

Civil Engineering PhD Program

Department of Civil and Environmental Engineering, University of Houston

(Other Important Related Information)

Other information

1. The dissertation committee shall consist of at least three Civil Engineering faculty members from your major area (including the advisor), and at least two faculty members from outside the Civil Engineering program. Also, at least 4 members must be UH faculty. The dissertation committee must be formed and approved before the defense of the research proposal (Preliminary exam), which taken after passing the qualifying exam.
2. Six credit hours may be transferred from courses taken from other Universities in US with grade B or above after review.
3. The University has a 4C rule. A grade of "C+" or less in the four courses attempted during the program shall result in automatic dismissal from Ph.D. studies.
4. The same course cannot be attempted more than two times; a grade of "W" is considered an attempt.
5. The conditionally accepted students are required to file a petition to change the status from "conditional" to "unconditional" as soon as the posed conditions are successfully completed. Students are not allowed to graduate with a "conditional" status.
6. A student must complete his/her Ph.D. program within 10 years from the date of first enrollment.

Issues related to the semester applying for graduation (schedule for defense of dissertation)

1. The dissertation committee with at least 5 members should have been formed at the time conducting the research proposal examination. The same committee members will serve as the dissertation defense committee. If there is a change of the committee members, a petition to request the changes and the revisions of the committee form is required to be approved before the scheduled defense.
2. Apply for graduation before the deadline (generally is within a month after semester starts).
3. Fill the degree plan form (also as early as possible) (The form in Word file can be downloaded from <http://www.cive.uh.edu/resources/forms>). Please fill the form carefully with all required course credit hours, seminar credit hours, and research/dissertation hours. The form can be modified to make lines for filling all required credit hours. If there are required prerequisites or leveling courses, those courses need also to be filled in

the form. Please sign your name after the completion of the form and send it to the Graduate Program Coordinator (Jose Rodriguez) for processing of the approval and follow-up paper works.

4. Check with the Dean's office on the deadlines related to the defense and completion of the final dissertation. These include (1) last day to submit the dissertation to the Dean's office for review/formal check (2) last day to defend, and (3) last day to submit the final copy.
5. Schedule a time and date for defense. Copies of completed dissertation must be given to each committee member at least two weeks before the scheduled defense.
6. Announcement of defense of dissertation with an abstract must also be sent to faculty and graduate students.
7. After successfully defend the dissertation and graduate, please remind your advisor to change the grades of the dissertation courses (12 hours of CIVE8X99s) from "IP" to a letter grade.
8. Minimum 3 credit hours (dissertation hours) are required to be enrolled. Reduced course load (RCL) form for international students must be filed and approved before the semester starts. (Make sure the reduced course hours are consistent with what you actually register.)
9. The reduced course load can only be applied once (the last semester). If you are not able to graduate (does not defend the dissertation) the semester reduced course load is applied, you are required to register full 9 hours next semester. If you are not able to graduate (although successfully defend dissertation, but miss the deadline of submitting the final copies of dissertation), you are allowed to just register 1 credit hour (e.g. CIVE8198) for applying for graduation.