



*The UNIVERSITY of OKLAHOMA*  
*Gallogly College of Engineering*  
School of Civil Engineering and Environmental Science

# CEES

## Online MS Programs

# Graduate Student Handbook

Carson Engineering Center, Room 334  
202 W. Boyd Street, Norman, OK 73019  
Phone: 405-325-5911

Websites:

Civil Online: [https://www.ou.edu/coe/cees/grad\\_programs/civilonline](https://www.ou.edu/coe/cees/grad_programs/civilonline)

Hydrology and Water Security Online:  
[https://www.ou.edu/coe/cees/grad\\_programs/environmental-science--hydrology---water-security-online](https://www.ou.edu/coe/cees/grad_programs/environmental-science--hydrology---water-security-online)

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## 1 CEES GENERAL INFORMATION FOR ONLINE MASTER'S 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 Program Instructors

Each program instructor's academic home is listed next to their name.

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HYDROLOGY AND WATER SECURITY (HWS-OL)	
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**Director** – Randall Kolar  
**Graduate Liaison** – Keith Strevett

### 1.3 Staff Contacts

Online Student Services, 405-345-6160 [online@ou.edu](mailto:online@ou.edu)

Graduate student first point of contact for information and enrollment issues.

Graduate College contact:

Hannah James, Graduate Degree Management Specialist 405-325-3811; [hannah.a.james@ou.edu](mailto:hannah.a.james@ou.edu)

Graduate College Website: <http://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 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 the school Graduate College and respond to their requests in a timely manner.

### 1.5 Degree Checklists, 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. Checklists, timelines and milestones specific to your degree track are available at the Office of the Registrar [website](#).

Responsibility for meeting deadlines lies solely with the student; however, Online Student Services, CEES and the Graduate College make available documentation and semester announcements to aid students. If you anticipate a problem meeting these milestone deadlines, inform your student success coach immediately so that corrective measures can be suggested.

A list of pertinent deadlines each semester (e.g., last day to submit Programs of Study) is included in each class schedule published by the university. All graduate students should obtain information from the Graduate College's website under the [steps to degree](#) tab.

The following guidelines are meant to aid and guide students wishing to complete a master's degree program. 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.

## **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 Admit with Coursework or GPA Deficiencies**

If a Hydrology and Water Security student is conditionally admitted due to coursework deficiencies, they are not allowed to begin the program until all coursework deficiencies have been satisfied. All deficiencies must be completed with a grade of C or better. It is beneficial for the student to develop a coursework deficiency plan for completing the coursework. Contact the department for a coursework deficiency plan template.

If a Hydrology and Water Security student is conditionally admitted due to GPA deficiencies, they must maintain a 3.0 GPA within the first six hours of the program, or the student will be removed from the program.

If a Civil Engineering Online student is conditionally admitted due to coursework deficiencies, they must take the deficient course in the first semester offered, before any program courses requiring the deficiency, and within the first 18 hours or the student will not be allowed to continue in the program. A coursework deficiency plan is required prior to enrolling in any courses. Contact the department for a coursework deficiency plan template. The coursework deficiency plan template also includes a degree plan. This is used to ensure prerequisite knowledge from the deficiency coursework is completed prior to degree program courses.

If a Civil Engineering Online student is conditionally admitted due to GPA deficiencies, they must maintain a 3.0 GPA within the first six hours of the program depending on the GPA or the student will not be allowed to continue in the program.

## 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.

Some students may qualify for an "I" grade or "Incomplete". This means that at least 70% of their coursework is complete. It is not an alternative to a grade of *F*, and no student may be failing a course at the time an *I* grade is awarded. The instructor will indicate to the student and to the Office of Academic Records what must be done to complete the course and set a time limit appropriate to the circumstances. However, the time limit allowed may not exceed one calendar year. If by the end of the year no change in grade has been submitted, the grade of *I* will be changed to the pre-determined permanent grade. After a grade of *I* has been changed, a student may re-enroll in the course if appropriate or required.

All instructional faculty are required to use the university-wide ***Incomplete Contract Form*** when assigning a grade of Incomplete. This document protects both faculty and students by documenting circumstances that led to the assignment of an Incomplete grade.

## 1.9 Semester Progress Reviews

All students must maintain an overall grade point average of at least 3.0 on all graduate level courses. Online students who receive an academic notice or warning from the Graduate College will also receive an unsatisfactory semester review. The Graduate Liaison will notify the Graduate College and an additional notice will be sent to the student.

The academic unit is responsible for monitoring the progress and performance of a student who receives an unsatisfactory evaluation.

The academic unit will conduct another evaluation at the end of the next semester or designated period and notify the student and the Graduate College by letter of the results of the second evaluation. This letter must clearly state whether the overall evaluation is satisfactory or unsatisfactory.

Enrollment will be stopped for a student who receives multiple unsatisfactory evaluations.

The Graduate College monitors each student's academic progress by reviewing grades, progress toward degree requirements, and student evaluations conducted by academic units. Making satisfactory progress toward a graduate degree includes, but is not limited to:

1. Timely completion of the coursework required for the degree
2. Submission of a program of study

The OU Graduate College Bulletin section on Retention (section 6.2) has complete details on progress reviews.

Students interested in appealing Graduate College's decision must be aware the process of petitioning the Dean is as follows:

1. As directed by Graduate College, the student contacts the department.
2. The Graduate Liaison provides the graduate oversight committee for that specific degree with the student's academic performance and requests input on allowing the student to continue.
3. With approval of the committee, the Graduate Liaison develops a continuation plan with student involvement. The completed continuation plan is then presented to the graduate committee for consideration.
4. If approved by the graduate committee, the Graduate Liaison sends a petition to the Dean of Graduate College.
5. Graduate College approves/denies the petition and the student is notified by their Graduate Degree Management Specialist.

The following information is required to develop a continuation plan.

1. Reason for low academic performance (increased travel, increased work demands, death in family, extended illness in family, etc.)
2. How to ensure future success in the program (reduced work time, change in work schedule, counseling, etc.)
3. Any supporting documentation (this can be documentation of hardships, correspondence with professors, doctor's notes, etc.)

Please know that you do not need to share any details you feel are private -- general descriptions are all that are required.

### **1.10 Tuition and Financial Aid**

The online M.S. in Civil Engineering is an investment in specialized civil engineering knowledge designed for immediate application among those seeking career advancement. Costs (tuition and fees) for the program can be found at: <https://www.ou.edu/online/programs/graduate/civil-engineering>.. Books and materials required for the program are additional.

Once accepted into the M.S. program, students are required to submit a **\$350** non-refundable deposit within two weeks. Deposits are applied toward tuition expenses and secure a student's place in the upcoming class.

If you are a current student and need guidance or information regarding billing, service charges, payments, or third-party billing, contact [Bursar Services](#).

For more information about student loans, please visit the Financial Aid Services [website](#).

For all other questions for current students, please contact [ceessupport@ou.edu](mailto:ceessupport@ou.edu).

### **1.11 Full-Time Enrollment**

Students must maintain enrollment in six credit hours/semester to maintain full-time status. There are no enrollment requirements for the summer session, however classes in both programs are only offered in the summer. Students requesting to enroll in additional credit hours must petition the department for approval.

With approval from CEES 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 College Bulletin](#).

Online student enrollment occurs in the following windows:

Spring – enrollment begins October

Summer – enrollment begins March

Fall – enrollment begins June

Students will be contacted for enrollment confirmation from their Student Success Coach.

### **1.12 Textbook Copyright**

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

### **1.13 University/Graduate College Training Requirements**

- **Title 9 Sexual Harassment/Misconduct Training – Completed before first enrollment.** Upon admission to the University, students should receive an email from the Title 9 office requiring them to complete an online training module on Sexual Misconduct. Failure to complete this training will result in an enrollment hold. If you have missed the email, please complete the training here <https://onpoint.ou.edu/Account/LogOn?ReturnUrl=%2f>.
- **Online Orientation**

### **1.14 Role of Graduate Liaison and Graduate Committees for CE-OL and HWS-OL Programs**

The Graduate Liaison (GL) and Graduate Committees for the CE-OL and HWS-OL programs help students understand and comply with departmental, Graduate College and University regulations and deadlines throughout their tenure in CEES. The GL and graduate committees can help students answer questions or help work through any problems encountered. The students’ first point of contact is their Student Success Coach or the Online Student Services Assistant who can help with paperwork, course scheduling and deadlines, etc. The GL and graduate committees encourage students to maintain close contact throughout their program of study.



## 1.15 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 forms found [here](#).

The Graduate College will accept a scanned copy with signatures or an indication of approval from an OU email address. If students do not have access to a scanner, they can take a clear picture of each page with their phone and submit in PDF format.

## 1.16 Graduating Students

All graduating students must complete a CEES exit survey given online before graduation. The department will provide a survey link when appropriate. Details about when students will receive their diploma can be found at the Office of the Registrar's [website](#).

- Fall Graduates: Undergraduate and master's degree diplomas for fall graduates are mailed in late March to early April.
- Spring Graduates: Undergraduate and master's degree diplomas are mailed in late July to early August.
- Summer Graduates: Undergraduate and master's degree diplomas are mailed in late September to early October.

Students who need certification of degree completion before diplomas are released should submit a Request for Letter of Completion to the Graduate College. This form can be found at the [Graduate College website](#), under "General Forms".

Students are encouraged to visit alumni resources at the [OU Career Center website](#), and the [OU Alumni Association](#).

## 2 MASTERS OF SCIENCE GENERAL INFORMATION

### 2.1 Guidelines

Both the Graduate College and CEES have specific requirements for completing your master's degree at OU. In addition to these set requirements, CEES has guidelines for the various degree tracks (i.e., Water Management, Water Quantity, Water Quality, Geotechnical, Structural, Transportation and Water Resources). 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 milestone timelines in Graduate College and CEES are the responsibility of the student.* See the [Graduate College bulletin](#).

### 2.2 Degree Codes

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

M191- Online MSCE  
Q283-Geotechnical  
Q635-Structural  
Q658-Transportation  
Q699-Water Resources

F189/F191- Online Accelerated Degree MSCE  
Q283-Geotechnical  
Q635-Structural  
Q658-Transportation  
Q699-Water Resources

M518- Online MES: HWS  
Q702-Water Management  
Q703-Water Quantity  
Q704-Water Quality

### 2.3 Coursework Requirements

The online Master of Environmental Science Hydrology and Water Security and Master of Science in Civil Engineering programs in CEES are coursework only (previously called non-thesis) degrees requiring 30 semester credit hours. General CEES requirements by the suggested degree tracks are:

- At least 17 credit hours of approved 5000-/6000-level CEES courses.
- No more than five of the total credit hours may be S/U graded.
- A maximum of eight credit hours may be transferred from another institution.
- A maximum of nine credit hours may be taken outside CEES.
- No more than 12 total credit hours or 9 credit hours of CEES 4000G courses.

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

F189- Online Accel. ArchE BS/MSCE  
Q283-Geotechnical  
Q635-Structural  
Q658-Transportation  
Q699-Water Resources

M191- Online MSCE  
Q283-Geotechnical  
Q635-Structural  
Q658-Transportation  
Q699-Water Resources

F191- Online Accel. CE BS/MSCE  
Q283-Geotechnical  
Q635-Structural  
Q658-Transportation  
Q699-Water Resources

M518- Online MES: HWS  
Q702-Water Management  
Q703-Water Quantity  
Q704-Water Quality

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 year. Students who do not meet the above criteria will be notified in writing. The Master's degree programs 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.

## 2.4 Coursework Milestones

- Maintain a minimum 3.00 GPA each semester and a minimum cumulative GPA of 3.00 in all coursework attempted while in the graduate program
- Program of Study:
  - Due first semester for VA Benefits. (For any questions or concerns, please refer to the [Veterans Student Services website](#))
  - Otherwise, the *Program of Study* is due the semester before graduation; no later than
    - the first Monday in April for fall graduation
    - the first Monday in October for spring graduation
    - the first Monday in March for summer graduation.
  - If there are any changes to the coursework listed on a student's approved *Program of Study*, contact CEES staff promptly. Changes must be endorsed by the CEES Graduate Liaison and submitted in writing to the Graduate College. Graduation could be delayed if the Graduate College is not notified of changes to the program of study.
- Apply for Graduation according to the deadlines on the Academic Calendar. Visit the [Graduation Office](#) website for information about attending college convocation ceremonies and Commencement.
  - For questions regarding graduation applications, directory holds or diplomas, contact Academic Records at [diploma@ou.edu](mailto:diploma@ou.edu).
  - For questions regarding degree completion, Graduation Gear-up and regalia, contact Graduation and Persistence Support at [gps@ou.edu](mailto:gps@ou.edu).
  - For questions regarding the ceremonies, contact University Events at [commencement@ou.edu](mailto:commencement@ou.edu).

Students who need certification of degree completion before diplomas are released should submit a Request for Letter of Completion to the Graduate College. This form can be found at the [Graduate College website](#), under "General Forms".

More on diplomas can be found here: <https://www.ou.edu/registrar/graduation/diplomas>  
All students must complete the CEES exit survey and the Online Student Services survey. This survey will be emailed to you towards the end of your final semester.

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

## 2.5 Online Program Concentrations

Both the Master of Environmental Science Hydrology and Water Security and Master of Science in Civil Engineering have multiple concentration options with a specific focus and prerequisite requirements. The coursework plans for each track are determined based on the semester of entrance (cohort) into the program. There is room for some flexibility in the degree plans (e.g., if a student has already taken one of the courses); however, adjustments are made only on a case-by-case basis and must be petitioned through the department and Graduate College.

### Civil Engineering

Four tracks are offered for the Master of Science in Civil Engineering.

- Geotechnical (Q283)
- Structural (Q635)
- Transportation (Q658)
- Water Resources (Q699)

The base degree plans for each of the four concentrations are as shown in Table 1. Track electives are shown in Table 2 and 3.

Table 1. Online Master of Science in Civil Engineering degree Concentration Curriculum

Semester	Geotechnical	Structural	Transportation	Water Resources
Fall 1	ENGR 4223G Fundamentals of Project Management	ENGR 4223G Fundamentals of Project Management	ENGR 4223G Fundamentals of Project Management	ENGR 4223G Fundamentals of Project Management
	CEES 5653 Advanced Mechanics of Materials	CEES 5653 Advanced Mechanics of Materials	CEES 5653 Advanced Mechanics of Materials	CEES 5813 Water Treatment, Reuse & Health Impacts OR elective*
Spring 1	ENGR 4013 Leadership and Management for Engineers	ENGR 4013 Leadership and Management for Engineers	ENGR 4013 Leadership and Management for Engineers	ENGR 4013 Leadership and Management for Engineers
	CEES 4333G Foundation Engineering	CEES 4333G Foundation Engineering	GIS 5013 Fundamentals of GIS	GIS 5013 Fundamentals of GIS OR elective*
Summer 1	CEES 5443 Unsaturated Soil Mechanics	CEES 5793 Prestressed Concrete Structures	CEES 5523 Transportation Asset Management	METR 5633 Hydrometeorology
	CEES 5353 Intro to Soil Dynamics	CEES 4753G Structural Design - Wood	CEES 5503 Highway Engineering	CEES 5583 Water Law

Fall 2	CEES 5693 Structural Design of Pavements	CEES 5783 Structural Design – Concrete II	CEES 5693 Structural Design of Pavements	CEES 5373 Water Resources Systems Modeling
	CEES 5323 Geosynthetics	CEES 5773 Structural Design – Steel II	DSA 5013 Fundamentals of Engineering Statistical Analysis	CEES 4123G Open Channel Flow
Spring 2	CEES 5413 Soil Structure Interaction	CEES 5413 Soil Structure Interaction	CEES 5513 Traffic Engineering	CEES 5843 Hydrology
	CEES 5343 Advanced Soil Mechanics	CEES 5683 Dynamics of Structures	GEES 5533 Multimodal Transportation	CEES 5853 Groundwater and Seepage

Table 2. Online Master of Science in Civil Engineering Elective Tracks – Electives that can substitute in place of CEES 5813 Water Treatment, Reuse & Health Impacts.

<b>*Fall Semester</b>	<b>Open to the following tracks:</b>
CEES 4263G Hazardous & Solid Waste	Water Resources
CEES 5623 Watershed Management & Restoration	Water Resources

Note: Not all electives are offered each year.

Table 3. Online Master of Science in Civil Engineering Elective Tracks. – Electives that can substitute in place of GIS 5013 Fundamentals of GIS.

<b>**Spring Semester</b>	<b>Open to the following tracks:</b>
CEES 5123 Climate Water Energy Food Nexus	Water Resources
CEES 5643 Quantitative Hydrometeorology	Water Resources
CEES 5963 Water Security	Water Resources

GEOG 5943 Natural Hazards	Water Resources
CEES 5153 Water Innovation Issues	Water Resources

Hydrology and Water Security

Three concentrations are offered for the Master of Environmental Science Hydrology and Water Security.

- Water Management (M518/Q702)
- Water Quantity (M518/Q703)
- Water Quality (M518/Q704)

The base degree plans for each of the three tracks are as shown in Table 4. Electives are shown in Tables 5 and 6. Students are to choose one Track Elective and one Free Elective.

Table 4. Online Master of Environmental Science Hydrology and Water Security Degree Concentration Curriculum

Semester	Water Management	Water Quantity	Water Quality
Fall 1	ENGR 4223G Fundamentals of Project Management		
	METR 5633 Hydrometeorology		
Spring 1	CEES 5973 Fundamental Hydrology	CEES 5843 Hydrology	CEES 5843 Hydrology
	GIS 5013 Fundamentals of Geographic Information Systems		
Summer 1	CEES 5583 Water Law		
	CEES 5733 Hydroclimatology		
Fall 2	CEES 5103 Water Policy and Institutions	CEES 5373 Water Resources Systems Modeling	CEES 5113 Water Management Chemistry
	Track Elective/ Elective*	Track Elective/ Elective*	Track Elective/ Elective*
Spring 2	CEES 5963 Water Security	CEES 5853 Groundwater and Seepage	GEOL 6633 Aqueous Geochemical Modeling
	Free Elective/ Elective**	Free Elective/ Elective**	Free Elective/ Elective**

Table 5. Online Master of Environmental Science Hydrology and Water Security Track Electives

<b>Fall Semester</b>	<b>Open to the following tracks:</b>
CEES 5933 Climate Change and Water Sustainability	Water Management
CEES 5623 Watershed Management and Restoration	Water Management, Water Quantity and Water Quality
CEES 5813 Water Treatment, Reuse and Health Impacts	Water Quality
CEES 4263G Hazardous and Solid Waste Management	Water Quality

<b>Spring Semester</b>	<b>Open to the following tracks:</b>
CEES 5963 Water Security	Water Quantity and Water Quality
CEES 5643 Quantitative Hydrometeorology	Water Quantity
GEOG 5943 Natural Hazards	Water Management

Note: Not all electives are taught every year.

Table 6. Online Master of Environmental Science Hydrology and Water Security Free Electives

<b>Fall Semester</b>	<b>Open to the following tracks:</b>
CEES 5933 Climate Change and Water Sustainability	Water Management, Water Quantity and Water Quality
CEES 4263G Hazardous and Solid Waste Management	Water Quality
CEES 5623 Watershed Management and Restoration	Water Quantity and Water Quality
CEES 5813 Water Treatment, Reuse and Health Impacts	Water Quantity and Water Quality

<b>Spring Semester</b>	<b>Open to the following tracks:</b>
GEOG 5943 Natural Hazards	Water Management, Water Quantity and Water Quality
CEES 5643 Quantitative Hydrometeorology	Water Quantity and Water Quality
CEES 5963 Water Security	Water Quantity and Water Quality
ENGR 4223G Leadership and Management for Engineers	Water Management, Water Quantity and Water Quality
CEES 5123 Climate Change and Impacts on Water, Energy and Food Nexus	Water Management, Water Quantity and Water Quality
CEES 5153 Water Innovation Issues	Water Management, Water Quantity and Water Quality

Note: The list of electives also includes track core courses from other tracks and are available provided the student has the proper prerequisites for the course.



## 2.6 OU Resources

The [OU Online Website](#) has a page dedicated to online student resources. These resources include:

- Accessibility & Disability Resources
- Library Services
- Canvas Orientation & Course Examples
- Technology Support
- Tutoring
- Finding Community
- Career Development Center
- Mental Health Counseling
- Veteran's Student Association
- Academic Calendar
- Writing Center
- Money Coaches
- Financial Aid

The site also provides links to the following resources: Registrar, Bursar, OU Account, Academic Calendar, OU Health Services, Student Conduct, Graduate Student Life, Student Life, and Withdrawal forms.

## 2.7 Graduation

Apply for Graduation according to the deadlines on the Academic Calendar. Visit the [Graduation Office](#) website for information about attending college convocation ceremonies and Commencement.

- For questions regarding graduation applications, directory holds or diplomas, contact Academic Records at [diploma@ou.edu](mailto:diploma@ou.edu).
- For questions regarding degree completion, Graduation Gear-up and regalia, contact Graduation and Persistence Support at [gps@ou.edu](mailto:gps@ou.edu).
- For questions regarding the ceremonies, contact University Events at [commencement@ou.edu](mailto:commencement@ou.edu).

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