan.lsu.edu/fees.htm>
 - b. All international students should review the International Services' Office page on Estimated Expenses found here: <http://www.oip.lsu.edu/iso/Dates%20and%20costs.htm>
2. **Is there a GRE Prep Course available?**

- a. LSU Test Prep in Continuing Education coordinates a GRE Prep Course. For information regarding the next scheduled course, please visit <http://www.doce.lsu.edu/Exams/default.asp?Home=1>
 - b. You can also find out information about the GRE exam at <http://www.takethegre.com/>
3. **Does the CEE graduate program provide unofficial reviews of a person's credentials prior to the submission of an application?**
No. Unfortunately, this would be too time-consuming. Applicants must carefully review the Graduate School and CEE graduate program admission requirements to determine if they (at least) meet the minimum requirements for admission.
4. **What is the deadline for applying to the CEE graduate program?**
The LSU Graduate School admission deadlines are as follows:
- a. November 1 is the deadline to apply for the Spring Semester.
 - b. May 15 is the deadline to apply for the Fall Semester
- *** All applications received after these deadlines are subject to a late application fee.

Please also note that the CEE Graduate Program has established two faculty review deadlines:

- a. Applications received for the Fall Semester will be reviewed by May 1 (early review) and any applications received after will be reviewed by May 22 (late review).
- b. Applications received for the Spring Semester will be reviewed by October 17 (early review) and any applications received after will be reviewed by November 7 (late review).
- c. Applications for the Summer Semester are not accepted.

Applications received after the last faculty review date may be subject to being deferred to the next semester.

Please note that, especially for international applicants, it is in your best interest to apply as early as possible. We suggest that you submit the application and supporting documents 10 months (at least) in advance of the start of the semester you are seeking admission.

Iranian applicants

Iranian applicants must plan on applying and being admitted to LSU well in advance (we suggest a year in advance of the semester in which you would like to be admitted). During the visa application process, all applicants from Iran are subject to additional security clearances which take several months to complete. It is therefore critical for Iranian applicants to apply as early as possible.

5. **Can the application fee be waived?**
No. Though we understand that the application fee may be a financial burden for some, this is a university requirement. The application fee cannot be waived.

- 6. Should any documents be mailed directly to the CEE graduate program?**
No documents should be mailed directly to the CEE graduate program. Paper documents are discouraged, but if necessary, admission documents and scores can be mailed directly to the Graduate School. Documents received by the Graduate School will be reviewed and then uploaded to your application for the department to view.
- 7. How can I get my GRE/TOEFL/IELTS score re-sent to LSU?**
a. If the Graduate School did not receive your official test score from ETS, you will have to contact ETS and ask them to re-send the score to LSU (**school code 6373**).
b. If you have any questions regarding your GRE Report of Scores or want them to re-send your scores to LSU, call Educational Testing Service (ETS) at 1-609-771-7670 or 1-866-473-4373 (toll free for test takers in the U.S., U.S. Territories, and Canada) between 8:00 a.m. and 7:45 p.m. EST or email gre-info@ets.org
- 8. Does the CEE graduate program require a writing sample?**
No, the CEE graduate program does not require a writing sample to be submitted with your application. However, if an applicant wishes to submit a writing sample, they are welcome to do so.
- 9. How can I be considered for financial assistance?**
All applications received by the CEE graduate program are considered for both admission and financial assistance at the same time. If you would like to be considered for financial assistance, please make sure that you indicate that on your application.
Note: There is no departmental form for financial assistance. While some other programs may have a form for financial assistance, we do not.
- 10. How much time is required for the department review of a completed application?**
Please refer to the application and faculty review deadlines listed (and explained) above. Applications received prior to the application deadlines will be reviewed by the established faculty review deadlines. Applications received after the application deadlines may be deferred to the next review cycle. Therefore, advance applications are strongly encouraged. If your application was submitted and complete by the application deadline and you have not received a decision at least two weeks after the faculty review deadline, then we welcome you to email the Graduate Programs Coordinator (mlane10@lsu.edu) to inquire about your application status.
- 11. For international students, does the CEE graduate program mail I20s via express mail?**
No, our department no longer express mails I20s to incoming international students. Once admitted, an international applicant will receive an email directly from the LSU International Services Office (ISO) with instructions regarding the issuance of the I20. They will also provide you with a way to coordinate the mailing of your I20 and documents.
- 12. Once admitted, how can one get advised about courses and research prior to arriving on campus?**

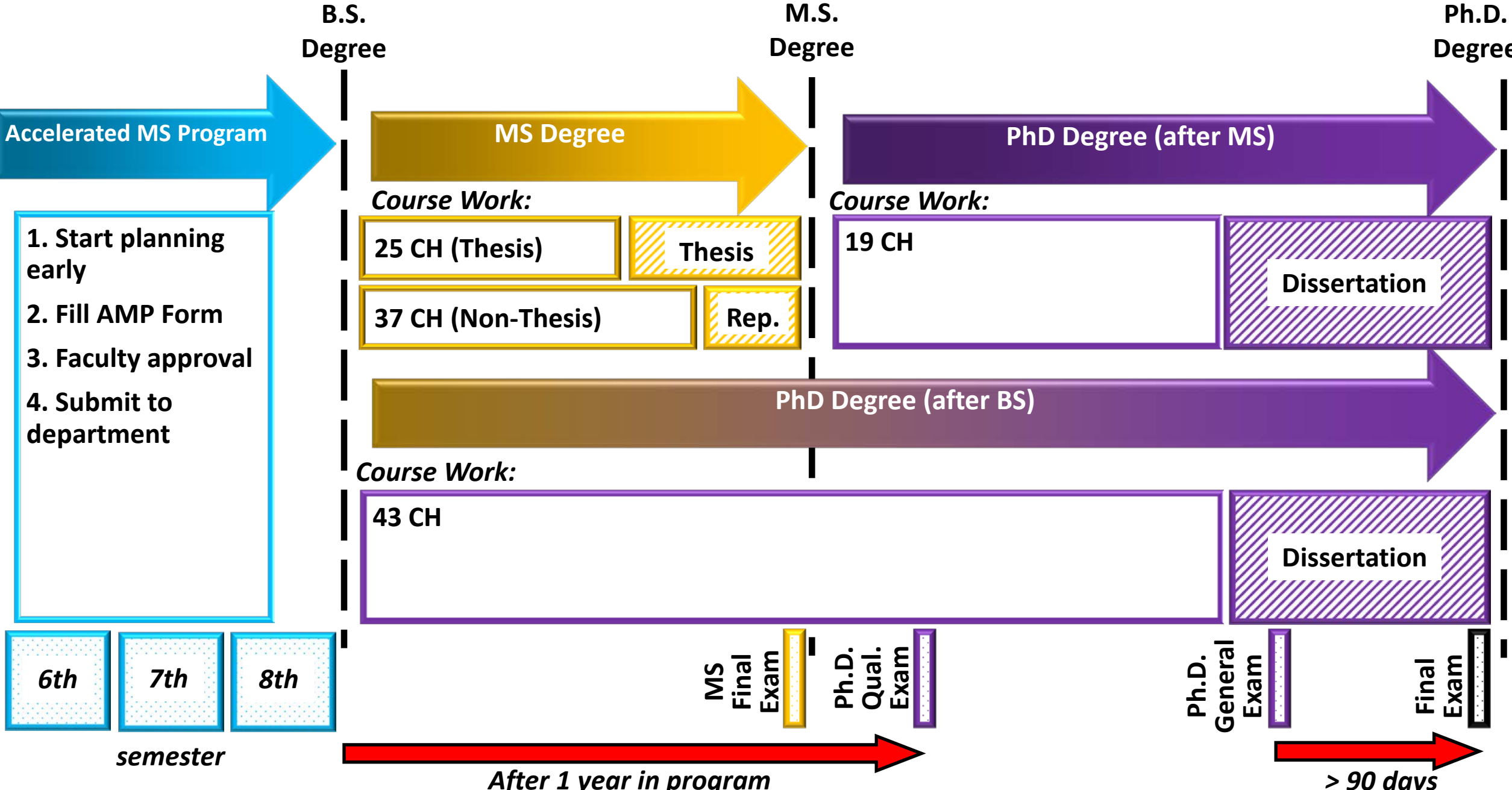
Once our department concludes our review of an application, we will mail a letter to the applicant informing them of our recommendation as well as providing them with the information about their assigned faculty advisor. Applicants can contact that faculty member directly with questions regarding course scheduling and research. Also, applicants can search the faculty listings in our website and contact a group coordinator as well.

13. Are there any orientation programs for admitted students?

Yes. There are two orientation programs for admitted students:

- a. **The LSU Graduate School hosts a Fall semester orientation for all new graduate students.** All new graduate students are strongly encouraged to attend. Please check the [Graduate School website](#) for information about their orientation day. Please note that there is no Graduate School orientation for the Spring semester. However, students beginning the program in a Spring semester are strongly encouraged to attend the Fall semester orientation the following academic year.
- b. For **new international students**, there is a New International Student Orientation hosted by the LSU International Services Office. This orientation is **mandatory**. For all new international students. You should receive information about the date, time and location of this orientation with your I20 package is mailed to you. We are aware that some students may not be able to attend the orientation program due to circumstances beyond their control (for example, visa delays, inability to secure a flight for before that date). These late arriving students **MUST** report to International Services (Room 101 Hatcher Hall) immediately upon their arrival to campus. Failure to do so could potentially prevent them from beginning their employment (if they have received an assistantship offer) and/or losing their lawful immigration status.

Graduate Programs Stages



Section II

THE MASTER OF SCIENCE IN CIVIL ENGINEERING DEGREE (LSU Code: MCE)

A. GENERAL

A student has considerable freedom in planning their M.S.C.E. program. Each discipline group establishes guidelines for curriculum. The CEE faculty has a great amount of formal training, practical experience, and ongoing research in the following areas: Environmental engineering/water resources, geotechnical engineering, structures/mechanics, and transportation engineering. Well-equipped laboratories in these and related areas are available for research. Graduate students normally specialize in one of these fields.

The College cooperates with the Mathematics Department in offering two courses, Mathematics 4038, Mathematical Methods in Engineering (also listed as ME 4563). This course or any approved course in mathematics numbered above 4000 may be scheduled to satisfy the mathematics/statistics requirement of the M.S. degree or as electives in any graduate program.

B. ACADEMIC PROGRAM

There are two options leading to the M.S.C.E. degree. The thesis **option** requires the student to complete a minimum of twenty-five (25) hours of approved course work and to submit an acceptable thesis worth 6 hours. The non-thesis **option** requires the student to complete a minimum of thirty-four (34) hours of approved course work and a Master's Report worth 3 hours ([CE7740](#)). General guidelines for selecting courses in these two programs are given below.

Subject to approval of the advisory committee and Department, students transferring from graduate programs of other institutions can transfer a maximum of 50% credit hours of course work done. Per the graduate school catalog, transfer work may not be used to fulfill the master's program requirement that at least one-half of the minimum required credit be in courses at or above the 7000 level.

Full time graduate students must register for the one credit hour seminar class ([CE 7750](#)) every fall and spring semester. Part-time graduate students are required to register for this seminar only in their graduating semester. Only one hour of [CE 7750](#) may be applied to satisfy the course requirements.

1. Thesis Option Requirements

Total 31
(a) Course work:

- 12 semester hours in the major field or interest
- 9 semester hours from a related field
- 3 semester hours of approved mathematics/statistics
- 1 semester hour of Graduate Seminar ([CE 7750](#))

- (b) Thesis:
- 6 semester hours of thesis

2. Non-thesis Option Requirements

Total 37

- (a) Course work:

- 12 semester hours in the major field of interest
- 18 semester hours from a related field
- 3 semester hours of approved mathematics/statistics
- 1 semester hour of Graduate Seminar ([CE 7750](#))

- (b) Project:
- 3 semester hours of project ([CE 7740](#))

For the thesis option, at least twelve hours of the required graduate work must be at or above the 7000 level (thesis and seminar credit hours are not considered towards satisfying this requirement). A minimum of 12 credit hours must be in civil engineering. The students pursuing the non-thesis option will have to complete at least eighteen hours of the required graduate work at or above the 7000 level (thesis and seminar credit hours are not considered towards satisfying this requirement). A minimum of 18 credit hours must be in civil engineering. Courses numbered below 7000 (i.e., 4000) may be taken for credit if approved on the Graduate Degree Program. In some instances, courses may be added to a student's program (with no credit toward the M.S.C.E. degree) to correct deficiencies in a student's undergraduate education.

During a student's terminal semester, each student is required to pass a comprehensive Master's examination covering work related to research and course work. This examination will be administered by the student's advisory committee and may be oral and/or written. The Graduate School's Request for Master's Examination form (found on the Graduate School's form page: <http://www.lsu.edu/graduateschool/current-students/enrolled-student-forms.php>) for scheduling this examination must be filed with the Graduate School **at least three (3) weeks prior to the date of the examination**. This examination may be re-taken only once. Exam results must be submitted to the Graduate School within two (2) weeks of the exam date.

C. MASTER'S THESIS COMMITTEE

1. A committee will evaluate the master's thesis. Final acceptance of the student's thesis rests with the Master's Thesis Committee. The student, in consultation with the major professor, will recommend the members of the Master's Thesis Committee to the department. In forming the master's committee, the following requirements apply:
 - a. At least three (3) members of the Graduate Faculty, including the major professor (who is the chair of the committee) should comprise the student's master's thesis committee. To view a list of graduate faculty for our department please visit https://web5.apps.lsu.edu/grad_faculty/.
 - b. The Major Professor, who acts as chair or co-chair, must be from the CEE department.
 - c. If either an adjunct or a non-tenure track faculty member is the major professor, a full-time tenured or tenure track graduate faculty member from the CEE department must co-chair the committee. In such cases, the chair of the master's committee must be a Full or Associate member of Graduate Faculty. The co-chair can be an Affiliate member or administratively approved to serve on the committee.
 - d. At least one-half (1/2) of the graduate faculty on master's committees must be full-time tenured or tenure-track faculty at LSU.
 - e. A minimum of 2 of those faculty members must be from the CEE department and at least one of whom must be a full member of the LSU graduate faculty.
 - f. The remaining members may be from the CEE department or may be from outside the department if pertinent to the student's area of concentration, with the proviso that at least one of the remaining members must be a full member of the graduate faculty.
 - g. No more than one non-graduate faculty requiring administrative approval can serve on a student's Master's Thesis Committee.
 - h. Any declared outside minors require representation, either among the first 3 members of the committee or by additional appointments to the committee.
 - i. All committee members must be *Full, Associate, Affiliate* members of Graduate Faculty or administratively approved to serve on the committee.

D. THE MASTER'S THESIS

"... The Master's thesis should demonstrate capacity for research, originality of thought and facility in organizing materials. It must be acceptable in subject matter and exhibit creditable literary workmanship ..."

---LSU Graduate School Catalog

To ensure an orderly and thorough procedure in thesis preparation, students should proceed as follows:

1. Thesis Proposal

The student, after selecting the thesis topic in cooperation with their advisor, is required to submit a thesis proposal. Preparation and typing of the proposal is the responsibility of the student. The thesis proposal format should include:

- Cover Page (form G103)
- Abstract (not more than 200 words)
- Introduction
- Literature Review
- Objectives/Method
- Scope of Study (state limitations)
- Work Plan and Schedule
- References

It is expected that an informative thesis proposal showing the students' interest, background and general grasp of the project will not be less than 5 and not more than 10 double-spaced typed pages.

Thesis research proposals for unfunded research must include an estimate of computer and/or other costs associated with fulfilling the objectives of the project. Students should review this matter with their advisor so that a reasonable estimate of the costs can be included in the proposal.

The graduate degree program (Form G101) should be submitted for approval by the CEGPC before the start of the 2nd year after student admission to graduate program. The formal typewritten thesis proposal should be submitted for approval by the CEGPC at least one semester prior to graduation. The student will be notified of the committee's decision and recommendation.

1. Conduct of the Research

Each graduate student is responsible for the performance of the thesis research. Progress will be reported to the faculty advisor on a regular basis.

14. Preparation of the Thesis

15. Instructions on the preparation and submission of the master's degree thesis are available on the Graduate School's website (<http://www.lsu.edu/graduateschool/current-students/etd/etd-info.php>).

16. The Request for Master's Examination form is to be filed with the Graduate School via the CEE graduate programs office three (3) weeks prior to the date of the Master's Examination.

17. Copies of the thesis must be in the hands of the student's examining committee at least three (3) weeks prior to the scheduled Master's Examination.

18. The student is responsible for providing a finalized bound version of the thesis to the members of their advisory committee and the department.

An “S” or “U” will be awarded as the final grade for the thesis. This grade is not averaged into the student’s semester or cumulative average.

E. COMPREHENSIVE FINAL EXAMINATION

1. Candidates for master’s degrees are required to pass a comprehensive final examination. The student’s Master’s Thesis Committee typically conducts the comprehensive final exam. The comprehensive final examination committee for students pursuing the non-thesis option MS degree shall follow the requirements listed under “MASTER’S THESIS COMMITTEE”.
19. The Dean of the Graduate School may appoint a member of the graduate faculty to serve on comprehensive final examination committee (Dean's Representative). The name and contact information of this Dean's Rep will be advised to the student, the student's advisor, the student’s committee, the Graduate Programs Coordinator, and the department’s academic officer. The student is then responsible for contacting the Dean's Rep to provide all relevant materials and to thank them for their willingness to serve on the student’s committee.

F. REVALIDATION OF COURSE WORK

Graduate student’s coursework older than 5 years can count towards degree requirements unless revalidated subject to the following guidelines:

1. Following an oral or written examination the student’s graduate committee may approve by majority vote a course or courses it elects to revalidate.
20. The student’s graduate committee then recommends the revalidation of course/courses to the CEGPC for approval and transmittal to the Graduate School.
21. Each class may be revalidated only for a period of two years. Classes for master’s degree older than 5 years and for doctoral degree older than 7 years must be revalidated.

G. STEPS TO GRADUATION

The graduation process generally begins the semester before you intend to graduate, as required forms are due very early the semester you will graduate. Consult the academic calendar and the Graduate School calendar for detailed due dates. Because forms are kept in your permanent record, it is important that they be typed. Most forms can be edited on a computer and then printed for signature. Please submit forms to the CEE Graduate Programs Coordinator so they may get the Department Chair’s signature (if needed), save to your electronic file, and submit to the Graduate School on your behalf. Students are advised to consult LSU’s Commencement site, which live-streams the ceremony in

addition to providing details for all graduation ceremonies. The Ceremony Information tab includes seating availability, and the Graduate Resources tab houses information on caps and gowns and diplomas.

If you determine, during the course of the semester, that you will not meet the requirements for graduation, you must notify the graduate school immediately by filling out and submitting the Request to Delete Application for Degree form and the Request for Update forms (Masters or Doctoral).

Please consult the instructions for checking the status of your paperwork on myLSU. Candidates for Master's Degrees (Non-Thesis/Project Option and Thesis Option) should submit the following paperwork:

1. One original copy of the Master's Application for Degree
2. One original copy, with all signatures, of the Request for Master's Defense and Degree Audit
 - a. This form is due at least 3 weeks prior to the defense and this date must be before the current semester deadline. Your committee members must have graduate faculty status. Each faculty member should be given a copy of the defense report.

Please visit <https://www.lsu.edu/graduateschool/current-students/steps-to-graduation.php> for detailed information regarding the graduation process.

Section III

THE ACCELERATED MASTER'S DEGREE PROGRAM AND GRADUATE CREDIT FOR LSU SENIORS

A. GENERAL

On April 14, 1983, the Graduate Faculty of Louisiana State University approved a proposal for an accelerated Master's degree program. This program was effective starting with the Summer Semester of 1983. A copy of the application form is included in Appendix G; additional copies may be obtained from the Graduate School's website (<http://www.lsu.edu/graduateschool/files/enrolled-student-forms/Accelerated-Masters-Degree-Program-Application.pdf>).

Many outstanding universities across the nation offer highly qualified students the opportunity to participate in accelerated master's degree programs, accompanying degree programs, or combined bachelor's/master's degree programs. The chief purpose of the accelerated program is to attract undergraduate students of the highest caliber into graduate degree programs.

B. ADMISSIONS

The accelerated master's degree program is open to superior undergraduate students who have completed at least 60 semester credit hours (including advanced placement credit) with a GPA of at least 3.50 for all work taken at LSU. (To be eligible, transfer students must have a 3.50 average on all undergraduate work taken prior to LSU and must complete at least one semester at LSU with a 3.50 GPA.)

Acceptance into the accelerated program requires approval from the following:

1. The Chair of the department in which the student is enrolled.
22. The Dean of the college in which the student is enrolled.
23. The Chair of the department or the coordinator of the interdisciplinary program in which the student proposes to work toward the master's degree.
24. The Dean of the Graduate School.

The requested approvals will be given as signatures on a form designed specifically for this program. It is the responsibility of the chair or the Graduate Program Advisor to appoint the student's graduate faculty advisory committee.

Other admissions requirements for graduate study, such as the GRE, will be waived until the student receives the baccalaureate and is ready to enter formally into Graduate School.

Until that time, admission into the accelerated program will constitute provisional admission into the graduate program. Students will register as graduate students only after receiving the baccalaureate degree and satisfying departmental and Graduate School admissions requirements.

Continuing eligibility for the accelerated master's program will require maintenance of a 3.50 average in all courses that apply to the undergraduate degree and a 3.00 average in all graduate course work.

C. DEGREE AND CURRICULUM REQUIREMENTS

Master's degrees offered under this program should require a minimum of 30 semester hours of graduate credit, including at least 6 hours of independent study or thesis research. Requirements for the baccalaureate will be unaffected.

A maximum of half of the required hours for the master's degree may be taken while enrolled as an undergraduate. These hours may apply toward the master's degree provided a GPA of 3.00 is maintained in graduate course work and provided none of these hours apply toward the baccalaureate degree.

A minimum of half of the required hours of graduate study must be taken after the student receives the bachelor's degree. As is required for all other master's degrees, half of the required hours must be at the 7000 level or above. Thesis research and independent study may count as course work above the 7000 level.

A student may wish to apply some graduate courses toward their undergraduate degree. In such instances, the graduate committee can alter the distribution of course work and independent study required for the master's degree. No course can apply toward more than one degree.

D. GRADUATE CREDIT FOR LSU SENIORS

A senior at LSU who needs fewer than 15 semester hours to complete requirements for the bachelor's degree, who has maintained a grade-point average of at least 3.00 during the preceding year at LSU, and who has a cumulative grade-point average of at least 2.75 may be permitted to register for graduate credit in courses numbered 4000-4999 provided the student registers for all the remaining courses required for graduation and for no more than 15 semester hours total. This privilege applies only during the final semester of the student's undergraduate work and extends only upon recommendation of the dean of the student's college and approval of the dean of the Graduate School. The head of the department in which the student plans to enroll as a graduate student must also approve the courses taken for graduate credit. A student must complete all undergraduate degree credit courses in order to retain the privilege of obtaining graduate credit for the remaining courses.

The form for participation in this program is included in Appendix G and is also available at <http://www.lsu.edu/graduateschool/files/enrolled-student-forms/Accelerated-Masters-Degree-Program-Application.pdf>.

Section IV

THE MASTER OF SCIENCE IN COASTAL AND ECOLOGICAL ENGINEERING (LSU Code: SCECO)

A. ACADEMIC PROGRAM

For the M.S. in Coastal and Ecological Engineering, there is only a thesis option available. The **thesis option** requires the student to complete a minimum of twenty-four (24) hours of approved course work and to submit an acceptable thesis worth 6 hours. One-half of the coursework must be at the 7000 level or above. Coursework for the M.S. degree is divided into two categories: a 12-hour set of core courses for all students in the program, and a 12-hour set of approved electives for students wishing to specialize in either coastal or ecological engineering. Guidelines for selecting courses in this program are given below.

Subject to approval of the advisory committee and program coordinator, students transferring from graduate programs of other institutions can transfer a maximum of 50% credit hours of course work done.

Full time graduate students must register for the one credit hour seminar class (i.e., the 7000-level coastal graduate seminar course or, if that is not offered, then CE 7750) each semester. Part-time graduate students are required to register for this seminar only in their graduating semester. Only one hour of CE 7750 may be applied to satisfy the course requirements.

B. APPLICATION AND ADMISSIONS

Students interested in applying to this program should clearly state in the "Statement of Purpose" section of their application the intention to enroll in the MS in Coastal and Ecological Engineering (SCECO) program.

C. COURSE WORK

12 credit hours of core courses (see list provided below)

12 credit hours from approved electives from the student's concentration (see list below of suggested courses)

Sub Total 24

Plus 1 credit hour of CE 7000-level coastal graduate seminar or, if that is not offered, CE 7750.

Plus Thesis: 6 credit hours of thesis are required to graduate in addition to the coursework requirements list above.

--> Total 31

Core Courses

CE 4320 (3 credit hours) Coastal Engineering

EVEG 4xxx (3 credit hours) Ecological Engineering (cross listed and co-taught with Department of Oceanography and Coastal Sciences faculty)

MATH 4038 (3 credit hours) Mathematical Methods for Engineers

CE 7xxx (3 credit hours) Coastal and Ecological Engineering Design

Elective Course

The list of approved elective courses is on the Department of Civil & Environmental Engineering website.

Select 2 from the coastal list and 2 from the ecological list. Note that these are 4 courses distinct from any of the core course requirements.

Final Defense

During a student's last semester, each student is required to pass a comprehensive Master's examination covering work related to research and course work. This examination will be administered by the student's advisory committee and may be oral and/or written. The Graduate School's Request for Master's Examination form (found on the Graduate School website) for scheduling and reporting results of this examination must be filed with the Graduate School three (3) weeks prior to the date of the examination. This examination may be re-taken only once.

D. THE MASTER'S THESIS

"...The Master's thesis should demonstrate capacity for research, originality of thought and facility in organizing materials. It must be acceptable in subject matter and exhibit creditable literary workmanship..." -LSU Graduate School Catalog

E. THE THESIS COMMITTEE

The advisory committee, required for each student, will be comprised of a minimum of three faculty representing both Civil and Environmental Engineering and Oceanography and Coastal Sciences. An engineering faculty member will be the major advisor of the student although faculty from the Oceanography and Coastal Sciences can serve as a co-advisor. At least one representation from Oceanography and Coastal Sciences is required on every M.S. committee.

F. THESIS PROPOSAL

The student, after selecting the thesis topic in cooperation with his/her adviser, is required to submit a thesis proposal. Preparation and typing of the proposal is the responsibility of the student. The thesis proposal format should include:

- Cover Page (Form G103)
- Abstract (not more than 200 words)
- Introduction
- Literature Review
- Objectives/Method

- Scope of Study (state limitations)
- Work Plan and Schedule
- References

It is expected that an informative thesis proposal showing the student's interest, background and general grasp of the project will not be less than 5 and not more than 10 double-spaced typed pages.

Thesis research proposals, for unfunded research, must include an estimate of computer and/or other costs associated with fulfilling the objectives of the project. Student should review this matter with his/her advisor so that a reasonable estimate of the costs can be included in the proposal.

The formal typewritten thesis proposal together with the graduate degree program (Form G101) should be submitted for approval by the CEGPC at least 1 semester prior to graduation. The student will be notified of the Committee's decision and recommendations through the Chairman of the Department.

1. Conduct of the Research

Each graduate student is responsible for the performance of the thesis research. Progress will be reported to the assigned faculty advisor on a regular basis.

2. Preparation of the Thesis

- Instructions on the preparation and submission of the Master's degree thesis may be obtained from the Graduate School website.
 - The Request for Master's Examination form (found on the Graduate School website) is to be filed with the Graduate School three (3) weeks prior to the date of the Master's Examination.
 - Copies of the thesis must be in the hands of the student's examination committee at least three (3) weeks prior to the scheduled Master's Examination.
 - The student is responsible for providing a finalized bound version of the thesis to the members of his/her advisory committee and the Department.
3. **An "S" or "U" will be awarded as the final grade for the thesis.** This grade is not averaged into the student's semester or cumulative average.

G. REVALIDATION OF COURSE WORK

Graduate student's coursework can be revalidated for master's degree older than 5 years subject to the following guidelines:

1. Following an oral or written examination the student's graduate committee may approve by majority vote a course or courses it elects to revalidate.
2. The student's graduate committee then recommends the revalidation of course/courses to the CEGPC for approval and transmittal to the Graduate School.

- Each class may be revalidated only for a period of two years. Classes for master's degree older than 5 years must be revalidated.

H. ARTICULATION COURSES

For students without an engineering background, a series of articulation or preparatory courses will be required to prepare students with a calculus-based, science background to understand and apply coastal and ecological engineering principles. Minimum articulation requirements are as follows: MATH 1550, MATH 1552, MATH 2057, MATH 2065, CE 2450 (Statics), CE 2200 (Fluid Mechanics), CE 2250 (Fluid Mechanics Lab), EVEG 3200 (Water Resources II), CE 3300 (Geotechnical Engineering 1). The advisory committee may identify additional articulation requirements in the course of planning the program of study.

I. STEPS TO GRADUATION

The graduation process generally begins the semester before you intend to graduate, as required forms are due very early the semester you will graduate. Consult the academic calendar and the Graduate School calendar for detailed due dates. Because forms are kept in your permanent record, it is important that they be typed. Most forms can be edited on a computer and then printed for signature. Please submit forms to the CEE Graduate Programs Coordinator so they may get the Department Chair's signature (if needed), save to your electronic file, and submit to the Graduate School on your behalf. Students are advised to consult LSU's Commencement site, which live-streams the ceremony in addition to providing details for all graduation ceremonies. The Ceremony Information tab includes seating availability, and the Graduate Resources tab houses information on caps and gowns and diplomas.

If you determine, during the course of the semester, that you will not meet the requirements for graduation, you must notify the graduate school immediately by filling out and submitting the Request to Delete Application for Degree form and the Request for Update forms (Masters or Doctoral).

Please consult the instructions for checking the status of your paperwork on myLSU. Candidates for Master's Degrees (Non-Thesis/Project Option and Thesis Option) should submit the following paperwork:

- One original copy of the Master's Application for Degree
- One original copy, with all signatures, of the Request for Master's Defense and Degree Audit
 - This form is due at least 3 weeks prior to the defense and this date must be before the current semester deadline. Your committee members must have graduate faculty status. Each faculty member should be given a copy of the defense report.

Please visit <https://www.lsu.edu/graduateschool/current-students/steps-to-graduation.php> for detailed information regarding the graduation process.

Section V

THE DOCTOR OF PHILOSOPHY DEGREE (LSU Code: PCE)

A. GENERAL

There are two basic requirements for an applicant to meet:

1. An applicant must exhibit unmistakable evidence of penetrating mastery of a rather broad major field; such evidence is ordinarily provided by a General Examination, after which the applicant may request admission to candidacy.
25. A candidate must prove an ability to complete a significant program of original research by preparing a dissertation embodying creative scholarship and by passing a rigorous Final Examination. The dissertation must add to the sum of existing knowledge and it must be presented with considerable literary skill.

B. THE QUALIFYING EXAMINATION

Generally, a graduate student is not *formally* admitted into the department's Ph.D. program until a qualifying examination has been passed. The qualifying examination is to be scheduled preferably during the first semester after the master's degree is awarded or during the first year of full time study for a student not pursuing a master's degree. A Qualifying Examination consists of a written and/or an oral examination administered by the Ph.D. Advisory Committee to test the student's knowledge and capacity to pursue a doctoral degree in their respective research area.

The committee that administers the qualifying examination (see I.C.I.) will consist of a minimum of three members, including the advisor, and will be subject to Departmental approval. The majority of the membership is to be from the Civil Engineering Department. The temporary committee members need not be included in the advisory committee as defined in Section IV.E.

C. APPLICANCY

Students become applicants for the doctorate by passing the qualifying examination, being accepted by their major department (Civil and Environmental Engineering) and their minor department or concentration area, if applicable, and having their program approved by the Graduate Council.

D. ADVISORY COMMITTEE

The student's advisory committee is charged with administering all phases of the student's Ph.D. program towards the doctorate degree. The student, in consultation with the major

professor, will recommend the members of the advisory committee to the department. In forming the advisory committee, the following requirements apply:

1. At least three (3) members of the Graduate Faculty, including the major professor (who is the chair of the committee) should comprise the student's advisory committee. (To view a list of graduate faculty for our department, go to the Graduate School website for a complete list).
2. The Major Professor, who acts as chair or co-chair, must be from the CEE department.
3. If either an adjunct or a non-tenure track faculty member is the major professor, a full-time tenured or tenure track graduate faculty member from the CEE department must co-chair the committee. In such cases, the chair of the advisory committee must be a Full or Associate member of Graduate Faculty. The co-chair can be an Affiliate member or administratively approved to serve on the committee.
4. At least one-half (1/2) of the graduate faculty on doctoral committees must be full-time tenured or tenure-track faculty at LSU.
5. A minimum of 2 of those faculty members must be from the CEE department and at least one of whom must be a full member of the LSU graduate faculty.
6. The remaining members may be from the CEE department or may be from outside the department if pertinent to the student's area of concentration, with the proviso that at least one of the remaining members must be a full member of the graduate faculty.
7. No more than one non-graduate faculty requiring administrative approval can serve on a student's Advisory Committee.
8. Any declared outside minors require representation, either among the first 3 members of the committee or by additional appointments to the committee.
9. The Dean of the Graduate School appoints a member of the graduate faculty to serve on doctoral general and final examination committees (Dean's Representative). The name and contact information of this Dean's Rep will be advised to the CEE Graduate Program Coordinator who will forward the email to both the student and the student's advisor. The student is then responsible for contacting the Dean's Rep.
10. All committee members must be Full, Associate, Affiliate members of Graduate Faculty or administratively approved to serve on the committee.

E. COURSE OF STUDY

By the end of their first year and definitely before the start of their second year, students should work with their faculty advisor to map out their course work. To do this, students must complete and submit the G101 to the CEE graduate programs office for approval by the CEGPC.

A student's plan of study is subject to the following requirements:

1. Students with a bachelor's degree are required to earn a minimum of forty-two (42) credit hours of course work plus one (1) credit hour for the [CE 7750](#) seminar course, exclusive of thesis and dissertation credit. These should be graduate credit courses taught by members of the graduate faculty (for a list of civil engineering graduate faculty, go to the Graduate School website). Not less than 21 credit hours of these hours should be in civil engineering subjects. At least one-half of the minimum required graduate course work must be at or above the 7000 level. Full time graduate students

- should register for the one credit hour seminar class ([CE 7750](#)) each semester, if required by their program group. Part time graduate students are required to register for this seminar only in their graduating semester. Only one hour of [CE 7750](#) may apply to satisfy the course requirements.
2. Students entering a Ph.D. program with a Master's degree from LSU or another institution must take a minimum of eighteen (18) credit hours of course work plus one (1) credit hour for the CE 7750 seminar course, exclusive of thesis and dissertation credit. Not less than 9 credit hours of these hours should be in civil engineering subjects. Subject to approval of the advisory committee and the Department through the CEGPC, students transferring from doctoral programs of other institutions can transfer a maximum of 6 credit hours of course work.
 3. Students should select an area of concentration in one of the traditional areas of civil engineering (i.e., environmental engineering, water resources, geotechnical engineering, structures, mechanics of materials, transportation).
 4. After the student's advisory committee has approved the program, the student or student's faculty advisor must submit both forms to the Graduate Program Coordinator, who will route the form(s) for CEGPC and Department approval.
 5. Students should also select six hours of graduate work to provide them with a tool such as computer science, mathematics, geology, etc.

F. OTHER REQUIREMENTS

1. Each Ph.D. candidate (including U.S. citizens) must demonstrate proficiency in English. This may require the submission of a paper at the time of the qualifying examination.
2. Recognizing the value of teaching experience and of continued association with students, the Department encourages all Ph.D. candidates to be involved in undergraduate instruction at some time during their residency. The particulars of this requirement are to be decided by the advisory committee.

G. THE GENERAL EXAMINATION

1. This examination will be administered only after the candidate has substantially completed all course work (not earlier than the last semester of course work), has satisfactorily completed the language requirements, and has prepared the dissertation proposal.
2. The Request for Doctoral General Exam form is to be filed with the Graduate School via the Graduate Program Coordinator at least three (3) weeks prior to date of the General Examination. This form can be found on the Graduate School website ([http://www.lsu.edu/graduateschool/files/enrolled-student-forms/Request for General Doctoral Examination and Degree Audit.pdf](http://www.lsu.edu/graduateschool/files/enrolled-student-forms/Request%20for%20General%20Doctoral%20Examination%20and%20Degree%20Audit.pdf)).
3. At the same time that the Request for Doctoral General Exam form is submitted, students should also submit a Doctoral Degree Audit form that accompanies the Request for Doctoral General Exam.

4. A dissertation proposal (which should include the cover page (form G103) Master's and Ph.D. Proposal Form) should be submitted at the same time of the Request for Doctoral General Exam (see information below regarding preparing the proposal).
5. The general examination will be oral in form. Part of the oral presentation will be the student's proposal for their dissertation. The advisory committee may also administer a written part.
6. The student's advisory committee will meet to decide the result of the written examination before the oral examination is given. No more than one member of the committee should be dissenting in deciding the acceptance of the student for candidacy.

H. THE DISSERTATION

A principal part of the student's Ph.D. program is the dissertation. Each candidate must meet the following requirements:

1. Submit a formal proposal no later than the time of the general examination. Preparation and typing of the dissertation proposal is the responsibility of the student. Dissertation proposal format should include:
 - Cover Page (G103)
 - Abstract (not more than 200 words)
 - Introduction
 - Literature Review
 - Objectives/Method
 - Scope of Study (state limitations)
 - Work Plan and Schedule
 - References

It is expected that an informative dissertation proposal showing students' interest, background and general grasp of the project will not be less than 5 and not more than 20 double-spaced typed pages.

Dissertation research proposals, for unfunded research, must include an estimate of computer and/or other costs associated with fulfilling the objectives of the project. Students should review this matter with their advisors so that a reasonable estimate of the cost can be included in the proposal. The dissertation proposal will be considered for approval at the time of the general examination.

1. Students should plan to review the progress of their dissertation research periodically with their advisory committee.
26. The Request for Doctoral Final Examination form (found on the Graduate School website) is to be filed with the Graduate School via the Graduate Program Coordinator at least three (3) weeks prior to the date of the Final Examination or (if a student plans

- to graduate that semester) no later than the semester deadline set by the Graduate School (see graduate school calendar).
27. Copies of the dissertation must be in the hands of the committee not less than three (3) weeks prior to the scheduled Final Examination.
 28. An “S” or “U” will be awarded as the final grade for the dissertation. This grade is not averaged into the student’s semester or cumulative average.
 29. The student is responsible for providing a finalized bound version of the dissertation to the members of their advisory committee. Please see the Graduate School’s website for formatting and submission guidelines (<http://www.lsu.edu/graduateschool/current-students/etd/etd-info.php>).

I. RE-EXAMINATION

1. Qualifying Examination: Only under the most extraordinary circumstances may the student be permitted to retake the qualifying examination, and then only once.
2. General Examination: Both written and oral parts of the general examination can be repeated once. Satisfactory completion of the written examination is prerequisite to scheduling the oral examination.

J. REVALIDATION OF GENERAL EXAM

1. The General Exam for Ph.D. students can be revalidated subject to the following guidelines.
 - a. Following an oral or written examination the student’s graduate committee, excluding the Graduate School representative may approve by majority vote the revalidation of the general exam.
 - b. The student’s graduate committee then recommends the revalidation of the general exam including proof of progress to the CEGPC for approval and transmittal to the Graduate School.
 - c. The general exam may be revalidated for a period of two years.

K. STEPS TO GRADUATION

The graduation process generally begins the semester before you intend to graduate, as required forms are due very early the semester you will graduate. Consult the academic calendar and the Graduate School calendar for detailed due dates. Because forms are kept in your permanent record, it is important that they be typed. Most forms can be edited on a computer and then printed for signature. Please submit forms to the CEE Graduate Programs Coordinator so they may get the Department Chair’s signature (if needed), save to your

electronic file, and submit to the Graduate School on your behalf. Students are advised to consult LSU's Commencement site, which live-streams the ceremony in addition to providing details for all graduation ceremonies. The Ceremony Information tab includes seating availability, and the Graduate Resources tab houses information on caps and gowns and diplomas.

If you determine, during the course of the semester, that you will not meet the requirements for graduation, you must notify the graduate school immediately by filling out and submitting the Request to Delete Application for Degree form and the Request for Update forms (Masters or Doctoral).

Please consult the instructions for checking the status of your paperwork on myLSU. Candidates for Doctoral Degrees should submit the following paperwork:

1. One original copy of the Doctoral Application for Degree
30. One original copy, with all signatures, of the Doctoral Final Defense Request.
 - a. This form is due at least 3 weeks prior to the defense and this date must be before the current semester deadline. Your committee members must have graduate faculty status. Each faculty member should be given a copy of the defense request. It is the student's responsibility to contact all committee members, including the Dean's representative, to schedule an appropriate final defense date.
31. The Survey of Earned Doctorates must be submitted before the final dissertation is approved by the Graduate School.

Please visit <https://www.lsu.edu/graduateschool/current-students/steps-to-graduation.php> for detailed information regarding the graduation process.

Section VI**THE INTERDISCIPLINARY MASTER'S AND PH.D. PROGRAMS
IN THE COLLEGE OF ENGINEERING
(LSU Code: MENG and PENG)****A. GENERAL**

The College of Engineering offers programs leading to two interdisciplinary graduate degrees: Master of Science in Engineering Science (MSES) and Ph.D. in Engineering Science (PES). These programs are intended to provide a mechanism for students to pursue advanced study in fields not covered by the graduate programs administered by the departments of the College. The major field of study is classified as “Engineering Science” for the Engineering Science degrees, MSES and PES. The Associate Dean for Research and Graduate Studies of the College of Engineering (Associate Dean) administers the programs by keeping records of all students enrolled in interdisciplinary studies and by acting as coordinator for admissions decisions and department chair of record on all documentation.

More information about this program can be found on the college’s website (<https://www.lsu.edu/eng/academics/graduate-programs/engrsci/index.php>)

Section VII

RESEARCH AND TEACHING ASSISTANTSHIPS

A. GENERAL

Ordinarily, research assistantships and teaching assistantships are available each year. All applicants to the programs are considered for funding. There is no application to fill out as assistantships are granted directly from the faculty providing the funding.

B. STIPEND

Amounts of stipends for research and teaching assistants vary from year to year. Assistantships at LSU are competitive with those of other large state universities. The in-state tuition, and, if applicable, out-of-state fees are waived for graduate assistants. Students are responsible for other University fees.

C. REQUIREMENTS

The recipient of an assistantship must maintain a grade point average of at least 3.00 (B average) in order to continue as an assistant. Graduate assistants must also be registered full-time which entails registering for nine (9) semester hours during the fall and spring semesters (a minimum of six (6) hours for graduate credit) and six (6) semester hours during the summer semester (a minimum of three (3) hours for graduate credit).

A graduate student who enters the Graduate School on probation, or who is placed on semester academic probation during an appointment period, may be awarded or permitted to retain the assistantship only if the student's department can justify the retention to the Dean of the Graduate School and only if the student's cumulative grade point average is at least a 3.00. A student who enters the Graduate School on probation, or who is placed on semester academic probation either for failure to earn a 3.00 semester average or for making a "U" in research but who has a cumulative grade point average of at least 3.00 may be appointed to, or retained on, a graduate assistantship while on semester probation only once during the period of appointment. Failure to resolve the probation in the next semester or in the first semester of appointment for new students (i.e., earning a 3.00 GPA or better in nine (9) hours of graded graduate level coursework), will result in termination of the assistantship appointment.

Full-time graduate assistants (50% effort) are expected to devote twenty (20) hours per week to their assigned duties. Part-time graduate assistants (25% effort) are expected to devote ten (10) hours per week to their assigned duties. Graduate assistants are expected to assume responsibility for the conduct of their activities, and maintain satisfactory progress toward their degrees.

D. ENGLISH REQUIREMENTS FOR TEACHING ASSISTANTS

All international students who will be teaching are required to meet the English proficiency requirement either through an oral interview or coursework. This includes students from English-speaking countries such as Canada, Great Britain, and Australia. See the ESL program website for more information (http://www.lsu.edu/hss/english/undergraduate_program/esl.php).

E. CONDUCT

In order to utilize fully the physical and budgetary capabilities of the department, cooperation is expected in all matters.

1. When it becomes necessary to contact personnel outside the department, the major professor should be consulted prior to such contact.
32. When available, administrative services and the assistance of technicians will be supplied to assist the student in research activities.
33. Students are furnished with a key to each office, laboratory, or shop as necessitated by their duties. Students are required to lock offices and laboratories after use.
34. Proper consideration should be shown to others assigned to the same office space. Disrupting activity in a shared office should be minimized.

Section VIII

SUPPORT COSTS

It is the policy of the department to assist students and faculty to underwrite the cost of unfunded research projects subject to the following guidelines:

- a. Computer costs are limited to the budget approved by the chair.
- b. Other support costs such as copying, supplies, etc., must be approved by the student's advisor and the chair.
- c. Students are expected to bear all instructional-related costs other than those supported by the department.
- d. All costs associated with typing, printing, and binding a thesis or dissertation shall be the responsibility of the student.
- e. All costs associated with presenting the results of the research work at the final examination shall be the responsibility of the student.

Section IX

INFORMATION FOR CURRENT STUDENTS

A. FREQUENTLY ASKED QUESTIONS

1. How can I schedule an appointment with the Graduate Programs Advisor?

Administrative questions (i.e. about paperwork, due dates, and general regulations) can be directed to the Graduate Programs Coordinator. For academic questions, students who have already consulted their assigned faculty advisor but who need additional information or guidance can email the Graduate Programs Advisor directly to request an appointment. Please visit the graduate programs [contact page](#) for contact information.

2. Where can I find the current Graduate School Calendar?

You can find the current Graduate School Calendar on the Graduate School website calendars page (<http://www.lsu.edu/graduateschool/calendars.php>). Graduate students are responsible for being aware and meeting all established deadlines.

3. What is the procedure for reserving a conference room?

There are several conference rooms available in the Patrick F. Taylor Hall building which can be reserved by graduate students for meetings and exams. Please email the Graduate Programs Coordinator, Madison Lane (mlane10@lsu.edu), with your preferred date and time and a room can be reserved for you. Please note that students are encouraged to reserve a conference room as far in advance as possible.

Available rooms include: PFT 3250H, PFT 3314B, PFT 3316E, PFT 1278, PFT 3285, and PFT 1280. Any other rooms will need to be reserved through Ami McGucken (amcgucken@lsu.edu).

4. How can I acquire the Graduate Programs Advisor and/or CEE Department Chair signatures on forms?

Forms needing the CEE Graduate Programs Coordinator and/or CEE Department Chair signatures should be brought to the Graduate Program Coordinator in Suite 3255 Patrick F. Taylor Hall at least 2 business days prior to the due date. Prior to bringing the form, the student must acquire all faculty/committee review and approvals first.

5. What are the Electronic Thesis and Dissertation Guidelines?

More information about the Electronic Thesis and Dissertation, along with information about making an appointment with an editor, can be found on the [LSU Graduate School website](#). The Electronic Thesis and Dissertation Guidelines can be found here: <http://etd.lsu.edu>

6. What are the requirements for getting a minor in Civil Engineering?

- a. The requirements for getting a minor in civil engineering are:
- b. A minimum 9 credit hours in the minor field with at least 3 of those hours at the 7000 level (it is possible that upon further review of the student's background, it may be required that a student take more credit hours than the minimum requirement).
- c. At least one faculty member from the minor department must be on the committee.
- d. The minor department will determine the actual courses that are required to fulfill the minor.

Graduate students interested in getting a minor in Civil Engineering should choose a minor faculty advisor from the CEE department. This advisor will instruct them on what courses should be taken to satisfy the requirements.

7. What is the process for changing area of specialization within the CEE graduate program?

New graduate students (in their first semester at LSU) who are interested in changing their areas of specialization should send an email to the Graduate Programs Coordinator requesting approval of this change and stating the reason. Once the proposed change is approved, the CEE graduate program records will be updated. If it is after a graduate student's first semester and they wish to change their area of specialization, they must follow this process:

- a. The student must meet with their currently assigned faculty advisor and discuss the proposed change.
- b. The current assigned faculty advisor should email the request to the CEE graduate program coordinator.
- c. The CEE graduate programs coordinator will forward the request to the coordinator of the new area of specialization for approval.

- d. Once approved, the student will be informed and the CEE graduate program records will be updated accordingly.
 - e. Note: If you have already submitted (and had approved) a G101 form, this will need to be changed/updated accordingly (either by using the G102 form or by resubmitting the G101 entirely if there are many changes)
8. **What is the process for changing faculty advisors within the CEE graduate program?**

New graduate students are assigned a tentative advisor when admitted. Within their first semester at LSU, the student may change advisors. The student should send an email to the Graduate Programs Coordinator with their current advisor and proposed advisor copied on the email requesting approval of this change and stating the reason. Once the proposed change is approved, the CEE graduate program records will be updated. If it is after a graduate student's first semester and they wish to change their assigned advisor, they must follow this process:

- a. The student must meet with their currently assigned faculty advisor and discuss the proposed change.
- b. The current assigned faculty advisor should email the request to the CEE graduate program coordinator.
- c. The CEE graduate program coordinator will forward the request to the coordinator of the new area of specialization for approval.
- d. Once approved, the student will be informed and the records will be updated accordingly.

If a graduate student is experiencing a problem with their assigned advisor and wish for the matter to be reviewed, the following steps should be taken:

- a. The student should make every effort to resolve the problem between him/herself and the currently assigned faculty advisor.
- b. If a problem cannot be resolved or if special circumstances are involved, the student can email the CEE Graduate Programs Advisor directly to request an appointment to meet and discuss the issue and to determine how to proceed.

9. **What are the requirements for being a graduate assistant?**

The recipient of an assistantship must maintain a grade point average of at least 3.0 (B average) in order to continue working as a graduate assistant. A graduate student placed on academic probation by the Graduate School for failing to make satisfactory progress may not be appointed or reappointed to a graduate assistantship unless the student's cumulative grade-point average is at least 3.30.

Full-time assistants are expected to devote a minimum of twenty (20) hours/ week to the assigned function. Part-time assistants are expected to devote a minimum of ten (10) hours/week to the assigned function. Graduate assistants are expected to assume responsibility for the conduct of their activities, and maintain satisfactory progress toward their degrees.

Assistants are required to register as full time students. Full time status during the Fall

and Spring semesters is at least 9 hours (in graduate-level course work). Full time status during the summer semester is at least 6 hours (in graduate-level course work).

The Department of Civil and Environmental Engineering issues a contract to all assistants employed through the department. Assistants should maintain their copy of this signed contract for future reference.

Information about assistantships can be found on the Graduate School website. The Graduate School assistantship page includes links to [university policy statements PS-21](#) and [PS-85](#) and assistants are required to review and become familiar with those statements.

10. What are the requirements for an international graduate student to serve as a graduate teaching assistant?

All graduate non-native speakers of English who are new to LSU are required to take the **Michigan English Placement Test** upon arrival (this is in addition to the TOEFL/IELTS exam.) The graduate students' English test includes a written essay section but does not require an oral test unless the student and/or assigned faculty advisor anticipate the student serving as a teaching assistant.

- a. If a teaching assistantship of any type is anticipated, the student is strongly encouraged to take the oral testing upon arrival so that they may be approved to serve as a teaching assistant.
- b. A **TA1** position (grading) does NOT require that a student take the oral interview or the English 1051 class.
- c. A **TA2** or a **TA3** position (teaching and direct contact with the students) does require that a student take the oral testing.
- d. If exempted through the oral interview, students only need to attend a one-time only, 3-hour exemption workshop with Albert Camp.
- e. If not exempted, the student will not be eligible for a teaching assistantship position until they have completed English 1051. A student must be enrolled in English 1051 by Albert Camp (the student cannot add the class themselves).

11. Can a committee member participate in an exam remotely via videoconferencing (such as Skype)?

The use of videoconferencing during general and final exams is strongly discouraged per the LSU Graduate School. If absolutely necessary, a single committee member is allowed to participate remotely and does not require special permission from the Graduate School.

Under *extraordinary* circumstances, the following people may participate remotely following the submission of a Request for Remote Participation: the student, the committee chair or co-chair, a second committee member. The Dean's Representative can *never* participate remotely.

To request remote participation for yourself, chair or co-chair, or a second committee member:

- a. Complete the "Request for Remote Graduate Committee Participation" form, found on the [graduate school's forms page](#)
- b. Make sure you have all the required signatures. In lieu of physical signatures, emails attached to the request will suffice.
- c. Submit along with your exam request and application for degree (if applicable) to the Graduate Programs Coordinator for processing. If you have any questions about remote participation, please email the Graduate Programs Coordinator.

12. What are the department's rules for use of published articles in a dissertation?

If you plan to use material that you have published, remember that you have to follow the [LSU Thesis and Dissertation Guidelines](#), where it is stated: The use of published articles in a dissertation carries certain responsibilities. In all cases, you must:

- a. Obtain departmental approval by having your faculty advisor submit a request via email to the Graduate Programs Advisor.
- b. Adhere to the requirements for unity set forth in the section above, using special care to integrate your published material into your document logically.
- c. Be the principal author (the first listed) of the published article.
- d. Obtain written permission from the journal to use the published material in your dissertation. Without this written permission and proof of authorship, no thesis or dissertation containing the student's previously published work will be accepted by The Graduate School. When requesting this permission, be certain to mention that your dissertation will be viewable on the web.
- e. The letters requesting and granting permission(s) to use the article(s) must appear as an appendix in your dissertation.
- f. The following acknowledgment must appear at the bottom of the first page of each published chapter or section:
"This chapter [section] previously appeared as [authors' names, article title, and publication data]. It is reprinted by permission of [copyright holder's name—see the permission letter for proper acknowledgment phrase.]"

13. How can a student request a key to a lab/room?

The procedure for ordering keys (for offices, etc.) has changed significantly and will now require students to pay a \$54 key deposit (refundable when the key is returned). Each student requiring keys must first have the faculty member in charge of the room/lab or the Department Chair's written permission to have a key. Next, a "Key Request Form" needs to be submitted to David Robertson (Room 3121 PFT). Once the form is approved, the student's fee bill will be charged for the \$54 deposit (per key). Once the key is ready, facility services will contact you letting you know that the key is ready for pickup at the Key control office.

Students must return their keys to Dave Robertson upon termination of employment or before graduation (whichever comes first). He will then complete a key return form for you to sign, return the key to facility services, and then a refund to your billing statement will be issued.

14. How Can I Drop/Add A Course After the Deadline?

The academic calendar lists course add/drop deadlines for each semester. Though it is possible to add and/or drop a course after these established deadlines, it is **only approved for extenuating circumstances such as: a major illness, a death in the family, or similar major life crisis**. A Late Drop/Add form can be found on our department [forms page](#) or provided by the Graduate Programs Coordinator. The form should include signatures from the instructors of each course, the justification, and have documentation attached. The form and documentation should then be submitted to the Graduate Programs Coordinator who will acquire the additional approvals and submit to the Graduate School.

Section IX

THE CIVIL AND ENVIRONMENTAL ENGINEERING FACULTY AND THEIR RESEARCH

Murad Abu-Farsakh, Adjunct Professor – Research; Ph.D., LSU. Evaluation of pile setup for piles driven in clayey soils, accelerated load testing of geosynthetic reinforced base layer in pavement sections, calibration of resistance factors for use in the LRFD design of driven piles and drilled shafts, accelerated load testing to evaluation the performance of pavement base materials and subgrades.

Aly-Mousaad Aly, Assistant Professor; Ph.D., Politecnico di Milano. Experimental and computational wind engineering, improving the performance and resiliency of the built environment for wind, structural dynamics, dissipative analysis, smart structures.

Steve C.S. Cai, Edwin B. and Norma S. McNeil Professor; Ph.D., University of Maryland. Bridge performance evaluation/instrumentation/testing, traditional and new material applications in infrastructures, performance and hazard mitigation of coastal structures under wave/wind actions, long-span bridge aerodynamics.

Shengli Chen, Assistant Professor; Ph.D., University of Oklahoma. Theoretical and computational geomechanics, poromechanics and constitutive modelling of geomaterials, pile foundation and soil structure interaction, tunnel excavation and wellbore stability, hydraulic fracturing.

Zhi-Qiang Deng, Professor; Ph.D., Lund University, Sweden. Environmental restoration of impaired waterbodies and watersheds through sensor network-based monitoring (with emphasis on satellite remote sensing), watershed-based modeling, and LID-based mitigation to promote environmental sustainability, enhance water security, and protect public health.

Karim Elkholy, Professional in Residence; Ph.D., Louisiana State University.

Mostafa Elseifi, Professor; Ph.D., Virginia Polytechnic and State University. Constitutive modeling and analysis of flexible pavement, laboratory characterization of hot-mix asphalt, tire-pavement interaction, and pavement instrumentation.

Scott C. Hagen, Professor and Louisiana Sea Grant Laborde Chair; Ph.D., University of Notre Dame. Coastal engineering, water resources engineering, coastal flooding, water management, dynamic sea level rise assessment, dynamics of coastal ecosystems.

Navid Jafari, Assistant Professor; University of Illinois at Urbana-Champaign. Soil mechanics and behavior, coastal and riverine protection infrastructure, erosion control, coastal restoration, subsidence, earth and man-made embankment stability, transient and unsaturated fluid flow, waste containment systems, geosynthetics, transportation and environmental geotechnics.

William M. Moe, Marvin Rex Clemmons Professor in the College of Engineering; Ph.D., University of Notre Dame. Environmental engineering, biological treatment of gas-phase contaminants, treatment of domestic and industrial wastewaters, periodic processes in environmental systems, sequencing batch reactors, biofilms.

Louay N. Mohammad, Irma-Louise Rush Stewart Professor; Ph.D., LSU. Highway construction materials, pavement design and analysis, pavement maintenance and rehabilitation.

Suresh Moorthy, Professional in Residence and Civil Engineering Undergraduate Program Advisor; Ph.D., Ohio State University. Computational mechanics, materials.

Cliff Mugnier, Instructor; B.A., Northwestern State University. Lunar and Earth topographic mapping by satellite geodetic surveying, topographic engineering, map projections and grid systems, analytical photogrammetry and geodetic astronomy, error propagation, matrix algebra, statistical analysis, projective geometry, ellipsoidal conformal mapping.

Ayman Okeil, Professor and Graduate Programs Advisor; Ph.D., North Carolina State University. Bridge engineering, structural reliability, nondestructive testing and evaluation of structures, structural rehabilitation and strengthening, nonlinear behavior of concrete structures.

Celalettin Emre Ozdemir, Assistant Professor; Ph.D., University of Florida. Environmental fluid dynamics and sustainability, computational sediment transport modeling, two-phase flow modeling or particulate flows and their parameterization in large-scale models, break up and agglomeration processes in fluid-mud.

Hai (Thomas) Lin, Assistant Professor; Ph.D., P.E., Lehigh University, Bio-Geotechnical Engineering, Soil-Structure Interaction, and Geophysics.

John H. Pardue, Elizabeth Howell Stewart Endowed Professor and Environmental Engineering Undergraduate Program Advisor; Ph.D., Louisiana State University; P.E. Environmental engineering, bioremediation, fate and transport of contaminants, wetlands, wastewater treatment.

Samuel Snow, Assistant Professor; Ph.D., Georgia Institute of Technology. Photochemistry in environmental systems, examination of polycyclic aromatic hydrocarbons, disinfection technologies, adsorption processes, colloidal and natural organic matter interactions, PAH photodegradation.

Chao Sun, Assistant Professor; Ph.D., Rice University. Dynamics, sensing and adaptive control, multi-hazards mitigation for coastal and offshore structures, hydrodynamics, fluid structure interaction between ocean waves and structures, analytical, numerical and experimental modeling in nonlinear vibrations.

Frank Tsai, Professor; Ph.D., University of California at Los Angeles. Groundwater flow and fate and transport modeling in aquifer systems, groundwater inverse problems and experimental designs, geospatial heterogeneity reconstruction, electrical resistivity tomography (ERT), saltwater intrusion modeling and management, surface water and groundwater conjunctive use, water resources optimization and management.

George Z. Voyiadjis, Boyd Professor, Bingham C. Stewart Distinguished Professor, and Department Chair; D.Sc., Columbia University. Multiscale modeling of the behavior of metals, composites and soils, micromechanical characterization of plasticity and damage, computational simulation of material behavior, refined theory of plates and shells.

Clinton S. Willson, Mike. N. Dooley, P.E. Professor; Ph.D., University of Texas at Austin. Environmental fluid mechanics, groundwater flow and transport; multiphase flow in porous media; microtomography; waste assessment and remediation.

Chester G. Wilmot, Lloyd J. Guillory, Jr. Professor in Civil Engineering; Ph.D., Northwestern University. Transportation planning, prioritization, transferability of travel demand models.

Brian Wolshon, Edward A. Karen W. Schmitt Professor; Ph.D., Michigan State University; P.E., PTOE. Transportation engineering, geometric highway design and safety

analysis, traffic operations, development/application/evaluation of intelligent transportation systems.

Zhong Wu, Adjunct Associate Professor – Research; Ph.D., Kansas State University. Pavement performance evaluation/non-destructive testing, accelerated pavement testing/data acquisition/instrumentation, numerical modeling of pavement structure, sustainable paving materials.

Hongliang Zhang, Assistant Professor; Ph.D., Texas A&M University. Interactions of aerosols with weather/climate, regional/global air quality modeling, source apportionment of ozone and particulate matter, air pollution epidemiological analysis based on chemical models, urban aerosol measurement/characterization.

Xiuping Zhu, Assistant Professor; Ph.D., Peking University. Develop energy-sustainable electrochemical systems including bioelectrochemical and abiotic electrochemical systems for environmental remediation (electrochemical pollution control systems) and renewable energy recovery (electrochemical energy recovery systems).

APPENDICES

Appendix A

THE ENVIRONMENTAL ENGINEERING PROGRAM

MS and Ph.D. core course requirements: CE 7100

Major Field Courses:

EVEG 4105 -- Quantitative Water Management
 EVEG 4110 -- Unit Operations Laboratory
 EVEG 4120 -- Solid Waste/Hazardous Waste Management
 EVEG 4125 -- Environmental Transport Processes
 EVEG 4136 -- Water Quality Analysis Laboratory
 EVEG 4150 -- Integrated Environmental System Design I
 EVEG 4151 -- Integrated Environmental System Design II
 EVEG 4154 -- Sustainability Engineering
 EVEG 4156 -- Water and Wastewater Treatment in Developing Countries
 CE 4560 -- Engineering Application of Remote Sensing
 CE 7100 -- Theory and Operation of Wastewater Treatment Facilities
 CE 7101 -- Physical/Chemical Processes in Water and Wastewater Treatment Facilities
 CE 7105 -- Advanced Topics in Water Quality and Treatment
 CE 7135 -- Advanced Topics in Biodegradation
 CE 7145 -- Biological Treatment of Recirculating Systems in Aquaculture
 CE 7180 -- Water Quality Simulations
 CE 7701 -- Fundamentals of Biodegradation and Waste Treatment

Related Field Courses:

CE 4200 -- Hydrology
 CE 4250 -- Ground Water
 CE 4260 -- Design of Hydrologic Systems
 CE 7255 -- Advanced Hydraulics
 CE 7265 -- Advanced Subsurface Hydrology and Hydraulics
 CE 7275 -- Modeling for Management of Groundwater
 CE 7280 -- Modeling in Physical Hydrology
 CE 7455 -- Finite Element Method in Engineering
 BIOL 4001 -- Physical Chemistry
 BIOL 4087 -- Basic Biochemistry
 BIOL 4246 -- Microbial genetics
 CHE 4253 -- Introduction to Industrial Pollution Control
 CHE 4263 -- Environmental Chemodynamics
 CHEM 4150 -- Environmental Chemistry
 CHEM 4160 -- Industrial organic chemistry
 EXST XXXX -- All courses offered at the 4000 and 7000 level are appropriate
 GEOG 4014 -- Climatology

GEOG 4015 -- Microclimatology
GEOG 4022 -- Geomorphology
GEOL 4131 -- Basin Analysis
OCS 4372 -- Estuarine Ecology
OCS 4165 -- Environmental chemistry of wetlands
OCS 7120 -- Introduction to Coastal Models
OCS 7132 -- Coastal Physical/Chemical Systems: Analytic Methods
OCS 7165 -- Biogeochemistry of wetland soils and sediments
MATH 4056 -- Mathematical Statistics
MATH 4024 -- Mathematical Models
MATH 4025 -- Optimization Theory and Applications
MATH 7320 -- Ordinary Differential Equations
MATH 7350 -- Complex Analysis
ME 4563 -- Mathematical Methods in Engineering

Articulation Courses:

MATH 1550 -- Analytic Geometry and Calculus I
MATH 1552 -- Analytic Geometry and Calculus II
MATH 2057 -- Multidimensional Calculus
MATH 2065 -- Elementary Differential Equations
CE 2200 -- Fluid Mechanics
CE 2450 -- Statics

Appendix B

THE GEOTECHNICAL & GEOPHYSICAL ENGINEERING PROGRAM

M.S. and Ph.D. core course requirements: CE 7300 and CE 7310

Major Field Courses:

CE 4300 -- Geotechnical Engineering II: Shallow Foundations
 CE 4310 -- Geotechnical Engineering III: Deep Foundations
 CE 4320 -- Coastal Engineering
 CE 7300 -- Advanced Geotechnical Engineering I: Stress Distribution, Seepage, Compressibility
 CE 7310 -- Advanced Geotechnical Engineering II: Shear Strength, Bearing Capacity, Slope Stability
 CE 7315 -- Principles of Soil Behavior
 CE 7335 -- Soil Improvement and Stabilization
 CE 7340 -- Theory and Practice of Geotechnical Laboratory Experiments
 GEOL 4068 -- Reflection Seismology
 GEOL 7134 -- Clay Mineralogy

Related Field Courses:

EVEG 3400 -- Environmental Engineering
 EVEG 4153 -- Hazardous Waste Management
 EVEG 4147 -- Design of In-Situ Remediation Processes
 CE 4250 -- Ground Water
 MATH 4038 -- Mathematical Methods in Engineering
 MATH 4056 -- Mathematical Statistics
 IE 4362 -- Advanced Engineering Statistics
 CE 4440 -- Advanced Mechanics of Materials
 CE 4450 -- Finite Element Methods
 CE 4560 -- Engineering Applications of Remote Sensing
 CSC 4890 -- Introduction to Theory of Computation
 EXST 7004 -- Experimental Statistics I
 EXST 7014 -- Experimental Statistics II
 EXST 7060 -- Probability and Statistics
 CE 7430 -- Structural Design for Dynamic Loads
 CE 7455 -- Finite Element Method in Engineering
 CE 7475 -- Solid Mechanics
 CE 7480 -- Plasticity and Viscoelasticity: Theory and Applications
 CE 7650 -- Bituminous Materials and Mixtures
 CE 7655 -- Pavement Materials Characterization
 MATH 7320 -- Ordinary Differential Equations

MATH 7350 -- Complex Analysis
CSC 7101 -- Programming Languages Structures
CSC 7300 -- Algorithm Design and Analysis

Articulation Courses:

MATH 1550 -- Analytic Geometry and Calculus I
MATH 1552 -- Analytic Geometry and Calculus II
MATH 2057 -- Multidimensional Calculus
MATH 2065 -- Elementary Differential Equations
CHEM 1202 -- Basic Chemistry
CE 2200 -- Fluid Mechanics
CE 2450 -- Statics
CE 3300 -- Geotechnical Engineering I
CE 3350 -- Geotechnical Engineering Laboratory I
CE 3400 -- Mechanics of Materials

Appendix C

THE STRUCTURES/MECHANICS PROGRAM

MS and Ph.D. core course requirements for Structures: CE 4440 and CE 7405

MS and Ph.D. core course requirements for Mechanics: CE 4440 and CE 7475

Major Field Courses:

CE 4400 -- Principles of Steel Design
 CE 4410 -- Principles of Reinforced Concrete
 CE 4420 -- Principles of Prestressed Concrete
 CE 4430 -- Structural Engineering
 CE 4435 -- Indeterminate Structural Analysis
 CE 4440 -- Advanced Mechanics of Materials
 CE 4445 -- Hurricane Engineering
 CE 4450 -- Finite Element Methods
 CE 4460 -- Design of Bridges
 CE 7405 -- Statically Indeterminate Structures
 CE 7409 -- Advanced Concrete Theory
 CE 7410 -- Structural Reliability
 CE 7420 -- Limit Analysis and Design
 CE 7425 -- Advanced Bridge Engineering
 CE 7430 -- Structural Design for Dynamic Loads
 CE 7435 -- Random Vibrations
 CE 7455 -- Finite Element Method in Engineering
 CE 7475 -- Solid Mechanics
 CE 7480 -- Plasticity and Viscoelasticity: Theory and Applications
 CE 7485 -- Mechanics of Composite Materials
 CE 7490 -- Damage Mechanics in Metals and Metal Matrix Composites

Related Field Courses:

CE 4300 -- Geotechnical Engineering II (Shallow Foundations)
 CE 4310 -- Geotechnical Engineering III (Deep Foundations)
 CSC 7101 -- Programming Languages Structures
 CSC 7300 -- Algorithm Design and Analysis
 EXST 7004 -- Experimental Statistics I
 EXST 7014 -- Experimental Statistics II
 EXST 7060 -- Probability and Statistics
 MATH 4036 -- Complex Variables
 MATH 4038 -- Mathematical Methods in Engineering
 MATH 4065 -- Numerical Analysis I

MATH 4066 -- Numerical Analysis II
MATH 4340 -- Partial Differential Equations
MATH 7320 -- Ordinary Differential Equations
MATH 7350 -- Complex Analysis
ME 4733 -- Deformation and Fracture of Engineering Materials

Articulation Courses:

MATH 1550 -- Analytic Geometry and Calculus I
MATH 1552 -- Analytic Geometry and Calculus II
MATH 2057 -- Multidimensional Calculus
MATH 2065 -- Elementary Differential Equations
CE 2200 -- Fluid Mechanics
CE 2450 -- Statics
CE 3400 -- Mechanics of Materials
CE 3415 -- Structural Analysis I
CE 4410 -- Principles of Reinforced Concrete

Appendix D

THE TRANSPORTATION ENGINEERING PROGRAM

MS and Ph.D. core course requirements:

Planning: CE7640, CE7641, CE7600

Traffic: CE4600, CE7610

Pavements: CE4670, CE7650, CE7672, CE4660

Materials: CE4650, CE7655

Major Field Courses:

CE 3600 -- Principles of Highway and Traffic Engineering
 CE 4600 -- Geometric Design of Highways and Airports
 CE 4650 -- Introduction to Asphalt Mixture Design
 CE 4660 -- Infrastructure Condition Assessment
 CE 4670 -- Fundamentals of Pavement Design
 CE 7600 -- Transportation Engineering Data Collection
 CE 7610 -- Traffic Engineering Operations and Control
 CE 7615 -- Advanced Highway Design and Safety
 CE 7621 -- Mass Transit System
 CE 7640 -- Urban Transportation Policy and Planning
 CE 7641 -- Urban Transportation Planning Models
 CE 7645 -- Transportation Network Modeling and Optimization
 CE 7650 -- Bituminous Materials and Mixtures
 CE 7655 -- Pavement Material Characterization
 CE 7672 -- Pavement Management Systems

Related Field Courses:

CE 4440 -- Advanced Mechanics of Materials
 CE 4450 -- Finite Element Methods
 CE 7300 -- Advanced Geotechnical Engineering I
 CE 7310 -- Advanced Geotechnical Engineering II
 CE 7455 -- Finite Element Method in Engineering
 CE 7480 -- Plasticity and Viscoelasticity
 ARCH 4062 -- Urban Planning and Design
 ARCH 4353 -- Principles and Practice of Land Development
 CHEM 7760 -- Asphalt Chemistry
 ECON 4710 -- Aggregate Economic Analysis
 ECON 5600 -- Microeconomic Theory for Policy Analysis
 ECON 7630 -- Economics Methods
 ECON 7631 -- Economics Methods II
 EXST 7003 -- Statistical Inference I
 EXST 7004 -- Experimental Statistics I
 EXST 7005 -- Statistical Techniques I

EXST 7011 -- Nonparametric Statistics
EXST 7012 -- Fundamental Sampling Techniques
EXST 7037 -- Multivariate Statistics
GEOG 4047 -- Geographic Information Systems
GEOG 4073 -- Urban Geography
GEOG 4077 -- Economic Geography
GEOL 7134 -- Clay Mineralogy

Articulation Courses:

Math 1550 -- Analytic Geometry and Calculus I
Math 1552 -- Analytic Geometry and Calculus II
Math 2057 -- Multidimensional Calculus
Math 2065 -- Elementary Differential Equations
CE 2200 -- Fluid Mechanics
CE 2450 -- Statics
CE 3300 -- Geotechnical Engineering I
CE 3400 -- Mechanics of Materials
CE 3700 -- Engineering Materials Laboratory

Appendix E

THE WATER RESOURCES PROGRAM

Major Field Courses:

CE 4200 -- Hydrology
 CE 4250 -- Ground Water
 CE 4260 -- Design of Hydrologic Systems
 CE 7255 -- Advanced Hydraulics
 CE 7265 -- Advanced Subsurface Hydrology and Hydraulics
 CE 7275 -- Modeling for Management of Groundwater
 CE 7280 -- Modeling in Physical Hydrology

Related Field Courses:

OCS 4024 – Coastal Morphodynamics
 OCS 4128 – Wetland Hydrology and Hydrodynamics
 OCS 4410 – Ecosystem Modeling and Analysis
 OCS 7028 – Numerical Modeling of Ocean Circulation
 GEOG 3013 -- Meteorology
 GEOG 4014 -- Climatology
 GEOG 4015 – Physical Climatology
 GEOL 4023 -- Coastal and Shallow-Marine Depositional Systems
 GEOL 4035 -- Advanced Sedimentology
 GEOL 4164 – Deltaic Geology
 GEOL 4182 – Physical Hydrogeology
 GEOL 7132 – Dynamics of Sedimentation
 RNR 4900 / ENVS 4900 – Watershed Hydrology

Articulation Courses:

Math 1550 -- Analytic Geometry and Calculus I
 Math 1552 -- Analytic Geometry and Calculus II
 Math 2057 -- Multidimensional Calculus
 Math 2065 -- Elementary Differential Equations
 CE 2200 -- Fluid Mechanics
 CE 2250 -- Hydraulic Laboratory
 CE 2450 -- Statics
 EVEG 3200 – Water Resources II
 CE 4200 -- Hydrology

Appendix F

THE COASTAL AND ECOLOGICAL ENGINEERING PROGRAM

Major Field Courses:

CE 4320 -- Coastal Engineering
 EVEG 4xxx -- Ecological Engineering
 MATH 4038 -- Mathematical Methods for Engineers
 CE 7xxx -- Coastal and Ecological Engineering Design

Ecological Engineering Electives:

EVEG 4159 -- Design of Wetlands for Wastewater Treatment
 CE 4200 -- Hydrology
 CE 7180 -- Water Quality Simulations
 OCS 4308 -- Plants in Coastal Environments
 OCS 4372 -- Estuarine Ecology
 OCS 4128 -- Wetland Hydrology and Hydrodynamics
 OCS 4410 -- Ecosystem Modeling and Analysis
 OCS 4465 -- Coastal Zone Management
 OCS 4560 -- Wetland Loss, Restoration and Management
 OCS 7001 -- Coastal Systems Ecology
 OCS 7010 -- Concepts of the Ecosystem
 OCS 7124 -- Applied Coastal Plant Ecology
 OCS 7165 -- Biogeochemistry of Wetland Soils and Sediments

Coastal Engineering Electives:

CE 4445 -- Hurricane Engineering
 CE 7xxx -- Coastal Hydromechanics
 CE 7xxx -- Sediment Transport Mechanics
 CE 7200 -- Free Surface Flow
 CE 7260 -- Advanced Hydrology
 CE 7325 -- Marine Geotechnics
 OCS 4024 -- Coastal Morphodynamics
 OCS 4164 -- Deltaic Processes and Products
 OCS 4170 -- Physical Oceanography
 OCS 4210 -- Geological Oceanography
 OCS 7122 -- Gravity Waves in Shallow Water
 OCS 7123 -- Oceanographic Data Analysis

Articulation Courses:

MATH 1550 -- Geometry & Calculus I

MATH 1552 -- Geometry & Calculus
MATH 2057 -- Multidimensional Calculus
MATH 2065 -- Differential Equations
CE 2450 -- Statics
CE 2200 -- Fluid Mechanics
CE 2250 -- Fluid Mechanics Lab
EVEG 3200 -- Water Resources II
CE 3300 -- Geotechnical Engineering I

Appendix G
DEPARTMENTAL FORMS

G101: GRADUATE DEGREE PROGRAM

Name: _____ (Last) _____ (First) _____ (MI) _____ LSU ID: _____

Degree: Ph.D. _____ MS (Thesis) _____ MS _____ Anticipated Date of Graduation _____
 (Civil Eng.) (Non Thesis) _____ (Coast. & Eco. Eng.) _____

Major: _____ Minor (if any attach approval form): _____

Date Qualifying Exam Taken (Ph.D. only): _____

Course No.	Course Title	Semester	Cr. Hrs.	Grade	University	LSU Equivalent
Articulation (language courses should be marked *)						
1.	_____					
3.	_____					
4.	_____					
5.	_____					
6.	_____					
7.	_____					
8.	_____					
9.	_____					

Articulation: _____ Planned: _____ Required: _____

Degree Credit

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

CE 7750 Seminar _____ 1 _____
 CE 9000 CE 8000 CE 7740

7000-level Hours Planned: _____ Required: _____

_____ Required: _____

Total Degree Hours Planned: _____ Required: _____

Tentative Title :

Student's Signature: _____ Advisor's Approval (signature): _____

Graduate Committee Approval: (1) _____ (2) _____

(Type Name, Professor Initials) (3) _____ (4) _____

Approved by CEGPC: _____ Date: _____

Approved by Department Chair: _____ Date: _____

- **PhD:** (1) This form must be filed with CEE Dept for approval after passing the qualifying exam.
 (2) Dissertation proposals shall be submitted with Form G103 at the time of General Examination.
- **MS:** (1) This form must be filed with CEE Dept for approval before the start of the 2nd year after student admission to grad program.
 (2) Research proposals shall be submitted for approval at least one semester prior to anticipated graduation date.

Fill required fields carefully. Delete text in any inapplicable field. Type committee members' names and obtain signature / initials.

G102: REVISION TO GRADUATE DEGREE PROGRAMName: _____
(Last) (First) (MI)

Graduate Degree Program: _____ Date: _____

Change of Program Content

	Course Number	Course Title	Justification
Remove	1.	_____	_____
	2.	_____	_____
	3.	_____	_____
	4.	_____	_____
Add	1.	_____	_____
	2.	_____	_____
	3.	_____	_____
	4.	_____	_____

Change of Advisor ⁽¹⁾

	From	To
Current Advisor's Name	(signature ⁽²⁾)	New Advisor's Name (signature ⁽²⁾)

Change of Advisory Committee Members ⁽¹⁾

	Name	Title and Affiliation	Signature ⁽²⁾
Remove	1.	_____	_____
	2.	_____	_____
	3.	_____	_____
	4.	_____	_____
Add	1.	_____	_____
	2.	_____	_____
	3.	_____	_____
	4.	_____	_____

Change of Thesis or Dissertation Title

From	To
_____	_____

Summary of Proposal Change: (attach revised proposal)

Student's Signature: _____ Advisor's Approval (signature): _____
 Approved by CEGPC: _____ Date: _____
 Approved by Department Chair: _____ Date: _____

1. A memo justifying requests for Advisory Committee changes have to be submitted with this form for approval by CEGPC.
2. Signature indicates notification. If a committee member does not agree with the proposed change, please attach a memo to this form for review and approval by CEGPC.

SUBMITTED TO:

Graduate Programs Committee
Department of Civil and Environmental Engineering
Louisiana State University
Baton Rouge, Louisiana

By:

APPROVED BY:

CHAIR, ADVISORY COMMITTEE: _____ DATE: _____

MEMBERS OF ADVISORY COMMITTEE:

<u>Name (and initials)</u>	<u>Department</u>
_____	_____
_____	_____
_____	_____
_____	_____

* * *

GRADUATE PROGRAM COMMITTEE APPROVAL:

_____ DATE: _____

DEPARTMENT CHAIR'S APPROVAL:

_____ DATE: _____



Submittal / Revision Date
Semester & Year

Graduate Student Information Form G104

Name: _____
(Last/Family) (First) (M.I.)

Preferred Name/Gender Pronouns (if applicable): _____

Gender: Male Female Other: _____ Prefer not to say

Student Number: _____ LSU Email: _____

Citizenship: U.S. Other _____ Permanent US Resident: Yes No

Baton Rouge Address: _____

City, State, Zip: _____ Phone Number: _____

Campus Office Room Number & Building: _____

Please check one of the following:

- Black, Non-Hispanic
- White, Non-Hispanic
- Hispanic
- Native American / Alaskan Native
- Asian or Pacific Islander
- Indian
- Other
- I prefer not to say

Starting/Entry Semester _____ Student Status: Full Time Part Time

Degree Program:

- MS Civil Eng (thesis)
- MS Civil Eng (non-thesis)
- MS in Coastal & Ecological (thesis)
- PhD in Civil Eng

Area of Specialization:

- Environmental Structures
- Water Resources Geotechnical
- Coastal & Ecological Transportation
- Mechanics of Materials

Name of Faculty Advisor: _____

If you are a graduate assistant check one of the following:

- Research Assistant Teaching Assistant
- Other (i.e. EDA, Fellowship, Scholarship, etc.) _____

Name and address of (a local) person to be notified in case of an emergency:

Name: _____ Phone: _____

Location of Contact: _____ Relation to the person listed above: _____

Notes _____

G105

I. Qualifying Exam Request

The purpose of the qualifying exam is to determine whether the student has an acceptable understanding of knowledge in the field of study, and can organize, apply and convey that knowledge at a level expected of PhD students. The exam shall consist of a written examination and/or an oral examination administered by the PhD Advisory Committee to test the student's knowledge and capability to pursue a doctoral degree in their respective research area.

Name: _____ (Last) _____ (First) _____ (MI)

Major: _____ Minor (if any attach approval form): _____

Advisor: _____

Doctoral Qualifying Exam Committee (minimum three faculty):

	Faculty Name	Department
1		
2		
3		
4		
5		

Student's Signature : _____ Date: _____

Approved by Student's Advisor : _____ Date: _____

Approved by CEGPC : _____ Date: _____

Approved by Department Chair: _____ Date: _____

II. Qualifying Exam Report

Exam Date(s): _____

Exam Format: Write Oral Both

Topics covered in Exam: 1. _____ 2. _____ 3. _____

	Faculty Name	Signature
1	P or F	
2	P or F	
3	P or F	
4	P or F	

Committees Recommendations: (attach additional sheets if needed)

Approved by CEGPC: _____ Date: _____

Approved by Department Chair: _____ Date: _____

This form must be filed with CEE Department in TWO steps:

1. Prior to taking Qualifying Exam, the form (Section I Only) has to be submitted for approval of committee.
2. After taking the Qualifying exam, the form has to be resubmitted with Section II completed.



Department of Civil &
Environmental
Engineering

MASTER OF SCIENCE IN CIVIL ENGINEERING (MCE)

Checklist, Instructions and Degree Requirements

Time Limit: Programs for master's degrees must be completed within 5 years from entrance into a degree program. *(Please note that courses cannot count towards degree requirements if they have been taken over 5 years prior to graduation unless they are revalidated. For more information about how to revalidate courses, please see the Graduate Coordinator.)*

Departmental Approval: Forms that require departmental approval should be submitted prior to CEGPC meetings, which take place roughly 2 times per semester. An email will be sent to students to announce the meeting as a reminder. Failure to submit your forms prior to the meeting may cause it to be moved to subsequent meeting.

CE 7750 Graduate Seminar: All full-time graduate students in the Department of Civil and Environmental Engineering are required to enroll in the CE7750 Graduate Seminar course every fall and spring semester. Part-time graduate students are excluded from this requirement but are required to enroll in CE7750 during the semester in which they plan to graduate. If a student is unable to enroll in the CE7750 seminar course, such as in the case of a scheduling conflict, the student should discuss this with their assigned faculty advisor and then contact the Graduate Coordinator.

Meeting Room Reservations: If you would like to reserve a conference room (such as for a meeting with your committee, a defense, etc.) please email the Graduate Coordinator with your request.

***** For more detailed information regarding program (course work, committee, and thesis requirements) visit <http://www.lsu.edu/eng/cee/academics/graduate/ms-civil-engineering.php>**

CHECKLIST & INSTRUCTIONS FOR 1ST YEAR

- Upon arrival and prior to the beginning of your first semester, **you must attend the orientation sessions prior to registration.** The Graduate School offers orientation for new graduate students only prior to the fall semester. It is especially important for international students to attend international student orientation and students should receive orientation information in your admission and/or I20 packet. More information about international student orientation here: <https://www.lsu.edu/intlpro/is/prospective-students/arrival-services/orientation.php>
- You must meet with your assigned faculty advisor** to discuss scheduling for your first semester and (if applicable) any details of your graduate assistantship position. The name of your assigned faculty advisor can be found in your admission recommendation letter from the department (sent to you via email).
- After meeting with your assigned faculty advisor, **you must meet with the Graduate Coordinator.** You will be given some information about the department and the Graduate Coordinator will have you complete a **G104 Graduate Student Information Form** (department form). Also, if you have a graduate assistantship position, you will be given instructions on how to complete onboarding forms in Workday. These forms should be completed as soon as possible to avoid payment delay.

- ❑ During the first year, students (with the assistance of their advisor) must set up a **master's thesis committee** (see link above for more information on the requirements).
- ❑ By the end of the first year and definitely before the start of their second year, students should work with their advisor to complete the **G101 Graduate Degree Program form** (department form) to map out their *plan of study*. The plan of study should show that leveling course requirements are satisfied for students who *do not* have an undergraduate degree in Civil or Environmental Engineering. After completion of the G101 Graduate Degree Program Form, the form should be submitted to the Graduate Coordinator for CEGPC approval. After approval is received, a digital copy of the approved form will be kept in the student's file and the physical copy returned to the student. If, in the future, any changes are made to this plan of study, to the committee, to the thesis title or if the student changes advisors, the **G102 Revision to Graduate Degree Program form** (department form) must be completed immediately. This form should be signed by the student's original advisor, initialed by the other committee members and then submitted to the Graduate Coordinator for CEGPC approval. (*Important Note: The Request for Final Master's Defense, a Graduate School form, will not be approved unless an approved Graduate Degree Program form G101 is already on file.*)
- ❑ A **thesis proposal** (with the cover page **G103 Master's and Ph.D. Proposal Form**, a department form, signed by ALL committee members) shall be submitted to the Graduate Coordinator for department approval at least one semester prior to the anticipated graduation date.

CHANGES TO AN ESTABLISHED COMMITTEE

- A student's Advisory Committee should be established during the first semester. If the student's Advisory Committee has already been established and the student/committee chair determine that a change to this committee is needed:
 - The committee chair must call for a meeting with the student and all other committee members to formally discuss the proposed change.
 - After the meeting is finished, the committee chair must submit the **Change of Advisory Committee Member** section in the **G102** form and submit to the Graduate Program Coordinator, along with an attached memo to the graduate school. This form must be approved and signed by all committee members.

DEGREE REQUIREMENTS

- ❑ For **thesis** and **non-thesis option** requirements, visit <http://www.lsu.edu/eng/cee/academics/graduate/ms-civil-engineering.php>
- ❑ As your graduating semester approaches, please familiarize yourself with the Graduate School's expectations by visiting the Steps to Graduation page here: <https://www.lsu.edu/graduateschool/currentstudents/steps-to-graduation.php>
- ❑ **Application for Master's Degree** (form found on the Graduate School website) submitted to Graduate School during the graduating semester and before the semester deadline set by the Graduate School (see graduate school calendar).
 - Please route this form through the Graduate Coordinator so they can save a copy of the form to your digital file. They will submit to the Graduate School on your behalf.
- ❑ **Request for Final Master's Defense** (form found on the Graduate School website) should be submitted to the Graduate School *at least* 3 weeks prior to the defense and/or before the

semester deadline set by the Graduate School (to allow adequate time to acquire all necessary signatures, students should really start preparing the form at least 4 weeks in advance of the deadline). Once the defense request is approved, the Graduate Coordinator will inform the student and their committee members of the approval. If the defense is approaching soon (within 2-3 days) and the student and committee has not received an email regarding the approval, please consult with the Graduate Coordinator so that the issue can be investigated. Also, if ANY changes are made to the details of the defense, the student is responsible for advising their committee and the Graduate Coordinator of these changes as soon as they are known.

- Please route this form through the Graduate Coordinator so they can save a copy of the form to your digital file. They will submit to the Graduate School on your behalf.
- ❑ The **thesis or project report** should be submitted to the Advisory Committee **3 weeks before the final defense date**.
- ❑ After the completion of the defense, the **Final Defense Results** (pass/fail sheet) as well as the **Thesis Approval Report** (if applicable) must be submitted by the Committee Chair to the Graduate Coordinator for submission to the Graduate School. (Important Note: These forms are not ever to be handled by the student).
- ❑ Final thesis (if applicable) should be submitted by the student to the Graduate School before the semester deadline set by the Graduate School. Thesis formatting and submission details can be found here:
https://www.lsu.edu/graduateschool/currentstudents/theses_and_dissertations/index.php
- ❑ Prior to graduation and leaving the university, if a student held a graduate assistantship position, the advisor should conduct a final evaluation interview with the student to evaluate the student's performance. The **RA Evaluation Form** and/or **TA Evaluation Form** should be submitted to the Graduate Coordinator prior to graduation. The advisor can obtain the appropriate form from the Graduate Coordinator. Please note that both the advisor's and student's signatures must be on the form when submitted. Also, to avoid unnecessary charges and possible liabilities, GAs who have office/lab keys should return them to the department following the appropriate procedures.

IMPORTANT REMINDERS AND RESOURCES

Graduate Programs Advisor

Dr. Ayman Okeil
Suite 3255D Patrick F. Taylor Hall
Phone: (225) 578-7048
Email: aokeil@lsu.edu

Graduate Programs Coordinator

Madison Lane
Suite 3255 Patrick F. Taylor Hall
Phone: (225) 578-9170
Email: mlane10@lsu.edu

Important Reminders

- This checklist was created as a guide to students in the Civil Engineering graduate program. It is not meant to replace the **Graduate School Bulletin**, which is the official document for Graduate Student rules and regulations. The current Graduate School Bulletin can be found online at the Graduate School website: <http://www.lsu.edu/graduateschool/>
- All forms requiring either the Graduate Program Advisor's or Department Chair's signature should be submitted to the Graduate Program Coordinator at least two business days prior to the due date to allow adequate time to acquire these signatures.
- It is the student's responsibility to be aware of and to adhere to all established deadlines and due dates. The Graduate School Calendar (issued each academic semester) is available on the Graduate School Website.
- A student's assigned faculty advisor should be the student's first point of contact for all questions regarding graduate issues.
- To schedule a meeting with the Graduate Programs Advisor, a student and/or the student's advisor should email the Graduate Coordinator to coordinate a meeting.
- All forms must be TYPED.

For **Department forms**, please visit our forms page on our website:

<http://www.lsu.edu/eng/cee/academics/graduate/forms.php>

For **Graduate School forms**, please visit their forms page on their website:

https://www.lsu.edu/graduateschool/currentstudents/enrolled_student_forms.php

For academic deadlines, visit the **LSU Academic Calendar** here:

<https://www.lsu.edu/registrar/academics/academic-calendar.php>

For Graduate School deadlines, visit the **LSU Graduate School Calendar** here:

<https://www.lsu.edu/graduateschool/calendars.php>



Department of Civil &
Environmental
Engineering

MASTER OF SCIENCE IN COASTAL AND ECOLOGICAL ENGINEERING (SCECO)

Checklist, Instructions and Degree Requirements

Time Limit: Programs for master's degrees must be completed within 5 years from entrance into a degree program. *(Please note that courses cannot count towards degree requirements if they have been taken over 5 years prior to graduation unless they are revalidated. For more information about how to revalidate courses, please see the Graduate Coordinator.)*

CE 7750 Graduate Seminar: All full-time graduate students in the Department of Civil and Environmental Engineering are required to enroll in a Graduate Seminar course every fall and spring semester. Part-time graduate students are excluded from this requirement but are required to enroll in a seminar course during the semester in which they plan to graduate. If a student is unable to enroll in a seminar course, such as in the case of a scheduling conflict, the student should discuss this with their assigned faculty advisor and then contact the Graduate Program Coordinator.

Departmental Approval: Forms that require departmental approval should be submitted prior to CEGPC meetings, which take place roughly 2 times per semester. An email will be sent to students to announce the meeting as a reminder. Failure to submit your forms prior to the meeting may cause it to be moved to subsequent meeting.

Meeting Room Reservations: If you would like to reserve a conference room (such as for a meeting with your committee, a defense, etc.) please email the Graduate Coordinator with your request.

***** For more detailed information regarding program (course work, committee, and thesis) requirements, visit <http://www.lsu.edu/eng/cee/academics/graduate/ms-coastal-and-ecological-engineering.php>**

CHECKLIST & INSTRUCTIONS FOR 1ST YEAR

- Upon arrival and prior to the beginning of your first semester, **you must attend the orientation sessions prior to registration.** The Graduate School offers orientation for new graduate students only prior to the fall semester. It is especially important for international students to attend international student orientation and students should receive orientation information in your admission and/or I20 packet. More information about international student orientation here: <https://www.lsu.edu/intlpro/is/prospective-students/arrival-services/orientation.php>
- You must meet with your assigned faculty advisor** to discuss scheduling for your first semester and (if applicable) any details of your graduate assistantship position. The name of your assigned faculty advisor can be found in your admission recommendation letter from the department (sent to you via email).
- After meeting with your assigned faculty advisor, **you must meet with the Graduate Coordinator.** You will be given some information about the department and the Graduate Coordinator will have you complete a **G104 Graduate Student Information Form** (department form). Also, if you have a graduate assistantship position, you will be given instructions on how

to complete onboarding forms in Workday. These forms should be completed as soon as possible to avoid payment delay.

- ❑ During the first year, students (with the assistance of their advisor) must set up a **master's thesis committee**.
- ❑ By the end of the first year and definitely before the start of their second year, students should work with their advisor to complete the **G101 Graduate Degree Program form** (department form) to map out their *plan of study*. The plan of study should show that leveling course requirements are satisfied for students who *do not* have an undergraduate degree in Civil or Environmental Engineering. After completion of the G101 Graduate Degree Program Form, the form should be submitted to the Graduate Coordinator for CEGPC approval. After approval is received, a digital copy of the approved form will be kept in the student's file and the physical copy returned to the student. If, in the future, any changes are made to this plan of study, to the committee, to the thesis title or if the student changes advisors, the **G102 Revision to Graduate Degree Program form** (department form) must be completed immediately. This form should be signed by the student's original advisor, initialed by the other committee members and then submitted to the Graduate Coordinator for CEGPC approval. (*Important Note: The Request for Final Master's Defense, a Graduate School form, will not be approved unless an approved Graduate Degree Program form G101 is already on file.*)
- ❑ A **thesis proposal** (with the cover page **G103 Master's and Ph.D. Proposal Form**, a department form, signed by ALL committee members) should be submitted for department approval at least one semester prior to the anticipated graduation date.

CHANGES TO AN ESTABLISHED COMMITTEE

- A student's Advisory Committee should be established during the first semester. If the student's Advisory Committee has already been established and the student/committee chair determine that a change to this committee is needed:
 - The committee chair must call for a meeting with the student and all other committee members to formally discuss the proposed change.
 - After the meeting is finished, the committee chair must submit the **Change of Advisory Committee Member** section in the G102 form and submit to the Graduate Program Coordinator, along with an attached memo to the graduate school. This form must be approved and signed by all committee members.

DEGREE REQUIREMENTS

- ❑ **This degree program only offers a Thesis option.** For details regarding program requirements, visit <http://www.lsu.edu/eng/cee/academics/graduate/ms-coastal-and-ecological-engineering.php>
- ❑ As your graduating semester approaches, you should familiarize yourself with the Graduate School's expectations by visiting their Steps to Graduation page here: <https://www.lsu.edu/graduateschool/currentstudents/steps-to-graduation.php>
- ❑ **Application for Master's Degree** (form found on the Graduate School website) submitted to Graduate School during the graduating semester and before the semester deadline set by the Graduate School (see graduate school calendar).
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- ❑ **Request for Final Master's Defense** (form found on the Graduate School website) should be submitted to the Graduate School *at least* 3 weeks prior to the defense and/or before the semester deadline set by the Graduate School (to allow adequate time to acquire all necessary signatures, students should really start preparing the form at least 4 weeks in advance of the deadline). Once the defense request is approved, the Graduate Coordinator will inform the student and their committee members of the approval. If the defense is approaching soon (within 2-3 days) and the student and committee has not received an email regarding the approval, please consult with the Graduate Coordinator so that the issue can be investigated. Also, if ANY changes are made to the details of the defense, the student is responsible for advising their committee and the Graduate Coordinator of these changes as soon as they are known.
 - Please route this form through the Graduate Coordinator so they can save a copy of the form to your digital file. They will submit to the Graduate School on your behalf.
- ❑ Thesis should be submitted to the Advisory Committee at least **3 weeks before the final defense date**.
- ❑ After the completion of the defense, **the Final Defense Results** (pass/fail sheet) and **Thesis Approval Report** must be submitted by the committee chair to the Graduate Coordinator for submission to the Graduate School. (Important Note: These sheets are not ever to be handled by the student).
- ❑ Final thesis should be submitted by the student to the Graduate School before the semester deadline set by the Graduate School. Please refer to the Thesis formatting and submission details can be found here:
https://www.lsu.edu/graduateschool/currentstudents/theses_and_dissertations/index.php
- ❑ Prior to graduation and leaving the university, if a student held a graduate assistantship position, the advisor should conduct a final evaluation interview with the student to evaluate the student's performance. The **RA Evaluation Form** and/or **TA Evaluation Form** for this evaluation should be submitted to the Graduate Coordinator prior to graduation. The advisor can obtain the appropriate form from the Graduate Coordinator. Please note that both the advisor's and student's signatures must be on the form when submitted. Also, to avoid unnecessary charges and possible liabilities, GAs who have office/lab keys should return them to the department following the appropriate procedures.

SCECO PROGRAM CONTACTS

CEE: Clinton S. Willson, Ph.D., P.E., LSU Department of Civil and Environmental Engineering, 102 ELAB,
cwillson@lsu.edu, 225-578-8672

DOCS: Robert Twilley, Ph.D., Executive Director, Louisiana Sea Grant College Program and Profess, Oceanography
and Coastal Sciences, 239 Sea Gran Building, rwtalley@lsu.edu, 225-578-6445

Principal Faculty:

Scott Hagen, Ph.D., P.E., D.CE, D.WRE, F.ASCE, LSU Department of Civil and Environmental Engineering, 106 ELAB,
shagen@lsu.edu, 225-578-0446

Celalettin Emre Ozdemir, Ph.D., LSU Department of Civil and Environmental Engineering, 3418G Patrick F. Taylor
Hall, cosdemir@lsu.edu; 225-578-5045

John Pardue, Ph.D., P.E., LSU Department of Civil and Environmental Engineering, 3516 Patrick F. Taylor Hall,
jpardue@lsu.edu, 225-578-8661

Victor H. Rivera-Monroy, Ph.D., LSU Department of Oceanography and Coastal Sciences, 3209 Energy, Coast,
Environment Bldg., vhrivera@lsu.edu, 225-578-2745

Larry J. Rouse, Jr. Ph.D., LSU Department of Oceanography and Coastal Sciences, 318 Howe-Russell Geoscience
Complex, lrouse@lsu.edu, 225-578-2953

IMPORTANT REMINDERS AND RESOURCES

Graduate Programs Advisor

Dr. Ayman Okeil
Suite 3255D Patrick F. Taylor Hall
Phone: (225) 578-7048
Email: aokeil@lsu.edu

Graduate Programs Coordinator

Madison Lane
Suite 3255 Patrick F. Taylor Hall
Phone: (225) 578-9170
Email: mlane10@lsu.edu

Important Reminders

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- **A student's assigned faculty advisor should be the student's first point of contact** for all questions regarding graduate issues.
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- It is the student's responsibility to be aware of and to adhere to all established deadlines and due dates. The **Graduate School Calendar** (issued each academic semester) is available on the Graduate School Website and, as a courtesy, will also be emailed to all students periodically.
- **To schedule a meeting with the Graduate Programs Advisor**, a student and/or the student's advisor should email the Graduate Coordinator to coordinate a meeting.
- All forms must be TYPED.

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For Graduate School deadlines, visit the **LSU Graduate School Calendar** here:

<https://www.lsu.edu/graduateschool/calendars.php>



Department of Civil &
Environmental
Engineering

Ph.D. IN CIVIL ENGINEERING (PCE)

Checklist, Instructions and Degree Requirements

Time Limit: Programs for doctoral degrees must be completed within 7 years from entrance into a degree program. (NOTE: If you enrolled in the PhD program directly after obtaining a bachelor's degree but still plan to apply for a MS degree, be aware that courses that have been taken over 5 years prior to graduation need to be revalidated).

Departmental Approval: Forms that require departmental approval should be submitted prior to CEGPC meetings, which take place roughly 2 times per semester. An email will be sent to students to announce the meeting as a reminder. Failure to submit your forms prior to the meeting may cause it to be moved to subsequent meeting.

CE 7750 Graduate Seminar: All full-time graduate students in the Department of Civil and Environmental Engineering are required to enroll in the CE7750 Graduate Seminar course every fall and spring semester. Part-time graduate students are excluded from this requirement but are required to enroll in CE7750 during the semester in which they plan to graduate. If a student is unable to enroll in the CE7750 seminar course, such as in the case of a scheduling conflict, the student should discuss this with their assigned faculty advisor and then contact the Graduate Coordinator.

Meeting Room Reservations: If you would like to reserve a conference room (such as for a meeting with your committee, an exam, etc.) please email the Graduate Coordinator with your request.

*** For more detailed information regarding program (course work, committee, and dissertation requirements) visit <http://www.lsu.edu/eng/cee/academics/graduate/phd-civil-engineering.php>

CHECKLIST & INSTRUCTIONS for 1st YEAR

- Upon arrival and prior to the beginning of your first semester, **you must attend the orientation sessions prior to registration.** The Graduate School offers orientation for new graduate students only prior to the fall semester. It is especially important for international students to attend international student orientation and students should receive orientation information in your admission and/or I20 packet. More information about international student orientation here: <https://www.lsu.edu/intlpro/is/prospective-students/arrival-services/orientation.php>
- You must meet with your assigned faculty advisor** to discuss scheduling for your first semester and (if applicable) any details of your graduate assistantship position. The name of your assigned faculty advisor can be found in your admission recommendation letter from the department (sent to you via email).
- After meeting with your assigned faculty advisor, **you must meet with the Graduate Coordinator.** You will be given some information about the department and the Graduate Coordinator will have you complete a **G104 Graduate Student Information Form** (department form). Also, if you have a graduate assistantship position, you will be given instructions on how to complete onboarding forms in Workday. These forms should be completed as soon as possible to avoid payment delay.

- ❑ During the first year, students (with the assistance of their advisor) must **set up an advisory committee**.
- ❑ By the end of the first year, the student must complete a Qualifying Exam. The **G105 Qualifying Exam** form (department form) must be submitted (prior to the actual exam) to the Graduate Coordinator with only the first portion of the form completed to be approved at the next CEGPC meeting. Once the request is approved, the exam can proceed. The second portion of the form should be completed after the exam and should then be re-submitted to the Graduate Coordinator for final CEGPC approval. (Generally, a graduate student is not formally admitted into the department's Ph.D. program until a Qualifying Examination has been passed.)
- ❑ Also, by the end of first year and after passing the Qualifying Exam, students should work with their advisor to complete the **G101 Graduate Degree Program** form (department form) to map out the program of study and to set up an advisory committee (see link above for more information on the requirements). The program of study should show that leveling course requirements are satisfied for students who do not have an undergraduate degree in Civil or Environmental Engineering. After completion of this form, the form should be submitted to the Graduate Coordinator for CEGPC approval. After approval is received, a digital copy of the approved form will be kept in the student's file and the physical copy will be returned to the student. If, in the future, any changes are made to the Graduate Degree Program form, to the committee, to the dissertation title or if the student changes advisors, a **G102 Revision to Graduate Degree Program form** (department form) must be completed and submitted immediately. This form should be signed by the student's original advisor, initialed by the other committee members and then submitted to the Graduate Coordinator to obtain CEGPC approval.

DEGREE REQUIREMENTS

- ❑ For **PhD Program Requirements**, visit <http://www.lsu.edu/eng/cee/academics/graduate/phd-civil-engineering.php>
- ❑ Students must complete a General Doctoral Defense within the first 3 calendar years (36 months) of their studies (after most of their course work has been completed). The **Doctoral Degree Audit and Request for General Defense** form can be found on the Graduate School forms website and should be submitted to the Graduate School *at least* 3 weeks prior to the date of the defense. Note that the Graduate School will email the student directly with the name and contact information of the assigned Dean's Representative (it is the student's responsibility to contact them with the date, time, and location of the defense as well as their dissertation). The Graduate Coordinator will inform the student and their committee members once the defense request is approved by the Graduate School. If the defense is approaching soon (within 2-3 days) and the student and committee have not received an email regarding the approval, please consult with the Graduate Coordinator so that the issue can be investigated. Also, if ANY changes are made to the details of the defense, the student is responsible for advising their committee, the Graduate Coordinator, and the Graduate School Records Officer of these changes as soon as they are known.
 - Please route this form through the Graduate Coordinator so they can save a copy of the form to your digital file. They will submit to the Graduate School on your behalf.
- ❑ The **Defense Results** (pass/fail form) should be submitted to the Graduate Program Coordinator by the Committee Chair (*Important Note: these forms are not ever to be handled by the student*).

- ❑ A **dissertation proposal** (with the cover page **G103 Master's and Ph.D. Proposal Form**, a department form, signed by ALL committee members) shall be submitted to the Graduate Coordinator for department approval at least one semester prior to the anticipated graduation date.
- ❑ As your graduating semester approaches, it is important for you to familiarize yourself with the Graduate School's expectations by visiting their Steps to Graduation page here: <https://www.lsu.edu/graduateschool/currentstudents/steps-to-graduation.php>
- ❑ **Application for Doctoral Degree** (form found on the Graduate School website) submitted to Graduate School during the graduating semester and before the semester deadline set by the Graduate School (see graduate school calendar).
 - Please route this form through the Graduate Coordinator so they can save a copy of the form to your digital file. They will submit to the Graduate School on your behalf
- ❑ **Request for Final Doctoral Defense** (form found on the Graduate School website) should be submitted to the Graduate School *at least* 3 weeks prior to the final defense and/or before the semester deadline set by the Graduate School (see graduate school calendar). The defense may be scheduled at the least three months after passing the General Defense. Once this defense request is approved, the Graduate Coordinator will inform the student and their committee members of the approval. If the defense is approaching soon (within 2-3 days) and the student and committee have not received an email regarding the approval, please consult with the Graduate Coordinator so that the issue can be investigated. Also, if ANY changes are made to the details of the defense, the student is responsible for advising their committee and the Graduate Coordinator of these changes as soon as they are known.
 - Please route this form through the Graduate Coordinator so they can save a copy of the form to your digital file. They will submit to the Graduate School on your behalf
- ❑ The dissertation must be submitted to the Advisory Committee at least **3 weeks** before the final defense date.
- ❑ After the completion of the defense, the **Final Defense Results** (pass/fail sheet) as well as the **Dissertation Approval Report** must be submitted by the Committee Chair to the Graduate Coordinator. (*Important Note: These forms are not ever to be handled by the student*).
- ❑ The dissertation should be submitted by the student to the Graduate School before the semester deadline set by the Graduate School. Dissertation formatting and submission details can be found here: https://www.lsu.edu/graduateschool/currentstudents/theses_and_dissertations/index.php
- ❑ Prior to graduation and leaving the university, if a student held a graduate assistantship position, the advisor should conduct a final evaluation interview with the student to evaluate the student's performance. The **RA Evaluation Form** and/or **TA Evaluation Form** for this evaluation should be submitted to the Graduate Coordinator prior to graduation. The advisor can obtain the appropriate form from the Graduate Coordinator. Please note that both the advisor's and student's signatures must be on the form when submitted. Also, to avoid unnecessary charges and possible liabilities, GAs who have office/lab keys should return them to the department following the appropriate procedures.

CHANGES TO AN ESTABLISHED COMMITTEE

- A student's Advisory Committee should be established during the first semester. If the student's Advisory Committee has already been established and the student/committee chair determine that a change to this committee is needed:

- The committee chair must call for a meeting with the student and all other committee members to formally discuss the proposed change.
- After the meeting is finished, the committee chair must submit the **Change of Advisory Committee Member** section in the **G102** form and submit to the Graduate Program Coordinator, along with an attached memo to the graduate school. This form must be approved and signed by all committee members.

IMPORTANT REMINDERS AND RESOURCES

Graduate Programs Advisor

Dr. Ayman Okeil
Suite 3255D Patrick F. Taylor Hall
Phone: (225) 578-7048
Email: aokeil@lsu.edu

Graduate Programs Coordinator

Madison Lane
Suite 3255 Patrick F. Taylor Hall
Phone: (225) 578-9170
Email: mlane10@lsu.edu

Important Reminders

- This checklist was created as a guide to students in the Civil Engineering graduate program. It is not meant to replace the Graduate School Bulletin, which is the official document for Graduate Student rules and regulations. The current Graduate School Bulletin can be found online at the Graduate School website: <http://gradschool.lsu.edu>
- **A student's assigned faculty advisor should be the student's first point of contact** for all questions regarding graduate issues.
- All forms requiring either the Graduate Programs Advisor's or Department Chair's signature should be submitted to the Graduate Program Coordinator at least two business days prior to the due date to allow adequate time to acquire these signatures.
- It is the student's responsibility to be aware of and to adhere to all established deadlines and due dates. The Graduate School Calendar (issued each academic semester) is available on the Graduate School website and, as a courtesy, will also be emailed to all students periodically.
- **To schedule a meeting with the Graduate Programs Advisor**, a student and/or the student's advisor should email the Graduate Coordinator to coordinate a meeting.
- All forms must be TYPED (hand-written is strongly discouraged)

For **Department forms**, please visit our forms page on our website:

<http://www.lsu.edu/eng/cee/academics/graduate/forms.php>

For **Graduate School forms**, please visit their forms page on their website:

https://www.lsu.edu/graduateschool/currentstudents/enrolled_student_forms.php

For academic deadlines, visit the **LSU Academic Calendar** here:

<https://www.lsu.edu/registrar/academics/academic-calendar.php>

For Graduate School deadlines, visit the **LSU Graduate School Calendar** here:

<https://www.lsu.edu/graduateschool/calendars.php>

Appendix H
GRADUATE SCHOOL FORMS

DROP / ADD FORM

Indicate Term that Applies:



Fall (1S)	Wintersession (1T)	First Fall Module (1L)	Second Fall Module (1P)
Spring (2S)	Spring Intersession (2T)	First Spring Module (2D)	Second Spring Module (2L)
Summer (3S)	Summer Intersession (3T)	First Summer Module (3D)	Second Summer Module (1D)

LSUID _____ - _____ - _____ Today's Date _____ Effective Date _____

--	--	--	--

Last Name	First	MI	College	Yr.	Curriculum
-----------	-------	----	---------	-----	------------

	Department	Course Number	Section	Credit Hours	DROP	ADD FOR Grade Audit	Department/Instructor PRINT NAME	Department SIGNATURE	Instructor SIGNATURE
1									
2									
3									
4									
5									
6									

CURRENT CREDIT HOURS CARRIED	
ADJUSTED CREDIT HOURS CARRIED	

Graduate Student's Justification: _____

UNDERGRADUATE STUDENT APPROVAL	GRADUATE STUDENT APPROVAL
<p>1. _____ Student's Signature</p> <p>2. _____ Dean's Signature</p>	<p>1. _____ Student's Signature Date</p> <p>2. _____ Department Chair or Graduate Advisor's Signature Date</p> <p>3. _____ Dean's Signature Date</p> <p>4. _____ Graduate Dean's Signature Date</p>

LSU | Graduate School

Request for the Accelerated Master's Program

This form must be submitted to The Graduate School no later than the last day to add courses for the semester in which graduate credit is requested and student's last semester of enrollment as an undergraduate. Students must have earned 60 hours overall with a cumulative GPA of 3.5.

Email submission to gradsvcs@lsu.edu.

Student Information:

Date: _____

LSU Student ID Last Name First Name Middle Name

Undergraduate Major Proposed Graduate Major

Current Classification (College/Year/Curriculum) Total Undergraduate Hours at LSU (60 total semester hours required) GPA (3.5 required)

Total Undergraduate Hours Elsewhere:

Name of University Number of Hours (See above) GPA

Proposed Effective Date for This Application: Semester: _____ Year: _____

Courses To Be Taken for Graduate Credit While Enrolled as an Undergraduate:

(Courses may not be applied toward the undergraduate degree but will be factored into your undergraduate GPA)

Subject	Course Number (Including section number)	Hours of Credit	Instructor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Advisory Committee: (minimum of three required)

	Signature	Printed Name
Major Professor:	_____	_____
	_____	_____
	_____	_____
	_____	_____

Approved:

Signature, Chair or Advisor of Dept. in which student is enrolled Date

Signature, Dean of College in which student is enrolled Date

Signature, Chair of Proposed Department or Coordinator of Interdisciplinary Program Date

Request for Dual Degree

Email submission to gradsvcs@lsu.edu.

General directions:

1. Discuss with your home department your desire to pursue a dual degree and any effects this may have on your current degree program. Complete the Student and Home Department portions of this form.
2. Visit the department in which you wish to obtain the second degree, to see if you meet their requirements and to determine if they would consider you as a potential graduate student.
3. If the second department wishes to see your credentials, they should request copies from your home department or request in writing from the Graduate School. Records will not be released to the student.
4. If the second department agrees to the dual degree program, complete the second department portion of the form and forward to the Graduate School Academic Services office (gradsvcs@lsu.edu) for approval. Requests must be submitted during a regular semester or summer term (not between semesters) in order to be effective for the next semester of enrollment. (Example: A request received in the Graduate School before fall commencement will be effective for the spring semester.)
5. Copies of this completed form will be sent to both departments.

To be Completed by STUDENT:

LSU Student ID	Last Name	First Name	Middle Name
Degree Type (MS, MA, PhD, etc.)		Second Department	

Degree Type:

Thesis Non-Thesis

Have you ever been suspended or dismissed from any college or university for scholastic or disciplinary reasons? Yes No

Student Signature: _____ Date: _____

To be Completed by HOME DEPARTMENT:

The Department of _____ has been informed that the above-named student wishes to pursue a dual degree program.

Chair or Graduate Advisor's Signature: _____ Date: _____

To be Completed by the SECOND DEPARTMENT:

The Department of _____ approves the above-named student to be in a dual degree program.

Degree (MS, MA, PhD)	Major	Curriculum code (Verify Code with Department
----------------------	-------	--

Chair or Graduate Advisor's Signature: _____ Date: _____

Dean of the Graduate School: _____ Date: _____

For Graduate School Use Only:

Updated by: _____ Date: _____ Sent copies to departments: _____

LSU | Graduate School

Request for Pass/Fail

NOTE: This form must be submitted to the Graduate School Academic Services office by the last day to add courses deadline in the current semester.

Email submission to gradsvcs@lsu.edu.

Student Information:

LSU Student ID	Last Name	First Name	Middle Name
Graduate School			Master's/ Ph.D (Circle one)
College		Curriculum (Verify Code with Department)	Year

Course Information:

Dept.	Course	Section	(ex. SPAN 1001 Sec 1)
-------	--------	---------	-----------------------

Note: Graduate courses changed to pass/fail CANNOT count in major or minor degree requirements

Required Signatures:

Signature of Instructor: _____

Signature of Student's Major Professor: _____

Signature of Graduate Advisor or Chair of Student's Dept: _____

Dean of the Graduate School: _____ Date: _____

Request for Change of Department

Email submission to gradsvcs@lsu.edu.

Directions:

1. Visit the department/school to which you want to transfer so that you can discuss degree requirements and your potential fit in that graduate program.
2. If the department wishes to see your credentials, they should request copies from your current department or request a copy in writing from The Graduate School. The Graduate School does not release records directly to you.
3. If the new department approves your transfer, you and the chair of the new department, as well as your current department chair or graduate advisor, sign this form in the appropriate spaces. You then send this form to The Graduate School, at gradsvcs@lsu.edu. You must submit requests during a regular semester or summer term (not between semesters) if you want them to be effective for the next semester of enrollment. (Example: A request to The Graduate School before fall commencement will be effective for the spring semester.)
4. The Graduate School will process only one request for Change of Degree Program per semester.

To Be Completed by STUDENT and HOME DEPARTMENT:

LSU Student ID _____ Last Name _____ First Name _____ Middle Name _____

Current Department _____ Requested Department _____ Degree to Be Obtained (MS, MA, Ph.D) _____

Have you ever been suspended or dismissed from any college or university for scholastic or disciplinary reasons? Yes No

Student Signature: _____ Date: _____

Chair or Graduate Advisor Signature: _____ Date: _____

To be completed by REQUESTED DEPARTMENT:

Department _____ Student's Name _____

Degree Type (M.S., M.A., Ph.D, etc.) _____ Curriculum Code (Verify Code with Department) _____

Chair or Graduate Advisor Signature: _____ Date: _____

For Graduate School Use Only:

Updated by: _____ Date: _____ Sent copies to departments: _____

Request for Change of Degree Program

This form is intended for students who are changing from a Master's to a PhD or vice versa.

Email submission to gradsvcs@lsu.edu.

Directions:

1. Visit the program chair for the program to which you want to transfer so that you can discuss degree requirements and your potential fit in that graduate program.
2. If the faculty want to see your credentials, they should request copies from your current program or request a copy in writing from The Graduate School. The Graduate School does not release records directly to you.
3. If the new program approves your transfer, you and the chair of the new program, as well as your current department chair or graduate advisor, sign this form in the appropriate spaces. You then send this form to The Graduate School, at gradsvcs@lsu.edu or deliver it to the Academic Services office at the Graduate School (Room 114, David Boyd Hall). You must submit requests during a regular semester or summer term (not between semesters) if you want them to be effective for the next semester of enrollment. (Example: A request to The Graduate School before fall commencement will be effective for the spring semester.)
4. The Graduate School will process only one request for Change of Degree Program per semester.

To Be Completed by STUDENT and CURRENT PROGRAM:

LSU Student ID	Last Name	First Name	Middle Name
_____	_____	_____	_____
Current Department	Current program	Degree to Be Obtained (MS, MA, Ph.D)	
_____	_____	_____	

Have you ever been suspended or dismissed from any college or university for scholastic or disciplinary reasons? Yes No

Student Signature: _____ Date: _____
Chair or Graduate Advisor Signature: _____ Date: _____

To be completed by REQUESTED Program:

Department	Student's Name
_____	_____
Degree Type (M.S., M.A., Ph.D, etc.)	Curriculum Code (Verify Code with Department)
_____	_____
Chair or Graduate Advisor Signature: _____	Date: _____

For Graduate School Use Only:

Updated by: _____ Date: _____ Sent copies to departments: _____

DOCTORAL DEGREE AUDIT GUIDELINES

The **Degree Audit** is an agreement between the student and the department. It outlines the individualized degree requirements as determined by the major professor and advisory committee. The **Degree Audit form** must be submitted by the advisory committee through the department chair or graduate advisor for final approval by the Dean of the Graduate School. These forms are available on The Graduate School's website at <http://www.lsu.edu/graduateschool/current-students/enrolled-student-forms.php>. Below are guidelines for completing the forms and avoiding common mistakes. Please be aware that errors may result in the form's return, and may delay Graduate School approval.

Please pay attention to the following, while completing the succeeding form:

- **Major Fields** must be as listed in the Graduate Catalog (i.e., no subfields or specialties should be listed.)
- **Minor Fields** must be in a curriculum offering a graduate degree; requires a committee member from the minor department and approval of the minor department chair. Internal minors need not be listed as they are monitored by the department.
- **Committee Members** must be members of the graduate faculty. The *General Catalog* and the departmental graduate advisor are the best sources for information on committee composition and graduate faculty status. Additional members can be added at the time of the General Defense. If one includes a member of Southern University's graduate faculty, it should be indicated with '(SU)' after the faculty's printed name.
- **Signatures:** No one else may sign for a committee member. Electronic signatures are allowed where possible.
- **Course Work:** the Degree Audit must include the required number of hours listed according to the departmental requirements, but *may not* list excess hours taken. The department reserves the right to determine the acceptability of courses with respect to the age of the courses and applicability to current degree requirements.
- **Undergraduate Courses** may not be listed. This includes departmental prerequisites and required English and/or foreign language requirements.
- **Courses from Other Institutions** must be listed as they appear on the official transcript:
 - Official transcripts must be on file from all institutions the student attended and work must be completed at the graduate level (as indicated on the "Credential Analysis" sent to the department from Graduate Admissions.)
 - Course work must have a grade of **A**, **B**, **P**, or **S** or the verified equivalent.
 - Departments should determine that course work from foreign institutions is comparable to graduate courses at LSU in terms of semester hours, quality of instruction, and grading.
 - Quarter hours will be converted to semester hours at the rate of 2/3.
- **Repetition of Courses** is based on the maximum number of hours specified in the *General Catalog*.
- **Departmental Requirements** should be checked prior to submission to Graduate School Academic Services.

Questions may be directed to the Graduate School Academic Services office at (225) 578-2311.

LSU | Graduate School

Request for Doctoral Defense and Degree Audit

This form must be submitted to The Graduate School *three weeks prior* to the defense.

Email submission to gradsvcs@lsu.edu.

Student Information:

LSU Student ID

Last Name First Name Middle Name Department Major Minor

Defense Date Time & Place Has Defense been Previously Scheduled?

Committee Information:

Doctoral committees must include two full members of the graduate faculty, including one from the major department. If a minor is declared, the minor department must be represented. If you are including a member of Southern University's graduate faculty, indicate the institution with '(SU)' after the name. **All General Examinations will be assigned a dean's representative who will serve at the final defense as well.**

Committee Members *(Print and Sign Names Below):*

Committee Chair: _____

Co-Chair (if applicable): _____

Dean's Representative: _____

Minor Professor (if applicable): _____

Member: _____

Member: _____

Member: _____

Please state area of research below (be as specific as possible):

For Office Use Only:

GPA:

REG:

CW:

COM:

TIME:

LSU | Graduate School

Completed Coursework

List subject, course number, and hours of credit.

(EX: CHEM 4492 (3), POLI 7991 (3), etc.)

Note: Courses in which D, F, I, AU, or U grades were received are not applicable.

Major Area Courses at LSU:

--

Total Major Credit Hours at LSU: ____

Major Area Courses from Other Institutions (Name Institution):

--

Total Major Credit Hours from Other Institution: ____

Minor Courses at LSU (if declared):

--

Total Minor Credit Hours at LSU: ____

Minor Courses at Other Institutions (Name Institution):

--

Total Minor Credit Hours at Other Institution: ____

Other Courses at LSU (Electives and any other relevant courses):

--

Total Credit Hours: ____

Other Courses at Other Institutions (Name Institution):

--

Total Credit Hours: ____

LSU | Graduate School

Probable Future Coursework

List subject, course number, and hours of credit. (EX: CHEM 7990 (3), POLI 7980 (3), etc.)
The Graduate Council has strongly recommended to include at least nine (9) hours of dissertation research.

Major Courses:

--

Total Major Credit Hours: _____

Minor Courses:

--

Total Minor Credit Hours: _____

Other Courses:

--

Total Other Credit Hours: _____

Required Signatures:

Student Signature: _____ Date: _____

Major Committee Chair: _____ Date: _____

Minor Committee Chair: _____ Date: _____

Approved:

Dean of the Graduate School: _____ Date: _____

Request for Final Doctoral Defense

This form must be submitted to The Graduate School *three weeks prior* to the defense date or by current semester deadline for graduation.

Email submission to gradsvcs@lsu.edu.

Student Information:

LSU Student ID _____

Last Name First Name Middle Name Department Major Minor

Defense Date Time & Place Has Defense been Previously Scheduled?

Dissertation Title): _____

Note: If the title changes after the defense, please ensure the Doctoral Approval Sheet reflects the new title.

Committee Information:

Doctoral committees must include a total of 3 members plus the Dean's Representative: two full members of the graduate faculty, including one from the major department. If a minor is declared, the minor department must be represented. If you are including a member of Southern University's graduate faculty, indicate the institution with (SU) after the name. **Please remember to include the Dean's Representative.**

Committee Members (Print Names Below):

Committee Chair: _____

Co-Chair (if applicable): _____

Dean's Representative: _____

Minor Professor (if applicable): _____

Member: _____

Member: _____

Member: _____

Required Signatures:

Committee Chair: _____ Date: _____

Chair, Head of Department, or
Graduate Advisor: _____ Date: _____

Dean of the Graduate School: _____ Date: _____

For Office Use Only:

GPA:

REG:

CW:

COM:

TIME:

LSU | Graduate School

Doctoral Application for Degree Diploma Page

Email submission to gradsvcs@lsu.edu.

Student Information:

LSU Student ID _____

Degree Only Registration: Yes No
(See Catalog for requirements)

Semester/ Year of Graduation _____

Defense Date _____

Diploma Information:

Name as It Should Appear on Diploma: _____
First Middle Last

Hometown Home State Parish/County Country

By signing below, I acknowledge that I understand that the name provided above will appear on my diploma.

Signature: _____ Date: _____

Phone: _____ LSU Email: _____

Degree Information

Degree Title: _____

Official Major: _____

Official Minor: _____

College: Graduate School

Major Professor: _____

Co-Chair (If applicable): _____

Dissertation Title: **If title changes after defense, please ensure Approval Sheet reflects the new title.*

Diploma Distribution:

- I will attend the ceremony.
- I will pick up my diploma from 112 Thomas Boyd Hall after commencement.
- I would like my diploma mailed to: _____

LSU will **NOT** deliver to local addresses, (i.e.) Baton Rouge and the immediate surrounding areas. Diplomas will be mailed approximately two weeks after commencement.

Doctoral Application for Degree UPDATE

Email submission to gradsvcs@lsu.edu.

Student Information:

LSU Student ID _____

Degree Only Registration: Yes No
(See Catalog for requirements)

Semester/ Year of Graduation _____

Defense Date _____

Please fill out **ONLY** if you have previously applied for the degree:

Diploma Information:

Name as It Should Appear on Diploma: _____
First Middle Last

Hometown Home State Parish/County Country _____

By signing below, I acknowledge that I understand that the name provided above will appear on my diploma.

Signature: _____ Date: _____

Phone: _____ LSU Email: _____

Degree Information

Degree Title: _____

Official Major: _____

Official Minor: _____

College: Graduate School

Major Professor: _____

Co-Chair (If applicable): _____

Dissertation Title: **If title changes after defense, please ensure Approval Sheet reflects the new title.*

Diploma Distribution:

- I will attend the ceremony.
- I will pick up my diploma from 112 Thomas Boyd Hall after commencement.
- I would like my diploma mailed to: _____

LSU will **NOT** deliver to local addresses, (i.e.) Baton Rouge and the immediate surrounding areas. Diplomas will be mailed approximately two weeks after commencement.

Master's Degree Audit and Defense Requirement Checklist

You are responsible for reviewing this checklist before the defense is scheduled. Failure to satisfy the listed criteria will result in the given defense being disallowed, in which case it must be retaken.

Student Information:

- Registered for semester during in which the defense occurs. This may include Thesis or non-thesis hours, depending on your department.
- Have an approved degree audit.
- Overall LSU GPA for eligible courses since beginning graduate work at LSU is greater than or equal to 3.000 (includes half of the coursework at the 7000-level in courses taken while in a graduate program, but does not include transfer courses to meet the half requirement.)
- Overall LSU GPA on the degree audit (excluding transfer courses) is greater than or equal to 3.000.
- All committee members have agreed to attend the oral portion of the defense or have requested a substitute. There must be at least one full member of the graduate faculty for master's students and two full members for doctoral students. There may not be a substitute for the chair. If a minor is declared, the minor department must be represented on the committee. If you are including a member of Southern University's graduate faculty, indicate the institution with '(SU)' after the name.
- At the end of the semester in which the defense is given, there are no more than a minimal number of course work hours remaining. *For questions, contact your Graduate School academic officer.*

Request for Master's Defense and Degree Audit

This form must be submitted to The Graduate School *three weeks prior* to the defense date or by current semester deadline for graduation.

Email submission to gradsvcs@lsu.edu.

Student Information:

LSU Student ID	Last Name	First Name	Middle Name
LSU Email	Department/School		
Degree Type (M.A., M.S.)	Official Major	Official Minor	

Defense Information:

Defense Date/ Time	Location/ Room
--------------------	----------------

Select One:

Thesis Non-Thesis Thesis Title: _____

Note: If the title changes after the defense, please ensure the Doctoral Approval Sheet reflects the new title.

Committee Members (Print Names Below):

Committee Chair: _____	Signature: _____
Co-Chair (if applicable): _____	
Minor Professor (if applicable): _____	Signature: _____
Member: _____	
Member: _____	
Department Chair/Grad Advisor: _____	Signature: _____
Dean of the Graduate School: _____	Date: _____

Coursework Information:

List all relevant LSU graduate courses and hours required toward this degree only.
(Ex: CHEM 7947 (3), CHEM 8000 (6), etc.)

Coursework Earned in Major Program:

Coursework Earned in Minor Program (if a formal minor has been declared):

Courses Transferred or Petitioned (list institution):

Total Hours Completed: _____

Courses Remaining:

Total Hours Remaining: _____

For Office Use Only:

GPA: _____ REG: _____ CW: _____ COM: _____ TIME: _____ MINOR: _____

Master's Application for Degree Diploma Page

Email submission to gradsvcs@lsu.edu.

Student Information:

LSU Student ID _____

Degree Only Registration: Yes No
(See Catalog for requirements)

Semester/ Year of Graduation _____

Defense Date _____

Diploma Information:

Name as It Should Appear on Diploma: _____

First

Middle

Last

Hometown _____

Home State _____

Parish/County _____

Country _____

By signing below, I acknowledge that I understand that the name provided above will appear on my diploma.

Signature: _____ Date: _____

Phone: _____ LSU Email: _____

Degree Information

Degree Title (i.e. M.A., M.S., etc.): _____

Official Major: _____

Official Minor: _____

College: Graduate School

Major Professor: _____

Co-Chair (If applicable): _____

Thesis Non-Thesis

Thesis Title: **If title changes after defense, please ensure Approval Sheet reflects the change.*

Diploma Distribution:

- I will attend the ceremony.
- I will pick up my diploma from 112 Thomas Boyd Hall after commencement.
- I would like my diploma mailed to:

LSU will **NOT** deliver to local addresses, (i.e.) Baton Rouge and the immediate surrounding areas. Diplomas will be mailed approximately two weeks after commencement.

LSU | Graduate School

Attention: This page of the Application for Degree is **ONLY** required for applicants in the following programs: Accounting, Business Administration, Finance, , Human Resource and Leadership Development, Landscape Architecture, and School of Library & Information Science. *(This page must be submitted with the Application for Degree Diploma Page)*

Name _____	Degrees Held _____	Institution _____
LSU ID _____	Degree Sought (MA, MS, etc.) _____	
Major _____		
Minor _____	Semester of Graduation _____	

Coursework Information:

List all relevant LSU graduate courses and hours required toward this degree.
(Ex: CHEM 7947 (3), CHEM 8000 (6), etc.)

Coursework Earned in Major Program:

Coursework Earned in Minor Program (if a formal minor has been declared):

Courses Transferred or Petitioned (list institution):

Total Hours Completed: _____

Courses Remaining:

Total Hours Remaining: _____

Required Signatures *Print and Sign Names:*

Student: _____	Date: _____
Dept Chair/Grad Advisor: _____	Date: _____
Minor Professor (if applicable): _____	Date: _____
Major Department Head: _____	Date: _____
Dean of the Graduate School: _____	Date: _____

For Office Use Only:

GPA: _____	REG: _____
CW: _____	COM: _____
TIME: _____	MINOR: _____

LSU | Graduate School

Master's Application for Degree UPDATE

Email submission to gradsvcs@lsu.edu.

Student Information:

LSU Student ID _____

Degree Only Registration: Yes No
(See Catalog for requirements)

Semester/ Year of Graduation _____

Defense Date _____

Please fill out ONLY if you have previously applied for the degree:

Diploma Information:

Name as It Should Appear on Diploma: _____

First

Middle

Last

Hometown _____

Home State _____

Parish/County _____

Country _____

By signing below, I acknowledge that I understand that the name provided above will appear on my diploma.

Signature: _____ Date: _____

Phone: _____ LSU Email: _____

Degree Information

Degree Title (i.e. M.A., M.S., etc.): _____

Official Major: _____

Official Minor: _____

College: Graduate School

Major Professor: _____

Co-Chair (If applicable): _____

Thesis Non-Thesis

Thesis Title: **If title changes after defense, please ensure Approval Sheet reflects the change.*

Diploma Distribution:

- I will attend the ceremony.
- I will pick up my diploma from 112 Thomas Boyd Hall after commencement.
- I would like my diploma mailed to: _____

LSU will **NOT** deliver to local addresses, (i.e.) Baton Rouge and the immediate surrounding areas. Diplomas will be mailed approximately two weeks after commencement.

LSU | Graduate School

Request for Remote Participation on Graduate Committees

Email submission to gradsvcs@lsu.edu.

Student Information:

Today's Date

LSU Student ID Last Name First Name Middle Name

Department/ School

Date of Exam Time of Exam Location of Exam

Remote Committee Member's Information:

Name Email Address

Institution

Reason for Remote Participation Request:

Committee Approvals:

In lieu of physical signatures, emailed statements of approval can be attached. "See email" should be written in the signature field.

Committee Chair (or co-chair): _____

Committee Member (or co-chair): _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Dean of the Graduate School: _____

LSU | Graduate School

Defense Date Change

NOTE: This form must be submitted to the Graduate School Academic Services office through email submission to gradsvcs@lsu.edu.

Student Information:

Today's Date: _____

LSU Student ID	Last Name	First Name	Middle Name
Phone	LSU email	Department/School	

Master's Students:

Master's Defense: Thesis Non-Thesis

Previous Date

New Date:

Time/Day of Week/Place (if different)

Doctoral Students:

Note: Your Dean's Representative MUST be notified of the new date before the date change is made.

Ph.D.: General Final

Previous Date

New Date

Time/Day of Week/Place (if different)

For Office Use:

Accepted by: _____