

Master's in Civil Engineering Graduate Program Flow Diagram

This chart was assembled from information found in the documents pertaining to graduate studies at OSU. Expanded details may be found in the Department of Civil, Environmental and Geodetic Engineering Graduate Studies Committee's Graduate Student Handbook and in the *Graduate School Handbook*. This chart is an aid to successful completion of the graduate program and not a substitute for the above handbooks.

The graduate student is responsible for adhering to all published rules in pursuit of the advanced degree.

TIMELINE	SUBJECT	ACTION REQUIRED
1 st semester	TEMPORARY ADVISOR: A temporary advisor is assigned by the Department prior to or upon arrival. Begin M.S. graduate work.	
By the end of the 2 nd semester	<p>PERMANENT ADVISOR: Chosen by student from graduate faculty in student's area of specialization.</p> <p>ADVISORY COMMITTEE (3 MEMBERS): Established by the student and advisor. Consists of at least three graduate faculty (advisor as Chair + two other graduate faculty, one of whom must be a CEGE graduate faculty member).</p> <p>PLAN OF STUDY: A detailed plan of study plus a tentative subject of research for the Thesis Option (Plan A) should be prepared. Those considering the Non-Thesis Option (Plan B) must also submit the Plan of Study form.</p> <p>All requests for transfer credit must accompany the Plan of Study. No transfer credit will be evaluated by the Graduate School after the 2nd semester.</p>	<p>Submit REQUEST FOR CHANGE OF ADVISOR FORM (available at www.ceg.osu). If naming your temporary advisor as your permanent advisor, submit the form to confirm this for the record.</p> <p>Submit approved Study Plan for Master's (available at www.ceg.osu) to Chair, Graduate Studies Committee for final approval, then to Graduate Program Coordinator (495A Hitchcock) for file.</p> <p>Submit Request for Transfer of Graduate Credit (at GRADFORMS.OSU.EDU).</p>
By end of 3 rd semester	ENGLISH COURSES: Any required English course must be completed.	Registration can be denied for non-compliance.
Expected semester of graduation	APPLICATION TO GRADUATE: The Application to Graduate must be submitted at GRADFORMS.OSU.EDU no later than the 3 rd Friday of the semester in which graduation is expected. The approved Plan of Study for Master's must be on file with the Department before the Application to Graduate is submitted.	<p>Student's advisor confirms that all M.S. requirements have been met.</p> <p>Student submits approved Application to Graduate at GRADFORMS.OSU.EDU no later than the 3rd Friday of the semester in which graduation is expected.</p> <p>No Application to Graduate will be approved without an approved Plan of Study on file or before completion of all required make-up work such as language courses.</p>

<p><i>Make sure there is enough lead time to permit committee readings, i.e., 2 weeks is suggested.</i></p>	<p>Thesis Option (Plan A) FINAL EXAMINATION: Thesis Reading & Examination Committee will be selected by the student and advisor and is to consist of 2 other faculty members, one of whom must be from CE. The Oral Exam of about 2 hours duration is to cover, but not necessarily be restricted to, the thesis topic.</p> <p>Non-Thesis Option (Plan B) FINAL EXAMINATION COMMITTEE: Will be selected by the advisor and consists of the advisor as Chair plus 2 other faculty members, one of whom must be from CE.</p> <p>Non-Thesis Option (Plan B) WRITTEN EXAM: To be given by the Examining Committee and must be at least 4 hours in length.</p>	<p>It will be assumed that the Exam Committee will consist of the faculty members listed on the approved Plan of Study. Otherwise, a revised Plan of Study must be submitted for approval at the time of admission to graduate.</p> <p>The Master’s Examination Report Form will be signed at GRADFORMS.OSU.EDU by the committee. The Recommendation for Ph.D. Studies (CEG Form 13) should also be completed and submitted to the CEG Graduate Program Coordinator (this form does not go to the Graduate School).</p>
	<p>GRADUATION</p>	<p>Check the Graduate School website for final semester procedures and deadlines, including deadline to submit the required Application to Graduate.</p>