Graduate Handbook

MASTER OF SCIENCE IN CIVIL ENGINEERING

Department of Civil, Coastal, & Environmental Engineering
UNIVERSITY OF SOUTH ALABAMA | 150 JAGUAR DRIVE, MOBILE, AL 36688

VERSION 1.1
Message from the Chair

We’re glad you have interest in our MSCE program at USA!

A graduate education in civil engineering, no matter the focus area, provides many additional career opportunities. And by working closely with a faculty advisor, coursework and research activity becomes both meaningful and fulfilling. Master’s students can focus their curriculum and research toward structural, transportation, geotechnical, coastal, water resources, or environmental engineering – but all get fundamental training in what we call “civil engineering in the coastal environment” via two mandatory core courses. The coastal environment, particularly here on the northern Gulf Coast, offers many unique challenges that civil engineers must address in plans and designs: hurricane winds, water, waves, storm surge, shoreline protection strategies, organic soils, high ground water tables, extreme rain events, etc. Students can choose a coursework-only degree option or a research degree option (project or thesis). Many of our course offerings are taught in the evening for those who are working locally. And recently, course offerings have been expanded (utilizing streaming video technology) -- we now provide some graduate courses on the USA campus from UAB, UAH, and UAT.

Our faculty and facilities are outstanding. If you have questions about the Master’s program, please communicate with me, or any of the faculty.

Kevin D. White, Ph.D. P.E.
Professor and Chair
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1 Overview

This graduate handbook is written specifically for graduate students, and their faculty advisors, in the Department of Civil, Coastal, and Environmental Engineering\(^1\) (CCEE) at the University of South Alabama\(^2\) (USA). This handbook aims to describe the most relevant aspects of the CCEE graduate program and will serve as a helpful reference to commonly asked questions, routine procedures, etc. While not a policy document per se, this handbook will be updated as requirements and procedures change over time. As such, graduate students will be expected to adhere to the information in the handbook that is current at the time of his/her first semester of study.

This handbook is divided into a number of major sections followed by supplementary materials presented in appendices. The remainder of this section provides a brief history of the CCEE department, and a list of current staff and faculty as well as their primary contact information. The major sections that follow provide a general description of program admission requirements; the MSCE degree program options; available technical areas of concentration; general curriculum information; degree requirements; information for enrolled students; requirements for graduation; common forms; and frequently asked questions.

1.1 Program History

The Department of Civil Engineering was officially formed in 1970 under the leadership of Dr. William H. Zehrt, Professor and Chair of Civil Engineering. Prior to that time, the Division of Engineering offered a major concentration in civil engineering at the undergraduate level but no specific civil engineering bachelor's degree. The Department’s charter class graduated in 1971. Twenty years later, in 1991, the Department’s undergraduate civil engineering curriculum received accreditation by the Accreditation Board for Engineering and Technology (ABET). But it wasn’t until the fall of 2007 that the Department began its Master of Science in Civil Engineering graduate degree program. Since that time the MSCE program has graduated numerous students in all concentration areas that have gone on to careers in the private and public sectors. More recently, the Department changed its name to the Department of Civil, Coastal, and Environmental Engineering to better reflect the variety of expertise found within our program.

1.2 Current Faculty & Staff

The CCEE department consists of full-time administrative faculty and staff as well as part-time (nine-month) faculty of differing titles or ranks. A list of current CCEE faculty and staff is provided in Table 1 along with their titles, areas of expertise, and email addresses.

\(^1\) http://www.southalabama.edu/colleges/engineering/ce/index.html
\(^2\) http://www.southalabama.edu/
Table 1. List of current CCEE faculty and staff.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Rank</th>
<th>Expertise</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirell Dortch</td>
<td>Secretary V</td>
<td></td>
<td><a href="mailto:sdortch@southalabama.edu">sdortch@southalabama.edu</a></td>
</tr>
<tr>
<td>Dr. Kevin White</td>
<td>Chair, Professor</td>
<td>Environmental</td>
<td><a href="mailto:kwhite@southalabama.edu">kwhite@southalabama.edu</a></td>
</tr>
<tr>
<td>Dr. John Cleary</td>
<td>Asst. Professor</td>
<td>Structural</td>
<td><a href="mailto:cleary@southalabama.edu">cleary@southalabama.edu</a></td>
</tr>
<tr>
<td>Dr. Scott Douglass</td>
<td>Prof. Emeritus</td>
<td>Coastal &amp; WR</td>
<td><a href="mailto:sdooglass@southalabama.edu">sdooglass@southalabama.edu</a></td>
</tr>
<tr>
<td>Dr. Samantha Islam</td>
<td>Assoc. Professor</td>
<td>Transportation</td>
<td><a href="mailto:sislam@southalabama.edu">sislam@southalabama.edu</a></td>
</tr>
<tr>
<td>Dr. Min-Wook Kang</td>
<td>Asst. Professor</td>
<td>Transportation</td>
<td><a href="mailto:mwkang@southalabama.edu">mwkang@southalabama.edu</a></td>
</tr>
<tr>
<td>Dr. Jim Laier</td>
<td>Assoc. Professor</td>
<td>Geotechnical</td>
<td><a href="mailto:jlaier@southalabama.edu">jlaier@southalabama.edu</a></td>
</tr>
<tr>
<td>Mr. Larry Oliver</td>
<td>Instructor</td>
<td>Structural</td>
<td><a href="mailto:larryoliver@southalabama.edu">larryoliver@southalabama.edu</a></td>
</tr>
<tr>
<td>Dr. Husam Omar</td>
<td>Assoc. Professor</td>
<td>Structural</td>
<td><a href="mailto:omarh@southalabama.edu">omarh@southalabama.edu</a></td>
</tr>
<tr>
<td>Dr. Arka Pandit</td>
<td>Asst. Professor</td>
<td>Environmental</td>
<td><a href="mailto:apandit@southalabama.edu">apandit@southalabama.edu</a></td>
</tr>
<tr>
<td>Dr. Stephanie Smallegan</td>
<td>Asst. Professor</td>
<td>Coastal &amp; WR</td>
<td><a href="mailto:ssmallegan@southalabama.edu">ssmallegan@southalabama.edu</a></td>
</tr>
<tr>
<td>Dr. Eric Steward</td>
<td>Assoc. Professor</td>
<td>Geotechnical</td>
<td><a href="mailto:esteward@southalabama.edu">esteward@southalabama.edu</a></td>
</tr>
<tr>
<td>Dr. Bret Webb</td>
<td>Professor</td>
<td>Coastal &amp; WR</td>
<td><a href="mailto:bwebb@southalabama.edu">bwebb@southalabama.edu</a></td>
</tr>
</tbody>
</table>
2 Admission Requirements

A student interested in pursuing an MSCE degree must meet a set of minimum requirements for admission. Admissions criteria are established by the USA Graduate School, the College of Engineering, and the CCEE department, the latter of which are the most stringent.

The CCEE department defines minimum criteria for admission as a regular MSCE student or as a provisional MSCE student. These requirements, published application deadlines, and other information are described below.

2.1 Minimum Standards

The minimum standards for admission to the USA Graduate School are a 3.0 grade point average (GPA), based on a 4.0 scale, for regular admission, and a 2.5 GPA for provisional admission. These GPA criteria are evaluated on the basis of all undergraduate work. The specific criteria for regular and provisional admission to the MSCE program are summarized in Table 2. The requirements are generally the same for regular and provisional admission with the exception of the minimum GPA of 3.0 and 2.5, respectively. Applicants considered for either regular or provisional admission must submit official scores for their Graduate Record Exam (GRE) along with official transcripts from all universities attended. The TOEFL and/or IELTS exam scores are also required for international applicants. The minimum GRE scores are 151 for the quantitative and 146 for the verbal sections of the exam. International students must score at least a 71 on the internet-based TOEFL test or at least a 6.5 on the IELTS. The names and e-mail addresses of three references must be submitted as part of the application process. These references should be able to evaluate the applicant’s previous academic and/or professional work.

Table 2. Minimum admission criteria for the MSCE program.

<table>
<thead>
<tr>
<th>Admission Status</th>
<th>GPA</th>
<th>GRE1,2</th>
<th>TOEFL3</th>
<th>IELTS</th>
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<td>146</td>
<td>71</td>
<td>6.5</td>
</tr>
<tr>
<td>Provisional</td>
<td>2.5</td>
<td></td>
<td></td>
<td></td>
<td>3 names / e-mail addresses</td>
</tr>
</tbody>
</table>

1. The GRE requirement is waived for students who received a BSCE from USA.
2. Verification of registration by examination as a Professional Engineer can be substituted for the GRE and the GPA.
3. Internet-based test

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3 http://www.southalabama.edu/graduatemajors/graduateschool/
4 http://www.southalabama.edu/colleges/engineering/
2.2 Undergraduate Preparation

The Graduate School, College of Engineering, and CCEE department all require that graduate applicants possess an undergraduate degree from an appropriately accredited institution of higher education. In the College of Engineering and CCEE department there is an expectation that the applicant has earned an undergraduate engineering degree from a program accredited by the Accreditation Board for Engineering and Technology (ABET) or an accrediting agency common to their country of origin. Applicants who do not meet this criterion, but who have an outstanding academic record in an unaccredited engineering program, or in a baccalaureate degree program in a related field, may be admitted with “provisional” status. Students admitted as “provisional” for such reasons may be required to complete a sequence of undergraduate courses in addition to the normal MSCE degree requirements. These extra courses will be determined by the student’s graduate committee. Suggested preparatory courses are provided in each of the concentration area appendices at the end of this document.

2.3 Application Deadlines

The USA Graduate School adheres to the following application deadlines for domestic and (international) students depending on the applicant’s stated term of matriculation:

- Fall/August: July 15 (June 15)
- Spring/January: December 1 (November 1)
- Summer/May: May 1 (April 1)

International students should communicate with the Office of International Admissions and Student Services prior to submitting an application. Please visit the following web site:

http://www.southalabama.edu/departments/internationaladmissions/

2.4 Applying for Assistantships

Graduate student financial support is often available in the form of an assistantship. Assistantships are typically awarded based on meritorious need. As such, students must submit a separate assistantship application form (GS Form #12) if they wish to be considered for an award (see page 32). That application requires that the prospective student submit three written letters of support. These letters do not need to come from the same three people identified as references on your graduate school application, although it is perfectly acceptable if they do.
The MSCE program recognizes two general types of assistantships: Graduate Assistantships (GAs) and Graduate Research Assistantships (GRAs). The difference between the two awards is characterized by the type of work that the student will be expected to perform, though there is also an important distinction regarding the periods over which students are paid. A student receiving a GA award will be expected to assist faculty with grading, course/lab preparation, and/or course/lab exercises, for an amount of time not to exceed 20 hours per week. A student’s duties will be assigned by the CCEE Department Chair. A student receiving a GRA is expected to perform research for the specific faculty member whose grant has supplied the award. Those students will perform up to 20 hours per week of duties as assigned and supervised by their specific faculty advisor.

Both GAs and GRAs provide a stipend (salary) for the student and usually cover the student’s full cost of tuition\(^5\). However, the GA award provides a stipend for the Fall and Spring terms only. Students supported on GRA awards typically receive a yearly stipend, but each faculty member is in charge of how those awards are managed and the student should be aware of their period of coverage. Additional information about assistantships is found on page 25.

\(^5\) Neither of these awards pays for a student’s fees, which are calculated on a credit hour basis.
3 MSCE Degree Programs & Requirements

The CCEE department offers three unique MSCE degree options\(^6\) to suit the specific needs of each student. The various degree options are designed to accommodate full-time and part-time graduate students in addition to working professionals. Each of the degree options, as well as their associated requirements, are briefly outlined below. Prospective students are encouraged to discuss each of these options with the Department Chair and/or their faculty advisor upon acceptance. Regardless of the degree program selected, all MSCE students are required to successfully pass a Comprehensive Examination (see page 28).

3.1 Thesis Option

The “thesis option” MSCE degree program offers students a blend of traditional instruction and research-based learning. The thesis option is likely the most common graduate degree option offered throughout the United States and is the appropriate option for students considering doctoral degrees. Students pursuing the thesis option are required to complete 25 credit hours of coursework and six credit hours of thesis research (total 31 credit hours). In addition, these students must successfully defend and submit an original thesis paper. Students supported on GRAs will almost always be required to choose the thesis option, though that is an agreement between the graduate student and their faculty advisor. Additional information pertaining to thesis requirements is provided on page 28. Please see the appendices of this document for details regarding the thesis option curriculum for each concentration area. A student wishing to change from a thesis to a non-thesis degree option must complete GS Form #6 found here\(^7\).

3.2 Project Option

The “project option” MSCE degree program is more heavily focused on coursework than the thesis option. The student is required to successfully complete and submit a project report following the guidelines of the College of Engineering. This option is most appropriate for professional, part-time students and for students supported on GAs. Students pursuing the project option are required to complete 31 credit hours of coursework and three project credit hours (total 34 credit hours). The distinction between a “thesis” and a “project” is typically one of breadth and/or depth of the research/investigation. Typically, the thesis research is defined by a clear hypothesis and/or thesis statement whereas a project can be more rhetorical in nature. The documents associated with these two options are often different in terms of format and length. Whereas a thesis document may be 80 – 100 pages in length and organized into multiple chapters, following the IMRaD (Introduction, Methods, Results, and Discussion) format, a project document may be 40 – 50 pages in length and formatted as needed to describe

\(^{6}\) http://www.southalabama.edu/colleges/engineering/ce/cegrad.html
\(^{7}\) http://www.southalabama.edu/departments/efoms/graduateschool/GSForm6Non-ThesisOption.pdf
the project study. New graduate students should discuss the merits of the project and/or thesis option with their faculty advisor early in their studies. Please see the appendices of this document for details regarding the project option curriculum for each concentration area.

3.3 Coursework Option

Students pursuing the “coursework option” are required to complete 33 credit hours of graduate-level (e.g., 500- or 600-level) coursework. The coursework only option is typically preferred by professional students who are not supported by GA or GRA awards. However, the student should be aware of the additional coursework burden required by this option and weigh that against multiple factors including, but not limited to, tuition costs and the time required for degree completion. Please see the appendices of this document for details regarding the coursework option curriculum for each concentration area.

3.4 Pathway to a Doctoral Degree

The MSCE degree can serve as an important step toward a terminal degree in a student’s field of study or a complementary field. Many students will first pursue and complete their MSCE, typically including thesis research, before beginning their doctoral coursework. However, this is not necessarily a requirement for acceptance into a doctoral program.

An alternative pathway toward earning a doctoral degree is to enter a doctoral program immediately after, or some time after, completing your bachelor’s degree. It is often common in such cases to obtain what is called a “pass through” master’s degree. The pass through master’s degree is conferred upon completion of your doctoral program, or after completion of the MS program requirements if a doctoral student exits their program prior to graduation.

The University of South Alabama now offers a Doctor of Science (D.Sc.) in Systems Engineering8. This is a highly interdisciplinary field of study that is administered by the College of Engineering. The D.Sc. is not a specific topic of this handbook. Interested students are encouraged to read the Systems Engineering handbook for more information. However, representative plans of study are given in an appendix to aid prospective doctoral students.

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8 http://www.southalabama.edu/colleges/engineering/dsc-se/index.html
4 MSCE Concentration Areas

One of the benefits of graduate study is the ability to specialize in a technical sub-discipline of your undergraduate field of study. Our MSCE program in the CCEE department is uniquely focused on the practice of civil engineering in the coastal environment. That means that all MSCE students will obtain a basic understanding of the unique terminology and constraints faced by civil engineers when planning, designing, and/or permitting civil works projects in or near coastal areas.

The MSCE degree offers technical specialization in five areas of civil engineering: coastal and water resources engineering; environmental engineering; geotechnical engineering; structural engineering; and transportation engineering. These are also the five specialty areas of civil engineering that the National Council of Examiners for Engineering and Surveying (NCEES9) recognizes for licensure as a Professional Engineer. Each of the five MSCE concentration areas is briefly summarized below. Students should refer to the appendices of this document for details regarding the curriculum for each concentration area.

4.1 Coastal & Water Resources Engineering

Coastal and water resources engineering are combined into one area of specialization in this MSCE program because they require, in many cases, a similar set of skills and advanced knowledge of hydraulics. Coastal engineering is a specialty area of civil engineering that accounts for the unique wave, tide, and sand environment that serve as design constraints on civil works projects in the coastal zone. The practice of coastal engineering often involves the design of coastal defense and/or navigation structures, shore protection, shore stabilization, erosion mitigation, analysis of hydrostatic and hydrodynamic loads, navigation planning, dredging, and many other topics. Water resources engineering, generally, is the application of science and civil engineering to water-related, or hydraulic, problems. Water resources engineers may perform hydrologic and hydraulic analyses, design stormwater conveyance systems, design sanitary sewer systems, design flood routing/management systems, perform floodplain analysis studies, and many other duties.

4.2 Environmental Engineering

Environmental engineering is the application of science and engineering principles to improve and maintain the environment for the protection of human health and welfare, as well as delicate ecosystems. In professional practice environmental engineers commonly participate in the planning, design, and

9 http://ncees.org/
permitting of water treatment and distribution systems, waste management projects, and air quality systems.

4.3 Geotechnical Engineering

Geotechnical engineering is the specialty area of civil engineering that includes the analysis, design, and construction of foundations and foundation systems, earth retaining structures, earthen and constructed embankments, levees, landfills, and other civil works projects that are supported by, or comprised of, rock and/or soil. Geotechnical Engineering is involved with all other concentration areas within Civil Engineering as all civil infrastructure systems interact with soil and/or rock.

4.4 Structural Engineering

Structural engineering is the application of physical sciences and engineering principles to the planning, design, and construction of physical structures and analysis of their behavior and performance. Structural engineers are leaders in the field of sustainability as it applies to the design and construction of structures and management of their complete life cycle.

4.5 Transportation Engineering

Transportation engineering is the application of technology, mathematics, and scientific principles to the planning, functional design, management, and operation of any mode of transportation systems and infrastructure. Transportation engineers are responsible for ensuring the safe, rapid, comfortable, convenient, economical, efficient, and environmentally compatible movement of people and goods by road, rail, pipe, air, and sea. Major fields of transportation engineering include transportation geometric design, traffic operation and control, transportation safety, and transportation planning and modeling. Other subjects often covered in transportation engineering include, but are not limited to: human behavior, operation research, and urban planning.
5 General Curriculum Information

This section of the handbook is focused on general information about the MSCE curriculum. Prospective and current graduate students are encouraged to read this section carefully in order to develop an understanding and awareness of the MSCE curriculum components.

5.1 Advising & Plan of Study

Each graduate student will be assigned a faculty advisor. The purpose of the faculty advisor is to assist graduate students in their planning of study and make them aware of program requirements. Students who are supported on a GRA will often be advised by the same faculty member for whom they are working. In other cases, students will be assigned an appropriate faculty advisor based on the student’s identified concentration area.

All students at USA are required to complete academic advising in the Fall and Spring semesters. A student cannot register for classes until an acceptable advising form has been submitted to the CCEE department and their advising hold has been lifted. During his/her first semester, a student will meet with his/her faculty/academic advisor to develop a Plan of Study (see page 32). This document will be updated and modified as needed throughout the student’s enrollment in the MSCE program. It is not a static or fixed document but instead serves as a guide for the student. A student will meet with his/her faculty/academic advisor to complete the academic advising requirements in the Fall and Spring terms, during which time the student and advisor will complete a Graduate Advising Form (see page 32) that outlines the student’s coursework for the following term.

5.2 Core Courses

Regardless of the degree option chosen, all MSCE students are required to successfully complete two required (core) graduate courses: CE 501 and CE 502. These courses serve as an introduction and overview of the practice of civil engineering in the coastal environment. The CE 501 course is offered in the fall term as a fully online course. The CE 502 course is offered in the spring term as a blended course: lecture-based instruction is offered via online modules while hands-on activities are conducted in on-campus laboratories/classrooms.
5.3 CE Courses

Every MSCE student must complete a majority of their graduate studies in civil engineering courses\(^\text{10}\). These are designated as CE 5xx (e.g., 501, 502, etc.) courses in the USA Bulletin, course catalog, and/or schedule of courses. The exact number of CE credit hours will depend on the degree option chosen. For example, coursework option students will complete at least 24 credit hours of CE coursework for their degree, while project and thesis option students will complete at least 21 credit hours or 15 credit hours of CE coursework, respectively. Note that CE courses must be 500 level (or higher).

5.4 Supporting Courses

In addition to CE coursework, an MSCE student is encouraged to take a number of courses that complement his/her area of study. Appropriate supporting area courses should be identified and determined based on input from both the student and his/her faculty/academic advisor. Generally, any 500-level or 600-level course in the basic sciences or engineering can be used to satisfy this requirement. Some examples are provided in the concentration area curriculum descriptions found in the appendices of this document. A student may take between three and five supporting area courses depending on the degree option chosen. Note that the Dauphin Island Sea Lab\(^\text{11}\) offers supporting area courses that can be taken for credit during the fall, spring, and summer terms.

5.5 Research Integrity

Students pursuing the thesis and project degree options are required to successfully complete a 1-credit-hour seminar on Research Integrity and Ethics. This is a requirement for graduation and will not be waived or substituted. This course is typically offered every semester.

5.6 Directed Study

At certain times it may be appropriate for a graduate student to complete a Directed Independent Study (DIS), or simply Directed Study, course with a faculty member. Traditionally, a DIS is offered by a graduate student’s faculty advisor but not always. Graduate students may count as many as six credit hours of DIS instruction toward his/her MSCE degree requirement.

5.7 Thesis Hours

Graduate students pursuing the thesis option are allowed to count a maximum of six credit hours of thesis research (CE 599 Thesis) toward the degree requirements.

\(^\text{10}\) http://www.southalabama.edu/bulletin/current/courses/civil-engineering/index.html

\(^\text{11}\) http://www.disl.org/
A student may take as many hours of CE 599 as needed, but only six will count toward the degree. These are supervised hours of research intended for the student to make substantial progress toward completion of his/her thesis document. Students will receive a grade for these hours.

A student must form a thesis committee (see GS Form #4 on page 33) prior to registering for thesis research hours. This will also generally require that the student has completed his/her thesis prospectus as a necessary item for the formation of a thesis committee and subsequent registration in thesis hours.

5.8 Project Hours

Graduate students pursuing the project option are allowed to count a maximum of three project hours (CE 594 Project) toward their degree requirements. Students may take more than three project hours but only three will count toward their degree. Like thesis hours, project hours are provided with the intent that students use that time to make substantial progress toward completion of their project document. A student must have an approved project proposal prior to registering for project hours.

5.9 Graduate Seminar

Please contact the CCEE department chair for more information about the graduate seminar.
6 Enrolled Students

This section of the graduate handbook is specifically aimed at current and/or enrolled students of the MSCE program. The text that follows briefly outlines expectation for performance and academic standing; information about student fees and payments; the requirements for full time status; information about assistantships; required performance reviews; and policies/procedures for graduate student travel.

6.1 Expectations

Students pursuing advanced education through graduate studies do so by choice, not expectation. As such, students pursuing an MSCE degree are expected to perform exceptional and professional work and conduct themselves accordingly. If the student has not already done so, he/she should make themselves familiar with the USA Student Handbook\(^\text{12}\) (The Lowdown).

Students supported on GA or GRA positions should recognize that they are engaged in the act of employment whereby someone is paying an individual for services rendered. The GA and GRA positions both expect the student to work 20 hours per week and devote no less than 20 hours per week to their academic studies and/or research. Therefore, while not technically considered employees of the USA, graduate students supported by GA and/or GRA awards should treat the MSCE program as a full-time job! Graduate students who are supported on a GA or GRA should carefully read and understand the Graduate Student Employment Policy\(^\text{13}\).

6.2 Graduate Student Orientation

A mandatory graduate student orientation meeting is held immediately prior to the beginning of the fall and spring terms. All newly enrolled students must attend this important orientation meeting. Contact the Dean’s office staff (251-460-6140) for more information on orientation dates, times, and locations.

6.3 Academic Standing

Graduate students in the MSCE program must maintain good academic standing. This means that students must maintain an overall GPA of 3.0. If a graduate student’s GPA falls below 3.0, the student will be placed on probationary status and will be given a period of two terms to attain a 3.0 GPA. The student’s advisor should prepare and submit the Recommendation for

\(^{12}\) http://www.southalabama.edu/departments/studentaffairs/lowdown/

\(^{13}\) http://www.southalabama.edu/graduatemajors/graduateschool/resources/gradstudentemppolicy.pdf
Change of Status - Provisional to Regular form (GS Form #1) found here. If a student fails to increase his/her GPA during those two terms, he/she will be dismissed. No graduate student will be allowed to count a course in which he/she receives a grade of “D” toward the degree requirements.

6.4 Student Fees & Payments

Each graduate student is responsible for ensuring that his/her student tuition and fees are paid, and that they are paid on time. Students on GA and GRA awards may have his/her tuition paid for automatically but should always check his/her account balance to resolve any outstanding payment issues—usually with the help of the student’s advisor. All students are responsible for paying his/her student fees.

6.5 Student & Scholar Health Insurance

Many students are eligible to purchase health insurance through USA’s healthcare provider. Please visit this web site for more information about eligibility.

6.6 International Students

We encourage our international students, current and/or prospective, to communicate early and often with the Office of International Admissions and Student Services. Most, if not all, of the questions regarding admissions, visa applications, employment, insurance, etc. can be answered by the staff in that office. Please visit the office’s web site for more information. Also, international students should be aware that they are automatically enrolled in USA’s health insurance plan upon registration. Please visit this web site for more information about insurance. As a special note, international graduate students starting their program in a summer semester at USA (for the first time) must enroll in 12 credit hours of coursework to meet eligibility requirements.

6.7 Full Time Status

Graduate students taking six or more credit hours in a semester are considered to have full-time status as a student. A student is not required to have full-time status in their semester of graduation but must be registered for at least one credit hour of instruction. More information on registration requirements is provided in the following section.

14 http://www.southalabama.edu/departments/eforms/graduateschool/GSForm1ChangeofStatus.pdf
15 http://www.southalabama.edu/departments/studenthealth/insurance.html
16 http://www.southalabama.edu/departments/internationaladmissions/
17 http://www.southalabama.edu/departments/internationaladmissions/healthinsurance.html
6.8 Minimum Registration Requirements for Graduate Student Employees

In most cases, graduate student employees must be enrolled in at least six credit hours each semester. There are some exceptions to this policy and they are summarized as follows:

- It is the student’s graduating semester and all other graduation requirements have been met, in which case the student may register for 1 credit hour;
- The student needs less than six credit hours to meet all degree requirements and it is the student’s graduating semester;
- Any semester in which the student is registering only for thesis or dissertation hours in compliance with department or program policies, in which case the number of hours should be commensurate with the expected progress; and
- A graduate student is employed (not on assistantship, but paid an hourly wage) during a summer or interim term, in which case there is no minimum registration requirement.

Note that the exceptions above apply only to domestic students. International students need to be aware of any special restrictions due to their visa status (i.e., registered as a full-time student).

6.9 Assistantships

The MSCE program generally offers two types of assistantships: Graduate Assistantships (GAs) and Graduate Research Assistantships (GRAs). All students interested in assistantships must complete the appropriate application form (see GS Form #12 on page 32). The Graduate Assistantships are awarded by the CCEE department chair and faculty. There are typically more applicants than awards. The GAs are awarded based on: timeliness and completion of the application, the quality of application materials and recommendations, and also on academic merit, among other criteria. Generally, the GA is awarded for a period of two successive terms. There is no guarantee that a student will retain a GA for the duration of their academic studies. The GA provides a stipend and tuition remittance for the fall and spring terms. The GA is not awarded for the summer term.

Students interested in GRA positions should speak to faculty whose expertise is similar to his/her desired area of specialization. The GRAs are awarded and controlled by individual faculty members. Each faculty member will describe the provisions and expectations of such awards. While each GRA is unique, most provide a yearly stipend and tuition remittance for a period determined by the...
faculty member; this typically includes all three academic terms. The amount of the stipend is determined by the responsible faculty member.

Any graduate student receiving an assistantship must make themselves familiar with the policies and procedures for graduate assistantships as written by the USA Graduate School. That document can be found on their website.

6.10 Performance Reviews

Students supported on GA and/or GRA awards will receive regular performance reviews (see GS Form #8b on page 32). These performance reviews may be a factor in determining whether a student’s GA or GRA is continued. Such awards may be withdrawn at any time if the student’s performance does not meet the expectations set forth by the CCEE department or its faculty.

6.11 Graduate Student Travel

Depending on the nature of his/her duties, a graduate student may be required to travel from time to time. This may include travel associated with field work, meetings, workshops, and conferences. This type of travel is considered “voluntary travel” since it is not associated with the requirements for a particular USA course.

Student travel requires three types of approval: permission to travel, release from liability, and travel reimbursement. All students must first obtain permission to travel by completing a Student Travel Authorization Request form (see page 32). Once his/her travel is approved, a student’s faculty advisor or supervisor must complete and submit the Voluntary Student Travel Approval form (see page 32). The student will be required to sign a Release from Liability waiver prepared by USA’s legal department. This form will become part of the student’s permanent file. Upon return, the student must complete and submit a Travel Reimbursement form (see page 32). Regardless of the destination, student travel reimbursements will follow the procedures for out-of-state travel as explained on the USA Travel Services website.

Previously, most travel expenses have been paid for by the student and then allowable expenses reimbursed after travel is complete. At times, this can create a financial burden for the student. There are ways to reduce this burden by pre-paying eligible expenses like conference registration, airfare and, sometimes, lodging rates. However, travel will always require that some expenses be paid by the student (e.g., meals, taxis, etc.) and, in the case of hotels, that a form of payment be furnished at the time of check-out. Students will be reimbursed for all legitimate and allowable expenses following his/her travel. The reimbursement process typically takes less than three weeks. Reimbursement for miles driven is

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18 http://www.southalabama.edu/graduatemajors/graduateschool/resources/policyproceduresgradassist.pdf
19 http://www.southalabama.edu/departments/financialaffairs/travelandprocurement/travel/outofstatetravel.html
based on the current federal rate, which is always listed on the USA Travel Services home page\textsuperscript{20}.

In addition to completing all required University travel forms, any graduate student traveling to a conference or event where he/she is representing the College and/or University must complete and submit the Student Conference Participation Agreement form found in Section 8 of this document.

\textsuperscript{20} http://www.southalabama.edu/departments/financialaffairs/travelandprocurement/travel/
7 Requirements for Graduation

This section of the handbook summarizes some of the more important requirements for graduation. While each student may have a specific set of requirements based on his/her MSCE degree program, many of the topics presented below will apply to most graduate students.

7.1 Standing & Holds

In preparation for graduation, students must be in good academic standing and ensure that all outstanding holds, fines, balances, and/or payments are adequately addressed and/or removed. A student will not be permitted to graduate if he/she has any hold on their academic account, which may result from failure to meet an administrate requirement and/or failure to remit an outstanding account balance.

7.2 Applying for Graduation

Students must submit an Application for Graduation (see page 33) by the posted deadlines. Note that the deadline is generally about six to nine months PRIOR to the semester in which you intend to graduate. For example, the deadline to apply for graduation in Spring 2017 (May 2017) is September 2, 2016. The three steps for graduation, including a description of application fees and deadlines, are explained on this web site. Each student will be charged a $50 graduation application fee on his/her student account. A student’s diploma will not be conferred until all financial obligations are satisfied.

7.3 Comprehensive Examination

All MSCE students are required to pass a Comprehensive Examination. A student pursuing the coursework option will be required to successfully pass a written comprehensive examination related to his/her graduate studies at USA. Such a student must work with his/her faculty advisor to prepare, complete, and submit a Comprehensive Examination Appointment and Evaluation form (see GS Form #5 on page 33). Students completing the project and/or thesis options will provide an oral presentation of their work (i.e., project presentation, thesis defense) which will count as the Comprehensive Examination. Note that GS Form #5 must still be submitted for all students regardless of the nature of the examination.

7.4 Thesis Requirements

In addition to his/her coursework, a thesis student is required to develop, defend, and submit an original thesis. This general process is outlined in Figure 1 though

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21 http://www.southalabama.edu/departments/registrar/commencement/graduation_apply.html
the timeline is usually different for each student and is only listed here as an example. However, the sequence of steps presented in this process diagram should be followed in order. The major components of the process diagram are further described in the sections that follow.

- Develop Thesis Topic
- Prepare Thesis Prospectus

- Form Thesis Committee
- Refine Thesis Prospectus

- Conduct Thesis Research
- Draft Thesis Manuscript

- Apply for Graduation
- Refine Thesis Manuscript

- Defend Thesis
- Submit Thesis to Graduate School

Figure 1. General thesis process and timeline with semesters indicated sequentially as S1 (first semester), S2 (second semester), etc.

7.4.1 Thesis Prospectus

Students pursuing the thesis degree option should work with their advisor to develop a research plan or outline in the first semester. This plan or outline should be further developed into a formal thesis proposal, or thesis prospectus, in the first or second semesters. The USA Graduate School website\(^\text{22}\) has specific information for preparing the thesis prospectus\(^\text{23}\).

7.4.2 Thesis Committee Formation & Composition

When the student and his/her advisor agree on the prospectus they should discuss the formation of the student’s thesis committee. This is typically done in the student’s second semester. The committee must include a minimum of three

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\(^{22}\) http://www.southalabama.edu/graduatemajors/graduateschool/thesis.html

\(^{23}\) http://www.southalabama.edu/graduatemajors/graduateschool/resources/prospectusguide.pdf
members of the graduate faculty (see this web site\textsuperscript{24} for a list of graduate faculty and their appointment status). The committee will consist of a chair, typically the student’s faculty advisor, and two members. One committee member must be from outside the CCEE department. The student and his/her advisor should carefully select and agree on potential committee members. The student should then prepare a brief message requesting that the desired faculty member serve on his/her committee and contact them by e-mail with the thesis prospectus included as an attachment. The student and his/her advisor should finalize the committee composition/membership by submitting the Thesis Committee form (see GS Form #4 on page 33).

7.4.3 Conduct of Research & Preparation of Thesis

The student and his/her faculty advisor (thesis committee chair if not the same) should work closely to plan, organize, and conduct the research identified in the student’s thesis prospectus. This may involve regular (e.g., weekly, monthly, etc.) meetings between his/her student and their advisor, and/or the completion of routine progress reports. The student should begin to draft his/her thesis manuscript as early as possible by developing a detailed outline that follows the format or template\textsuperscript{25}, specified by the Graduate School. Some of the information contained in the student’s prospectus will provide the basis for some aspects of the thesis document (e.g., Introduction, Methods, etc.).

7.4.4 Thesis Defense

The thesis defense is an oral presentation of the student’s thesis research and serves as his/her comprehensive examination. The presentation is generally 30 minutes and it is open to the public. The presentation is followed by a general question and answer session. Following the open question and answer period, all parties, not including the student and his/her thesis committee, are asked to leave. The thesis committee will then engage the student in a line of technical questioning related to either the thesis document or oral presentation. The committee chair will then ask the student to leave and the committee will deliberate and make an evaluation of the student’s comprehensive exam (oral defense) and thesis document.

A student’s thesis defense should only be scheduled after the student and his/her thesis chair have reached an agreement as to the satisfactory conclusion of the thesis document. The student should circulate his/her final, pre-defense thesis draft to the chair and committee members by e-mail and/or hardcopy no fewer
than five business days prior to the scheduling of a thesis defense. The student and his/her committee chair should reserve an appropriate room for the thesis defense presentation and evaluation by working with the Dean’s office staff. Once a date, time, and location have been finalized, the student and his/her committee chair should notify the Dean’s office staff so that formal notifications can be made. Note that the Dean’s office must be notified at least two weeks prior to the expected date of defense.

At the time of the thesis defense presentation, the student’s advisor should prepare and complete the Comprehensive Exam Appointment and Evaluation form (see GS Form #5 on page 33) in addition to the Thesis Submission form (see GS Form #7 on page 33). The student should also have his/her thesis title page ready for committee members to sign at this time (assuming they are prepared to accept the thesis). If the committee chair and/or members are not satisfied with the thesis document, the student will be asked to make any requested revisions and then revisit each committee member for final approval.

7.4.5 Thesis Submission

Once a student has received the signatures of his/her committee members, he/she should submit the thesis to the College of Engineering Director of Graduate Studies who will review the thesis document to ensure it meets Graduate School requirements. Note that this submission must be made well before the Graduate School submission deadlines (i.e., at least five business days prior) and the deadline for first submission is typically within the first two months of each term (i.e., October, March, and June).

There are a number of items that must be submitted to the Graduate School with the first draft of the student’s thesis. These include at a minimum: the thesis draft on plain white paper, GS Form #7, and the finalized signature page (using black ink only). Please consult the USA Graduate School Checklist for Thesis Submission for more information.

7.4.6 Thesis Revisions and Resubmission

It is not uncommon for a student to receive revision requests from the Graduate School following his/her first submission. These requests are generally of an editorial nature and are rarely technical or substantive. However, the requested revisions must be made and the revised thesis resubmitted to the USA Graduate School. Again, please consult the USA Graduate School Checklist for Thesis Submission for more information.

http://www.southalabama.edu/graduatemajors/graduateschool/resources/calendar.pdf

http://www.southalabama.edu/graduatemajors/graduateschool/resources/thesischecklist.pdf
8 Common Graduate Student Forms

The following sections contain links to common forms required during graduate school, as well as links to the web sites they are found on.

8.1 Plan of Study

The MSCE program plan of study and checklist form can be obtained from the CCEE department. A copy of this form can be found in Appendix H.

8.2 Advising

Graduate students may obtain a copy of the mandatory advising form from the CCEE department, or from the CCEE web site. A copy of this form can be found in Appendix H.

http://southalabama.edu/colleges/engineering/ce/resources/CE_graduate_advising_form.pdf

8.3 Application for Graduate Assistantship (GS Form #12)

The Application for Graduate Assistantship form, GS Form #12, can be obtained here and on this web site. A copy of this form can be found in Appendix H.

http://www.southalabama.edu/graduatemajors/graduateschool/forms.html

8.4 GA/GRA Evaluation Form (GS Form #8b)

The Graduate Assistant (GA) and Graduate Research Assistant (GRA) Evaluation form can be obtained here and on this web site. A copy of this form can be found in Appendix H.

http://www.southalabama.edu/graduatemajors/graduateschool/forms.html

8.5 Student Travel Authorization Request

The Student Travel Authorization Request form can be obtained here and on this web site. A copy of this form can be found in Appendix H.

http://www.southalabama.edu/departments/financialaffairs/travelandprocurement/travel/generaltravelinfo.html

8.6 Voluntary Student Travel Approval Form

The Voluntary Student Travel Approval form can be obtained here and on this web site. A copy of this form can be found in Appendix H.

http://www.southalabama.edu/departments/efoms/studentaffairs/index.html

8.7 Travel Reimbursement

The Travel Reimbursement form can be obtained here and on this web site. A copy of this form can be found in Appendix H.

http://www.southalabama.edu/departments/efoms/travel/index.html

8.8 Student Conference Participation Agreement

The Student Conference Participation Agreement form is provided in Appendix H.
8.9 Application for Graduation

The USA Application for Graduation can be obtained [here](http://www.southalabama.edu/departments/registrar/commencement/graduation_apply.html) and on this [web site](http://www.southalabama.edu/departments/registrar/commencement/graduation_apply.html). A copy of this form can be found in Appendix H.

8.10 Comprehensive Exam Appointment and Evaluation (GS Form #5)

The Comprehensive Exam Appointment and Evaluation form (GS Form #5) can be obtained [here](http://www.southalabama.edu/graduatemajors/graduateschool/forms.html) and on this [web site](http://www.southalabama.edu/graduatemajors/graduateschool/forms.html). A copy of this form can be found in Appendix H.

8.11 Thesis Committee (GS Form #4)

The form for Appointment of Graduate Faculty to a Thesis Committee (GS Form #4) can be obtained [here](http://www.southalabama.edu/graduatemajors/graduateschool/forms.html) and on this [web site](http://www.southalabama.edu/graduatemajors/graduateschool/forms.html). A copy of this form can be found in Appendix H.

8.12 Thesis Submission Form (GS Form #7)

The Thesis Submission form (GS Form #7) can be obtained [here](http://www.southalabama.edu/graduatemajors/graduateschool/forms.html) and on this [web site](http://www.southalabama.edu/graduatemajors/graduateschool/forms.html). A copy of this form can be found in Appendix H.
9 Frequently Asked Questions

1. **Will my MSCE degree count toward the experience requirement for licensure?**
   If you obtained your BSCE at USA, yes, you will receive one year toward your experience requirement. If not, the answer depends on the specific education requirements set forth by each state’s governing board for professional licensure. The answer also depends on whether your undergraduate degree was earned from an ABET accredited program. Each student is encouraged to speak to their advisor about the experience credit and how it will apply for them.

2. **Is the MSCE degree program ABET accredited?**
   No, it is not. But the undergraduate BSCE program is. It is uncommon for MS degree programs to be accredited by ABET. Most engineering licensure boards recognize the accreditation of the entire academic program when evaluating education requirements for licensure and/or experience credit. There are some exceptions to this rule so the student is encouraged to communicate with their specific state licensing board.

3. **I do not have an undergraduate degree in engineering. Can I still obtain an MSCE degree?**
   Yes, absolutely you can. As long as students meet the other requirements for admission, an applicant who does not possess an undergraduate engineering degree may be admitted with provisional status. Such students may be required to complete a series of undergraduate courses in addition to the courses required for their MSCE degree program. In such cases it is important for the student to be fully aware of how this may affect their ability to pursue licensure in the future.

4. **If my undergraduate degree is not in engineering but I obtain an MSCE degree, will I meet the education requirements for licensure as a Professional Engineer (PE)?**
   It depends! We know—that is a horrible answer. It is important that the interested student read and understand all of the requirements set forth by the NCEES. This includes understanding the process they use to audit, or evaluate, an applicant’s educational background and/or transcripts. The difference between meeting the educational requirements, or not, may be as little as one omitted class. It’s best to learn your answer BEFORE you graduate!

5. **I will need financial support to attend graduate school. Will I know the status of my assistantship application before I am admitted to Graduate School?**
   No, you will not. Applications for assistantships are only evaluated AFTER a student has been accepted to their graduate degree program. Nobody will extend any offer of financial support before a student is accepted into their graduate program and their assistantship application approved.

6. **I am very interested in Professor X’s research. How should I contact him/her to find out if he/she is accepting new research students?**
   The best thing to do is check Professor X’s web site for information about their research program, how to contact them, and for any specific information about applying for assistantships. If nothing of that nature if found, draft a very clear and concise
message and send it to Professor X by email. After some time, follow up with a phone call and/or an in person meeting if appropriate. In some cases, it may be possible to perform research with Professor X even if they don’t have any additional funding to support your tuition and/or stipend.

7. **Am I automatically assigned to the professor/advisor of my choice upon acceptance into the MSCE program?** Not necessarily. If you have been communicating with a specific faculty member regarding research and have come to an agreement on research funding, then that faculty member will become your advisor and thesis chair (unless other arrangements have been made). If you are applying to the program and have not identified a specific faculty member to work with, then an advisor will be assigned to you whose expertise is most similar to your chosen area of study.
10 Student Acknowledgment Form

Please fill in the blanks in the statement below, then sign, print, and date where indicated. You should then remove this form from the handbook and submit it to the Department Administrative Assistant. You will then be given your MSCE Graduate Student Checklist.

I, ____________________________________________, having the
(please print name on line above)
J-number, __________, acknowledge having received, read, and
(provide your J-number)
understood this Graduate Handbook and its contents. As a graduate student in
the MSCE program, I agree to adhere to the procedures and policies outlined
and referenced in this document. I further agree to be held accountable for the
contents of this handbook and understand that they will apply throughout my
time in the MSCE degree program, unless superseded by a University change. I
recognize that submitting this acknowledgment form is required and that I will
not receive my MSCE Graduate Student Checklist until I have done so.

_________________________  _______________________
Signature              Date

_________________________
Printed Name
Appendices

Appendix A – General Curriculum Outlines

The general curriculum outlines for the MSCE thesis (Table 3), project (Table 4), and coursework (Table 5) options are provided in the tables that follow.

Table 3. MSCE thesis option curriculum outline for all concentration areas.

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<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Semester Total</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>CE 501 Introduction to Civil Engineering in the Coastal Environment</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CE Course (choose one from your focus area list)</td>
<td>3</td>
<td>9</td>
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<tr>
<td></td>
<td>Supporting Area Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CE 502 Civil Engineering Design in the Coastal Environment</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>CE Course (choose one from your focus area list)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supporting Area Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CE Course (choose one from your focus area list)</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Supporting Area Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research Integrity and Ethics Requirement (TBD)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CE 599 Thesis</td>
<td>6</td>
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</tr>
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<td><strong>Program Total</strong></td>
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<td>Course</td>
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<td>--------------</td>
<td>----------------</td>
</tr>
<tr>
<td>1</td>
<td>CE 501 Introduction to Civil Engineering in the Coastal Environment</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CE Course (choose one from your focus area list)</td>
<td>3</td>
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<td></td>
<td>Supporting Area Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CE 502 Civil Engineering Design in the Coastal Environment</td>
<td>3</td>
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</tr>
<tr>
<td></td>
<td>CE Course (choose one from your focus area list)</td>
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<td>Supporting Area Course</td>
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<td>3</td>
<td>CE Course (choose one from your focus area list)</td>
<td>3</td>
<td>7</td>
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<tr>
<td></td>
<td>Supporting Area Course</td>
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<td></td>
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<tr>
<td></td>
<td>Research Integrity and Ethics Requirement (TBD)</td>
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<td></td>
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<td>4</td>
<td>CE Course (choose one from your focus area list)</td>
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<td>CE or Supporting Area Course</td>
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<td></td>
<td>CE 594 Project</td>
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<td><strong>Program Total</strong></td>
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Table 5. MSCE coursework option curriculum outline for all concentration areas.

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<th>Course</th>
<th>Credit Hours</th>
<th>Semester Total</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>CE 501 Introduction to Civil Engineering in the Coastal Environment</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>CE Course (choose one from your focus area list)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supporting Area Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CE 502 Civil Engineering Design in the Coastal Environment</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>CE Course (choose one from your focus area list)</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>Supporting Area Course</td>
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<tr>
<td>3</td>
<td>CE Course (choose one from your focus area list)</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Supporting Area Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CE Course (choose one from your focus area list)</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td></td>
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**Program Total** 33
Appendix B – Coastal & Water Resources Concentration

This appendix provides the list of electives for the Coastal & Water Resources Engineering focus area. A specific two-year curriculum plan for this focus area, and a list of suggested undergraduate preparatory coursework, are provided in the subsections that follow.

Coastal & Water Resources Electives

1. CE 560 Coastal Hydrodynamics (3 hrs)
2. CE 561 Littoral Processes (3 hrs)
3. CE 562 Coastal & Port Engineering (3 hrs)
4. CE 563 Numerical Modeling of Coastal Hydrodynamics (3 hrs)

Undergraduate Coastal & Water Resources Preparatory Coursework

This is a list of suggested undergraduate prerequisite courses leading to an MSCE degree with a concentration in Coastal & Water Resources Engineering. The actual sequence of courses should be determined by the student’s graduate committee.

1. EG 283 Statics (3 hrs)
2. EG 284 Dynamics (3 hrs)
3. MA 238 Differential Equations (3 hrs)
4. EG 315 Mechanics of Materials (3 hrs)
5. EG 360 Fluid Mechanics (3 hrs)
6. CE 340 Soil Mechanics (3 hrs)
7. CE 360 Water Resources I (2 hrs)
8. CE 367 Hydraulics Laboratory (1 hr)
9. CE 460 Water Resources II (3 hrs)
Two-Year Coastal & Water Resources Curriculum Plan – Thesis Option

<table>
<thead>
<tr>
<th>Year 1</th>
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<td>CE Elective (3cr)</td>
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<td>CE 502. CE Design in Coastal Env (3cr)</td>
<td>CE 599 Thesis (6cr)</td>
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<td>CE Elective (3cr)</td>
<td>Supporting Area Course (3cr)</td>
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<tbody>
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<td><strong>6 CREDITS</strong></td>
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Optional CE Electives Per Semester

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<td><strong>all</strong></td>
</tr>
<tr>
<td>CE 562 Coastal and Port Eng (3cr) [Odd Yrs]</td>
<td>CE 561 Littoral Processes (3cr) [Even Yrs]</td>
</tr>
<tr>
<td>CE 560 Coastal Hydrodynamics (3cr) [Even Yrs]</td>
<td>CE 563 Coast Hydro Modeling (3cr) [Odd Yrs]</td>
</tr>
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<td>CE 512 Sustainable Infrastructure (3cr)</td>
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</tr>
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<td><strong>6 CREDITS</strong></td>
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Supporting Area Courses (suggested)

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<td>MAS 572 Estuarine Hydrodynamics (3cr)</td>
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<td>GIT 560 Intro to GIS (4cr)</td>
<td>GIT 560 Intro to GIS (4cr)</td>
</tr>
<tr>
<td>GIT 561 GIS Application – Env. (4cr)</td>
<td>GIT 561 GIS Application – Env. (4cr)</td>
</tr>
<tr>
<td>GY 576 Contaminant Hydrogeology (4cr)</td>
<td>GY 575 Hydrology (4cr)</td>
</tr>
<tr>
<td>MA 507 Advanced ODEs (3cr)</td>
<td>MA 508 Advanced PDEs (3cr)</td>
</tr>
<tr>
<td>ST 540 Statistics in Research I (3cr)</td>
<td>ST 545 Statistics in Research II (3cr)</td>
</tr>
<tr>
<td>SE 500 Eng. Probability &amp; Stats. (3cr)</td>
<td>ST 550 Environmental Statistics (3cr)</td>
</tr>
<tr>
<td>Summer DISL Courses -</td>
<td>Coastal Wetlands Ecology (4cr)</td>
</tr>
<tr>
<td>*CE 592: Directed Independent Study</td>
<td>*Can count a max of 2 (6 hours)</td>
</tr>
<tr>
<td>Coastal Zone Mgmt (2cr)</td>
<td>CE 590: Special Topics (variable)</td>
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<td>*Can count a max of 6 hours</td>
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Figure 2. Two-year MSCE plan of study for Coastal & Water Resources Engineering (thesis option).
Appendix C – Environmental Concentration

This appendix provides the list of electives for the Environmental Engineering focus area. A specific two-year curriculum plan for this focus area, and a list of suggested undergraduate preparatory coursework, are provided in the subsections that follow.

Environmental Electives

1. CE 571 Biological Waste Treatment Processes (3 hrs)
2. CE 572 Groundwater and Remediation (3 hrs)
3. CE 573 Natural Treatment Systems (3 hrs)
4. CE 574 Industrial and Hazardous Waste Treatment (3 hrs)
5. CE 575 Decentralized Wastewater Management (3 hrs)
6. CE 576 Storm Water Management (3 hrs)

Undergraduate Environmental Preparatory Coursework

This is a list of suggested undergraduate prerequisite courses leading to an MSCE degree with a concentration in Environmental Engineering. The actual sequence of courses should be determined by the student’s graduate committee.

1. MA 238 Differential Equations (3 hrs)
2. CH 132 General Chemistry II (4 hrs)
3. ST 315 Applied Probability and Statistics (3 hrs)
4. BLY 121 General Biology I (3 hrs)
5. EG 360 Fluid Mechanics (3 hrs)
6. CE 360 Water Resources I (2 hrs)
7. CE 367 Hydraulics Laboratory (1 hr)
8. CE 460 Water Resources II (3 hrs)
9. CE 470/471 Water and Waste Water Treatment Design (4 hrs)
## Two-Year Environmental Curriculum Plan – Thesis Option

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<th>Year 1</th>
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<th>Spring</th>
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<td></td>
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<td>CE 502. CE Design in Coastal Env (3cr)</td>
<td>CE Elective (3cr)</td>
<td>CE 599 Thesis (6cr)</td>
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<td>CE Elective (3cr)</td>
<td>CE Elective (3cr)</td>
<td>Supporting Area Course (3cr)</td>
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<td>Supporting Area Course (3cr)</td>
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<td>Research Integrity (1cr)</td>
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<td>6 CREDITS</td>
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### Optional CE Electives Per Semester

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<tbody>
<tr>
<td>all</td>
<td></td>
<td>all</td>
<td></td>
</tr>
<tr>
<td>CE 571 Biol WW Trt (3cr) [Even Yrs]</td>
<td>CE 590 Water Chemistry (3cr) [Odd Yrs]</td>
<td>CE 572 Phys/Chem Trt (3cr) [Odd Yrs]</td>
<td>CE 574 Ind Waste. Trt (3cr) [Even Yrs]</td>
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<tr>
<td>CE 590 Hazardous Waste (3cr) [Even Yrs]</td>
<td>CE 590 SW Mgmt (3 cr) [Odd Yrs]</td>
<td>CE 590 Natural Trt Sys (3cr) [Odd Yrs]</td>
<td>CE 590 Decent WW Trt.(3cr) [Even Yrs]</td>
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### Supporting Area Courses (suggested)

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<th>Year 1</th>
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<th>Year 2</th>
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<tr>
<td>all</td>
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<tr>
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<td>GIT 560 Intro to GIS (4cr)</td>
<td>Summer DISL Courses -</td>
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</tr>
<tr>
<td>GIT 561 GIS Application – Env. (4cr)</td>
<td>GIT 561 GIS Application – Env. (4cr)</td>
<td>Coastal Zone Mgmt (2cr)</td>
<td></td>
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<tr>
<td>GY 576 Contaminant Hydrogeology (4cr)</td>
<td>GY 576 Hydrology (4cr)</td>
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<tr>
<td>MA 507 Advanced ODEs (3cr)</td>
<td>MA 508 Advanced PDEs (3cr)</td>
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<td>ST 540 Statistics in Research I (3cr)</td>
<td>ST 545 Statistics in Research II (3cr)</td>
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<td>SE 500 Eng. Probability &amp; Stats. (3cr)</td>
<td>ST 550 Environmental Statistics (3cr)</td>
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**NOTE:** Special Topics include:

- Field analysis & sampling techniques (FASTCE)
- *CE 592: Directed Independent Study (max 2 (6 hours))
- CE 590: Special Topics (variable)
- **CE 599: Thesis hours (max 6 hours)

**Figure 3. Two-year MSCE plan of study for Environmental Engineering (thesis option).**
Appendix D – Geotechnical Concentration

This appendix provides the list of electives for the Geotechnical Engineering focus area. A specific two-year curriculum plan for this focus area, and a list of suggested undergraduate preparatory coursework, are provided in the subsections that follow.

Geotechnical Electives

1. CE 540 Advanced Soil Mechanics (3 hrs)
2. CE 541 Soil Dynamics (3 hrs)
3. CE 542 Foundation Analysis and Design (3 hrs)
4. CE 543 Earth Structures (3 hrs)
5. CE 544 Soil Behavior (3 hrs)

Undergraduate Geotechnical Preparatory Coursework

This is a list of suggested undergraduate prerequisite courses leading to an MSCE degree with a concentration in Geotechnical Engineering. The actual sequence of courses should be determined by the student’s graduate committee.

1. MA 238 Differential Equations (3 hrs)
2. EG 283 Statics (3 hrs)
3. EG 284 Dynamics (3 hrs)
4. EG 315 Mechanics of Materials (3 hrs)
5. EG 360 Fluid Mechanics (3 hrs)
6. CE 314/315 Civil Engineering Materials (4 hrs)
7. CE 384/385 Structural Analysis (4 hrs)
8. CE 340/341 Soil Mechanics (4 hrs)
9. CE 440 Geotechnical Engineering (3 hrs)
### Two-Year Geotechnical Curriculum Plan – Thesis Option

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<td>CE 501 Intro. Coastal Design Env (3cr)</td>
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<td>CE Elective (3cr)</td>
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<td>CE Elective (3cr)</td>
<td>CE Elective (3cr)</td>
<td>Supporting Area Course (3cr)</td>
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<td>Supporting Area Course (3cr)</td>
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#### Optional CE Electives Per Semester

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<td>CE 540 Advanced Soil Mech. (3cr)</td>
<td>CE 542 Foundation Engineering (3cr)</td>
<td>CE 584 Adv. Struct. Analysis (3cr)</td>
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<td>CE 587 Adv. Concrete Design (3cr)</td>
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#### Supporting Area Courses (suggested)

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<td>GIT 561 GIS Application – Env. (4cr)</td>
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<td>GY 575 Hydrology (4cr)</td>
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<td>MA 507 Advanced ODEs (3cr)</td>
<td>MA 508 Advanced PDEs (3cr)</td>
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<tr>
<td>ST 540 Statistics in Research I (3cr)</td>
<td>ST 545 Statistics in Research II (3cr)</td>
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<tr>
<td>SE 500 Eng. Probability &amp; Stats. (3cr)</td>
<td>ST 550 Environmental Statistics (3cr)</td>
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**NOTE:** Special Topics include:
- Field analysis & sampling techniques (FAS CE)
- *CE 592: Directed Independent Study
- *Can count a max of 2 (6 hours)
- CE 590: Special Topics (variable)
- **CE 599: Thesis hours
- **Can count a max of 6 hours

---

**Figure 4. Two-year MSCE plan of study for Geotechnical Engineering (thesis option).**
Appendix E – Structural Concentration

This appendix provides the list of electives for the Structural Engineering focus area. A specific two-year curriculum plan for this focus area, and a list of suggested undergraduate preparatory coursework, are provided in the subsections that follow.

Structural Electives

1. CE 580 Advanced Structural Analysis (3 hrs)
2. CE 581 Advanced Reinforced Concrete Design (3 hrs)
3. CE 583 Advanced Steel Design (3 hrs)
4. CE 585 Prestressed Concrete Design (3 hrs)

Undergraduate Structural Preparatory Coursework

This is a list of suggested undergraduate prerequisite courses leading to an MSCE degree with a concentration in Structural Engineering. The actual sequence of courses should be determined by the student’s graduate committee.

1. MA 238 Differential Equations (3 hrs)
2. EG 283 Statics (3 hrs)
3. EG 284 Dynamics (3 hrs)
4. EG 315 Mechanics of Materials (3 hrs)
5. CE 314/315 Civil Engineering Materials (4 hrs)
6. CE 384/385 Structural Analysis (4 hrs)
7. CE 485/486 Reinforced Concrete Design (4 hrs)
8. CE 480/481 Steel Design (4 hrs)
Two-Year Structural Curriculum Plan – Thesis Option

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<td>CE 584 Adv. Structural Analysis (3cr) [Odd Yrs]</td>
<td>CE 582 Timber Design (3cr) [Odd Yrs]</td>
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<tr>
<td>CE 587 Adv. Concrete Design (3cr) [Even Yrs]</td>
<td>CE 583 Advanced Steel Design (3cr) [Even Yrs]</td>
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<td>CE 512 Sustainable Infrastructure (3cr)</td>
<td>CE 542 Foundation Engineering (3cr)</td>
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Optional CE Electives Per Semester

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<tr>
<td>CE 584 Adv. Structural Analysis (3cr) [Odd Yrs]</td>
<td>CE 582 Timber Design (3cr) [Odd Yrs]</td>
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<tr>
<td>CE 587 Adv. Concrete Design (3cr) [Even Yrs]</td>
<td>CE 583 Advanced Steel Design (3cr) [Even Yrs]</td>
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Supporting Area Courses (suggested)

| GIT 560 Intro to GIS (4cr) | GIT 560 Intro to GIS (4cr) | *CE 592: Directed Independent Study |
| GIT 561 GIS Application – Env. (4cr) | GIT 561 GIS Application – Env. (4cr) | *Can count a max of 2 (6 hours) |
| MA 507 Advanced ODEs (3cr) | MGT 530 Managing Ppl & Orgs. (3cr) | CE 590: Special Topics (variable) |
| MA 550 Probability (3cr) | MA 508 Advanced PDEs (3cr) | **CE 599: Thesis hours |
| ST 540 Statistics in Research I (3cr) | ST 545 Statistics in Research II (3cr) | **Can count a max of 6 hours |
| SE 500 Eng. Probability & Stats. (3cr) | ST 550 Environmental Statistics (3cr) | |
| | | |

Figure 5. Two-year MSCE plan of study for Structural Engineering (thesis option).
Appendix F – Transportation Concentration

This appendix provides the list of electives for the Transportation Engineering focus area. A specific two-year curriculum plan for this focus area, and a list of suggested undergraduate preparatory coursework, are provided in the subsections that follow.

Transportation Electives

1. CE 551 Traffic Engineering (3 hrs)
2. CE 552 Transportation Geometric Engineering (3 hrs)
3. CE 553 Transportation System Evaluation (3 hrs)
4. CE 590 Special Topics in Highway Safety (3 hrs)

Undergraduate Transportation Preparatory Coursework

This is a list of suggested undergraduate prerequisite courses leading to an MSCE degree with a concentration in Transportation Engineering. The actual sequence of courses should be determined by the student’s graduate committee.

1. CE 204/205 Surveying (3 hrs)
2. EG 231 Engineering Economics (3 hrs)
3. MA 238 Differential Equations (3 hrs)
4. EG 283 Statics (3 hrs)
5. EG 315 Mechanics of Materials (3 hrs)
6. ST 315 Applied Probability and Statistics (3 hrs)
7. CE 314/315 Civil Engineering Materials (4 hrs)
8. CE 352 Intro to Transportation Engineering (3 hrs)
9. CE 353 Transportation Geometric Design (3 hr)
# Two-Year Transportation Curriculum Plan – Thesis Option

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<th>7 CREDITS</th>
<th>6 CREDITS</th>
</tr>
</thead>
</table>

Optional CE Electives:

- CE 590 Hwy Safety (3cr) Fall [Even Yrs]
- CE 551 Traffic Eng. (3cr) Fall [Odd Yrs]
- *CE 592: Directed Independent Study

- CE 552 Tran Geo Design [Odd Yrs] (3cr)
- CE 553 Tran Sys. Eval. [Even Yrs] (3cr)
- CE 590 Hwy Safety (3cr) Fall [Even Yrs]
- CE 551 Traffic Eng. (3cr) Fall [Odd Yrs]
- CE 553 Tran Sys. Eval. [Even Yrs] (3cr)

Supporting Area Courses (suggested):

- ST 540 Statistics in Research (3cr)
- GIT 560 Intro to GIT (4cr)
- CSC 516 AI Theory and Prog. (3cr)
- SE 500 Eng. Probability & Stats. (3cr)
- SE 601 Systems Eng Fundamentals (3cr)
- SE 602 Risk and Failure Analysis

- MA 567 Operation & Research (Spring/Summer)
- ST 575 Stat Computing & Graphics (3cr)
- GIT 560 Intro to GIT (4cr)
- SE 500 Eng. Probability & Stats. (3cr)
- SE 602 Risk and Failure Analysis
- SE 601 Systems Eng Fundamentals (3cr)

- *CE 592: Directed Independent Study
- *Can count a max of 2 (6 hours)
- CE 590: Special Topics (variable)

- **CE 599: Thesis hours
- ST 540 Statistics in Research I (3cr)

---

*Figure 6. Two-year MSCE plan of study for Transportation Engineering (thesis option).*
Appendix G – Pathways to a D.Sc. in Systems Engineering

Students interested in entering the Systems Engineering program may do so at two entry points: following the bachelor’s degree or after a master’s degree. A four-year plan of study is shown in Table 6. This is a recommended plan of study.

Table 6. Bachelor’s to doctoral degree four-year plan of study curriculum (starting fall semester).

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<th>Credit Hours</th>
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<td>1</td>
<td>CE 501 Introduction to Civil Engineering in the Coastal Environment</td>
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</tr>
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</tr>
<tr>
<td></td>
<td>CE Course (choose one from your focus area list)</td>
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</tr>
<tr>
<td></td>
<td>Research Integrity and Ethics (core, required)</td>
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</tr>
<tr>
<td>2</td>
<td>CE 502 Civil Engineering Design in the Coastal Environment</td>
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<tr>
<td></td>
<td>CE Course (choose one from your focus area list)</td>
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<td></td>
<td>CE Course (choose one from your focus area list)</td>
<td>3</td>
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<tr>
<td>3</td>
<td>CE/EG/SE Elective</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>SE 601 Systems Engineering Fundamentals (core, required)</td>
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<td></td>
<td>SE 500 Engineering Probability &amp; Statistics (or MA 550)</td>
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</tr>
<tr>
<td>5</td>
<td>SE 602 Risk and Failure Analysis (core, required)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SE 603 Integration, Test, and Evaluation (core, required)</td>
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<td>8</td>
<td>CE Course (choose one from your focus area list)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SE Elective</td>
<td>3</td>
</tr>
<tr>
<td>9</td>
<td>SE 609 Dissertation Proposal</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>SE 699 Dissertation Research Hours</td>
<td>3</td>
</tr>
<tr>
<td>10</td>
<td>SE 699 Dissertation Research Hours</td>
<td>6</td>
</tr>
<tr>
<td>11</td>
<td>SE 699 Dissertation Research Hours</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Dissertation Defense</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Program Total</strong></td>
<td><strong>67</strong></td>
</tr>
</tbody>
</table>
Those students entering the program with a master’s degree will be able to transfer/count up to 30 credit hours of appropriate graduate study toward their doctoral curriculum requirements. A recommended plan of study for such students is provided in Table 7. This plan of study can be completed in seven semesters (or less) depending on the student’s availability and workload each semester. Note that the Systems Engineering program requires 37 credit hours beyond the master’s degree, but 40 credit hours of coursework are shown in the table. If a student has already had a graduate-level course in probability and statistics, they may omit SE 500 from their first semester.

More information about the Systems Engineering program can be found on that web site:
http://www.southalabama.edu/colleges/engineering/dsc-se/index.html

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Semester Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SE 601 Systems Engineering Fundamentals (core, required)</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>SE 500 Engineering Probability &amp; Statistics (or MA 550)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CE/SE Elective</td>
<td>3</td>
<td></td>
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<tr>
<td>2</td>
<td>SE 602 Risk and Failure Analysis (core, required)</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>SE 603 Integration, Test, and Evaluation (core, required)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research Integrity and Ethics (core, required)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Qualifying Exam</td>
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<td>4</td>
<td>SE Elective</td>
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<tr>
<td></td>
<td>SE Elective</td>
<td>3</td>
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<tr>
<td></td>
<td>SE 606 System Architecture and Modeling</td>
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<tr>
<td>5</td>
<td>Dissertation Proposal</td>
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<td>SE 699 Dissertation Research Hours</td>
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</tr>
<tr>
<td></td>
<td>Dissertation Defense</td>
<td>0</td>
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</tr>
</tbody>
</table>

Program Total 40
Appendix H – Common Graduate Forms

The pages that follow contain the graduate forms that are used most often. However, this does not contain EVERY form that may be needed and the student is encouraged to visit the official USA web site\textsuperscript{28} for more information.

Form List

1. MSCE Plan of Study
2. Graduate Student Advising Form
3. Application for Graduation
4. GS Form #1 Recomm. for Change of Status – Provisional to Regular
5. GS Form #4 Appointment of Graduate Faculty to a Thesis Committee
6. GS Form #5 Comprehensive Exam Appointment and Evaluation Report
7. GS Form #6 Change from Thesis to Non-Thesis Option
8. GS Form #7 Thesis Submission Form
9. GS Form #8b GA/GRA Evaluation Form
10. GS Form #12 Application for Graduate Assistantship
11. Thesis Checklist
12. Student Travel Authorization Request
13. Voluntary Student Travel Approval Form
14. Travel Reimbursement Form
15. Student Conference Participation Agreement

\textsuperscript{28} http://www.southalabama.edu/
**CE Master's Program Plan of Study and Checklist**

Students Name:______________________________________ Jag #_______________

Check Option: ___Thesis ___Project  ___Coursework

(31 hr)      (34 hr)    (33 hr)

<table>
<thead>
<tr>
<th>Course Number &amp; Title</th>
<th>USA or Transfer credit hours</th>
<th>Planned semester and year</th>
<th>completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE 501: Intro Coastal Design Envir</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE 502: CE Design in the Coastal Envir</td>
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</tr>
<tr>
<td>EG 501: Professionalism… (thesis or project)</td>
<td></td>
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</tr>
</tbody>
</table>

Total Credit Hours = ______

Advisor Signature: ____________________________________ Date: ____________

Student’s Signature: ___________________________________ Date: ____________

-------------------------------------------------------------------------

(For Department Use Only)

___Graduate Committee (formed by the beginning of students second semester)

________________________________________

________________________________________

________________________________________

___Transfer of Credit (if applicable) approved by 2nd semester

___EG 501 requirement met (thesis or project)

___Comprehensive Exam completed satisfactorily

___Thesis submission (if applicable)

___Project submission (if applicable)

___Credit Hour requirement met (25-thesis, 31-project, 33-coursework)

___GPA 3.0 minimum requirement met

---

1 NOTE: courses and terms are contingent based on availability

9/26/08
Department of Civil Engineering

Graduate Student Advising Form

Student Name________________________ Student No.________________________

Graduate Advisor:________________________

Current Courses

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Anticipated Grade</th>
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<tbody>
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Next Term:

<table>
<thead>
<tr>
<th>Course ID No.</th>
<th>Dept.</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Class Hours</th>
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</thead>
<tbody>
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<td></td>
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<td>M</td>
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</table>

Total Hours _______

Class Schedule

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<th>M</th>
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</table>

Next Succeeding Term:

<table>
<thead>
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<th>Course Title</th>
<th>Credit Hours</th>
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</tbody>
</table>

Current GPA: _______

Student’s Signature__ Date__

Advisor’s Signature__ Date__

Total Hours_______
Complete and submit to the above address by the published deadline. A $50.00 graduation application fee will be charged to your student account. In order to receive your diploma, all financial obligations to the University must be cleared through the Office of Student Accounting.

Student ID  J00

<table>
<thead>
<tr>
<th>IDENTIFICATION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print name as you want it to appear on diploma: Please be careful to indicate spaces, capital or small letters, and accent marks. The name(s) on your diploma must be on file with the Registrar's Office.</td>
</tr>
<tr>
<td>FIRST</td>
</tr>
<tr>
<td>-------</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADUATION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester you expect to complete requirements: (Check only one and enter year)</td>
</tr>
<tr>
<td>NOTE: If ALL degree requirements are not met for applied term, future registration will be BLOCKED until all end-of-term processes are complete.</td>
</tr>
<tr>
<td>○ Fall 20 _________  ○ Spring 20 _________  ○ Summer 20 _________</td>
</tr>
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</table>

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<tr>
<th>COLLEGE / SCHOOL</th>
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<tbody>
<tr>
<td>☐ Allied Health</td>
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<th>PROGRAM INFORMATION</th>
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<tbody>
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<td>Major(s): [ ] 2.</td>
</tr>
<tr>
<td>Minor(s): [ ] 2.</td>
</tr>
<tr>
<td>Concentration(s): [ ] 2.</td>
</tr>
<tr>
<td>Concentration(s): [ ] 2.</td>
</tr>
<tr>
<td>Degree(s): [ ]</td>
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<thead>
<tr>
<th>CATALOG TERM</th>
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<tbody>
<tr>
<td>Approved Honors Program Participant: University Honors: ☐  Departmental Honors: ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAM CODE:</th>
</tr>
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</table>

<table>
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<tr>
<th>READ AND SIGN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I understand this application is subject to review and approval by my academic dean.</td>
</tr>
<tr>
<td>Signature Required:  Date: (MM/DD/YY)</td>
</tr>
<tr>
<td>Phone:  USA Email:</td>
</tr>
<tr>
<td>This application must be submitted to the USA Registrar's Office.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBMISSION OPTIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCAN AND E-MAIL - <a href="mailto:graduation@southalabama.edu">graduation@southalabama.edu</a>  FAX - 251-460-6123  IN-PERSON - Meisler Hall, Suite 1100  MAIL - University of South Alabama, Office of the Registrar, 390 Alumni Circle, Room 1100, Mobile, AL 36688-0001.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAILING ADDRESS FOR DIPLOMA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diplomas will be mailed 4 weeks after the end of the semester. Diplomas will be held for one year until all obligations to the university are cleared. Enter the address where you would like your diploma sent: NOTE: Diploma address change must be in writing to the Registrar's Office.</td>
</tr>
<tr>
<td>address:</td>
</tr>
<tr>
<td>City:  State/Province:</td>
</tr>
<tr>
<td>Zip/Postal Code:  Country/Nation:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REGISTRAR'S USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student notified application received:</td>
</tr>
<tr>
<td>Application: _______ Date:_________ Fax / E-mail / Mail  Date:_________ Coded:_________ ate:_________</td>
</tr>
<tr>
<td>Checked:_________ Name:_________ Changed / Verified:_________ On File</td>
</tr>
<tr>
<td>Comments:_________ Updated:_________ Per: College / Student /</td>
</tr>
<tr>
<td>EOT _______ Date:_________ Updated:_________ Per: College / Student / OT _______ ate:_________ Emailed student application updated to _______ Notified if TT assigned File Inactivated (RA): Per: College / Student / OT Date:_________ Emailed application is RA and Time Ticket Assigned: Term:_________ Date:_________</td>
</tr>
</tbody>
</table>
UNIVERSITY OF SOUTH ALABAMA
GRADUATE SCHOOL
RECOMMENDATION FOR CHANGE OF STATUS-PROVISIONAL TO REGULAR

________________________________________________J00____________  ________________
Name Student Number Effective Semester
Street Address: _________________________________________________________________________
City State Zip
E-mail Address: ______________________________

Admitted to USA Graduate School: Term Year Major Field

Reason for PROVISIONAL status: Recommendation for REGULAR status based on:

Courses approved for Change of Status: Note: Student “term of entry” starting Fall 2009 may not use any
400 or below course work towards a graduate degree.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Cr. Hrs.(Sem.)</th>
<th>Semester/Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
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</table>

Courses NOT approved for Change of Status:

|          |              |                |               |       |
|          |              |                |               |       |

Number of hours accepted toward Change of Status: _________

Recommended:
Advisor: ___________________________ Date: ________________
Department Chair: ___________________________ Date: ________________
Director of Graduate Studies: ___________________________ Date: ________________

Approved:
Dean of the Graduate School: ___________________________ Date: ________________

Final Distribution: Registrar (original), Graduate Dean, Graduate Director, Department Chair
UNIVERSITY OF SOUTH ALABAMA GRADUATE SCHOOL
APPOINTMENT OF GRADUATE FACULTY TO A DISSERTATION OR THESIS COMMITTEE

Student Name: ____________________________________________ Student Number: 00________________________

Student Address:____________________________________________________________________________________

E-mail Address:____________________________________________________________________________________

The student listed above is:

a candidate for the doctoral degree in _____________________________________________________________

enrolled for the Master’s degree in ________________________________________________________________

Proposed research topic:
____________________________________________________________________________________________
____________________________________________________________________________________________

Membership (Graduate Faculty)*** Assoc or Full Status / Date of Appt.
(Graduate Faculty membership information is located online at
http://www.southalabama.edu/graduatemajors/graduateschool/faculty.html)

Chairman: ____________________________ ____________________________ ____________________________

__________________________________________ ____________________________ ____________________________

__________________________________________ ____________________________ ____________________________

__________________________________________ ____________________________ ____________________________

__________________________________________ ____________________________ ____________________________

__________________________________________ ____________________________ ____________________________

1. A dissertation committee must include at least four members of the Graduate Faculty.
2. A thesis committee must include at least three members of the Graduate Faculty.
3. A dissertation committee must include at least one Ful Member, who is the committee chair.
4. Dissertation and thesis committees must include at least one member from outside the student’s department or program, please indicate this member in list above.
5. A committee member may be chosen who is not a graduate faculty member or may be chosen from outside our University, if this benefits the student’s research. Send the Graduate Dean a memo requesting an administrative appointment to the committee, along with a copy of his/her CV. Include the student’s name and number in the memo.
6. There is no maximum number of members for either a dissertation or a thesis committee.
7. The majority of a thesis/dissertation committee must be USA graduate faculty.

RECOMMENDATION for appointment of committee:

(Departmental Chair or Graduate Coordinator) ____________ Date

(Director of Graduate Studies) ____________ Date

APPROVAL of appointment of committee:

(Dean of the Graduate School) ____________ Date

Final Distribution: Registrar (original), Graduate Dean, Graduate Director, Department, Committee Members, Student
UNIVERSITY OF SOUTH ALABAMA
GRADUATE SCHOOL
COMPREHENSIVE EXAMINATION COMMITTEE APPOINTMENT REQUEST
AND EVALUATION REPORT

Student Name__________________________________________ Student Number______________
Student Address_____________________________________________________________________
E-mail Address______________________________________________________________________

Comprehensive Examination for the degree of__________________________________________
Semester/Year* of Examination___________ Date, Time, Place***________________________

RECOMMENDATION for appointment of committee as listed below:

(Departmental Chair or Graduate Coordinator-Signature) Date

(Director of Graduate Studies-Signature) Date

APPROVAL * of appointment of committee:

(Dean of the Graduate School-Signature) Date

<table>
<thead>
<tr>
<th>Membership of Graduate Faculty**</th>
<th>Status/Year (FULL OR ASSOC. YEAR APPT.)</th>
<th>Pass</th>
<th>Fail</th>
</tr>
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<tbody>
<tr>
<td>Chair***_______________________</td>
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</table>

Student Notified of Exam Results: ____________________/___________________ __________

Print Name  Signature  Date

* Approval of appointment of committee may be ** no later than two weeks before date of exam.**
For appointment of additional members, use additional form.

** Each committee member initials pass or fail; chair also provides signature by his/her name after the exam.

*** Committee chair certifies that the student was examined at date, time, and place of which the student was notified in advance. Committee chair will record date, time and place, if it is not indicated at time of committee appointment; secure initials of members; and return the completed form to the Graduate School.

Final Distribution: Registrar (original), Graduate School, Department
TO: ______________________________________  _____________________________
Department (program)  College

FROM: ________________________________  J00
Name  Student Number

Street Address  City  State  Zip

I request that my program be changed from thesis to non-thesis option. Please transfer my thesis
credit hours for project or directed independent studies hours (DIS).

__________________________________
Student’s Signature  Date  E-Mail

I approve this request and assign the following grade: ______________________

Thesis Chair  Date

******************************************************************************
Please transfer credit and assign a grade to the courses indicated:

<table>
<thead>
<tr>
<th>Thesis Course #</th>
<th>Thesis Term</th>
<th># of Hrs.</th>
<th>Project Course #</th>
<th>DIS Course #</th>
<th>Grade</th>
</tr>
</thead>
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</table>

Department Chair: __________________________  Date:_____________________

Graduate Director: __________________________  Date:_____________________

******************************************************************************
This document constitutes formal notification of the dissolution of the Thesis Committee.

******************************************************************************
TO: Office of the Registrar

FROM: Dean of the Graduate School

The above named student has been changed from the thesis to project/independent study. Please
assign a grade to the courses indicated.

__________________________________
Dean of the Graduate School  Date

******************************************************************************
Final Distribution: Registrar (original), Graduate Dean, Graduate Director,
Department Chair, Committee Members,
All three sections of this form must be completed before the thesis/dissertation is submitted to the Graduate School by the First Submission Deadline. This form must accompany any thesis/dissertation that is submitted to the Graduate School.

Student Name: ___________________________  Student Number: J00 ___________________

College: ___________________________  Department: ___________________________

Section I. Defense of Thesis/Dissertation

Date of Defense: ___________________________  Location of Defense: ___________________________

<table>
<thead>
<tr>
<th>Typed or Printed Name</th>
<th>Signature</th>
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<th>Unsuccessful</th>
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<tbody>
<tr>
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<tr>
<td>Committee Member</td>
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<tr>
<td>Committee Member</td>
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</tbody>
</table>
Section II. Research Integrity

This thesis/dissertation has been checked for plagiarism and found to be satisfactory.

Thesis/Dissertation Chair  Thesis/Dissertation Student

Section III. Approval of Thesis/Dissertation for Submission to Graduate School

The attached thesis/dissertation is approved for submission to the Graduate School for final review.

Typed or Printed Name  Signature

Chair of Thesis/Dissertation

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Department Chair

Graduate Director of College
Graduate Assistant (GA) and Graduate Research Assistant (GRA) Evaluation Form

Graduate Assistants and Graduate Research Assistants must be evaluated at least once each academic year of appointment.

GA or GRA Student Name ________________________________  Semester/Year ________________________________

J# ________________________________  Department ________________________________

Description of Assignment(s):

________________________________________________________________________

Rate the GA or GRA on each of the following criteria using a scale of 0 – 10 (0 = lowest, 5=average, 10=highest).

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<thead>
<tr>
<th>Criterion</th>
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<th>Suggestions for Improvement (if needed)</th>
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<td>roductive communication</td>
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</table>

Overall Assessment of Effectiveness (circle one): [ ] Excellent  [ ] Satisfactory  [ ] Unsatisfactory

Comments

Action plan to Address Deficiencies (if needed)

__________________________________________  __________________________________________  _____________________________
Signature of Rater                          Printed name of Rater                       Date of Review with Student

__________________________________________
Signature of Student  I acknowledge that I have read this report, my signature does not imply that I agree with this evaluation.
UNIVERSITY OF SOUTH ALABAMA
APPLICATION FOR GRADUATE ASSISTANTSHIP

Page 1 of 2: This section must be completed by applicant.

Type of Assistantship Applying For:
- Graduate Research Assistantship – primarily duties concerned with research
- Graduate Teaching Assistantship – classroom instruction duties as well as other academic support duties (dept. must submit qualifications portfolio)
- Graduate Assistantship – graduate departmental duties not directly involving teaching or research
- Other - (include Explanation)

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<th>JNUMBER</th>
<th>SSN</th>
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<tr>
<td>CITY</td>
<td>STATE</td>
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<td>CELL P ONE</td>
<td>E-MAIL</td>
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</table>

| SEMESTER/YR ADMITTED | COLLEGE | DEPT |

EDUCATION

| COLLEGE/UNIVERSITY | LOCAT ON | DATES ATTENDED | DEGREE/MAJOR |

WORK EXPERIENCE

| EMPLOYER | LOCATION | DATES | POSITION |

ACADEMIC HONORS/PROFESSIONAL ACTIVITIES/ SPECIAL SKILLS/ AREAS OF EXPERTISE

| HONORS | ACTIVITIES | SKILLS |

REFERENCES- Applicant is responsible for contacting the listed references and having letters of recommendation sent to the department to be forwarded to the graduate school in a complete application packet.

| NAME | T TLE | ADDRESS | TELEPHONE |

How will this graduate assistantship further your career goals?

Applicant Signature: ____________________________ Date: ____________________________
Applicant Name
Appointment Requested:  
New Appointment [ ]  Reappointment [ ]
Period of Appointment (semester/year):
To begin ________/_______ Thru ________/_______
Amount of Assistantship $________

Appointment Type and Source of Funds (check/fill in appropriate information)

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<th>Fund Number</th>
<th>Source of Funds-Tuition</th>
<th>Fund Number</th>
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<td>Administrative</td>
<td>College/Department</td>
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<td>College/Department</td>
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</tr>
</tbody>
</table>

Please enter fund number (fund-org-prog) to charge if not funded by graduate school.

Comments:

Current Academic Status  Regular [ ]  Provisional [ ] (check one).

APPROVALS:

Department Chair  Date

Director of Graduate Studies  Date

Dean of the Graduate School  Date

NOTE: The following supporting materials must be attached to this recommendation for GA & GRA application:

1. Student transcripts or grade reports [NEEDED FOR 1ST TIME APPOINTMENT AND BEGINNING OF ACADEMIC YEAR FOR REAPPOINTMENTS].
2. Three letters of recommendation (needed for first time appointments). Students should contact references to request letters.
3. Graduate Personnel Action Form (needed for EACH appointment).

To comply with SACS requirements the following supporting materials in portfolio format must be *submitted for the GTA application:

1. Cover page, listing:
   Institution (University of South Alabama)
   Academic Program (Graduate Major)
   Graduate Teaching Assistant’s Name
   Supervising Faculty Member’s Name
2. Curriculum Vitae
3. Course syllabi for courses the GTA has been approved to teach at the University of South Alabama
4. **Official Transcripts

*Please submit the requested information in a PDF labeled as:
  .firstname.lastname_collegesabbreviation_departmentabbreviationportfolio.pdf
   (EX: JillSmith_AS_HYportfolio.pdf)

**Official transcripts (not issued to student) must be submitted directly to the Graduate School Office for all earned degrees and coursework. (GTA must have earned at least 18 graduate semester hours in their teaching discipline)
USA Graduate School Checklist for Thesis/Dissertation Submission:

For detailed information and a sample thesis go to http://www.southalabama.edu/graduateprograms/thesis.html. Follow your department’s policies on your thesis/dissertation proposal and defense.

- Complete and submit the GS Form 4 “Appointment of Graduate Faculty to a Dissertation or Thesis Committee.”
  http://www.southalabama.edu/graduateprograms/GSForm4T-DCommittee.pdf. This form is due before starting or registering for your Thesis/Dissertation hours.
- If your T/D involves human research, you must obtain IRB approval PRIOR TO DATA COLLECTION.
  http://www.southalabama.edu/researchcompliance/humansubjects.html
- Email your signature page to the Graduate Scho I office to check for correct formatting to deannacobb@southalabama.edu. A signature page template is available on our website. Your signature page has been approved, print out on 100% white cotton rag content paper (24 lb). Only one copy is needed. Consider getting required signatures at your defense. The month/date on your signature page is crucial. It needs to list the month/year of the semester in which you graduate (the semester ends when grades are due in the Records office). This can change, especially for the Summer Term. Refer to the USA Academic Calendar for the correct information.
- The Graduate Scho I office has published templates of the preliminary pages on the website. Additional guides are also located in the back of the T/D Guide online (see website address).

1st Draft Submission:
- Refer to the FAQ section for a checklist of common errors. Checking your paper against this list will drastically decrease the amount of edits needed http://www.southalabama.edu/graduateprograms/tdfaqs.pdf
- Submit your 1st draft on plain white copy paper. Please also email your paper or bring me a copy on a CD.
- Submit your completed and signed GS 7 form “Thesis/Dissertation Form” http://www.southalabama.edu/graduateprograms/GSForm7T-Dsubmissionform.pdf. Meet with your committee chair for completion of this form. This will require your committee chair to use “Turnitin” at www.turnitin.com to prove your paper “has been checked for plagiarism and found to be satisfactory.” See Section II on the GS 7 form. If your committee chair does not know the turnitin code/process, have him/her contact the Graduate Scho I office for contact information on the required code. You are responsible for getting your committee members and your College Dean to sign this form.
- Submit your signed signature page. All SIGNATURES MUST BE IN BLACK INK ON Y! You are responsible for getting all signatures, except the Graduate Scho I Dean’s. Additional copies can be made once the Graduate Scho I Dean has signed. It is not necessary to get signatures on multiple copies. We will make any necessary copies from your original signature page document. Refer to the template online for the correct format.
- If at all possible, do NOT wait until the deadline to submit your paper. Early submission will allow you more time for any needed revisions.
- Submission deadlines are posted at http://www.southalabama.edu/graduateprograms/calendar.pdf

2nd Draft Submission: You will probably need to submit your paper again to show needed revisions. Please submit your 2nd and any subsequent drafts as soon as possible to ensure this process will be completed in time for you to graduate.

Final Approval: The Graduate Scho I office will issue a memo to you once your paper is cleared with detailed instructions on the final steps. Final copies will NOT be accepted until you have received the final clearance memo.
- All copies MUST be on the required 100% white cotton rag paper. The remaining copies may be on plain white copy paper.
- Four copies are required.
- You must pay for the four required copies to be bound (copies are $12.00 each).
- You can request additional copies for your personal use, however, you are required to pay for those copies as well.

Final Submission:
- Bring all copies of your paper contained in a box or expandable file folders, do not use binder clips as they leave marks (check each copy for correct number of pages, numbering, etc).
- Upload your paper to ProQuest (directions will be on your clearance memo).
- Bring your binding receipt for all of your manuscript copies from Student Accounting at eisler Hall.
- Doctoral students must also complete a brief online survey (this will be emailed to you).
STUDENT TRAVEL AUTHORIZATION REQUEST

Name _____________________________ Student # _______________ SSN:_____________
Graduate Student: __________________ Undergraduate Student: ____________________

Present Address ________________________________________ Phone # _________________
Permanent Address _____________________________________ Phone # _________________
E-mail Address ___________________________________ Work Phone # _________________

I, _______________________________________ request permission for travel from _________
a.m./p.m. on ____________ (date) until ______________ a.m./p.m. on _______________ (date)

Specific purpose for this travel: ____________________________________________________

__________________________________________________________

__________________________________________________________

Destination of travel: ______________________________________

Is reimbursement of expenses requested? _____ no _____yes. If yes, complete expense estimate
below.

Transportation
Plane ____________________
Private/University Car ____________________

Lodging and Meals
Per Diem (In-State) ____________________
Lodging (Out-of-State) ____________________
Meals (Out-of-State) ____________________

Other

__________________________________________________________

Total Estimated Cost (not necessarily amount of reimbursement): ____________________

__________________________________________________________

Signature of Requester ___________________________ Date ___________________________
Complete the following for International Travel:

Passport No. ________________ Expiration Date __________ Date/Place of Issue ____________

Emergency Contact __________________________________________ Relationship ______________

Address ____________________________________________________________________________

Telephone/FAX Day ___________________________________ Night ____________________

Are you covered by medical insurance? [ ] Yes [ ] No

Name of insurance provider _______________________________________________________

All USA students traveling abroad are required to have a STA International Identification Card for the duration of their stay overseas. For information and application forms, contact the office of International Programs at 460-7053.

AUTHORIZATION FOR STUDENT LEAVE OR TRAVEL

I approve the leave or travel requested on the reverse side of this form as being in the best interest of the University. Reimbursement for expenses incurred is approved in the following amounts:

Account ________________________________ Amount ______________________

Account ________________________________ Amount ______________________

Account ________________________________ Amount ______________________

[ ] Travel is approved, but no reimbursement is approved.

APPROVED BY:

DEPARTMENT CHAIR ___________________________ DATE ___________________________

DEAN ___________________________ DATE ___________________________

V.P. STUDENT AFFAIRS DATE ___________________________ OR SR. V.P. FOR ACADEMIC AFFAIRS DATE ___________________________

(Only applicable if funds from Student Affairs area are being used) (Only for individuals receiving funding from Academic Units)

DIRECTOR OF INTERNATIONAL PROGRAMS DATE ___________________________

PRESIDENT ___________________________ DATE ___________________________

(Required only for travel beyond the contiguous forty-eight states and the District of Columbia)

Revised 7/18/05
INSTRUCTIONS:

- This form is to be completed by a USA faculty or staff member.
- Student travel for any voluntary, USA-sponsored purpose must be approved by the Vice President for Student Affairs/Dean of Students prior to the trip. Complete and submit this form to the Division of Student Affairs. It can be faxed to 460-6157.
- After approval, if necessary, a “Release From Liability” form will be sent to you by the Attorney’s Office. The release form must be copied and provided to each student to sign prior to the trip. Release forms should be collected prior to travel and submitted to the College/School or Departmental office.

__________________________________________________________________________________________

Participants:  Graduate Students [ ]  Undergraduate Students [ ]  Both [ ]

Organization Name: ( USA College/School/Department or student organization sponsoring trip)

Travel Dates: _______ / _______ / _______  to  _______ / _______ / _______

Purpose of Trip: _________________________________________________________________

Destination: _________________________________________________________________

Transportation:  Private Vehicle [ ]  Rental Vehicle [ ]  Chartered Bus (non-USA) [ ]

USA Vehicle [ ]  Commercial Airline [ ]  Other __________________________ [ ]

NOTE:  If rental vehicle is used, the “University of South Alabama Policy Regarding Rental Vehicles” (located under the “Forms” section of the Student Affairs website) must be signed by the faculty or staff member and submitted with this form.

NOTE:  Students must be notified of expected conduct, including the alcohol policy.
Date of Notification/Expected Date of Notification: ________________________________

__________________________________________________________________________________________

Signature of Faculty/Staff Member  Printed name of Faculty/Staff Member

Faculty/Staff Member telephone  Faculty/Staff Member e-mail address

Signature of Department Chair or Dean of College/School  Date

Approved by VP for Student Affairs/Dean of Students  Date

__________________________________________________________________________________________

Request forwarded to Attorney’s Office for Release From Liability Form

OR

Request returned to Faculty/Staff Member (Release From Liability Form not necessary) (Faculty/Staff Member to retain this form for three years from date of trip)
## University of South Alabama Travel Reimbursement Form

### Name

### Title

### JAG #

### Department or Division

### Mailing Address

### Office Phone

### Reason for making trip

### Please indicate:

- [ ] Employee
- [ ] Student
- [ ] Other (Specify)

### Date

**mm-dd-yy**

### Itinerary

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>Time</th>
<th>To</th>
<th>Travel Points</th>
<th>Time</th>
<th>Transportation</th>
<th>Mode</th>
<th>Mile/mile auto</th>
<th>Amount</th>
<th>Meals</th>
<th>Lodging</th>
<th>Per Diem</th>
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**Note** - Meals should be listed at actual with the daily allowed amount total not exceeding $55.00

### USE FOR OUT OF STATE TRAVEL ONLY

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<th>From</th>
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<th>To</th>
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<th>Transportation</th>
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### USE FOR IN-STATE TRAVEL ONLY

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</table>

- Meals listed at actual. Daily allowed amount total not exceeding $55.00.

### Other Expenses

Itemize other expenses and furnish required receipts. Use extra sheet if necessary.

### Total Other Expenses

0

### Prepaid Expenses

Itemize prepaid expenses such as airline tickets etc. and attach receipts. Use extra sheets, if necessary.

### Total Prepaid Expenses

0

### Net Travel Expenses to Be Reimbursed to Traveler

(Total travel expenses less prepaid expenses)

0

### CERTIFICATION

I hereby certify that the above statements are true and that I have incurred the described expenses and the mileage in the discharge of my official duties for the University and have not been reimbursed and I have not filed nor will I file for reimbursement from any other resource for said expenses.

**Note** - Travel submitted more than sixty days after trip is considered taxable income to the traveler.

### Approvals:

- **Department Head**
- **Dean/Vice President/Administrator**
- **Controller**

### Accounting Distribution

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### Signature of Traveler

**Signature**

**Day of**

**Notary Public**

**My Commission Expires**

**Revised 6-Jan-12**
**University of South Alabama**

**Travel Reimbursement Form (Supplemental page 2)**

(Note - this page is to be used when travel extends beyond 4 days)

<table>
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<td>Mode</td>
<td>Miles (prvt auto)</td>
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**TRAVEL REIMBURSEMENT FORM INSTRUCTIONS**

University Travel Regulations are available on the University's web site and should be followed in preparing this form. The following represents a summary of USA's key travel regulations. The complete travel regulations should be consulted prior to finalizing your reimbursement request.

**Transportation**

1. **Personal automobile** - Personal automobiles usage by the most direct route is authorized at the Federal standard mileage rate. Changes in the federal mileage allowance will be posted on the University's travel web page.
2. **Airplane** - When traveling by airplane, the lowest available commercial discount airfare should be obtained. Official/original flight documentation should be attached to the travel form. Flight tickets purchased directly by the traveler (not through the University's authorized travel agency) will not be reimbursed until after the trip.
3. **Rental automobile** - In the event that use of a rental vehicle is necessary at the traveler's destination, the travel form must site the reason why it was necessary to rent a vehicle. As a general rule, the University does not accept transportation to and from the airport, to and from meals, or sightseeing as justification for renting a vehicle. Prior written approval from the department head, with proper justification, must be obtained before you travel. Such justification must include a cost comparison between the cost of the rental and the costs had the traveler not rented the vehicle. The type vehicle rented should be appropriate to the business purpose of the trip - normally that would be an economy rental. Optional coverage for collision damage to the rental vehicle may be purchased (but not liability, supplemental liability or personal effects insurance.)

**Length of Stay**

A copy of the conference or meeting agenda should be attached to the travel form to document the length of stay. Travel expenses for extra day of travel caused by the use of personal automobile or other reason will not be reimbursed.

**Federal grants and contracts**

These travel regulations apply to all funds of the University including federal grants and contracts and are in addition to any federal regulations that may apply.

**Travel of students, consultants and prospective employees**

Students, consultants and prospective employees travel under out-of-state travel regulations regardless of whether or not the trip is in-state or out-of-state.

- **In-State Per Diem**
  - Employees who travel within the State of Alabama (outside of the base area) on official University business will be paid a maximum allowance of $75 per day for meals and lodging. Partial days will be reimbursed in accordance with the University's travel regulations.

- **Out-of-State Meals and lodging**
  - The traveler will be reimbursed for actual expenses (including tips) up to a maximum of $55 per day for each day of travel. If a conference registration fee was paid that included payment for one or more meals, the traveler should indicate this on the travel form and not claim any additional reimbursement for that meal. Partial days will be reimbursed in accordance with the University's travel regulations.

- **Lodging**
  - Reasonably priced accommodations are expected to be obtained. Actual expenses for lodging (not to exceed the single occupancy rates) are allowable. Receipts are required. A detail hotel bill is considered an acceptable receipt and should include name, address and telephone number of the hotel, dates and daily charge for the room and number of occupants.

- **Non-allowable expenses (not all inclusive)**
  - Alcoholic beverages, valet and laundry services, recreational activities, hotel safe charges, passports, personal telephone calls, in-flight airline phone usage, frequent flyer upgrades, taxis to and from meals, fees such as cost of failure to cancel room reservation.

- **Other Allowable Expenses**
  - Receipt Required?
    - Registration fees: Yes
    - Parking: Yes
    - Business telephone calls (personal call not reimbursable): Yes
    - Bridge tolls: No
    - Tax, fares and limousine service under $25: No
    - Tax, fares and limousine service $25 or more: Yes

---

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**Federal grants and contracts**

These travel regulations apply to all funds of the University including federal grants and contracts and are in addition to any federal regulations that may apply.

**Travel of students, consultants and prospective employees**

Students, consultants and prospective employees travel under out-of-state travel regulations regardless of whether or not the trip is in-state or out-of-state.

- **In-State Per Diem**
  - Employees who travel within the State of Alabama (outside of the base area) on official University business will be paid a maximum allowance of $75 per day for meals and lodging. Partial days will be reimbursed in accordance with the University’s travel regulations.

- **Out-of-State Meals and lodging**
  - The traveler will be reimbursed for actual expenses (including tips) up to a maximum of $55 per day for each day of travel. If a conference registration fee was paid that included payment for one or more meals, the traveler should indicate this on the travel form and not claim any additional reimbursement for that meal. Partial days will be reimbursed in accordance with the University’s travel regulations.

- **Lodging**
  - Reasonably priced accommodations are expected to be obtained. Actual expenses for lodging (not to exceed the single occupancy rates) are allowable. Receipts are required. A detail hotel bill is considered an acceptable receipt and should include name, address and telephone number of the hotel, dates and daily charge for the room and number of occupants.

- **Non-allowable expenses (not all inclusive)**
  - Alcoholic beverages, valet and laundry services, recreational activities, hotel safe charges, passports, personal telephone calls, in-flight airline phone usage, frequent flyer upgrades, taxis to and from meals, fees such as cost of failure to cancel room reservation.

- **Other Allowable Expenses**
  - Receipt Required?
    - Registration fees: Yes
    - Parking: Yes
    - Business telephone calls (personal call not reimbursable): Yes
    - Bridge tolls: No
    - Taxi, fares and limousine service under $25: No
    - Taxi, fares and limousine service $25 or more: Yes
**University of South Alabama**

**Local Travel Log (Privately Owned Vehicle)**

<table>
<thead>
<tr>
<th>Date of Travel</th>
<th>Time of Travel</th>
<th>Specific Business Purpose</th>
<th>From (Street Address)*</th>
<th>To (Street Address)*</th>
<th>Round Trip (Y?N?)</th>
<th>Trip Mileage</th>
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</table>

**Note** - Travel log should be completed, signed and attached to the University Travel Reimbursement From

I hereby certify the trip(s) listed above was/were for official University business:

______________________________
Signature

* - May use an identifiable USA location in lieu of street address (USA Campus, USAMC, etc.)

** - Include total miles on USA travel reimbursement form and label "see local travel log"

**Total miles included in log** 0
As a student at the University of South Alabama (USA), I plan to represent the University, the College of Engineering and my sponsoring organization at the following conference or event:

Name of Event or Conference _________________________________
Location (city, state)  _________________________________
Travel dates (inclusive) _________________________________

I will be participating in this event for its educational and professional development value. As an ambassador of the university and the college, I agree to conduct myself responsibly.

In consideration of my participation in this conference or event, I agree to the following conditions:

1. I will contact my instructors in advance of the trip and advise them of my anticipated absence(s). I understand that I am responsible for all academic work that I miss.

2. I will stay at the designated hotel or lodging, and return to the hotel/lodging at the conclusion of each day’s official activities.

3. I will attend and participate in all aspects of the conference or event (including but not limited to educational sessions, showcases, unit meetings, etc.) to obtain the maximum educational and professional benefit.

4. I will travel to and from conference or event venue each day with the other members of the USA delegation.

5. I will abide by all local and state laws, including those regulating purchase and consumption of alcoholic beverages and other intoxicants or drugs.

6. I will not furnish alcohol to underage persons.

7. I will not engage in abusive or offensive behavior. I will respect myself, members of my delegation and others.

8. I will act responsibly at all times. I will act in consideration of the welfare of the other members of the delegation. I will be attentive to their safety and security.

9. I understand that violating this code of conduct, including becoming intoxicated, engaging in abusive, inappropriate or illegal behavior may result in dismissal from the delegation and the conference.
10. I will submit a written trip report within 10 days of the conclusion of the conference or event. The report will describe the educational and professional sessions I attended. I realize this may be in addition to other oral or written report obligations resulting from this trip.

11. If I withdraw from the trip without good reason or violate the terms of this agreement, I will reimburse the University for all non-refundable expenses including those for travel, hotel accommodations and registration.

I understand that my actions will affect others’ opinions of our organization and USA. I further understand that my actions and behavior may affect my eligibility to participate in future events and may affect my post-graduation employment opportunities.

Student signature: _________________________ Date: ______________

Student J number: _________________________

USA Sponsoring Organization: _________________________

Organization Advisor signature: _________________________ Date: ______________