Ph.D. IN CIVIL ENGINEERING
Checklist, Instructions and Degree Requirements

Time Limit: Programs for doctoral degrees must be completed within 7 years from entrance into a degree program. (UPDATE: Please note that there is no requirement to revalidate courses that have been taken over 5 years prior to graduation, such as with the Master’s program.)

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 dissertation requirements) visit http://www.cee.lsu.edu/academics/graduate/phdce

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 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 an advisory committee. (see http://www.cee.lsu.edu/academics/graduate/phdce for more detailed information).

☐ 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 Secretary. 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 Secretary for final approval. Generally, a graduate student is not formally admitted into the department’s Ph.D. program until a qualifying examination has been passed.

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Also by the end of first year, students should work with their advisor to complete the **G101 Graduate Degree Program form** (department form). After completion of this form (signed by the student, advisor and initialed by committee members where required), the form should be submitted to the Graduate Secretary who will obtain the additional required signatures and will submit for CEGPC and Department approval. After approval is received, both the student and advisor will be advised and the approved form will be kept in the student’s departmental file. 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, the **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 Secretary to obtain the additional signatures.

**DEGREE REQUIREMENTS**

- **For PhD Course Requirements**, visit [http://www.cee.lsu.edu/academics/graduate/msce](http://www.cee.lsu.edu/academics/graduate/msce)
- Students must complete a General Exam within the first 3 calendar years (36 months) of their studies (after most of their course work has been completed). The Request for Doctoral General Exam form can be found on the Graduate school forms website and should be submitted at least three weeks prior to the date of the exam. The student should submit this form to the Graduate Secretary so that the appropriate signatures can be obtained and the form can be submitted to the Graduate School.
  - At the same time that the Request for Doctoral General Exam is submitted, the student should also submit the **Doctoral Degree Audit Form** (found on the Graduate School website). This form should be signed by the student and then submitted to the Graduate Secretary who will obtain the Department’s approval and send to the Graduate School. Once this Request for Doctoral General Exam form and the Doctoral Degree Audit Form are approved, the Graduate Secretary will inform the student and their committee members of the approvals.
  - A Dissertation proposal (which should include the cover page **G103 Master’s and Ph.D. Proposal Form**), should be submitted to the department at the same time of the Request for Doctoral General Exam.

If the exam is approaching soon and the student and committee have not received an email regarding the approvals, 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 and the Graduate Secretary of these changes as soon as possible.

- **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).

- **Request for Doctoral Final Exam** (form found on the Graduate School website) should be submitted to the Graduate School 3 weeks prior to the final examination and/or before the semester deadline set by the Graduate School (see graduate school calendar). The final exam may be scheduled at the least three months after passing the general exam. 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 have 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.

- Dissertation must be submitted to the Advisory Committee at least 3 weeks before the final examination date (the Graduate Secretary will usually email a reminder to the student and committee). Also, once the Graduate School Dean’s Representative is selected, the Graduate Secretary will inform both the student and faculty advisor of the Rep’s name and contact information. It is the student’s responsibility to contact the Dean’s Rep and provide him/her with the details of the exam.

- After the completion of the exam, the exam results sheets (pass/fail sheets) as well as the dissertation 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!).

- The dissertation should be submitted by the major professor and the student, respectively, to the Graduate School before the semester deadline set by the Graduate School. Please refer to the Thesis and Dissertation Guidelines (on the graduate school’s website).

- 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.

CHANGES TO AN ESTABLISHED COMMITTEE

- A student’s Advisory Committee should be established during the first semester (see guidelines on the first page of this checklist). 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 Secretary, along with an attached memo to the graduate school. This form must be approved and signed by all committee members.

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IMPORTANT REMINDERS AND RESOURCES

Graduate Program Coordinator  Graduate Program Secretary
Dr. Ayman Okeil  Julie Mueller
Room 3513E Patrick Taylor Hall  Room 3508 Patrick Taylor Hall
Phone: (225) 578-7048  Phone: (225) 578-9170
Email: aokeil@lsu.edu  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 (hand-written is strongly discouraged)

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”