



UNIVERSITY of  
**HOUSTON**

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CULLEN COLLEGE of ENGINEERING  
Department of Civil & Environmental Engineering

**Civil & Environmental  
Engineering  
Graduate Orientation**

# Agenda

- **Welcome to the CEE Department!**
- **Introduction of Departmental Chair and Graduate Program Directors**
- **Introduction of Graduate Programs**
- **Program Requirements**
- **Academic Advising and Enrollment**
- **Assistantship Policies**
- **Discussion of Administrative Policies**
- **Academic forms**
- **Fee payment**
- **Employment information**



# Agenda

- **Welcome**
  - Dr. A. Belarbi- Chairman of the Department of Civil and Environmental Engineering
- **Program Directors**
  - Dr. K.H. Wang- Director of Civil Engineering Graduate Program
  - Dr. Hanadi Rifai- Director of Environmental Engineering Graduate Program
- **Graduate Program Coordinator**
  - Mr. Justin D. Burton, Academic Advisor II



# Civil Engineering Program

## **Dr. K.H. Wang**

- Civil Engineering faculty
- Program/sub-groups overview
- Academic Requirements
- Advising and Enrollment
- Assistantships Policies
- Research/Funding



# Environmental Engineering Program

## **Dr. Hanadi Rifai**

- Environmental Engineering Faculty
- Program overview
- Academic Requirements
- Advising and Enrollment
- Assistantships Policies
- Research/Funding



# Academic Requirements

## **MSCE (Master of Science in Civil Engineering) Non-Thesis option:**

- 12 courses (36 credit hours of organized courses including 3 hours of project).
- No required core courses; however all courses must be approved by Faculty Advisor or Program Director.
- Courses taken from outside of the civil engineering program are not required, but a student may take a maximum of 3 courses outside of the civil engineering program with Faculty Advisor approval.
- A grade less than "C-" in one course attempted during the program may result in dismissal from MSCE Non-thesis studies.



# Academic Requirements

## **MSCE (Master of Science in Civil Engineering) Thesis option:**

- 7 courses (21 credit hours of organized courses), 1 seminar (1 credit hour of CIVE 6111), Research and Thesis hours (9 hours, CIVE 6398, 6399, 7399).
- Registration in CIVE 6398 and 6399 in one semester is followed by registration in CIVE 7399 in subsequent semesters and is repeated continuously until the thesis is completed.
- Successfully defend thesis.
- Courses taken from outside of the civil engineering program are not required, but a student may take a maximum of 2 courses outside of the civil engineering program with Faculty Advisor approval.
- A grade less than “C-” in one course attempted during the program may result in dismissal from MSCE Thesis option program.



# Academic Requirements

## Ph.D. (Civil Engineering) credit hour requirements:

- A total of at least 24-credit hours of course work beyond the M.S. (excluding prerequisites and remedial courses) is required for the Ph.D. degree.
- A total of at least 36-credit hours of course work is required for students going directly from a BS degree to the Ph.D. degree.
- At least 30-credit hours in research and dissertation; this includes Ph.D. research (any combination of CIVE 8198 through 8598) and a minimum of 12 hours of dissertation (Ph.D. Dissertation) (CIVE 8399, 8699, or 8999). Registration in the dissertation must be continuous after the first registration in the 8399 series of the program.





# Academic Requirements

## Ph.D. credit hour requirements (Continued):

- Normally, no more than 6 graduate credit hours may be transferred into a Ph.D. program from another institution (transferred graduate courses grade must be "B" or better).
- Students are required to take at least two graduate seminar series (CIVE 6111 or other seminar series related to the student's research areas).
- No Civil Engineering courses with a grade less than a "B-" shall count within the Ph.D. program. A maximum of 6 hours of courses outside Civil Engineering with a grade of "C+" may be counted within the program. A grade less than "C-" in one course attempted during the program may result in dismissal from Ph.D. studies. A grade of "C+" or less in 9 hours of courses attempted during the program may also result in dismissal from the Ph.D. program.
- A GPA of at least 3.5/4.0 over all work attempted in the Ph.D. program is generally required for graduation.



# Academic Requirements

## **Ph.D. (Civil Engineering) other requirements:**

- Students must pass a Qualifying Examination (QE) in his/her major field and related subjects. All Civil Engineering Ph.D. candidates will be recommended to take the written QE before the beginning of their third semester in the Ph.D. program. The written exam will be closed-book and offered twice a year.
- The student must pass a combined comprehensive/proposal examination based on the course work and his/her dissertation topics.
- The student must also pass the oral defense of the dissertation. The committee's approval of the final copy of a written dissertation is required to ascertain satisfactory performance of the research.



# Timeline for M.S. and Ph.D.

- The university has a five-year time limit rule for master's degree programs (this includes Post Baccalaureate credit level changes and graduate transfer credit).
  - Students who enroll at the University of Houston must complete the usual master's degree program requirements within five years of admission.
  - No course over five years old at the time of graduation can be used to satisfy the master's degree requirements. This includes PB courses changed to graduate credit and transfer graduate courses approved for graduate credit. No PB courses from another university can be used for graduate credit.
- The Department has an eight-year time limit rule for Ph.D. programs (this includes Post Baccalaureate credit level changes and graduate transfer credit).



# Advising

- **Every graduate student must have a Faculty Advisor.**
  - The Faculty Advisor provides the graduate student with academic guidance in their course program and research oversight in their thesis/dissertation, project, or engineering report.
- **Graduate students will receive registration holds before the opening of on-line course registration for each new semester.**
  - Graduate students should always seek advice from their Faculty Advisors in their interest area PRIOR to enrolling for courses every semester.
  - Registration holds will be removed once the course advising and approval are completed.
- **In the early stages of Ph.D. study, students (after discussing with his/her Faculty Advisor) are recommended to submit their preliminary degree plan for approval.**
- **Prior to the beginning of his/her last semester, a student and their Faculty Advisor must submit a final degree plan to the Director of their respective program to be certified for graduation.**



# Enrollment Requirements

- **Supported students (international/domestic):**
  - M.S.: Minimum of 12 hours for Fall & Spring semesters, 3 hours for summer.
  - Ph.D. (not passed QE): Minimum of 12 hours for Fall & Spring semesters, 6 hours for Summer.
  - Ph.D. (passed QE): Minimum of 9 hours for Fall & Spring semesters, 3 hours for Summer.
- **Non-supported or receiving scholarships (International students):**
  - Minimum of 9 hours for Fall & Spring semesters. Summer not required.



# Leave of Absence/Reinstatement Requirements

- **Leave of absence must be approved during the long (fall/spring) semesters.**
- **Reinstatement must seek approval to return to the graduate program.**



# Explanation of forms

- **General Petition Form**
- **Course Selection  
Approval Form**
- **Degree Plan Form**



# General Petition

- **General Petition is filed for the following cases:**
  - Change of major or degree objective
    - International student's on I-20's will need to request an updated I-20 from the ISSSO before switching programs (example: MS to Ph.D.)
  - Change of conditional admission status to unconditional status
  - Leave of absence
  - Reinstatement
  - Special problems
  - Transfer of credits
  - PB course credit level change
  - Any other exceptions





(Please read instructions on reverse side before completing form.)

University of Houston  
Registration and Academic Records  
(713) 743-1010



Name Doe John Edward  
Last First Middle  
My UH# / HA# 8888888 Phone Number (713) 743-4250  
Mailing Address 4800 Calhoun Dr. Apt. 121D  
City Houston State TX ZIP 77204 EMAIL: johndoe@uh.edu

Current m.s.c.e./Ph.D Student Program/Plan      Current Graduate Student Academic Career

Petition Effective Fall/Spring 2xxx  
BEFORE first class day Semester/Year

**Petition Effective** \_\_\_\_\_  
**AFTER first class day Semester/Year** \_\_\_\_\_

☐ 1. Update Student's Program Status/action (readmit, term activate, etc.)

☐ 2. Admission Status change from \_\_\_\_\_ to \_\_\_\_\_

☐ 3. Add new career \_\_\_\_\_  
If post baccalaureate, indicate study objective:

- ☐ Second bachelor's degree
- ☐ requirements for graduate study
- ☐ Teacher certification
- ☐ personal enrichment

☐ \*4. Student request Program Change from \_\_\_\_\_ to \_\_\_\_\_

☐ \*5. Student request plan(major) change from \_\_\_\_\_ to \_\_\_\_\_

\*6. Degree objective/plan change (B.A., B.S., B.B.A., etc.)  
from ms to phd

If you are pursuing or intend to pursue more than one degree and plan at the same time, indicate second degree information under EXPLANATION OF REQUEST ( See number if you are changing plan as well.

☐ \*7. Requirement Term (year):

UH Catalog/Career	Program/Plan
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☐ \*8. Student Request Additional Plan

BA/BS/Other

Is new plan be your ☐ primary or ☐ secondary plan?

Indicate any other plan and/or minors you are currently pursuing Under EXPLANATION OF REQUEST. (See number 6 if you are Changing degree objectives.)

☐ \*9. Add second Degree in

BA/BS/Other

☐ \*10. Student request removal or change of minor from \_\_\_\_\_ to \_\_\_\_\_

☐ \*11. Add additional Minor in

☐ \*12. Degree requirement exception

☐ •13. Special Problems course request (Indicate course(s), course description and instructor.)

☐ \*14. Course overload (indicate G.P.A., number of hours and courses)

☐ \*15. Graduate studies leave of absence

☐ \*16. Graduate studies reinstatement

☐ \*17. Other

EXPLANATION OF REQUEST:

Change degree objective from master's to Doctorate degree program

Signature of Student John E. Doe Date xx/xx/2xxx

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Advisor/Instructor	Signature	Print name	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Chairperson	Signature	Print name	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	College Dean	Signature	Print name	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Sr. Vice President/Provost (General degree requirement exception only)	Signature	Print name	Date

# Course Selection Approval Form

- Fill in contact details
- Fill in course information
- Get advisor's approval
- **White copy** – Student
- **Yellow copy** – Front desk

**UNIVERSITY of HOUSTON**

Department of Civil & Environmental Engineering  
Course Selection Approval Form

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LAST NAME <b>Doc</b>	FIRST NAME <b>John</b>	M.I. <b>E.</b>
UH ID#: <b>88888888</b>	SELECT DEGREE: <b>BSCE</b> <del>MSCE</del> <del>PhDCE</del> MCE MSENv PhDENv	
TELEPHONE: <b>(713) 743-4260</b>		
E-MAIL ADDRESS: <b>(@uh.edu) johndoc@uh.edu</b>		

Course Selection for: ☐ Spring ☐ Summer ☒ Fall ☒ Year: **2xxx**

Check catalog for required corequisites, prerequisites, and necessary approvals.  
A student who registers for courses without written advisor approval can be dropped without a refund.  
See the class schedule for registration information.

Department	Course #	Hours	Notes/Alternates
CIVE	6398	3	Research
CIVE	7399	3	Master's Thesis
Total Hours:		<b>6</b>	
Advisor's Signature: <i>Doc</i>		Date: <b>00/00/2xxx</b>	

It is the student's responsibility to insure compliance with all degree requirements.

Student's Signature: *John E. Doc* **00/00/2xxx**  
White-student                      Yellow-advisor/department                      DATE

PS#16359 | 0411

# Degree plan

- **At the early stage of the graduate study, the student after discussing with his/her Faculty Advisor is recommended to submit his/her preliminary degree plan for approval.**
  - An initial degree plan will be placed in the student's file and updated if needed.
- **Prior to the beginning of his/her last semester, the student and his/her Faculty Advisor must submit the final degree plan to the Directors and Chair of Graduate Studies to be certified for graduation.**



# Degree plan Form

UNIVERSITY OF HOUSTON  
Civil Engineering Graduate Program  
Degree plan

Doe, John E.  
(Name of Student)

April 12, 20XX  
(Date)

On December 20, 2XXX, I received the degree of Bachelor of Science from University of Engineering. I submit below, for the approval of the Graduate Faculty of the Civil and Environmental Engineering Department, my complete course of study leading to the degree of Master of Civil Engineering, and apply for admission to candidacy for that degree, for which I anticipate qualifying on May 20XX.  
(Date)

Dept. and course Number	Title	Hour's Credit	Semester	Grade
CIVE 7397	MASONRY STRUCT DESIGN	3	SP 2006	A
INDE 6335	ENGINEERING ADMINISTR	3	SU 2006	A
CIVE 6335	ADV CONCRETE DESIGN	3	FA 2007	A
CIVE 6337	MATRIX ANALYSIS OF STR	3	FA 2007	A
CIVE 6355	INTRO - DYNAMICS OF STR	3	SP 2008	A
CIVE 7336	FINITE ELEM METHODS	3	SP 2008	A
CIVE 6353	BEH-DSN PRESTRESS CONC	3	FA 2008	A
CIVE 6323	ADV FDN DESIGN	3	FA 2010	A
CIVE 7397	ADV BEH REIN/PRESTR CONC	3	SP 2011	A
CIVE 7397	QUALITY ASSUR/CONTROL	3	SP 2011	A
Prerequisites or other courses not usable for Graduate credit				

APPROVAL RECOMMEND:

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
Department Graduate Advisor

\_\_\_\_\_  
(Street & Number)

\_\_\_\_\_  
Student's Advisor

\_\_\_\_\_  
(City, State, Zip Code)  
Approved

\_\_\_\_\_  
Member

\_\_\_\_\_  
(Department Chairman)

\_\_\_\_\_  
Member

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Member



# Fee payment

- **Payments can be viewed and payment option plans can be made in MyUH.**
  - Paid on-line by credit card, E check, or university loan.
  - Pay by cash or demand draft.
    - *If these options are used, you must go to Financial Services in the Welcome Center.*



# Fee payment

- **Enrolled courses will be dropped for insufficient fee payment.**
  - The university will not reinstate your courses.
- **If needed, choose emergency loan option to cover all tuition and fees regardless of any financial awards received from the university or department.**



# Employment

- **Must notify CEE department of all jobs received.**
  - Must complete a job verification form for outside of dept. jobs.
- **Must follow guidelines of both enrolling and supporting department.**
- **All new/scholarship students interested in finding a job on campus must attend the supported students(RA/TA) meeting.**



# Helpful Links

- **CEE Department Forms:**
  - <http://www.cive.uh.edu/resources/forms>
- **Financial services:**
  - <http://www.uh.edu/about/offices/enrollment-services/student-financial-services/>
- **International Student Support Services Office:**
  - <http://www.issso.uh.edu/>





# College Website Information

- **Cullen College of Engineering Website:**
  - <http://www.egr.uh.edu/>
- **Look for the following information:**
  - College Academic Policies
  - Engineering Career Center
  - Thesis/dissertation Guidelines
  - Graduation Application Deadline.
  - Enrollment Hours for Supported Students



# Important college offices and facilities

- **CEE Dept.- N107**
- **Dean's Office – E421**
- **Computing Center(ECC) – W129-D3**
- **Engr. Education Resource Center(EERC)-Bldg. # 594 on campus map**



**Have a wonderful  
semester!**

