



Department of Civil &  
Environmental  
Engineering

## MASTER OF SCIENCE IN CIVIL ENGINEERING (MCE)

### Checklist, Instructions, and Degree Requirements

**Time Limit:** Programs for master's degrees must be completed within 5 years from entrance into a degree program. *(Please note that courses cannot count towards degree requirements if they have been taken over 5 years prior to graduation unless they are revalidated. For more information about how to revalidate courses, please see the Graduate Coordinator).*

**Departmental Approval:** Forms that require departmental approval (G101, G102, & G103) should be submitted prior to Civil Engineering Graduate Program Committee (CEGPC) meetings, which take place twice per fall and spring semester. An email will be sent to students to announce the meeting as a reminder. Failure to submit your forms prior to the meeting may cause it to be moved to a future meeting.

**CE 7750 Graduate Seminar:** All full-time graduate students in the Department of Civil and Environmental Engineering are required to enroll in the CE7750 Graduate Seminar course every fall and spring semester. Part-time graduate students are required to enroll in CE7750 during the semester in which they plan to graduate (*\*\*note: if you are graduating in the summer, you should enroll in the spring since the course is not offered in the summer*). If a student is unable to enroll in the CE7750 seminar course, such as in the case of a scheduling conflict, the student should discuss this with their assigned faculty advisor and then contact the Graduate Coordinator.

**Conference Room Reservations:** If you would like to reserve a conference room (such as for a meeting with your committee, a defense, etc.) please email the Graduate Coordinator with your request. Rooms available for reservation in PFT include 3250H, 3314B, 3316E, 3285, 1278, and 1280.

**\*\*\* For more detailed information regarding program (course work, committee, and thesis requirements) visit <http://www.lsu.edu/eng/cee/academics/graduate/ms-civil-engineering.php>**

### CHECKLIST & INSTRUCTIONS FOR 1ST YEAR

- Upon arrival and prior to the beginning of your first semester, **you should attend the orientation sessions prior to registration.** The Graduate School offers orientation for new graduate students only prior to the fall semester. It is especially important for international students to attend international student orientation and students should receive orientation information in your admission and/or I-20 packet. More information about international student orientation here: <https://www.lsu.edu/intlpro/is/prospective-students/arrival-services/orientation.php>
- You must meet with your assigned faculty advisor** to discuss scheduling for your first semester and (if applicable) any details of your graduate assistantship position. The name of your assigned faculty advisor can be found in your departmental acceptance letter (sent to you via email) or by contacting the Graduate Coordinator.
- After meeting with your assigned faculty advisor, **you should meet with the Graduate Coordinator.** You will be given some information about the department and you will complete the **G104 Graduate Student Information Form** (department form). Also, if you have a graduate

assistantship position, you will be given instructions on how to complete the hiring process in Workday. These forms should be completed as soon as possible to avoid payment delay.

- ❑ During the first year, students (with the assistance of their advisor) must set up a **master's thesis committee** (see link above for more information on committee requirements).
- ❑ **By the end of the first year and definitely before the start of their second year**, students should work with their advisor to complete the **G101 Graduate Degree Program form** (department form) to map out their *plan of study*. The plan of study should show that leveling/articulation course requirements are satisfied for students who *do not* have an undergraduate degree in Civil or Environmental Engineering. After completion of the G101 Graduate Degree Program Form, the form should be submitted to the Graduate Coordinator for CEGPC approval. After approval is received, a digital copy of the approved form will be kept in the student's file and the physical copy returned to the student. If, in the future, any changes are made to this plan of study, to the committee, to the thesis title or if the student changes advisors, the **G102 Revision to Graduate Degree Program form** (department form) must be submitted immediately. This form should be signed by the student's advisor and then submitted to the Graduate Coordinator for CEGPC approval. (*Important Note: The Request for Final Master's Defense, a Graduate School form, will not be approved unless an approved Graduate Degree Program form G101 (as well as G102 if changes were made) is on file.*)
- ❑ If thesis-track, a **thesis proposal** (with the cover page **G103 Master's Thesis Proposal Form**, a department form, signed by ALL committee members) shall be submitted to the Graduate Coordinator for department approval **at least one semester prior to the anticipated graduation date**.

## CHANGES TO AN ESTABLISHED COMMITTEE

- A student's Advisory Committee should be established during the first semester. If the student's Advisory Committee has already been established and the student/committee chair determine that a change to this committee is needed:
  - The committee chair must call for a meeting with the student and all other committee members to formally discuss the proposed change.
  - After the meeting is finished, the committee chair must submit the **Change of Advisory Committee Member** section in the **G102** form and submit to the Graduate Program Coordinator. This form must be approved and signed by all committee members.

## DEGREE REQUIREMENTS

- ❑ For **thesis** and **non-thesis option** requirements, visit <http://www.lsu.edu/eng/cee/academics/graduate/ms-civil-engineering.php>
- ❑ As your graduating semester approaches, please familiarize yourself with the Graduate School's expectations by visiting the Steps to Graduation page here: <https://www.lsu.edu/graduateschool/currentstudents/steps-to-graduation.php>
- ❑ **Application for Master's Degree** (form found on the Graduate School website) submitted during the graduating semester and before the semester deadline set by the Graduate School (see graduate school calendar).
  - Please route this form through the Graduate Coordinator so they can save a copy of the form to your digital file. They will submit to the Graduate School on your behalf.
- ❑ **Request for Final Master's Defense** (form found on the Graduate School website) should be submitted *at least* 3 weeks prior to the defense and/or before the semester deadline set by the

Graduate School (to allow adequate time to acquire all necessary signatures, students should start preparing the form *at least* 4 weeks in advance of the deadline). After the defense request is approved and the defense date is approaching, the Graduate Coordinator will remind the student and their committee members of the upcoming defense. If the defense is approaching soon (within 1-2 days) and the student and committee has not received an email, please contact the Graduate Coordinator so that the issue can be investigated. Also, if ANY changes are made to the details of the defense, the student is responsible for advising their committee and the Graduate Coordinator of these changes as soon as they are known.

- Please route this form through the Graduate Coordinator so they can save a copy of the form to your digital file. They will obtain the Graduate Advisor/Department Chair signature and submit to the Graduate School on your behalf.
- ❑ Your **thesis or project report** should be submitted to your Advisory Committee at least **3 weeks prior to your final defense** (or by a date established by your committee).
- ❑ After completion of the defense, **the Final Defense Results** (pass/fail sheet) as well as the **Thesis Approval Report** (if thesis-track) must be submitted by the Committee Chair to the Graduate Coordinator within 2 weeks of the defense date for submission to the Graduate School. (Important Note: These forms are never to be handled by the student).
- ❑ Final thesis (if thesis-track) should be submitted by the student to the Graduate School before the semester deadline set by the Graduate School. Thesis formatting and submission details can be found here:  
[https://www.lsu.edu/graduateschool/currentstudents/theses\\_and\\_dissertations/index.php](https://www.lsu.edu/graduateschool/currentstudents/theses_and_dissertations/index.php)
- ❑ Prior to graduation and leaving the university, if a student held a graduate assistantship position, the advisor should conduct a final evaluation interview with the student to evaluate the student's performance. The **RA Evaluation Form** or **TA Evaluation Form** should be submitted to the Graduate Coordinator prior to graduation. The advisor can obtain the evaluation form from the Graduate Coordinator. Please note that both the advisor's and student's signatures must be on the form when submitted. GAs should also submit any remaining timesheets through the last day of their appointment. Finally, to avoid unnecessary charges and possible liabilities, GAs who have office/lab keys should return them to the department following the appropriate procedures.

## IMPORTANT REMINDERS AND RESOURCES

### Graduate Programs Advisor

Dr. Shengli Chen  
Suite 3255D Patrick F. Taylor Hall  
Phone: (225) 578-2432  
Email: shenglichen@lsu.edu

### Graduate Programs Coordinator

Madison Lane  
Suite 3255 Patrick F. Taylor Hall  
Phone: (225) 578-9170  
Email: mlane10@lsu.edu

### Important Reminders

- This checklist was created as a guide to students in the Civil Engineering graduate program. It is not meant to replace the **Graduate School Catalog**, which is the official document for Graduate Student rules and regulations. The current Graduate School Catalog can be found online at the Graduate School website: <https://catalog.lsu.edu/>
- All forms requiring either the Graduate Program Advisor's or Department Chair's signature should be submitted to the Graduate Program Coordinator at least two business days prior to the due date to allow adequate time to acquire these signatures.
- It is the student's responsibility to be aware of and to adhere to all established deadlines and due dates. The Graduate School Calendar (issued each academic semester) is available on the Graduate School Website.
- A student's assigned faculty advisor should be the student's first point of contact for all questions regarding graduate issues.
- To schedule a meeting with the Graduate Programs Advisor, a student and/or the student's advisor should send an email to request a meeting.
- All forms must be **TYPED**.

For **Department forms**, please visit our forms page on our website:

<http://www.lsu.edu/eng/cee/academics/graduate/forms.php>

For **Graduate School forms**, please visit their forms page on their website:

<https://www.lsu.edu/graduateschool/forms.php#grad-student-forms>

For academic deadlines, visit the **LSU Academic Calendar** here:

<https://www.lsu.edu/registrar/academics/academic-calendar.php>

For Graduate School deadlines, visit the **LSU Graduate School Calendar** here:

<https://www.lsu.edu/graduateschool/calendars.php>