



GALLOGLY COLLEGE OF ENGINEERING
SCHOOL OF CIVIL ENGINEERING
AND ENVIRONMENTAL SCIENCE
The UNIVERSITY of OKLAHOMA

Graduate Student Handbook for Traditional Students

Fall 2024

Graduate Studies Committee

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www.ou.edu/content/coe/cees/grad_programs

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1 CEES GENERAL INFORMATION FOR MASTER'S AND PH.D. STUDENTS

1.1 CEES Mission Statement

Through a community of scholars committed to excellence in research and teaching, the mission of CEES is to provide our students with the technical education and critical thinking skills needed to lead the country in addressing the complex infrastructure and environmental problems facing today's society.

1.2 CEES Faculty

ENVIRONMENTAL ENGINEERING/SCIENCE		GEOTECHNICAL ENGINEERING	
Ngoc Bui ngoctbui@ou.edu	SEC T-313	Tommy Bounds tbounds@ou.edu	CEC415
Elizabeth Butler ecbutler@ou.edu	CEC 305	Amy Cerato acerato@ou.edu	CEC 450C
Kendra Dresback dresback@ou.edu	CEC 313	Kianoosh Hatami kianoosh@ou.edu	CEC 450B
Lori Han lhan@ou.edu	CEC 320	Gerald Miller gamiller@ou.edu	CEC 332A
Yang Hong yanghong@ou.edu	NWC 4610	K.K. Muraleetharan muralee@ou.edu	CEC 332B
Tohren Kibbey kibbey@ou.edu	CEC 331	Arif Sadri sadri@ou.edu	CEC 450A
Pierre Emmanuel Kirstetter pierre-emmanuel.kirstetter@ou.edu	NWC 4616	Musharraf Zaman zaman@ou.edu	CEC 213B
Robert Knox rknox@ou.edu	CEC 301A	STRUCTURAL ENGINEERING	
Randall Kolar kolar@ou.edu	CEC 334B	Royce Floyd rfloyd@ou.edu	CEC 327F
Robert Nairn nairn@ou.edu	CEC 301C	P. Scott Harvey harvey@ou.edu	CEC 414
Mark Nanny nanny@ou.edu	CEC 304A	Jin-Song Pei jspei@ou.edu	CEC 327E
Keith Strevett strevett@ou.edu	CEC 327D	Katerina Kyprioti akyriot@ou.edu	CEC 427
Jason Vogel jason.vogel@ou.edu	CEC 304	Shreya Vemuganti svemugan@ou.edu	CEC 424
Tiantian Yang tiantian.yang@ou.edu	CEC 427	Jeff Volz volz@ou.edu	CEC 423

Director – Randall Kolar, CEC 334B
Administrative Assistant to the Director – Molly Smith, CEC 334
Graduate Liaison – Keith Strevett, CEC 327D
Student Services– TBD, CEC 334
Donald G. Fears Structural Engineering Lab Manager – John Bullock, Fears Lab
AEI Student Chapter Advisor – Jeff Volz, CEC 1
SEI Student Chapter Advisor – Jeff Volz, CEC 1
ASCE Student Chapter Advisor – TBD
Chi Epsilon Advisor – P. Scott Harvey, CEC 414
ESSA Advisor – Robert Nairn, CEC 301C

1.3 CEES Staff Responsibilities

ceesgradstudies@ou.edu

First point of contact for traditional graduate student information

Provides support for enrollment and overrides

Assist with thesis/dissertation defense: reserving location, abstract announcement, etc.

ceesgradstudies@ou.edu

Schedule resources: vehicles, conference room, LCD projectors, etc.

Key check-out

First point of contact for online graduate student information

Provides support to online student success team

Molly Smith, 325-4216 (CEC 334) mfsmith@ou.edu

Director's calendar

Payroll and financial approvals

Shared Business Services sbsc@ou.edu (contact Molly Smith **BEFORE** contacting SBSC)

Payroll (monthly and hourly)

ACA monthly certificate reporting

Purchasing/Travel

John Bullock, 325-1417 (Fears Lab) john.bullock-1@ou.edu

Fears lab manager

Equipment training

For Additional Information Contact:

Graduate College – Hannah James, Graduate Degree Management Specialist

Robertson Hall Room 213

Phone: 325-3811; Email: hannah.a.james-1@ou.edu

Graduate College Website: www.ou.edu/gradcollege

1.4 Communication/Email

Email is the official form of communication at the University of Oklahoma (OU) and is how students are notified by CEES and the Graduate College regarding deadlines and degree information. Students must have access to and communicate using their OU email address. Pay close attention to all communication from CEES and the Graduate College and respond to their requests in a timely manner.

1.5 Degree Checklists, Forms, Timelines, and Milestones

It is critical that students comply with the deadlines imposed by CEES and the Graduate College. Failure to do so may delay a student's graduation or, in extreme circumstances, result in a student not graduating.

- Degree check sheets can be found in the OU General Catalog <https://ou-public.courseleaf.com/gallogly-engineering/civil-engineering-environmental-science/#graduatetext>
- A list of pertinent deadlines each semester (e.g., last day to submit thesis) are included in the OU Academic Calendar <https://www.ou.edu/registrar/academic-records/academic-calendars>
- Students should familiarize themselves with the general requirements of the Graduate College found in the Graduate College Bulletin <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin>
- Graduate College checklists, timelines, and milestones specific to each degree track, e.g., Master's Thesis, Master's Coursework only, or Doctoral <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>
- All Graduate College forms can be downloaded or submitted at <https://www.ou.edu/gradcollege/forms-and-policies/forms>
- CEES documents, e.g., handbook, templates, can be downloaded from https://www.ou.edu/coe/cees/grad_programs/student_resources

Responsibility for meeting deadlines lies solely with the student; however, CEES and the Graduate College make available documentation and semester announcements to aid students. If a student anticipates a problem meeting these milestone deadlines, inform the faculty advisor and the CEES Graduate Liaison immediately so that corrective measures can be suggested.

1.6 Graduate College Bulletin

The Graduate College Bulletin is produced by the University of Oklahoma Graduate College, Norman campus, issued by the University of Oklahoma, and authorized by the University of Oklahoma Board of Regents. It is the responsibility of graduate students and graduate faculty to familiarize themselves with the general requirements of the Graduate College and with the specific requirements of their academic unit.

<https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin>

1.7 Conditional Admission with Coursework Deficiencies

If a student is conditionally admitted due to coursework deficiencies, all deficiencies must be completed the first time the course is offered, prior to program course requiring the prerequisite knowledge, and within the first 18 credit hours of graduate-level coursework. A student will receive an Academic Enrollment Stop if conditions of admission are not met. A letter grade of “C” or better is required for all deficiency courses. All students must complete the “Course Deficiency Plan” with faculty advisor approval before enrolling for the first semester. Request this form from CEES and develop a plan for deficiency completion with faculty advisor approval.

1.8 Grades

Grades are typically posted on the Tuesday after Finals Week for the traditional semester. Please see the Office of the Registrar’s website for further information on [Grading Policies](#). Earning a ‘B’ or better in all coursework will help maintain a minimum 3.0 GPA and ensure good standing with the Graduate College.

1.9 Incomplete Grades

An Incomplete is designed for students who, through circumstances usually not within their control, cannot complete the last 10-30% of the required assignments in a course. A student may not be failing a course at the time an 'I' grade is awarded. An instructor should not give an Incomplete without notifying the student. If a student who is passing a course later contacts the instructor and gives a reasonable explanation for not completing the course, the instructor may change the student's grade to 'I' and allow the student time to complete the work. The instructor may, at his/her option, require the student to provide written documentation of the circumstances leading to the request for an Incomplete. Both the instructor and the student must acknowledge the terms under which the missing work is to be completed. Each party must sign the [form](#). If the student is not available to sign the form, the instructor must notify the student via email of this action and attach a copy of the email to the form that is sent to Academic Records. The student and the faculty member should each retain a copy of the agreement. A copy of the agreement should be put on file in the department's main office in case circumstances require that another faculty member must assume responsibility for working with the student to complete the coursework. It is strongly recommended that if the instructor notified the student via email of this action, a copy of the email be kept on file in the department office with the I Contract. Norman campus courses: send a copy to the Academic Records office (BH 330). The time allowed to complete the work may not exceed one calendar year. If the student has not made up the Incomplete by the end of the year, the grade will be changed to the predetermined permanent grade. An 'I' grade will not be permanent. If the professor does not turn in an Incomplete Contract, the student's grade will be changed to an F after the **allotted one-year** time period. An exception to the one-year rule may be considered by student petition to the faculty member, with approval by the college dean/ dean's designee. After a grade of 'I' has been changed to the predetermined permanent grade, a student may enroll in the course again if appropriate or required.

1.10 Annual and Semester Progress Reviews

Each graduate student is reviewed by their faculty advisor at the end of each fall and spring semester regarding progress toward completing their degree. All results are reported to the students and unsatisfactory reviews are forwarded to the Graduate College. The Graduate College will stop (Academic Enrollment Stop) a student's enrollment and cancel any future enrollments if a student receives two unsatisfactory evaluations from the academic unit. If the stop is lifted and a student receives a third unsatisfactory review, the Graduate College will automatically remove the student from the program, in which case the student can no longer enroll as a graduate student at OU. All students must maintain an overall grade point average of at least 3.0 on all resident graduate level courses.

CEES graduate students are also required to complete an annual survey in the Spring semester to provide information regarding research, journal articles, and conferences at the end of each academic year.

1.11 Financial Aid

Financial aid for graduate studies in CEES includes graduate assistantships and tuition waivers up to the number of hours required for the degree, including any deficiency courses identified at the time of admission. State law does not allow for fee waivers. Any courses taken above and beyond those required for the degree will not be eligible for a tuition waiver, unless a valid reason can be shown that these courses are necessary. A petition will be required. Graduate Assistantships (GA) can be either Graduate Teaching Assistantships (GTA) or Graduate Research Assistantships (GRA). CEES has a limited number of GTA positions, and they are usually assigned to large undergraduate classes with laboratory sections. Students without a GA appointment must pay for all course tuition and fees, for both deficiencies and graduate program requirements. Please feel free to contact our Graduate Personnel and Finance Coordinator, Ashley Herndon at herndona@ou.edu, with any questions regarding tuition waivers.

All Native and non-Native speakers wishing to become GTAs must take the "New GTA Orientation" course provided by the Graduate College. This training is offered prior to each Fall and Spring semester and typically has an online and in-person component. Every newly appointed GTA must attend orientation once before serving as a GTA.

www.ou.edu/gradcollege/cost-and-aid/graduate-assistantship#new-gta-orientation

In addition to the GTA training workshop, all non-Native speakers must pass a series of tests administered by the English Training and Certification Services (ETCS). These tests are administered prior to the start of and during each semester and students must schedule them early to be assured a spot. Please visit the website for additional information and instruction. www.ou.edu/gradcollege/student-life/etcs

GRA positions are available on almost all funded research projects and are assigned by the faculty member in charge of the project. Faculty often identify students to work on research projects based on their performance in graduate admission materials or graduate level courses. Students usually begin working on research projects after they have completed one semester (minimum 5 hours) of graduate coursework. Tuition waivers are granted to students only if they are receiving at least a 0.5 FTE GRA or GTA. For the latest rules and regulations regarding GAs, please refer to the Graduate College's website www.ou.edu/gradcollege/cost-and-aid/graduate-assistantship

1.12 Full-Time and Maximum Enrollment

Students are encouraged to enroll/stay enrolled by Dec. 1 for the Spring semester and Aug. 1 for the Fall semester. GAs must be enrolled in classes by August 5 for the Fall semester and January 5 in the Spring semester to be eligible for the student FICA (Social Security) exemption on paychecks for August and January.

To qualify for a tuition waiver during a fall or spring semester, students must be enrolled in FIVE (5) or more credit hours and hold a GA appointment of at least .50 FTE or TWENTY (20) hours per week for the entire semester. Without an assistantship, international and domestic students must maintain 9 credit hours/semester. There are no enrollment requirements for the summer session unless a student plans to defend in the summer.

GA tuition waivers are automatically applied to a student's account within the first three weeks of classes. If a GA changes enrollment after a tuition waiver has been applied, the waiver will automatically get adjusted within 5 business days. Tuition waivers are factored into a student's overall aid package. The student is responsible for any tuition not covered by the waiver. Email gradgra@ou.edu with questions about tuition waivers.

GAs who withdraw from courses mid-semester will have their appointment terminated and, if withdrawing after the enrollment refund deadline in the Academic Calendar, could be responsible for all fees and tuition, retroactively.

With approval from the CEES faculty advisor and Graduate Liaison, students can request a *Leave of Absence* from the Graduate College. Policies regarding this request can be found in Section 3.6.3 of the Graduate Bulletin.

1.13 Use of Human Subjects in Research

The OU Norman campus policy for the protection of human subjects in research activities and IRB application materials can be accessed at the Office of Human Research Participant Protection (HRPP)'s website <https://compliance.ouhsc.edu/hrpp/Norman>. Questions about compliance or the IRB approval process can be directed to the Office of Human Research Participant Protection at (405) 325-8110 or email irb@ou.edu.

1.14 Patentable Material

If the Master's or Doctoral research contains inventions/discoveries owned by OU as defined by the University Patent Policy, a reading copy of the thesis/dissertation must be submitted to the Office of Technology Commercialization (OTC)'s website www.ou.edu/otc for review and evaluation. **THIS IS VERY IMPORTANT!** For more information, contact the Graduate College.

1.15 Textbook Copyright

Students making photocopies of the textbooks required for their courses are in violation of copyright law. If a professor lists a textbook in the syllabus as “**required**”, the textbook must be **PURCHASED**. It cannot be copied to avoid the purchase price.

1.16 University and Graduate College Training Requirements

Students must complete the following trainings:

- **Title IX Sexual Harassment/Misconduct Training – Completed before first enrollment.** Upon admission to OU students should receive an email from the Title IX office requiring them to complete an online training module on Sexual Misconduct. Failure to complete this training will result in an enrollment hold. If a student missed their email, complete the training here <https://onpoint.ou.edu>.
- **Environmental Health and Safety Office (EHSO) Training – Completed before first enrollment and annually thereafter.** All OU employees (including GAs) are required to complete the EHSO Hazard Communication/General Safety training module. Furthermore, anyone who works or spends time in a laboratory should complete the Laboratory Safety module and those individuals working with blood borne pathogens or “other potentially infectious” material should complete the Bloodborne Pathogens module. Once employees are in the EHSO training database, they will receive an annual reminder to redo the training. Failure to complete this training will result in an enrollment hold. If a student missed their email, complete the training here <https://onpoint.ou.edu>.
- **Professional Ethics Training (PET) – Completed within first year of research program and prior to submitting the MS Program of Study or PhD Advisory Conference Report.** PET is required for all graduate students supported by NSF grants and required by CEES for all MS Thesis and PhD students. Enroll here www.ou.edu/research-norman/research-services/guidance/responsible-conduct-of-research and email a copy of the certificate to the CEES Student Services Assistant.

1.17 Role of Graduate Liaison and Graduate Studies Committee

The CEES Graduate Liaison and Graduate Studies Committee (GSC) help students understand and comply with departmental, Graduate College and OU regulations and deadlines throughout their tenure in CEES. GSC members are available to meet and answer questions or help work through any problems encountered. The students' first

point of contact is the CEES Student Services Assistant who can help with paperwork, course scheduling, and deadlines. Students are encouraged to maintain close contact throughout their program with their faculty advisor.

1.18 Graduate Student Travel Policies

Contact Molly Smith at mfsmith@ou.edu:

- two months in advance of the planned travel
- prior to paying out-of-pocket for any purchase. The expense may not be reimbursable!

1.19 Digital Signatures

Digital signatures are accepted on all CEES and Graduate College forms. Students are responsible for providing their digital form to CEES and the Graduate College when appropriate.

The Graduate College offers electronic versions of many forms. For all paper forms, the Graduate College will accept a scanned copy with signatures or indication of approval from an OU email address. If students don't have access to a scanner, they can take a clear picture of each page with their phone.

1.20 Graduating Students

All graduating students must complete a CEES exit survey before graduation. The department will provide a survey link when appropriate.

Details about when students will receive their diploma can be found here www.ou.edu/registrar/graduation/diplomas Students who need certification of degree completion before diplomas are released should submit an **Request for Letter of Completion** to the Graduate College.

More information about the Gallogly College of Engineering Convocation ceremonies can be found at <https://www.ou.edu/coe/student-life/events>

Students are encouraged to check out the alumni resources at the OU Career Center, www.ou.edu/career/alumni, and the OU Alumni Association, tinyurl.com/ou-alumni-association

2 PROSPECTUS INFORMATION

The Master's thesis and Doctoral dissertation are completed under the supervision of a faculty advisor (i.e., committee chair), with additional guidance from an examining committee. To complete the work in a timely manner, each student must develop a coherent plan of study prior to embarking on any formal research. This proposed plan of study is referred to as a **Prospectus**. Thesis and dissertation quality can be greatly enhanced if the prospectus is well-formulated and critiqued by the faculty advisor and committee well before the thesis/dissertation defense is held. A well-formulated

prospectus gives clear objectives and hypotheses and lays out the tasks and scope of work, which protects both student and faculty. It also is a learning tool for the student in formulating a sound research plan. If changes need to be made to either the depth or breadth of the research plan, a prospectus is a great tool to use to do this.

The final prospectus must be approved and signed by all committee members and emailed to the CEES Graduate Liaison at least one semester prior submitting the request to defend and subsequently, the defense. This means that the prospectus and the defense **CANNOT** be completed during the same semester. Additionally, Doctoral students must submit a prospectus within four calendar years after initial enrollment. CEES submission deadlines are listed below.

Intend to graduate in:	Summer	Fall	Spring
MS Thesis prospectus due no later than:	*May 15	*August 15	December 15
PhD Dissertation prospectus due no later than:	December 15	May 15	December 15

*Faculty are not obligated to review a prospectus over the summer or winter breaks and therefore, students are encouraged to submit a completed prospectus by May 15 for a Fall defense and December 15 for a Summer defense.

CEES requires the Master’s *Program of Study* and, if applicable, the *Master’s Thesis Topic and Committee Membership* forms be emailed to the CEES Graduate Liaison earlier than the Graduate College. CEES submission deadlines are listed below.

Intend to graduate in:	Summer	Fall	Spring
Submit forms no later than the:	First two weeks of the previous Spring semester	First two weeks of the previous Spring semester	First two weeks of the previous Fall semester

The following outline is meant to guide the student in preparing a prospectus.

1. Cover Page
2. Table of Contents (1-page maximum)
 - list major headings and accompanying page numbers
 - include a List of Tables
 - include a List of Figures
3. Introduction (2-pages maximum)
 - relevance/importance of general topic area
 - describe specific problem to be addressed
 - develop basis for studying the problem (i.e., why the need for the study)
4. Literature Review (10-pages maximum)

- concise review of recent and relevant published literature
 - organized by topical area (with appropriate sub-topics and sub-sub-topics)
5. Hypotheses and Objectives (1-page maximum)
 - Hypotheses - temporary assumptions on which to draw out observed or empirical consequences (not necessarily required or appropriate in some research projects, but discuss with your faculty advisor)
 - list your hypotheses (OPTIONAL)
 - Objectives - specific aims or intents of the study (achievable and/or measurable)
 - delineate the objectives or intent of the study
 - Goals - general aims or intents of the study (not achievable or measurable)
 - discuss the overall goal(s) of the study
 6. Methods, Approach, and Scope of Work (5-pages maximum)
 - a concise delineation of the work tasks to be performed (i.e., scope of work)
 - grouped and organized according to method
 - listed in chronological sequence
 - delineate end-products of each effort
 7. Schedule (1-page maximum)
 - depict proposed sequence of work tasks
 - show chronological order plus duration of tasks
 - depict (target) due dates for important milestones and/or specific deliverables
 - identify proposed start and end dates
 8. References (no limit)
 - alphabetical listing of references cited in prospectus
 - must use consistent referencing format (see below)

2.1 Citation Examples

Book or Book Chapter

Knox, R.C., Sabatini, D.A., and Canter, L.W., Subsurface Transport and Fate Processes, Lewis Publishers, Chelsea, Michigan, 1993, ISBN 0-87371-193-9, 430 pages.

Hong, Y., He, X., Cerato, A., Zhang, K., Hong, Z. and Liao, Z. (2015). Predictability of a physically-based model for rainfall-induced shallow landslides: Model development and case studies. In M.Scaioni (Ed.), Modern technologies for landslide investigation and prediction. Berlin, Heidelberg: Springer (ISBN978-3-662-45930-027; ISBN978-3-662-45931-7eBook), DOI: 10.1007/978-3-662-45931-7_9

Journal Articles

Taghavi, A., Muraleetharan, K.K., Miller, G.A. and Cerato, A.B. (2016). Centrifuge Modeling of Laterally Loaded Pile Groups in Improved Soft Clay. *Journal of Geotechnical and Geoenvironmental Engineering*, Vol. 142, No. 4. DOI: 10.1061/(ASCE)GT.1943-5606.0001443

Conference Proceedings

Quiroga, A.J., Muraleetharan, K.K., Cerato, A.B. and Miller, G.A. (2015). Stress-Strain Behavior of Cement-Improved Clays. *Proceedings of the IFCEE2015 Conference in San Antonio, TX*, March 16-21, 2015.

Technical Reports

Cerato, A.B., Taghavi, A., Muraleetharan, K.K., Miller, G.A. (2011). Understanding and Improving the Seismic Behavior of Pile Foundations in Soft Clays: An Educational Module. NEEScomm Education, Outreach and Training, GEORGE E. BROWN, JR. NETWORK FOR EARTHQUAKE ENGINEERING SIMULATION (NEES) Report (80 pp). <https://nees.org/resources/2705>

Electronic Sources

Please use the following link to help with MLA citations of Electronic Sources:

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

2.2 Signature Page Format and Prospectus Submission

The following signature page is the format required by CEES and must be replicated in its exact form. A Word template of the prospectus title page can be downloaded from the CEES website. Students should attach the title page to their prospects, obtain committee signatures, then email the file to the CEES Graduate Liaison for approval.

TITLE OF PROSPECTUS IN 12-POINT, BOLD FONT

A RESEARCH PROSPECTUS

SUBMITTED TO THE CEES GRADUATE STUDIES COMMITTEE

in partial fulfillment of the requirements for the degree of

(Select one)
MASTER OF SCIENCE
DOCTOR OF PHILOSOPHY
(Select one)
Civil Engineering
Environmental Engineering
Environmental Science

submitted by

(Student Name in 12-point font)

Approved by:

_____	_____	_____
Committee Chair	Signature	Date
_____	_____	_____
Committee Member	Signature	Date
_____	_____	_____
Committee Member	Signature	Date
_____	_____	_____
Committee Member	Signature	Date
_____	_____	_____
Graduate College Representative	Signature	Date
<u>Dr. Keith Strevett</u>	_____	_____
CEES Graduate Liaison	Signature	Date

(Master's committee requires 3 total members, including chair; Doctoral committee requires 4 or 5 members, including chair and Graduate College representative)

3 MASTER OF SCIENCE GENERAL INFORMATION

3.1 Guidelines

Both the Graduate College and CEES have specific requirements for completing a graduate degree at OU. In addition to these set requirements, CEES has guidelines for the various degree programs (i.e., environmental, geotechnical, structural). All Master's degree students are expected to obtain copies of, and adhere to, the applicable policies, guidelines, and requirements of both the Graduate College and CEES. **Meeting the deadlines from the Graduate College and CEES are the responsibility of the student.**

The following guidelines are meant to aid and guide students wishing to complete a Master's degree. Strict adherence to these guidelines does not guarantee successful completion of the degree or of continued education. However, following these guidelines should enable students to successfully complete a degree program.

3.2 Coursework and Degree Codes

Two options are available within CEES Master's programs: thesis and coursework only (previously called non-thesis). The coursework only option requires a minimum of 30 semester credit hours. The thesis option requires completion of 30 semester credit hours, with at least 5 hours devoted to thesis research and 1 hour of technical communications.

- Both options require at least 17 credit hours of 5000-/6000-level CEES courses that have been approved by the student's faculty advisor
- No more than 5 of the total credit hours may be S/U graded, excluding thesis research hours
- All elective courses are subject to the following restrictions:
 - i. one 3000G course outside CEES may be used toward the degree
 - ii. no more than 9 credits of 4000G courses from CEES, including required core courses, may count toward the Master's degree
 - iii. no more than 12 credits of 4000G courses from all departments, including CEES, may count toward the Master's degree
 - iv. no more than 9 hours from departments outside CEES may count toward the Master's degree
- A maximum of 9 credit hours may be transferred from another institution
- The thesis option includes a final defense
- The coursework only option does not require a non-thesis examination

A list of Master's degree codes and concentrations are below:

- | | |
|---|---|
| <p>F188- Accel. ArchE BS/MSCE
 Q282-Geotechnical
 Q634-Structural
 Q698-Water Resources</p> <p>F189- Online Accel. ArchE BS/MSCE
 Q283-Geotechnical
 Q635-Structural
 Q658-Transportation
 Q699-Water Resources</p> <p>F190- Accel. CE BS/MSCE
 Q282-Geotechnical
 Q634-Structural
 Q698-Water Resources</p> <p>F191- Online Accel. CE BS/MSCE
 Q283-Geotechnical
 Q635-Structural
 Q658-Transportation
 Q699-Water Resources</p> | <p>F390- Accel. Env. Engr. BS/MS</p> <p>F405- Accel. Env. Science BE/MES</p> <p>M190- MSCE
 Q282-Geotechnical
 Q634-Structural
 Q698-Water Resources</p> <p>M191- Online MSCE
 Q283-Geotechnical
 Q635-Structural
 Q658-Transportation
 Q699-Water Resources</p> <p>M390- Env. Engr. MS</p> <p>M405- MES</p> <p>M518- Online MES: HWS
 Q702-Water Management
 Q703-Water Quantity
 Q704-Water Quality</p> |
|---|---|

An overview of required core courses for Master's students is below but students should review OU checksheets for all required degree coursework.

CEES Core Course Requirements for Master's Degrees				
MES (select 3 of the following 4)	MS EnvE	MSCE - Water Resources	MSCE - Geotechnical/ Transportation	MSCE - Structural (take 1 course from each of the following 3 groups)
CEES 5114	CEES 5114	CEES 4123G	CEES 4333G	#1: CEES 5653 or CEES 5663
CEES 5324	CEES 5243	CEES 5843	CEES 5343	#2: CEES 5773, CEES 5783, or CEES 5793
CEES 5843	CEES 5233	CEES 5853	CEES 5433	#3: CEES 4663G, CEES 5683, or CEES/AME 5763
CEES 5853				

Coursework only students need to enroll and obtain a 3.0 grade point average (or satisfactory for S/U courses) in at least three graduate level credit hours each academic year. Thesis students must enroll and obtain a 3.0 grade point average (or satisfactory for CEES 5980 courses) in at least two graduate level credit hours each academic year.

Continuous enrollment of at least two hours of CEES 5980 each semester is required after the first semester of enrollment in the course.

Students who do not meet the above criteria will be notified in writing by the Graduate College. The Master's degree program must be completed within five calendar years of first graduate enrollment at OU. It is important to note that all part-time and/or off-campus graduate students must meet the time limits and evaluation criteria noted above.

Students must apply for graduation the semester before their intended graduation semester by the deadline below. The graduation application can be found at www.ou.edu/registrar/graduation

Fall: December Graduation - May 1

Spring: May Graduation - December 1

Summer: August Graduation - February 1

3.3 Selecting Thesis or Coursework Only

Deciding to pursue the thesis or coursework only option should be made after careful consideration of one's skills and educational objectives. At many academic institutions, including CEES and OU, a coursework only Master's degree is usually considered to be a terminal degree. Students wishing to pursue degrees past the Master's level are urged to pursue the thesis option.

3.4 Forming a Thesis Committee

All thesis students hoping to complete a Master's degree must assemble an appropriate committee. Students should consult with their faculty advisor to identify potential committee members. The student, in consultation with the faculty advisor, is responsible for developing the committee, but OU reserves the right to determine which faculty members are appropriate for any student's committee.

No faculty member is obligated to serve on any student committee. The initial faculty advisor is not obligated to serve on a Master's committee or to act as a thesis advisor. Committee member and/or thesis advisor are positions that are considered upon request from the student. The purpose of the thesis committee is to help guide the student's research activities. An appropriate committee would include faculty members well versed in the proposed research area of the student. The thesis committee must be finalized before the student enrolls in thesis credit hours. The committee is formed of at least 3 faculty members. Students will need to consult with their faculty advisor when selecting their committee. Only under extenuating circumstances (e.g., resignation, retirement, etc.) will students be allowed to replace or add faculty members to a committee after research has been initiated. Changing a committee member requires the ***Request for Change in Committee*** form no later than 30 days prior to the student's defense.

Students who would like to have a committee member that is not a regular faculty member (e.g., a research faculty member without “M” status) or is from outside the university, must request that person be added to the Graduate Faculty as a Special Member (SM) before they can serve. Contact the CEES Student Services Assistant, ideally 60 days before submitting a Thesis Topic and Committee form, for the procedure to have a SM added to the Graduate Faculty.

4 THESIS OPTION REQUIREMENTS

4.1 Identifying a Topic and Developing a Prospectus

The responsibility for identifying and developing a thesis topic rests with the student. A faculty member may provide guidance in the development of a topic but is not obligated to do so. The thesis prospectus can indicate a student's ability to do technical research and writing, and thus the student's potential for completing a thesis. Moreover, an approved thesis prospectus documents the extent of work required of the student. Poor performance in developing the thesis prospectus could indicate the student should pursue a coursework only program.

All students hoping to complete a Master's thesis must enroll in the Spring only course CEES 5021-Technical Communications the first time it is offered **AFTER** having completed at least one semester in the CEES graduate coursework (**except in the case of an accelerated degree program**). **For ADP, check with requirements on the Accelerated Degree Graduate Coursework Plan.** If not already completed, Master's thesis students must develop a DRAFT Master's thesis prospectus as the written product for CEES 5021-Technical Communications. Changes and/or additions to the DRAFT thesis prospectus can be incorporated prior to submitting the final thesis to the student's committee. More information on the prospectus can be found in Section 2 of this document.

4.2 Preparing a Thesis

To work on a thesis project, a student must assume responsibility for identifying what needs to be done, and then complete the work. A student must be able to work independently. If the thesis is being written as a part of a funded research project, there is usually a schedule and a project deadline that must be met. Delays can adversely impact not only a single project, but also an entire research program. The faculty advisor may be forced to dismiss a student from a thesis project if the student cannot complete work on time.

Neither CEES nor individual faculty members are responsible for any student expenses, not covered by a research grant, incurred while completing the Master's degree program. Anticipated expenses for which the student is solely responsible include, but are not limited to, the following: copying and printing charges, editing expenses, binding expenses, and materials such as paper, ink, etc. Students desiring to perform laboratory studies that are not supported by a research grant will be responsible for covering the costs of such studies.

A thesis must be written in correct English. Proofing, editing, and correcting the rough drafts are the sole responsibility of the student. If a student submits drafts which require extensive technical or grammatical editing, faculty members may resign from the Master's committee and/or they may terminate the thesis project. Although on-campus assistance is available (e.g., the Writing Center), the thesis must constitute original work by the student.

The thesis advisor will proof, edit, and suggest corrections to the first draft of the thesis. The thesis advisor and others can only suggest major changes to and/or reworking of the thesis; the student must complete the actual reworking. Only after the student incorporates editorial and technical suggestions from the thesis advisor will the student distribute the near-final reading copy to the thesis committee.

4.3 Scheduling Thesis Meetings and Reviews

The student pursuing a Master's degree is solely responsible for the logistics associated with the degree program, such as scheduling meetings, reserving meeting rooms and audio-visual equipment, etc. Faculty members often have a full calendar of research and teaching-related appointments scheduled days or weeks in advance; therefore, students should not expect faculty members to attend meetings or defenses unless the student provides adequate advance notice.

In the first TWO (2) weeks of the defense semester, Master's thesis students must submit a ***Request for Degree Check*** to the Graduate College.

4.4 Reading Copies of Thesis

CEES requires a reading copy of the thesis be provided to the student's committee earlier than the Graduate College. This time limit should allow the committee sufficient time to review the thesis before the deadline to sign.

Master's students should provide a reading copy to their committee FOUR (4) weeks prior to the defense.

The ***Report of Reading Copy and Request for Authority to Defend*** should be submitted to the Graduate College TWO (2) weeks prior to the defense. This form circulates to the committee for them to affirm they have received a copy of the thesis.

Committee members must approve the form at least ONE (1) week prior to the defense.

Students must email an ***Abstract*** to the CEES Student Services Assistant TWO (2) weeks prior to the scheduled defense for distribution to the entire CEES department. Please use the format shown in Section 4.6 of this document. A Word template of the Abstract can be downloaded from the CEES website.

4.5 Thesis Final Defense and Completion

Each semester, the final date to hold a defense is TWO (2) weeks prior to the last day of finals. The student has sole responsibility for scheduling and preparing the oral defense of the thesis. Although conducted by the thesis committee, the final oral defense is open to attendance by the public. Any expenses associated with the oral defense are the sole responsibility of the student. The oral presentation should be given in a professional manner and should include use of multimedia technology. An effective oral presentation is well rehearsed; hence, students should practice their oral presentation prior to the defense.

The normal duration of a student's oral presentation during the defense is about 20 to 30 minutes. If the presentation is too long in the opinion of the committee, then the student may be interrupted, and the defense terminated with a vote of disapproval. There is no time limit for questioning the student after the oral presentation. The results of the thesis defense must be reported to the Graduate College using the **Authority to Defend** form within SEVENTY-TWO (72) hours of completion of the defense.

Students who successfully complete a Master's thesis are strongly encouraged to prepare one or more technical papers from the thesis material and submit them for publication in the refereed literature. However, if a student does not inform the committee of the intent to submit a paper by the time a final draft of the thesis is submitted, or if the student does not submit the paper within 30 days after the oral defense and so inform the committee, the faculty advisor or other faculty may submit papers for publication from the thesis work and are not obligated to list the student as the lead author.

4.6 Deposit of Thesis in the Library

Final thesis submission to the Graduate College is completely electronic. Students who successfully defend must submit the **Approval for Thesis/Dissertation Submission to SHAREOK** form to the Graduate College. This form will be routed to the student's committee for electronic signatures indicating approval of the final thesis. Students are notified via email when each committee member completes their section of the form. Once the student and committee complete their sections of the form, it is routed to the Graduate College.

Submissions to ShareOK prior to full committee approval will be rejected.

After the student receives confirmation from all committee members, they should complete the thesis submission at <https://shareok.org/> at least ONE (1) week prior to the last day of finals or within 60 days following successful defense of the thesis, whichever comes first. Students who plan to graduate in a particular semester must meet the ShareOK semester submission deadline.

4.7 Abstract Format

TITLE OF ABSTRACT (in 12-point, bold font)

(Select one)

CEES MASTER'S THESIS DEFENSE

or

CEES DOCTORAL DISSERTATION DEFENSE

Name of Student

Degree (e.g., Civil Engineering – Water Resources)

Committee Chair (e.g., Advisor: Keith Strevett)

Date (e.g., Friday, March 17, 2023)

Time and Location (e.g. 10:00 AM, CEC 333 or Zoom)

ABSTRACT

(keep to one page)

5 DOCTOR OF PHILOSOPHY GENERAL INFORMATION

5.1 Doctor of Philosophy Guidelines

Both the Graduate College and CEES have specific requirements for completing a graduate degree at OU. In addition to these set requirements, CEES has guidelines for the various degree programs (i.e., environmental, geotechnical, structural). All Doctoral degree students are expected to obtain copies of, and adhere to, the applicable policies, guidelines, and requirements of both the Graduate College and CEES. **Meeting the deadlines from the Graduate College and CEES are the responsibility of the student.**

The following guidelines are meant to aid and guide students wishing to complete a Doctoral degree. Strict adherence to these guidelines does not guarantee successful completion of the degree or of continued education. However, following these guidelines should enable students to successfully complete a degree program.

5.2 PhD Residency Requirement

Each Doctoral student must be in residence as a full-time student at OU for at least two consecutive sixteen-week semesters. This requirement cannot be fulfilled during a Master's degree. It is important to note that all part-time and/or off-campus Doctoral students must fulfill the residency requirement.

5.3 Degree Sequence

The general sequence for completing a Doctoral degree is depicted in Table 1. Of note in Table 1 are the *Advisory Conference* and the *General Exam*. Successful completion of the General Exam assures the student of continued pursuit of the Doctoral degree. **Failure of this examination terminates the degree plan.** In addition, it is only after successful completion of the General Exam that the student becomes an official Doctoral candidate.

Table 1
Doctoral Program Sequence

1.	Admission to the CEES Doctoral program
2.	Professional Ethics Training (PET) [#] - completed within first year and before submitting ACR
3.	Advisory Conference Report (ACR) [*] - within first year of enrollment
4.	Completion of required coursework and CEES Technical Writing Requirement [#] - within four years of first enrollment [*]
5.	General Exam Application [*] - due in the first two weeks of the semester the exam is planned
6.	General Exam [*] - taken during final semester of coursework or the following semester; consists of both a written and an oral portion that must be taken within the same semester and within first four years of enrollment
7.	Dissertation research hour (CEES 6980) enrollment - cannot be taken until the General Exam is successfully completed
8.	Dissertation Prospectus [#] - within four years of first enrollment and at least one semester prior to defense; deadlines are December 15 for a Spring/Summer defense, May 15 for a Fall defense
9.	Graduation Application – due the semester before graduation
10.	Request for Degree Check [*] - due the first two weeks of the defense semester
11.	Reading Copies of Dissertation [#] - submit to committee five weeks prior to defense
12.	Dissertation Defense [*] - at least one semester after submitting the prospectus; submit a Report of Reading Copy and Request for Authority to Defend [*] at least TWO (2) weeks prior to defense
13.	Abstract [#] - submit at least TWO (2) weeks prior to defense
14.	Submit Approval for Dissertation Submission to ShareOK [*] - submissions prior to full committee approval will be rejected
15.	Submit Dissertation to ShareOK [*] - Students have 60 days after the final examination to make corrections and turn in a final dissertation copy. However, the Graduate College has deadlines every semester for deposit of dissertation. If a student misses those deadlines (even if the deadline is within the 60-day window), they will be required to enroll in an additional 2 hours of research for the next semester. If a student misses the 60-day window, they are required to re-defend.
16.	CEES Exit Survey

* Graduate College Requirement

CEES Requirement

5.4 Coursework

It is important to note that six credits of coursework must be taken outside the CEES department; the external member of the Advisory Conference/Doctoral Committee can be identified from the areas of study outside the department. The coursework requirements for the CEES Doctoral degree are delineated below. Also, the student must be in residence at OU for at least two consecutive 16-week semesters during the pursuit of the doctoral degree (Graduate College Bulletin, Section 8).

- 90 semester hours of graduate-level work (including coursework, research hours, etc.), beyond a Bachelor of Science degree.
- Minimum number of coursework hours = 48 hours
- Maximum of 44 hours can be transferred; typically, 30 credit hours from the MS and 14 credit hours of additional coursework transferred from another, uncompleted doctoral program
- Students must complete a minimum of 24-25 credit hours of CEES or equivalent courses and a minimum of 5-6 credit hours outside the department depending on area of study
- Maximum number of Dissertation hours = 41 hours
- Required Course = 1 hour, CEES 5021-Technical Communications

Students must apply for graduation during the intended graduation semester by the deadline below. The graduation application can be found at www.ou.edu/registrar/graduation

Fall - September 15

Spring Semester - February 15

Summer Semester - June 1

5.5 Advisory Conference and Report

The Advisory Conference Report (ACR) must contain all the coursework that will be counted toward the degree. CEES suggests the ACR be submitted within the first year of enrollment but is required by the Graduate College in the semester before the General Exam. A Word template for the ACR can be downloaded from the Graduate College's website and submitted to the college online.

The student, in consultation with the faculty advisor (i.e., committee chair), is responsible for selecting the members of the Advisory Conference, but OU reserves the right to determine which faculty members are appropriate for any student's committee.

A student should schedule an Advisory Conference to establish a plan of study for the degree. Typically, the advisory committee is comprised of faculty members who will also form the Doctoral committee. The purpose of the Doctoral committee is to help guide the student's research activities. An appropriate committee would include faculty members well versed in the proposed area of research; and must include a Graduate College representative.

The Graduate College representative must hold a graduate faculty appointment outside of CEES. In addition to responsibilities shared by all committee members, the Graduate College representative should ensure that the rights and interests of the student and the policies and standards of the Graduate College are maintained. Therefore, the Graduate College representative shall be present at all committee meetings and have the responsibility to report violations of policy and procedure to the Graduate College.

Students must consult with their faculty advisor if any changes happen to committee members. Only under extenuating circumstances (e.g., resignation, retirement, etc.) will students be allowed to replace or add faculty members to a committee after research has been initiated. Changing a committee member requires the ***Request for Change in Committee*** form be submitted to the Graduate College no later than 30 days prior to the student's General Exam or defense.

Students who would like to have a committee member that is not a regular faculty member (e.g., a research faculty member without "M" status) or is from outside the university, must request that person be added to the Graduate Faculty as a Special Member (SM) before they can serve. The SM cannot serve as the Graduate College representative. Contact the CEES Student Services Assistant, ideally 60 days before holding an Advisory Conference, for the procedure to have a SM added to the Graduate Faculty.

5.6 Technical Writing Requirement

The Technical Writing Requirement may be satisfied in any way deemed appropriate by the doctoral committee based on concrete evidence of a student's technical writing abilities. The Graduate College no longer allows departments to modify the ACR Word document. Therefore, the committee decision regarding this requirement must be noted in the comment section of the ACR online submission form. Fulfilling the Technical Writing Requirement requires that written documentation of the assessment, signed by all committee members, and emailed to the CEES Graduate Liaison for approval **PRIOR** to sitting for the General Exam.

5.6.1 Guidelines for incorporating the Technical Writing Requirement into the program of study at the Advisory Conference

The goal of having a Technical Writing Requirement within the CEES doctoral program is to produce graduates with excellent technical writing skills. This tool is used to help the student improve as a technical writer; a skill that is paramount in industry and academia. Since this requirement is meant to help the student improve and gain confidence in their technical writing ability, *it is not appropriate for the committee to simply waive this requirement.* If the committee feels that the student is a competent technical writer from previous classroom interactions or preliminary research documentation, then the committee should suggest a short research paper or other quantifiable measurement of the student's ability to write a technical document.

5.6.2 Assessing the Technical Writing Skills

Please note that the committee is assessing only the technical writing skills of the student including the student's ability to use the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like organization and clarity. The committee is not assessing whether a paper will be accepted for publication, or a proposal will be funded; this Technical Writing Requirement is starting point, a first draft if you will, to assess where the student is currently at in their technical writing skills. This starting point will be different for each student and will allow the committee and faculty advisor to most effectively help the student identify and correct problem areas.

Examples of Methods to Fulfill the Technical Writing Requirement include, but are not limited to:

- Enrolling in a technical writing course, such as
 - ENGL 3153 Technical Writing,
- Taking and passing the English Assessment Program (EAP) Writing test at the “Instruct” level, or “Level A.”,
- Writing a first draft of a conference paper or journal paper, not edited by the faculty advisor,
- Writing a first draft research proposal without editing from faculty advisor,
 - Depending on the timing and committee agreement, it may be possible for the research proposal to be used BOTH for the Technical Writing Requirement AND the written portion of the General Exam. The document would have to be approved by the committee for the Technical Writing Requirement prior to applying for the General Exam. Using this document for both, does not imply that a student will pass both; a document could be very well written, yet lack substantive content important for their research program, or vice versa.
- Writing a first draft prospectus without editing from faculty advisor,
 - Depending on the timing and committee agreement, it may be possible for the prospectus to be used BOTH for the Technical Writing Requirement AND the written portion of the General Exam. The document would have to be approved by the committee for the Technical Writing Requirement prior to applying for the General Exam. Using this document for both, does not imply that a student will pass both; a document could be very well written, yet lack substantive content important for their research program, or vice versa. *It is very important that the committee not sign or approve the prospectus (whether it is used for the General Exam, for the Technical Writing Requirement, or both) until all parties are agreeable to the content and scope, as the prospectus can be viewed as the research contract for the dissertation.*
- In a few, select cases, it may be feasible for a previously completed technical writing course to adequately fulfill the requirement, and in other cases, it may be the committee decision to have the student practice their skills further, depending on the individual skill set of the student. If a Native-speaking student has taken an

undergraduate course in English technical writing in an English-speaking country and University, then the syllabus for said course shall be made available to the committee prior to and during the Advisory Conference for committee decision on whether that course would be appropriate to fulfill Technical Writing Requirement. A sample writing assignment from said course could also be reviewed to assess the appropriateness in using a prior course to fulfill the Technical Writing Requirement.

5.7 Submission of Technical Writing Results

The following signature page is the format required by CEES and must be replicated in its exact form. A Word template of the technical writing requirement can be downloaded from the CEES website. Students should obtain committee signatures and email the results to the CEES Graduate Liaison for approval.

Example 1: Course

By unanimous committee decision, and noted on the approved Advisory Conference Report, (Student's Name) enrolled in (Course Number) (Course Name) in the (Semester Year) semester to fulfill the CEES Technical Writing Requirement for the PhD Degree.

(Student's Name) has successfully passed this course with a grade of (Letter Grade).

By our signatures below, we confirm that (Student's Name) has successfully completed the CEES Technical Writing Requirement for the PhD Degree.

Committee Chair _____
Committee Member _____
Committee Member _____
Committee Member _____
Graduate College Representative _____
Date: _____

Example 2: Research Report

By unanimous committee decision, and noted on the approved Advisory Conference Report, (Student's Name) wrote a research report to fulfill the CEES Technical Writing Requirement for the PhD Degree. The research report was assessed by the committee members.

The results of the assessment show that the written report was of good quality.

By our signatures below, we confirm that (Student's Name) has successfully completed the CEES Technical Writing Requirement for the PhD Degree.

Committee Chair _____
Committee Member _____
Committee Member _____
Committee Member _____
Graduate College Representative _____
Date: _____

5.8 General Exam

The General Exam must be completed within the first four years of enrollment. The General Exam is to be completed in the last semester that students are taking coursework or the following semester. CEES recommends students do not enroll in dissertation hours (CEES 6980) until the General Exam is completed. **Continuous enrollment of at least two hours of CEES 6980 is required after the first semester of enrollment in the course.**

It is allowable for a student to take the General Exam in the first semester they begin dissertation hours. CEES encourages students to be familiar with the Graduate College Bulletin and the policies regarding the General Exam. The student must submit the ***Application for the General Exam*** to the Graduate College no later than the end of the second week of the term in which the exam will be taken.

The General Exam is prepared and conducted by consensus of the entire Doctoral committee and includes written and oral portions - **both are mandatory**. The first part of the General Exam consists of written examinations in the major and once passed, is followed by an oral examination in the presence of the entire committee. The student cannot proceed to the oral portion of the General Exam until the written examination has been satisfactorily completed.

Every faculty advisor and committee have a different format for the General Exam. CEES encourages students to discuss this with their committee early in their program of study.

The format of the General Exam is discipline specific. Geotechnical engineering doctoral students will be given a standardized exam for the Written General Exam. Structural engineering doctoral students will be given either a topic-specific exam developed by the committee or a writing prompt on a topic near the student's research area. Water resource engineering, environmental engineering and environmental science doctoral students will be given a writing prompt with the option of additional topic-specific exam question from committee members. The Written General Exam may be scheduled over the course of several weeks or within a specified period. By consensus of committee, the student may proceed to an Oral General Exam. If the doctoral student was given a writing prompt, these are typically used as the basis for the Oral General Exam. In addition to a presentation on the written topic, committee members may require doctoral students to address open-ended questions from any discipline specific topic.

5.9 Identifying a Topic and Developing a Prospectus

The responsibility for identifying and developing a dissertation topic rests with the student. A faculty advisor may provide guidance in the development of a topic but is not obligated to do so. The prospectus can indicate a student's ability to do technical research and writing, and thus the student's potential for completing a dissertation. Moreover, an approved dissertation prospectus documents the extent of work required of the student.

All students hoping to complete a Doctoral dissertation must enroll in the Spring only course CEES 5021–Technical Communications the first time it is offered AFTER having completed the Advisory Conference. If not already completed, Doctoral students must develop a DRAFT Doctoral dissertation prospectus as the written product for CEES 5021–Technical Communications. Changes and/or additions to the DRAFT dissertation prospectus can be incorporated prior to submitting the final thesis to the student’s committee. More information on the prospectus can be found in Section 2 of this document.

5.10 Preparing a Dissertation

To work on a dissertation project, a student must assume responsibility for identifying what needs to be done, and then complete the work. A student must be able to work independently. If the dissertation is being written as a part of a funded research project, there is usually a schedule and a project deadline that must be met. Delays can adversely impact not only a single project, but an entire research program. The faculty advisor may be forced to dismiss a student from a dissertation project if the student cannot complete work on time.

Neither CEES nor individual faculty members are responsible for any student expenses not covered by a grant and incurred while completing the Doctoral degree program. Anticipated expenses for which the student is solely responsible include, but are not limited to, the following: copying and printing charges, editing expenses, binding expenses, and materials such as paper, ink, etc. Students desiring to perform laboratory studies that are not supported by a research grant will be responsible for covering the costs of such studies.

A dissertation must be written in correct English. Proofing, editing, and correcting the rough drafts are the sole responsibility of the student. If a student submits drafts which require extensive technical or grammatical editing, faculty members may resign from the Doctoral committee, or the faculty may terminate the dissertation project. Although on-campus assistance is available (e.g., the Writing Center), the dissertation must constitute original work by the student.

The faculty advisor will proof, edit, and suggest corrections to the first draft of the dissertation. The faculty advisor and others can only suggest major changes to and/or reworking of the dissertation; the student must complete the actual reworking. Only after the student incorporates editorial and technical suggestions from the faculty advisor will the student distribute the near-final reading copy to the Doctoral committee.

5.11 Scheduling Dissertation Meetings and Reviews

The student pursuing a Doctoral degree is solely responsible for the logistics associated with the degree program, such as scheduling meetings, reserving meeting rooms and audio-visual equipment, etc. Faculty members often have a full calendar of research and teaching-related appointments scheduled days or weeks in advance; therefore, students should not expect faculty members to attend meetings or defenses unless the student provides adequate advance notice.

In the first TWO (2) weeks of the defense semester, Doctoral students must submit a ***Request for Degree Check*** to the Graduate College.

5.12 Reading Copies of Dissertation

CEES requires a reading copy of the dissertation be provided to the student's committee earlier than the Graduate College. This time limit should allow the committee sufficient time to review the thesis before the deadline to sign.

Doctoral students should provide a reading copy to their committee FIVE (5) weeks prior to the defense.

The ***Report of Reading Copy and Request for Authority to Defend*** should be submitted to the Graduate College TWO (2) weeks prior to the defense. This form circulates to the committee for them to affirm they have received a copy of the dissertation.

Committee members must approve the form at least ONE (1) week prior to the defense.

Students must email an ***Abstract*** to the CEES Student Services Assistant TWO (2) weeks prior to the scheduled defense for distribution to the entire CEES department. Please use the format shown in Section 4.6 of this document. A Word template of the Abstract can be downloaded from the CEES website.

5.13 Dissertation Final Defense and Completion

The deadline to hold a defense is TWO (2) weeks prior to the last day of finals. The student has sole responsibility for scheduling and preparing the oral defense of the dissertation. Although conducted by the Doctoral committee, the final oral defense is open to attendance by the public. The student is allowed only one attempt for the final oral examination. Any expenses associated with the oral defense are the sole responsibility of the student. The final oral presentation should be given in a professional manner and should include use of multimedia technology. An effective oral presentation is well rehearsed; hence, students should practice their oral presentation prior to the defense.

The normal duration of a student's oral presentation during the defense is about 30 to 45 minutes. If the presentation is too long in the opinion of the committee, then the student may be interrupted, and the defense terminated with a vote of disapproval. There is no time limit for questioning the student after the oral presentation. The results of the final oral examination must be reported to the Graduate College using the **Authority to Defend** form SEVENTY-TWO (72) hours of completion of the defense.

Students who successfully complete a Doctoral dissertation are strongly encouraged to prepare two or more technical papers from the dissertation material and submit them for publication in the refereed literature. However, if a student does not inform the committee of the intent to submit a paper by the time a final draft of the dissertation is submitted, or if the student does not submit a paper within 30 days after the oral defense and so inform the committee, the faculty advisor or other faculty may submit papers for publication from the dissertation work and are not obligated to list the student as the lead author.

5.14 Deposit of Dissertation in the Library

Final dissertation submission to the Graduate College is completely electronic. Students who successfully defend must submit the **Approval for Thesis/Dissertation Submission to SHAREOK** form to the Graduate College. This form will be routed to the student's committee for electronic signatures indicating approval of the final dissertation. Students are notified via email when each committee member completes their section of the form. Once the student and committee complete their sections of the form, it is routed to the Graduate College.

Submissions to ShareOK prior to full committee approval will be rejected.

After the student receives confirmation from all committee members, they should complete the dissertation submission at <https://shareok.org/> at least ONE (1) week prior to the last day of finals or within 60 days following successful defense of the thesis, whichever comes first. Students who plan to graduate in a particular semester must meet the ShareOK semester submission deadline.