



college of engineering and computing • civil and environmental engineering

GRADUATE STUDENT HANDBOOK

Master of Science (MS)

Master of Engineering (ME)

Spring 2012

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MASTERS (MS/ME) STUDENT GUIDELINES

Civil and Environmental Engineering

University of South Carolina
Columbia, SC 29208

Master's of Science (MS) – 30 credit hours beyond the baccalaureate, including 6 credit hours of ECIV 799, (thesis preparation). Requires a thesis defense.

Master's of Engineering (ME) – 30 credit hours of course work beyond the baccalaureate degree. This is a non-thesis degree.

APOGEE – the degree and form requirements of MS/ME students in this program are the same as on-campus MS/ME students.

GENERAL

The Master of Science and Master of Engineering degrees are designed to provide a strong foundation for pursuing careers in the civil and environmental engineering industry. Areas of study include: Environmental Engineering, Geotechnical Engineering, Structural Engineering, Transportation Engineering and Water Resources Engineering.

The following guidelines are offered to assist master students in preparing for their comprehensive examinations, thesis defense (MS only) and graduation. These guidelines are consistent with the requirements imposed by the Graduate School, and they further interpret and explain the position of the faculty in Civil and Environmental Engineering regarding how the specific requirements are to be satisfied. These guidelines are not intended to replace or supersede any requirements stated in the Graduate Studies Bulletin or the CEE Department website. Candidates are urged to familiarize themselves with such requirements and are personally responsible for meeting both requirements set by the Graduate School and the Civil and Environmental Engineering Department.

GRADUATE STUDENT RESPONSIBILITY

It is the responsibility of every student to become familiar with the rules and policies in effect at the time the student first enrolls in the graduate studies program. Students should also initiate discussions with their academic advisor regarding scheduling the necessary examinations in accordance with departmental and Graduate School regulations.

STUDENT NAME: _____ FIRST TERM: _____

ADVISOR: _____

MASTER of SCIENCE (MS) PROGRAM TIMELINE		
Requirement	Target Date	Date Completed
Appointment of Thesis Committee (CEE blue form)	By End of 1 st Semester	
Program of Study* (form MPOS)	By End of 2 nd Semester	
Comprehensive Exam/Thesis Defense (CEE gold form) (form G-TSF*)	Final Semester Must be enrolled in 1 credit hour, minimum	
Evaluation Rubric 1 to each committee member	Distributed at Thesis Defense	
Submission of Thesis to Graduate School	For Deadlines See: http://gradschool.sc.edu/importantdates.asp	
Application for Degree* (form AS-126)	For Deadlines See: http://gradschool.sc.edu/importantdates.asp	
Student Key Return/Office and Lab Clean up	After Defense/Prior to Graduating	
Graduate Contact Information	After Defense/Prior to Graduating	
<p><i>It is the responsibility of the student to secure the location for the Thesis Defense. Defenses are typically held in the CEE Department Large Conference Room. See C230 or C229 to inquire about room availability.</i></p>		

MASTER of ENGINEERING (ME) PROGRAM TIMELINE		
Requirement	Target Date	Date Completed
Program of Study* (form MPOS)	By End of 2 nd Semester	
Comprehensive Assessment	Completion of Core Courses 1. Career Planning Document 2. Written Summary of ECIV 797 Report	
Application for Degree* (form AS-126)	For Deadlines See: http://gradschool.sc.edu/importantdates.asp	
Student Key Return/Office and Lab Clean Up	When Applicable	
Graduate Contact Information	Prior to Graduating	

*Forms must be completed on-line and can be found: www.gradschool.sc.edu/DocLibrary/. These documents are also part of the graduate school degree audit process, therefore they must be approved and on file with the graduate school in order to be cleared for graduation.

The MS/ME student is given 6 years to complete all degree requirements.

ADMISSION

Students with Bachelor of Science (B.S.) degrees in Civil Engineering are eligible to enter the M.S. or M.E. degree programs. The M.E. degree is only available to students with B.S. degrees in engineering. Students with engineering degrees in areas other than civil engineering may be required to complete deficiency/prerequisite undergraduate courses. Outstanding students with non-engineering baccalaureate degrees may qualify for admission to the M.S. degree program, with the understanding that they must take specified deficiency/prerequisite courses. As a minimum, the following deficiency/prerequisite courses or equivalent will be required: MATH 141, 142 and 242; CHEM 111; PHYS 211 and 212; ECIV 200; ECIV 201; STAT 509. Students will also be required to take all undergraduate courses that are listed as prerequisites for courses taken for graduate credit. In general, deficiency/prerequisite courses must be completed with a B average. Specific Program Areas (Environmental Engineering, Geotechnical Engineering, Structural Engineering, Transportation Engineering and Water Resources Engineering) may require additional course work.

An undergraduate grade point average (GPA) of 2.8 on a 4.0 scale, and 3.0 on a 4.0 scale on any graduate course work is required for students wishing to enter the M.S. or M.E. degree programs with B.S. degrees in engineering. Exceptions to the minimum undergraduate GPA requirements for admission to the M.S. and M.E. degree programs may be made for students with special qualifications.

For students with non-engineering baccalaureate degrees, or engineering degrees from programs not accredited by ABET, the minimum grade requirement is a GPA of 3.0 on a 4.0 scale on their undergraduate coursework, and 3.0 on a 4.0 scale on any graduate course work.

The general Graduate Record Examination (GRE) is required for all students entering the M.S. degree program. Typically, successful applicants have combined scores of at least 1100 on the Verbal and Quantitative (V + Q) sections, 3.5 on the Analytical Writing section.

The general Graduate Record Examination (GRE) is not required for students entering the M.E. degree program providing the student has a GPA > 2.8 and a B.S. degree in civil or environmental engineering from an ABET accredited school. The GRE is required for applicants not meeting these requirements. Typically, successful applicants have combined scores of at least 1100 on the Verbal and Quantitative (V + Q) sections, and 3.5 on the Analytical Writing section.

International students must obtain a minimum score of 570 (paper-based) or 80 (Internet-based) on the TOEFL exam. The IELTS (International English Language Testing System) exam is accepted in place of the TOEFL with expected minimum score of 6.5. In addition, students whose native language is not English are required to take a diagnostic test in English when they arrive at the University. Students with deficiencies are provided an opportunity for further study in reading, writing and speaking English.

A combined B.S./M.S. or B.S./M.E. (Accelerated) degree program is available to undergraduate Civil and Environmental Engineering students with GPAs of 3.5 or above and 90 or more hours earned toward their baccalaureate degrees. Up to 12 credit hours of 500-level or above courses taken as an undergraduate student may be applied toward the M.S. or M.E. Civil and Environmental Engineering degree requirements. A maximum of 6 hours of 500 level courses can be applied to both the B.S. and M.S. or M.E. degrees. The approval of the student's advisor and the Department of Civil and Environmental Engineering Graduate Director are required. Questions about this program may be directed to the Civil and Environmental Engineering Graduate Director.

IMMUNIZATION

University policy requires all students complete and submit records of immunization before registering for classes. The necessary forms with instructions can be found: http://www.sa.sc.edu/shs/form/new_imm_form.pdf. APOGEE students fall under Section D on the immunization form. Mail or fax forms to: University of South Carolina, Thomas Student Health Center, Immunization Clinic, 1409 Devine Street, Columbia, SC 29208. FAX: (803) 777-3955.

HEALTH INSURANCE

All graduate students and international students are required to have health insurance. Under the University requirement, graduate students enrolled in nine or more hours, all graduate assistants, and international students must either purchase the student health insurance plan offered by Pearce & Pearce or waive out by providing documentation of enrollment of a comparable health insurance plan. To waive out see <http://www.sa.sc.edu/shs/tshc/insurance.shtml> and submit as indicated on the form. Students must waive out each semester (excluding Maymester and summer sessions) or will be automatically enrolled into the student health insurance plan and billed by the Bursar's Office.

APOGEE students should not be automatically enrolled in USC's Health Insurance. If this charge appears on your tuition bill, please contact the Thomas Student Health Center directly, (803) 777-1916.

FINANCIAL AID

The department provides financial aid in the form of research and teaching/instructional assistantships to a limited number of qualified graduate students. Students indicating on their applications that they wish to be considered for assistantships or fellowships will automatically be considered for any available positions in the Department of Civil and Environmental Engineering. Students receiving assistantships must be enrolled as full-time students. Assistantships are renewable on a semester basis, but may be terminated at any time if a student fails to perform satisfactorily in his/her course work and research or teaching assignments or fails to maintain minimum academic standards. The Department of Civil and Environmental Engineering only awards research and teaching/instructional assistantships to M.S. and Ph.D. students.

Students receiving departmental teaching/instructional assistantships are expected to teach laboratories, grade papers, or perform other functions related to instructional activities. Teaching assistants are required to attend a two-day Instructional Development Project (IDP) workshop conducted by the Graduate School in mid-August. International students must also attend an earlier, two-day workshop. A student must be certified by The Graduate School prior to receiving a teaching/instructional assistantship. Student registration is done by the CEE student services office, C229.

Research assistantships are available via individual faculty research projects. Students desiring research assistantships are advised to contact faculty directly. Assistantship recipients receive stipends that range from \$1000 to \$6750 plus tuition and may also receive tuition fees and health insurance waivers. Academic fees are published in the Graduate Studies Bulletin.

Students should consult the Financial Aid and Fellowships section of the Graduate Studies Bulletin for information on non-departmental fellowships and other sources of financial support.

International students must provide evidence of financial resources sufficient to cover the expense of one year of study, including tuition, room, and board. This information must be submitted to the International Programs for Students Office prior to issuance of an I-20 or IAP-66 document. Visit the IPS website for more information: www.sa.sc.edu/iss.

ADVISEMENT

It is the student's responsibility to contact his or her faculty advisor to schedule an advisement time before the registration date each semester. Advisement for Summer I, Summer II and Fall Term registration is in the spring; advisement for Spring Term registration is in the fall. Graduate students are assigned a registration date and time for when they register for advised courses. The date and time to register each semester is viewable via the student's VIP account.

The Registrar's office sets the advisement schedule which is approximately two weeks after the spring and fall breaks. Please refer to the Registrar's website for this information (www.registrar.sc.edu). Students receiving departmental funding as research or teaching assistants must be registered in order to receive financial support.

APOGEE students are encouraged to meet with their faculty advisors when possible. If commuting distance does not allow, students may communicate via email and phone. The advisement form for APOGEE students can be found: <http://www.engr.sc.edu/apogee/index.html> (see registration DOC). Complete the form and submit via fax or email for advisor signature. The student will be notified, via email, when his or her registration hold has been lifted. All courses offered via video streaming in the College of Engineering and Computing are indicated by section 006. Non-APOGEE students are restricted from enrolling in and having access to video streaming.

ENROLLMENT

A graduate student may enroll for a term load not to exceed 15 graduate hours. The maximum course load in each of the two summer sessions is 6 hours. May session enrollment is part of the 6-hour limit for Summer I term. All MS students must be enrolled for at least 1 credit during any semester in which thesis progress is made and such University resources as the library, computer facilities, or faculty time are used.

A student with a term course load of 9 or more hours during a fall or spring term is classified as full-time for academic purposes. Graduate assistants carrying 6 or more hours for graduate credit are classified as full-time students.

ME students may enroll in 3-15 credit hours in spring/fall semesters. Summer session is optional.

MS Graduate students (US and International) receiving an assistantship and/or full tuition from the CEE Department are required by the CEE Department to be enrolled as follows:

<u>Semester</u>	<u>Number of Credit Hours</u>
Spring	9 credit hours
May session/Summer I	1 credit hour
Summer II	1 credit hour
	<i>(Or total of 2 credit hours in either Summer I or II)</i>
Fall	9 credit hours

Exceptions to this policy need to be discussed with your faculty advisor and approved by the Department Chair.

Graduate students receiving assistantships from the department must be registered for courses: fall semester by August 1st, spring semester by December 1st, and summer session by May 1st. Failing to meet these registration deadlines can result in a delay in continuing to receive a paycheck and receiving tuition funds (where applicable).

All MS students (including APOGEE) must be enrolled for at least 1 credit (i.e. ECIV 799) during any semester in which thesis progress is made and such University resources as the library, computer facilities, or faculty time are used. **Students MUST be enrolled for 1 credit (minimum) in the semester they defend and apply to graduate. No exceptions – this is part of the graduation audit process.**

The dean of The Graduate School, under certain circumstances, may certify that a student's full time enrollment is less than the normal requirement. This is known as Z-Status. Students seeking an exception to minimum enrollment requirements (Z-Status) should submit a written request to the dean of The Graduate School with acceptable justification from the student's academic advisor or the graduate director of the academic program. International students must also submit the approved *Exemption from Full-time Enrollment form* from International Programs for Students.

Students nearing completion of a M.S. degree may be granted special enrollment status and certified as half-time or full-time if the student has completed course work required for the degree except thesis preparation (ECIV 799). Eligibility requires verification by the student's academic advisor or program graduate director that:

- 1) all course work on the program of study has been completed except for thesis preparation (799).
- 2) the student is working on the thesis full-time, or if applicable, at least half-time; and
- 3) the student is not employed outside their graduate assistantship or, if applicable, employed no more than half-time if not on a graduate assistantship.

Z-status request for under-enrollment privilege must be term-specific and is limited to two terms. Z-status for under-enrollment privilege may be extended beyond two terms with the approval of and justification from the academic unit and with the approval of the dean of The Graduate School. Students who request exemption from full-time enrollment for financial aid purposes must submit the Special Academic Enrollment Release form (F 6.2) available from the Office of Financial Aid.

GA/TA TRAINING

All MS students who will serve as Instructional Assistants (IA) or Teaching Assistants (TA) are required to participate in the GA/TA training to become certified to teach. This training is offered through The Graduate School each August – students will enroll in GRAD 800 for certification. All information pertinent to this training will be sent via email from The Graduate School after the student has enrolled. Requirements for teaching certification must be completed in the first year of the program. In addition to GA/TA training, International students will also be required to complete two days of ITA – (*International Teaching Assistant*) workshop with the EPI office. Students must pass both workshops to be certified to teach.

CONCURRENT ENROLLMENT

Master students are allowed an opportunity to earn both a Masters and PhD degrees through concurrent enrollment. Students must consult with their faculty advisor and submit a concurrent enrollment form to the department Student Services Administrator. Application and transcripts will be reviewed by faculty in their area of interest: *Environmental, Geotechnical, Structures, Transportation or Water Resources* to determine eligibility. If admitted, concurrently enrolled students are allowed 8 years to complete both degrees.

DEGREE REQUIREMENTS

The requirements for M.S. and M.E. degrees in Civil and Environmental Engineering conform to the regulations of the Graduate School which includes a minimum of 30 credit hours. Graduate courses in Civil and Environmental Engineering are numbered 700 or higher. A limited number of courses numbered between 500 and 699 may be taken for graduate degree credit. Prescribed Core Courses are required for each area of study. The student is responsible for satisfying both departmental and The Graduate School requirements.

M.S.

Students are required to take 24 semester hours of coursework as approved by student's thesis committee and the Graduate Director and 6 semester hours of Thesis Preparation (ECIV 799). At least 15 hours of coursework must be 700-level or higher. Up to 9 semester hours of coursework may be taken outside of the department for degree credit with the approval of the student's advisor and the Graduate Director.

M.E.

Students are required to take 30 credit hours of coursework or 24 hours of coursework and 6 hours of ECIV 797 (as a Master of Engineering Project) as approved by student's advisor and the Graduate Director. At least 18 hours of coursework must be 700-level or higher. Up to 12 credit hours of coursework may be taken outside of the department for degree credit with the approval of the student's advisor and Department of Civil and Environmental Engineering Graduate Director.

In addition to the above requirements, all students are required to attend the Civil and Environmental Engineering Seminar (ECIV 798) in each semester in which they are full-time students. Full-time is defined as those on an assistantship and/or enrolled in 9 or more credit hours. APOGEE students are exempt.

ENROLLMENT IN COURSES OUTSIDE MAJOR AREA

Students wishing to enroll in courses outside the area to which they have been admitted should do so only with the permission of their academic advisor and should consult the department offering the course regarding eligibility and prerequisites. An individual who has been declined admission to a program may not continue to enroll in or audit courses in that area without special permission of that department even if the student has subsequently been admitted to another program.

<u>Degree</u>	<u>Credit hours allowed</u>
MS	9
ME	12

TRANSFER OF COURSE CREDIT

Course work not part of a completed certificate program or graduate degree from USC or another institution may be transferred for credit toward a Master's degree. Course work transferred from another institution must be relevant to the program and have course content and a level of instruction equivalent to that offered by the University's own graduate programs. Approval for acceptance of transfer credit to a student's program of study must be approved and justified by the student's academic program and submitted to the dean of The Graduate School for final approval on the *Request for Transfer of Academic Credit (G-RTC) form*.

No more than MS=9/ME=12 semester hours of graduate credit may be transferred into a Master's program in the CEE department. Only credits with grades of B or better may be transferred from another institution into a Master's program. Course work transferred for credit toward a Master's degree must be from an accredited institution and must be no more than 6 years old at the time of graduation. Transfer credit is not posted to the student's official academic transcript until the term of graduation.

ACADEMIC STANDARD FOR GRADE POINT AVERAGE

The cumulative grade point average (GPA) is defined as the GPA of all graduate credit courses recorded on the official USC transcript. In-date courses are 6 or less years old for Master's degree students. Revalidated courses are also included in the cumulative GPA calculation. Grades earned for graduate credits transferred from other colleges or universities are not included in the cumulative GPA.

ACADEMIC STANDARD FOR PROGRESSION

Graduate courses may be passed for degree credit with a grade as low as C, but a degree-seeking student must maintain at least a B (3.00 on a 4.00 scale) cumulative grade point average. Programs may cancel a student's registration privilege if the student fails to make adequate progress toward degree as defined by the program's academic policies. A student's registration privileges may also be cancelled for failure to meet academic standards as defined by The Graduate School.

ACADEMIC STANDARD FOR GRADUATION

At the time of graduation, the student's graduate cumulative grade point average (GPA) must be at least 3.00 (B) on a 4.00 scale. Additionally, the student's average on all grades recorded on the program of study for courses numbered 700 or above must be at least 3.00 and all courses listed on the program of study must be at least 3.00.

ACADEMIC SUSPENSION POLICY

Graduate degree-seeking students whose cumulative grade point average (GPA) drops below 3.00 (B) will be placed on academic probation by The Graduate School and allowed one calendar year in which to raise the cumulative GPA to at least 3.00. In the case of conversion of grades of incomplete that cause a cumulative GPA to drop below 3.00, a degree-seeking student will be placed on academic probation at the end of the semester in which the grade is posted. Students whose cumulative GPA falls below the required minimum of 3.00 by receiving a grade for a course in which they received a grade of Incomplete will, instead of a one-year probationary period, be granted only one major semester of probation dating

from the semester in which the Incomplete conversion grade is received by the registrar in which to raise their cumulative GPA to 3.00 or above. Students who do not reach a cumulative 3.00 grade point average during the probationary period will be suspended from graduate study and will not be permitted to enroll for further graduate course work as a degree or a non-degree student.

Civil and Environmental Masters students must maintain a 3.0 average on coursework required for the degree program. They must also perform research and other duties related to their area in accordance with and assigned by their faculty advisor. Students' performance in the program is evaluated each semester, failure to meet the requirements and perform research can result in termination of the assistantship and/or termination from the Civil and Environmental Engineering Masters program.

USC HONOR CODE

Students are expected to abide by the USC Honor code (Academic Responsibility-<http://www.sc.edu/policies/indxtabl.html#STAF>). You are expected to practice the highest possible standards of academic integrity. Violations of the University's Honor Code include, but are not limited to **improper citation of sources, using another student's work, and any other form of academic misrepresentation.** For more information, see the **Carolina Community** (www.sa.sc.edu/carolinacommunity/index) Student Handbook. Cheating will not be tolerated. Plagiarism will not be tolerated.

PLAGIARISM

Students are responsible for understanding and avoiding plagiarism. Plagiarism is a form of representing someone else's work as if it were your own. Inadvertent plagiarism is still plagiarism. For more information about avoiding plagiarism and properly citing or acknowledging other's work, please see the following:

Purdue University (<http://owl.english.purdue.edu/owl/resource/589/01/>)

Indiana University (<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>)

Northwestern University (<http://www.northwestern.edu/uacc/plagiar.html>)

University of South Carolina School of Law (<http://professionalism.law.sc.edu/docs/plagiarism.pdf>)

University of North Carolina (<http://www.unc.edu/depts/wcweb/handouts/plagiarism.html>)

Princeton University (<http://www.princeton.edu/pr/pub/integrity/08/plagiarism/>)

Note: Both cheating and plagiarism can be grounds for termination of: student enrollment, degree and assistantship and may result in expulsion from USC.

PROGRAM OF STUDY

Every student must file a Master's program of study (M-POS) in The Graduate School for approval by the dean of The Graduate School. A program of study is a list of courses that satisfy degree requirements, and it must be approved by the student's advisor, the graduate director, and the dean of The Graduate School. The program of study should not list any courses that are not required for the degree. This formal agreement serves a number of purposes that benefit both the student and the University. It allows the student and the advisor to engage in early planning of course work, explore research interests, and discuss

requirements for progress toward degree; facilitates subsequent advisement; and protects the student in the event of unexpected curriculum or faculty changes. The student should file a completed Master's Program of Study form (M-POS) during the first semester. The M-POS must be filed within the first 12 months of course work. If necessary, an approved program of study can be modified with a Program Adjustment form. The MPOS is a **degree audit document**.

The student's average on all grades recorded on the program of study for courses numbered 700 or above must be at least 3.00 and all courses listed on the program of study must be at least 3.00. Letter grades of "D" are not allowed.

A maximum of 6 credits of ECIV 797 may be used on the Master's Program of Study.

USC undergraduate students having participated in the BS/Graduate Accelerated Program may use a maximum of 12 credit hours on the program of study. A maximum of 6 hours of 500 level courses can be used for both the B.S. and the M.S. or M.E.

THESIS COMMITTEE (MS Degree)

The M.S. Thesis Committee must be approved by the Department of Civil and Environmental Engineering. The committee generally consists of the student's academic advisor, who serves as the chair of the committee, and two additional faculty members from the Department of Civil and Environmental Engineering. Faculty from other Departments on the Columbia campus may also serve on the committee when appropriate.

The Thesis Committee should be composed only of faculty from the Columbia campus. Regular graduate faculty of any rank who hold the doctorate or the discipline's terminal degree and tenured faculty at the rank of full professor who do not hold the terminal degree may serve on or chair thesis committees. Research, clinical, and adjunct faculty at any rank who hold the terminal degree may serve on and chair a thesis committee with approval of the program and the dean of The Graduate School. Instructors and lecturers who do not hold the terminal degree may serve as members of thesis committees with justification from the program and approval of the dean of The Graduate School. Emeritus or emeriti faculty may continue to chair the thesis committee of a student under their direction at retirement and may be appointed as a member or a thesis committee with the approval of the program and the dean of The Graduate School.

COMPREHENSIVE EXAM

A comprehensive examination in the major field of study is required for all MS and ME degree candidates.

For the MS degree, the Comprehensive Exam is administered at the same time as the Thesis Defense. The CEE gold form, the G-TSF form and the Evaluation Rubric (see Attached Forms List) must be completed at time of defense and paperwork submitted as required by The Graduate School. The G-TSF is a **degree audit document**.

For the ME degree, a student passes the comprehensive assessment by demonstrating the ability to integrate graduate level coursework into engineering practice. This assessment can be met in one of two ways:

- 1) The ME degree candidate will prepare a 3 page written career planning document describing their past background, educational goals and achievements, how graduate level coursework was/will be integrated into his/her engineering practice, and future plans for career and professional development. The candidate submits this career plan to an advisory committee designated by the graduate director in consultation with the graduate committee and student's advisor.

--OR--

- 2) The ME degree candidate will prepare a 3 page written summary of the engineering project performed as part of ECIV 797 – *Research in Civil Engineering*. The candidate submits this report to an advisory committee designated by the graduate director in consultation with the graduate committee and student's advisor.

Written portions of the ME comprehensive assessment must be submitted to the advisory committee at least 1 month prior to graduation. The passage of the comprehensive assessment will be assessed in the semester the student applies for graduation. An example of the Evaluation Rubric used for the ME comprehensive exam is in the Attached Forms List at the end of this document.

The ME and MS Comprehensive exams remain valid for 2 years after which it must be retaken prior to graduation. The Graduate School must be notified by the graduate director of the student's academic program of successful completion of the comprehensive examinations.

PUBLICATIONS

A M.S. student must demonstrate the ability to conduct research and publish the findings in peer reviewed journals, conference proceedings and other works. At least 1 journal paper is expected from a M.S. thesis.

THESIS DEFENSE (MS Degree)

A M.S. thesis must be successfully defended before the student's Faculty Advisor and Thesis Committee. The Defense should be no fewer than 30 days before the date of graduation.

Completion of the thesis must be approved by the Thesis Committee and the signatures of the committee members must be obtained on the Thesis Signature Approval (G-TSF) form. The electronic submission of the thesis will not have title page signatures; this is to prevent theft and unauthorized use of signatures that otherwise might occur. The graduate director of the academic program will also be asked to sign the G-TSF form to affirm that your thesis follows The Chicago Manual of Style or another style manual endorsed by your program.

The G-TSF with signatures must be delivered to The Graduate School program coordinator who oversees the degree program. The G-TSF is to be submitted to the coordinator in an envelope marked "Confidential." Student may hand-deliver the form to The Graduate School program coordinator or may send it through the mail. The G-TSF must be received by the final-submission deadline in order for the student to be cleared for graduation. The G-TSF is a **degree audit document**.

APOGEE students: Due to the nature of the MS Comprehensive and Defense, APOGEE students need to be on-campus in Columbia. This is done in the final semester prior to graduation.

It is the responsibility of the student to secure the location for the Thesis Defense. Defenses are typically held in the CEE, Department Large Conference Room. See C230 or C229 to inquire about room availability. Students are to provide the Departmental Student Services Coordinator with an abstract, date, time and location of the thesis defense. This is due one week prior to the defense date and will be shared with CEE faculty and graduate students and serve as an announcement and/or invitation.

EXAMINATION OUTCOME

The “Evaluation Rubric – MS Comprehensive Exam” must be completed by the Faculty Advisor and each committee member following the MS Comprehensive Exam and Thesis Defense. The “Evaluation Rubric – ME Comprehensive Exam” must be completed by the Faculty Advisor and each committee member following the ME Comprehensive Exam and Thesis Defense. These forms are submitted to the Departmental Student Services Office, C229.

The MS candidate must PASS the Comprehensive Exam and Defense to satisfy the requirements of the Master of Science degree.

The ME candidate must PASS the Comprehensive Assessment to satisfy the requirements of the Master of Engineering degree.

THESIS SUBMISSION (MS Degree)

The thesis is submitted to The Graduate School through the electronic thesis and dissertation (ETD) submission process. Instructions for submission should be read thoroughly and followed explicitly, including deadlines for format check and final submission. The preliminary thesis document will need to be submitted electronically to The Graduate School for a format check not later than five weeks before graduation through the ProQuest/UMI ETD portal. The Graduate School coordinator for the academic program will respond with any needed corrections or revisions. **At least 20 days prior to graduation, the candidate must submit the final revision of the dissertation through the ETD process.** Students will receive notification of receipt of the final dissertation submission from The Graduate School program coordinator.

The thesis must be reproduced by ProQuest/UMI for archival purposes as per the laws of the State of South Carolina and must be archived by the University library. Additional information on publication and copyright options is available on the website of The Graduate School.

No paper copies of the thesis are required by the Graduate School. If the academic program requires students to submit a bound copy of the thesis, the department and student are responsible for obtaining the copy. The website of The Graduate School provides several options for thesis binding and/or obtaining paper copies.

APPLICATION FOR DEGREE

All students enrolled in a Master’s degree program must file the application for degree/graduation available on the website of the Office of the University Registrar with The Graduate School within the first 15 class days of the fall or spring semester in which the degree is to be awarded, or within the first 10 class days of Summer Session I if the degree is to be awarded at the end of the summer (even if the student does not plan to take courses until the second summer session). Although some departments do not require students to provide the academic program with copies of the application for graduation, The MS/ME Guidelines – Fall 2011

Graduate School recommends that students do provide a copy to the academic program to facilitate assessment of degree requirements. Applicants are encouraged to consult with the academic program to confirm that all requirements for graduation have been met.

Applications for graduation submitted after the announced filing deadline will be accepted if supported by a letter from the graduate director of the student's program and accompanied by a late fee of \$25, which increases by \$25 every 30 days after the deadline. Deadlines are posted for each term on the official academic calendar of the University found on the website of the Office of the University Registrar. Any late application that lacks the supporting letter or late fee will be processed for the following term.

The Graduate School forwards the application for degree/graduation form to the Office of the University Registrar to start the degree audit process. In VIP, students should view their Graduation Degree Application to confirm the accuracy of the information submitted and to correct any errors so the diploma is printed correctly. It is also important to inspect the VIP graduation degree application information to determine if there are any holds that will prevent issue of an official transcript or mailing of the diploma. At the end of the semester, the degree program and The Graduate School both assess for degree audit whether all requirements have been completed, and then forward a recommendation to the Registrar to approve or disapprove award of the degree.

At the time of graduation, the student's cumulative grade point average (GPA) must be at least 3.00. Additionally, the student's average on all grades recorded on the program of study for courses numbered 700 or above must be at least 3.00 and all courses listed on the program of study must be at least 3.00.

STUDENT KEY RETURN:

Please place all keys issued during your studies, the completed key return form, in an envelope and return to C230 or C229.

CLEAN UP

All students are required to clean out assigned work space (office and lab) of all personal research and course related materials prior to turning in keys and graduating. All borrowed items should be returned to the owner(s). Any unused office supplies (including empty 3 ring binders) are to be returned to the supply closet. Materials in the labs related to your research should be approved by your faculty advisor prior to disposal.

Note: A department block will be placed on your graduation if keys are not returned and office and lab space have not been cleared.

GRADUATE CONTACT INFORMATION:

Please take the time to complete the Graduate Contact Information form so that we may keep in touch with you. If the home address changes or career moves you to a different company please don't forget to let us know. Send Karen Ammarell an email: ammarell@cec.sc.edu to update your contact information.

DEGREE CONFERRAL

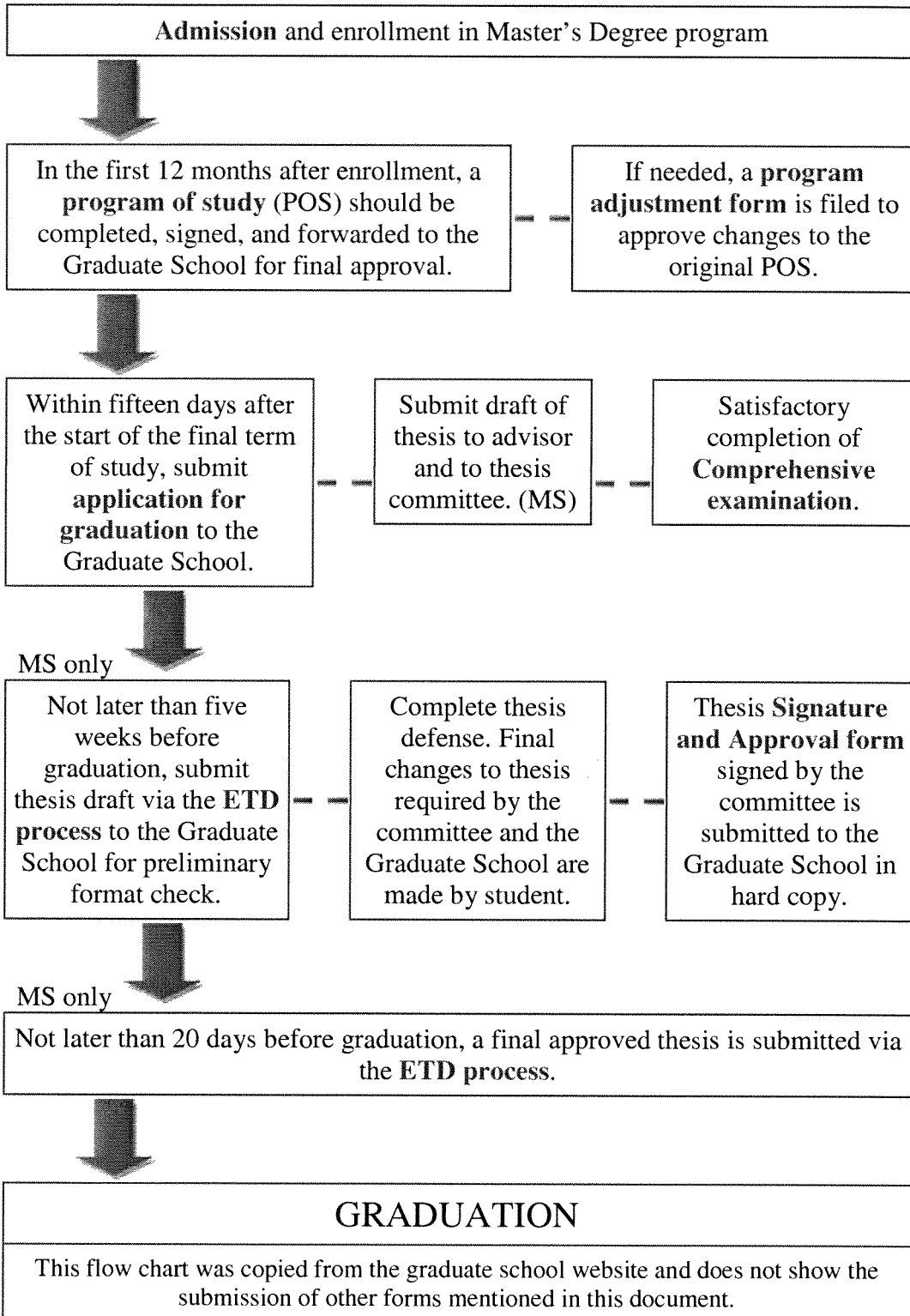
Upon confirmation of a clear degree audit, the degree will be posted by the Office of the University Registrar to the student's official academic record. The degree award is posted to the student's transcript within 6 weeks after the commencement ceremony. Degree candidates may wish to check periodically the Academics tab of VIP, Record of Academic Work for Advisement Only section, to see if the degree is posted. Diplomas will be mailed to the address recorded on the application for graduation via first class mail to U.S. addresses and via registered airmail to international addresses. Graduates may expect to receive the diploma within three months after the commencement exercises.

Note: Degrees cannot be awarded retroactively.

To pursue further graduate study after completion of a graduate degree, a student must submit a new application to The Graduate School.

ACADEMIC REGALIA

Attendance at graduation ceremonies is optional. Academic regalia worn for the graduation ceremony is sold by the University Bookstore in the Russell House located on Greene Street in Columbia. To place an order for academic regalia to wear for graduation, please telephone the University Bookstore at 803-777-4160 or visit the website at <http://sc.bkstore.com>. You may also order academic regalia from the Bookstore via a downloadable form available; http://sc.bncollege.com/wcsstore/sc/images/ContentPhotos/Grad_gear_fax_form.pdf. The completed form may be hand-carried or faxed to the University Bookstore at 803-777-4018.



Attached forms

- Advisement forms: APOGEE and on-campus
- AS-199 form – late registration request
- Exempt from Full-Time Enrollment (Z-status, Internationals only)
- Key Points for Advisement
- Prescribed Core Course Requirement List
- Concurrent Enrollment
- MS Appointment of Thesis Committee+
- Program of Study (form MPOS*)
- Request for Adjustment in Graduate Program (GS43*)
- ME Comprehensive Assessment (2 options)
- MS Thesis Defense & Comprehensive Examination+
- Evaluation Rubric: MS Comprehensive Exam+
- Thesis Signature and Approval Form (G-TSF*)+
- Application for Degree (AS-126*)
- Graduate Contact Information (CEE form)
- Student Key Return/Office and Lab Clean Up (where applicable)
- Department Faculty and Staff Phone List

+These forms are for the Master of Science (MS) degree only.

*These forms are on the graduate schools website: www.gradschool.sc.edu, see forms. On-line forms should be completed on-line, printed and necessary signatures obtained.

The information provided in this document was compiled summer 2010/updated fall 2011. Students should refer to the graduate school and department websites for inclusive up-to-date information. Most important: degree requirements, thesis submission process, core course listing and submission time lines.

www.gradschool.sc.edu
www.ce.sc.edu

Additional Information for International Students: <http://www.ip.sc.edu>

APOGEE students will receive login information with userid and password to access video streaming prior to the start of each semester via email as listed on the graduate application. If you do not receive this information please contact the department student services office, (803) 777-9482. Any login and/or streaming problems please report via email to: ammarell@cec.sc.edu.



COLLEGE OF ENGINEERING
AND COMPUTING

UNIVERSITY OF SOUTH CAROLINA

APOGEE (GRADUATE DISTANCE EDUCATION PROGRAM)
DR. HANIF CHAUDHRY, ASSOCIATE DEAN FOR INTERNATIONAL PROGRAMS

APOGEE REGISTRATION FORM

Please complete and fax to your department for advisor signature.

Date: _____

Term of Registration: ___ Spring 2012 ___ Summer I or II 2012 ___ Fall 2012
 ___ Spring 2011 ___ Summer I or II 2011 ___ Fall 2011

Social Security Number: _____ - _____ - _____

Last Name: _____ First Name: _____

Degree Program:

- | | |
|--|---|
| <input type="checkbox"/> ME Chemical Engineering | <input type="checkbox"/> ME Civil & Environmental Engineering |
| <input type="checkbox"/> ME Computer Science & Engineering | <input type="checkbox"/> ME Electrical Engineering |
| <input type="checkbox"/> ME Mechanical Engineering | <input type="checkbox"/> ME Nuclear Engineering |
| <input type="checkbox"/> MS Chemical Engineering | <input type="checkbox"/> MS Civil & Environmental Engineering |
| <input type="checkbox"/> MS Computer Science & Engineering | <input type="checkbox"/> Masters of Software Engineering |
| <input type="checkbox"/> MS Electrical Engineering | <input type="checkbox"/> MS Mechanical Engineering |
| <input type="checkbox"/> MS Nuclear Engineering | <input type="checkbox"/> Ph.D. Chemical Engineering |
| <input type="checkbox"/> Ph.D. Civil & Environmental Engineering | <input type="checkbox"/> Ph.D. Computer Science & Engineering |
| <input type="checkbox"/> Ph.D. Electrical Engineering | <input type="checkbox"/> Ph.D. Mechanical Engineering |
| <input type="checkbox"/> Ph.D. Nuclear Engineering | |

Area of Specialization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Fax Number: _____ E-mail Address: _____

Course(s) for which you are applying: _____

Signature _____

Advisor Signature _____

UNIVERSITY OF SOUTH CAROLINA ADVISEMENT FORM

SIGNATURES ARE REQUIRED FOR ALL STUDENTS

* STUDENT NUMBER*	* NAME*	* ADVISOR'S NAME	* TERM
SCHOOL**	MAJOR**	* DEGREE**	* AREA OF EMPHASIS

* CHANGE MUST BE MADE AT THE OFFICE OF THE UNIVERSITY REGISTRAR

** CHANGE MUST BE MADE AT THE COLLEGE OFFICE

LOCAL ADDRESS WHILE ATTENDING USC _____

MAKE ADDRESS, TELEPHONE AND E-MAIL CORRECTIONS ONLINE BY LOGGING ON TO HTTP://VIP.SC.EDU

PHONE NUMBER: _____

E-MAIL ADDRESS: * _____

ANY DEVIATION FROM THIS RECOMMENDED PROGRAM OF STUDY MUST BE REPORTED TO THE ACADEMIC ADVISOR IMMEDIATELY FOLLOWING REGISTRATION. ADVISEMENT FOR ALTERNATIVE COURSES IS OPTIONAL AT THE DISCRETION OF THE ACADEMIC ADVISOR.

DEPARTMENT	COURSE NUMBER	CREDIT	ALTERNATE		REMARKS
			DEPARTMENT	COURSE NUMBER	
<p>*- indicates required information</p> <p>This form is used by our on-campus students for advisement purposes. It is available in C229 (in triplicate) and must be completed PRIOR to registration each semester.</p> <p>Please use only one form each semester for advisement. Summer I, Summer II and Fall can be listed on one form together.</p> <p>It is the students responsibility to schedule time to meet with his/her advisor prior to on-line registration.</p>					

COMMENTS: ECIV courses: 797, 799 and 899 require special course authorization to enroll. Students must also use the 6 digit schedule code to register for these courses via VIP. If you have trouble with registration, please contact your student services coordinator in CEE for assistance.

I UNDERSTAND THAT ADHERENCE TO THIS PROGRAM OF STUDY IS NECESSARY IN ORDER TO MAKE PROGRESS TOWARD THE DEGREE INDICATED. I UNDERSTAND THAT I MAY BE REMOVED FROM ANY CLASS FOR WHICH PREREQUISITES OR OTHER DEFINED REQUIREMENTS HAVE NOT BEEN MET.

* STUDENT'S SIGNATURE	* DATE	* ADVISOR'S SIGNATURE	* DATE
--------------------------	-----------	--------------------------	-----------



International Student Services

University of South Carolina • International Programs

Z-Status.

see page 6 for more information

Exemption from Full-Time Enrollment Request For F-1 and J-1 Student Visas

BYRNES BUILDING SUITE 123 • COLUMBIA, SC 29208
PHONE: 803-777-7461 • FAX: 803-777-0462 • E-MAIL: ISS@SC.EDU • WWW.ISS.SC.EDU

To maintain F-1 or J-1 visa status, international students must be enrolled full-time each fall and spring semester. Full-time enrollment is 12 hours for undergraduates, 9 hours for graduate students without an assistantship, and 6 hours for graduate students with an assistantship. For every semester a student enrolls less than full-time, authorization must be granted by submitting this form to International Students Services.

Graduate students who have completed required coursework and are working on a thesis or dissertation need to submit this form only once, before the first semester of under-enrollment. Any exemptions from graduate assistantship enrollment requirements must be requested in the Graduate School.

Please Note: This exemption request is for immigration purposes only. Please consult your academic department and the Graduate School to determine additional enrollment requirements.

To be completed by student:

Family Name _____ First Name _____

Last Four Digits of University of South Carolina Student I.D. Number _____

E-mail _____ Telephone _____

Visa type: F-1 J-1 Degree Program: Bachelor's Master's Ph.D. Major _____

I hereby certify that the reason for less than full-time enrollment is correct:

Student's Signature _____ Date _____

To be completed by Academic Advisor:

Please indicate why you recommend the above student to enroll less than full-time for:

Fall Spring, 20_____

Initial difficulties with the English language

Initial difficulties with reading requirements or teaching methods

Improper course level placement

Student, with coursework to be completed only, in final semester of degree program

Graduate student; coursework completed and working on thesis or dissertation only (No further exemption requests required, but student must enroll in at least one credit hour for each spring and fall term to maintain visa status.)

Other: _____

Comments: _____

Please note: United States Citizenship and Immigration Services does not consider financial or scheduling difficulties to be valid reasons for enrolling less than full-time.

Academic Advisor: _____ Department: _____

Telephone: _____ Email: _____

Academic Advisor's Signature: _____ Date: _____

Z-Status



Request for Special Enrollment Status

If you are employed more than half-time, outside of your GA, you are NOT eligible for Z Status

Last Name: First Name: M.I.: SSN#

Street: City: State: Zip:

Email: Phone:

School: Major: Degree:

Effective Term(s) Fall Year Spring Year Summer Year

Note: One form may be used for two terms. Limit two terms unless justification for extension is provided.

Graduate Director **or** Major Professor (Print Full Name)

Email: Phone:

Check all boxes that apply

- Student has previously been enrolled under Special Enrollment (Z Status).
- Student is not employed (outside GA responsibility). **or** Student is not employed more than half-time (outside GA responsibility).
- Student is working on: Thesis Dissertation Full-Time Part-Time
- All coursework on the Program of Study required for the degree (excluding 799 or 899) has been completed.
- Student is completing an internship or capstone course as the sole remaining requirement for their degree and should be considered full time although enrolled in less than 6-9 hours.
- Student is, or will be, employed as a Graduate Assistant during the term(s) referenced above.
- Student is requesting Family Medical Leave Act (FMLA) and medical document is attached.
- Student is requesting or receiving external financial aid (ie: a student loan guaranteed by the State or Federal Government). If checked, Special Academic Enrollment Release for financial aid (Form 6.2) is also required and must be submitted separately. Contact Office of Financial Aid with questions or to request a copy of the form.

International Students must submit, through the Office of International Student Services (ISS), a request for a Exemption From Full-Time Enrollment Form. ISS must approve the request before it comes to the Graduate School. This form does not replace this Z Status Form and must be submitted separately to ISS.

Endorsements (your signature attests the above statements are accurate):

Student's Signature: _____ Date: _____

Signature of Graduate Director/Major Professor: _____ Date: _____

Dean of The Graduate School: _____ Date: _____

Key Points for advisement/registration/tuition payment

- You must meet with your advisor to determine course(s) and number of credit hours to be enrolled for the upcoming semester. Bring signed advisement form to C229 to have registration hold lifted. Full time enrollment, as defined by the CEE department, is 9 credit hours. Summer I/Summer II and fall advisement may be listed on one advisement form. Advisement forms for on-campus students are available in C229. APOGEE students please submit the on-line form at: <http://www.engr.sc.edu/apogee/index.html>. Student advisement holds will be lifted after advisement forms have been signed by your faculty advisor.
- **Registration** – US and International students receiving full departmental funds must register as follows: 9 credit hours each fall and spring semester (6 credits if assistantship is from faculty startup funds) and a minimum of 1 credit hour each summer session. (or 2 total). Non-funded and APOGEE students are exempt.
- Register for these courses via your VIP. **ALL graduate students MUST be registered: Fall semester by Aug 1; Spring/May session/Summer by December 1.** If registering for ECIV 797, 799 or 899, please use the 6 digit schedule code when adding this course to your schedule.
- Insurance waivers must be submitted **each semester**, proof of other insurance is required. <http://www.sa.sc.edu/shs/tshc/insurance.shtml>
- It is **mandatory** for all graduate students receiving financial assistance from the department, to register for the ECIV 798 seminar series, each fall and spring semester, when offered. This is a pass/fail course based on attendance and is a zero credit hours. Apogee students are exempt. All others are encouraged to attend.
- **New Admits** - If you had conditions placed on your admission by the graduate school, you must meet these conditions prior to registering for your **second** semester. Please review your admission letter, provide the graduate school with necessary information. If you do not have a copy of the letter, see student services in C229.
- **Z-Status** - If you have completed all course work required for your degree and will not carry full-time credit hours: **Internationals** - you must submit *an Exempt from Full-Time Enrollment form (Z-status)* to the IPS office for approval. An approved copy of this form along with a letter from your faculty advisor and signed by the Graduate Director must be submitted to the Graduate School for final approval. **US** students will **ONLY** submit a letter to the Graduate School. See pg. 6 for more information on Z-status.

If you get an error report when you register, read carefully. Other departments/offices may have placed a block on your registration. (i.e. outstanding parking violations, graduate school, etc). Or come to C229, I may be able to assist.

Paying your Tuition. .

- Tuition must be paid by 5:00pm the first day of class. The USC system performs automatic updates over night and drops students from all courses when tuition has not been paid.

If you are receiving funds from the dept (assistantship, tuition supplement etc) keep reading

- After you register via your VIP, wait for tuition to drop to in-state rates and send a copy of this bill to Nancy, Rm C218.
- Nancy will deposit your tuition supplement as financial aid on VIP. This is your money for you to pay tuition.
- You must then apply the financial aid funds to your tuition. **Nancy does not process tuition payment, she makes funds available for the student to do so.**
- The funds deposited into your financial aid are those awarded by your advisor. Any outstanding tuition and other charges must be paid by the student.
- Assistantships will be processed for Spring semester beginning December 1, (May 1st for Summer and August 1st for Fall). International students must be enrolled before the assistantship hire can be completed. Nancy will assume you are registered by the dates listed above, but please let her know if you are having any registration issues. If you are not registered, International Programs for Students will not process your assistantship and it will have to be re-submitted. This could cause problems with your paycheck and your tuition

Please visit: www.gradschool.sc.edu for important information regarding deadlines and submission of thesis/dissertation.

Prescribed Core Courses

Department of Civil and Environmental Engineering

University of South Carolina
Columbia, SC 29208

Each area of study has a minimum core requirement for the M.S., M.E., and Ph.D. degrees. The core requirements in the different areas of study are as follows:

Environmental (3 courses):

Required

- ECIV 750 - Principles of Environmental Engineering Process

any two from

- ECIV 555 - Principles of Municipal Solid Waste Engineering
- ECIV 556 - Air Pollution Control Engineering
- ECIV 558 - Environmental Engineering Process Modeling
- ECIV 751 - Water and Wastewater Treatment Theory I
- ECIV 752 - Water and Wastewater Treatment Theory II
- ECIV 753 - Unit Operations Laboratory for Water and Wastewater Treatment
- ECIV 755 - Industrial Wastewater Treatment

Geotechnical (4 courses)

Required

- ECIV 730 - Advanced Soil Mechanics

any three from

- ECIV 731 - Slope Stability, Retaining Systems, and Lateral Earth Pressure
- ECIV 732 - Theoretical and Numerical Methods in Geomechanics
- ECIV 733 - Physico-chemical Properties of Soils
- ECIV 734 - Dynamics of Soils and Foundations
- ECIV 736 - Ground Improvement Techniques
- ECIV 737 - Advanced Foundation Design

Structures (4 courses):

Required

- ECIV 720 - Advanced Structural Mechanics and Analysis

any three from

- ECIV 722 - Theory and Design of Plates and Shells
- ECIV 724 - Dynamics of Structures
- ECIV 725 - Advanced Analysis and Design in Structural Metals

Structures – any three from (continued)

- ECIV 726 - Repair and Retrofit of Structures
- ECIV 727 - Advanced Analysis and Design of Reinforced Concrete
- ECIV 728 – Pre-stressed Concrete Analysis and Design
- ECIV 737 - Advanced Foundation Design

Transportation (3 courses):

One from

- ECIV 535 - Geotechnical Engineering in Transportation
- ECIV 540 - Transportation Systems Planning
- ECIV 541 - Highway Design

One from

- ECIV 542 - Traffic Engineering
- ECIV 748 - Traffic Flow Theory

One from

- ECIV 705 - Deterministic Civil and Environmental Systems Engineering
- ECIV 706 - Probabilistic Civil and Environmental Systems Engineering

Water Resources (3 courses):

Option One:

Two from:

- ECIV 760 - Computational Hydraulics
- ECIV 761 - Numerical Methods in Subsurface Hydrology
- ECIV 762 - Advanced Hydrology
- ECIV 763 - Unsaturated Flow Theory
- ECIV 764 - Contaminant Transport
- ECIV 765 - Erosion and Sediment Control
- ECIV 766 - Fluid Transients
- ECIV 767 - Sediment Transport and River Mechanics

and one from:

- ECIV 560 - Open Channel Hydraulics
- ECIV 562 - Engineering Hydrology
- ECIV 563 - Subsurface Hydrology

Option Two:

Three from:

- ECIV 760 - Computational Hydraulics
- ECIV 761 - Numerical Methods in Subsurface Hydrology
- ECIV 762 - Advanced Hydrology
- ECIV 763 - Unsaturated Flow Theory
- ECIV 764 - Contaminant Transport
- ECIV 765 - Erosion and Sediment Control
- ECIV 766 - Fluid Transients

Civil and Environmental Engineering
CONCURRENT ENROLLMENT
 Application

NAME: _____ DATE: _____

Student Number: (last 4 digits) _____

Undergraduate GPA: _____

Graduate GPA: _____

CURRENT DEGREE Information

CONCURRENT DEGREE Information

Current Degree: ME MS PhD

Request Concurrent Enrollment: ME MS PhD

Current Program Area:

- Environmental
- Geotechnical
- Structures
- Transportation
- Water Resources

Request Concurrent Enrollment:

- Environmental
- Geotechnical
- Structures
- Transportation
- Water Resources

Admitted to Current Program:

Sp/Su/Fall/Year: _____

Effective Term of Concurrent Enrollment:

Sp/Su/Fall/Year: _____

Student Signature: _____

Faculty Signature	Approve	Reject	Comment
Student Advisor: Print Name: _____ Signature: _____			
Program Area Faculty: Print Name: _____ Signature: _____			
Program Area Faculty: Print Name: _____ Signature: _____			
Graduate Director: Dr. Sarah Gassman Signature: _____			

Place form in student file folder with print out of current transcript and circulate for approval.
 This form is internal to the CEE Department.

M. S. APPOINTMENT OF THESIS COMMITTEE

Department of Civil & Environmental Engineering

DATE: _____

STUDENT: _____

ID#: _____

ADVISOR: _____ (please print)

THESIS COMMITTEE: *Please Print and Sign Name.*

1. _____ (Advisor)

2. _____ (Required)

3. _____ (Required)

4. _____ (Optional)

5. _____ (Optional)

GRADUATE DIRECTOR
Civil & Environmental Engineering

Guidelines for Appointment of Thesis Committees

The Thesis Committee is a program faculty committee approved by the department or school. Qualified faculty should be invited to serve as a committee member by the MS student.

1. The Thesis Committee should be composed only of faculty from the Columbia campus. Regular graduate faculty of any rank who hold the doctorate or the discipline's terminal degree and tenured faculty at the rank of full professor who do not hold the terminal degree may serve on or chair thesis committees.
2. Research, clinical, and adjunct faculty at any rank who hold the terminal degree may serve on and chair a thesis committee with approval of the program and the dean of The Graduate School.
3. Instructors and lecturers who do not hold the terminal degree may serve as members of thesis committees with justification from the program and approval of the dean of The Graduate School.
4. Emeritus or emeriti faculty may continue to chair the thesis committee of a student under their direction at retirement and may be appointed as a member or a thesis committee with the approval of the program and the dean of The Graduate School.

Selection of a topic and work on the thesis are approved and directed by a faculty committee that is approved by the department and by The Graduate School. Before beginning to work on the thesis, students should obtain and read a copy of The Graduate School's general thesis guidelines. They should also consult The Graduate School's homepage for deadlines for submitting final copies.

Any student who uses University facilities or confers with faculty on thesis work in any semester must be officially enrolled for at least one hour of thesis credit.

This form is internal to the Civil and Environmental Engineering Dept. Please see: <http://gradschool.sc.edu/thesisdissertation/thesis-forms.htm>, for additional information on forms required by the Graduate School.



Masters Degree or Certificate Program of Study

This form should be filled out on your computer, then saved with a new file name to your local disk.
Next, print the form and obtain the necessary signatures.

Name: _____ **SSN:** _____
Last Name First Name Middle Name

Address: _____
Street Apt, if any City State Zip Code

Degree: ME or MS **Major:** Civil and Environmental Engineering **Track:** Program Area Here

Admitted to Program: _____
Foreign Language is not required by CEE

Foreign Language required: _____ Date Completed _____

Other Requirements: _____

PROGRAM OF COURSES

In the spaces provided below, list all courses for which approval is requested in the master's degree (including thesis, if required) or certificate program. Example: ENGL 751 Amer. Novel in 20th Cent. Do not list courses not specifically required for the master's or certificate program. Note that any course on this program which exceeds the 6 year limit (before the degree is awarded) must be revalidated or replaced with another course.

Dept Prefix	Course Number	Abbreviated Course Title	Term Completed	Year	Credit Hours	Grade	Where Taken
		For ME and MS students					
		Please follow the guidelines listed					
		in "Degree Requirements"					
		and "Program of Study" for					
		completing this form.					
		Program area (track) refers to					
		Environmental, Geotechnical,					
		Structures, Transportation and					
		Water Resources					

Approved

Student Signature Date: _____ Graduate Director of School or Dept Date: _____

Major Professor/Chair of Adv Committee Date: _____ Dean of the Graduate School Date: _____

THE GRADUATE SCHOOL
UNIVERSITY OF SOUTH CAROLINA

REQUEST FOR ADJUSTMENT IN GRADUATE PROGRAM

This form is to be used when a student wishes to (1) delete a course from an approved Program of Study; or (2) add a course to an approved Program of Study. The form must be approved by the Advisor, Graduate Director, and Dean of the Graduate School. Please include course numbers and titles, and, if taken at another institution, the name of the institution.

Name _____ Social Security Number _____ Phone _____

Street _____ City _____ State _____ Zip _____

School or Department _____ Major _____ Degree Sought _____

DELETE

ADD

Course Number _____

Course Title _____

Course Number _____

Course Title _____

Course Number _____

Course Title _____

Course Number _____

Course Title _____

Course Number _____

Course Title _____

Course Number _____

Course Title _____

Course Number _____

Course Title _____

Course Number _____

Course Title _____

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Graduate Director Signature: _____

Date: _____

Dean of the Graduate School Signature: _____

Date: _____

Department of Civil and Environmental Engineering
University of South Carolina

EVALUATION RUBRIC: ME Comprehensive Assessment

Option 1. Career Planning Document

Evaluator: _____

Date: _____

Student Name: _____

	Excellent	Good	Satisfactory	Un-satisfactory
A. Content				
Describes relevant past background, educational goals and achievements.				
Demonstrates an understanding of how to integrate graduate level coursework into engineering practice.				
Outlines a clear plan for career and professional development. This includes steps towards obtaining professional licensure (FE and PE exams).				
Professional presentation (i.e. English grammar, organization, format, etc)				
B. Learning Outcomes				
Demonstrates expertise in a core subject area of civil and environmental engineering.				
Demonstrates a working knowledge of various areas of civil and environmental engineering and in related fields, including other engineering disciplines, the sciences, and mathematics.				
Applies knowledge of mathematics, science and engineering.				
Describes and discusses advances of knowledge in civil and environmental engineering.				
Demonstrates the basic skills required for life-long learning and professional development.				

Department of Civil and Environmental Engineering
University of South Carolina

EVALUATION RUBRIC: ME Comprehensive Assessment

Option 2. Written Summary of ECIV 797 Project

Evaluator: _____

Date: _____

Student Name: _____

	Excellent	Good	Satisfactory	Un-satisfactory
A. Content				
Clearly and comprehensively presents a summary of the project: purpose, introduction, body, and conclusions.				
Demonstrates the ability to design and conduct an original research project, with appropriate use of the scientific method, robust sampling, and analytical methodologies.				
Demonstrates the ability to justify and communicate the results and interpretations of an original research project.				
Professional presentation (i.e. English grammar, organization, format, etc)				
B. Learning Outcomes				
Demonstrates expertise in a core subject area of civil and environmental engineering.				
Demonstrates a working knowledge of various areas of civil and environmental engineering and in related fields, including other engineering disciplines, the sciences, and mathematics.				
Applies knowledge of mathematics, science and engineering.				
Describes and discusses advances of knowledge in civil and environmental engineering.				
Demonstrates the basic skills required for life-long learning and professional development.				

M. S. THESIS DEFENSE & COMPREHENSIVE EXAMINATION
Department of Civil & Environmental Engineering

DATE (today): _____

STUDENT: _____ **ID#:** _____

ADVISOR: _____ (please print)

THESIS COMMITTEE: *Please Print and Sign Name.*

1. _____ (Advisor)
2. _____ (Required)
3. _____ (Required)
4. _____ (Optional)
5. _____ (Optional)

DATE OF DEFENSE: _____

TITLE OF THESIS:

This student has successfully defended his/her thesis and passed the comprehensive examination as certified by the thesis committee listed above.

GRADUATE DIRECTOR
Civil & Environmental Engineering

This form is internal to the CEE department as well as filed with the graduate school for documentation of completion of the comprehensive and MS Defense. Please see the graduate schools website: <http://gradschool.sc.edu/thesisdissertation/thesis-checklist.htm> for additional forms required by the graduate school.

Department of Civil and Environmental Engineering
 University of South Carolina
EVALUATION RUBRIC: MS COMPREHENSIVE EXAM

Evaluator: _____

Defense Date: _____

Student Name: _____

	Excellent	Good	Satisfactory	Unsatisfactory
states a research problem in such a way that it clearly fits within the context of the literature in an area of study				
demonstrates the potential of the solution to the research problem in advancing knowledge within the area of study				
demonstrates the ability to apply knowledge of mathematics, science and engineering				
applies sound research methods/tools to problems in an area of study and describes the methods/tools effectively				
analyzes and interprets research data				
communicates research clearly and professionally in both written and oral forms appropriate to the field				
has demonstrated capability for independent research in the area of study, applying substantial expertise in that area and to making an original contribution to it				
Status of publications	Number Accepted	No. Under Review	Number in Preparation	
Journal				
Refereed conference				

Distribute one to each committee member.
 Committee member returns to C229.
 Updated: Summer 2010

-DEGREE AUDIT DOCUMENT-

This form must be brought with you to your defense. It is signed by your committee and graduate director. Placed in sealed envelope marked JO WOOLLEY - personal and confidential

The Graduate School

UNIVERSITY OF SOUTH CAROLINA

Thesis Signature and Approval Form (G-TSF)

TO THE DEAN OF THE GRADUATE SCHOOL:

Date

Last Name

First Name

Middle Name

Last 4 of SSN

Has presented to the committee a thesis defense in the field of:

Major Field

Degree

School/College

Date of Defense

and reports the results as follows:

PASSED thesis defense, student's committee has approved the manuscript.

Title of Thesis

Committee recommendation for delayed release (embargo) of dissemination. Please attach justification.

6 Months 1 Year 2 Years Not Approved Not Requested

FAILED thesis defense; please indicate recommendation relative to a second defense, if any:

Examining Committee

This form must be signed first by the major professor and then by all committee members

Director Signature

Type or Print Name

Additional Director Signature (If Applicable)

Type or Print Name

Reader Signature

Type or Print Name

Reader Signature

Type or Print Name

Reader Signature

Type or Print Name

Thesis Signature and Approval Form (G-TSF)

AUTHORIZED SUPPLEMENTARY MEDIA FILES FOR ELECTRONIC SUBMISSION

Please identify by name any multimedia files (optional) that have been approved for submission by the thesis committee.

File #1

File #2

File #3

File #4

Director Signature

Date

CITATION AND REFERENCE STYLE CERTIFICATION

The Chicago Manual of Style (the style of citation certified by the graduate school) was used in preparing this thesis.
URL: <http://www.chicagomanualofstyle.org/home.html>.

Another style of citation was used in preparing this thesis, and I, as Graduate Director, assume responsibility for certifying that this alternative style of citation selected correctly utilizes the style listed below.

Name of Style

Graduate Director's Signature

Date

Please deliver the completed form, in an envelope or folder marked G-TSF, with attention to the Graduate School Coordinator for your program to:

The Graduate School
901 Sumter Street
Byrnes Building, Room 304

Please contact the Graduate School at 803-777-4243 if you are not aware of who the Graduate School coordinator for your program is or if you have other questions regarding this form.

APPLICATION FOR DEGREE OR CERTIFICATE

*Date _____

UNIVERSITY OF SOUTH CAROLINA
Columbia, South Carolina 29208-0001

*Student ID Number *Graduation Term

Fields with a red asterisk (*) are required.

Candidate's Signature

Your diploma will be ordered from the information on this application; **so be certain it is correct.** Print your name the way you wish it to appear on your diploma - name of record must be used -- to change your name of record you must file legal documentation with the Office of the University Registrar.

*First Name (Please print) First Middle Name (Please print) Second Middle Name (if applicable)

*Last Name (Please print) Name Suffix (e.g. Jr., III, etc.) Local Area Code & Telephone Number

LOCAL ADDRESS: Information sent before the commencement exercises will be mailed to this address.

*Street - Line 1 Street - Line 2 *City *State *Zip Code + Four

PERMANENT/FORWARDING ADDRESS: This address will immediately become your permanent/forwarding address upon receipt of this form in the Office of the University Registrar. Diplomas and alumni information will be mailed to this address.

*Street - Line 1 Street - Line 2 *City *State *Zip Code + Four

DEGREE SOUGHT: _____ Country _____

COLUMBIA CAMPUS SCHOOL/COLLEGE STATEWIDE CAMPUSES

*DEGREE SOUGHT: *FIRST MAJOR NAME

SECOND MAJOR NAME MINOR NAME

AREA OF EMPHASIS #1 AREA OF EMPHASIS #2

*Will you attend Commencement Exercise? **Y = Yes**
N = No

Review your academic record. List all courses required for graduation which you have not completed, including any Incomplete grades. Consult with the dean at your school/college.

1. Dept. _____ Number _____ Credits _____ 4. Dept. _____ Number _____ Credits _____

2. Dept. _____ Number _____ Credits _____ 5. Dept. _____ Number _____ Credits _____

3. Dept. _____ Number _____ Credits _____ 6. Dept. _____ Number _____ Credits _____

Dean's Signature

GRADUATE STUDENTS ONLY: Thesis or Dissertation Title

DO NOT WRITE OR TYPE IN THE SPACE BELOW, FOR ADMINISTRATIVE USE ONLY.

Approved _____
Dean's Signature

Disapproved _____
Dean's Signature

Honors _____

Note to deans: All applications must be returned with an approval or disapproval signature.

Civil and Environmental Engineering Graduation Contact Information

The below information is for CEE departmental use only. Your contact information is necessary so that we may stay in touch and up to date on your achievements via our annual/bi-annual survey. The information in the survey will be used to fulfill ABET and SACS review criteria.

Please print all information provided.

Name: _____

Advisor: _____ Degree: BS ME MS PhD Year Graduated: _____
circle: May December

Permanent Mailing Address: (Please Print) (International Graduate Students please provide local address)

Phone: _____ This is my: work home cell
and/or
Phone: _____ This is my: work home cell

Personal Email Address: (i.e.: @gmail, @yahoo etc.), (not @email, @mailbox or @cec)

Upon Graduating I have secured a position with:

____ Academia ____ Industry ____ Other: please name: _____

Employer Name: _____

Employer Address: _____

Student Key Return/Office Clean Up
 Department of Civil and Environmental Engineering
 University of South Carolina

Student Name (please print full name): _____

KEYS: All keys to the buildings, offices and labs that were issued to you are to be returned to Room C230 in 300 Main prior to Graduation. Please note there is a \$25.00 fee charged for each lost key.

Date: _____

Key Manager Signature: _____

<u>Room and Location</u>	<u>Key Number</u>	<u>Status</u>
_____	_____	lost returned
_____	_____	lost returned
_____	_____	lost returned
_____	_____	lost returned
_____	_____	lost returned
_____	_____	lost returned

Fee Due (if applicable): (please see Nancy in C216 for receipt):

Amount Pd: _____ Receipt No.: _____ Ck. No.: _____ Date: _____

OFFICE SPACE: Students are required to clean out assigned work space (office and lab) of all personal, research and course related materials prior to turning in keys and graduation. All borrowed items should be returned to the owner(s). Any unused office supplies (including empty 3 ring binders) are to be returned to the supply closet. Materials in the labs related to your research, should be approved by your faculty advisor prior to disposal.

Submission of this form indicates your office/lab area(s) have been cleared.

Office Room Number: _____ Lab Room Number: _____

Office space checked by: _____ Lab space checked by: _____

(please print)
 Signature: Office: _____ Lab: _____

_____ Office space _____ Lab Space meets requirements, clear for graduation.
 _____ Office space _____ Lab Space does not meet requirements, request hold be placed on graduation.

GENERAL NOTES/Comments:

Failure to return keys and clean office/lab space will result in a department block on your graduation.

University of South Carolina
College of Engineering and Computing
Civil and Environmental Engineering
Faculty List

Name	Office	Phone Area code 803	Email
Dr. Nicole Berge Outreach Coordinator	C106 Environmental	777-7521	berge@cec.sc.edu
Dr. Juan Caicedo Chi Epsilon Advisor Undergraduate Dir.	C207 Structures	777-1925	caicedo@cec.sc.edu
Dr. M. Hanif Chaudhry	C224 Water Resources	777-3652	chaudhry@cec.sc.edu
Dr. Joe Flora	C209 Environmental	777-8954	flora@cec.sc.edu
Dr. Sarah Gassman, Graduate Director	C226 Geotechnical	777-8160	gassman@cec.sc.edu
Dr. Jonathan Goodall	C228 Water Resources	777-8184	goodall@cec.sc.edu
Dr. Nathan Huynh	C211 Transportation	777-8947	huynhn@cec.sc.edu
Dr. Jasim Imran	C225 Water Resources	777-1210	Imran@cec.sc.edu
Dr. Chunyang Liu	C227 Geotechnical	777-7160	liuch@cec.sc.edu
Dr. Fabio Matta	C210 Structures	777-1917	mattaf@cec.sc.edu
Dr. Robert Mullen Department Chair	C230 Structures	777-3614	rlm@cec.sc.edu
Dr. Steve McAnally	C117 Environmental	777-7403	mcanally@cec.sc.edu
Dr. Michael Meadows	C118 Water Resources	777-3826	meadows@cec.sc.edu
Dr. Charles Pierce	C212 Geotechnical	777-3855	piercec@cec.sc.edu
Dr. Dimitris Rizos Assoc. Chair/ASCE Advisor	C208 Structures	777-6166	rizos@cec.sc.edu
Dr. Navid Saleh	C108 Environmental	777-2288	salehn@cec.sc.edu
Dr. Jeong-Hoon Song	C214 Structures	777-9105	jhsong@cec.sc.edu
Dr. Enrica Viparelli	C116 Water Resources	777-7086	viparell@cec.sc.edu

Faculty List cont.

Name	Office	Phone Area Code 803	email
Dr. Yeomin Yoon	C107 Environmental	777-8952	yoony@cec.sc.edu
Dr. Paul Ziehl	C206 Structures	777-0671	ziehl@cec.sc.edu
Department FAX (803) 777-0670			

Staff List

Name	Office	Phone Area code 803	Email
Karen Ammarell	C229 Student Services	777-9482	ammarell@cec.sc.edu
Nancy Bové	C218 Business Manager	777-0467	bove@cec.sc.edu
Tina Anderson	C230 Admin Assist to Chair and Department	Phone: 777-3614 Main Number for Dept.	andersco@cec.sc.edu
William McIntosh	C115 Lab Tech	777-8946	mcintosw@cec.sc.edu
Rebecca Rinehart	C223 Admin Assist to Dr. Chaudhry	777-8318	rineharr@cec.sc.edu
Ken Young Jesse McCall	C216 – IT IT Support	777-0593	young@cec.sc.edu mccallj12@cec.sc.edu

For on-line College of Engineering and Computing directory: <http://www.engr.sc.edu/directory/index.html>

University of South Carolina

Department	Area	Phone Area code 803
Bursar Relocated to 518 Main Street	Student Accounts	777-4234
	Check Disbursements Financial Aid Checks	777-8140
	Fees and Refunds	777-4233
	Legal Residency	777-4060
Graduate School	Main Number	Ph. 777-4243 Fax: 777-4153
ID Cards	Carolina Card/USC ID	777-1709
Parking Services	Main Number	777-5160
Payroll	Graduate Assistant Payroll	777-5080
Police	USC on-campus dispatch	777-4215
Thomas Student Health Center	Immunization Coordinator	777-9511
	Health Insurance Office	777-1916
Registrar	Information, records, registration and transcripts	777-5555 Automated message
	Graduation	777-3793