

GRADUATE STUDENT HANDBOOK

Vol. I. Master of Science Degree Programs

**Department of
Civil and Environmental Engineering**
Frank Batten College of Engineering and Technology



August 2019

(Source: 2019-2020 ODU Graduate Catalog)

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1. INTRODUCTION

1.1 Welcome

Welcome to the graduate program of the Department of Civil and Environmental Engineering at the Frank Batten College of Engineering and Technology. As a graduate student here, you are a vital part of our department and college, and we feel it is important that you thoroughly understand your role. There are many sources of information designated to guide you through your program. Primary among these are your Graduate Program Director and Faculty Advisor. This guide and the University Graduate Catalog are sources with which you should become very familiar. This guide is meant to supplement the University Graduate Catalog, never to supersede it. The Graduate Catalog should be considered the authoritative source of written university policy.

1.2 Degree Programs Offered

The following degrees are offered in the Department of Civil and Environmental Engineering:

Master of Science (M.S.) in Civil Engineering

Master of Science (M.S.) in Environmental Engineering

Doctor of Philosophy (Ph.D.) in Civil and Environmental Engineering

1.3 Program Guideline Charts

A simple flow chart diagramming graduate study is shown on Page 2 for the Masters program. After entering the program, follow the chart carefully, and check your progress in the chart until successful completion of the program. Necessary forms (Departmental-CEE and University-G or M) to be processed are listed alongside with key time schedules. These forms are included in the Appendix.

1.4 Appointment of Academic Advisor

You have to select academic advisor **during their first semester** with submitting CEE-1 Form to Graduate Program Director. Advisor will assist you in selection of courses, registration, project or thesis work, and early writing proficiency evaluation, etc.

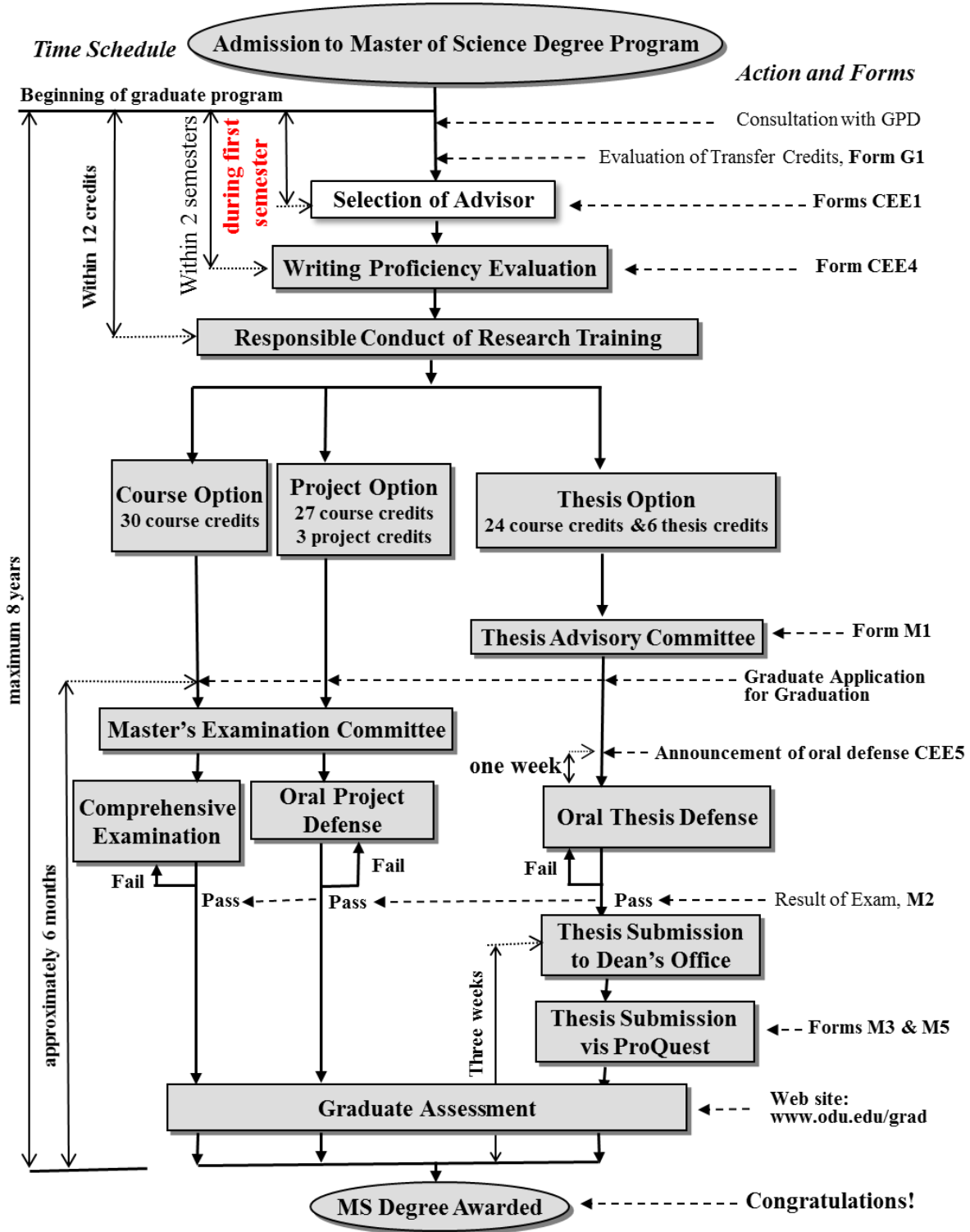
1.5 Writing Proficiency Policy

The CEE Department Policy on Writing Proficiency (adopted February 2019) is “Writing skills will be evaluated by the faculty advisors **during their second semester of study as the latest**. If deemed deficient, the student will be required to work with the advisor or attend training sessions provided by the University’s Graduate Writing Assistance Program (<https://www.odu.edu/al/centers/writing-center>) or other programs to improve their writing skills.”

1.6 Responsible Conduct of Research (RCR) Training

RCR training is required for all graduate students in the University. All graduate students must complete the RCR training **prior to completion of 12 semester hours** in their graduate program. Visit <http://www.citiprogram.org>. The instruction is available at ODU/Graduate School web site <https://www.odu.edu/graduateschool>.

Master Program Study Guideline



2. STUDENT STATUS

2.1 Admission Status

While a graduate student in the Department of Civil and Environmental Engineering at the College of Engineering and Technology, you will be placed in one of three categories:

1. Regularly admitted graduate student,
2. Provisionally admitted graduate student
3. Non-degree seeking graduate student

2.2 Regular Admission

Before you obtain a degree, you must be in category 1. To be placed in category 1, you must have applied to your degree program, met all admission requirements and received a letter stating that you have been accepted into the degree program as a regular student. For a description of admission requirements for the Civil and Environmental Engineering program, see the ODU Graduate Catalog.

2.3 Provisional Admission

After applying for admission to your program, you may receive a letter which states that you have been accepted as a provisional student in your degree program. The letter describing the conditions of your acceptance into the program should describe the level of performance you must achieve or required prerequisite courses. On your initiative, when you believe you have met the conditions stated in the letter you should meet with the Graduate Program Director to determine if you are ready to apply for change of status to regular student. If the Graduate Program Director believes that you have met the required conditions, he will initiate the request to have you moved to regular student status by submitting the Notice of Change of Status (Graduate Form G2). Without being admitted to regular student status, you cannot be certified for graduation.

2.4 Non-degree Status

If you are taking graduate courses at ODU but have never been accepted into a degree program, you are in category 3. If you intend to apply for a degree program at some time, you must remember that you can transfer **no more than 12 hours of credit (with a grade of B or above) taken in a non-degree status to a degree**. All non-degree graduate students who have completed or will exceed 12 credit hours will be blocked from registering or attempting to register for additional graduate courses.

3. MASTER'S DEGREE PROGRAM

3.1 General Rules and Procedures

3.1.1 Transfer Credits A maximum of 12 semester hours of graduate credit may be transferred into a graduate degree program from another accredited institution. Transfer credit will be given only for those courses that are certified as being applicable toward a comparable degree or certificate at the institution that offered the courses and that were completed with a grade of B or better. *In addition, up to 12 credits from non-degree graduate status at Old Dominion University may be transferred upon the approval of Graduate Program Director.* You may earn a maximum of six semester hours through experiential learning mechanisms.

The credits earned through experiential learning mechanism are included in the maximum number of transfer credits allowed at Old Dominion University.

A student who wishes to transfer credit earned prior to admission to a degree program at Old Dominion University must submit a special request for evaluation of transfer credits through the Graduate Program Director to the Office of Admissions (use Graduate Form G1). Following admission to the degree program, the student should obtain written permission from the Graduate Program Director before registering for a course at another institution with the intent to transfer the credit for that course into a graduate degree program at Old Dominion University. In no case is a transfer of credit final without the signed approval of the Graduate Program Director on the Evaluation of Transfer Credits form (Graduate Form G1). See the details of transfer credits in the ODU Graduate Catalog.

3.1.2 Course Load The minimum load for a full-time graduate student is 9 graduate credit hours per semester. No more than 12 hours per semester may be carried without the permission of the Graduate Program Director. In the summer sessions 6 credit hours constitute a full load. Graduate students with teaching or research assistantship with 20 hours per week from university fund shall register at least 9 hours (three hours for summer). In case of research assistantship from ODU Research Foundation with 20 hours per week could register at least 6 hours (three hours for summer).

3.1.3 Time Limit All requirements for a master's degree must be completed within a eight-year period. If any of your credits granted toward your degree will be older than the time limit (8 years) at the time of graduation, those credits must be validated by an examination (Graduate Form G3). See the detail on Policy on Validation of Out-of-Date-Graduate Credit in ODU Graduate Catalog.

3.1.4 Probation and Suspension From Graduate Studies You shall maintain GPA of 3.0 or above in graduate courses. You will get a probation or will be suspended from graduate studies if you fail to satisfy the graduate continuance requirement set by the University for good academic standing.

3.1.5 Application for Graduation A formal application for the expected degree must be made in the Office of the Registrar five to six months prior to the expected date of graduation. The application deadlines are listed in the table below.

Anticipated Graduation Month	December	May	August
Application Deadline	3rd Friday in July	2 nd Friday in Nov.	2 nd Friday in April

Graduate Application for Graduation form may be obtained from the Office of the Registrar or downloaded at <https://www.odu.edu/content/dam/odu/col-dept/al/docs/gradappl.pdf>.

3.1.6 Registration after All Course Work Students who have completed all course work but are working during a given semester to complete other outstanding degree requirements (e.g. comprehensive examination, project, thesis, etc.) or wish to use University facilities and/or consult with faculty must be registered for at least one credit hour during that semester.

Register for CEE 698 for continued project work, CEE 698 for continued thesis work, or CEE 998 for MS course option students.

3.1.7 Final Semester Registration One-hour registration (CEE 698, CEE 699, or CEE 998) is required for all graduate students to maintain active status during the final semester prior to graduation if you are not formally enrolled in course work.

3.1.8 Graduate Assessment Old Dominion University has developed an institution-wide plan to assess the quality of its graduate academic degree programs. During your final semester, you will be required to visit at <http://www.odu.edu/academics/graduation-commencement/exit/graduate-assessment> to complete a survey on your satisfaction with your academic program, as well as support services and other aspects of the University. You must complete the survey to receive your diploma or transcripts. Your responses will be used to improve teaching and learning in our graduate programs.

3.2 Degree Requirements

3.2.1 M.S. Degree Requirements in Civil Engineering and Environmental Engineering (except Transportation Engineering concentration) Starting Fall 2019, the Department offers only **Master of Science (M.S.) degrees** with three options (Thesis Option, Project Option and Course Option) both in Civil Engineering and in Environmental Engineering. The **Thesis Option** requires twenty-four credit hours of graduate course work and six credit hours of thesis research. The student must also pass an oral thesis defense examination. **Project Option** requires twenty-seven credit hours in graduate course work plus a three-credit-hour project. The student must pass an oral examination on his or her project. **Course Option** requires thirty credit hours of graduate course work and the student must pass a final comprehensive examination covering the entire program of study. The comprehensive examination is oral for Civil Engineering program, and it is written for Environmental Engineering program. Course selection will be made in consultation with your academic advisor. The required courses for Master's degree programs are listed in Table 1. Category A is the group of upper level graduate courses designed for Civil Engineering Programs, while Category B is the one for Environmental Engineering Programs. Category C comprises the entry level Civil and Environmental Engineering graduate courses.

Table 1. Specific Course Requirements for M.S. Degrees (except for Transportation Engineering Concentration) (effective Fall 2019)

M.S. Degree (Thesis Option)	Credit Hours	M.S. Degree (Project Option)	Credit Hours	M.S. Degree (Course Option)	Credit Hours
A for Civil Engineering Env. Core for Env. Eng.	12	A for Civil Engineering Env. Core for Env. Eng.	12	A for Civil Engineering Env. Core for Env. Eng.	12
		A for Civil Engineering B for Env. Engineering	3	A for Civil Engineering B for Env. Engineering	6
A, B, C or D	9	A, B, C or D	9	A, B, C or D	9
MATH or STAT	3	MATH or STAT	3	MATH or STAT	3
Thesis	6	Project	3	Comprehensive exam.	
Total Credit Hours	30**	Total Credit Hours	30**	Total Credit Hours	30

** Note: For Thesis and Project options, no more than 9 credit hours can be at 500 level.

Category A (3 credit hours each) – Upper level courses in Civil Engr.

CEE 710 Structural Dynamics
 CEE 711@ Finite Element Analysis
 CEE 712 Advanced Reinforced Concrete
 CEE 713 Prestressed Concrete
 CEE 714 Advanced Structural Analysis
 CEE 715* @ Engineering Optimization I
 CEE 717 Bridge Structures Design
 CEE 718 Flood Resistant Structural Design
 CEE 719 Inelastic Structures
 CEE 720 Structural Stability
 CEE722@ Cluster Parallel Computing
 CEE 721 Plates
 CEE 723 Seismic Design of Steel Structures
 CEE 724 Retrofitting Methods for Bridges and Buildings
 CEE 725 Smart Structures
 CEE 730 Advanced Foundation Engineering
 CEE 731 Advanced Soil Mechanics
 CEE 732 Engineering Behavior of Soils
 CEE 733 Soil Dynamics
 CEE 741* Open Channel Flow
 CEE 747* Groundwater Flow
 CEE 761* Water Resources Process and Analysis Methods
 CEE 770 Transportation Safety
 CEE 771 Transportation Operation II
 CEE 772 Intelligent Transportation Systems
 CEE 773 Transportation Planning
 CEE 774 Transportation Network Flow Models
 CEE 775@ Transportation Network Algorithms
 CEE 776 Simulation in Transportation Networks
 CEE 782@ Design of Coastal Structures
 CEE 787@ Dredging & Beach Engineering
 CEE 788*@ Coastal Hydrodynamics & Sediment Processes
 CEE 789@ Computational Environmental Fluid Dynamics

Category B (3 credit hours each) – Upper level courses in Env. Engr.

CEE 715* Engineering Optimization I
 CEE 741* Open Channel Flow
 CEE 747* Groundwater Flow
 CEE 751%@ Physicochemical Treatment Processes (Env. Core)
 CEE 752%@ Biological Wastewater Treatment (Env. Core)
 CEE 753 Advanced Processes for Water & Wastewater Treatment
 CEE 754 Environmental Engineering Microbiology
 CEE 755%@ Water Quality Management (Env. Core)
 CEE 756%@ Water Quality Modeling (Env. Core)
 CEE 759 Carbon-Free Clean Energy
 CEE 760 Managing Phosphorous in Circular Economy
 CEE 761* Water Resources Process and Analysis Methods
 CEE 762%@ Aquatic Chemistry in Env. Engineering (Env. Core)
 CEE 788*@ Coastal Hydrodynamics & Sediment Processes

Category C (3 credit hours each) – Lower level courses in Civil & Env.

CEE 514 Masonry Structures Design
 CEE 515 Steel Structural Design
 CEE 516 Wood Structures Design
 CEE 530 Foundation Engineering
 CEE 531 Earth Structures Design with Geosynthetics
 CEE 532 Introduction to Earthquake Engineering
 CEE 533 Geomaterials Stabilization
 CEE 540 Hydraulic Engineering
 CEE 546 Urban Stormwater Hydrology
 CEE 547 Groundwater Hydraulics
 CEE 550 Water Distribution & Wastewater Collection System Design
 CEE 552@ Air Quality
 CEE 554@ Hazardous Waste Treatment
 CEE 555@ Pollution Prevention & Green Engineering
 CEE 558@ Sustainable Development
 CEE 559 Biofuels Engineering
 CEE 570 Transportation Fundamentals
 CEE 571 Transportation Operation I
 CEE 574 Transportation Data Analytics
 CEE 582@ Introduction to Coastal Engineering

Category D – Other graduate courses

Graduate level courses offered from other departments. These courses must be related to the program of study and must be approved by the student's academic advisor.

MATH or STAT Category

CEE 700@ Civil and Environmental Engineering Experimental Design
 CEE 701 : Applied Mathematics for Civil and Environmental Engineers or a graduate level MATH or STAT course.

* Double listings in A and B categories.

@ Available in distant learning mode

% Environmental engineering core course (Env. Core)
 (Choose 4 out of 5 Env. Core Courses, after Fall 2019 entry)

3.2.2 M.S. Degree Requirements in Transportation Engineering concentration in Civil Engineering The Department offers Master of Science (M.S.) degree in Civil Engineering with concentration in Transportation Engineering. The M.S. (Thesis Option) program requires twenty-four credit hours of graduate course work and six credit hours of thesis research. The student must also pass an oral thesis defense examination. The M.S. (Project Option) requires twenty-seven credit hours in graduate course work plus a three-credit-hour project. The student must pass an oral examination on his or her project. M.S. program (Course Option) requires thirty credit hours of graduate course work and the student must pass a final comprehensive examination covering the entire program of study. The Table 2 summarizes the requirements in MS degree in the concentration of Transportation Engineering.

Table 2. Specific Course Requirements for M.S. Degree in Transportation Engineering Concentration (Civil Engineering Degrees)

Degrees	M.S. Degree (Thesis Option)	M.S. Degree (Project Option)	M.S. Degree (Course Option)
	Credit hours	Credit hours	Credit hours
Core Courses (CEE 571, and 773 or 777)	6	6	6
Upper-level Transportation Elective (from CEE 770, 771, 772, 773, 774, 775, 776, 777)	6	6	9
CEE 700 or graduate STAT course	3	3	3
Other Upper-level Transp. Elective Courses and other approved electives)	9	12	12
Thesis (CEE 699) or Project (CEE 698)	6	3	Comprehensive examination
Total credit hours	30*	30*	30**

* no more than 9 credits can be at 500 level ** no more than 12 credits can be at 500 level

■ **Core Courses**

CEE 571: Transportation Operations I, and
CEE 773: Transportation Planning, or
CEE 777: Discrete Choice Theory and Modeling in Transportation

■ **Upper-level Transportation Elective Courses**

CEE 770: Transportation Safety
CEE 771: Transportation Operations II
CEE 772: Intelligent Transportation Systems
CEE 773: Transportation Planning
CEE 774: Transportation Network Flow Models
CEE 775: Transportation Network Algorithms
CEE 776: Simulation in Transportation Networks
CEE 777: Discrete Choice Theory and Modeling in Transportation

■ **Required Statistical Courses**

CEE 700: Civil and Environmental Engineering Experimental Methods or Graduate STAT

■ **Other Approved Electives**

CEE 552: Air Quality	PADM 634: Regional Planning
CEE 558: Sustainable Development	PADM 721: Transportation Policy
CEE 574: Transportation Data Analytics	PORT 611: International Maritime Transport
CEE 715: Engineering Optimization I	PORT 612: Port Operations and Management
ENMA 600: Cost Estimation and Financial Analysis	PORT 614: Port Planning and Economics
ENMA 603: Operations Research	PSYC 870: Human Factors Psychology
ENMA 717: Cost Engineering	STAT 531: Theory of Statistics
ENMA 724: Risk Analysis	STAT 532: Sampling Theory
MSIM 601: Introduction to Modeling and Simulation	STAT 535: Design and Analysis of Experiments
MSIM 751: Advanced Analysis for Modeling and Simulation	STAT 537: Applied Regression Analysis
	STAT 549: Nonparametric Statistics

3.3 Procedures and Rules for M.S. Thesis Option

3.3.1 Thesis Advisory Committee You must petition the Graduate Program Director to appoint a thesis advisory committee. Use the Thesis Advisory Committee form (Graduate Form M1) for this purpose. This committee will consist of a minimum of three members of the graduate faculty. The chair shall be a full-time ODU faculty.

3.3.2 Thesis Preparation You shall prepare a thesis upon the guidance of the advisor and thesis committee members. The character of the final work must testify to the distinction of the student and standard of the University. For guidelines in the preparation of your thesis you are referred to the "Guide for Preparation of Theses and Dissertations" available at https://www.odu.edu/content/dam/odu/offices/graduate-studies/thesis-dissertation/docs/thesis_dissertation_guide.pdf.

3.3.3 Thesis Defense An essential part of the MS Degree requirement is the successful completion of a thesis defense and submission of the thesis.

At least two weeks prior to the proposed date of the thesis oral defense, you should submit four typed copies of the complete thesis to the chairman of the advisory committee. Also **submit your defense schedule including the abstract to the Graduate Program Director at least two week prior to the defense using CEE 5 Form**. Graduate Program Director will publicize your dissertation defense schedule and invite the student body and faculty to attend.

3.3.4 Final Examination Result The decision as to whether a student has passed or failed the examination will be rendered in closed session by a majority vote of the thesis examination committee (Graduate Form M2). You will be notified immediately of the oral examination results by the committee chair.

In the event you fail this examination you may repeat it once. If you pass the examination, but do not graduate within 12 months, you will be required to repeat the examination.

3.3.5 Thesis Submission When you pass your oral defense, you shall submit your thesis (including any post-exam corrections) in "final" form to the Dean's Office. The thesis (original copy) must be delivered to the Dean's Office accompanied by the Thesis Acceptance and Processing form (Graduate Form M3) signed by the thesis advisory committee members and Graduate Program Director **no later than three weeks prior to the last day of classes prior to graduation**. The Dean's Office will review your thesis for errors in grammar and formatting. You should make requested corrections and resubmit as soon as possible. If the corrections cannot be made before the last day of classes your graduation will be delayed at least another semester.

When the thesis is deemed acceptable, the Thesis Acceptance and Processing form (Graduate Form M3) will be signed by the Dean, and you should submit it according to the instructions in the "Guide for Preparation of Theses and Dissertations" to the Office of Registrar by the last day of classes of the semester in which you plan to graduate.

3.4 Procedures and Rules for M.S. Project Option

If you are enrolled in M.S. degree project option program, you must complete a Master's Project under the supervision of your advisor. A project report must be produced by you. The format of the report is specified by the advisor.

You are also required to pass an oral project defense examination. This examination will be administered no earlier than the last semester of your course work. The examination is administered by a committee of at least three graduate faculty members appointed by the Graduate Program Director after consultation with your advisor. You must provide each member of this committee with a copy of your project report at least one week before the examination date.

Passage of the project defense examination requires an affirmative vote of a majority of the committee members. The Results of Master's Degree Examination or Requirement form (Graduate Form M2) signed by the committee members and the Graduate Program Director must be delivered to the Office of the Registrar by the end of the graduating semester. If you pass the examination, but do not graduate within 12 months, you will be required to repeat the examination. In the event you fail the project defense examination you may repeat it once. At the discretion of the examination committee, you may be required to complete another Master's Project before you become eligible to retake the oral defense examination.

3.5 Procedures and Rules for M.S. Course Option

An essential part of the M.S. Course Option is the successful completion of a comprehensive master's final examination. The final examination is oral for Civil Engineering degree, and it is written for Environmental Engineering degree. This examination will be administered no earlier than the last semester of your course work. Also, it must be first attempted no later than one semester after completing your course work. The oral examination is administered by a committee of at least three graduate faculty members appointed by the Graduate Program Director after consultation with your academic advisor. The Result of Master's Degree Examination or Requirement form (Graduate Form M2) signed by the committee members and the Graduate Program Director must be delivered to the Office of the Registrar Office by the end of the graduating semester. Passage of the final examination requires an affirmative vote of a majority of committee members. If you pass the exam, but do not graduate within 12 months, you will be required to repeat the exam. In the event you fail this examination, you may repeat it once with a sufficient period of time to study the exam materials (normally three to four months) after the initial examination. At the discretion of the examination committee you may have to complete additional course requirements before you become eligible to retake the comprehensive examination.

4. FINANCIAL AID

Various types of financial aid are available on a competitive basis for graduate students in Civil and Environmental Engineering.

4.1 Graduate Teaching Assistantships (GTA)

There are two categories in graduate teaching assistantship: GTA Instructors and GTA Assistants. GTA Instructors are expected to participate directly in teaching activities including class instructors, laboratory supervisors, recitation leaders and tutors. GTA Assistants do not directly instruct students, rather assist instructors to work as grading, laboratory preparation, etc. The workload for a full-time appointment is normally 20 hours per week on average. The minimum stipend for full-time appointment is \$12,800 for master's students per academic year. Part-time Teaching Assistantships may be available also requiring teaching responsibilities of less than 20 hours per week.

To qualify as GTA Instructors, students must pass the Graduate Teaching Assistant Institute prior to their first semester of appointment. Without passing Graduate Teaching Institute, students are not allowed to be a GTA Instructor. Prior to attending the GTA Institute, new international assistants must take and pass the SPEAK test administered by the Old Dominion University English Language Center or pass the Institute's re-test. This test measures the oral proficiency in English.

4.2 Graduate Research Assistantships (GRA)

Graduate Research Assistantships may be funded through sponsored research projects. The appointee is expected to participate directly in research conducted by faculty members. The workload for a full-time appointment is normally 20 hours per week on average. The minimum stipend for full-time appointment is \$12,800 for master's students per academic year. Part-time Research Assistantships may be available also.

4.3 Enrollment and Registration Requirements

Assistantship recipients are required to be enrolled each semester of their appointment. There are two categories of enrollment requirements:

1. Assistantship recipients who are supported by University/Commonwealth funds are required to be enrolled each fall and spring semesters of their appointment and must register for and complete a minimum of **nine** hours of graduate course work per semester and **six** hours in the summer.
2. Assistantship recipients who are supported by other funding sources are required to be enrolled each fall and spring semesters of their appointment and must register for and complete a minimum of **six** hours of graduate course work per semester and **three** hours in the summer.

Master's students holding graduate teaching, research, or administrative assistantships who are in their final semester and who are within six hours of completing their degree requirements may register for six or fewer graduate credit hours needed for the completion of their degree. Those who are completing a Master's Thesis or Master's Project but have not yet defended it may register for one hour of graduate credit in their final semester. Such students will be

considered full-time. Master's students are eligible for reduced enrollment requirement for no more than one semester.

Undergraduate prerequisite courses and courses taken as audits are not counted toward the enrollment requirement. Graduate assistants normally may not enroll for more than nine credit hours per semester. Enrollment for 10 to 12 credit hours requires the approval of Graduate Program Director. No graduate assistant is permitted to enroll for more than 12 credit hours in any semester the appointment is held.

4.4 Unfunded Tuition Scholarships

Unfunded tuition scholarships may be offered to graduate assistants. Students must hold the appointment for more than one-half of the semester with at least \$3,200 support per regular semester or \$2,500 during summer semester to qualify for unfunded tuition scholarship.

At master's level, the unfunded tuition scholarship normally covers the difference between In-State and Out-of-State tuition. In other words, master's level graduate assistants will be responsible for paying In-State tuition regardless of their domicile.

Graduate assistants seeking unfunded tuition scholarships must consult with the Graduate Program Director two weeks before the beginning of each semester to prepare the necessary paper work.

4.5 Outside Employment

Full-time (20 hours per week) graduate assistants are not permitted to accept additional on-campus employment, except under unusual circumstances and only by the approval of the Dean. Any off-campus employment should be undertaken with caution and in consultation with Graduate Program Director. It should in no way adversely affect academic performance or assistantship duties and responsibilities. International students shall consult the Office of Visa & Immigration Service Advising for international student employment.

4.7 CEE Graduate Seminar Attendance

All CEE graduate students (GTA and GRA) who are **financially supported** either by the Department or ODU Research Foundation are **required to attend all CEE Graduate Seminars** during Fall and Spring semesters. Absences are allowed only for exceptions in exceptional cases with written request to and approval by the Graduate Program Director (CEE 6 Form) (adopted on 5/11/2017).

5. INTERNSHIP PARTICIPATION

For international students, who attend school full time, paid internship may be allowed upon the recommendation of the department GPD and the approval of ODU's Career Management Center and/or International Student and Scholar Services (ISSS). However, since none of the department's graduate degree programs require practical training or internship as a part of the curriculum, the department will not recommend any curricular practical training (CPT) application. In addition, internships often interrupt students' work on their thesis, dissertation, or project, and thus result in a lengthy delay of their graduation. Therefore, the department, in general, does not recommend participation in optional practical training (OPT) before their degree completion. Rather, the department recommends that students participate in OPT after obtaining their degrees. Only if the following conditions are met, the GPD may recommend OPT participation while they are pursuing their graduate degrees:

1. An internship offer letter must clearly state the job description for the student and show the merit for the student to gain real world experience beyond the classroom situation in their study field.
2. The student must submit a written detailed time schedule of planned thesis, dissertation, or project work until the completion of the degree and obtain the approval from the academic advisor. If the student fails to meet the scheduled plan, the renewal of internship during the subsequent semester will not be recommended.
3. The academic advisor must submit his/her written evaluation and recommendation to the GPD after reviewing Items 1 and 2 above and consultation with the student. The academic advisor must support the application for the student to receive the GPD's recommendation.

These three conditions will apply also to domestic students who would like to participate in internship programs while they are pursuing their graduate degrees (adapted on 02/16/2006).

6. STUDENT HEALTH INSULANCE

As an ODU international student, you are required to have university provided health insurance at all times with very limited circumstances for waiver from this policy. Visit <http://www.odu.edu/international/insurance#tab132=3> for details. For domestic students, it is not monetary.

Students, who are employed as TA/RA with \$5,000 or more per semester, may be eligible for university subsidy. Please check the eligibility and policy at <https://www.odu.edu/graduateschool/graduate-student-health-insurance>.

APPENDIX

DEPARTMENT, COLLEGE, AND UNIVERSITY GRADUTE FORMS

Department Forms (CEE)

1. Graduate Program Advisor/Change of Advisor
5. Announcement of Ph.D. Dissertation/M.S. Thesis Oral Defense
6. Request of Absence from CEE Graduate Seminar

University Graduate Forms

The following university graduate forms can be obtained from

<https://www.odu.edu/graduateschool/forms>

General Forms – G

G1 - Evaluation of Transfer Credits

G2 - Notice of Change of Status

G3 - Re-Validation of Out-of-Date Graduate Credit by Examination

G4 - GPD's Recommendation For Reinstatement from Suspension

Master's Level Forms – M

M1 - Appointment of Master's Thesis Committee

M2 - Result of Master's Examination or Requirement

M3 - Master's Thesis Acceptance and Processing

M4 - Master's Thesis Delivery

M5 - Exception to Time Limits Allowed to Complete Master's Degree



Graduate Program Advisor

- This is initial advisor assignment
- This is change of advisor, Previous advisor's name: _____

_____, _____, _____, _____
 (Student name) (UID) (Student signature) (Date)

Who enrolled in the _____ Program
 (Title of degree program)

_____, _____, _____
 (Advising faculty) (Advisor's signature) (Date)

_____, _____, _____
 (Co-advising faculty if any) (Co-advisor's signature) (Date)

Graduate Program Director's approval _____, _____
 (GPD's signature) (Date)



CEE Form 5
(5/2017)

Announcement of Ph.D. Dissertation/M.S. Thesis Oral Defense

This form should be completed and submitted to GPD **at least two week prior to the time of the oral defense**, so that GPD can promptly publish an announcement in an appropriate University news media.

Student: _____ **Advisor:** _____

Building: _____ **Room:** _____

Day: _____ **Time:** _____

Dissertation/Thesis Title:

Abstract:



CEE 6
(5/2017)

Request of Absence from CEE Graduate Seminar

All CEE graduate students (GTA and GRA) who are **financially supported** either by the Department or ODU Research Foundation are **required to attend all CEE Graduate Seminars** during Fall and Spring semesters. Absences are allowed only for exceptions in exceptional cases with written request to and approval by the Graduate Program Director (adopted on 5/11/2017).

Student: _____ **Advisor:** _____

Seminar Date: _____

Reason of Absence from CEE Graduate Seminar:

Student signature _____ **Date:** _____

Approval by Graduate Program Director: _____ **Date:** _____

Original: Student file

Copy: Student advisor