

Ph.D. 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 Ph.D. 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 (4 MEMBERS): Established by the student and advisor. Consists of at least four graduate faculty (advisor as Chair + at least two other CE grad faculty)</p> <p>PLAN OF STUDY: After consultation with Advisory Committee, prepare a detailed Study Plan for PhD (CEG Form 9). Include areas of specialization and tentative date for the Candidacy Exam.</p> <p>All requests for transfer credit must accompany the Study Plan for PhD. 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 PhD (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>
At conclusion of coursework on approved Study Plan for PhD	<p>CANDIDACY EXAMINATION: The exam is to cover the major field.</p> <p><u>Written Examination:</u> This is to be given by the Advisory Committee. Format and length of the exam is to be determined by the exam committee. A single, comprehensive exam, with questions submitted by all examiners, is preferable to a series of separate exams.</p> <p><u>Oral Examination:</u> This is to be given by the Advisory Committee. The exam is of 2-hour duration and some portions should include a discussion of the Plan of Research submitted and approved earlier. If the exam is failed, a second exam may be taken if the exam committee so recommends and the Graduate School approves. No candidate may take the exam more than twice.</p>	<p>If examination committee members differ from Advisory Committee listed on the Study Plan for PhD, a revised Study Plan (which reflects the coursework approved by the new Committee member) must be submitted to the Chair, Graduate Studies BEFORE the exam is scheduled.</p> <p>Notification of Doctoral Candidacy form must be submitted (at GRADFORMS.OSU.EDU) to the Graduate School no later than 2 weeks PRIOR to the proposed date of the oral portion of the candidacy exam.</p> <p>Report results of the entire exam (Written and Oral) to the Chair, Graduate Studies, for the record. Admission to Candidacy form will then be processed.</p>
Prior to dissertation defense and oral exam	DEPARTMENTAL SEMINAR: The student is encouraged to present the subject matter of his dissertation work at a departmental seminar when the student and the advisor feel that progress has been sufficient to do so.	Contact Chair, Graduate Studies Committee, to make arrangements for scheduling into the current seminar series.

TIMELINE	SUBJECT	ACTION REQUIRED
<p>Establish ample time to permit proper review of the dissertation</p> <p>Make sure there is enough lead time to publicize and permit committee reading, 2 weeks are recommended.</p>	<p>DISSERTATION READING COMMITTEE: This is established by the advisor. It consists of the advisor plus at least 2 other members of the graduate faculty. Normally, this will be the Advisory Committee as approved in the Plan of Study.</p> <p><u>Final Oral Examination:</u> The exam should deal intensively with the portion of the candidate's field of specialization in which the dissertation is written, though it need not be confined exclusively to the subject matter of the dissertation. The exam committee is to consist of the Dissertation Reading Committee and a representative selected by the Graduate School Dean.</p> <p>The exam is to be approximately 2 hours in duration and should be open to, and announced to, the entire academic community. However, only the official examining committee members are permitted to ask questions unless prior arrangements have been made. If a failure is recorded, the committee may recommend to the Graduate School that a second exam be taken.</p>	<p>Submit Doctoral Draft Approval/Notification of Final Oral Examination (at GRADFORMS.OSU.EDU) and the completed, typed, and formatted dissertation document draft to the Graduate School no later than two weeks prior to the proposed date for the final oral examination.</p> <p>No less than one week before the Final Oral Examination, a complete, typed dissertation draft must be presented to the graduate faculty representative selected by the Graduate School Dean.</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>