MASTER OF SCIENCE IN CIVIL ENGINEERING
Checklist, Instructions and Degree Requirements

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

Departmental Approval: Forms that require departmental approval should be submitted prior to CEGPC meetings, which take place roughly 3 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.

CE7750 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 each and every 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 faculty member in charge of the seminar course.

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 thesis requirements) visit http://www.lsu.edu/eng/cee/academics/graduate/ms-civil-engineering.php

CHECKLIST & INSTRUCTIONS FOR 1ST YEAR

☐ Upon arrival and prior to the beginning of your first semester, you must attend the orientation sessions prior to registration. This is especially important for international students. Students should receive orientation information in your admission and/or I20 packet.

☐ 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 payroll forms in Workday. These forms should be completed as soon as possible to avoid payment delay.

☐ During the first year, students (with the assistance of their advisor) must set up a master’s thesis committee (see link above for more information on the requirements).
By the end of the first year and definitely before the start of their second year, students should work with their advisor to complete the **G101 Graduate Degree Program form** (department form) to map out their plan of study. The plan of study should show that leveling course requirements are satisfied for students who do not have an undergraduate degree in Civil or Environmental Engineering. After completion of the G101 Graduate Degree Program Form, the form should be submitted to the Graduate Coordinator for departmental approval. After approval is received, the approved form will be kept in the student’s file. If, in the future, any changes are made to this plan of study, to the committee, to the thesis title or if the student changes advisors, the **G102 Revision to Graduate Degree Program form** (department form) must be completed immediately. This form should be signed by the student’s original advisor, initialed by the other committee members and then submitted to the Graduate Coordinator for departmental approval. *(Important Note: The Request for Master’s Examination, a Graduate School form, will not be approved unless an approved Graduate Degree Program form G101 is already on file.)*

A thesis proposal (with the cover page **G103 Master’s and Ph.D. Proposal Form**, a department form, signed by ALL committee members) shall be submitted for the graduate advisor’s approval at least one semester prior to the anticipated graduation date.

**CHANGES TO AN ESTABLISHED COMMITTEE**

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

- For thesis and non-thesis option requirements, visit
  http://www.lsu.edu/eng/cee/academics/graduate/ms-civil-engineering.php

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

- Request for Master’s Exam (form found on the Graduate School website) should be submitted
  to the Graduate School 3 weeks prior to the examination and/or before the semester deadline
  set by the Graduate School (so, to allow adequate time to acquire all necessary signatures,
  students should really start preparing the form at least 4 weeks in advance of the deadline).
  Once this exam request is approved, the Graduate Coordinator will inform the student and their
  committee members of the approval. If the exam is approaching soon and the student and
  committee has not received an email regarding the approval, please consult with the Graduate
  Coordinator so that the issue can be investigated. Also, if ANY changes are made to the details
  of the exam, 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 (and exam
  forms, if already prepared, may have to be updated accordingly).

- The thesis or project report should be submitted to the Advisory Committee 3 weeks before
  the final examination date.

- After the completion of the exam, the exam result sheet (pass/fail sheet) as well as the thesis
  approval sheets (if applicable) must be submitted by the committee chair to the Graduate
  Coordinator for submission to the Graduate School. (Important Note: These sheets are not to be
  submitted to the Graduate School by the student!).

- Final Examination thesis (in case of thesis option) should be submitted by the major professor
  and the student, respectively, to the Graduate School before the semester deadline set by the
  Graduate School.

- Prior to graduation and leaving the university, if a student held a graduate assistantship
  position, the advisor (or PI) 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, by the student’s advisor (or PI), to the Graduate
  Coordinator prior to the actual Graduation. The advisor can obtain the appropriate form from
  the department website or the Graduate Coordinator. Please note that the student’s signature
  must be on the form when submitted. Also, to avoid unnecessary charges and possible
  liabilities, GAs who have office/lab keys should return them to the department following the
  appropriate procedures.
IMPORTANT REMINDERS AND RESOURCES

**Graduate Programs Advisor**
Dr. Ayman Okeil  
Suite 325D 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](http://www.lsu.edu/graduateschool/), which is the official document for Graduate Student rules and regulations. The current Graduate School Bulletin can be found online at the Graduate School website: [http://www.lsu.edu/graduateschool/](http://www.lsu.edu/graduateschool/).
- 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.
- A student’s assigned faculty advisor should be the student’s first point of contact for all questions regarding graduate issues.
- To schedule a meeting with the Graduate Programs Advisor, a student and/or the student’s advisor should email the Graduate Coordinator to coordinate a meeting.
- All forms must be TYPED.

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

For **Graduate School forms**, please visit their forms page on their website: [http://www.lsu.edu/graduateschool/current-students/enrolled-student-forms.php](http://www.lsu.edu/graduateschool/current-students/enrolled-student-forms.php)

For academic deadlines, visit the **LSU Academic Calendar**
Go to the LSU website [http://www.lsu.edu](http://www.lsu.edu) and on the main page you will see “Calendar and Events”