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

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

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

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

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

CHECKLIST & INSTRUCTIONS for 1st YEAR

☐ Upon arrival and prior to the beginning of your first semester, you must attend the orientation sessions prior to registration. The Graduate School offers orientation for new graduate students only prior to the fall semester. It is especially important for international students to attend international student orientation and students should receive orientation information in your admission and/or I20 packet. More information about international student orientation here: https://www.lsu.edu/intlpro/is/prospective-students/arrival-services/orientation.php

☐ You must meet with your assigned faculty advisor to discuss scheduling for your first semester and (if applicable) any details of your graduate assistantship position. The name of your assigned faculty advisor can be found in your admission recommendation letter from the department (sent to you via email).

☐ After meeting with your assigned faculty advisor, you must meet with the Graduate Coordinator. You will be given some information about the department and the Graduate Coordinator will have you complete a G104 Graduate Student Information Form (department form). Also, if you have a graduate assistantship position, you will be given instructions on how to complete onboarding forms in Workday. These forms should be completed as soon as possible to avoid payment delay.
During the first year, students (with the assistance of their advisor) must **set up an advisory committee**.

By the end of the first year, the student must complete a Qualifying Exam. The **G105 Qualifying Exam** form (department form) must be submitted **(prior to the actual exam)** to the Graduate Coordinator with only the first portion of the form completed to be approved at the next CEGPC meeting. Once the request is approved, the exam can proceed. The second portion of the form should be completed after the exam and should then be re-submitted to the Graduate Coordinator for final CEGPC approval. (Generally, a graduate student is not formally admitted into the department’s Ph.D. program until a Qualifying Examination has been passed.)

Also, by the end of first year and after passing the Qualifying Exam, students should work with their advisor to complete the **G101 Graduate Degree Program** form (department form) to map out the program of study and to set up an advisory committee (see link above for more information on the requirements). The program of study should show that leveling course requirements are satisfied for students who do not have an undergraduate degree in Civil or Environmental Engineering. After completion of this form, the form should be submitted to the Graduate Coordinator for CEGPC approval. After approval is received, a digital copy of the approved form will be kept in the student’s file and the physical copy will be returned to the student. If, in the future, any changes are made to the Graduate Degree Program form, to the committee, to the dissertation title or if the student changes advisors, a **G102 Revision to Graduate Degree Program form** (department form) must be completed and submitted immediately. This form should be signed by the student’s original advisor, initialed by the other committee members and then submitted to the Graduate Coordinator to obtain CEGPC approval.

**DEGREE REQUIREMENTS**

For **PhD Program Requirements**, visit [http://www.lsu.edu/eng/cee/academics/graduate/phd-civil-engineering.php](http://www.lsu.edu/eng/cee/academics/graduate/phd-civil-engineering.php)

Students must complete a General Doctoral Defense within the first 3 calendar years (36 months) of their studies (after most of their course work has been completed). The **Doctoral Degree Audit and Request for General Defense** form can be found on the Graduate School forms website and should be submitted to the Graduate School **at least** 3 weeks prior to the date of the defense. Note that the Graduate School will email the student directly with the name and contact information of the assigned Dean’s Representative (it is the student’s responsibility to contact them with the date, time, and location of the defense as well as their dissertation). The Graduate Coordinator will inform the student and their committee members once the defense request is approved by the Graduate School. If the defense is approaching soon (within 2-3 days) and the student and committee have not received an email regarding the approval, please consult with the Graduate Coordinator so that the issue can be investigated. Also, if ANY changes are made to the details of the defense, the student is responsible for advising their committee, the Graduate Coordinator, and the Graduate School Records Officer of these changes as soon as they are known.

- Please route this form through the Graduate Coordinator so they can save a copy of the form to your digital file. They will submit to the Graduate School on your behalf.

The **Defense Results** (pass/fail form) should be submitted to the Graduate Program Coordinator by the Committee Chair (**Important Note: these forms are not ever to be handled by the student**).
A dissertation proposal (with the cover page G103 Master’s and Ph.D. Proposal Form, a department form, signed by ALL committee members) shall be submitted to the Graduate Coordinator for department approval at least one semester prior to the anticipated graduation date.

As your graduating semester approaches, it is important for you to familiarize yourself with the Graduate School’s expectations by visiting their Steps to Graduation page here: https://www.lsu.edu/graduateschool/currentstudents/steps-to-graduation.php

Application for Doctoral Degree (form found on the Graduate School website) submitted to Graduate School during the graduating semester and before the semester deadline set by the Graduate School (see graduate school calendar).

- Please route this form through the Graduate Coordinator so they can save a copy of the form to your digital file. They will submit to the Graduate School on your behalf

Request for Final Doctoral Defense (form found on the Graduate School website) should be submitted to the Graduate School at least 3 weeks prior to the final defense and/or before the semester deadline set by the Graduate School (see graduate school calendar). The defense may be scheduled at the least three months after passing the General Defense. Once this defense request is approved, the Graduate Coordinator will inform the student and their committee members of the approval. If the defense is approaching soon (within 2-3 days) and the student and committee have not received an email regarding the approval, please consult with the Graduate Coordinator so that the issue can be investigated. Also, if ANY changes are made to the details of the defense, the student is responsible for advising their committee and the Graduate Coordinator of these changes as soon as they are known.

- Please route this form through the Graduate Coordinator so they can save a copy of the form to your digital file. They will submit to the Graduate School on your behalf

The dissertation must be submitted to the Advisory Committee at least 3 weeks before the final defense date.

After the completion of the defense, the Final Defense Results (pass/fail sheet) as well as the Dissertation Approval Report must be submitted by the Committee Chair to the Graduate Coordinator. (Important Note: These forms are not ever to be handled by the student).

The dissertation should be submitted by the student to the Graduate School before the semester deadline set by the Graduate School. Dissertation formatting and submission details can be found here: https://www.lsu.edu/graduateschool/currentstudents/theses_and_dissertations/index.php

Prior to graduation and leaving the university, if a student held a graduate assistantship position, the advisor should conduct a final evaluation interview with the student to evaluate the student’s performance. The RA Evaluation Form and/or TA Evaluation Form for this evaluation should be submitted to the Graduate Coordinator prior to graduation. The advisor can obtain the appropriate form from the Graduate Coordinator. Please note that both the advisor’s and student’s signatures must be on the form when submitted. Also, to avoid unnecessary charges and possible liabilities, GAs who have office/lab keys should return them to the department following the appropriate procedures.

CHANGES TO AN ESTABLISHED COMMITTEE

- A student’s Advisory Committee should be established during the first semester. If the student’s Advisory Committee has already been established and the student/committee chair determine that a change to this committee is needed:
o The committee chair must call for a meeting with the student and all other committee members to formally discuss the proposed change.

o After the meeting is finished, the committee chair must submit the Change of Advisory Committee Member section in the G102 form and submit to the Graduate Program Coordinator, along with an attached memo to the graduate school. This form must be approved and signed by all committee members.
IMPORTANT REMINDERS AND RESOURCES

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

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

Important Reminders

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

For Department forms, please visit our forms page on our website:
http://www.lsu.edu/eng/cee/academics/graduate/forms.php

For Graduate School forms, please visit their forms page on their website:
https://www.lsu.edu/graduateschool/currentstudents/enrolled_student_forms.php

For academic deadlines, visit the LSU Academic Calendar here:
https://www.lsu.edu/registrar/academics/academic-calendar.php

For Graduate School deadlines, visit the LSU Graduate School Calendar here:
https://www.lsu.edu/graduateschool/calendars.php