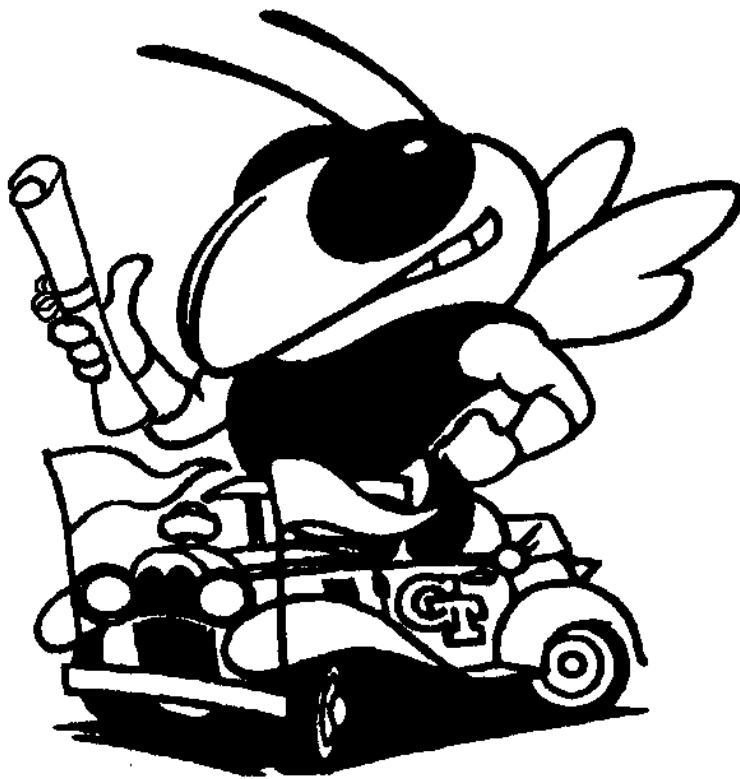


# GRADUATE HANDBOOK

*School of Civil & Environmental Engineering*



August 2017

# GRADUATE HANDBOOK

School of Civil & Environmental Engineering - Georgia Tech

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# GRADUATE HANDBOOK

School of Civil & Environmental Engineering - Georgia Tech

## CHAPTER I

### INTRODUCTION TO CIVIL & ENVIRONMENTAL ENGINEERING

Civil engineering, the oldest non-military engineering profession, usually includes a variety of engineering specialties. At Georgia Institute of Technology or “Georgia Tech,” the following affinity groups are found in the School’s academic and research programs:

- Construction and Infrastructure Systems Engineering
- Environmental Engineering
- Geosystems Engineering
- Structural Engineering, Mechanics, and Materials
- Transportation Systems Engineering
- Water Resources Engineering

For many graduate students, their academic and research work will cut across these traditional groups. While all graduate students will develop an area of specialization, we encourage our students to design their studies to best meet their career aspirations.

#### **WHY THE HANDBOOK?**

Academic institutions spend a great deal of time assessing the content and quality of the educational programs they offer. Georgia Tech, in particular, is proud of its long-standing tradition of top quality engineering education. In an effort to ensure the quality of Georgia Tech’s academic programs some rules have to be established to make sure your efforts at achieving a graduate degree are viewed as the major accomplishment it represents. This *Handbook* hopefully answers the important questions that will help you understand the process.

This *Handbook* provides students with general information about the Institute and the School of Civil and Environmental Engineering (CEE), gives details of the graduate program, and presents guidelines for completing degree requirements. This *Handbook* does not replace or supersede the *General Catalog* issued by the Georgia Institute of Technology, and should be viewed as a supplement to the material in the catalog. **In the event of a conflict in interpretation between this handbook and the General Catalog of the Georgia Institute of Technology, the interpretation of the General Catalog shall prevail.** The General Catalog can be found at <http://catalog.gatech.edu/>. Although we encourage students to seek advice from their faculty advisor(s) and CEE’s Student Services Office, ultimately, it is the student’s responsibility to meet the rules and regulations of the Institute for degree completion.

#### **BRIEF HISTORY OF GEORGIA TECH’S SCHOOL OF CIVIL AND ENVIRONMENTAL ENGINEERING**

Founded in 1885, Georgia Tech is one of the top technological institutions in the United States. Enrollment is over 20,000 students including more than 7,000 graduate students.

With its internationally known faculty, high admission standards, demanding curriculum, and extensive research program, the School is among the top civil and environmental engineering programs in the United States.

The School of Civil Engineering was established at Georgia Tech in 1896, principally through the efforts of Lyman Hall (Mathematics). From its first student graduate in 1902, the School today is one of the largest in the U.S. In 1995, the School's name was formally changed to Civil and Environmental Engineering to reflect the wide scope of the discipline. Today, the School of Civil and Environmental Engineering offers a comprehensive program leading to bachelor's, master's, and doctoral degrees.

### **PROGRAMS OF STUDY**

The School of Civil and Environmental Engineering offers five master's degrees:

- Master of Science in Civil Engineering
- Master of Science in Environmental Engineering
- Master of Science in Engineering Science and Mechanics
- Master of Science in Computational Science and Engineering (*interdisciplinary degree*)
- Master of Science in Bioengineering (*interdisciplinary degree*)

Each MS student must complete a minimum of 30 semester hours. Thesis and non-thesis options are available. Typically a non-thesis master's program can be completed in three semesters and a thesis master's program can be completed in two years.

The Doctor of Philosophy degree is the highest degree awarded and requires the greatest proficiency and achievement in knowledge and research. The PhD degree typically involves two years of graduate course work, usually 50 credit hours of courses beyond the bachelor's degree to develop a major specialization area as well as a minor field of study, and two years of full-time research.

Further detailed information regarding graduate degrees can be found in the General Catalog, and students are strongly encouraged to read those sections pertaining to their academic pursuits. The catalog also contains information regarding the PhD degree.

### **ACCREDITATION**

The Georgia Institute of Technology is an accredited member of the Southern Association of Colleges and Schools. Additionally, the Civil Engineering and Environmental Engineering programs in the School of Civil and Environmental Engineering are specifically accredited by the American Board for Engineering and Technology (ABET).

# GRADUATE HANDBOOK

School of Civil & Environmental Engineering - Georgia Tech

## CHAPTER II

### STRUCTURE OF THE SCHOOL OF CEE

#### WHO'S IN CHARGE?

The faculty has the ultimate responsibility for making policies regarding the academic programs offered in the School. However, as in most organizations of our size, there must be some form of decision-making structure in the School. The primary responsibility for the School's operation rests with the School Chair. Four Associate Chairs have responsibility for the Undergraduate Programs, the Graduate Programs, Administration & Finance, and Global Engineering Leadership & Research Development, respectively.

#### FACULTY COMMITTEES

In addition, there are several standing faculty committees that focus on various aspects of School activities. These committees include, but are not limited to:

- Awards Committee
- Graduate Committee
- Statutory Advisory Committee
- Undergraduate Committee

#### FACULTY GROUPS

Within the School, the faculty is arranged into affinity groups, which have expertise in various areas of civil and environmental engineering. These groups provide teaching, research, and instructional support in their specialty areas. Graduate applicants identify a preferred area of interest; specialization requirements for MS students and comprehensive exam content for PhD students are established by the groups.

- Construction and Infrastructure Systems Engineering
- Environmental Engineering
- Geosystems Engineering
- Structural Engineering, Mechanics and Materials
- Transportation Systems Engineering
- Water Resources Engineering

#### INFORMATION SYSTEMS GROUP (ISG)

The Information Systems Group (ISG) supplies the computer support staff for the School of Civil and Environmental Engineering's computing facilities; this includes the student PC labs, administration and business offices, educational and research equipment, as well as the World Wide Web server.

The ISG is located in the Sustainable Education Building (SEB), Room 319. The phone number is (404) 894-2210, and email is: [helpdesk@ce.gatech.edu](mailto:helpdesk@ce.gatech.edu).

#### CEE STUDENT SERVICES OFFICE

The Student Services Office for the School of Civil and Environmental Engineering responds to all inquiries for graduate applications, and processes all applications submitted for admission into CEE's graduate programs. The office also provides information on administrative and procedural matters, such as the completion of required forms throughout a student's academic program. The office also issues registration permits when applicable.

The Student Services Office provides support to the faculty in the application evaluation process, assists with the recruitment of prospective students, and corresponds with those who have applied for admission. The Office also provides reports and statistical data to the School, College, and the Institute.

The Student Services Office is located in the Mason Building, Room 1220. The phone number for the graduate office is (404) 894-2246.

### **IMPORTANT EMAIL ADDRESSES IN CEE**

- Information Systems Group - Computer Assistance .....helpdesk@ce.gatech.edu
  - Graduate Admission Information .....gradinfo@ce.gatech.edu
  - Construction and Infrastructure Systems Engineering (Construction)
    - Construction Faculty.....constrfaculty@ce.gatech.edu
    - Construction Grads.....constrgrads@ce.gatech.edu
  - Environmental Engineering
    - Environmental Faculty.....cee-envefaculty@lists.gatech.edu
    - Environmental Grads.....cee-gtenveng-gs@lists.gatech.edu
  - Geosystems Engineering
    - Geosystems Faculty.....cee-geofaculty@lists.gatech.edu
    - Geosystems Grads.....geostudents@lists.gatech.edu
  - Structural Engineering, Mechanics, and Materials (Structures)
    - Structures Faculty.....structfaculty@ce.gatech.edu
    - Structures Grads.....structgrads@ce.gatech.edu
  - Transportation Systems Engineering (Transportation)
    - Transportation Faculty.....transfaculty@ce.gatech.edu
    - Transportation Grads.....transgrads@ce.gatech.edu
  - Water Resources Engineering (Water)
    - Water Faculty.....cee-waterfaculty@lists.gatech.edu
    - Water Grads.....cee-watergrad@lists.gatech.edu
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# GRADUATE HANDBOOK

School of Civil & Environmental Engineering - Georgia Tech

## CHAPTER III

### ADMISSION TO THE SCHOOL OF CEE

#### REQUESTING APPLICATION MATERIALS

The School of Civil and Environmental Engineering's Student Services Office receives hundreds of application inquiries each admission cycle. It is advisable to submit application materials well in advance of the deadline to allow sufficient time for processing and faculty evaluation. The online application can be accessed from Georgia Tech's Graduate Studies website, <http://grad.gatech.edu/apply>, which also contains general information on graduate studies at Georgia Tech. For specifics on the School's admission requirements (e.g. grade and test score requirements), academic programs, the application process, and requesting financial assistance, students should refer to CEE's graduate programs website: <https://ce.gatech.edu/academics/graduate>. The web site should be the first point of contact for those interested in learning about, and applying to, CEE's graduate program. Application materials are only available online; there is no paper version of the application.

When submitting an application, students specify their preferred group within the School. This ensures faculty in the applicant's area of interest will review their application. CEE faculty may, and often do, review applications in other groups; assistantships, for example, often bridge across groups.

To contact the School of Civil and Environmental Engineering's Graduate Office:

Call:	404-894-2246	Write:	Graduate Office
Fax:	404-385-0571		School of Civil & Environmental Engineering
E-mail:	<a href="mailto:gradinfo@ce.gatech.edu">gradinfo@ce.gatech.edu</a>		Georgia Tech
Web:	<a href="https://ce.gatech.edu/academics/graduate">https://ce.gatech.edu/academics/graduate</a>		Atlanta, GA 30332-0355 USA

#### APPLICATION DEADLINES

The deadline to submit applications to the School of Civil and Environmental Engineering's graduate program for the Summer and Fall terms is December 15. After this date, applications will not be accepted.

Masters degree applicants are normally only admitted to the Fall term, due to course scheduling. Doctoral students may be admitted to any term.

#### INTENSIVE ENGLISH PROGRAM

Students admitted with relatively low TOEFL or GRE-Verbal scores might be required, as a condition of their admission, to attend an Intensive English Program prior to enrollment in the graduate program. A student may also choose to enter a program themselves to improve their language skills. Intensive English Programs are offered at other institutions, and it is usually not required that a student with such a conditional admission attend Georgia Tech's program, although many will choose to do so.

The Intensive English Program at Georgia Tech is offered through the Language Institute, which is not a part of the School of CEE. The program's cost varies based upon an individual's housing and meal plan.

To contact the Intensive English Program:

Phone:	404-894-2425	Write:	Language Institute
Fax:	404-894-8755		151 Sixth St NW
E-Mail:	<a href="mailto:karen.tucker@pe.gatech.edu">karen.tucker@pe.gatech.edu</a>		Georgia Tech
Web Site:	<a href="http://esl.gatech.edu/">http://esl.gatech.edu/</a>		Atlanta, GA 30332-0374 USA

# GRADUATE HANDBOOK

School of Civil & Environmental Engineering - Georgia Tech

## CHAPTER IV

### INFORMATION FOR NEW GRADUATE STUDENTS

#### ORIENTATION PROGRAMS FOR NEW GRADUATE STUDENTS

##### Institute Orientation

The Institute's Graduate Orientation is designed to address many questions and concerns of new students. Assistance is also provided in completion of the paperwork required of students awarded Graduate Assistantships, including applying for Social Security Numbers. In addition, you will be introduced to campus policies and procedures, and materials that discuss important aspects of your stay at Tech. Orientation is only held prior to the beginning of Fall semester, and is strongly recommended for all incoming students.

##### CEE Orientation

An Orientation session for new CEE graduate students is held prior to the Fall & Spring semesters, usually during the week prior to the beginning of classes. This session is strongly recommended for all new CEE graduate students, including those students who completed their undergraduate degree at Georgia Tech. The session will present information and material that you will be responsible for during your time in our program, and focuses on policies, procedures, and other information specific to CEE. It will also allow you to meet some of the faculty and staff of the school, along with your fellow students. After the opening session, you will meet with a faculty advisor from your Civil or Environmental Engineering affinity group to discuss course advisement and selection.

##### International Student Welcome Week

Prior to the beginning of Fall semester, the Office of International Education (OIE) provides several sessions catered to international students, which will focus on their particular needs during their transition to campus. For further details, visit OIE's web site, at: <http://www.oie.gatech.edu/>

##### Graduate Teaching Assistant Orientation

The Center for the Enhancement of Teaching and Learning (CETL) offers orientation sessions for new graduate teaching assistants (TA's). For more information, please see: <http://www.cetl.gatech.edu/grad-students/teaching-assistants>

International student TA's are strongly recommended to enroll in CETL 8802 ITA. The course is two credits.

#### LIBRARY ORIENTATION

CEE schedules several Georgia Tech Library Orientation Sessions for our graduate students each Fall semester. If you are unable to attend a scheduled session, contact the Reference Librarian, to set up a personal session.

These sessions provide valuable information on the library's resources, how to search for information, and how to download, print, or transmit files. This is extremely valuable when conducting research for projects, papers, and theses.

For more information, please see: <http://library.gatech.edu/>

## **GRADUATE TEACHING AND RESEARCH ASSISTANTS**

Many new graduate students receive financial support in the form of teaching or research assistantships. It is important to understand that these assistantships are for work to be undertaken to the satisfaction of the supervisor. As such, the following guidelines are useful to make sure that your experience as a graduate assistant is a productive one.

- Establish teaching and/or research expectations at the beginning of each semester to ensure that everyone knows what is expected and when deliverables are due.
- Meet with your supervisor often to insure that he or she is aware of progress being made. Many professors are very busy; if regular meetings are not scheduled by your supervisor, you should take the initiative and schedule them.
- Although research may be conducted in the field and/or require trips to other organizations and libraries, it is expected that you will be available during other hours of your assistantship.
- Funded graduate students receive priority for student offices. Use them. If assigned offices are not used, they will be reassigned.
- Do not leave on vacation or during breaks without permission from your supervisor. The responsibilities of graduate assistantships do not end with the final exam of each semester. Often, as in the December holiday break, it is expected that graduate assistants will be working on their assignments until Georgia Tech officially closes for the holidays.

## **OTHER NEW STUDENT “BUSINESS”**

### **E-Mail Account**

E-Mail accounts are set up by the Office of Information Technology (OIT) for each student. Activate your account as soon as possible. Go to <https://passport.gatech.edu/> to activate your computer account.

The Georgia Tech assigned e-mail account is how Georgia Tech departments will most often contact students, with announcements and status updates; Institute policy stipulates you should check your account regularly (<http://catalog.gatech.edu/rules/3/>).

### **Employment Paperwork**

All students with an assistantship, or otherwise employed on campus, must fill out required employment paperwork. Prior to the beginning of Fall term classes, students must meet with representatives from Student Employment (OHR) and CEE’s Business Office, to complete hiring papers and to discuss rules and regulations for student employment at Georgia Tech. A session for this purpose may be held as part of either the Institute’s or CEE’s orientation sessions. Students beginning in terms other than Fall must go to Georgia Tech’s Office of Human Resources (OHR), at the corner of Marietta and Means Streets, to fill out the required materials.

Students must bring the following documents with them to the session or to OHR:

#### US Citizens

Picture ID

Social Security Card

#### US Permanent Residents

Green Card

#### International Students

Passport (with I-94)

Visa

I-20 (if F-1 visa)

DS-2019 (if J-1 visa)

You must have a Social Security card to be hired and placed on the payroll. If you have misplaced your Social Security card, or if you need to apply for a Social Security card for the first time, then you can go to the Social Security Administration Office at 55 Marietta Street NE, to apply for a new card. The new card will be mailed to you, but the Social Security Administration will give you an official receipt (with your Social Security Number), which OHR will accept in lieu of a Social Security card. The Social Security administration may have representatives on campus during Fall orientation.

### **Health Insurance**

For all details regarding student health insurance, please see Stamps Health Services and their website: <http://health.gatech.edu/studenthealthinsurance/Pages/default.aspx>

### **Parking Permit**

A Parking Permit is required if you plan to have a vehicle on campus. There are different rates available, depending on the parking location you choose. You need to purchase a permit from the Parking Office. Permits are valid for the entire academic year (Fall through Summer), and are not renewed each term. The Parking Office web site is: [www.parking.gatech.edu](http://www.parking.gatech.edu)

### **Student ID Card**

Student ID Cards, referred to as the Buzz Card, are available daily at the BuzzCard Center, in the Barnes & Noble Bookstore on the corner of Spring Street and Fifth Street in Midtown. The Buzz Card is Georgia Tech's identification card that provides you access to a variety of campus-wide services and systems. The Buzz Card is an all-inclusive card; its features include:

- Your personal student identification card
- Your meal plan card
- Your library card
- Your access card to certain gate-restricted parking areas
- Your access card at the Campus Recreation Center

# GRADUATE HANDBOOK

School of Civil & Environmental Engineering - Georgia Tech

## CHAPTER V

### INFORMATION FOR ENROLLED GRADUATE STUDENTS

#### ACADEMIC STANDING

MS students at Georgia Tech must maintain an overall Grade Point Average (GPA) minimum of 2.7 out of 4.0, and PhD students a GPA of 3.0, in order to stay on Good Academic Standing. Graduate students can be placed on Academic Warning or Probation while having an overall GPA above these minimums, if they have a term GPA that falls below it. Although the standard progression down the Academic Standing ladder is Good, Warning, Probation, and Drop, steps may be skipped if a student has particularly poor performance in a given term. The overall GPA must be at least 2.70 (without rounding) to be awarded a Master's degree, and 3.00 for a Doctoral degree.

A student dropped for academic reasons must petition the faculty for Readmission. A student dropped a second time is not usually readmitted to Georgia Tech.

#### FULL-TIME ENROLLMENT REQUIREMENTS

Full-time students must be enrolled for at least 12 credit hours. Full-time students working exclusively on thesis research should be registered for of the appropriate number of CEE 7000 or CEE 9000 (Master's or Doctoral Thesis) hours. The maximum enrollment in Fall and Spring semesters is 21, and 16 in the Summer.

The following students **MUST** register on a full-time basis (*at least* 12 hours) as defined above:

- Graduate research and teaching assistants (please see below for the “21 rule”)
- Students supported by fellowships, traineeships or individual grants
- Students assigned to the institute by the Armed Forces for the purpose of pursuing a degree
- Students on student visas (F-1 and J-1 visas)
- Graduate Co-Op students on non-work terms
- Students involved in thesis research must register for an appropriate number of 7000 or 9000 hours

#### Graduate Assistantship Requirements for Reduced Tuition

All students with graduate research or teaching assistantships (GRA/GTA) through the School of Civil and Environmental Engineering must enroll for 21 credit hours each term (16 in Summer). Students are expected to supplement their coursework with CEE 7000 or CEE 9000 (if they're producing a thesis) to reach 21 hours, and CEE 8902 if they are a non-thesis MS student. This is referred to as the “21-Hour Rule.” For information regarding the grading basis in which courses are available, refer to the Schedule of Classes. It should be noted CEE 8902 may not be used toward a degree.

Students with assistantships who are taking fewer than 12 credit hours in a given term, may still be paid by CEE as a Graduate Assistant (GA), but will be billed for tuition based on the number of hours scheduled and at the rate for their residency classification. **Please note that GAs are quite rare, and intended only for extenuating circumstances.** Acceptable uses of the GA include during a PhD student's final semester, when they are eligible for the one-hour enrollment option, as well as if a PhD student will be off campus for the entire semester and not utilizing campus resources. For more details regarding appropriate uses of the GA, contact the Student Services Office.

To seek approval of GA status, a student's faculty advisor must submit a request to the School, explaining why GA status is desired. This is typically done in the months preceding the semester of the GA request. GA status will not

be approved if a student is doing fundamentally the same work as in prior GRA terms, and does not qualify for one of the aforementioned exceptions.

### **POLICY ON HOUR LOADS FOR GRADUATE STUDENTS**

The following general policies are provided to serve as guidelines for determining the hourly workloads of students who are pursuing graduate degrees. They are excerpted from a policy statement approved by the Academic Senate, on June 2, 1992. This can be found on the web at: <http://www.facultysenate.gatech.edu/credithrs.html>

- Full-time graduate students are expected to give primary attention to the pursuit of their degrees
- Graduate students are expected to take course work loads which will contribute to substantial progress toward a degree
- Graduate students shall register for a number of hours of research which is consistent with a realistic appraisal of the amount of work to be done on a project, thesis, or thesis, and the amount of faculty involvement and use of institute facilities required
- Realistic accounting for graduate student credit helps support a quality graduate program

### **Minimum Course Load Requirements**

- All graduate students must be registered for at least three hours every semester. Students in their final semester, with all requirements met except for the thesis, are entitled to register for only one thesis hour. Please note this exception can be utilized one time only. If a student has met all degree requirements, including their thesis, they may be eligible to file an enrollment waiver through the Graduate Studies Office. See the CEE Student Services Office for details. Students should be aware of non-GT implications one-hour enrollment may have on their auto insurance, health insurance, and other affairs based on no longer being a full-time student.

### **Course Selection**

- Students should seek advice from their faculty advisors on course selection prior to registration. The nature of graduate study is highly individualized and flexible, and despite any common courses, each student's program of study should be determined in consultation with their advisor and with the CEE graduate office.

### **Guidelines for Registration of Doctoral Thesis Hours:**

- Advanced full-time doctoral students, who are working primarily on their thesis research, should register for 21 hours of 9000. If taking other coursework, the number of 9000 hours would be reduced by the number of formal coursework hours.
- Part-time doctoral students engaged in their research phase for the PhD should register for 9000 consistent with their and their faculty member's activity on the thesis research.

### **READMISSION**

Students who interrupt the continuity of their graduate program by not registering for two or more consecutive terms, must seek Readmission by filing with the Registrar a completed request for readmission. This form must also be approved by the student's major school. Students on Good Standing are generally approved, although Doctoral students may need specific approval from their advisor. The Readmission application can be found at:

<http://www.registrar.gatech.edu/students/formlanding/readmission.php>

Students who are dismissed from the Institute due to violating academic standing policy, are allowed to apply for readmission. This application includes several components, including the readmission application, a Petition to Faculty, and Readmission Contract. Dismissed students should contact the Student Services Office for more details and guidance through the process.

## **TRANSFER OF CREDIT**

A student may not apply for transfer credit until after matriculating at Georgia Tech. The courses to be transferred would typically be those appearing on the approved program of study for the Master's degree. A Doctoral student normally does not request transfer credit, as courses from other institutions can be listed on the Approved PhD Program of Study without appearing on the Georgia Tech transcript. The rules relative to and the process for obtaining transfer of credit for graduate-level courses are as follows:

- A student may receive up to six hours of transfer credit for graduate-level courses taken at an accredited institution in the United States or Canada and not used for credit toward another degree. The student must supply an official transcript for evaluation.
- The student's advisor must approve that transferred courses are a logical part of the student's graduate program in order for the credit to be used toward a degree.
- The school that teaches the most similar course at Georgia Tech will determine the equivalent Georgia Tech course and number of credit hours accepted. A faculty member of that school will complete the official transfer credit form, and have the school's Chair cosign it. The form should then be sent directly to the Registrar. The transfer credit form is not to be released to a student.

## **TUITION WAIVER**

Tuition waivers allow students not classified as residents of Georgia to pay the same registration fees as Georgia residents. The majority of those receiving tuition waivers are international students admitted in conjunction with agreements made with several external organizations that sponsor international students. These organizations may include WSF, LASPAU, DAAD, and Fulbright.

Tuition waivers for cases other than the aforementioned are exceptionally rare. More information can be found in the Georgia Tech catalog: <http://catalog.gatech.edu/financial/tuition/out-of-state-tuition-waivers/>.

## **SEXUAL HARASSMENT COMPLAINTS**

Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature can constitute sexual harassment. For more information, contact the Dean of Students Office at 404.894.2564 or the Director of the Employee Relations at 404.894.3249.

<http://www.deanofstudents.gatech.edu/>

<http://www.diversity.gatech.edu/>

## **GRIEVANCES**

If difficulties arise between a graduate assistant and a supervisor, and the differences cannot be resolved by the two individuals, then the Associate Chair for Graduate Programs can be asked to help resolve the issue. Most importantly, take advantage of the opportunities provided by your financial support and learn as much from the Georgia Tech faculty and research staff as possible. Your graduate experience can be very rewarding and beneficial to your career.

Other academic and intellectual grievances should adhere to the Institute's policy on grievance procedures:

<http://catalog.gatech.edu/rules/20/>.

Additionally, the Institute offers Faculty & Graduate Student Ombuds Programs. More information can be found on the Ombudsman's website: <http://provost.gatech.edu/reporting-units/faculty-graduate-student-ombuds-programs>

## **HONOR CODE**

The members of the Georgia Tech Community believe that the fundamental objective of the Institute is to provide the students with a high quality education while developing in them a sense of ethics and social responsibility. We

believe that trust is an integral part of the learning process and that self-discipline is necessary in this pursuit. We also believe that any instance of dishonesty hurts the entire community. It is with this in mind that we have set forth a Student Honor Code at Georgia Tech. An Honor Code at Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor.

Students are expected to act according to the highest ethical standards. The immediate objective of an Honor Code is to prevent any students from gaining an unfair advantage over other students through academic misconduct. Academic misconduct is any act that does, or could, improperly distort student grades or other student academic records.

Of particular concern at the graduate level is Scholarly Misconduct, which refers to misconduct that occurs in research and scholarly activities outside of the classroom. It can include plagiarism, among other things. The consequences of scholarly misconduct are governed by Institute policy. The following definitions are taken from the Institute's Policy on Scholarly Misconduct.

"Misconduct" or "Scholarly Misconduct" is the fabrication or falsification of data, plagiarism, or other practice that seriously deviates from those that are commonly accepted within the academic or research community for proposing, conducting, or reporting research or scholarly activity. It does not include honest error or honest differences in interpretation or judgments of data.

"Plagiarism" is the act of appropriating the literary composition of another, or parts or passages of his or her writings, or language or ideas of the same, and passing them off as the product of one's own mind. It involves the deliberate use of any outside source without proper acknowledgement. Plagiarism is scholarly misconduct whether it occurs in any work, published or unpublished, or in applications for funding.

The complete text of the Honor Code can be found via Georgia Tech's web site, specifically at:  
<http://www.honor.gatech.edu/>

A Graduate Appendix to the Honor Code is located at:  
<http://www.honor.gatech.edu/plugins/content/index.php?id=9#appendixA>

### **RESPONSIBLE CONDUCT OF RESEARCH (RCR)**

Georgia Tech requires all PhD students admitted Fall 2011 or later to complete training relating to responsible and ethical conduct of research. Specifically, students are required to complete an online module (CITI) as well as an in-person RCR training. For more information, please see: <http://www.rcr.gatech.edu/resources/>

Beginning Fall 2014, all MS students who register for 7000 hours (most often in CEE, but does include all other departments as well) will be required to satisfy the RCR requirement as well. For more information, please see: <http://www.rcr.gatech.edu/masters-policy>.

### **MOVING FROM MS TO PHD**

Current MS students who wish to pursue the PhD program must submit the usual application to the PhD program. However, students who have a faculty member willing to serve as an advisor to the student, can be admitted with the approval of said advisor and the admissions coordinator for their affinity group. To initiate this process, please contact the Student Services Office.



# GRADUATE HANDBOOK

School of Civil & Environmental Engineering - Georgia Tech

## CHAPTER VI

### REGISTRATION

Registration for each term will take place during set times each term. Registration will reopen again a few days prior to the term's start of classes. These dates are subject to change, and the Registrar's Office web site, specifically the Academic Calendar, (<http://www.registrar.gatech.edu/>) should be consulted for official dates.

All information on registration dates, access, and Institute's schedule for a given term, can be found online at <https://oscar.gatech.edu/>. This registration system is commonly referred to as the OSCAR, which is an acronym for **O**n-line **S**tudent **C**omputer **A**ssisted **R**egistration. The information is also available on the WEB, usually the week prior to the opening of registration, at: <https://oscar.gatech.edu>

Registration resumes the week prior to the start of classes, through part of the first week of classes. Check the OSCAR for the date that registration closes. **NO** schedule changes can be made after the close of registration.

#### **REGISTRATION & FEE PAYMENT**

For all information relating to registration, including access, schedule of classes, holds, FAQ's, grading modes, maximum hours, and more, please see: <http://registrar.gatech.edu/registration/index.php>.

Please consult the Office of the Bursar's website (<http://bursar.gatech.edu/>) for policies, deadlines, and other information.

#### **OVERLOADS**

Overloads are used to give a student access to courses that are already full. Each academic department handles the overload policy of their respective courses. CEE's Student Services office handles all overloads for CEE. Students should be aware that they might not obtain registration access to particular courses due to limitations of classroom size and/or curriculum needs.

#### **PERMITS**

Some courses may require permits for registration; these are generally individualized courses arranged with a specific faculty member, or for courses that are restricted by major, student status, etc. CEE's Student Services office handles the processing of permits for CEE courses.

NOTE: The permit DOES NOT register the course; you must do this yourself after the permit has been posted.

If a permit is needed for a course from another department, you should contact that department directly.

BS students may not register during Phase I for a semester in which they will be MS students. BS/MS students may request permits during Phase I only if they will still be a BS student for the semester in question.

#### **VARIABLE HOUR COURSES**

Some courses do not have a fixed credit hour value. Courses such as Thesis hours, Special Problems, and Assistantship hours must be scheduled for a specific number of credit hours when registered. The registration system will default these courses to one hour of credit. Students must change the credit hour total to the proper amount during the registration process (by selecting "Change Course Options" on OSCAR).

**\*\*\* Once registration is over, students may not make changes to credit hours. \*\*\***

## **GRADE BASIS**

There are three grade basis possibilities: Letter-Grade, Pass/Fail, and Audit. Some courses offer all three options, some only one. When multiple options are available, the registration system will default to Letter-Grade (if this option is available). If a different grade basis is desired than the default, then the student must change during the registration process (by selecting “Change Course Options” on OSCAR).

**\*\*\* *Once registration is over, students may not make changes to grade basis.* \*\*\***

## **COURSE DROP/ADD AND WITHDRAWAL**

You may drop and add courses to your schedule throughout registration at no charge, except for any changes in fees that may result when scheduling less than 12 hours.

**\*\*\* *AFTER REGISTRATION HAS CLOSED FOR THE TERM, NO COURSES CAN BE ADDED, OR CHANGED, ON YOUR SCHEDULE.* \*\*\***

Courses may be dropped from your schedule through “Drop Day”, which is typically prior to mid-term. Complete withdrawal (from all courses) may be done through “Withdrawal Day” which is after “Drop Day”. Courses dropped after the close of registration will remain on the transcript, with a grade of “W”. A Petition to the Faculty is required to drop any course after “Drop Day”, or to completely withdraw from school after “Withdrawal Day”. Dates for “Drop Day” and “Withdrawal Day” are listed on OSCAR (<https://oscar.gatech.edu> )

# GRADUATE HANDBOOK

School of Civil & Environmental Engineering - Georgia Tech

## CHAPTER VII

### DEGREE REQUIREMENTS

#### MASTER'S DEGREE

Five Master's degrees are available within the School of Civil and Environmental Engineering program: Master of Science in Bioengineering (MSBIOE) Master of Science in Civil Engineering (MSCE), Master of Science in Computational Science and Engineering (MSCSE), Master of Science in Engineering Science and Mechanics (MSESM), and the Master of Science in Environmental Engineering (MSENE). Common requirements for these degrees are listed below; CEE's Faculty Groups may have additional requirements for graduation, or for receipt of a specific degree.

- Minimum of 30 semester hours of course work, none of which was used to satisfy requirements for a previous degree, are required. The student's faculty advisor and the Associate Chair for Graduate Programs must approve the program of study. Certain groups have specific course requirements, so students are advised to speak with their advisor to ensure degree requirements are satisfied.
- At least 21 of 30 course credit hours must be at 6000 level or higher. Courses required for the BSCE and BSEnVE degrees cannot be used toward a graduate degree, as well as some specific CEE elective courses. Courses at the 1000 or 2000 level cannot be counted toward any graduate degree, and 3000 level courses are allowed only under special circumstances.
- Other than thesis hours, only three of the 30 hours counted toward the degree may be taken on a Pass/Fail basis, with the approval of the advisor and Associate Chair for Graduate Programs.
- Courses with grades of "D", "F", "U", "V" or "W" may NOT be listed on the final Program of Study.
- MS students must either (a) complete 30 hours of course work or (b) complete 24 hours, write an MS thesis, and schedule at least six hours of CEE 7000. No more than six hours of CEE 7000, or three hours of CEE 8956, may be counted as part of the 30 hours required for the MS degree.
- Students writing a thesis must take at least 12 hours of course work in their major field. Students not writing a thesis must take at least 18 hours of course work in their major field. The major field is defined as the student's area of specialization.
- Students who complete both the bachelor's and master's degrees in the School of Civil & Environmental Engineering may use up to six credit hours of graduate-level course work (6000 or higher level courses) in the major discipline for both degrees. In order to qualify for this option, the student must complete the undergraduate degree with a cumulative GPA of 3.5 or higher and complete the master's degree within two years after the award of the bachelor's degree. (BSMS students are allowed to exercise this option as long as they have a final undergraduate GPA of a 3.0.) Up to an additional six hours of graduate level courses, taken while an undergrad (but not counted toward BSCE), may be used toward the Masters, although some restrictions apply. Any graduate student who completed their undergraduate degree at Georgia Tech is eligible to count up to 12 hours of unused credit taken as an undergrad. All regular restrictions apply.
- Students writing a thesis must file with the Office of Graduate Studies and Admissions an approved thesis topic, and submit the final thesis online. The MS Thesis Topic Approval Form can be downloaded at: <http://www.grad.gatech.edu/thesis/index.html>, and should be submitted prior to the student's last semester. This site is also where students can find information on the Institute's formatting requirements for the thesis document.

- The MS thesis, as well as Special Research Projects, must be submitted to review committee at least two weeks ahead of the institutional deadline, to allow time for faculty to read and for the student to make any corrections that may be required. The MS Thesis Committee must have at least three members, and the majority must be Georgia Tech faculty.
- The Masters program must be completed within a period of not more than six consecutive calendar years.

## **DOCTOR OF PHILOSOPHY DEGREE**

The PhD is the highest degree awarded, and as such requires the highest level of proficiency and achievement, both in knowledge and in the performance of research presented in a written thesis. While there are no specific course requirements, most doctoral students spend approximately two years in graduate course work (including the Master's degree) while conducting their research activities and two years on full-time research and thesis preparation. A minor field of study, consisting of a minimum of nine hours of course credit, approved by the student's thesis advisory committee, must be completed on a letter-grade basis while enrolled in the doctoral program at Georgia Tech. CEE has no PhD language requirement.

### **Admission to the PhD Program**

The PhD (or doctoral) program is available to selected students who have an excellent academic background and a capability for conducting independent research. Applicants must have received an acceptable master's or bachelor's degree. To meet program requirements, each doctoral student must plan an individualized program of study and research that will result in a completed thesis. The thesis must make a unique and significant contribution in the selected field of research. Doctoral degrees are offered in Bioengineering, Civil Engineering, Computational Science and Engineering, Environmental Engineering, and Engineering Science and Mechanics.

PhD applicants must choose a specialty group, or specific field of study. After consulting with faculty in the appropriate specialty group, the Associate Chair for Graduate Programs grants or denies the applicant admission to the PhD program in the School of Civil and Environmental Engineering.

Admission to the PhD *program* does not constitute admission to candidacy for the PhD *degree*. Requirements for admission to candidacy are discussed under "The PhD Thesis" section, below.

### **Requirements for the Degree**

The PhD degree is a research-oriented degree that requires in-depth knowledge of a specific topic of study. As such, the administration of a student's PhD program usually occurs within one of the six Groups in the School.

Because today's research often requires knowledge and skills beyond one Group's expertise, it is common to establish an interdisciplinary program of study and research. This sometimes includes areas of expertise outside of engineering. Interdisciplinary doctoral programs are strongly encouraged where appropriate.

PhD students are expected to excel in classroom and research activities and to satisfy all Institute PhD requirements. Significant requirements for the degree include:

- A program of study must be approved by the student's Guidance Committee and the Associate Chair of Graduate Studies. While there are no fixed course requirements for the PhD degree, students are expected to accumulate approximately 50 credits beyond the bachelor's degree. The student must have a major and minor field of study, with the major field being in the area of the student's research. The minor field is preferably outside of the School of Civil and Environmental Engineering and must include at least nine hours of course work, taken on a Letter-Grade basis, with grades of "C" or better.
- The minor must be approved by the Office of Graduate Studies. Although the Program of Study can be approved before all coursework is completed, a separate Minor Letter must be submitted for approval AFTER minor courses have been completed.
- Pass a PhD comprehensive examination consisting of written and oral portions. This exam assesses both general knowledge of the degree area and specialized knowledge of the student's chosen research field. As such, the exam is administered by the groups.
- Present and orally defend a written PhD Thesis Proposal
- Submit an approved "Request for Admission to PhD Candidacy" form.

- Complete a PhD thesis.
- Pass an oral Doctoral Examination on the thesis.
- Apply for graduation. All requirements for the PhD degree must be completed within seven years from the end of the term in which the student passes the PhD comprehensive examination.

### **Sequence of Events**

PhD students in the School of Civil and Environmental Engineering must pass a Comprehensive Examination, consisting of written and oral portions, a Thesis Proposal Examination, and a Doctoral Examination. Details regarding the written and oral portions of the Comprehensive Examination, Thesis Proposal Examination, and Doctoral Examination are presented below.

#### ***PhD Advisor***

During the first term of residence, the student should select an advisor, if an advisor was not designated at the time of admission. The thesis advisor shall be a tenured or tenure-track faculty member. Research Engineers, and other non-tenure track faculty, may be approved by the Graduate Committee for the specific purpose of advising. The student and advisor should collaborate to (1) identify a research area and, eventually, a specific research topic and (2) develop a program of study, including a minor field of study, which will advance the student's knowledge and contribute to the completion of his/her thesis. The program of study is reviewed and approved by the PhD advisor and submitted to the Associate Chair for Graduate Studies for approval when the student takes the comprehensive exam.

#### ***PhD Comprehensive Examination***

The PhD Comprehensive Examination assesses both general knowledge of the degree area and specialized knowledge of the student's chosen research field. It is recommended that a doctoral student take the Comprehensive Examination during his/her first or second year of graduate studies in CEE at Georgia Tech, in consultation with advisor.

The Comprehensive Examination consists of both written and oral portions. The content of the examination is determined by the area of specialization of the student. In most cases, the area of specialization corresponds to the CEE affinity group that a student participates in, and the Comprehensive Examination is administered by that group. However, interdisciplinary examinations can be developed, with the approval of the student's advisor, affinity group, and the CEE Associate Chair for Graduate Programs.

The written portion of the examination is offered twice per year: the week before or first two weeks of classes each Fall and Spring semester. In consultation with advisor and affinity group, the student identifies the appropriate exams to be taken. A student must pass three written exams, and can retake the exams once at either of the following two offerings of the exam. If the student does not take a failed exam a second time, or if the student fails a second exam, the student will be dismissed from the PhD program. Each written exam is typically four hours in length, although this may vary.

The oral examination should be completed within one month of completing the written exams.

The Associate Chair for Graduate Programs and the Graduate Committee provide oversight to assure that minimum requirements are met. The faculty examining committee is responsible for the timely submission of all documentation following the exam.

#### ***PhD Thesis Advisory Committee***

Within six months of passing the Comprehensive Examination, the student and advisor should form a PhD Thesis Advisory Committee. The committee (1) critically reviews the PhD Thesis Proposal including the oral proposal defense, (2) provides advice and guidance during the research process, and (3) critically reviews the PhD Thesis.

Members of the Thesis Advisory Committee are recommended by the student and advisor and approved by the Associate Chair for Graduate Studies and Graduate Committee. The committee must consist of at least three members with earned doctorates (or equivalent degree) including the student's advisor. At least two committee members must be tenured or tenure-track faculty in the School of Civil and Environmental Engineering. The Thesis

Advisory Committee may also include members from outside Georgia Tech if deemed beneficial. For the latter, a brief resume should be included with the recommendation letter.

### ***Minor Letter***

Students must submit an approved minor letter which details courses used to complete the doctoral minor requirement. The minor must consist of a minimum of nine hours, preferably outside CEE. The topic of the minor should be selected in consultation with the advisor, should support the thesis topic, and may be interdisciplinary in nature. Minor courses must be selected from outside of CEE, but do not have to be within one subject area. Students wishing to include one CEE course, may submit a request through CEE's Graduate Committee at least one semester before the semester in which they intend to graduate, and must include justification as to why that course should be included. Approval of such a request is by vote of the Graduate Committee.

### ***PhD Thesis Proposal***

Within 12 months of passing the Comprehensive Examination, the student should present and orally defend a written PhD Thesis Proposal before the Thesis Advisory Committee. Following a successful defense of the PhD Thesis Proposal and completion of the minor courses, the student is admitted to PhD candidacy by the Institute.

The PhD Thesis Proposal provides an opportunity to evaluate the merits and feasibility of the student's proposed research topic and to provide guidance to the student to help assure successful completion of his/her PhD Thesis. The proposal shall be prepared by the student with guidance, review, and oversight by the advisor and others as appropriate. The proposal shall reflect an in-depth review of relevant literature within the field and should clearly state the purpose, scope, methodology, and expected contributions from the research. The proposal should not exceed 25 pages (1.5 line spacing) and should include a statement of research objectives and scope, review and critical appraisal of the state of the art, technical approach, and expected research products. The proposal should adhere to the format guidelines of the Institute thesis manual <http://www.gradadmiss.gatech.edu/thesis/ThesisManualAPR13.pdf>

The PhD Thesis Proposal should be submitted to the PhD Thesis Advisory Committee at least 14 days prior to the scheduled oral defense. The PhD Thesis Advisory Committee should critically evaluate the written PhD Proposal and oral defense to decide whether the proposal research plan meets the required level of scholarship and that the student can effectively communicate the research plan in a clear manner. Following a successful defense, the student's advisor will notify the Associate Chair of Graduate Students of the successful completion of the thesis proposal and oral defense, and the PhD Thesis Advisory Committee will recommend to the Associate Chair of Graduate Studies and CEE Graduate Committee that the student be admitted to PhD candidacy by signing and submitting (with no more than one dissenter) the Request for Admission to PhD Candidacy form. In the event of an unsuccessful defense, the student must submit a revised proposal and schedule another oral defense no later than 6 months after the first attempt. If the student does not submit a second proposal, or if the student also fails the second defense, the student will be dropped from the PhD program.

### ***Admission to PhD Candidacy***

Following completion of the Comprehensive Exam and successful defense of PhD Thesis Proposal, the student should submit the "Request for Admission to PhD Candidacy" form. This form contains a brief summary of the thesis topic and signatures of the student's committee. This form can be downloaded at: <http://www.gradadmiss.gatech.edu/thesis/forms.php>

### ***Doctoral Examination (Thesis Defense)***

After the student's advisor has completed an editorial review of the thesis and has found it to be satisfactory, copies of the thesis will be distributed to the student's Doctoral Examination Committee and the final oral Doctoral Examination will be scheduled. The student must submit the completed thesis to the Doctoral Examination Committee no later than 14 days prior to the scheduled defense. This examination will be conducted by a Final Doctoral Examination Committee. This committee consists of at least five members and always contains the Thesis Advisory Committee. At least one member of the Final Doctoral Examination Committee must be a Georgia Tech tenured or tenure-track faculty member of a School or Department outside of Civil and Environmental Engineering. Outside members (i.e., from other institutions, industry, etc.) may be included as long as committee composition meets School and Institute requirements. An updated CV for the individual must be submitted to the Student

Services Office prior to the defense. The Final Doctoral Examination Committee is recommended by the School to the Institute's Graduate Office for approval.

A notice of the Doctoral Examination, including time and place, will be posted at CEE facilities, and sent to all CEE faculty, with copies to all other engineering schools at Georgia Tech. This must be done at least 14 days prior to the scheduled examination. The examination is open to all faculty, staff, and students.

A vote, with no more than one dissenter, of the Doctoral Examination Committee is required to pass the examination. Results of the examination are reported in writing to the student and to the Associate Chair of Graduate Studies by the Chair of the Examining Committee. If the student fails this final examination, one additional examination is permitted if recommended by the Examination Committee. The second examination is to be scheduled within 12 months of the first exam. If the student does not submit a revised thesis, or if the student also fails the second defense, the student will be dropped from the PhD program.

The spirit of a final thesis defense demands that all committee members shall be physically present when the defense is given. When this is not possible, a committee member may participate by using real-time communication means (e.g. Skype).

### ***Exception to the Procedures***

Any exceptions to these procedures must be reviewed through petition of the Graduate Committee in the School of Civil and Environmental Engineering; approval must be granted by the Committee and the Associate Chair for Graduate Studies.

### **Summary of Committees**

Below is a listing of the primary committees relevant to PhD students:

- Comprehensive Examination Committee  
Membership determined by each affinity group.
- Thesis Advisory Committee  
At least three members, two of which must be tenured or tenure-track in CEE.
- Final Doctoral Examining Committee  
At least five members, and always contains the Thesis Advisory Committee. At least one member must be from Tech's Academic Faculty outside of the School of Civil and Environmental Engineering.

### **Timeline of PhD Program**

All forms relating to PhD student progress can be found on the following website:  
<http://cee.gatech.edu/academics/graduate/phd#forms> (Please note that some forms will be found through link to Graduate Studies.)

Please see following page for the sequence of events in table format.

<b>Step</b>	<b>Required Form(s)</b>	<b>Timeframe</b>	<b>Signatories</b>
Constructing Program of Study	<a href="#">CEE PhD Program of Study</a>	Typically filed before or by the Admission to Candidacy	Faculty advisor and Associate Chair
Comprehensive Exams*	<a href="#">CEE Appt of PhD Comprehensive Examining Committee</a> ; <a href="#">CEE PhD Comprehensive Exam Results</a>	Most often within first 12 months of entering PhD program, but must be taken within first two years.	Faculty advisor and Associate Chair; Comprehensive Examining Committee members and Faculty advisor
Appointing Thesis Advisory Committee	<a href="#">CEE Appt of PhD Thesis Advisory Committee</a>	Within six months of passing comprehensive exams	Faculty advisor and Associate Chair
Defending Thesis Proposal	<a href="#">CEE Notification of PhD Thesis Proposal Results</a>	Within 12 months of passing comprehensive exams - submit written thesis proposal and orally defend	Thesis Advisory Committee members, faculty advisor, and Associate Chair
Admission to Candidacy	<a href="#">Request for Admission to PhD Candidacy Form</a> *	After passing comprehensive exam, defending thesis proposal, and having minor courses selected	Thesis Advisory Committee members and Associate Chair
Minor Letter	<a href="#">Doctoral Minor form (template)</a>	After passing comprehensive exam, selecting research topic, and completing Minor courses	Faculty advisor and Associate Chair
Appointment of Defense Committee	<a href="#">CEE Appt of Final Doctoral (Oral Defense) Committee</a>	After approval of thesis proposal	Associate Chair
Thesis Defense Announcement	<a href="#">CEE PhD Thesis Defense Announcement</a>	Must be submitted to Student Services Office a minimum of 14 days before your defense	N/A
Thesis Defense Results*	<a href="#">CEE Notification of PhD Thesis Defense Results</a> ; <a href="#">Certificate of Thesis Approval Form</a>	After successful defense	Final Doctoral Committee members, faculty advisor, and Associate Chair; Committee members and Associate Chair
Online Application for Graduation	Accessible through OSCAR	Term <i>prior</i> to graduation	N/A

\*=Appointment of comprehensive examining committee may vary amongst affinity groups.



# GRADUATE HANDBOOK

School of Civil & Environmental Engineering - Georgia Tech

## CHAPTER VIII

### GRADUATION

#### **APPLICATION FOR GRADUATION PROCESS**

**Students are expected to apply to graduate the semester before they wish to graduate.** Georgia Tech now employs the Online Application for Graduation (OAG) for all its students – both undergraduate and graduate, and students can login to OSCAR to submit their application. Restrictions do apply, and students are advised to consult the following page on the Registrar’s website before applying:

<http://registrar.gatech.edu/students/deinfo/dcprocess.php>

All Master’s programs of study must be approved by faculty. Once a student has applied to graduate, the Student Services Office will audit their application. During this time, students may be contacted regarding the applicability of courses toward their degree requirements. As such, students are advised to clarify which courses can be applied, prior to taking the course.

In order to apply for graduation for a degree, you must have the program officially declared on your student record. PhD students who wish to earn a Master's degree en route to their PhD must officially declare the Master's as a secondary program. Similarly, Master's students who intend to pursue the PhD degree, must formally be admitted into the PhD program. Please contact the Student Services Office for either process.

#### **MONITOR GRADUATION STATUS**

Graduation status can be checked in in DegreeWorks. For more information on how to view your graduation status, please see: <http://registrar.gatech.edu/students/deinfo/oag.php>

It is the student’s responsibility to follow-up on any deficiencies, and to keep the Registrar and CEE’s Student Services Office aware of any changes in status.

#### **DEGREE REQUIREMENTS**

Refer to Chapter VII of this handbook, “Degree Requirements”, for details on the requirements for the Masters and Doctoral degrees, respectively.

#### **REAPPLICATION FOR GRADUATION**

If you do not graduate in the term for which you petitioned, you must reapply by submitting an online reapplication for graduation.

# GRADUATE HANDBOOK

School of Civil & Environmental Engineering - Georgia Tech

## CHAPTER IX

### SERVICES AVAILABLE TO GRADUATE STUDENTS

#### **BUILDING & FACILITY ACCESS**

##### **After Hours Door Access Request**

Link to the door access system: <http://www.ce.gatech.edu/building-access>

##### **Building Support**

For building support please submit the form on the [Building Support Page](#).

*For after hours emergency issues (i.e. water leaks) please notify campus police at 404-894-2500.*

##### **Research Lab Support**

Click on the following link to direct you to the research lab support page: [Research Lab Support](#)

#### **COMPUTER SERVICES**

The Office of Information Technology (OIT) provides technology leadership and support to all members of the Georgia Tech community. Its mission is to serve the campus in several critical areas, including customer service and educational technologies.

OIT issues computer accounts to all students, faculty, and staff for institute-related activities such as Internet access, electronic mail, electronic publishing, information and database storage and retrieval, homework, and class assignments. OIT consists of several divisions, including the Customer Support Center (CSC), which provides front line support to campus users. The OIT web site is: <http://www.oit.gatech.edu/>

#### **GRADUATE COOPERATIVE PROGRAM**

Selected students planning to enroll for graduate study at Georgia Tech have the opportunity to participate in a unique cooperative program leading to advanced degrees in participating schools. Two plans are available. One is designed for Georgia Tech undergraduates who plan to continue as graduate students at Georgia Tech and includes study-work periods that span both undergraduate and graduate levels. Eligibility is based on academic achievement. The second plan is for graduate students whose undergraduate degree may be from either Georgia Tech or other institutions.

Degree requirements for co-op students are identical to those for all other students. The Graduate Cooperative Plan is designed as an enhancement to the educational programs of students working for advanced degrees and offers the benefits of added facilities and opportunities for external stimulation. In addition, students receive compensation for their services from companies that employ them.

Interested students should contact the Center for Career Discovery and Development (C2D2), in the Bill Moore Student Success Center, call 404-894-3320, or visit their web site, at: <http://career.gatech.edu/graduate-students/co-op-internship>.

#### **GRADUATE STUDENT GOVERNMENT**

The Graduate Student Government (GSG) serves as the governing body of the graduate student body. As part of the Student Government Association (SGA), it is responsible for representing the interests of the graduate student body, as well as distribution of money collected through the student activity fee. All graduate students are citizens of the GSG. As most governments, GSG exists as three distinct parts: the legislative, executive, and judiciary branches.

Each school's students elect representatives to the Graduate Student Senate, as well as the GSG officers. GSG is also represented on various institute committees and governing boards. The GSG office is located in the Student Center Commons Area. Correspondence can be sent to GSG at campus mail code 0289. Their web site can be found at: <http://sga.gatech.edu/g/>.

### **HOUSING OFFICE**

Georgia Tech is a residential campus community with a significant number of full-time students living in residential facilities. In an effort to meet the unique needs of graduate students, the Housing Office has designated apartment-style facilities to house graduate students. The Housing Office understands that students with families have special needs; and seeks to provide comfortable, safe, and secure family housing units for students, their spouses, and their children. 10<sup>th</sup> & Home apartments, on 10<sup>th</sup> Street, are available on for students with families.

The Housing Office is located on the first floor of the Student Services building (next to the Student Center). The web site is: <http://www.housing.gatech.edu/>

### **LIBRARY**

The Georgia Tech Library and Information Center houses one of the nation's largest collections of scientific and technical information. Its holdings in management and architecture are also significant. The catalog record of the Library is on line, as part of the Georgia Tech Electronic Library (GTEL), and is available to faculty, staff, and students through the computer network. The Library web site is at: <http://www.library.gatech.edu/>

Services provided by the Library include delivery of library materials to faculty and staff, computer searches of more than 500 commercial and government produced databases, copying facilities, fee-based services to sponsored research users, access to and delivery of materials from 11 other libraries in the Atlanta area, and borrower cards for major U.S. research libraries and libraries of all institutions in the University System of Georgia.

The library offers training that is targeted specifically for CEE graduate students, on the use of facilities and resources. Training sessions are scheduled at the beginning of Fall term, or students can contact the reference librarian for individual training sessions. Lisha Li is the Reference Librarian who works with CEE; she can be reached at 404-385-7185, or via email at [lisha.li@library.gatech.edu](mailto:lisha.li@library.gatech.edu)

### **OFFICE OF THE BURSAR**

All institute related fees are paid to the Bursar's office, and questions regarding any financial debts owed to Georgia Tech should initially be directed to the Bursar. The Bursar's office is located on the Ground floor of the Lyman Hall building, on the loop that circles the Administration building (a.k.a. Tech Tower), between the Student Success Center and the French building. The Bursar's Office web site is: <http://www.bursar.gatech.edu/>

### **OFFICE OF INTERNATIONAL EDUCATION (OIE)**

The Office of International Education advocates and supports the Institute's goals for international education and exchange. Specifically, OIE processes all visa-related matters, including program extensions, change of degree levels, reduced credit loads, etc.

The OIE office is located on the second floor of the floor of the Savant Building, on Cherry Street, near the Administration building (a.k.a. Tech Tower). The phone number is 404-894-7475, and web site is at:

### **OFFICE OF THE REGISTRAR**

The Office of the Registrar is responsible for maintaining the official academic record for all Georgia Tech students, as well as administering registration, degree certification, and several other processes relating to a student's academic pursuits. Most forms, including Petitions to the Faculty, waivers, etc., are provided by the office.

The Office of the Registrar is located on the first floor of Tech Tower, and their website is: <http://registrar.gatech.edu/index.php>

## **OMBUDSMAN**

The Ombuds Program is a confidential, neutral, informal, and independent conflict resolution and management resource available to assist any member of the Georgia Tech community seeking assistance. The program is guided by the Standards of Practice and Code of Ethics established by the International Ombudsman Association (IOA).

For more information, please see: <http://www.provost.gatech.edu/reporting-units/faculty-graduate-student-ombuds-programs>.

## **SAFETY**

The Georgia Tech Police Department (GTPD) is a fully operational State agency devoted to the protection of the campus, its students, faculty, staff, and visitors.

The GTPD is located at 879 Hemphill Avenue, and can be reached by calling 404-894-2500. Additional numbers can be found on their website: <http://police.gatech.edu/>

The GT Emergency Notification System (GTENS) allows you to receive time-sensitive emergency messages in the form of email, voice mail, and text messages. Students may sign up for GTENS by visiting: <http://www.gatech.edu/emergency/notification.html>

## **STUDENT HEALTH CENTER**

The Student Health Center is a quality managed Health Care facility that provides medical and health education to eligible students and spouses. The staff consists of general practice, family practice, and internal medicine physicians, nurse practitioners, registered nurses, medical and radiological technologists, pharmacists, and health educators. Services at the Health Center are rendered in the Primary Care Center and in the Wellness Center.

Medical care can be obtained by online scheduling of an appointment. The Health Center is located on Ferst Drive, next to the Campus Recreation Center. Their web site is located at: <http://www.health.gatech.edu/>

Information on Health and Immunization forms (submitted prior to enrollment) can be found at: [http://www.health.gatech.edu/new\\_students/steps.html](http://www.health.gatech.edu/new_students/steps.html)

## **PURPOSE AND EDUCATIONAL OBJECTIVES OF THE GRADUATE PROGRAMS**

### ***School of Civil & Environmental Engineering: Masters Programs***

Graduates will pursue a diverse range of careers that build on their engineering education. During the initial years of their careers, graduates will:

- 1) apply technical proficiency in the principles and methods essential to modern Civil & Environmental Engineering practice and/or research.
- 2) demonstrate understanding of global, societal, environmental, and sustainability issues related to Civil & Environmental Engineering.
- 3) exhibit effective communication, teamwork, entrepreneurial, and leadership skills.
- 4) engage in ethical and responsible practice while pursuing professional growth.

### ***School of Civil & Environmental Engineering: Doctoral Programs***

Graduates will pursue a diverse range of careers that build on their engineering education. During the initial years of their careers, graduates will:

- 1) conduct original and independent research that derives from the scientific method and demonstrates creativity and technical expertise in the principles and methods essential to modern Civil & Environmental Engineering
- 2) demonstrate understanding of global, societal, environmental, sustainability, and interdisciplinary issues related to Civil & Environmental Engineering.
- 3) exhibit effective communication, teamwork, innovation, project management and leadership skills.
- 4) engage in ethical and responsible practice while pursuing professional growth.