

The Department of Civil and Environmental Engineering

Graduate Handbook

*Guidance and Advice to Help
Complete your Graduate
Degree*



2021

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INTRODUCTION

This handbook describes the basic requirements for obtaining your graduate degree in the Department of Civil and Environmental Engineering (CEE) at Utah State University (USU). The handbook summarizes the milestones of your program and provides guidance for how to complete CEE graduate degree programs. This handbook does not cover every expectation, procedure, or policy established by USU that pertains to you as a graduate student. The Department of Civil and Environmental Engineering adheres to the expectations, procedures, and policies of the USU School of Graduate Studies. Therefore, consult the Graduate Catalog (https://catalog.usu.edu/preview_entity.php?catoid=12&ent_oid=998) for information on all of USU's general graduate policies. Also, if you have questions about something that does not appear in this handbook, departmental staff or faculty are delighted to help you with any matter, great or small. Just ask!

PROGRAM DESCRIPTIONS & EXPECTATIONS

General Graduate Student Responsibilities

It is your responsibility to track your progress towards your degree and the completion of graduate school, department and division requirements. You can stay on top of your program milestones by referring to this handbook and visiting the USU School of Graduate Studies website (<https://gradschool.usu.edu/>) and graduate catalog, as well as other information.

- You are responsible for the timely submission of all program forms. Italicized terms throughout this handbook represent the forms you need to complete and submit for approval by the CEE Department and the USU School of Graduate Studies at certain points in your program. All forms can be found on the USU Office of Research and Graduate Studies website (<https://gradschool.usu.edu/forms/>). Submission instructions are on the forms. Forms must be submitted and approved at the appropriate time before you schedule your defense or authorization to defend will not be granted.
- You are responsible for meeting any additional requirements and deadlines from the USU School of Graduate Studies, especially those pertaining to commencement exercises.
- You are responsible for ensuring that your thesis or dissertation reflects your original work.

Major Professor

Your major professor is your principal mentor through your graduate program and your

professional development is his/her primary role. Major professors have flexibility in how they design their students' training and, thus, differ in how they interact with their students.

Your major professor, acting as a mentor, will do everything he/she can to help you in your graduate program. They will recommend courses to include in your program of study, help you define your research project and research questions, give you feedback on written materials, help you prepare for: oral presentations; your comprehensive exam (Ph.D. students only); and proposal, thesis, or dissertation defenses. They will also help you connect with a professional network and assist in resolving work, research, or other issues that arise.

Note that your major professor is also obligated to evaluate your progress and enforce a timely progression through your graduate program. Maintain frequent, open communication with your major professor. If conflicts arise between you and your major professor, first try to discuss the issue(s) with your major professor. If talking does not work or is not possible, the Department Head can assist in arbitrating differences.

Supervisory Committee

Your supervisory committee will approve your program of study, direct your comprehensive exams (if required), supervise and provide feedback on your research, and conduct your defense.

You and your major professor should identify prospective committee members for their potential contributions to your academic and research program. You should then approach committee members to discuss your proposed work and their role within your committee. All members must agree to serve on your committee prior to submitting your *Supervisory Committee Approval Form*. Adjunct faculty can serve on your Supervisory Committee with the approval of the Department Head and the Dean of the School of Graduate Studies.

Changes to the composition of your supervisory committee cannot be made during the six weeks prior to your defense.

Program of Study

In consultation with your major professor, you will construct a tentative list of courses you plan to take to fulfill the credit requirements for your degree. See courses for your area/division on the department website (<https://engineering.usu.edu/cee/students/graduate/courses>). Ph.D. and Plan A/B MS students should have an initial meeting with their Supervisory Committee to discuss their research plans, direction and draft Program of Study. After this meeting and agreement from your committee, your projected Program of Study should then be entered into DegreeWorks. To have your Program of Study loaded into DegreeWorks, provide a typed Plan of Study to the Graduate Program Coordinator who will then load it into DegreeWorks. Once entered, the Program of Study will then be circulated electronically to your Supervisory Committee for their approval. Your Program of Study should be submitted by the end of your first semester (ME/MS) or the end of your second semester (PhD).

DEGREES OFFERED

ME and MS plan C (coursework only)

- ME degree is 30 credits coursework only (32 for Environmental and Water students including 2 seminar credits).
- MS plan C is 36 credits coursework only (38 for Environmental and Water students including 2 seminar credits).

ME/MS Plan C Degree Requirements

1. An ME/MS Plan C student must form a *Supervisory Committee* before the end of the first semester of beginning the CEE graduate program. The Supervisory Committee consists of at least two faculty members (including your major professor). At least one individual must represent your area of specialization (i.e., Structures, Water, etc.) The Major Professor must be a CEE Faculty member. Once you have selected your Supervisory Committee members, you will need to submit a *Supervisory Committee Approval Form* that can be found on the USU School of Graduate Studies website (submission instructions are on the form).
2. A *Program of Study* shall be created by the ME/MS Plan C student and their Major Professor and approved by the Supervisory Committee before the end of the first semester of study.
3. An ME/MS Plan C student is required to maintain and complete, with a GPA of 3.0 or higher, the 30/32 or 36/38 required program credits. Only courses completed with a “C” or better grade can be counted towards the semester credit hour requirement on the Program of Study.

ME/MS Plan C Checklist

This section outlines all ME/MS Plan C program milestones and due dates for quick reference. Italicized terms below represent forms that you need to complete and submit for approval by the CEE Department and the USU School of Graduate Studies. All forms can be found on the USU School of Graduate Studies website (submission instructions are on the forms). *Note: Your forms are listed as “Master’s Plan C/Professional” on the Graduate Studies website. Semesters listed below refer to the traditional academic year (Fall and Spring semesters) and do not include Summer semester.

By the End of Your 1st Semester

- Form your Supervisory Committee and submit your *Supervisory Committee Approval Form*
- Meet with your Major Professor to discuss coursework plans and to create a draft

Program of Study

- Meet with committee to confirm Program of Study plan
- Submit your *Program of Study* on DegreeWorks

Final Semester of Coursework

- Watch for, and respond to, email from the Graduate Program Coordinator with information needed for you to complete formal degree requirements
- Complete the Graduation Checklist and pay graduation fee as instructed by Graduate Studies email

MS plan A and B

- MS Plan A (thesis track) students are required to take 30 credits of coursework (32 for Environmental and Water students including 2 seminar credits), with 6-9 of these credits being CEE 6970 (Thesis Research). A maximum of 6 research credits will be counted for Concurrent BS/MS students.
- MS Plan B (report track) students must complete at least 30 credits of coursework (32 for Environmental and Water students including 2 seminar credits), with 2-3 of these credits being CEE 6970 (Thesis Research).

MS Plan A and MS Plan B Degree Requirements

1. An MS student must form a *Supervisory Committee* before the end of the first semester of beginning the CEE graduate program. The Supervisory Committee consists of at least three faculty members (including your major professor) all holding an equivalent degree. At least one individual must represent your area of specialization (i.e., Structures, Water, etc.) and at least one individual must be from outside your area of specialization, either within or outside the CEE department. The Major Professor must be a CEE Faculty member. Once you have selected your Supervisory Committee members, submit a *Supervisory Committee Approval Form*, found on the USU School of Graduate Studies website (submission instructions are on the form).
2. A *Program of Study* shall be drafted by the MS Student and their Major Professor and then approved by the Supervisory Committee before the end of the first semester of study.
3. An MS Student is required to maintain and complete, with a GPA of 3.0 or higher, the 30/32 required program credits. Only courses completed with a “C” or better grade can be counted towards the semester credit hour requirement on the program of study.
4. An MS student will be required to complete a *Master’s Thesis/Project Approval* form and have it signed by the Supervisory Committee after presenting the thesis or report proposal to the committee (MS plan A students only). Committee signatures on this form indicate approval of this thesis/report proposal and that the student has satisfactorily addressed feedback from the committee. While a separate guidance document for the *Master’s Thesis/Project Proposal* does not currently exist, some general guidance for proposal preparation may be found CEE PhD dissertation proposal guidelines (<https://engineering.usu.edu/cee/files/policies/2017-cee-phd-dissertation-proposal-guidelines.pdf>).
5. The MS student will be required to produce a Thesis/Report of their original, publishable research and pass a Thesis/Report Research Defense where this work is presented.

MS Plan A and MS Plan B Checklist

This section outlines all MS program milestones and due dates for quick reference. Italicized terms below represent forms that you need to complete and submit for approval by the CEE Department and the USU School of Graduate Studies. All forms can be found on the USU School of Graduate Studies website (submission instructions are on the forms). Semesters listed below refer to the traditional academic year (Fall and Spring semesters) and do not include Summer semester.

By the End of Your 1st Semester

- Complete the Responsible Conduct of Research Training (MS plan A students only; see section below for details). Information and links are provided on the School of Graduate Studies website
- Form your Supervisory Committee and submit your *Supervisory Committee Approval Form*
- Meet with your Major Professor to discuss research plans and to draft a Program of Study
- Meet with committee to confirm Program of Study plan
- Submit your *Program of Study* on DegreeWorks

By the End of Your 2rd Semester/Before Holding Final Defense

- Prepare your MS thesis/project proposal and present it to your committee.
- Submit your Master's Thesis/Project Approval form (MS plan A students only). Committee signatures on this form indicate approval of your thesis/project proposal and that you have satisfactorily addressed feedback from the committee.

6 Weeks Prior to Your Defense

- Ensure that your Supervisory Committee will not change between now and your defense
- Revalidate any coursework older than six years

4 Weeks Prior to Your Defense

- Submit a copy of your thesis/report to each member of your Supervisory Committee

3 Weeks Prior to Defense

- Schedule a date, time, and location for your defense with your Supervisory Committee

At least 10 Working Days (Two Weeks) Prior to Your Defense

- Submit an *Appointment for Examination* form
- Submit your thesis title page to the Department Format/Style Reviewer to ensure that it is formatted correctly before obtaining committee signatures

Defense Day

- If you want original, inked signatures on your thesis/report title page, bring a physical copy of it and get the signatures of your Supervisory Committee

Post-Defense

- Complete your graduation paperwork and all other Thesis documents sent to you by the USU School of Graduate Studies

Within the Following “Grace Semester” (first four bullets for Thesis Plan A only)

- Submit a signed title page (if not already done), an electronic copy of your manuscript, and electronic samples from each journal you used for citation style to the CEE Department Format/Style Reviewer
- Submit your Format and Style, Authorship, Copyright, and Electronic Thesis/Dissertation (ETD) forms to the Department Format/Style Reviewer
- Make any corrections requested by the CEE Department Format/Style Reviewer and USU School of Graduate Studies, then submit a fresh electronic copy to the CEE Department Format/Style Reviewer
- Once the USU School of Graduate Studies has approved your thesis, procure the Graduate Dean’s signature on the title page (either original, inked or electronic, to match your committee members’ signatures)
- Upload a PDF copy of your thesis/report to ProQuest/Digital Commons
- The USU School of Graduate Studies will inform you when everything has been submitted and your degree is ready to be awarded

- Get physical bound copies of your thesis/report through the USU Merrill-Cazier Library, if desired

Ph.D. Degree Requirements

Ph.D. (Doctor of Philosophy) Degree Requirements

1. A PhD student must form a *Supervisory Committee* before the end of the second semester of beginning the CEE graduate program. The Supervisory Committee consists of at least five faculty members with a doctoral degree (including your major professor). At least three committee members must come from within the CEE Department and at least one committee member must come from outside the CEE Department. The Major Professor must be a CEE Faculty member. Once you have selected your Supervisory Committee members, submit a *Supervisory Committee Approval Form*, found on the USU School of Graduate Studies website (submission instructions are on the form).
2. A PhD Student is required to complete 42 credits including between 12 to 24 semester credits of course work (see Table 1). The total number of course work credits is to be determined by the student and Major Professor and approved by the Supervisory Committee.
3. As part of the 42 credits, a PhD student is also required to complete between 18 to 30 Research/Dissertation credits (CEE 7970) and 2 credits of seminar if you are in the Environmental or Water division (see Table 1). The total number of Research/Dissertation credits will be based on the course work credit requirements established above.

Table 1. PhD Credit Hour Requirements

	PhD Credit Hour Requirement
	PhD beyond MS
Coursework	12 - 24
Research/Dissertation/Seminar	18 - 30
Total Credits	42

4. A Program of Study describing how the 42 credits will be achieved shall be drafted by the PhD student and their Major Professor and then approved by the Supervisory Committee before the end of the second semester of study.
5. A PhD student is required to maintain and complete, with a GPA of 3.0 or higher, 42 semester credits (see Table 1). Only courses completed with a "C" or better grade can be counted towards the semester credit hour requirement on the program of study.
6. A PhD student must demonstrate breadth and depth of knowledge in his/her area of specialization by passing a Comprehensive Exam. Refer to the CEE comprehensive exam policy document (<https://engineering.usu.edu/cee/files/policies/2017-cee-comprehensive-exam-policy.pdf>) for details on the comprehensive exam policy, procedures, and deadlines.

7. A PhD student is required to pass a Dissertation Research Proposal Examination after successfully passing the Comprehensive Exam. The examination shall consist of a written proposal and a presentation to the student's Supervisory Committee of its contents. The Dissertation Research Proposal Examination can be held any time after passing the Comprehensive Exam, but must be completed at least one year before the Dissertation Research Defense. Refer to the CEE PhD dissertation proposal guidelines (<https://engineering.usu.edu/cee/files/policies/2017-cee-phd-dissertation-proposal-guidelines.pdf>) for guidance on the content and format of the dissertation proposal and proposal defense.

8. A PhD student will be required to complete an *Application for Candidacy* form and submit it online for signatures by the Supervisory Committee after successfully completing both the Dissertation Research Proposal Defense and the Comprehensive Exam. This form must be completed at least one year before the dissertation defense and it attests that you are ready to conduct independent research by having successfully presented/defended your research proposal, procured the necessary regulatory approvals, and completed your comprehensive exam.

9. The PhD Candidate will be required to pass a dissertation defense and produce a dissertation of their original, publishable dissertation research.

Ph.D. Checklist

This section outlines all Ph.D. program milestones and due dates for quick reference. Italicized terms below represent forms that you need to complete and submit for approval by the CEE Department and the USU School of Graduate Studies. All forms can be found on the USU School of Graduate Studies website (submission instructions are on the forms). Semesters listed below refer to the traditional academic year (Fall and Spring semesters) and do not include Summer semester.

By the End of Your 1st Semester

- Complete the Responsible Conduct of Research Training, you can find information and links below or on the School of Graduate Studies website

By the End of Your 2nd Semester

- Form your Supervisory Committee and submit your *Supervisory Committee Approval Form*
- Meet with your Major Professor to discuss research plans and draft a Program of Study
- Meet with committee to confirm Program of Study plan

- Submit your *Program of Study* on DegreeWorks

By the End of Your 3rd Semester

- Complete your Comprehensive Exam

One Year Prior to Your Defense

- Present your dissertation proposal
- Submit your *Application for Candidacy* form

6 Weeks Prior to Your Defense

- Ensure that your Supervisory Committee will not change between now and your defense
- Revalidate any coursework older than eight years

4 Weeks Prior to Your Defense

- Submit a copy of your dissertation to each member of your Supervisory Committee for corrections or approval

3 Weeks Prior to Defense

- Schedule a date, time, and location for your defense with your Supervisory Committee

At least 10 Working Days (Two Weeks) Prior to Your Defense

- Submit an *Appointment for Examination* form
- Submit your dissertation title page to the Department Format/Style Reviewer to ensure that it is formatted correctly before obtaining committee signatures

Defense Day

- If you want original, inked signatures on your dissertation title page, bring a physical copy of it and get the signatures of your Supervisory Committee

Post-Defense

- Complete your graduation paperwork and all other Dissertation documents sent to you by the USU School of Graduate Studies

Within the Following “Grace Semester”

- Submit a signed title page (if not already done), an electronic copy of your manuscript, and electronic samples from each journal you used for citation style to the CEE Department Format/Style Reviewer
- Submit your Format and Style, Authorship, Copyright, and Electronic Thesis/Dissertation (ETD) forms to the Department Format/Style Reviewer
- Make any corrections requested by the CEE Department Format/Style Reviewer and USU School of Graduate Studies, then submit a fresh electronic copy to the CEE Department Format/Style Reviewer
- Once the USU School of Graduate Studies has approved your dissertation, procure the Graduate Dean’s signature on the title page (either original, inked or electronic, to match your committee members’ signatures)
- Upload a PDF copy of your dissertation to ProQuest/Digital Commons
- The USU School of Graduate Studies will inform you when everything has been submitted and your degree is ready to be awarded
- Get physical bound copies of your dissertation through the USU Merrill-Cazier Library, if desired

OTHER GENERAL INFORMATION

Department and Division course requirements

In addition to the credit requirements for each degree dictated by the department and graduate school, each emphasis within CEE requires specific core courses. See <https://engineering.usu.edu/cee/students/graduate/courses> for emphasis -specific requirements.

Students without an engineering or science background

Students graduating from our program have the words “Civil and Environmental Engineering” in their degree, so are expected to hold up the standards and be on a path to practice as professional engineers. The CEE Department encourages all students to pass the Fundamentals of Engineering (FE) exam as the first step towards professional licensure. To ensure that students are sufficiently prepared in the fundamentals of engineering, division-specific requirements have been set and can be found at <https://engineering.usu.edu/cee/students/requirements/non-engineering>.

Program of Study Limitations

- Transfer Credits
 - Your Supervisory Committee may recommend the transfer of up to 9 graduate credits for PhD and 6 for MS students earned at another accredited institution to your USU Program of Study.
 - Transfer credits are subject to the approval of the Graduate Dean.
 - Transfer credits cannot have been used for another degree.
 - Credits with a “P” grade cannot be transferred.
 - Transfer credits do not count toward the required residency credits.
 - Transfer credits are subject to the same time limit as USU course credits.
- If you deviate from your initial program of study during your actual coursework, work with graduate program coordinator to submit a *Program of Study Revision* Form found on the USU School of Graduate Studies website.
- Once you complete the coursework credit requirements on your program of study, you qualify to be considered a full-time student at three credits. After you finish your entire program of study credit requirements, you can register for three credits of CEE 6970 (MS Plan A) or 7970 (Ph.D.) (Thesis/Dissertation) if needed until your defense semester. International students with an F-1 or J-1 visa will be required to submit a *Reduced Course Load* form when dropping to 3 credits. This form is found on the Global Engagement website (<https://globalengagement.usu.edu/current-students/student-forms>) (submission instructions are on the form). If you have student loans, dropping to three credits will trigger repayment issues unless you complete the *Full Time at 3 Credits* form, found on the USU School of Graduate Studies

Academic Forms website under “enrollment” (submission instructions are on the form).

- Coursework on your program of study more than six years old for MS and eight years old for PhD must be revalidated by the USU School of Graduate Studies at least six weeks prior to your defense.

Responsible Conduct of Research Training

All PhD and MS plan A students must complete the Responsible Conduct of Research training (RCR). All other students may participate in the program if interested or as directed by their Supervisory Committee.

This training introduces key topics in the Responsible Conduct of Research (RCR), including responsibilities related to proper research conduct, and the regulations that ensure that research is done in ways that are scientifically sound, ethical, and safe.

To fulfill the RCR Training requirement, you must complete the “**Responsible Conduct of Research (RCR) Curriculum**” through the CITI Training online program. You must pass each module with a score of 80% or higher.

Completion of another CITI Training Module (such as the Social & Behavioral Research Modules used by the IRB or those used by the IACUC) **DOES NOT** fulfill the RCR training requirement.

You will find information on how to register for the RCR training via the CITI website here: <https://research.usu.edu/compliance/>.

Once RCR Training is completed via CITI Training, the Office of Research Integrity and Compliance will automatically receive an email with your certification of completion for their records.

Thesis/Dissertation Preparation and Degree Completion

It is your responsibility to assure that your thesis/dissertation adheres to the publishing standards of the USU School of Graduate Studies *before* you submit it for their review and approval. If you submit your thesis/dissertation to the USU School of Graduate Studies riddled with errors, it will be promptly returned to you without further comment.

In an effort to help you know what is expected from your thesis/dissertation before submission, the USU School of Graduate Studies offers [workshops](#) throughout the year designed to help you prepare your manuscript in the correct format. The workshops also provide valuable information on copyright laws and the approval process. Register for a workshop early in the year, as they fill up quickly. In addition, before you begin working on your thesis, Plan B report, or dissertation, review the *USU Publication Guide* found on the USU School of Graduate Studies website <https://gradschool.usu.edu/thesis-dissertation-requirements/> (for formatting style) and

the style manual or journal approved by your Supervisory Committee (for citation style). You can also look at the dissertations of recent CEE students which are available on USU's Digital Commons. Finally, when in doubt, talk with the designated Department Reviewer (usually the CEE office receptionist), if you have any questions regarding thesis/dissertation style and formatting.

Once you have reviewed the *USU Publication Guide* and successfully defended, complete and submit the *Thesis/Dissertation Format and Style* form found on the USU School of Graduate Studies website (submission instructions are on the form). This form notifies the USU School of Graduate Studies whether you will submit your manuscript in a monograph, or multiple-paper format, and the style manual or journal format(s) you will use. You should discuss the format of your thesis/dissertation (monograph vs. multiple-paper) with your major professor early in your graduate program.

Publishing a Manuscript Prior to Defense

We encourage graduate students to publish their work as soon as it is complete to enhance its impact and to build your resume. Manuscripts that are part of a student's thesis or dissertation, and are submitted for publication prior to the student's defense, must be circulated to the student's committee prior to submission to a peer-reviewed journal. Committee members should provide feedback at that time to limit any need for changes to an already published chapter in a dissertation/thesis at the time of the defense. If committee members are not able to provide feedback within a reasonable time (a minimum of 2 weeks), the major professor may authorize a student to proceed with submission, so as to limit publication delays.

Defense

Your Thesis/Dissertation Defense will include a public seminar in which your research and conclusions are presented to all interested faculty and graduate students, with an opportunity for questions from the audience. Your Supervisory Committee will then convene and discuss the outcome of your defense, resulting in the decision of your performance in the defense.

Refer to the "checklist for completing degree" for deadlines during the course of preparing for and executing your thesis/dissertation defense and work closely with department Graduate Program Coordinator and Department Reviewer. There is much policy and paperwork involved, which they are happy to help you navigate.

Thesis/Dissertation Deposition & Degree Closeout

It is your responsibility to meet guidelines for the deposition of your thesis/dissertation with Utah State University after it is accepted by your Supervisory Committee and the USU School of Graduate Studies.

You will have **one** "grace" semester after your defense semester to finish and deposit your thesis/dissertation with USU and close out your degree. International students must register for USU 7777 during their grace semester (no tuition or student fees will be charged) to

maintain their visa status. Domestic students would benefit from registering for USU 7777 to retain access to the USU Library, Box, VPN, or BlueZone during the grace semester. International students register for this course by filling out a *Reduced Course Load* form and submitting it through the Global Engagement office. Domestic students can register by sending an email to gradforms@usu.edu, asking to be registered for USU 7777. You will be charged a late completion fee for every semester required beyond your grace semester to close out your degree. International students will be required to register for 3 credits per semester that goes beyond their grace semester.

The thesis/dissertation deposition and closeout process can take several weeks to complete. Therefore, if you must have your thesis/dissertation finished and your degree closed out by a specific date, begin the process accordingly. Do not think that the review process can be completed in a couple of days!

- Submit a final, committee approved, electronic copy of your thesis/dissertation to the CEE Department Format/Style Reviewer (check with the CEE Department office for the name of the person handling Format/Style Review), along with electronic samples from each journal you used for chapter citation styles if your paper consists of multiple formats. In addition, a signed title page is needed to begin the review process. If you want to get electronic signatures, email a blank copy of your title page to the Department Reviewer and they will route it for signatures. Finally, submit your *Thesis/Dissertation Format & Style and Electronic Publishing Approval (F&S) and Authorship & Copyright (A&C)* forms found on the USU School of Graduate Studies website (submission instructions are on the form). You will also receive a link to these forms via email upon completion of your defense.
- The CEE Department Format/Style Reviewer will briefly check your manuscript for stylistic consistency and contact you if there are any glaring or consistent errors. Once the paper passes departmental review, the CEE Department Format/Style Reviewer will upload a copy of your manuscript to the USU School of Graduate Studies, along with your signed title page, all journal samples, and all forms mentioned above.
- The USU School of Graduate Studies will briefly review your manuscript for basic grammar errors, plagiarism, and citations. Again, they will simply return your manuscript if it does not already meet the criteria outlined in the USU Publication Guide (<https://gradschool.usu.edu/thesis-dissertation-requirements/>) and your selected journals.
- After the USU School of Graduate Studies has approved your manuscript, upload a PDF copy of your final thesis/dissertation to ProQuest/Digital Commons and pay their publishing/microfilming fees online. If your title page has original, inked signatures from your committee, then print a physical copy of your manuscript to take to the School of Graduate Studies for the Graduate School Dean's signature. If you have electronic signatures on your title page, the Graduate School Dean will also sign it electronically.

- Once your manuscript has been signed (either physically or electronically) by the Graduate Dean and you have uploaded a PDF of your manuscript to ProQuest, the USU School of Graduate Studies will contact you if any further actions are required. If no further actions are necessary, your degree will be closed out and posted. Congratulations! You are finished!
- If you want physical copies of your manuscript bound for personal use or to distribute to family, friends, committee members, etc., make the requisite number of copies and take them to the USU Merrill-Cazier Library (Journals & Newspapers Desk) for binding. For the current price for bound thesis copies contact the USU library (<https://library.usu.edu/services/theses-dissertations/index>).

STUDENT REGISTRATION STATUS

Full-Time Status

A full-time matriculated graduate student must be one of the following:

- Registered for 9 or more graduate credits.
- Registered for 6 or more graduate credits if employed as a graduate assistant for 15 hours per week or more.
- Registered for 3 graduate credits with all required coursework completed and only the research component of the degree remaining (the student's Program of Study must have been submitted to the School of Graduate Studies).
- Registered for at least 3 graduate credits during the semester of the final thesis/dissertation defense or, in a non-thesis degree program, the last semester of coursework required on the student's Program of Study.

Utah Residency

Domestic, non-resident graduate students qualify for Utah Residency after one year. Because the USU School of Graduate Studies will only waive the non-resident tuition portion for two semesters, it is crucial that you gain Utah Residency before your third semester begins (see *Tuition/Waiver Awards* below). Note that you must have possessed a valid Utah driver's license for at least three months before you can apply for Utah Residency. Therefore, you must have a Utah driver's license by at least June if applying for Utah Residency for Fall semester and by September if applying for Utah Residency for Spring semester. Contact the Utah State University Residency Office, located in the Taggart Student Center, for more information regarding Utah Residency.

Continuous Graduate Registration

Graduate students using University facilities or faculty time must be registered for a minimum

of three graduate credits every semester, except Summer semesters and the student's "grace" semester, until completion of all degree requirements. Continuous registration may be met with courses, independent study, or research credit 6970 or 7970. The continuous registration requirement goes into effect the semester a student matriculates in the School of Graduate Studies.

A graduate student who is not using University facilities or faculty time may meet the continuous registration requirement by paying the Continuous Registration Fee of \$100 per semester (not necessary for summer semester). This alternative requires completion of the *Application for Leave of Absence/Continuous Registration* form, which includes verification that the student is not using University facilities and/or faculty time. International students usually do not qualify to pay the Continuous Registration Fee because of immigration regulations.

Because of Student Exchange and Visitor (SEVIS) regulations, a student holding an F-1 or J-1 visa is not eligible to pay the \$100 fee to complete the degree, but must be registered as a full-time student through the semester of completion. As noted above, once your program of study credit requirements is complete, you can register for three credits of CEE 6970 (MS Plan A) or 7970 (Ph.D.) (Thesis/Dissertation) until your defense semester. International students with an F-1 or J-1 visa will be required to submit a *Reduced Course Load* form when dropping to 3 credits. This form is found on the Global Engagement website (<https://globalengagement.usu.edu/current-students/student-forms>).

FINANCES

Graduate Research Assistantship

Many graduate students in the CEE Department are funded through a Graduate Research Assistantship and Graduate Teaching Assistantships. These assistantships provide a monthly salary (paid on the first of the month for the previous month's work) and qualify the recipients for additional tuition award/waiver and health insurance benefits. If there are changes in assistantships, the major professor should notify the appropriate administrative office (CEE or UWRL) prior to the 5th of the month at the end of which the change is to take effect.

Tuition/Fees

All non-resident students (MS plan A and PhD) who are hired as Graduate Research Assistants qualify for a non-resident tuition waiver (the non-resident portion of your tuition will automatically be removed from your student account). In addition, PhD students who are hired as Graduate Research Assistants qualify for a resident tuition award (the USU School of Graduate Studies will pay the resident portion of your tuition). MS plan A student should not expect a resident tuition award. If your major professor has not agreed to pay your resident tuition from a grant account, then you are responsible for paying it. All graduate students are

responsible for paying their student fees, unless your major professor has agreed to pay for them from a grant account.

Tuition Waiver/Award Requirements

In order to be eligible for a resident tuition waiver/award the following criteria must be met:

- Hired as a Graduate Research Assistant working at least 20 hours/week (.5 FTE) and receiving at least \$833/month during the duration of the waiver/award period.
- Registered as a full-time student at Utah State University (six credit hours if working on program of study; three credit hours if finished with program of study).
- Maintain a 3.0+ GPA for courses covered by the tuition waiver/award.

Tuition Waiver/Award Limitations

Tuition waivers/awards are subject to the following limitations:

- Credits waived and/or paid for through the tuition waiver/award program must be part of your approved *Program of Study* (see “Program of Study” section for limitations on what courses can be part of your program of study).
- A maximum of two semesters’ worth of non-resident tuition will be waived for U.S. citizens, as students qualify for Utah residency after one year (see “Utah Residency” section for more details).
- A maximum of 9 credits per semester will be waived and/or paid for each semester.

USU Student Health Insurance

All graduate students who receive a fellowship of \$10,000+/year or are employed as a Graduate Instructor, Graduate Teaching Assistant, Graduate Research Assistant, or General Graduate Assistant (working 20 hours/week), qualify for a subsidized version of USU’s Student Health Insurance. This subsidy requires the fellowship or grant account to pay 80% of the premiums, with the student responsible for the remaining 20%. Coverage is for an entire year, unless you opt out of the program after Fall semester or begin the program during Spring semester.

If you qualify, you must enroll in USU’s Student Health Insurance or opt-out of it by providing evidence that you already have equivalent insurance.

NOTICE OF NON-DISCRIMINATION

In its programs and activities, including in admissions and employment, Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law. The following individuals have been designated to handle inquiries regarding the application of Title IX and its implementing regulations and/or USU's non-discrimination policies:

Executive Director of the Office of Equity

Alison Adams-Perlac
alison.adams-perlac@usu.edu
Old Main Rm. 161
435-797-1266

Title IX Coordinator

Hilary Renshaw
hilary.renshaw@usu.edu
Old Main Rm. 161
435-797-1266

For further information regarding non-discrimination, please visit <https://equity.usu.edu/>, or contact:

U.S. Department of Education
Office of Assistant Secretary for Civil Rights
800-421-3481
OCR@ed.gov

U.S. Department of Education
Denver Regional Office
303-844-5695
OCR.Denver@ed.gov