



University of Idaho

Department of Civil and
Environmental Engineering

CEE GRADUATE STUDENT HANDBOOK

Degrees Offered

Master of Science (M.S.) in Civil Engineering
Master of Engineering (M. Engr.) in Civil Engineering
Master of Science (M.S.) in Geological Engineering
Doctor of Philosophy (Ph.D.) in Civil Engineering

This document supplements the University of Idaho Catalog and information published by the College of Graduate Studies (COGS). Graduate students are responsible for complying with all rules, procedures, and time limits as established by the Graduate Faculty. In the event of conflicts between this document and COGS requirements, the latter will take precedent.

Statement of Assurance: The University of Idaho has a policy of nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, disability or status as a Vietnam era veteran. This policy applies to all programs, services, and facilities, and includes, but is not limited to, applications, admissions, access to programs and services, and employment. (US DOE: Title VI, VII and IX and University Policy of Nondiscrimination/UI FSH 3200 A).

For additional information contact:

Department of Civil and Environmental Engineering
University of Idaho
Moscow, Idaho 83844-1022 USA
Phone: (208) 885-6782
Email: cee@uidaho.edu
<https://www.uidaho.edu/engr/departments/cee>

College of Graduate Studies
University of Idaho
Moscow, ID 83844-3017
Phone: (208) 885-2647
<http://www.uidaho.edu/coqs/>

TABLE OF CONTENTS

PROGRAM OVERVIEW	3
Graduate Degrees Offered	3
General Information	4
Admission Requirements	4
Registration Requirements	5
Annual Enrollment Policy	5
Thesis and Dissertation Expectations	6
Master of Science (M.S.) in Civil Engineering	7
Appointment of Major Professor and Graduate Committee	7
Study Plan	8
Review of Thesis	8
Final Thesis Defense	9
Application to Graduate and Submission of Final Defense Report	9
Master of Engineering (M.Engr.) in Civil Engineering	11
Appointment of Major Professor and Graduate Committee	11
Study Plan	12
Technical Paper or Report and Comprehensive Examination	12
Application to Graduate and Submission of Non-Thesis Report	12
Master of Science (M.S.) in Geological Engineering – <i>Thesis Option</i>	13
Appointment of Major Professor and Graduate Committee	13
Study Plan	14
Review of Thesis	14
Final Thesis Defense	15
Application to Graduate and Submission of Final Defense Report	16
Master of Science (M.S.) in Geological Engineering – <i>Non-Thesis Option</i>	17
Appointment of Major Professor and Graduate Committee	17
Study Plan	18
Technical Paper or Report and Seminar Presentation	18
Application to Graduate and Submission of Non-Thesis Report	18
Doctor of Philosophy (Ph.D.) in Civil Engineering	19
Transfer Credits	19
Appointment of Major Professor and Graduate Committee	20
Study Plan	20
Qualifying Examination	20
Preliminary Examination	21
Review of Dissertation	22
Final Dissertation Defense	23
Application for Graduation and Submission of Final Defense Report	23
UNIVERSITY POLICIES AND REGULATIONS	24
FORMS AND HANDBOOKS	25
STEPS TO YOUR DEGREE: A CHECKLIST	26

PROGRAM OVERVIEW

This handbook has been developed to both inform our graduate students of policies and procedures, but just as importantly, to make them aware of their rights and responsibilities. It includes links to useful resources on a variety of important topics, including university policies on the Responsible Conduct of Research and Intellectual Property Rights.

The Department of Civil and Environmental Engineering (CEE) occupies the first floor of the Buchanan Engineering Laboratory (BEL) on the Moscow Campus with some laboratories in the basement and on the second floor of the building. All thesis and dissertation students may be assigned offices; desks are offered to non-thesis students when there is availability. Some CEE Faculty are affiliated with the Center for Ecohydraulics Research (CER), which is located in Boise, Idaho (<https://www.uidaho.edu/engr/research/cer>).

The Department offers five graduate degree programs, three in Civil Engineering and two in Geological Engineering; each is described in more detail in this document. Coursework requirements for each of these degrees are relatively flexible depending on student interest, professional experience, and course availability. Courses offered at Washington State University in Pullman, just seven miles from the Moscow Campus, and at Boise State University for students located in Boise, are available to UI students. While these courses may meet degree requirements, they are considered transfer courses and so are not included in calculation of cumulative GPA.

Financial assistance is available on a competitive basis in the form of teaching and research assistantships, but only to thesis and dissertation students. All students who are admitted are automatically considered for these assistantships. No additional application is needed; however, admission to a graduate degree program does not guarantee financial support. Research assistantships are awarded at the discretion of individual faculty members.

Graduate study is offered with specialization in environmental engineering, structures and structural mechanics, highway and pavement materials, transportation engineering, hydraulics, hydrology, ecohydraulics and water resources engineering (in Boise only), and geological engineering.

Graduate Degrees Offered

- M.S. in Civil Engineering (with thesis)
- M.Engr. in Civil Engineering (without thesis)
This degree may also be completed on-line
- M.S. in Geological Engineering (thesis and non-thesis options)
The non-thesis option may also be completed on-line
- Ph.D. in Civil Engineering

General Information

Admission Requirements

All admission requirements for the College of Graduate Studies (COGS) must be met for admission to graduate degree programs administered by the Department of Civil and Environmental Engineering. Applicants must have a minimum overall Grade Point Average (GPA) of 3.00 on a 4.00 grade scale equivalent to a U.S. bachelor's degree; however, GPA alone does not automatically result in admission. CEE does not currently require applicants to take the Graduate Record Examination (GRE).

Applicants to the three graduate degree programs in Civil Engineering should hold bachelor's degrees in civil engineering or in another engineering discipline. Exceptions are made only if deficiency courses are taken before admission. *See list of deficiency courses described within each degree option.*

Applicants for the two graduate degree programs in Geological Engineering should hold bachelor's degrees in civil engineering, geological engineering, or in another engineering discipline. For the non-thesis M.S. degree program, applicants are expected to have at least two years of professional experience. Students with backgrounds in geology, physics, mathematics, or hydrology are welcome to apply, but must complete any deficiency courses before admission. *See list of deficiency courses described within each degree option.*

Completing deficiency coursework does not guarantee admission to a graduate program; if admitted, credit for such courses is not counted toward the total number of credits required for a graduate degree. Additional preparatory coursework may also be required as determined by the student's Graduate Committee or as needed to enroll in courses listed in the student's Study Plan.

Applicants whose bachelor's education was not delivered in English should consult the College of Graduate Studies website for test requirements. The Department of Civil and Environmental Engineering does not allow conditional admission.

Graduate research or teaching assistantships are available for highly qualified students; however, admission to a graduate program does not guarantee awarding of an assistantship. For the Ph.D. program in Civil Engineering, we only accept those students to whom we can offer financial support, most often in the form of graduate research assistantships. Before submitting an application, students interested in the Ph.D. program should contact a faculty member with similar interests to determine if funding is available.

Registration Requirements

Graduate students engaged in any activity requiring faculty or staff time and consultation, or the use of any UI facilities, must register for the number of credits appropriate to the degree of activity involved during the semester of activity. Such activity includes, but is not limited to: writing, defending, or submitting a thesis or dissertation; research; working on or completion of a non-thesis requirement; or taking a qualifying or preliminary examination. A graduate student is considered full-time academically when registered for nine (9) or more credits.

A student who was appropriately registered during a previous term and did not complete all the degree requirements by the end of that term, but does so before the official opening date of the new term, is awarded their degree at the end of the following term without further registration.

Annual Enrollment Policy

Annual enrollment is required for all degree seeking graduate students. Annual enrollment is defined as registering for at least one credit at the 500 or higher level every 12 months. Professional development courses do not satisfy the annual enrollment requirement.

If annual enrollment is not maintained and the absence has been five or fewer terms, a request for re-enrollment in the program is required prior to any future registration by completing the *Request for Re-enrollment* form available on the College of Graduate Studies website. The re-enrollment decision is made at the program level with final approval through the College of Graduate Studies and should be requested well in advance of the requested semester of return.

If annual enrollment is not maintained and the absence has been for more than five terms, a request for re-admission to the program is processed through the Graduate Admissions Office as well as re-enrollment through the College of Graduate Studies. The re-admission decision is made at the program level and forwarded to the Graduate Admissions Office. The re-enrollment decision is made at the program level and forwarded to the College of Graduate Studies.

A student may request approval of a planned leave if the anticipated absence will be longer than one year but for no more than five terms. Approval must be given in advance of the time of absence by completing the *Approval of Planned Leave* form with signatures from the Major Professor, program administrator, and the dean of the College of Graduate Studies.

A re-enrollment fee is charged each time a re-enrollment application or re-admission form is processed. Any appeals to this policy are to be made to the dean of the College of Graduate Studies.

Thesis and Dissertation Expectations

A Masters thesis is a document that presents a research project and demonstrates the author's deep understanding of a particular topic. The project may be either basic or applied research, but to be published it should generate novel ideas or concepts. A PhD dissertation goes well beyond a Masters thesis in both quantity and quality, and a defining factor is the degree of originality of the work it presents. It presents novel and state-of-the-art research and demonstrates the author's ability to conceive and execute an original research project. A PhD dissertation may contain applied research elements, but since the primary goal is to make an original contribution to the field studied, the dissertation will normally present fundamental/basic work.

There are two forms of both documents, the traditional and the journal-article formats. In the traditional format, the document coherently presents the research as a single study, often composed primarily of the following sections: abstract, introduction, literature review, methods and materials, results, and conclusions (with ancillary sections including acknowledgments, a table of contents, and appendices as necessary). The College of Graduate Studies (COGS) has strict requirements for the structure and format. In the traditional format, the student's major professor and committee must approve the quantity and quality of the thesis or dissertation. Publications (if any) are derived from the thesis or dissertation document after it is finalized.

In the journal-article format, a published or publishable journal paper(s) replace the body of the thesis or dissertation. Again, COGS has strict requirements for the structure and format, except that the paper(s) may take the format of the intended journal, and the paper(s) is composed of its own sections that make it a stand-alone article. For a Masters thesis, one published or publishable journal paper is the normal expectation. For a PhD dissertation, three published or publishable papers, all on a related topic, is the normal expectation. The student's graduate committee may allow a PhD dissertation to comprise only two papers if they have been or are to be published in exceptionally high-quality journals, or up to four papers if one is, for example, a technical note associated with the three journal papers. A PhD dissertation exceeding four papers would be considered excessive. For the PhD dissertation in journal-article format, ideally one of the three papers will already be accepted or published at the time of the defense, one of the three will have been submitted and in review, and one will be finalized but not yet submitted; however, this depends upon the timeliness of the journal review and publication process and is not a requirement. A PhD dissertation should not be viewed as a collection of two to four smaller distinct studies - its goal is to present a coherent body of work on a particular topic, formatted to facilitate publication in journals.

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

Applicants interested in this degree program are expected to hold a B.S. degree in Civil Engineering. Applicants without this background are required to show evidence of completing the following undergraduate coursework before admission:

- Mathematics through differential equations
- One course in general chemistry
- One course in calculus-based physics
- One course in engineering statics

Candidates for this degree must fulfill all requirements of the College of Graduate Studies and of the Department of Civil and Environmental Engineering. A minimum of 30 semester credit hours of coursework is required. COGS requires at least 18 credits in 500-level courses. CEE requires that at least 12 credits of these 500-level courses have a Civil Engineering (CE) prefix, not including CE 500, CE 501, CE 502, CE 503, CE 597, CE 598 and CE 599.

For the M.S. degree, up to 6 credits of CE 500/Master's Thesis and Research may be used to satisfy the 30-credit minimum requirement. The M.S. degree in Civil Engineering also requires the preparation of an approved thesis and an oral defense of the research.

A grade of C or better is required in all courses used to meet degree requirements. A cumulative GPA of 3.00 is required in order to receive a graduate degree. Additional policies on deficiencies, grade requirements, probation, disqualification and reinstatement may be found in the University of Idaho Catalog.

Appointment of Major Professor and Graduate Committee

All M.S. degree-seeking students are required to select a Major Professor, designate two additional members of their Graduate Committee (one from outside the department), and receive approval of a Study Plan before completing 15 credits towards their degree. Students are responsible for completing the *Major Professor/Committee Appointment* form.

The Major Professor must be a current or emeritus member of the Civil and Environmental Engineering faculty. Affiliate faculty may not serve as Major Professor; however, upon approval of the Department Chair and COGS Dean, an Affiliate faculty member may serve as Co-Major Professor. The committee must also include one additional member from the department (current, emeritus, or affiliate faculty). A third required committee member is the 'outside member'. Adjunct, but not Affiliate, faculty may serve in this capacity, as well as faculty from other departments at UI or individuals from other institutions and organizations. An Affiliate faculty member may not serve as both Co-Major Professor and as the additional department committee member; in this case, the student must select a fourth member to serve on the committee.

The following conditions on Graduate Committees also apply:

- The Major Professor must be a member of the University of Idaho Graduate Faculty.
- At least half of the committee must be members of the Graduate Faculty (if unsure, check with COGS).
- A committee member may only serve on a committee for a degree level they have attained.
- Only CEE faculty (current faculty or emeritus) may serve as Major Professor for students in this degree program.
- The College of Graduate Studies must approve appointment of the Major Professor before a Study Plan may be submitted.
- If a Graduate Committee member departs the University of Idaho, he/she must be replaced, unless permission to remain on the committee is given by the Dean of the College of Graduate Studies.
- A faculty member may be removed as Major Professor or as a committee member, if it is determined that continued membership is not in the best interest of the department or the student. This decision must be made by the student, not the Major Professor.
Please contact the College of Graduate Studies for more information.

Study Plan

Once the student's Major Professor has been approved by the College of Graduate Studies, a Study Plan should be completed in consultation with his or her Major Professor. The Study Plan is submitted electronically and should be filed before completing 15 credit hours towards their degree.

Review of Thesis

An electronic copy of the draft thesis should be provided by the Major Professor to all committee members at least 14 days before the final defense date. The Major Professor must provide the Department Chair with an electronic copy of the final thesis for review at least 14 days before the last day to submit the thesis to ETD (Electronic Thesis and Dissertation platform). This timing allows for minor corrections and revisions to be incorporated before the Department Chair reviews the final document. All communications with the degree candidate shall be through the Major Professor.

Before the *Request to Proceed with the Final Defense of Thesis* form is signed by the Major Professor and Committee Members, all Committee Members should conduct a thorough review of the thesis. All comments, corrections, questions and other concerns should be addressed directly to the Major Professor. The form should be submitted to the College of Graduate Studies at least two weeks before the final defense.

The thesis document that is given to the Committee Members for review in the period immediately preceding the final defense date should be 'in near final form':

- The document should be free of typographical and grammatical errors.
- All citations should be appropriately documented using a consistent formatting style.

- Any copyrighted items contained in the thesis must be accompanied by documentation of permission from the copyright holders to use.
- All theses and dissertations shall undergo a plagiarism check. This review is conducted by the CEE Director of Graduate Studies (DGS). A first review is conducted when the final draft of the thesis is submitted to the Major Professor, prior to distributing to the student's committee. The student and Major Professor resolve issues, if any, prior to providing it to the committee in preparation for the defense. A second review could occur after the defense and all changes are made, prior to sending to the Department Chair, at the discretion of the Major Professor.

The Department of Civil and Environmental Engineering has a zero tolerance plagiarism policy. If you plagiarize research reports/journal manuscripts/your thesis or fabricate data in the laboratory or field, you risk being dismissed from the program. All students are encouraged to consult resources about how to avoid plagiarism.

Final Thesis Defense

Following the Graduate Committee's approval of the final draft of the thesis document, the candidate will make a formal presentation on the thesis research. This presentation is open to the public and must be advertised at least two weeks in advance in order to allow faculty, staff, students and interested members of the public an opportunity to attend. The candidate should coordinate the public announcement, date, time, and place of the defense with the CEE Administrative Coordinator. Every effort should be made to schedule the defense around graduate courses so that other students in the program may attend.

Following the defense seminar, general questions will be entertained from all attendees. After a short break, the Graduate Committee will re-convene for a private oral examination of the candidate. All committee members must be in attendance; however, under some circumstances, attendance via distance may be allowed upon approval of the Dean of the College of Graduate Studies.

Following a successful defense of his or her thesis, the candidate must submit the final electronic version into ETD/Proquest and the final signed bond paper copy to the College of Graduate Studies within six months; otherwise, the candidate must defend the thesis again and may be required to revise it or write an entirely new one. If a student fails the final defense twice, or the program does not allow the student to repeat the defense after the first failure, or the student does not repeat the defense within a year, the student is automatically moved to unclassified enrollment status and is no longer in the degree program.

Application to Graduate and Submission of Final Defense Report

Students should complete their application for graduation within one semester of completing all degree requirements. The degree candidate and Major Professor certify that all degree requirements are completed or will be completed within the time allotted. The application for degree completion is submitted electronically in VandalWeb. The last step in the process is to



submit the *Final Defense Report and Repository Agreement*. Details about submitting the final copies of the thesis are detailed at the College of Graduate Studies website.

Master of Engineering (M.Engr.) in Civil Engineering

Applicants for admission to this degree program are expected to hold a B.S. degree in civil engineering. Applicants not holding B.S. degrees in civil engineering are required to show evidence of completing the following undergraduate coursework before admission:

- Mathematics through differential equations
- One course in general chemistry
- One course in calculus-based physics
- One course in engineering statics

Candidates for this degree must fulfill all requirements of the College of Graduate Studies and of the Department of Civil and Environmental Engineering. A minimum of 30 semester credit hours of coursework is required. COGS requires at least 18 credits in 500-level courses. CEE requires that at least 12 credits of these 500-level courses have a Civil Engineering (CE) prefix, not including CE 500, CE 501, CE 502, CE 503, CE 597, CE 598 and CE 599.

The 30-credit minimum for the M.Engr. degree may include up to 3 credits of CE 502/Directed Study or CE 599/Non-Thesis Master's Research. A grade of C or better is required in all courses used to meet degree requirements. A cumulative GPA of 3.00 is required in order to receive a graduate degree. Additional policies on deficiencies, grade requirements, probation, disqualification and reinstatement may be found in the University of Idaho Catalog.

A thesis is not required, but M.Engr. degree candidates are required to demonstrate to their Major Professor and Graduate Committee their ability to write a technical paper or report and must complete a comprehensive exam.

Appointment of Major Professor and Graduate Committee

All M.Engr. degree-seeking students are strongly encouraged by the College of Graduate Studies to select or be assigned a Major Professor no later than the end of the first semester; it is required by the end of the first year. Students are responsible for completing the *Major Professor/Committee Appointment* form. In addition to the Major Professor, M.Engr. degree candidates must have one additional committee member. The second member must a current, affiliate, or emeritus member of the faculty in the Department of Civil and Environmental Engineering. Students are responsible for completing the *Major Professor/Committee Appointment* form and submitting it to the CEE Department Chair for approval.

The following conditions on Graduate Committees also apply:

- The Major Professor must be a member of the University of Idaho Graduate Faculty.
- A committee member may only serve on a committee for a degree level they have attained.
- Only CEE faculty may serve as Major Professor for students in this degree program.
- The College of Graduate Studies must approve appointment of the Major Professor before a Study Plan may be submitted.

- If a Graduate Committee member departs the University of Idaho, he/she must be replaced, unless permission to remain on the committee is given by the Dean of the College of Graduate Studies.
- A faculty member may be removed as Major Professor or as a committee member, if it is determined that continued membership is not in the best interest of the department or the student. This decision must be made by the student, not the Major Professor. Please contact the College of Graduate Studies for more information.

Study Plan

Once the student's Major Professor has been approved by the College of Graduate Studies, a Study Plan should be completed in consultation with his or her Major Professor. The Study Plan is submitted electronically and should be filed before completing 15 credit hours towards their degree.

Technical Paper or Report and Comprehensive Examination

Students who elect this non-thesis option are required to demonstrate to their Major Professor and Graduate Committee (1) their ability to write a technical paper or report, and (2) complete a comprehensive exam, which COGS defines as "the exit requirement". The exit requirement, if failed, may be repeated once. The interval before the second attempt may not be less than three months or longer than one year. If a student fails the exit requirement twice or does not retake the exit requirement within a year, the student is automatically moved to unclassified enrollment status and is no longer in the degree program.

The comprehensive exam is an open-book, take-home written examination and is intended to evaluate the candidate's fundamental and comprehensive understanding of the course of study. Questions should be solicited from faculty members from whom the candidate has taken graduate program courses. The questions should be assessed by the faculty members who provide the questions; there is no oral examination. It is the responsibility of the candidate's Graduate Committee to conduct the exam and review the results.

The Department of Civil and Environmental Engineering has a zero tolerance plagiarism policy. If you plagiarize research reports/journal manuscripts/your thesis or fabricate data in the laboratory or field, you risk being dismissed from the program. All students are encouraged to consult resources about how to avoid plagiarism.

Application to Graduate and Submission of Non-Thesis Report

Students should complete their application for graduation within one semester of completing all degree requirements. The degree candidate and Major Professor certify that all degree requirements are completed or will be completed within the time allotted. The application for degree completion is submitted electronically in VandalWeb. The *Non-Thesis Report* is an on-line process that is completed by the student's Major Professor upon successful completion of the technical paper or report and the comprehensive exam.

Master of Science (M.S.) in Geological Engineering – *Thesis Option*

Applicants to the thesis option in Geological Engineering are expected to hold degrees in civil engineering, geological engineering, or another engineering discipline. Students with backgrounds in geology, physics, mathematics, or hydrology are welcome to apply, but must complete any deficiency courses before admission. Credit for these courses is not counted toward the total credits required for the degree.

The following courses are considered to be the minimum preparation needed for admission to this degree program:

- Mathematics through differential equations
- One course in engineering statics
- One course in engineering dynamics
- One course in engineering fluid mechanics
- One course in mechanics of materials
- One course in structural geology

Candidates for this degree must fulfill all requirements of the College of Graduate Studies and of the Department of Civil and Environmental Engineering. This degree requires a minimum of 30 semester credits beyond the bachelor's degree. Of those 30 credits, at least 18 must be in 500-level courses. CE courses with the following numbers may not be included in this total: 500, 501, 502, 503, 597, 598 and 599. Likewise, GEOE courses with the following numbers may not be included in this total: 500, 501, 502, 503, 598, 599.

For this degree option, up to 6 credits of GEOE 500/Master's Thesis and Research may be used to satisfy the 30-credit minimum requirement. The thesis option for the M.S. degree in Geological Engineering requires the preparation of an approved thesis and an oral defense of the research.

A grade of C or better is required in all courses used to meet degree requirements. A cumulative GPA of 3.00 is required in order to receive a graduate degree. Additional policies on deficiencies, grade requirements, probation, disqualification and reinstatement may be found in the University of Idaho Catalog.

Appointment of Major Professor and Graduate Committee

All M.S. degree-seeking students are required to select a Major Professor, designate two additional members of their Graduate Committee, and receive approval of a Study Plan before completing 15 credits towards their degree. Students are responsible for completing the *Major Professor/Committee Appointment* form.

In addition to the Major Professor, candidates for the thesis option of the M.S. degree in Geological Engineering must have two additional committee members. At least one of the three committee members must be a current, emeritus, or affiliate member of the faculty in the Department of Civil and Environmental Engineering. In the case that both the Major Professor and the second member are on the CEE faculty, the third member (or 'outside' member) may

not be a CEE faculty member, which includes current, emeritus and affiliate faculty. Adjunct (but not Affiliate) faculty are allowed to serve as outside committee members, as well as faculty from other departments at UI or individuals from other institutions and organizations.

The following conditions on Graduate Committees also apply:

- The Major Professor must be a member of the University of Idaho Graduate Faculty.
- At least half of the committee must be on graduate faculty (if unsure, check with COGS).
- A committee member may only serve on a committee for a degree level they have attained.
- The Major Professor for this degree does not have to be a member of the CEE faculty; the intent, however, is that the Major Professor will be in a related and relevant disciplinary area with a UI faculty appointment.
- The College of Graduate Studies must approve appointment of a Major Professor before a Study Plan may be submitted.
- If a Graduate Committee member departs the University of Idaho, he/she must be replaced, unless permission to remain on the committee is given by the Dean of the College of Graduate Studies.
- A faculty member may be removed as Major Professor or as a committee member, if it is determined that continued membership is not in the best interest of the department or the student. This decision must be made by the student, not the Major Professor. Contact the College of Graduate Studies for more information.

Study Plan

Once the student's Major Professor has been approved by the College of Graduate Studies, a Study Plan should be completed in consultation with his or her Major Professor. The Study Plan is submitted electronically and should be filed before completing 15 credit hours towards their degree.

Review of Thesis

An electronic copy of the draft thesis should be provided by the Major Professor to all members of the Graduate Committee at least 14 days before the final defense date. The Major Professor must provide the Department Chair with an electronic copy of the final thesis for review at least 14 days before the last day to submit the thesis to ETD (Electronic Thesis and Dissertation platform). This timing allows for minor corrections and revisions to be incorporated before the Department Chair reviews the final document. All communication with the degree candidate shall be through the Major Professor.

Before the *Request to Proceed with the Final Defense of Thesis* form is signed by the Major Professor and Committee Members, all Committee Members should conduct a thorough review of the thesis. All comments, corrections, questions and other concerns should be addressed directly to the Major Professor. The form should be submitted to the College of Graduate Studies at least two weeks before the final defense.

The draft thesis document that is given to the Committee Members and Department Chair for review in the period immediately preceding the final defense date should be 'in near final form':

- The document should be free of typographical and grammatical errors.
- All citations should be appropriately documented using a consistent formatting style.
- Any copyrighted items contained in the thesis must be accompanied by documentation of permission from the copyright holders to use the materials.
- All theses and dissertations shall undergo a plagiarism check. This review is conducted by the CEE Director of Graduate Studies (DGS). A first review is conducted when the final draft of the thesis is submitted to the Major Professor, prior to distributing to the student's committee. The student and Major Professor resolve issues, if any, prior to providing it to the committee in preparation for the defense. A second review could occur after the defense and all changes are made, prior to sending to the Department Chair, at the discretion of the Major Professor.

The Department of Civil and Environmental engineering has a zero tolerance plagiarism policy. If you plagiarize research reports/journal manuscripts/your thesis or fabricate data in the laboratory or field, you risk being dismissed from the program. All students are encouraged to consult resources about how to avoid plagiarism.

Final Thesis Defense

Following the Graduate Committee's approval of the final draft of the thesis document, the candidate will make a formal presentation on the thesis research. This presentation is open to the public and must be advertised at least two weeks in advance in order to allow faculty, staff, students and interested members of the public an opportunity to attend. The candidate should coordinate the public announcement, date, time, and place of the defense with the CEE Administrative Coordinator. Every effort should be made to schedule the defense around graduate courses so that other graduate students in the department may attend.

Following the defense seminar, general questions will be entertained from all attendees. After a short break, the Graduate Committee will convene for a private oral examination of the candidate. All committee members must be in attendance; however, under some circumstances, attendance via distance may be allowed upon approval of the Dean of the College of Graduate Studies.

Following a successful defense of his or her thesis, the candidate must submit the final electronic version into ETD/Proquest and the final signed bond paper copy to the College of Graduate Studies within six months; otherwise, the candidate must defend the thesis again and may be required to revise it or write an entirely new one. If a student fails the final defense twice, or the program does not allow the student to repeat the defense after the first failure, or the student does not repeat the defense within a year, the student is automatically moved to unclassified enrollment status and is no longer in the degree program.



Application to Graduate and Submission of Final Defense Report

Students should complete their application for graduation within one semester of completing all degree requirements. The degree candidate and Major Professor certify that all degree requirements are completed or will be completed within the time allotted. The application for degree completion is submitted electronically in VandalWeb. The last step in the process is to submit the *Final Defense Report and Repository Agreement*. Details about submitting the final copies of the thesis are detailed at the College of Graduate Studies website.

Master of Science (M.S.) in Geological Engineering – *Non-Thesis Option*

Applicants for admission to this non-thesis degree are expected to hold degrees in civil engineering, geological engineering, or another engineering discipline and have at least two years of professional experience. Students with backgrounds in geology, physics, mathematics, or hydrology are welcome to apply, but must complete any deficiency courses before admission. Credit for such courses is not counted toward the total credits required for the degree.

The following courses are considered to be the minimum preparation needed for admission to this degree program:

- Mathematics through differential equations
- One course in engineering statics
- One course in engineering dynamics
- One course in engineering fluid mechanics
- One course in mechanics of materials
- One course in structural geology

Candidates for this degree must fulfill all requirements of the College of Graduate Studies and of the Department of Civil and Environmental Engineering. This degree requires a minimum of 30 semester credits beyond the bachelor's degree at least 18 of which must be in 500-level courses. CE courses with the following numbers may not be included in this total: 500, 501, 502, 503, 597, 598 and 599. Likewise, GEOE courses with the following numbers may not be included in this total: 500, 501, 502, 503, 598, 599. The Study Plan may include up to 3 credits of GEOE 502/Directed Study or GEOE 599/Non-Thesis Master's Research.

A thesis is not required, but non-thesis M.S. degree candidates in GEOE are required to demonstrate their ability to write a technical paper or report and present their work in a public seminar. A grade of C or better is required in all courses used to meet degree requirements. A cumulative GPA of 3.00 is required in order to receive a graduate degree. Additional policies on deficiencies, grade requirements, probation, disqualification and reinstatement may be found in the University of Idaho Catalog.

Appointment of Major Professor and Graduate Committee

All M.S. degree-seeking students are strongly encouraged by the College of Graduate Studies to select or be assigned a Major Professor no later than the end of the first semester; it is required by the end of the first year. Students are responsible for completing the *Major Professor/Committee Appointment*.

In addition to the Major Professor, non-thesis M.S. degree candidates must have one additional member of their Graduate Committee. At least one of the two committee members must be a member of the faculty in the Department of Civil and Environmental Engineering (current, emeritus, or affiliate).

The following conditions on Graduate Committees also apply:

- The Major Professor must be a member of the University of Idaho Graduate Faculty.

- A committee member may only serve on a committee for a degree level they have attained.
- For this degree, the Major Professor does not have to be a member of the CEE faculty.
- The College of Graduate Studies must approve appointment of the Major Professor before a Study Plan may be submitted.
- If a Graduate Committee member departs the University of Idaho, he/she must be replaced, unless permission to remain on the committee is given by the Dean of the College of Graduate Studies.
- A faculty member may be removed as Major Professor or as a committee member, if it is determined that continued membership is not in the best interest of the department or the student. This decision must be made by the student, not the Major Professor. Contact the College of Graduate Studies for more information.

Study Plan

Once the student's Major Professor has been approved by the College of Graduate Studies, a Study Plan should be completed in consultation with his or her Major Professor. The Study Plan is submitted electronically and should be filed before completing 15 credit hours towards their degree.

Technical Paper or Report and Seminar Presentation

Students who elect this non-thesis option are required to demonstrate to their Graduate Committee (1) their ability to write a technical paper or report, and (2) present their paper or report in an oral presentation that is open to the public. This presentation may be made in person or via distance, depending on the student's location. This exit requirement, if failed, may be repeated once. The interval before the second attempt may not be less than three months or longer than one year. If a student fails the exit requirement twice or does not retake the exit requirement within a year, the student is automatically moved to unclassified enrollment status and is no longer in the degree program. There is no written comprehensive examination required for this degree.

The Department of Civil and Environmental Engineering has a zero tolerance plagiarism policy. If you plagiarize research reports/journal manuscripts/your thesis or fabricate data in the laboratory or field, you risk being dismissed from the program. All students are encouraged to consult resources about how to avoid plagiarism.

Application to Graduate and Submission of Non-Thesis Report

Students should complete their application for graduation within one semester of completing all degree requirements. The degree candidate and Major Professor certify that all degree requirements are completed or will be completed within the time allotted. The application for degree completion is submitted electronically in VandalWeb. *The Non-Thesis Report* is an on-line process that is completed by the student's Major Professor upon successful completion of the technical paper or report and the comprehensive exam.

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

Applicants to the Ph.D. program in Civil Engineering are admitted only if financial support is available, normally in the form of graduate research assistantships. Research assistantships are awarded at the discretion of individual faculty members.

Students who come with offers of support from other entities (e.g., host countries, corporations, federal agencies) undergo the same scrutiny as other applicants and are not automatically admitted. Before submitting an application, students interested in the Ph.D. program should contact a faculty member with similar interests to determine if funding and space are available.

Applicants must satisfy all requirements described herein for the M.S. degree in Civil Engineering or its equivalent in a related area of engineering. Additional details of the individual program for the Ph.D. degree are determined by the student in consultation with his/her Major Professor and Graduate Committee.

Candidates for this degree must fulfill all requirements of the College of Graduate Studies and of the Department of Civil and Environmental Engineering. This degree requires a minimum of 78 semester credits beyond the bachelor's degree. At least 52 credits of this total must be in courses numbered 500 or above. This total includes CE 600/Doctoral Research and Dissertation; however, 33 of the 78 required credits must be in courses other than CE 600.

Transfer Credits

The College of Graduate Studies requires that Ph.D. students complete at least 39 of the 78 required credits at UI while matriculated in the College of Graduate Studies. With the consent of the student's Graduate Committee and the Dean of the College of Graduate Studies, up to 12 credits may be transferred to the University of Idaho, but only if the institution from which the credits are being transferred has a graduate program in the course's discipline.

All credits used toward graduate degrees must be from regionally accredited institutions or from non-US institutions recognized by the appropriate authorities in their respective countries. Correspondence study courses may be applied to the degree only with the prior written approval of the College of Graduate Studies. Grades earned in transfer courses are not calculated into the UI GPA. Only courses with an A, B, or pass/satisfactory grade may be transferred to the graduate transcript. All credits will be equated to semester credits.

If credits are transferred from an international school, the student must have those credits evaluated; more information about accepted evaluation services may be found on the COGS website. Transfer credits are subject to all other COGS rules and regulations. An official transcript must be on file to verify all transfer credits. If a course to be transferred was taken after admission to UI, an official transcript should be requested and sent to COGS as soon as possible after completion of the course.

A grade of C or better is required in all courses used to meet degree requirements. A cumulative GPA of 3.00 is required in order to receive a graduate degree. Additional policies on

deficiencies, grade requirements, probation, disqualification and reinstatement may be found in the University of Idaho Catalog.

Appointment of Major Professor and Graduate Committee

All degree-seeking graduate students are required by the College of Graduate Studies (COGS) to select a Major Professor no later than their third semester in the program. Students are responsible for completing the *Major Professor/Committee Appointment* form. Students should select other members of their Graduate Committee in consultation with their Major Professor.

The Graduate Committee should be selected within the first year of enrollment in the program. In addition to the Major Professor, who must be a member of the CEE faculty (current, emeritus, or affiliate), the committee must be composed of three additional faculty members, at least one of whom must be outside of the department (see *guidelines for M.S. in Civil Engineering*).

Additional members may be appointed if desired. Appointment of a committee member not meeting the criteria listed below may be approved on a case-by-case basis by the Dean of the College of Graduate Studies.

The following conditions on Graduate Committees also apply:

- The Major Professor must be a member of the University of Idaho Graduate Faculty.
- At least half of the committee must be on graduate faculty (if unsure, check with COGS).
- A committee member may only serve on a committee for a degree level they have attained.
- Only CEE faculty may serve as Major Professor for students in this degree program.
- The College of Graduate Studies must approve appointment of a Major Professor before a Study Plan may be submitted.
- If a Graduate Committee member departs the University of Idaho, he/she must be replaced, unless permission to remain on the committee is given by the Dean of the College of Graduate Studies.
- A faculty member may be removed as Major Professor or as a committee member, if it is determined that continued membership is not in the best interest of the department or the student. This decision must be made by the student, not the Major Professor.

Please contact the College of Graduate Studies for more information.

Study Plan

Once the student's Major Professor has been approved by the College of Graduate Studies, a Study Plan should be completed in consultation with the Major Professor. The Study Plan is submitted electronically and should be filed no later than the end of the third semester in the program; if the Qualifying Exam is required, the Study Plan is filed after this exam is completed (see next section).

Qualifying Examination

Students in the Ph.D. program take up to two examinations during their degree program. The first exam, if required by the student's Major Professor, is the Qualifying Examination. It is

intended to evaluate the student's readiness to undertake doctoral coursework, provide guidance in preparing the Study Plan, and identify deficiencies in the student's preparation. The Qualifying Examination is a written exam composed of questions submitted by CEE faculty and the faculty who serve on the student's Graduate Committee at the request of the student's Major Professor. Exam questions must be evaluated by the faculty members who submit them. This exam should be taken as early as possible, but not later than after one semester of full-time study following the M.S. degree, or not later than after three semesters of full-time study following the bachelor's degree.

If a Qualifying Examination is required, it is considered a prerequisite to the preparation of the student's Study Plan, which is due in the College of Graduate Studies by the end of the third semester of study. The determination of whether or not the Qualifying Exam is required is made by the Major Professor with approval of the Graduate Committee and Department Chair. Reasons to waive the exam include completion of the M.S. degree in Civil Engineering or current professional licensure with five or more years of professional experience. A memorandum justifying waiver of the Qualifying Exam should be sent to the Department Chair. If the waiver is approved by the Chair, the Chair should initial the memo and add it to student's file.

Results of the examination shall be communicated to the Department Chair in a memorandum from the Major Professor and placed in the student's file. A report of this examination is not submitted to the College of Graduate Studies. The Qualifying Exam may be repeated once, but only after meeting any conditions set by the student's Graduate Committee. If repeated, it should be taken in the semester immediately following the first exam.

Preliminary Examination

This is an oral examination that is required by all Ph.D. students and involves the preparation of a formal dissertation research proposal and an oral examination. The student's Major Professor and Graduate Committee administer this exam. Its primary purpose is for the student to demonstrate their ability to conceive and design original research. It is also the point at which the Graduate Committee will determine if the student is able to continue to progress in the program or should be advised to pursue a different path.

The student must prepare a formal proposal stating his/her objectives for the Ph.D. research and how she/he intends to accomplish those objectives. At a minimum, the proposal should include: (1) a detailed literature review; (2) a preliminary analysis of the problem or research questions; and (3) a description of procedures, equipment and techniques that are intended to achieve the research objectives.

The Preliminary Exam shall be open to the public. It should be scheduled when the majority of courses in the Study Plan are completed, but no later than two years after starting the Ph.D. program for those students who hold the M.S. degree. For those students who start the program immediately after the bachelor's degree or do not have a thesis-based M.S. degree, the Preliminary Exam should be held no later than after three years in the program. If there is a

legitimate reason, the student may request that the Preliminary Exam be delayed for up to one semester upon recommendation of the Major Professor, the Graduate Committee, and the Department Chair. The student must be registered in the semester the Preliminary Examination is taken.

At the conclusion of the exam, the *Report of Preliminary Examination and Advancement to Candidacy* form must be completed and submitted to the College of Graduate Studies.

Graduation must occur no later than five years after the date on which the candidate passes the preliminary exam.

At the discretion of the student's Graduate Committee, if a portion of the Preliminary Examination is failed, it may be repeated only once; the repeat examination must be taken within a period of one year following the first attempt. In some instances, if the student exhibits a deficiency in a specific subject area, passing the exam may be made conditional upon satisfactory completion of additional coursework and/or an additional examination in the deficient area.

Review of Dissertation

An electronic copy of the draft dissertation should be provided by the Major Professor to all members of the Graduate Committee at least 24 days before the final defense date. The Major Professor must provide the Department Chair with an electronic copy of the final draft of the dissertation for review at least 14 days before the last day to submit the thesis to ETD (Electronic Thesis and Dissertation platform). This timing allows for minor corrections and revisions to be incorporated before the Department Chair reviews the final document. All communication with the degree candidate shall be through the Major Professor.

Before the *Request to Proceed with the Final Defense of Dissertation* form is signed and submitted, all Committee Members should conduct a thorough review of the draft dissertation. All comments, corrections, questions and other concerns should be addressed directly to the Major Professor. The form must be submitted to the College of Graduate Studies at least working 10 days before the final defense.

The dissertation document that is given to the Graduate Committee for review in the period preceding the final defense date should be 'in near final form':

- The document should be free of typographical and grammatical errors.
- All citations should be appropriately documented using a consistent formatting style.
- Any copyrighted items contained in the dissertation must be accompanied by documentation of permission from the copyright holders to use the materials.
- All theses and dissertations shall undergo a plagiarism check. This review is conducted by the CEE Director of Graduate Studies (DGS). A first review is conducted when the final draft of the thesis is submitted to the Major Professor, prior to distributing to the student's committee. The student and Major Professor resolve issues, if any, prior to providing it to the committee in preparation for the defense. A second review could occur

after the defense and all changes are made, prior to sending to the Department Chair, at the discretion of the Major Professor.

The Department of Civil and Environmental Engineering has a zero tolerance plagiarism policy. If a student plagiarizes research reports/journal manuscripts or fabricates data in the laboratory or field, he/she risks being dismissed from the program. All students are encouraged to consult resources about how to avoid plagiarism.

Final Dissertation Defense

Following the Graduate Committee's approval of the final draft of the dissertation, the candidate will make a formal presentation on the research. This presentation is open to the public and must be advertised at least two weeks in advance in order to allow faculty, staff, students and interested members of the public an opportunity to attend. The candidate should coordinate the public announcement, date, time, and place of the defense with the CEE Administrative Coordinator. Every effort should be made to schedule the defense around graduate courses, so that other students in the program may attend.

Following the defense seminar, general questions will be entertained from all attendees. After a short break, the Graduate Committee will re-convene for a private oral examination of the candidate. All Committee Members must be in attendance; however, under some circumstances, attendance via distance may be allowed upon approval of the Dean of the College of Graduate Studies.

A majority vote of the committee is needed for a candidate to pass the defense. The defense, if failed, may be repeated only once. The interval before the second attempt may not be less than three months or longer than one year.

Following a successful defense, the candidate must submit the final electronic version of the dissertation document into ETD/Proquest and the final signed bond paper copy to the College of Graduate Studies within six months; otherwise, the candidate must defend the dissertation again and may be required to revise it or write an entirely new one.

Application for Graduation and Submission of Final Defense Report

Candidates for the Ph.D. degree should complete their application for graduation within one semester of completing all degree requirements. The degree candidate and Major Professor certify that all degree requirements are completed or will be completed within the time allotted. The application for degree completion is submitted electronically in VandalWeb.

The last step in the process is to submit the *Final Defense Report and Repository Agreement*. Details about submitting the final copies of the dissertation are detailed at the College of Graduate Studies website.

UNIVERSITY POLICIES AND REGULATIONS

Student Code of Conduct

www.webpages.uidaho.edu/fsh/2300.html

Personal Safety on Campus

<https://www.uidaho.edu/infrastructure/i-safety/personal-safety>

Public Safety and Campus Security

www.uidaho.edu/infrastructure/pss

Copyrights, Protectable Discoveries, and other Intellectual Property Rights

www.webpages.uidaho.edu/fsh/5300.html

Responsible Conduct of Research Education

www.uidaho.edu/apm/45/21

Policy against Sexual Harassment

www.webpages.uidaho.edu/fsh/3220.html#A

Non-Discrimination Policy

www.uidaho.edu/ocri/policy-procedure/nondiscrimination-policy

FORMS AND HANDBOOKS

Form/Handbook	Degree	Links
Appointment of Major Professor/Committee Appointment or Changes	MEngr, MS, PhD	<u>Major Professor/Committee Appointment or Changes</u>
Study Plan, Change of Study Plan	MEngr, MS, PhD	Submit electronically on VandalWeb
Change of Curriculum	MEngr, MS, PhD	<u>Change of Curriculum (see p. 2)</u>
Application for Advanced Degree	MEngr, MS, PhD	Complete the application VandalWeb
Non-Thesis Requirement Report	MEngr, non-thesis MS	<u>Non-Thesis Report (on-line process)</u>
Qualifying Examination Result Memo	PhD only	Written by Chair of the Graduate Committee and sent to the Department Chair only
Report of Preliminary Examination and Advancement to Candidacy	PhD only	<u>Report of Preliminary Exam</u>
Request to Proceed to Final Defense	MS, PhD	<u>Request to Proceed with Final Defense</u>
Report of Final Defense	MS, PhD	College of Graduate Studies (208) 885-6243 <u>www.uidaho.edu/cogs</u>
Thesis and Dissertation Format Handbook	MS, PhD	<u>Thesis and Dissertation Handbook</u>
Teaching Assistant Handbook	MS, PhD	<u>TA Handbook</u>

Deadlines for any semester: <https://www.uidaho.edu/cogs/deadlines>

STEPS TO YOUR DEGREE: A CHECKLIST

STEPS TO YOUR DEGREE

M.S. Degree Students

What to do?	When?	Forms?	Checklist
1. Appoint Major Professor	As soon as possible after acceptance or within the first semester	Yes	
2. Submit Study Plan	Before completing 15 credits towards degree	Yes	
3. Select Graduate Committee members	Soon after filing Study Plan	Yes	
4. Review of thesis by Graduate Committee	At least 14 days before the final defense		
5. Request to proceed with final defense of thesis	At least 14 days before the final defense	Yes	
6. Provide electronic copy of thesis to Department Chair	At least 14 days before last day to submit thesis to ETD platform		
7. Schedule Final Thesis Defense/consult COGS for deadlines	Work with CEE Administrative Coordinator to schedule and announce seminar		
8. Apply to Graduate	Within one semester of completing all degree requirements	Yes	
9. Submit Final Defense Report and Repository Agreement	Consult COGS website for details	Yes	

Ph.D. Degree Students

What to do?	When?	Forms?	Checklist
1. Appoint Major Professor	As soon as possible after acceptance	Yes	
2. Select Graduate Committee members	Within first year of enrollment in the program	Yes	
3. Qualifying Examination	No later than one semester of full-time study following the M.S. degree or after three semesters of full-time study after the B.S. degree memo to chair		
4. Submit Study Plan	After passing the Qualifying Exam, but no later than 3rd semester in the program	Yes	
5. Preliminary Examination and Advancement to Candidacy	No later than two years after starting program	Yes	
6. Review of thesis by Graduate Committee	At least 24 days before the final defense	Yes	
7. Request to proceed with final defense of dissertation	At least 14 days before the final defense	Yes	
8. Provide electronic copy of dissertation to Department Chair	At least 14 days before last day to submit thesis to ETD platform		
9. Schedule Final Thesis Defense/consult COGS deadlines	Work with CEE Administrative Coordinator to schedule and announce seminar		
10. Apply to Graduate	Within one semester of completing all degree requirements	Yes	
11. Submit Final Defense Report and Repository Agreement	Consult COGS website for details	Yes	