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 Secretary.)*

**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.

*** For more detailed information regarding program (course work, committee, and thesis requirements) visit [http://www.cee.lsu.edu/academics/graduate/msce](http://www.cee.lsu.edu/academics/graduate/msce)

**CHECKLIST & INSTRUCTIONS FOR 1**<sup>ST</sup> **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 Secretary.** You will be given some information about the department and the Graduate Secretary 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. 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 [http://www.cee.lsu.edu/academics/graduate/msce](http://www.cee.lsu.edu/academics/graduate/msce) for more detailed information).
- 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.** (*Important Note: The Request for Master’s Examination (a Graduate School form) will not be approved if submitted during the same semester as the Graduate Degree Program form.) After completion of the G101 Graduate Degree Program Form (signed by the student, advisor and initialed by committee members), the form should be submitted to the Graduate Secretary who will obtain the additional required signatures. After approval is received, the approved form will be kept in the student’s departmental file. If, in the future, any changes are made to this plan of study, to the committee, to the thesis title or if the

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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 Secretary to obtain the additional signatures.

- **A thesis proposal** (with the cover page **G103 Master's and Ph.D. Proposal Form**, a department form) shall be submitted for department approval at least one semester prior to the anticipated graduation date (see [http://www.cee.lsu.edu/academics/graduate/msce](http://www.cee.lsu.edu/academics/graduate/msce) for more detailed information).

**DEGREE REQUIREMENTS**

- For **thesis and non-thesis option** requirements, visit [http://www.cee.lsu.edu/academics/graduate/msce](http://www.cee.lsu.edu/academics/graduate/msce)
- **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 Secretary 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 Secretary 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 Secretary, 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** (the Graduate Secretary will usually email a reminder to the student and committee).
- After the completion of the exam, the **exam results sheets** (pass/fail sheets) as well as the **thesis approval sheets** must be submitted by the committee chair to the Graduate Secretary for submission to the Graduate School. **(Important Note:** These sheets are not to be submitted to the Graduate School by the student!).
- Final Examination report and 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 Secretary prior to the actual Graduation. The advisor can obtain the appropriate form from the department website or the Graduate Secretary. Please note that the student’s signature must be on the form when submitted. Also, GAs who have office/lab keys should submit them to the department following the appropriate procedures.

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IMPORTANT REMINDERS AND RESOURCES

Graduate Program Coordinator
Dr. Ayman Okeil
Room 3513E Patrick Taylor Hall
Phone: (225) 578-7048
Email: aokeil@lsu.edu

Graduate Program Secretary
Julie Mueller
Room 3508 Patrick Taylor Hall
Phone: (225) 578-9170
Email: jmueller@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
- All forms requiring either the Graduate Program Coordinator or Department Chair’s signature should be submitted to the Graduate Program Secretary 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 Program Coordinator, a student and/or the student’s advisor should email the Graduate Secretary to coordinate a meeting.
- All forms must be TYPED.

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

For Graduate School forms, please visit their forms page on their website:
https://sites01.lsu.edu/wp/graduateschool/current-students/forms/

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

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