

UNIVERSITY OF CINCINNATI COLLEGE OF ENGINEERING AND APPLIED SCIENCE



GRADUATE STUDENT HANDBOOK GRADUATE PROGRAMS IN CIVIL ENGINEERING AND ARCHITECTURAL ENGINEERING 2026-2027

PREFACE

All information in this handbook is intended to supplement the rules and policies described in the most recent edition of the University of Cincinnati Graduate Handbook. In the event that anything in this handbook conflicts with the University of Cincinnati policies, guidelines, rules or regulations, the policies, guidelines, rules or regulations of the University of Cincinnati shall be held as supreme. However, this handbook may contain more stringent requirements than those contained in the University Handbook. Those more stringent requirements do apply. Graduate students should download and read the Graduate Handbook.

The Graduate Faculty of the Civil Engineering and the Architectural Engineering Graduate Program reserves the right to correct any errors in this handbook. Correction of errors shall not invalidate the corrected sections, nor relieve students of their duties under those sections.

Should any part of this handbook become invalid, the remainder of the handbook shall remain in force.

In general, full-time students who continue their academic programs without interruptions (not including Summer Semester hiatuses) are held responsible for the graduate program requirements that are in force and published at the time of their first matriculation into the program. Thus, changes in graduate program requirements will affect only those students who matriculate after the adoption and publication of the changes. However, from time to time, minor changes in procedures may be adopted by the graduate program and, since these will have minimum effect on the required effort and time to completion for the graduate degree, the students will be required to conform to the modified requirements regardless of when they began their studies.

Students who interrupt their graduate studies by withdrawing, officially or unofficially, from the program, fail to maintain graduate student status, or change programs, will be held responsible for the graduate program requirements in force at the time they re-enter, are reinstated, or change programs.

DEFINITIONS

All definitions used in this handbook are based on the corresponding definitions that can be found in the University of Cincinnati Graduate Handbook. The Graduate Handbook can be accessed from <https://grad.uc.edu/fac-staff/handbook.html>. Additional definitions follow herein.

Formal coursework - graduate level courses where a grade of A, A-, B+, B, B-, C+, C, or F is assigned

Support – a biweekly stipend corresponding to at least \$1,211 (for PhD students) and \$1,033 (for MS students) received for at least one semester

1. GRADUATE PROGRAMS AND TRACKS

The Department of Civil and Architectural Engineering and Construction Management (CAECM) offers specialized graduate programs in all areas of civil engineering (CE) and architectural engineering (AE). These programs stress research and independent study in addition to coursework, and lead to a Master of Engineering (MEng – for both CE and AE), a Master of Science (MS – CE only), or a Doctor of Philosophy (PhD – CE only) degree. The courses and research encompass building systems, construction engineering and management, geotechnical engineering, structural engineering, and transportation engineering.

A student admitted to one area of study may request to change to another area within the relevant Civil or Architectural Engineering graduate program. However, the student must obtain permission of faculty from both areas involved and from the Graduate Program Director. Thus, for example, a student accepted to the Geotechnical Engineering track cannot change to the Transportation Engineering track unless a formal request for transfer is submitted and accepted by the faculty in both areas concerned. However, at the time of initial application, students may apply for custom programs that combine elements of two or more tracks.

2. APPLICATION AND ADMISSION

2.1 Requirements for Application

A Bachelor of Science from an ABET accredited or equivalent college with a minimum GPA of 3.0 on a 4.0 scale is required for admission into any of the degree programs. Students with an appropriate Bachelor of Science or Master of Science degree may be admitted into the PhD program. International students are required to take any of the following English proficiency tests: Test of English as a Foreign Language (TOEFL), IELTS, Pearson, or Duolingo. They must achieve the following minimum scores (TOEFL: 92; IELTS: 6.5; Pearson: 47; Duolingo: 105). Under special circumstances (see Section 2.5.2), a student may be admitted provisionally.

The MEng, MS, and PhD degree programs require a Bachelor of Science (BS) degree in Civil Engineering or Architectural Engineering or in a closely related engineering discipline, such as Mechanical Engineering, Electrical Engineering, or Aerospace Engineering. Applicants with a Bachelor in other engineering, science, or architecture programs, such as Architecture, Urban Planning, Physics, Electronics & Electrical Engineering, or Computer Engineering, may be admitted provisionally, under the condition that they take a number of required undergraduate courses in Civil Engineering after admission into the graduate program. These courses will be specified at the time of admission.

2.2 Application

Since all qualified applicants for full-time study in the MEng, MS, and PhD programs are considered for financial aid, no separate form is required. However, in order to be considered, the completed application has to be submitted by December 31 for admission to the academic year starting in the subsequent August. MEng and PhD applicants can apply for admission at any time. However, admission during the academic year is contingent upon obtaining approval from the Graduate Director and the College MEng coordinator, as applicable. Some sequenced

courses start in the Fall semester, and scheduling of the required degree courses may prevent admission during the academic year. Online applications are available on the following website: <http://grad.uc.edu/admissions.html>

All information should be submitted electronically. Below is a specific list of all items that will be needed.

1. University of Cincinnati online application form, with the required application fee
2. A minimum of two letters of reference (three preferred) submitted through an online application process
3. Statement of purpose, describing in the student's own words why he/she wants to pursue an advanced degree
4. Official transcripts of all coursework and degrees
5. The TOEFL (Test of English as a Foreign Language) scores for international students, sent to the University of Cincinnati (Code #1833).

The Fall semester (with classes typically beginning in late August) is the strongly preferred term for admission since this optimizes the sequencing of required courses and the potential for financial aid.

2.3 Admission Process

After the complete application is received, the Graduate Faculty of the Civil and Architectural Engineering Graduate Program will review the application. Faculty members first determine if the applicant is acceptable. The faculty must also determine whether an advisor is available and whether other resources needed to support the graduate student are available. On this basis, the faculty members recommend approving or denying the application. Occasionally, the faculty may recommend "Provisional Acceptance" which is described in Section 2.5.2. The faculty members then make recommendations on financial assistance for acceptable applicants.

The decisions of the faculty are reviewed and confirmed by the Graduate Program Director. A letter from the Department Head or the Graduate Program Director announcing the decision and detailing the subsequent actions required is sent to the applicant. The accepted applicant is required to sign and return a form letter to indicate acceptance of the offered admission, and to indicate that the conditions of the acceptance are understood. Offers of admission or of admission with financial assistance that are not accepted by the applicant within the stated deadline may be withdrawn. An applicant that had been admitted with or without financial assistance may request a deferral of the admission. However, any financial admission offer may be withdrawn.

2.4 Admission and Financial Aid Decisions

Admission to the graduate program is competitive; hence, not all applicants who satisfy the minimum requirements for admission can be accepted. Decisions on admission are based on credentials furnished in the application package.

Financial aid decisions are based on those credentials and on the request for assistance indicated

on the application forms. Decisions on admission and financial aid must also consider the availability of advisors, other departmental or college resources, and funding to support the student.

2.5 Types of Admissions

There are three types of admissions: (a) Full Graduate Standing, (b) Provisional Admission, and (c) Unclassified Graduate Students. A graduate degree may be granted only to a student with full graduate standing.

2.5.1 Full Graduate Standing

For admission to full graduate standing at the University of Cincinnati, a student must have a Bachelor of Science degree from a college or university regarded as standard by a regional or general accrediting agency. The applicant should have at least a B average in relevant undergraduate coursework or otherwise show evidence of promise judged to be satisfactory by the Graduate Faculty of the Civil Engineering Program.

MS and PhD students are admitted according to the program standards described in Section 2.1. Upon admission, each student is assigned a temporary faculty advisor. MS and PhD students are required to identify a permanent advisor by the end of their second semester at UC. The thesis/dissertation advisor will also serve as an academic advisor and must be a member of the Civil or Architectural Engineering Graduate Faculty, as appropriate. The department will assign each MEng student an academic advisor. MEng students may seek a project advisor among the Full-time Civil/Architectural Engineering and Construction Management (CAECM) Faculty for their MEng project, as appropriate, if they wish to pursue one.

2.5.1.1 Change of Status

A student admitted as an MEng student may petition to change to the MS Degree Program. Such a change is possible with permission of the program faculty, the student's proposed thesis advisor, and the Graduate Program Director. An MEng student may change to the MS Degree Program only if their graduate GPA is at least equal to 3.5 and only if a member of the CAECM Graduate Faculty agrees to be the academic and thesis/dissertation advisor.

A student admitted to the MS Degree Program is typically not allowed to switch to the MEng Degree Program unless they have not received any Graduate Incentive Award (GIA), Teaching Assistantship (TA), and/or Research Assistantship (RA) of any type for any length of time, meeting the minimum support requirements set by the College. The student's advisor and the Graduate Program Director must approve this change of status. A student wanting to move from an MS to an MEng degree not meeting the previous requirements can apply to the MEng program, and if admitted can transfer up to 15 semester credit hours of previous coursework.

A student admitted to the MS or the MEng program may transfer to the PhD program only if their graduate GPA is 3.5 or better, if a member of the CAECM Graduate Faculty agrees to be the academic and dissertation advisor, and if there is funding available from a research project. An MEng student must have spent a minimum of one semester within the MEng program.

PhD students are allowed to change to the MS Degree Program only with permission of their dissertation advisor, the Graduate Program Director, and the Department Head. This change will

be permitted only under extraordinary circumstances. PhD students are not permitted to change to the MEng Degree Program.

A student that has been admitted to the doctoral program may apply to earn a MS degree during their doctoral studies, provided that they meet all the requirements for the MS degree, including, but not limited to, a minimum of 20 hours of course credits, a minimum of 10 hours of research credits, the defense of a MS thesis proposal, and the final defense of a MS thesis. Coursework and research work counted towards a MS degree may not be counted towards the satisfaction of the requirements for a doctoral degree, however the same allowance for a masters degree applies toward the credit hour requirements for a doctoral degree that applies to doctoral students already in possession of a masters degree (i.e., a 30 credit allowance for a masters degree is counted towards the 90 credits needed for a doctoral degree). A non-thesis masters degree may not be earned during doctoral studies, unless a change of program terminating the doctoral pursuit is approved.

2.5.2 Provisional Admission

Provisional admission may be granted to applicants who lack undergraduate work or skills considered essential for graduate studies in the intended focus area. Coursework, without graduate credit, will be required of provisionally admitted students to make up such deficiencies before admission to full graduate standing can be granted.

Graduates of non-accredited institutions may be granted provisional admission when their academic records warrant admission. Additional coursework will be required of such students when deficiencies in their previous training are apparent.

Graduates of accredited institutions whose scholastic records are below the standards for admission to full graduate standing may be admitted provisionally when extenuating circumstances can be shown to have affected their undergraduate grade point averages or when progressive improvement in the undergraduate programs warrants provisional admission.

Graduates of accredited institutions whose scholastic records are below the standards for admission to full graduate standing may also be admitted provisionally if 5 years have elapsed since graduation, and the applicant has been employed in responsible engineering work related to the area to which he/she is applying.

Provisional admission may be granted to applicants who lack some documentation required for the admission process, such as the official copy of the TOEFL score.

Provisionally admitted students will be informed in writing of the terms of their acceptance, of the requirements for them to be granted full graduate standing, and of the expected timetable for complying with the requirements. At periods not to exceed 12 months or at the end of the specified time to complete the requirements, the progress of the student will be reviewed by the faculty in the area of study and by the Graduate Program Director. Subsequent to the review process, the Graduate Program Director will inform the student in writing whether a change in status to full graduate standing is warranted. Should the progress toward the completion of the requirements be deemed unsatisfactory, the student may be subject to dismissal from the program.

Provisionally admitted students are subject to the same upper limits on total time to complete their degrees as students with full graduate standing.

Provisionally admitted students may earn graduate credits concurrently with taking courses to remove deficiencies, provided that courses are taken in a rational sequence with respect to prerequisites and that the primary effort is placed on making up deficiencies and attaining full graduate standing.

2.5.3 Unclassified Graduate Students

The Unclassified Graduate status allows non-matriculated students to take courses for graduate credit when they have not been admitted into the graduate degree program. Should the student subsequently matriculate into a program, the number of graduate credits counted toward the degree requirements shall not exceed 10.

2.5.4 International Student Admissions

Admission of international students is based on the requirements stipulated in the University Graduate Handbook.

3. MATRICULATION AND REGISTRATION

A student will normally matriculate (initially enroll) in a degree program only once, but must register for each semester in which courses will be taken (typically, Fall and Spring semesters, as there are no graduate courses offered in the Summer). Generally, a new student should plan to arrive at least two weeks prior to the start of classes. There are several activities, such as orientation programs, which are necessarily scheduled before the start of classes. International students are encouraged to arrive even earlier to provide ample time to take the Oral English Proficiency Test, schedule a physical exam, arrange living accommodations, establish financial accounts, become familiar with the region, and adjust to the cultural environment.

4. GRADUATE CREDIT AND GRADES

4.1 General

Graduate credit policies are in accordance with the University Graduate Handbook. Students must maintain graduate student status as stipulated in the University Graduate Handbook.

4.2 Transfer of Credits

Students who have completed graduate work at other U.S. universities or at the University of Cincinnati may petition the Graduate Program Director for transfer of credits earned elsewhere to be applied towards their graduate degree. Transfer of credits is subject to the following limitations.

1. A maximum of 10 graduate credits may be transferred towards the M.S. degree.
2. A maximum of 6 graduate credits may be transferred towards the Ph.D. degree.
3. The graduate credits must have been taken for graduate credit at the time they were

completed.

4. The graduate credits must be in excess of those needed for any program that resulted in the award of a Bachelor's degree or Master's degree to the students seeking transfer of credits.
5. Credit can only be transferred for courses in which the student earned a grade of B or better. Credit cannot be transferred for courses in which the student earned a grade of B- or lower, for courses taken as an audit, nor for courses graded on the Pass/Fail basis.
6. The credits transferred must be for a course that would ordinarily form an integral part of the student's program.
7. Credit hours allowed for a transfer course will not exceed the credit hours associated with the University of Cincinnati course(s) that cover equivalent material.
8. Transfer credits must have been earned within 5 years of application for advanced standing.
9. Credits from other universities or institutions cannot be used to satisfy research credit hour requirements.

4.2.1 Process for Transfer of Credits

For transfer of credits earned prior to matriculation in a CAECM graduate program, the credit transfer process should be initiated early in the first semester of the student's program. The student must file a petition for Advanced Standing with the Graduate Program Director no later than two semesters after admission. The petition is to be endorsed by the student's advisor. The petition has to list the courses to be transferred, the university, the year, and the grade earned. In addition, course syllabi have to be included. Upon approval, the petition is sent to the University Registrar where the credits are officially posted on the transcript at Advanced Standing.

The student shall provide proof that the courses to be transferred were not part of a program for which a degree was granted. If courses are to be taken at another institution while the student is pursuing a degree with the Civil Engineering Program, prior permission should be obtained in writing from the advisor, with approval noted from the Graduate Program Director.

4.3 Audit

Admission and conditions for participation in a course to be taken for audit are at the discretion of the instructor, who is under no obligation to accept a student for an audit credit. The Audit option should not be selected without consulting the advisor and the instructor for the course desired. The Audit option is normally selected for one of two reasons:

1. to obtain remedial/deficiency instruction in major or minor areas of study, in which case they must be indicated on the plan of study; and/or
2. to take courses for personal fulfillment outside the plan of study.

The credit hours associated with an audited course do not count towards the 15 credits/semester required of a full-time student. Audited courses do not serve to fulfill requirements for required

or elective courses in the plan of study. Audited course credits do not count towards the number of credits required for a degree.

A student who wishes to take a course as an audit must:

1. meet with the instructor at the beginning of the semester to determine the level of participation which the instructor requires for the audited course;
2. meet the requirements arranged with the instructor; and
3. withdraw officially if he/she intends to cease attending the class.

Instructors may require auditing students to complete assignments and/or sit for exams.

Auditing students are identified with a pre-printed "T" on class and grade lists provided to the instructor. This grade may be overridden by a "U" if the student does not meet the instructor's minimum requirements for audit credit, or by a "W" if the student or instructor properly initiates a withdrawal.

5. FINANCIAL SUPPORT

Graduate students typically obtain financial support from:

1. the University of Cincinnati provides merit-based graduate awards in the form of tuition scholarships (known as Graduate Incentive Award or GIA),
2. graduate assistantships (including teaching – TA and research assistantships – RA), and
3. program-specific scholarships and fellowships.

A student accepting financial aid in the form of Graduate Incentive Award, a teaching, or research assistantship (GIA, TA, or RA) must be in the MS or PhD Degree Program. In cases where there is no MS or PhD student availability to meet TA or RA needs, limited exceptions may be made to fund MEng students with the approval of the Department Head and Graduate Program Director for a maximum of one semester per student. A reduced Graduate Incentive Award may be granted to students in the MEng program. A Graduate Incentive Award will not be provided for more than 3 semesters for MS students and 4 years for PhD students. Students receiving GIA funds must be registered for 15 credit hours per semester in their program. MS students who have accepted a GIA, TA, and/or RA of any type for any length of time, meeting the minimum support requirements set by the College, cannot switch to the MEng program. If they wish to pursue an MEng degree, their case will be handled as a new application and they will be allowed to transfer up to 15 graduate credits toward the completion of the MEng degree. An MS student who has never accepted a GIA, TA, or RA, meeting the minimum support requirements set by the College, can change to the MEng degree program only with permission from his or her Thesis Advisor and the Graduate Program Director. This change will be permitted only under extraordinary conditions. An MEng student who changes to the MS Degree Program is bound by the same rules as MS students.

5.1 Acceptance of Financial Aid

Requirements for graduate assistants and GIA recipients are stipulated in the University Graduate Handbook. Specifically, they must:

1. be a full-time student as defined by the UC Graduate Handbook,
2. meet all eligibility requirements in the UC Graduate Handbook, and
3. remain in good standing and make adequate progress toward a degree.

A thesis student not receiving a TA or an RA may still receive a GIA, provided the requirements listed above are met. **A student receiving a TA or RA may not be otherwise employed in any manner without the approval of his/her advisor and Graduate Program Director.**

International students need to check with the International Student Office (ISO) for additional rules regarding employment and financial aid.

6. DEGREE REQUIREMENTS

Graduate students must meet all program and school requirements for graduation. A failing grade in a required class will prevent the student from graduating until a passing grade has been earned in the same class, subject to the minimum GPA requirements as put forth by the University. Classes with a failing grade, whether required or elective, count towards the GPA even when the class is retaken and passed. There is no grade replacement for graduate programs. Research courses (CVE7091 and CVE7092) do not count toward the GPA.

6.1 General Requirements

All students are expected to complete the appropriate safety training as required by the University, the College, the CAECM Department, or the advisor.

MEng - Masters of Engineering:

An MEng student must complete no less than 30 credit hours of formal coursework, which may include a capstone project for 3 semester credit hours. This project must meet the guidelines within this document and those set forth by the College of Engineering and Applied Science. Students who intend to take a course outside of the College of Engineering and Applied Science (CEAS) must obtain preliminary permission by completing the “Approval for Courses Outside CEAS” form. An MEng student is considered to be a “non-thesis student.” Prior to graduation, MEng students must either submit a formal, written project document and make a satisfactory presentation of this project, or undergo a final comprehensive oral examination. Participating in an internship alone is NOT considered a valid Capstone Project, however a Capstone Project that contains a summative analysis of the internship work, with explicit reflections on the ties to the coursework taken and on how the data and/or information collected could have been used more efficiently can be considered a valid Capstone Project. The faculty project advisor has to approve the MEng capstone report and the Graduate Program Director has to approve the MEng student’s final program of study. MEng students are allowed three attempts at the final comprehensive examination, after which they face dismissal from the program. The Graduate Program Director will approve the date of the final comprehensive examination.

MS - Masters of Science:

An MS student must complete no less than 30 credit hours consisting of at least 20 credit hours of formal coursework plus at least 10 credit hours of thesis research. Students who intend to take a course outside of the College of Engineering and Applied Science (CEAS) must obtain

preliminary permission by completing the “Approval for Courses Outside CEAS” form. The student must propose, submit and orally defend a written thesis conforming to the requirements of the University Graduate Handbook. Before defending the thesis, the student also must deliver a complete draft of a manuscript suitable for submission to a peer-reviewed journal or conference. The thesis may be written as a collection of manuscripts with appendices, in which case the manuscript draft can be incorporated into the thesis. An MS student is considered to be a “thesis student.” The thesis work will be guided and judged by a committee, chaired by the student’s advisor. After completing two academic years as a MS student (typically, at the end of the second summer semester), each student still in the program must initiate a progress evaluation meeting with the thesis advisor(s) and the Graduate Program Director. Based on the outcomes of such meeting, the Graduate Program Director will make the decision on whether to allow the student to complete the MS degree, or to convert the student to the MS non-thesis degree, which carries a requirement of a minimum 30 semester credits of coursework (excluding research credits) and a final comprehensive examination as the capstone experience. This progress evaluation meeting will be repeated at the end of each subsequent semester, and the status of the student will be reassessed at those times.

MS students are responsible to complete all assessment forms related to their academic work. These forms are attached in Appendix B to this document.

In particular, the students must ensure that the following forms are completed and turned into the Graduate Program Director:

1. CAECM MS Student Annual Progress Review (to be completed every Spring Semester)
2. CAECM MS Student Defense Assessment Form (to be completed at both Proposal and Final Defense)
3. CAECM MS Student Final Interview Form (to be completed before the graduation date)

PhD - Doctor of Philosophy:

A PhD student must complete no less than 60 credit hours including a minimum of 12 credit hours of formal coursework beyond the MS degree. Students who intend to take a course outside of the College of Engineering and Applied Science (CEAS) must obtain preliminary permission by completing the “Approval for Courses Outside CEAS” form. As part of this process, students must provide a rationale as to why a similar course cannot be taken within CEAS. After one year of coursework and research at the University of Cincinnati, PhD students are expected to take and pass the PhD qualifying exam. The examination is structured to assess both the student’s depth of knowledge in the chosen field and his/her ability to apply this knowledge towards formulation of new research paradigms. The format of the qualifying exam is described in Section 9. A PhD student must propose, submit and orally defend a written dissertation conforming to the requirements of the University Graduate Handbook. Additionally, a PhD student is expected to have at least one refereed article published or accepted for publication before graduation. A PhD student must take a Teaching Effectiveness course and is expected to be responsible for teaching a lower-level undergraduate course under the mentoring of the student’s advisor. The student’s advisor is expected to provide a written assessment of the student teaching performance. The student is responsible for collecting the assessment and delivering it to the Graduate Program

Director. Finally, a PhD student is expected to prepare and submit a grant proposal in concert with the advisor. The dissertation work will be guided and judged by a committee, chaired by student's advisor.

PhD students are responsible to complete all assessment forms related to their academic work. These forms are attached in Appendix C to this document.

In particular, the students must ensure that the following forms are completed and turned into the Graduate Program Director:

1. PhD Qualifier Examination Committee Evaluation Form
2. CAECM PhD Student Defense Assessment Form (to be completed at both Proposal and Final Defense)
3. CAECM PhD Student Annual Progress Review (to be completed every Spring Semester)
4. Teaching Effectiveness Instructor Evaluation Form
5. Grant Writing Advisor Evaluation Form
6. Course Teaching Advisor Evaluation Form
7. CAECM PhD Student Final Interview Form (to be completed before the graduation date)

6.2 Restrictions

MS/PhD Research credits (CVE 7092) do not count for MEng students. MEng students, if needed, can enroll in CVE 7091. Both CVE 7092 and CVE 7091 are graded on a Pass/Fail basis. Independent study and special projects (CVE 7093) are limited to six (6) credits total for all MS, PhD, and MEng students unless approved in advance by the student's academic advisor and the Graduate Program Director.

6.3 Curriculum and Course Work

The curriculum and required and elective courses for the various tracks in the Civil Engineering and Architectural Engineering graduate program are described in a companion document.

If a student has taken a course as part of their undergraduate curriculum that is substantially the same as a required graduate course, the student may apply for a waiver of the requirement. The student must petition the Graduate Director, in writing, and provide proof of the claim, such as the syllabus, samples of homework assignments and tests, the textbook, a letter from the instructor, etc. The Civil Engineering and Architectural Engineering Graduate Faculty will be the sole judge as to whether the proof is sufficient. If granted, the required course is waived, but the student receives no credit hours and still must meet the minimum credit hour requirement. The Faculty may grant blanket waivers for certain courses for former UC undergraduates.

7. MS THESIS AND PHD ADVISORS

All MS thesis and Ph.D. dissertation students must officially identify a permanent advisor. (Students may have been assigned a temporary advisor at the time of admission.) The process is to meet and discuss with faculty your research interest and identify an advisor that will accept you into their research group. Usually, this is done during the second semester (typically the Spring semester). Once you identify an advisor, you must complete and submit an Advisor Change Form available on the [CEAS Student Portal](#). This form must be signed by your new advisor and the department's Graduate Program Director and submitted to the Graduate Studies Office at engrgrad@uc.edu or in person at 801 Mantei Center. All students must have an assigned permanent advisor within one calendar year (from the first day of classes in the semester for which they are admitted) or the student will not be permitted to continue in the program.

If a situation arises that results in a student needing to change advisors, the student must complete and submit the Advisor Change Form available on the [CEAS Student Portal](#). This form must be signed by the current advisor, the new advisor, and the department's Graduate Program Director. If an advisor and/or student is notified of a termination in advising, a meeting with the student will be held by the advisor and department graduate director. The student will have two full, contiguous semesters (spring, fall, or summer semesters) to secure a new advisor or the student will not be permitted to continue in the program. For example, if a student is notified of termination of advising during a Spring semester, the student must have an advisor secured no later than the last day of subsequent Fall semester.

To remain in good academic standing, all MS and PHD students must meet GPA requirements and have a permanent academic advisor.

8. REASONABLE PROGRESS TOWARD GRADUATE DEGREE

Graduate students are expected to proceed toward completing the degree requirements at a “reasonable rate of progress.” **Every semester, each graduate student is required to present to his/her advisor an updated plan of study for his/her signature, which is then submitted to the Graduate Office.** This plan of study will be utilized to judge the student’s rate of progress. Once a year, toward the end of the Spring semester, each graduate student is required to present to his/her advisor a compiled Progress Evaluation form for his/her signature, which is then submitted the Graduate Director for insertion in the student’s file.

Students are expected to continually progress toward a degree. Thesis students should meet regularly with their advisors. Long periods of inactivity may be cause for dismissal from the program. Long periods of inactivity are particularly likely if the student has left the University to pursue permanent employment. Therefore, students are highly encouraged to complete all degree requirements before accepting permanent employment. The graduate faculty of the Civil Engineering Program will be hesitant to readmit or reinstate students who have failed to complete their degree due to long periods of inactivity. The burden is on the student to show why he/she should be readmitted/reinstated.

A student that earns one or more failing grades in CVE or AE courses, irrespective of whether

they are core or elective courses, will have to retake and pass those courses in order to be certified for graduation. The Graduate Program Director will not request waivers for failing grades in CVE or AE courses. There is no grade replacement – a failing grade will remain on the transcript and will weigh on the overall GPA. Failing one or more CVE or AE courses constitutes grounds for dismissal from the program.

Students are expected to maintain at least a 3.0 GPA throughout their academic career. A GPA of 3.0 is also required to be eligible for a Graduate Incentive Award. Should a student's GPA fall below 3.0, that student will be put on probation. The student will receive a probation letter, which will state the conditions to be met to restore their good standing, and the timeline within which to meet such conditions. Should a student fail to meet the conditions listed in the probation letter within the stated timeline, the student will be subject to dismissal from the program. The graduate faculty of the Civil Engineering and Architectural Engineering Program are the sole judge of the progress a student has made toward meeting the conditions in the probation letter.

As per the University Graduate Handbook, MEng and MS students have a total of 5 years to complete their degree, while PhD students have a total of 9 years to complete their degree. Extensions can be applied for, but a student must communicate with their advisor and form a plan for degree completion before approaching the graduate program director who then will decide whether to petition the Graduate School for an extension.

Students who have not been registered for at least one graduate credit hour that contributes to degree requirements in an academic year (Fall through Summer) are deemed inactive. Reinstatement is available to students who have been inactive for less than three academic years. Students that have been inactive for three or more consecutive academic years are not eligible for reinstatement and must apply for readmission to the university. Application for reinstatement requires the student to communicate with the advisor or the graduate program director to review their degree completion to date and form a plan for degree completion. The graduate program director will then petition the Graduate School for reinstatement.

The following suggested timeline constitutes a “reasonable rate of progress.” With this suggested timeline, it is possible for a student to complete a MS degree in less than 2 years and a PhD in less than 4 years after completing a MS. **Students need to pay particular attention to the time between the formation of a committee and thesis defense. Graduation deadlines are firm, and extensions will never be granted. They are published on the UC Graduate School website at <https://gradapps.uc.edu/graduationdeadlines/graduation-deadlines.aspx>**

Full-Time MS Student Monitoring and Procedures

(To complement the University Graduate School Requirements)

1. Start of MS	Student and advisor are matched and they communicate before the student arrives or a temporary advisor is assigned.	Advisor signs admission letter and guarantees support if offer includes support. Take a MINIMUM 20 hours of formal courses and 10 hours of research courses
2. Before the end of the second semester	Student identifies a permanent advisor	Students should not still be listed under a temporary advisor at this time
3. Within 12 months after starting MS	Thesis committee is formed and Thesis proposal is presented and approved by the committee.	The committee has to be approved by the Graduate Program Director. The proposal is prepared with input from the committee.
4. <i>At least</i> four months after defending proposal and at least two weeks before ETD deadline	Thesis is defended. One week public notice is mandatory.	Time for MS can be less than two years if the committee is formed ASAP

Full-Time PhD Student Monitoring and Procedures

(To complement the University Graduate School Requirements)

1. Start of PhD	Student and advisor are matched following an interview (can be done by telephone) and a careful scrutiny of interests and funding.	The department is responsible for the students' welfare and the quality of the PhD experience. Normally a student should not be admitted without support.
2. Within 15 months of starting the PhD (usually it will be in the Fall Semester following the start of the PhD program).	Qualifying exam must be taken. A qualifying exam will be offered during the Fall Semester, administered by a committee that will be appointed by the Graduate Program Director. Students may petition to re-take the exam once.	Qualifying exam will include written and oral components. Program core and specialty core subjects and other basic communication, computation, and creative thinking skills will be covered.
3. The dissertation committee should be formed shortly after passing the qualifying exam.	Committee must have at least 3 Tenure Track faculty and include faculty across disciplines. At least one member must be from outside the School.	The committee has to be approved by the Graduate Program Director. Committee should include one tenured faculty in the specialty area of study. An <u>individualized curriculum plan will be discussed and approved by the committee</u> . At a MINIMUM, 12 hours of formal courses beyond MS are required.
4. A dissertation proposal should be prepared and defended <i>at least 12 months before the Final Defense</i> .	The proposal should be prepared in consultation with the committee. The PhD proposal should be of a quality suitable for a competitive funding agency. It is very desirable to actually submit this proposal to a national funding agency.	The student becomes a candidate after successfully defending the dissertation proposal. Candidates become eligible for increased stipend if the available funds permit such as a raise, and a number of special awards and grants.
5. Final defense will take place after completing the committee's requirements. Two weeks public notice is mandatory. Defense should take place at least two weeks before ETD deadline.	The candidate should seek regular meetings with the committee, approximately every six months.	The candidate with the advisor should have at least one journal article submitted before the candidate files dissertation.

9. GRADUATE COMMITTEE COMPOSITION

The Graduate Program Director approves all committees and will reject those who do not meet requirements set forth in the University of Cincinnati Graduate Handbook. As a minimum, committees for MS and PhD students are expected to meet in person (or, in exceptional cases, over a conference call) for the proposal defense and for the final defense of a candidate's work. In all cases, the student defending must appear in person. It is encouraged that committees stay actively involved throughout the students' progress.

Committee members outside of the University must be pre-approved by the Graduate School, before a committee is formed, unless they had been recently pre-approved for activities in other committees. The student is responsible for collecting a recent CV from the desired committee member and petitioning the graduate program director to request the Graduate School for pre-approval.

For MS Degree:

- a. Committee must have at least three (3) members.
- b. The committee chair must be a Civil or Architectural Engineering Graduate Faculty, as appropriate.
- c. At least two (2) members must be full-time tenure track CAECM faculty.
- d. At least half of the committee members must be from CAECM.
- e. At least one (1) member from outside CAECM is strongly encouraged.

The defense is passed with the approval of a two-thirds majority of the committee.

For PhD Degree:

- a. Committee must have at least four (4) members.
- b. The committee chair must be a Civil or Architectural Engineering Graduate Faculty, as appropriate.
- c. At least three (3) members must be full-time tenure track faculty.
- d. At least half of the committee members must be from CAECM.
- e. At least one (1) member from outside CAECM is required.

The defense is passed with the approval of a three-fourths majority of the committee.

MS and PHD Graduate Committee Member Subsets

Committee Chair	CAECM Graduate Faculty
Other Faculty	Program Focus Area Full-Time Faculty CAECM Graduate Faculty CEAS Graduate Faculty UC Graduate Faculty Faculty from other universities Adjunct Faculty Visiting Faculty Emeritus Faculty CAECM Research Track Faculty
Other Experts	From: Industry, Consulting, Research Laboratories, Government

10. PhD QUALIFYING EXAM

The Qualifying Examination Committee will usually administer the qualifying exam in December. The Committee will have at least five members of which four will be in charge of exam **Part I** (five-hour core fundamental exam) and one will prepare exam **Part II** (two-day take-home exam). All the members will participate in exam **Part III** (oral exam). All incoming PhD students will take the exam after their first year.

The qualifying exam consists of the following parts.

Part I: Five-hour core fundamental exam (8:00 a.m. - 1:00 p.m.): This part will contain four questions in the candidate's specialty area. The graduate director, in consultation with the Qualifying Examination Committee, will notify the candidates at least 8 weeks in advance of the subject areas of the written exam.

Part II: Two-day take home exam in the student's specialty area: All those students in the same area will have an identical question. The exam will consist of one "open-ended" problem to evaluate the student's ability to integrate fundamental knowledge from courses, and to efficiently gather and synthesize "new information" in order to solve a "new problem" in a limited available time. The exam will be given to the student after the core fundamental exam, and will be returned to the Committee chair by the assigned time.

Part III: Oral exam: A comprehensive oral exam will cover the subjects from parts I and II. The student may be asked to justify his/her assumption and/or methodology to solve the open-ended problem. Furthermore, the student may be tested on his/her knowledge of core course materials. If a student scores an aggregate 70 points or more in Parts I and II, he/she is not required to take Part III.

The following grading system will be used to evaluate each student.

1. Each problem in **Part I** has 10 points.
2. The open-ended problem in **Part II** has 40 points.

3. Each faculty will grade the student's oral performance based on a scale of 0 to 20. The oral examination score will be based on taking an average of scores assigned by each committee member.

Total score $\geq$ 70	Pass
Total score < 70	Fail

The students who fail will have one more opportunity the next time the examination is offered, typically after approximately 12 months. Except under very unusual circumstances, a third chance will not be granted.

A. FORMS FOR MS STUDENTS

This Appendix contains the forms that all MS students need to complete as they progress through the requirements of their degree. It is the responsibility of each student to make sure that all the forms contained in this section are correctly filled and turned into the Graduate Program Director.

1. CEAS Record of Oral/Defense Form: please fill in your information and bring to both your proposal and final defense for the committee to complete and return to the Graduate Program Director
2. MS Student Defense Assessment Form: please fill in your information and bring to both your proposal and final defense for the committee to complete and return to the Graduate Program Director
3. MS Student Annual Progress Review Form: please fill together with your advisor and return to the Graduate Program Director. This must be done by the end of every Spring semester
4. MS Student Final Interview Form: after finishing the coursework, and before the graduation date, initiate a meeting with the Graduate Program Director for an exit interview. The outcomes of the interview have no impact on the student's graduation, but the interview must take place in order for a student to be certified for graduation.

COLLEGE OF ENGINEERING and APPLIED SCIENCE
RECORD OF ORAL/DEFENSE FORM

Name of Student:

Date of Defense:

Student ID M#:

Student Phone #:

Email Address:

Program:

Candidate for the degree of:

The below committee testifies that the candidate was examined and has

Passed ☐

Did Not Pass ☐

MS Thesis ☐

MEng ☐ **PhD Dissertation** ☐

Proposal ☐

Final ☐

Thesis or Dissertation Title:

Examiners:

Chairperson/ Advisor

Signature

Print Name

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Program of Study submitted? Yes ☐ No ☐

Baccalaureate Degree Checked? Yes ☐ No ☐

GRADUATE DIRECTOR APPROVAL:



CAECM MS Student Defense Assessment Form

Student Name: _____

Committee Chair: _____

Committee Members: _____

To be compiled for BOTH proposal defense and final defense (1=lowest, 5=highest)
For proposal defense, assessment is at the emerging and developing levels, for final defense assessment is at the achieved level.

The student can identify and articulate the state of research development of a specific topic in the form of literature review	1	2	3	4	5
The student can formulate a research plan based on fundamental engineering concepts and advanced approaches	1	2	3	4	5
The student can execute a research plan based on fundamental engineering concepts and advanced approaches	1	2	3	4	5
The student can effectively communicate technical content both orally and in writing	1	2	3	4	5

To be compiled for final defense ONLY (1=lowest, 5=highest)
For final defense the assessment is at the achieved level.

The student demonstrates advanced knowledge of fundamental civil engineering concepts	1	2	3	4	5
The student demonstrates advanced technical competency in civil engineering topics relevant to the program of study	1	2	3	4	5

Committee Chair Signature: _____

Graduate Program Director Signature: _____

Date: _____



CAECM MS Student Annual Progress Review

Student Name: _____

Faculty Advisor: _____

Date of first enrollment in graduate program: _____

Date of start of work with current advisor: _____

Date(s) of previous annual progress reviews: _____

Date of MS defense: _____

Date of MS defense (anticipated): _____

Date of graduation (anticipated): _____

Number of course credits completed: _____

Cumulative QPA: _____

Course deficiencies (F, NG, I, U, UP, WX, or X....list course title, semester, grade, use back if necessary)

Faculty Advisor Assessment (1=lowest, 5=highest) (use back of sheet for additional comments)

Student is making satisfactory progress toward degree: _____

Yes No

Student is demonstrating advanced technical knowledge of fundamental civil engineering

1 2 3 4 5

Student is demonstrating advanced technical competency in civil engineering topics relevant to the program of study

1 2 3 4 5

Student is progressing in the execution of a research plan based on fundamental engineering concepts and advanced approaches

1 2 3 4 5

Student is effectively communicating technical content both orally and in writing

1 2 3 4 5

Student Signature: _____

Faculty Signature: _____

Date: _____



CAECM MS Student Final Interview Form

Student Name: _____

Faculty Advisor: _____

Date of first enrollment in graduate program: _____

Date of start of work with current advisor: _____

Number of course credits completed: _____

Cumulative QPA: _____

Course deficiencies (F, NG, I, U, UP, WX, or X....list course title, semester, grade, use back if necessary)

Graduate Director (1=lowest, 5=highest) (use back of sheet for additional comments)

Student feels he/she has acquired advanced technical knowledge of fundamental civil engineering

1 2 3 4 5

Student feels he/she has acquired technical competency in civil engineering topics relevant to the program of study

1 2 3 4 5

Student feels he/she is capable of executing a research plan based on fundamental engineering concepts and advanced approaches

1 2 3 4 5

Student is effectively communicating technical content both orally and in writing

1 2 3 4 5

Student Comments (use back of sheet for additional comments)

What was the best experience in your MS career?

What was the worst experience in your MS career?

What, if anything, could be improved in the MS program and how?

Graduate Program Director Signature: _____

Date: _____

B. FORMS FOR PhD STUDENTS

This Appendix contains the forms that all PhD students need to complete as they progress through the requirements of their degree. It is the responsibility of each student to make sure that all the forms contained in this section are correctly filled and turned into the Graduate Program Director.

1. Teaching Effectiveness Instructor Evaluation Form: please have your Teaching Effectiveness instructor fill the form, and return it to the Graduate Program Director
2. Grant Writing Advisor Evaluation Form: please have your advisor fill the form and return it to the Graduate Program Director
3. Course Teaching Advisor Evaluation Form: please have your advisor fill the form and return it to the Graduate Program Director
4. Qualifier Examination Committee Evaluation Form: please fill in your information and deliver to the Graduate Program Director with your take home exam submittal
5. CEAS Record of Oral/Defense Form: please fill in your information and bring to both your proposal and final defense for the committee to complete and return to the Graduate Program Director
6. PhD Student Proposal Defense Assessment Form: please fill in your information and bring to your proposal defense for the committee to complete and return to the Graduate Program Director
7. PhD Student Final Defense Assessment Form: please fill in your information and bring to your final defense for the committee to complete and return to the Graduate Program Director
8. PhD Student Annual Progress Review Form (two pages): please fill together with your advisor and return to the Graduate Program Director. This must be done by the end of every Spring semester
9. PhD Student Final Interview Form (two pages): after finishing the coursework, and before the graduation date, initiate a meeting with the Graduate Program Director for an exit interview. The outcomes of the interview have no impact on the student's graduation, but the interview must take place in order for a student to be certified for graduation.



TEACHING EFFECTIVENESS INSTRUCTOR EVALUATION FORM

Date (MM/DD/YYYY) _____
Candidate Name (First, Last): _____
Candidate M-Number: **M** _____
Committee Chair: _____
Teaching Effectiveness Instructor: _____

EVALUATION MATRIX (1=lowest, 5=highest)

The candidate effectively communicates technical content both orally and in writing
(developing) ☐

The candidate developed teaching skills and strategies through formal course
instruction and mentoring (emerging, developing) ☐



Department of Civil and Architectural Engineering and
Construction Mgmt.
Graduate Programs in Civil Engineering

**GRANT WRITING
ADVISOR EVALUATION FORM**

Date (MM/DD/YYYY) _____
Candidate Name (First, Last): _____
Candidate M-Number: **M** _____
Committee Chair: _____
Title of Proposal: _____

Funding Agency: _____
Date of Submittal (MM/DD/YYYY): _____
Expected Date of Decision (MM/DD/YYYY): _____
Amount Requested: _____

EVALUATION MATRIX (1=lowest, 5=highest)

The candidate prepared and submitted a grant proposal in collaboration with the
advisor (achieved)

☐



COURSE TEACHING ADVISOR EVALUATION FORM

Date (MM/DD/YYYY) _____
Candidate Name (First, Last): _____
Candidate M-Number: **M** _____
Committee Chair: _____
Semester Taught (e.g., 15FS): _____
Course Number (e.g., CVE3001): _____
Course Title: _____
Enrollment: _____

EVALUATION MATRIX (1=lowest, 5=highest)

The candidate prepared and submitted a grant proposal in collaboration with the advisor (achieved)

Overall course evaluation (from CEAS course evaluations)

Overall instructor evaluation (from CEAS course evaluations)

PhD QUALIFIER EXAMINATION COMMITTEE EVALUATION FORM

Date (MM/DD/YYYY): _____
Candidate Name (First, Last): _____
Candidate M-Number: **M** _ _ _ _ _
Qualifier Committee Chair: _____
Qualifier Committee Members: _____

EVALUATION MATRIX (1=lowest, 5=highest)

The candidate demonstrated advanced knowledge in fundamental civil engineering concepts at the emerging level

The candidate formulated a solution to an engineering problem by incorporating fundamental engineering concepts and advanced approaches at the emerging level



COLLEGE OF ENGINEERING and APPLIED SCIENCE

RECORD OF ORAL/DEFENSE FORM

Name of Student:

Date of Defense:

Student ID M#:

Student Phone #:

Email Address:

Program: Select

Candidate for the degree of: Select

The below committee testifies that the candidate was examined and has

Passed ☐

Did Not Pass ☐

MS Thesis ☐

MEng ☐ **PhD Dissertation** ☐

Proposal ☐

Final ☐

Thesis or Dissertation Title:

Examiners:

Chairperson/Advisor

Signature

Print Name

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Program of Study submitted? Yes ☐ No ☐

Baccalaureate Degree Checked? Yes ☐ No ☐

GRADUATE DIRECTOR APPROVAL:

**MS students continuing to PhD program must submit appropriate application form*

PhD PROPOSAL DEFENSE COMMITTEE EVALUATION FORM

Date (MM/DD/YYYY) _____
 Candidate Name (First, Last): _____
 Candidate M-Number: **M** _____
 Committee Chair: _____
 Committee Members: _____

EVALUATION MATRIX (1=lowest, 5=highest)

The candidate demonstrated advanced knowledge in fundamental civil engineering concepts at the <u>developing</u> level	
The candidate identified an engineering problem for which a solution has not been addressed in the scholarly literature at the <u>emerging</u> level	
The candidate developed a methodology to solve an engineering problem by incorporating fundamental engineering concepts and advanced approaches (<u>emerging</u>)	
The candidate formulated a solution to an engineering problem by incorporating fundamental engineering concepts and advanced approaches at the <u>developing</u> level	
The candidate effectively communicates technical content both orally and in writing (<u>emerging</u>)	
The candidate is on track to producing original research which contributes to the state of the art in the form of a dissertation and at least one refereed article (<u>developing</u>)	
The candidate is on track to prepare and submit a grant proposal in collaboration with the advisor (<u>emerging</u>)	

**PhD FINAL DEFENSE
COMMITTEE EVALUATION FORM**

Date (MM/DD/YYYY) _____
Candidate Name (First, Last): _____
Candidate M-Number: **M** _____
Committee Chair: _____
Committee Members: _____

EVALUATION MATRIX (1=lowest, 5=highest) – All assessment levels are achieved

The candidate demonstrated advanced knowledge in fundamental civil engineering concepts ☐

The candidate identified an engineering problem for which a solution has not been addressed in the scholarly literature ☐

The candidate developed a methodology to solve an engineering problem by incorporating fundamental engineering concepts and advanced approaches ☐

The candidate formulated a solution to an engineering problem by incorporating fundamental engineering concepts and advanced approaches ☐

The candidate effectively communicates technical content both orally and in writing to various audiences ☐

The candidate is capable of producing original research which contributes to the state of the art in the form of a dissertation and at least one refereed article ☐



CAECM PhD Student Annual Progress Review

Student Name:

Faculty Advisor:

Date of first enrollment in graduate program:

Date of start of work with current advisor:

Date(s) of previous annual progress reviews:

Date of Qualifier Exam (e.g., Fall 2016)

Date of Proposal Defense (e.g. actual or anticipated)

Date of Final defense (anticipated):

Date of graduation (anticipated):

Number of course credits completed:

Cumulative QPA:

Course deficiencies (F, NG, I, U, WX, or X....list course title, semester, grade, use back

Faculty Advisor Assessment (1=lowest, 5=highest) (use back of sheet for additional comments)

Student is making satisfactory progress toward degree:

Yes No

Student has been able to identify an engineering problem for which a solution has not been addressed in the scholarly literature (developing)

1 2 3 4 5

Student is developing a methodology to solve an engineering problem by incorporating fundamental engineering concepts and advanced approaches (developing)

1 2 3 4 5

Student is producing original research which contributes to the state of the art in the form of a dissertation and at least one refereed article (emerging)

1 2 3 4 5

Student is progressing in the preparation and submittal of a grant proposal in collaboration with the advisor (developing)

1 2 3 4 5

Continued on back

ADDITIONAL COMMENTS

Student Signature: _____

Faculty Signature: _____

Date: _____



CAECM PhD Student Final Interview Form

Student Name:

Faculty Advisor:

Date of first enrollment in graduate program:

Date of start of work with current advisor:

Date of proposal defense:

Date of final defense:

Number of course credits completed:

Cumulative QPA:

Course deficiencies (F, NG, I, U, UP, WX, or X....list course title, semester, grade, use back if necessary)

Graduate Director (1=lowest, 5=highest) (use back of sheet for additional comments)

Student feels he/she has acquired advanced technical knowledge of fundamental civil engineering topics

1 2 3 4 5

Student feels he/she has acquired technical competency in civil engineering topics relevant to the program of study

1 2 3 4 5

Student feels he/she is capable of developing a methodology to solve an engineering problem by incorporating fundamental engineering concepts and advanced approaches

1 2 3 4 5

Student feels he/she can formulate a solution to an engineering problem by incorporating fundamental engineering concepts and advanced approaches

1 2 3 4 5

Student can effectively communicate technical content both orally and in writing to various audiences

1 2 3 4 5

Student is capable of producing original research contributing to the state of the art in the form a dissertation and at least one refereed article

1 2 3 4 5

Student has prepared and submitted a grant proposal in collaboration with the advisor

1 2 3 4 5

Student can effectively communicate technical content both orally and in writing to various audiences

1 2 3 4 5

Continued on back

Student Comments

What was the best experience in your PhD career?

What was the worst experience in your PhD career?

What, if anything, could be improved in the PhD program and how?

Other comments

Graduate Program Director Signature: _____

Date: _____