



college of engineering and computing • civil and environmental engineering

GRADUATE STUDENT HANDBOOK

**Doctor of Philosophy
(PhD)**

Summer 2011

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DOCTORAL (PhD) STUDENT GUIDELINES

Civil and Environmental Engineering

University of South Carolina
Columbia, SC 29208

Doctor of Philosophy (PhD) – 60 credit hours of course work and research beyond the baccalaureate degree.

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

GENERAL

The following guidelines are offered to assist prospective doctoral candidates in pursuing the PhD degree, preparing for their qualifying and comprehensive examinations, and completion and submission of the dissertation. 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: _____

DOCTORAL PROGRAM TIMELINE		
Requirement	Target Date	Check List
Appointment of Advisory/Dissertation Committee* (form G-DCA)	First Term of Enrollment	
Program of Study* (form DPOS)	By End of 4 th Semester	
PhD Qualifying Exam Verification* (CEE 2 pink forms)	<u>Completion of required core courses. One full academic year before awarding of degree. Submit with DPOS.</u>	
Qualifying Exam Evaluation Rubric	Rubric is to be completed/submitted with the Qualifying Exam forms Distribute 1 to each Committee Member	
PhD Comprehensive Exam Verification* (CEE gold form)	60 Days before Graduation or completion of all courses listed on DPOS (final term)	
Evaluation Rubric Proposal Defense	Distributed at Comprehensive Exam 1 to each Committee Member	
Dissertation Defense Announcement Submission (form G-DDA)	2 Weeks prior to final defend date	Same as target date
Application for Degree* (form AS-126)	For Deadlines See: http://gradschool.sc.edu/importantdates.asp	
Dissertation Defense (CEE blue form) Dissertation Signature and Approval* (form G-DSF)	Final Semester Must be enrolled 1 credit hour, minimum	
Evaluation Rubric Doctoral Defense	Distributed at Final Defense 1 to each Committee Member	
Survey of Earned Doctorates* (form SED)	8 page on-line survey submit with the G-DSF form in sealed envelope marked personal and confidential.	
Submission of Dissertation to Grad School	For Deadlines See: http://gradschool.sc.edu/importantdates.asp	
Student Key Return Office/Lab Cleanup	Completion of Defense/Prior to Graduation	
Graduate Contact Information	Completion of Defense/Prior to Graduation	

*Forms must be completed on-line and can be found: www.gradschool.sc.edu/DocLibrary/. These documents are 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 PhD student is given 8 years to complete his/her degree.

ADMISSION

Students should have the equivalent of an M.E. or M.S. degree in civil engineering or closely related engineering field. Exceptional students may be eligible to enter directly into the Ph.D. degree program with a B.S. degree in civil engineering or closely related engineering field. Applicants must exceed the minimum grade and test score requirements for admission to the Master's degree programs (refer to the M.S. and M.E. eligibility requirements: <http://www.ce.sc.edu/StudentInfo/Grad/index.html>). Outstanding students with non-engineering baccalaureate degrees may qualify for admission to the Ph.D. degree program, with the understanding that they must complete specified deficiency/prerequisite courses.

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 this 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 coursework 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.

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

Each graduate student is assigned to a faculty advisor upon enrollment.

It is the student's responsibility to contact his or her faculty advisor to schedule an advisement time before the registration date each semester. 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. Advisement for summer I, summer II and fall registration is in the spring; advisement for spring registration is in the fall.

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 to receive financial support.

Prior to registering for a second semester at USC, please review The Graduate School admission letter for any conditions placed on your admission. All conditions must be met to be able to register.

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 e-mail for advisor signature. The student will be notified via email when his or her advisement 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. 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. 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 1 term.

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.

All PhD students (including APOGEE) must be enrolled for at least 1 credit during any semester in which dissertation 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 of 9 hours for graduate students (6 hours for students serving as graduate assistants). 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 (only) must also submit the approved *Exemption from Full-time Enrollment form* (Z-status) from International Programs for Students.

Students nearing completion of a doctorate degree requiring a dissertation defense 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 dissertation preparation (ECIV 899). Eligibility requires verification by the student's academic advisor or program graduate director that:

- All course work on the program of study has been completed except for dissertation preparation (899);
- The student is working on the dissertation full- or at least half-time; and
- The student is not employed more than half-time excluding graduate assistantships.

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 PhD 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

PhD students are allowed an opportunity to earn both MS 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 the Ph.D. degree in Civil and Environmental Engineering conform to the regulations of the Graduate School. The student is responsible for satisfying both departmental and The Graduate School requirements.

Completion of the doctoral degree requires a minimum of 60 credits beyond the B.S. degree. Degree requirements should be achieved within an 8 year time frame. Revalidation of courses will be necessary after the 8 year period.

Students having earned an M.S. or M.E. degree must complete a minimum of 30 credits beyond the Masters degree, of which 12 credits must be Dissertation Preparation (ECIV 899).

- For students pursuing a Ph.D. degree in the same program area (environmental, geotechnical, structural, transportation or water resources engineering) as their M.S. or M.E. degree, a minimum of 18 credit hours of course work is required. Core-Courses may be satisfied during the M.S. or M.E. degree. At least 9 of the 18 hours of course work must be completed at the 700-level or above. At least 9 of the 18 hours of course work must be completed within the department.
- For students pursuing a Ph.D. degree in a different program area from their M.S. or M.E. degree, a minimum of 24 credit hours of course work in the new area is required. Core-Courses must be satisfied in the new area. At least 12 of the 24 hours of course work must be completed at the 700-level or above. At least 15 of the 24 hours of course work must be completed within the department.
- Outstanding students entering the doctoral program directly from the B.S. degree must complete 12 credits of Dissertation Preparation (ECIV 899) and 48 hours of course work. At least 30 of the 48 hours of coursework must be completed at the 700-level or above. At least 30 of the 48 hours of coursework must be completed within the department. Prescribed Core-Courses are required for each area of study.

A maximum of 6 credits of ECIV 797 can be used toward the student's program of study beyond the baccalaureate degree.

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.

The residency requirement for the Ph.D. degree ensures that students benefit from and contribute to the complete spectrum of educational and professional opportunities provided by the graduate faculty of a comprehensive university. The granting of a doctoral degree presupposes a minimum of three full years of graduate study following admission to the doctoral program. As such, the residency requirement may be fulfilled by enrollment in at least 18 graduate credit hours within a span of three consecutive semesters (excluding summers). Enrollment in a summer term (for residency requirements) is not required to maintain continuity, but credits earned during summer terms may be used to count toward residency. Enrollment through the APOGEE program does not satisfy the residency requirement for the Ph.D. degree. If the student has completed all required coursework, ECIV 899, (dissertation preparation), may be used to fulfill the residency requirements.

PhD 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 Doctoral program.

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.

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 Doctoral 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*.

Only credits with grades of B or better may be transferred from another institution into a Doctoral program. Course work transferred for credit toward a Doctoral degree must be from an accredited institution and must be no more than 8 years old at the time of graduation. Transfer credit is not posted to the student's official academic transcript until the term of graduation.

Up to 9 credit hours may be accepted for transfer in the Department of Civil and Environmental Engineering.

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 8 or less years old for doctoral 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 Engineering PhD 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 Doctoral 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.

EXAMINATIONS

The doctoral examination consists of two parts. The first part, the Qualifying Examination, is comprised of a written and oral examination on the fundamentals of Civil Engineering pertinent to the candidate's respective Program Area: Environmental, Geotechnical, Structural, Transportation or Water Resources Engineering. The second part, the Comprehensive Examination is an examination of the candidate's detailed research program.

Scope of the Examinations

The faculty is charged by the Graduate School with the responsibility of verifying the competency of students to successfully pursue a program of advanced research. The purposes of the examinations are (a) to encourage candidates to assemble, reexamine, and put into perspective the subject matter of their previous education, (b) to evaluate the maturity, resourcefulness, and self-confidence of the candidates, (c) to establish the limits of their technical knowledge and competence, (d) to identify weaknesses and provide opportunities for strengthening them, and (e) to assess the candidate's ability to complete a doctoral dissertation in a reasonable period of time.

1. Qualifying Examination

The Qualifying Examination is comprised of a written and an oral examination. The candidate should be well versed in the fundamentals of Civil Engineering pertinent to the candidate's respective Program Area: Environmental, Geotechnical, Structural, Transportation or Water Resources Engineering. At least one month prior to the scheduled Qualifying examination, the candidate should approach the members on his/her committee to discuss the scope of the examination material. A person becomes a candidate for the Ph.D. degree upon successful completion of the Qualifying Examination.

2. Comprehensive Examination

The Written and Oral Comprehensive Examination tests the student's comprehension and depth in the field for which he/she is pursuing research. The exam will consist of a detailed research plan that will lead to an acceptable doctoral dissertation. The candidate will document the research plan in written form and deliver an oral presentation of the research plan to his/her committee. The purpose of this portion of the examination is to evaluate the candidate's ability to select a meaningful research topic, objectively state the problem, and propose a plan of investigation that can reasonably be expected to lead to a dissertation. The candidate should be well versed in all areas relating to the proposed dissertation topic.

The proposal should include a literature review, an exact statement of the problem, hypothesized results, specific tasks to be completed, and a budget of time. It is fully recognized that many changes may take place between presentation of the proposal and the final dissertation. However, the research proposal should have some specific objectives and a rational plan to attain them.

Certification of the comprehensive examination for doctoral students remains valid for five years from the academic term taken, after which it must be revalidated.

Examination Outcome

The outcome of the Qualifying Examination must be PASS for Admission to Candidacy to be granted. An outcome of FAIL results in termination of the candidate's degree program. The candidate must PASS the Comprehensive Exam to satisfy the requirements of the doctorate and defend his/her dissertation. The "Evaluation Rubric: Qualifying Exam" must be completed by each committee member following the Qualifying Exam.

After successful completion of the Qualifying Examination, the "Qualifying Exam Verification" form must be signed by all committee members and the graduate director and be filed with the Department. Similarly, after successful completion of the Comprehensive Examination, the "Comprehensive Exam Verification" form must be signed by all committee members and the Graduate Director and be filed with the Department. Both forms are **degree audit documents** and must be submitted to The Graduate School.

The "Evaluation Rubric: Proposal Defense" must be completed by each committee member following the Comprehensive Exam and be filed with the Department.

Time of Examinations

1. Qualifying Examination

The Qualifying Examination is taken when the candidate has completed the required core courses in the candidate's Program Area. Normally, this will occur after the first year of study. The exams will be administered once or twice a year, usually at the beginning of a semester. The written portion of the exam will be administered first followed by the oral portion. The two exams are usually administered on different days. Students should consult with their academic advisors regarding the time of examination administration for a given year.

2. Comprehensive Examination

The Comprehensive Examination is administered after the completion of all courses listed on the student's Program of Study, or during the final term in which the remaining courses are to be completed. It should be taken as soon as possible after the Qualifying Examination, and must be presented at least 60 days prior to the award of the degree. The written proposal should be submitted to the candidate's advisor at least one month before the examination and to the committee at least one week prior to the examination. The written proposal should be approved by the candidate's research advisor before being submitted to the committee. The candidate is responsible for scheduling the date of the comprehensive examination in consultation with his or her research advisor.

APOGEE Students: Due to the nature of these examinations you will need to plan to be on-campus in Columbia for the Qualifying Exam (written and oral parts), the Comprehensive Exam and the Final Dissertation Defense.

PROGRAM OF STUDY

The candidate's Program of Study (Form DPOS) lists the coursework to be taken to meet the degree requirements. Coursework must be focused in the candidate's respective Program Area: Environmental, Geotechnical, Structural, Transportation or Water Resources Engineering and must include the required core courses* in the selected Program Area. The Program of Study must list all required credit hours beyond the baccalaureate. The Program of Study should not list any courses that are not required for the degree. If an M.S. or M.E. degree was obtained prior to the Ph.D. degree, credit hours completed for the M.S. or M.E. degree must be listed first (30 credit hour equivalent).

The Program of Study Form must be completed after the candidate passes the Qualifying Examination and forms the Advisory Committee. It must be filed with the Graduate School no later than 2 years after the candidate is fully admitted. The DPOS is a **degree audit document**.

A foreign language is not required by the Civil and Environmental Engineering Department.

*A copy of the core courses is attached. Please visit: <http://www.ce.sc.edu/StudentInfo/Grad/Core-Courses.html> for an up-to-date listing.

ADMISSION TO DOCTORAL CANDIDACY

Upon nomination from the doctoral program, the Dean of The Graduate School considers students for admission to doctoral candidacy only after the student is fully *admitted to the doctoral degree program* by the academic unit, *passes the qualifying examination, and submits an approved doctoral program of study* to the dean of The Graduate School. No student is admitted to candidacy by the dean of The Graduate School until after completion of all three conditions and written nomination is received from the academic program. The Graduate School will notify the student and the graduate director of the student's program when the student has been admitted to candidacy.

Note: Admission to candidacy must be granted at least one full academic year before the awarding of the degree.

DOCTORAL PROGRAM COMMITTEES

Each doctoral student will have three academic committees during the course of doctoral study, *the Advisory Committee, the Written and Oral Comprehensive Examination Committee, and the Dissertation and Dissertation Defense Committee*. Each of the three committees has an assigned function and must conform to policies of The Graduate School on doctoral committee membership. Membership on doctoral committees, excluding the outside member, is limited to regular members of the graduate faculty and those who hold special term appointments with approval to serve as a regular member of a doctoral committee. **Each doctoral committee must have no more than one outside member.** The three committees may or may not have the same members. The committee appointment request form (G-DCA) is a **degree audit document**.

The outside member may be a regular member of the graduate faculty in another department/program at USC, a faculty member from another institution, or a qualified professional from the private or governmental sectors. The outside member is nominated by the academic unit to the dean of The Graduate School. Approval is based on the nominee's qualifications provided on a resume or curriculum vitae and relevance to the student's major field or research as explained in the justification submitted by the graduate director of the program with the nomination. Outside members do not need to have term appointments to serve on the committee.

1. Advisory Committee

The Advisory Committee is appointed by the program by the end of the first term of enrollment and should include two or three faculty from the student's academic program. This purpose of the Advisory Committee is to provide initial advisement of the student, guide academic planning and research efforts, and construct the program of study to file with The Graduate School. Often the Advisory Committee also oversees the qualifying examination. The graduate director of the program notifies the dean of The Graduate School when the student has passed the qualifying examination, has been fully admitted to the doctoral program, has an approved doctoral program of study on file, and has been nominated to doctoral candidacy by the program. The Advisory Committee roster does not need to be submitted to the dean of The Graduate School for approval.

2. Written and Oral Comprehensive Examination Committee

The Written and Oral Comprehensive Examination Committee administers the oral and written portions of the comprehensive examination. The committee for the comprehensive examination must include no fewer than four members, at least one of whom must be from outside the student's program. The roster of the Written and Oral Comprehensive Examination Committee is submitted to the dean of The Graduate School for approval on the Doctoral Committee Appointment Request (G-DCA) form. The graduate director of the program provides written notification to the dean of The Graduate School that the student has passed the comprehensive examination.

3. Dissertation and Dissertation Defense Committee

The Dissertation and Dissertation Defense Committee directs the research and preparation of the student's dissertation, examines the student on the content of the dissertation, directs the student to complete documents required for graduation, and signs forms required for graduation. The Dissertation and Dissertation Defense Committee requires no fewer than four members, at least one of whom must be from outside the student's program. The chair of the Dissertation and Dissertation Defense Committee must be a regular member of the graduate faculty. The roster of the Dissertation and Dissertation Defense Committee is submitted to the dean of The Graduate School for approval on the Doctoral Committee Appointment Request (G-DCA) form.

The G-DCA form (for advisory/dissertation committee) is a **degree audit document**.

PUBLICATIONS

A doctoral candidate must demonstrate the ability to conduct research and publish the findings in peer reviewed journals, conference proceedings and other works. At least 2-3 journal papers are expected from the body of work in the Ph.D. dissertation.

DISSERTATION

Students enrolled in a doctoral degree program are required to submit an approved dissertation to satisfy part of the requirements for the degree. The dissertation is the ultimate requirement of the doctoral program and becomes a permanent record of the student's independent research or creative effort. The best academic tradition and professional practice require The Graduate School to preserve and share graduate student work with other scholars. To do that successfully means maintaining high standards concerning the form and appearance of the dissertation. The dissertation is based on original research and is completed under the direction of the Dissertation and Dissertation Defense Committee. Dissertation formatting and organization guidelines are available on the website of The Graduate School. No later than five years after passing the comprehensive examination, the student must present a dissertation that has been approved by the student's Dissertation and Dissertation Defense Committee.

Courses numbered 899 in all departments are restricted to dissertation preparation. All doctoral candidates are required to successfully complete a minimum of 12 hours of dissertation preparation (899), but up to 30 hours of dissertation preparation (899) or 30 hours of a combination of dissertation (899) and thesis (799) preparation are allowed on a doctoral program of study. With permission of the student's academic advisor and program graduate director,

dissertation preparation hours (899) may be taken in any department if pertinent to the student's research. Any student who uses University facilities or confers with faculty on dissertation work in any semester must be officially enrolled for at least one hour of dissertation preparation (899) credit.

On the student's academic transcript completion or satisfactory progress in dissertation preparation will be indicated by the grade of T; unsatisfactory progress in dissertation preparation will be indicated by the grade of U. These grades will not be used to calculate the student's grade point average. Programs may establish policies regarding progress to degree and eligibility for continued enrollment that are more stringent than the policies of The Graduate School.

DISSERTATION DEFENSE

A dissertation must be successfully defended before the Dissertation and Dissertation Defense Committee. **The dissertation defense should be no fewer than 30 days before the date of graduation.**

Please consult the graduate director of the academic program for departmental, school, or college specific defense requirements, including scheduling procedures. The Graduate School requires that the dissertation defense be publicly announced. **The Dissertation Defense Announcement (G-DDA) form must be submitted at least 14 days prior to the defense.** Students are also responsible for sending, via email, to the Student Services Administrator within the department an announcement with date, time, location, title of dissertation and a brief abstract. This announcement will be sent to faculty and students as an invitation to attend the defense.

When the defense has been approved by the Dissertation and Dissertation Defense Committee, the signatures of the committee members must be obtained on the Dissertation Signature and Approval (G-DSF) form. (It is the responsibility of the student to bring this form to the dissertation defense and obtain committee signatures). The electronic submission of the dissertation 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-DSF form to affirm that the dissertation follows The Chicago Manual of Style or another style manual endorsed by the program.

In addition, the student must complete the Survey of Earned Doctorates (SED) available on the website of The Graduate School. The G-DSF with signatures and the SED must be delivered to The Graduate School program coordinator who oversees the degree program. The G-DSF is to be submitted to the program coordinator in an envelope marked "Confidential." The student may hand-deliver the completed SED and G-DSF to The Graduate School program coordinator or may send it through the mail.

The G-DSF and SED must be received by the final submission deadline in order for the student to be cleared for graduation. They are both degree audit documents.

It is the responsibility of the student to secure the location for the Doctoral Defense. The Defense is typically held in the CEE Department Large Conference Room. See C230 or C229 to inquire about room availability.

Doctoral candidates should be registered for at least one semester hour of dissertation preparation credit (ECIV 899) in any term in which University facilities are used or faculty consulted on the

preparation of the dissertation, including the term in which the dissertation is completed and defended.

DISSERTATION SUBMISSION

The dissertation is submitted to The Graduate School through the electronic thesis and dissertation (ETD) submission process. The preliminary dissertation 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 in PDF format. Submission instructions are available: <http://gradschool.sc.edu/thesisdissertation/dissertation-submission.htm>. The Graduate School coordinator for the academic program will respond with any needed corrections. **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 dissertation must be reproduced by ProQuest/UMI for archival purposes as per the laws of the State of South Carolina. The dissertation abstract will be published in the dissertation database. Additional information on publication and copyright options is available on the website of The Graduate School. Students using previously published articles as dissertation content must submit a copyright release from the publisher of the articles.

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

APPLICATION FOR GRADUATION AND DEGREE AUDIT

All students enrolled in a doctoral 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 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 thirty 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 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 PhD Guidelines – Summer 2011

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.

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.

STUDENT KEY RETURN

Please return all keys issued during your studies and the completed key return form to C230 or C229. There is a \$25.00 per key fee for any keys not returned to the Department.

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.

ATTACHMENTS: (*indicates forms are on-line: <http://gradschool.sc.edu/DocLibrary/>)

1. Key points for advisement
2. Advisement Form – on-campus students
3. Advisement Form – APOGEE (on-line: <http://www.engr.sc.edu/apogee/index.html>)
4. AS-199 form – request for current term registration.
5. Exempt from Full-Time Enrollment Request (see pg. 5)
6. CEE Required Core Courses
7. Concurrent Enrollment
8. Doctoral Degree Program (Program of Study (Form DPOS*))
9. Request for Adjustment in Graduate Program (GS43*)
10. Doctoral Committee Appointment Request (Form G-DCA*)
11. Ph.D. Qualifying Exam Results (Form 1) (CEE pink form)
12. Ph.D. Qualifying Exam Verification (Form 2) (CEE pink form)
13. Evaluation Rubric: Qualifying Exam
14. Application for Degree (form AS-126*)
15. Ph.D. Comprehensive Exam Verification (CEE gold form)
16. Evaluation Rubric: Proposal Defense
17. Dissertation Defense Announcement Submission (form G-DDA*)
18. Ph.D. Dissertation Defense (CEE blue form)
19. Dissertation Signature and Approval (Form G-DSF*)
20. Evaluation Rubric: Doctoral Dissertation
21. Survey of Earned Doctorates (SED*)
22. Flow Chart for PhD Program*
23. Key return form/Office Clean Up
24. Graduation/Employment/Contact information
25. Department Phone List

* Forms/documents are found on graduate school website. When applicable, forms must be typed on-line.

The information provided in this document was compiled summer 2010/updated summer 2011. Students should refer to the graduate school and department websites for inclusive up-to-date information. Most important: degree requirements, dissertation guidelines, 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 access problems please report via email to: ammarell@cec.sc.edu

**Civil and Environmental Engineering
Graduate Student - Advisement**

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 should be registered by *Open Registration for Graduate Students* see calendar: (http://registrar.sc.edu/html/calendar/Registration_cal.stm). If registering for ECIV 797, 799 or 899, please use the 6 digit schedule code.
- 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 attend 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.
- **Internationals** - If you have completed all course work required for your degree and will not carry full-time credit hours (minimum of 6), please inform the student services office, C229. There are forms to be submitted to the IPS office and the graduate school or you will not be able to register.

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 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.

7/25/2011/ka

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	

COMMENTS:

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 _____
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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:

- ME Chemical Engineering, ME Computer Science & Engineering, ME Mechanical Engineering, MS Chemical Engineering, MS Computer Science & Engineering, MS Electrical Engineering, MS Nuclear Engineering, Ph.D. Civil & Environmental Engineering, Ph.D. Electrical Engineering, Ph.D. Nuclear Engineering, ME Civil & Environmental Engineering, ME Electrical Engineering, ME Nuclear Engineering, MS Civil & Environmental Engineering, Masters of Software Engineering, MS Mechanical Engineering, Ph.D. Chemical Engineering, Ph.D. Computer Science & Engineering, Ph.D. Mechanical 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 _____



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: _____

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.



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: PhD **Major:** Civil And Environmental Engineering **Track:** Program Area Here

Doctoral Residency Course Work:

(18 hours within 3 major semesters taken after admission to the doctoral program.)

Admitted to Doctoral Candidacy: _____

Term Year Course Numbers

Advisory Committee Approved:** _____

DO NOT	LEAVE THIS	SECTION BLANK.	Foreign Languages required:
ECIV 899	may be used	to fulfill Residency requirements	1. Not required by CEE dept. _____ Date Completed
			2. Not required by CEE dept. _____ Date Completed

PROGRAM OF COURSES

In the spaces provided below, list all courses for which approval is requested in the doctoral program, including dissertation courses. Example: ENGL 751 Amer. Novel in 20th Cent. This program must include at least 18 semester hours, other than 899, which are not used on any other degree program. Do not list courses not specifically required for this student's doctoral program. Note that any course on this program which exceeds the 8 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
		MS					University name here
		line 3, begin PhD course listing					

Dissertation Program of Study Guidelines

PhD = 8 years

- Only list required coursework (60 or 66 hours)
 - 30 hours may be used from ME/MS with approval of faculty advisor and graduate director. List as noted on line one of this DPOS.
 - 12 hours of 899 – Dissertation Preparation (Required). ECIV 899 may also be used to satisfy doctoral residency requirements. The CEE dept. allows ONLY 12 hours of ECIV 899 on the DPOS.
 - 15 hours, minimum, of 700+ (Required).
 - 6 hours, maximum, of ECIV 797 allowed.
 - Students pursuing a PhD in the same program area as their ME/MS are required to complete 18 credit hours of course work and 12 hours of ECIV 899 as required, totaling 30 credit hours beyond the ME/MS.
 - Students pursuing a PhD in a different program area as their ME/MS are required to complete 24 credit hours of course work and 12 hours of ECIV 899 as required, totaling 36 credit hours beyond the ME/MS.
- Program area refers to: Environmental, Geotechnical, Structures, Transportation and Water Resources.
- ECIV 798 – Seminar Series is not allowed on Program of Study.
 - Courses outside the department are allowed with approval of your advisor and the graduate director.
 - Course work from another university may be transferred to USC with approval of faculty advisor and graduate director. A request of transfer form (GRTC) is available on line (www.gradschool.sc.edu). Course content must be equivalent to graduate courses offered at USC and NOT part of a previously awarded degree. Final approval lies with the graduate school.

See: www.gradschool.sc.edu (see forms, current students, DPOS). The DPOS should be submitted to the graduate school by the end of your 4th semester. Complete on-line, print, sign and submit to CEE Student Services Admin for review, required signatures and submission to the graduate school. **The DPOS is a degree audit document.**

*Track – in this area please use: Environmental, Geotechnical, Structures, Transportation or Water Resources.

 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 No.	Telephone
_____	_____	_____
Street	City	State Zip
_____	_____	_____
School or Department	Major	Degree Sought

DELETE

ADD

Course #: _____
Title: _____

Course #: _____
Title: _____

Course #: _____
Title: _____

Course #: _____
Title: _____

Course #: _____
Title: _____

Course #: _____
Title: _____

Course #: _____
Title: _____

Course #: _____
Title: _____

Signature of Student

Date

Signature of Advisor

Date

Signature of Graduate Director

Date

Signature of Dean of The Graduate School

Date

**DOCTORAL COMMITTEE APPOINTMENT REQUEST**

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.

Doctoral Committee Membership

In order to serve on a doctoral committee, all **regular committee members** must hold a **regular** or **term** appointment to the graduate faculty (your Graduate Program will have information as to the status of relevant faculty). The major professor must have a regular appointment to graduate faculty; term appointment graduate faculty are not eligible for major professor, but may co-chair with a regular graduate faculty member. Each doctoral committee must have an **outside member** (with the exception of DMA students whose major is NOT piano). Each doctoral committee must have no more than one outside member.

The outside member: (i) may be a Graduate School Faculty member in another department/program at USC or a faculty member at another institution nominated by the academic unit and approved by the Graduate Dean, or may be a qualified professional from the private or governmental sectors; (ii) may be within or without the student's research area and is approved by the Dean of The Graduate School on the basis of qualifications, as evidenced by his/her credentials, and his/her relevance to the student's major field, as explained in the justification submitted with the nomination; and (iii) is approved separately for each committee.

Major points that should be noted with regard to committee membership:

1. A majority of the committee composition must be regular members of the Graduate School faculty.
2. A doctoral committee member whose Graduate School Faculty eligibility expires (e.g., emeritus faculty) while a student is still pursuing the degree may continue to serve until the student completes the program or the committee is dissolved. To continue to serve in the capacity as chair or regular member is a special exception. This request (with a valid academic justification) must have the endorsements of the unit faculty, chair of department, graduate director, and academic dean. Once these approvals are affirmed, the petition is presented to the Graduate Dean for final approval. Otherwise, a change in the committee composition must be presented to the Graduate Dean replacing the now ineligible member.

Doctoral Committee Functions

WRITTEN AND ORAL COMPREHENSIVE EXAM COMMITTEE administers the written and oral portions of the comprehensive exam.

DISSERTATION COMMITTEE AND DISSERTATION DEFENSE COMMITTEE directs the student in the preparation of the dissertation. Examines the student on the dissertation, and informs the Dean of The Graduate School as to whether the student passed or failed. The dissertation cannot be submitted to The Graduate School until it has been approved and signed by members of the dissertation defense committee.

Instructions for Filling Out This Form

Student should complete each item on the following page. Check the appropriate committee(s) to which this request applies (Comprehensive Examination/Dissertation Defense) to assure compliance with Graduate School policy. Each committee must include an outside member and at least three other members with two or more members from the student's major degree program. Upon completion of the form, student should sign the form and pass it along to the program's Graduate Director. The Graduate Director, after approving the composition of the committee, should sign the form and transmit it to the Graduate School.



DOCTORAL COMMITTEE APPOINTMENT REQUEST

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.

Last Name: _____ First Name: _____ M.I. _____

Street: _____ SSN# _____

City: _____ State: _____ Zip: _____

Department/Program: _____

Major: _____ Degree Sought: _____

This application is for the appointment of the:

1. Written and Oral Comprehensive Examination Committee
2. Dissertation Committee and Dissertation Defense Committee

Committee Members (Please type or print the names. Do not have members sign.):

1. Major Professor/Research Director: _____
2. Member (Major Degree Program): _____
3. Member: _____
4. Member: _____
5. Member: _____
6. Outside Member: _____

Name of USC department/program or other institution affiliation for outside member:

=====

Student signature: _____ Date: _____

APPROVAL:

Graduate Director: _____ Date: _____

Dean of the Graduate School: _____ Date: _____

PHD QUALIFYING EXAM VERIFICATION

(Required along with POS for Student's Admission to Candidacy – **Please Send Together**)

(Student must be in Candidacy at least one year prior to graduation.)

Today's Date: _____

Student's Name: _____

Department: _____ Student ID# _____

Date of Qualifying Exam: _____

Comments: _____

I verify that the above named student has successfully passed the
PhD Qualifying Exam.

Student's Major Professor: _____

Committee Member (1): _____

Committee Member (2): _____

Committee Member (3): _____

Committee Member (4): _____

Department Graduate Director: _____

Graduate School Coordinator's Initials: _____

PhD Qualifying Exam Results

Department of Civil & Environmental Engineering

DATE: _____

STUDENT: _____ **ID#** _____

WRITTEN EXAMINATION: _____ **ORAL EXAMINATION:** _____
(date) (date)

Instructions: If the student passes, fill out Section 1 and The Graduate School PhD Qualifying Exam Verification form. If the student fails, fill out Section 2.

Section 1:

- The above student has passed both the written and oral examinations.

ADVISOR: PLEASE PRINT NAME AND SIGN: _____

Section 2:

- The above student has failed the _____ examination. He/she will be permitted to retake this portion of the examination on (date) _____. At that time the committee will review the student's application for candidacy.
- The above student has failed one or both parts of the examination for the second time. The student is denied admission to candidacy and it is the recommendation of the committee that he/she be terminated from the Ph.D. program in Civil & Environmental Engineering.

ADVISORY COMMITTEE: PLEASE PRINT NAME AND SIGN

1. _____ (Advisor)
2. _____
3. _____
4. _____

Graduate Director
Civil & Environmental Engineering

Department of Civil and Environmental Engineering
University of South Carolina

EVALUATION RUBRIC: QUALIFYING EXAM

Evaluator: _____

Date: _____

Student Code: _____

Written Exam	Excellent	Good	Satisfactory	Un-satisfactory
Demonstrates the ability to apply knowledge of mathematics, science and engineering				
Demonstrates expertise in a core subject area of civil and environmental engineering (environmental, geotechnical, structures, transportation or water resources)				
Demonstrates the ability to analyze and interpret data				
Oral Exam	Excellent	Good	Satisfactory	Un-satisfactory
Demonstrates the ability to apply knowledge of mathematics, science and engineering				
Demonstrates expertise in a core subject area of civil and environmental engineering (environmental, geotechnical, structures, transportation or water resources)				
Demonstrates the ability to draw together and synthesize material from different courses, readings, seminars, etc.				
Demonstrates the ability to approach a new problem in ways appropriate for conducting independent research				
Demonstrates insight, critical thinking, and clarity of expression				

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.

PHD COMPREHENSIVE EXAM VERIFICATION

(Must be administered no later than 60 days prior to graduation.)

Today's Date: _____

Student's Name: _____

Department: _____ Student ID# _____

Date of Comprehensive Exam (Written): _____

Date of Comprehensive Exam (Oral): _____

Comments: _____

I verify that the above named student has successfully passed the
PhD Comprehensive Exam.

Student's Major Professor: _____

Committee Member (1): _____

Committee Member (2): _____

Committee Member (3): _____

Committee Member (4): _____

Department Graduate Director: _____

Graduate School Coordinator's Initials: _____

Department of Civil and Environmental Engineering
 University of South Carolina
EVALUATION RUBRIC: PROPOSAL DEFENSE

Evaluator: _____

Defense Date: _____

Student Name : _____

	Excellent	Good	Satis factory	Un- satisfactory
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 value 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				
provides a sound plan for applying research methods/tools to solving research problem and shows a good understanding of how to use methods/tools effectively				
provides a sound plan for analyzing/interpreting research data				
communicates research proposal clearly and professionally in both written and oral forms appropriate to the field				
demonstrates capability for independent research in the area of study, the ability to develop and apply substantial expertise in that area and to make an original contribution to it				

Distribute one to each committee member at time of Comprehensive
 Committee member return to C229.
 Updated: summer 2010



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SEARCH



The Graduate School

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[Faculty and Staff](#)

Dissertation Defense Announcement Submission

First Name:

Last Name:

Email Address:

Major Field:

Title of Dissertation:
(Max 1000 Characters)

Styles

Format

Dissertation Abstract:
(Max 8000 Characters)

Styles

Format

Director of Dissertation:

**Co-Director of
Dissertation (If applicable):**

Date of Defense:

Time of Defense:

Location of Defense:

[WEBMAIL](#) | [VIP](#) | [BLACKBOARD](#) | [SITE INFORMATION](#)

901 Sumter St., Suite 304 Columbia, SC 29208 • 803-777-4243

Ph.D. DISSERTATION DEFENSE
Department of Civil & Environmental Engineering

DATE: _____ (today)

STUDENT: _____ ID# _____

ADVISOR: _____

DISSERTATION COMMITTEE: *Print Name and Sign*

1. _____ (advisor)

2. _____ (required)

3. _____ (required)

4. _____ (required)

DATE OF DEFENSE: _____

TITLE OF DISSERTATION:

This student has successfully defended his/her dissertation as certified by the dissertation committee listed above.

Dr. Sarah Gassman, Graduate Director
Civil & Environmental Engineering

03/10/2010-ka

This form is internal to the department, does not need to be forwarded to the graduate school

The Graduate School

UNIVERSITY OF SOUTH CAROLINA

Dissertation Signature and Approval Form (G-DSF)

TO THE DEAN OF THE GRADUATE SCHOOL:

Date

Last Name

First Name

Middle Name

Last 4 of SSN

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

Major Field

Degree

School/College

Date of Defense

and reports the results as follows:

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

Title of Dissertation

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

6 Months 1 Year 2 Years Not Approved Not Requested

FAILED dissertation 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

Major Professor Signature

Type or Print Name

Additional Major Professor Signature (if applicable)

Type or Print Name

Examining Committee Chair (if different from Major Professor)

Type or Print Name

Committee Member Signature

Type or Print Name

Committee Member Signature

Type or Print Name

Committee Member Signature

Type or Print Name

Outside Member Signature

Type or Print Name

Dissertation Signature and Approval Form (G-DSF)

AUTHORIZED SUPPLEMENTARY MEDIA FILES FOR ELECTRONIC SUBMISSION

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

File #1

File #2

File #3

File #4

Major Professor's 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 dissertation. URL: <http://www.chicagomanualofstyle.org/home.html>.

Another style of citation was used in preparing this dissertation, 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 and Survey of Earned Doctorates (SED), in an envelope or folder marked G-DSF/SED, 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.

Department of Civil and Environmental Engineering
 University of South Carolina
EVALUATION RUBRIC: DOCTORAL DISSERTATION

Evaluator: _____

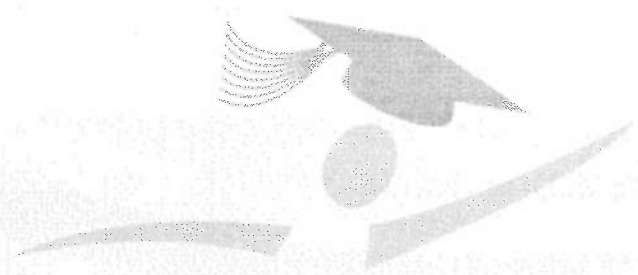
Defense Date: _____

Student Name: _____

	Excellent	Good	Satis factory	Un- satisfactory
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 value 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 return to C229.

Updated: Summer 2010



SED

Survey of Earned Doctorates

July 1, 2011 to June 30, 2012

Conducted by
NORC
 at the UNIVERSITY of CHICAGO
 for



Please complete:

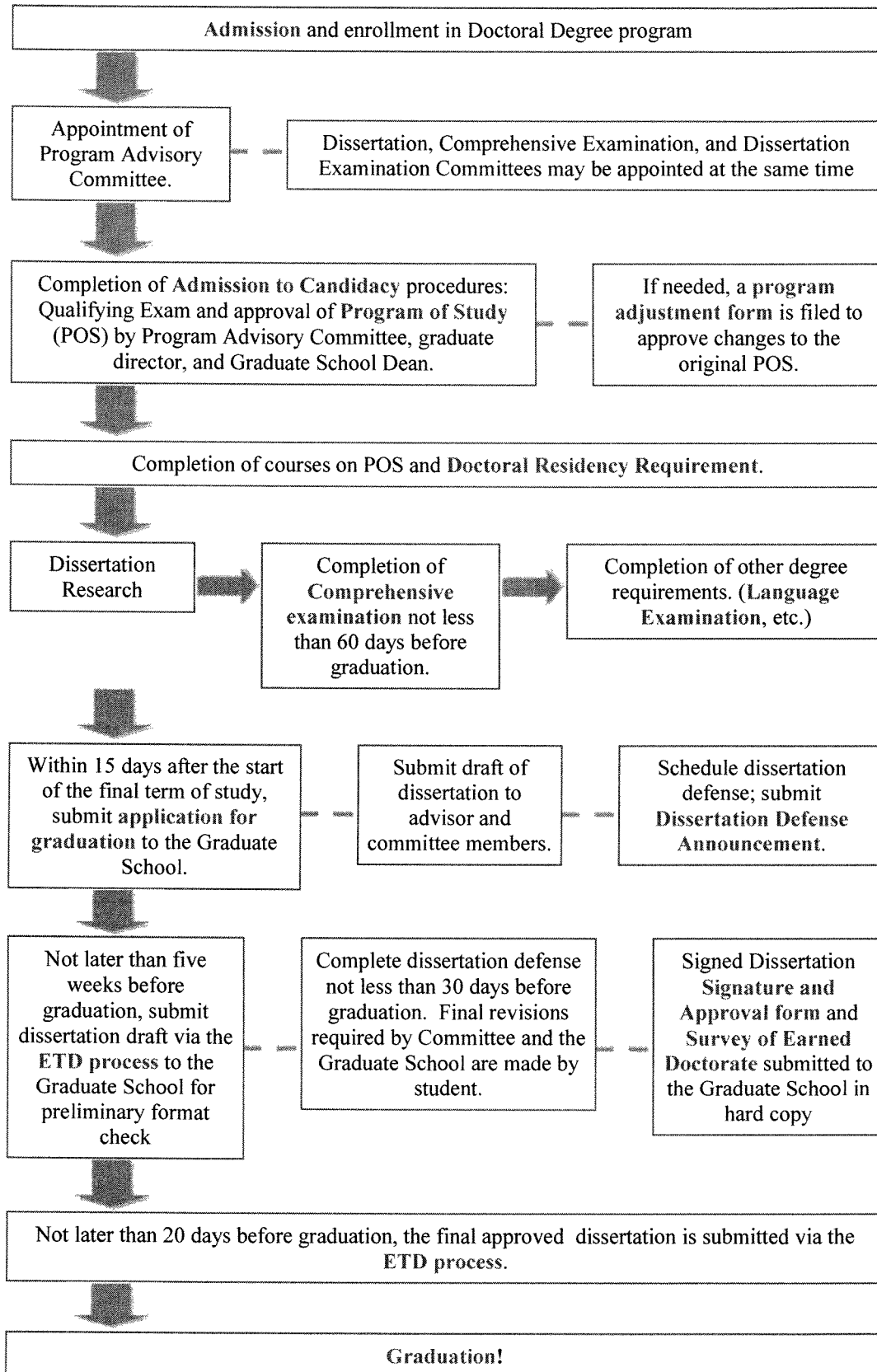
First Name	Middle Name	Last Name	Suffix (e.g., Jr.)
Cust. Reference: Birth name or former name (legally changed)			Today's Date
Name of Doctoral Institution		City or State	
Type of Doctoral Degree (e.g., Ph.D., Ed.D., etc.)			Date Degree Granted (mm/yyyy)

This information is collected under the authority of the National Science Foundation Act of 1950, as amended. All information you provide is protected under the NSF Act and the Privacy Act of 1974, and will be used only for research or statistical purposes by your doctoral institution, the survey contractor, and collaborating researchers for the purpose of analyzing data, preparing scientific reports and articles and selecting samples for a limited number of carefully defined follow-up studies. The last four digits of your Social Security Number are not collected under the NSF Act of 1950, as amended; provision of it is voluntary. It will be kept confidential. It is used for quality control, to assure that we identify for correct reasons, especially when data are used for statistical purposes in Federal program evaluation. Any information publicly released (such as statistical summaries) will be in a form that does not personally identify you or other respondents. Your response is voluntary and failure to provide some or all of the requested information will not in any way adversely affect you.

The time needed to complete this form varies according to individual circumstances, but the average time is estimated to be 20 minutes. If you have comments regarding this time estimate, you may write to the National Science Foundation, 4201 Wilson Blvd., Arlington, VA 22230, Attention: NSF Reports Clearance Officer. A Federal agency may not conduct or sponsor a collection of information if it displays a currently valid OMB control number.

For more information about the Survey of Earned Doctorates, go to www.nsf.gov/statistics/doctorates

Doctoral Progress to Degree



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>
_____	_____	<i>lost returned</i>
_____	_____	<i>lost returned</i>
_____	_____	<i>lost returned</i>
_____	_____	<i>lost returned</i>
_____	_____	<i>lost returned</i>
_____	_____	<i>lost returned</i>

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.

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: _____

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	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	C116 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 Undergraduate Dir.	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. Yeomin Yoon	C107 Environmental	777-8952	yoony@cec.sc.edu
Dr. Paul Ziehl	C206 Structures	777-0671	ziehl@cec.sc.edu

University of South Carolina
College of Engineering and Computing
Civil and Environmental Engineering
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
Joslin Knight	C230 Admin Assist to Chair and Department	Phone: 777-3614 Main Number for Dept. FAX: 777-0670	sweeneyj@cec.sc.edu
William McIntosh	C115 Lab Tech	777-8946	mcintosw@cec.sc.edu
Rebecca Rinehart	C223 Admin Assist to Dr. Chaudhry	777-8318	rinharr@cec.sc.edu
Ken Young Jesse McCall	C216 – IT C111A – IT Support	777-0593 Not Avail.	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