



**CIVIL ENGINEERING  
GRADUATE STUDIES PROGRAM  
2020 - 2021 HANDBOOK**



**THE OHIO STATE UNIVERSITY**

COLLEGE OF ENGINEERING

CIVIL, ENVIRONMENTAL AND GEODETIC ENGINEERING

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## I. Introduction

**The Civil Engineering Graduate Studies Program (CEGSP) in the Department of Civil, Environmental and Geodetic Engineering (CEGE)** offers a challenging, educational environment that provides students with resources to pursue their goals and interests in various areas of civil and environmental engineering and the geodetic sciences. The program is supervised by the Graduate Studies Committee, which consists of faculty members from the graduate tracks, appointed by the Department Chair, and assisted by Graduate Program Coordinator.

This handbook outlines the policies and procedures for these degree programs and is updated annually. Students should use this Civil Engineering Graduate Studies Program Handbook for information about departmental requirements and reference any overarching Graduate School policies and procedures outlined in the Graduate School Handbook<sup>1</sup>. **Both handbooks are essential references and students are responsible for knowing and adhering to the set policies and procedures.** When in doubt, students should seek help first at the department level (academic advisor(s), Graduate Program Coordinator, Graduate Studies Chair, and/or Department Chair) and then at the central administration level (Graduate School).

In addition to following department and university graduate policies, students must also comply with the Graduate School's **professional standards of academic, research, and scholarly conduct**<sup>2</sup>, and **the University's Code of Student Conduct**<sup>3</sup>.

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<sup>1</sup> <https://gradsch.osu.edu/handbook>

<sup>2</sup> <https://gradsch.osu.edu/handbook/5-2-academic-and-professional-standards-professional-standards>

<sup>3</sup> <https://studentconduct.osu.edu/>

## II. Program Overview

The Department of Civil, Environmental and Geodetic Engineering (CEGE) develops the skillful conception, planning, design, construction and operation of facilities that enfold modern life, ranging from smart urban services to intelligent infrastructure to earth observing systems. World population growth and increased environmental concerns have spurred the need for civil, environmental and geodetic engineers. CEGE addresses these societal needs by preparing graduates to contribute to the improvement of infrastructure management and the protection of the environment.

The Civil Engineering Graduate Studies Program (CEGSP) offers an MS and PhD degree in Civil Engineering, with graduate tracks in the following areas:

- Construction Engineering and Management
- Environmental Engineering<sup>4</sup>
- Geoinformation and Geodetic Engineering
- Structural Engineering
- Transportation Engineering

Additionally, a dual MS degree is offered in Urban Transportation Planning in conjunction with the Department of City and Regional Planning in the Austin E. Knowlton School of Architecture.

Students select a graduate track in the application to the program and are assigned an advisor (or co-advisors) upon admission. Each graduate track has a document that lists area-approved coursework options (Appendix A-E), and with the assistance of their academic advisor(s), the student will complete a Plan of Study (Appendix F and G) that conforms to the requirements of the degree.

Both MS and PhD students have the opportunity to participate in cutting-edge learning experiences, research, and scholarly activities with faculty who hold an array of professional recognitions that demonstrate their diverse, scholarly accomplishments and are dedicated to educating tomorrow's leaders.

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<sup>4</sup> The Environmental Engineering graduate track is recognized as an official specialization for both the MS and PhD degree, which means it is posted in the permanent record upon graduation and appears on the final transcript.

### III. Program Requirements: Master of Science (MS) Degree

**a. Graduate School Reference: General Requirements for Master’s Degree<sup>5</sup>**

**b. Program requirements.** The MS degree in Civil Engineering has a thesis and nonthesis option, and typically takes two academic years (four academic semesters) to complete. Coursework options vary by graduate track, but all tracks follow the same degree requirements:

<b>Degree Specifications</b>	<b>MS – Thesis option</b>	<b>MS – Nonthesis option</b>
Total credit hours required	Minimum 30 hours	Minimum 33 hours
– Table A coursework required	Min. 6 credit hours	Min. 6 credit hours
– Table B coursework required	Min. 6 credit hours	Min. 6 credit hours
– Math requirement	Min. 3 credit hours	Min. 3 credit hours
– Research/thesis hours required	Min. 6 credit hours	Do not count toward degree
– Elective coursework required	Balance to 30 hours	Balance to 33 hours
<i>(Optional)</i> Independent/individual studies hours	Max. 3 credit hours toward degree	Max. 3 credit hours toward degree
Master’s Examination (see further explanation below)	MS Thesis document and oral examination	Written examination of at least 4 hours in total

**c. Degree timeline.**

- i. **First semester:** students should work with their academic advisor(s) to complete a preliminary MS Study Plan.
- ii. **By end of first year:** along with the annual student evaluation (see Advising section) and before applying to graduate or proceeding with final examination notifications to the Graduate School, students should submit an approved MS Study Plan to the Graduate Program Coordinator.
- iii. **Final semester<sup>6</sup>:**
  1. submission of the Application to Graduate form to the Graduate School no later than the third Friday of the semester/term,
  2. satisfactory completion of the master’s examination and committee approval of the Report on Final Examination by the published Graduate School deadline for the semester or term, and
  3. (for thesis students) committee approval of the Report on Final Document and electronic submission of the approved thesis to OhioLINK by the published Graduate School deadline for the semester or term.

**d. Time Limit.** The requirements for the Civil Engineering master’s degree must be met within six years of first enrollment in the program, including any leaves of absence. Extensions are granted by

<sup>5</sup> <https://gradsch.osu.edu/handbook/6-6-masters-degree-summary-masters-degree-graduation-requirements>

<sup>6</sup> <https://gradsch.osu.edu/final-semester-procedures-and-timelines>

majority vote of the CEGSP Committee after a petition by the student's advisor(s) stating the rationale for making an exception to the six-year limit.

- e. **Choosing between the Thesis and Nonthesis option.** Selection of the thesis or non-thesis plan is a decision that is made by the student in consultation with their academic advisor(s) and is subject to advisors being willing and able to supervise a thesis. Due to the research component, the thesis option is highly recommended for students considering a PhD degree. Students holding a GRA or fellowship appointment should have a clear agreement with their academic advisor(s) and research supervisor (who may be the same person) whether a thesis is expected.
- f. **Master's Examination.** Along with the required coursework, each degree option requires a culminating examination. For the *thesis option*, in addition to completing a document approved by the master's examinations committee and conforming to Graduate School specifications, the thesis plan in requires an oral examination. In general, the oral examination consists of a brief presentation of the thesis material and questions from the examination committee.

The master's examination for the *nonthesis option* must include one or a set of written exams of at least four hours in total. Upon agreement of the examination committee, all or part of the written exam may consist of a project report deemed by the examination committee to be at a level consistent with master's education. If a student uses a project report for all or part of his or her master's examination, an oral examination component is recommended.

- g. **Examination Guidelines and Procedures.** The following guidelines are departmental specifications for the examination. Aside from these guidelines, the general Graduate School guidelines for Master's Examinations<sup>7</sup> should be followed:
  - i. **Master's Examination Committee.** The CEGSP requires that the examination committee consists of at least three members, including the student's advisor, with Category M standing at the Graduate School; at least two of the faculty members on the examination committee, including the advisor, must be faculty in the Civil Engineering Graduate Studies Program.
  - ii. **Attendance.** The presentation portion of the examination may be open to the public, but non-committee members cannot be present during the committee's examination question session.

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<sup>7</sup> <https://gradsch.osu.edu/completing-your-degree/examinations/masters-examinations>

## IV. Program Requirements: Doctoral (PhD) Degree

### a. Graduate School Reference: General Requirements for PhD degree<sup>8</sup>

**b. Program requirements.** The PhD degree in Civil Engineering requires students to successfully complete coursework and research toward a dissertation, and typically takes five years (10 academic semesters) to complete. Students pursuing a PhD in Civil Engineering are expected to achieve the goals stated in the Graduate School Handbook through participation in a program emphasizing the ability to independently conduct research of sufficient technical content to warrant, at a minimum, publication in scholarly or professional journals. Coursework options vary by graduate track, but all tracks follow the same degree requirements:

PhD Degree Specifications	Requirement
Credit Hours	Minimum 80 hours*
– Table A coursework required	Min. 12 credit hours
– Table B coursework required	Min. 8 credit hours
– Elective coursework required	Min. 30 credit hours
– Research/dissertation hours required	Min. 30 credit hours
<i>Optional:</i> independent/individual studies hours	Max. 3 credit hours
Candidacy Examination	Written and oral examination
Dissertation and Exit Examination	Thesis document and thesis defense

\*Students who earned graduate credit in a previous MS program in engineering or a related field can transfer up to 30 hours with advisor approval to count toward their PhD degree [Appendix H].

### c. Degree timeline.

- i. First semester:** students should work with their academic advisor(s) to complete a preliminary PhD Study Plan. Students who have earned an MS degree in a related field and would like to apply MS credit to the PhD degree should initiate the transfer credit petition process by the end of their first semester in the PhD program.
- ii. By end of second year:** along with the annual student evaluation (see Advising section) and before applying to candidacy, students should submit a signed PhD Study Plan to the Graduate Program Coordinator.
- iii. Near the conclusion of coursework, and at least one semester or term prior to the semester or term of graduation:** the student should complete the candidacy exam, made up of written and oral portions. The oral portion of the candidacy examination is held after completion of the written portion and must be completed within one month of the written portion. To schedule the oral exam, the student must submit an Application for Candidacy to the Graduate School and have this approved by their program and advisor at least two weeks before the oral's proposed date. Student is admitted to candidacy upon satisfactory completion of the candidacy examination and submission of the approved Report on Candidacy Examination.

<sup>8</sup> <https://gradsch.osu.edu/handbook/7-13-doctoral-summary-phd-degree-graduation-requirements>

**iv. Final semester<sup>9</sup>:**

1. submission of the Application to Graduate form to the Graduate School no later than the third Friday of the semester/term,
2. approval of dissertation draft by the dissertation committee members and submission of the Application for Final Examination and the dissertation draft to the Graduate School at least two weeks before the date of the final oral examination,
3. satisfactory completion of the final oral examination and verification that the Report on Final Examination form has been approved by the published Graduate School deadline for the semester or term,
4. electronic submission of the approved dissertation and a separate 500-word or less abstract by the published Graduate School deadline for the semester or term, and
5. committee approval of the Report on Final Document and completion of Survey of Earned Doctorates after electronic submission and acceptance of dissertation by the published Graduate School deadline for the semester or term.

**d. Time Limit.** Doctoral candidates must complete PhD degree requirements within five years of being admitted to candidacy and maintain continuous enrollment of at least three credits per semester in the Autumn and Spring semester of their candidacy. Academic leaves of absence, if approved by the Graduate School for medical, military, etc. reasons), do not count against this five-year Candidacy time limit.

**e. Candidacy Examination Guidelines and Procedures.** The following guidelines are departmental specifications for the examination. Aside from these guidelines, the general Graduate School guidelines for Doctoral Examinations<sup>10</sup> should be followed:

- i. Candidacy Examination Committee.** The candidacy examination committee is composed of at least four authorized Graduate Faculty members, including the advisor as chair of the candidacy examination committee and at least one other Civil Engineering Graduate Studies Program faculty member with Category P status.
- ii. Examination Procedures.** To promote equity and consistency, the following examination procedures should be followed when administering the candidacy exam's written and oral portions. The written portion of the examination consists of two parts: a written exam based on coursework composed by the Examination Committee members and a written document which, when combined with the oral exam, demonstrates the ability to conduct dissertation research. For the oral examination, to allow all committee members to start from the same point in questioning, the Civil Engineering Graduate Studies Program recommends that the first question be one in which the student is asked to briefly present his or her document in such a way that meaningful, probing questions can subsequently be posed.

**f. Post-Candidacy Research.** Once admitted to candidacy, students have five years to complete the PhD requirements, mainly composed of writing and defending a dissertation. The dissertation is a scholarly contribution to knowledge in the student's research area. By

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<sup>9</sup> <https://gradsch.osu.edu/final-semester-procedures-and-timelines>

<sup>10</sup> <https://gradsch.osu.edu/completing-your-degree/examinations/doctoral-examinations>

researching and writing a dissertation, the student is expected to demonstrate a high level of knowledge and the capability to function as an independent scholar.

- i. Dissertation Committee.** The dissertation committee is composed of the advisor and at least two other authorized Graduate Faculty members. The advisor must be a Category P Graduate Faculty member in the Civil Engineering Graduate Studies Program, and at least one other committee member must be a Category P Graduate Faculty member in some graduate program at this university. The advisor serves as chair of the dissertation committee, and selection of the additional committee members should be made in consultation with and with the approval of the advisor. In addition to the three required current Ohio State Graduate Faculty members, additional members, including non-graduate faculty members, may be appointed to the dissertation with program and Graduate School approval, by petition to the Graduate School.
- ii. Final Oral Examination.** The final oral examination tests originality, independence of thought, the ability to synthesize and interpret, and the quality of research presented. The final oral examination concerns principles and historic perspective as well as data. The final oral examination includes but is not limited to discussion of the dissertation. The examiners often pursue lines of thought and argument from the data and concepts that have contributed to the research and to its critical evaluation by the student.
- iii. Final Oral Examination Committee.** The final oral examination committee is composed of the student's dissertation committee, plus the Graduate Faculty Representative. Other Graduate Faculty members may be added to the committee, subject to approval by the Civil Engineering Graduate Studies Chair. The advisor serves as chair of the final oral examination committee. The advisor of a doctoral student must be a Category P member of Civil Engineering Graduate Studies Program. At least one other member of the committee must be a Category P member in some program at this university. Responsibility for conducting and evaluating the final oral examination rests with the student's final oral examination committee.
- iv. Oral Examination Attendance and Format.** The final oral examination lasts approximately two hours. A presentation of the dissertation research by the student is allowable. At least one hour of the two-hour examination period, however, must be allotted to discussion of the research and to questions of and answers by the student. The presentation portion of the Final Oral Examination may be open to the public, but only members of the Final Oral Examination Committee can be present during the question session.
- v. Second Final Oral Examination.** If a second examination is held, the final oral examination committee must be the same as the original one unless a substitution is approved by the Dean of the Graduate School. The Civil Engineering Graduate Studies Committee must approve committee member substitutions before submitting a request to the Graduate School. All other rules pertaining to final oral examinations must be followed.

## V. Additional CEGSP Degree Policies

- a. **Earning a Master's Degree on the Basis of Candidacy Examination.** The Civil Engineering Graduate Studies Program does not award an MS degree based on satisfactory performance on the PhD Candidacy Examination. Students interested in earning the MS degree should complete the degree prior to entering the PhD program.
- b. **Entering PhD Program from MS Program.** Upon a majority vote of the CEGSP Committee, a student may switch from the MS in Civil Engineering to the PhD in Civil Engineering or continue to the PhD after successfully completing the MS without a formal application, contingent on satisfying Graduate School requirements. The student's prospective PhD advisor should submit a letter of support to the Graduate Program Coordinator, who will add an advising report to the letter and request an evaluation from the faculty members in the proposed graduate track and the Graduate Studies Committee. The evaluation process will mirror the policies and procedures of the typical admissions process. Additional application materials are not required but may be requested by the prospective advisor, the faculty members in the prospective PhD graduate track, or the CEGSP Committee.
- c. **Special Graduate Programs.** Graduate degrees can be customized with low-credit hour minors, specializations, dual and combined degrees, and certificates. Current graduate students can discuss with their graduate faculty advisor and graduate studies committee about enhancement options for their graduate degree and how it aligns with their research and career interests and degree completion timeline. More information is available in the Graduate School Handbook<sup>11</sup>.
  - i. **Dual Master's Degree in Urban Transportation Planning.** The transportation program supports a long-standing dual master's degree in Urban Transportation Planning, administered jointly by the Civil Engineering (CE) and City and Regional Planning (CRP) programs. The CE-CRP Dual Degree program provides an integrated, interdisciplinary curriculum that simultaneously leads to MSCE and MCRP degrees in less time than would be required if each degree were pursued separately. Knowledge of calculus, statistics, and physics, and some familiarity with computer software are required, although some of these requirements could be satisfied concurrently within a student's program of study. Application to the dual degree program should occur after admission to either the CE or CRP master's, early in the student's graduate career. However, expression of interest in the Dual Degree program is encouraged at the time of application to the individual CE or CRP program. At the time of application to the CE-CRP program, a Plan of Study should be completed with approval of at least one transportation faculty member from each of the two programs. The plan of study should include the following CE courses (see Tables A and B above): CE 5700, CE 5720, CE 5770, CE 7730, CE 7740, CE 7790, plus one Math course approved by the CE program advisor. Additional required courses are specified by the CRP program. Successful completion of a comprehensive examination or a thesis is required by each degree program. Students interested in the Dual Degree program should contact Professor Mark McCord<sup>12</sup> for further information.

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<sup>11</sup> <https://gradsch.osu.edu/handbook/8-special-graduate-programs>

<sup>12</sup> Email: [mccord.2@osu.edu](mailto:mccord.2@osu.edu)

## VI. Advising

- a. Graduate Advising Best Practices.** The CEGSP is committed to upholding the Graduate School's Graduate Advising Best Practices<sup>13</sup>, a document created in 2012 by the Council of Graduate Students in consultation with the Graduate School and approved by the Graduate Council, which includes guidelines for Communication and Graduate Advising, Graduate Student Responsibilities, Graduate Advisor Responsibilities, and Graduate Program Responsibilities.
- b. Advising assignment.** Upon admission to the CEGSP, students are assigned an academic advisor. The academic advisor is the student's main contact for navigating the graduate program toward degree completion and developing a Plan of Study that is consistent with Graduate School, CEGSP Program, and graduate track expectations and requirements. This advisor will continue to serve as chair of the thesis or dissertation committee. An academic advisor is assigned by the CEGSP to incoming graduate students based on student's interests, as can be determined from application materials, and any additional information obtained, as well as willingness and ability of a faculty member to advise the student and balancing workload among faculty members. Incoming students on a Graduate Fellowship or Graduate Research Associate appointment will be assigned their research supervisor as their academic advisor (see Funding).
- c. First year advising.** A notification of the advising assignment will be sent by the Graduate Program Coordinator to the incoming student, academic advisor(s), and Graduate Studies Chair prior to orientation for the first semester. At this point, the incoming student and academic advisor(s) are encouraged to discuss first semester classes and proceed with registration. Students and advisors will continue to meet throughout the program to consult on scheduling classes, completing the Plan of Study and additional degree requirements, and professional issues.
- d. Plan of Study.** The Plan of Study is an important part of the advising process. This plan of completed and projected coursework must be approved by the student's advisor(s), each member of their examination committee, and the Graduate Studies Chair in order to graduate. An approved Plan of Study of completed and projected coursework should be submitted to the Graduate Program Coordinator according to the degree timeline, and in advance on any applications for examinations or graduation. It is in the best interest of students and advisors to document the Plan of Study early and update any changes to a previously approved Plan of Study with the approval of members of the Examination Committee being proposed at the time of the changes, and the chair of the CEGSP Committee.
- e. Change in advising.** Students may change their academic advisor to a new advisor to better match professional interests or for personal reasons. A student must have at least a 3.0 cGPA to request a change of advisor and must use the CEGSP Request for Change of Advisor form (Appendix I). To complete the form, the student obtains signatures of the proposed new advisor and the CEGSP Graduate Studies Chair, and is encouraged to inform the previous advisor of the change. If the student has not informed the previous advisor, the new advisor or CEGSP Chair will do so. Students changing advisors after initial submission of the Plan of Study must complete a new Plan of Study, endorsed by the new advisor.

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<sup>13</sup> <https://gradsch.osu.edu/handbook/h-graduate-advising-best-practices>

## VII. Student Progress to Degree

- a. **Annual Evaluation.** Toward the end of each Spring semester, all students are required to submit an annual self-assessment (Appendix J) that includes an up-to-date CV and a brief progress report summarizing any coursework, research, and/or professional development activities from the past academic year. Students will submit the report to their advisor(s) for the advisor(s) evaluation and will have an opportunity to respond to the advisor(s) comments. The completed report will be submitted to the Graduate Studies Chair for review and will become part of the student's record and will be shared with the advisor(s).
- b. **Academic and Professional Standards.** The Graduate School and CEGSP share responsibility for monitoring graduate student academic performance and degree completion. The Academic and Professional Standards section<sup>14</sup> of the Graduate School Handbook describes the minimum academic and professional standards of the Graduate School, including Good Standing, Professional Standards, Poor Performance, Reasonable Progress, Academic and Disciplinary Dismissal from University.
- c. **Satisfactory progress in CEGSP.** The CEGSP defines satisfactory academic progress as completing the requirements of the MS and PhD program in an adequate and timely manner, and according to Graduate School standards. For students completing coursework, academic progress is measured by cumulative graduate GPA. Students must maintain a minimum graduate cGPA of 3.0/4.0 in order to be in good academic standing with CEGSP and the Graduate School, as well as to graduate. In addition to coursework, students enrolled in research hours (CIVILEN/ENVENG 6999, 8999) can earn either a Satisfactory (S) or Unsatisfactory (U) grade from their advisor during an academic semester. A graduate student will be deemed as not making satisfactory academic progress during a semester if they:
  - i. fail to maintain a 3.0 cGPA in any given semester, or
  - ii. receive a U grade in a research course (CIVILEN/ENVENG 6999, 8999).
- d. **Academic Improvement Plan.** Following a semester of unsatisfactory progress, a student will be placed on a remediation plan or academic probation (according to Graduate School definitions) with the department for the subsequent academic semester and may receive a warning of potential academic dismissal. The student will be required to meet with their advisor(s) as soon as possible to formulate a measurable, individually tailored plan to improve their performance in the subsequent academic semester and submit the plan to the Graduate Studies Chair by the second Friday of the semester. If the student makes adequate improvement according to the improvement plan during the remediation or probationary semester, the student will return to good academic standing with the department. However, after a second, consecutive semester of unsatisfactory progress the student may be subject to dismissal or denial of further registration, and any financial support from the university may be terminated at that time.
- e. **Dismissal.** Students not making satisfactory progress per the department definition for two consecutive semesters may be denied further registration and may be dismissed from the university at the discretion of the Graduate School following consultation with the student's Graduate Studies Committee Chair.

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<sup>14</sup> <https://gradsch.osu.edu/handbook/5-academic-and-professional-standards>

- f. **Reinstatement.** A student who has been academically dismissed from the university may petition the original or another Graduate Studies Committee for reinstatement to the Graduate School. If the petition is approved, the Graduate Studies Committee must submit the student's petition to the Graduate School for review.

## VIII. Funding

- a. Funding at Ohio State.** Financial support for Ohio State graduate students is awarded in the form of associateships, fellowships, or traineeships. Graduate students are not limited to funding from their program. There is no central clearinghouse of available Graduate Associate (GA) positions, but CEGSP students are allowed to hold GA positions outside of the department, as long as they comply with overall GA guidelines. Information on benefits, requirements, and eligibility is provided by the Graduate School.
- Graduate School Reference: Benefits and Requirements for All Graduate School Fellows<sup>15</sup>
  - Graduate School Reference: Graduate Associates<sup>16</sup>
- b. Funding in the Department of Civil, Environmental and Geodetic Engineering.** CEGE may provide support to incoming and current students through graduate fellowships and associateships, which are awarded in the following ways:
- i. Graduate fellowships are limited in number and are competitively awarded each year to applicants and current students who show exceptional potential for graduate study. The CEGSP Graduate Studies Committee oversees the department's nomination process each year, and students cannot apply to fellowships directly.
  - ii. Any available Graduate Research Associateships (GRA) or Graduate Administrative Associateships (GAA) are decided by the hiring faculty member or unit directly. No additional application is required at the time of application for admission, though applicants or current students can inquire with individual faculty members or centers about potential opportunities.
  - iii. Graduate Teaching Associateships (GTA) are overseen by the Department annually, through a department-wide application process in Spring semester. Typically, incoming graduate students are not considered for GTA positions.
- c. Graduate Associate (GA) Responsibilities.** Duties and responsibilities of the Graduate Associate may include, but are not limited to, the following (specific duties are communicated by the sponsoring faculty member):
- i. Graduate Research Associates.**
    - Locate and read technical articles and other references relevant to project goals; report on these to the sponsoring faculty member and others;
    - Collect and analyze data and write professional reports based on these data;
    - Conduct analytical studies and write research reports describing your findings;
    - Plan and implement laboratory tests relevant to the project;
    - Conduct field sampling and interviews, and establish protocol for the same;
    - Create and maintain project files (information, data, calculations);
    - Supervise undergraduate research associates
    - Participate in the writing of research proposals for future projects, and;

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<sup>15</sup> <https://gradsch.osu.edu/pursuing-your-degree/graduate-fellows/requirements-and-benefits-all-graduate-school-fellows>

<sup>16</sup> <https://gradsch.osu.edu/graduate-associates>

- Participate in the writing and presentation of final project and interim reports.

**ii. Graduate Teaching Associates.**

- Grade homework assignments and exams;
- Maintain grade books or files;
- Participate in writing homework problems and exams;
- Plan, set up, and conduct class laboratory experiments;
- Maintain office hours to answer student questions, and;
- Prepare and present class lectures or recitations.

**iii. Graduate Administrative Associates.**

- Administer selected programs or functions, and
- Perform administrative/clerical duties as assigned.

**d. Terms of appointment, reappointment and termination.** The CEGSP and CECE GAs will follow the Graduate School's guidelines on appointment, reappointment and termination<sup>17</sup>.

**e. Guidelines for Time Off for Graduate Students Appointed as GAs, Fellows, and Trainees.** CEGSP Fellows and GAs should follow the Graduate School's guidelines regarding time off<sup>18</sup>.

**f. Outside Employment.** A Graduate Associate may take outside employment only in hardship situations and only if it would not have a deleterious impact on the student's academic progress and on their Graduate Associate responsibilities. If these conditions are met, the Graduate Associate must petition the Graduate Studies Committee for prior approval upon the recommendation of their advisor(s). A Graduate Fellow may not accept employment or any other type of financial support without the prior approval of the Graduate School.

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<sup>17</sup> <https://gradsch.osu.edu/handbook/9-2-graduate-associates-terms-appointment-reappointment-or-termination>

<sup>18</sup> <https://gradsch.osu.edu/handbook/f-guidelines-time-graduate-students-appointed-gas-fellows>

## IX. Appeals and Grievances

- a. **Grade Grievance Procedure.** Grade grievances are handled following the process described in University Rule 3335-8-23<sup>19</sup>.
- b. **Guidelines for petitions and appeals.**
  - i. **Petitions.** Petitions regarding graduate program policies and procedures should be submitted to the Graduate Studies Committee, and petitions about Graduate School rules must be directed to the Graduate School. Petitions should include: a written statement from the student requesting the waiver of a specific rule and describing the circumstances and statements of support from the student's advisor, the course instructor (if appropriate), and the Graduate Studies Committee Chair (if applicable), reacting to the student's request and providing any additional information pertinent to the waiver request.
  - ii. **Appeals.** If a dispute over an advising or graduate program decision arises, the graduate student should begin with a discussion at the most local level (starting with an advisor, then Graduate Studies Committee Chair, then department chair) and where no conflict of interest exists (e.g., if the student's advisor is the Graduate Studies Chair, an appeal can be submitted directly to the department chair). Such discussions will often lead to a successful resolution. In cases where a successful resolution cannot be reached at the local level, through discussion or formal appeal to the department or college, the Graduate School is available to offer advice and, in certain situations, to provide a formal hearing and adjudication. The Office of Human Resources can also provide information and consultation.
- c. **Guidelines for grievances and problem resolution.** It is generally preferable for problems related to a student's academic experience or GA appointment to be settled at the local level. Regular, clear communication between students and their advisors and/or supervisors is key to establishing and maintaining an effective work environment. However, if talking to an advisor or immediate supervisor, the Graduate Studies Chair, and/or department chair does not resolve a problem or potential grievance, grievances may be submitted to the Graduate School according to Graduate School guidelines<sup>20</sup>.

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<sup>19</sup> <https://trustees.osu.edu/bylaws-and-rules/3335-8>

<sup>20</sup> <https://gradsch.osu.edu/handbook/d-graduate-student-grievance-review-guidelines>

## X. Quick Reference Guide

### a. Department Contacts

- i. Department of Civil, Environmental and Geodetic Engineering  
470 Hitchcock Hall | 2070 Neil Avenue, Columbus, OH 43210  
(614) 292-2771 Phone | (614) 292-3780 Fax | <https://ceg.osu.edu/>
- ii. Graduate Studies Chair: Dr. Ethan Kubatko ([kubatko.3@osu.edu](mailto:kubatko.3@osu.edu))
- iii. Graduate Program Coordinator: Dina Galley ([galley.4@osu.edu](mailto:galley.4@osu.edu))
- iv. Faculty by Research Area: <https://ceg.osu.edu/about/our-faculty>

### b. Student Resources

- i. Graduate School Handbook: <https://gradsch.osu.edu/handbook>
  - Professional Standards: <https://gradsch.osu.edu/handbook/5-2-academic-and-professional-standards-professional-standards>
  - Graduate Advising Best Practices: [https://gradsch.osu.edu/h-graduate-advising-best-practices](https://gradsch.osu.edu/handbook/h-graduate-advising-best-practices)
  - Course Registration: <https://gradsch.osu.edu/pursuing-your-degree/course-registration>
  - Final Semester Procedures and Timelines: <https://gradsch.osu.edu/final-semester-procedures-and-timelines>
- ii. Student Conduct: <https://studentconduct.osu.edu/>
- iii. University Libraries: <https://library.osu.edu/>
  - Subject Librarians: <https://library.osu.edu/subject-librarians>
  - Civil Engineering Subject Librarian - Daniel Dotson, [dotson.77@osu.edu](mailto:dotson.77@osu.edu), 614-688-0053
- iv. Research Resources: <https://gradsch.osu.edu/pursuing-your-degree/research-resources>
- v. Social, Wellness, Student Life: <https://gradsch.osu.edu/pursuing-your-degree/social-wellness-student-life>
- vi. Career Development: <https://gradsch.osu.edu/career-development>
  - Engineering Career Services: <https://ecs.osu.edu/>

## XI. Appendices

- a. Graduate Track: Construction Management and Engineering – [Link to PDF](#)
- b. Graduate Track: Environmental Engineering and Water Resources – [Link to PDF](#)
- c. Graduate Track: GEO Engineering – [Link to PDF](#)
- d. Graduate Track: Structural Engineering – [Link to PDF](#)
- e. Graduate Track: Transportation Engineering – [Link to PDF](#)
- f. CEGSP MS Plan of Study – [Link to PDF](#)
- g. CEGSP PhD Plan of Study – [Link to PDF](#)
- h. CEGSP Request for Change of Advisor – [Link to PDF](#)
- i. CEGSP Annual Student Evaluation – [Link to PDF](#)