

# Graduate Student Handbook

2018-2019

Master of Engineering (MEng) | Civil Engineering

Master of Science (MS) | Civil Engineering

Doctorate (PhD) | Civil Engineering

## **WELCOME**

Welcome to the College of Engineering's (COE) School of Civil and Construction Engineering (CCE) at Oregon State University (OSU). This handbook is intended to answer questions you might have as a new graduate student in our school and serve as a resource for your graduate career. If, after reading the contents, you have unanswered questions, please feel free to ask for help. The staff, faculty, and fellow graduate students in the School are available and willing to help solve any issues as they arise.

Additional information on deadlines, procedures, and requirements is provided by the current Oregon State University Graduate Catalog and Guide to Success which may be obtained from the Graduate School: [oregonstate.edu/dept/grad\\_school/](http://oregonstate.edu/dept/grad_school/).

Graduate students in CCE are responsible for complying with the rules of the University, the Graduate School, the COE, and the School. In some instances, the requirements of the School are more restrictive than those of the Graduate School. In such cases, the School requirements specified in this document will apply.

The faculty and staff of CCE hopes that your time at OSU will be rewarding, memorable, and fruitful.

**Michelle McAllaster**, Graduate Program Coordinator

**Dr. Merrick Haller**, Professor and Associate Head of Graduate Affairs

Information contained in this handbook can also be at [cce.oregonstate.edu/graduate-academics](http://cce.oregonstate.edu/graduate-academics)

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## GETTING SETTLED

CCE resides in Kearney Hall with satellite facilities in Graf, Merrifield, and Owen Halls.

### Graduate Orientation Program

CCE holds an annual orientation session during the third week in September. Orientation will draw attention to some of the major components of this manual and is required for all incoming students.

### ONID Accounts

ONID is your OSU Network ID. Every student is assigned an ONID account. **You must activate your ONID account to register for classes.**

To activate your ONID account, go to [onid.oregonstate.edu](http://onid.oregonstate.edu) and choose “Sign Up For ONID” in the upper-left hand column.

**ONID Email is the official communication link that the university uses to communicate with students.**

Use your ONID username and password to access email, online course materials, grades, and financial accounts. Among the services you may access are:

[ONID Email](#)

[Canvas](#)

[MyOSU](#)

[Google Apps for OSU](#)

[OSU's Wireless Networks](#)

[ResNet](#) (campus dorm residents only)

[Computing Labs](#)

[Interlibrary Loan](#)



## ONID Support

Support documentation and several video tutorials are posted at the [Helpdocs](https://oregonstate.edu/helpdocs/accounts/onid-osu-network-id) website ([oregonstate.edu/helpdocs/accounts/onid-osu-network-id](https://oregonstate.edu/helpdocs/accounts/onid-osu-network-id)).

Phone and email support for ONID is provided by the [OSU Computer Helpdesk](https://oregonstate.edu/is/tss/och/contact-get-help-osu-computer-helpdesk), 541-737-3474 ([oregonstate.edu/is/tss/och/contact-get-help-osu-computer-helpdesk](https://oregonstate.edu/is/tss/och/contact-get-help-osu-computer-helpdesk)).

## OSU ID Card

All OSU students may obtain a student identification card.

Corvallis campus students must visit the [ID Center](#) in Memorial Union, 103, *after* registering for classes at OSU. Photo identification is required (state issued driver's license or ID, passport, or military ID). The OSU ID card is your official identification for using campus services, facilities (door access) and activities, and is valid as long as you are registered for classes. It is scanned at many locations to verify registration. Your OSU ID card is your meal card if you live in university housing.

**MyCard** is the online card office where students can submit a digital photo of themselves for their initial ID card, view their OSU ID card balance and past card transactions, add money to their OSU Card Cash or Orange Rewards account, set up "Donors" (contributors other than themselves), and deactivate or reactivate their lost OSU ID card. OSU Card Cash and Orange Rewards is the campus debit account used with your ID card for copies at the library and purchasing food on campus. Card Cash and Orange Rewards are separate from your resident hall meal plan. You can add money to your OSU Card Cash or Orange Rewards at the ID Center or online at [mycard.oregonstate.edu/](https://mycard.oregonstate.edu/). See this website for more information on Orange Rewards, a discount debit plan.

## Desk Space and Access

### Desk Space

Funded Graduate students conducting research are eligible for desk space in either Kearney Hall, Owen Hall, Covell Hall, or Bachelor Hall. Space is limited and PhD students will be given first priority. Desk space should be assigned and communicated prior to the start of fall term, however, if by the start of the fall term, you do not yet have a desk assignment, speak with your major professor. Master of Engineering (MEng) students are not eligible for desk space.

**Cleaning the desk is the occupant's responsibility.** Please maintain a clean work environment and leave the desk cleaner than when you arrived. Cleaning supplies are available if needed. You are also expected to help keep common areas and shared equipment in graduate student offices clean (e.g., microwaves, refrigerators, whiteboards, study tables, etc.).

### Desk Space Access

When your desk space is assigned, you will receive an email from the CCE Graduate Coordinator requesting that you visit Kearney 111 to obtain a key fob that will provide access to the room where your

desk is located. The key fob should be kept in safe place at all times and it is the responsibility of the student to return the key fob to Kearney 111 upon vacating the desk space. Once placed, please do not change your desk space assignment without the Graduate Coordinator's approval.

### **Graduate Teaching Assistant Space**

Graduate Teaching Assistants (GTA's) who require space to conduct office hours can use a shared space in Covell 017 which is equipped with small lockers to house grading and personal items. Students must supply their own lock. A key is required to gain access to Covell 017. Key forms may be picked up in the Main Office (KEAR 101) from the Office Coordinator. The forms must then be taken to the Key Shop where you must present your student ID. The Key Shop is located behind Kerr Administration Building, between McAlexander Fieldhouse and the Facilities Shops. It is open Monday ~ Friday, 1100 – 1500.

### **Security**

The security of your fob and/or keys is quite important for everyone's safety. It is imperative that any loss of fobs and/or keys be reported immediately to the Main Office. You are requested to exercise the utmost care in the use of your fobs and/or keys. Under no circumstances should you lend your fob and/or keys to other students or visitors.

### **After-Hours Passes**

After-hours passes are made available to all currently enrolled students each academic year. The pass, accompanied by your student ID, provides you the right to occupy campus buildings after their regularly scheduled closure time. Passes must be obtained from the CCE Graduate Coordinator (KEAR 111) or CCE Office Coordinator (KEAR 101). An After Hours Pass allows students to remain inside a building after it closes. It does not grant access to a building after it has been closed.

Do not let anyone into the building after hours. Anyone abusing this system will have his/her After-Hours Work Permit revoked. Passes change color at the beginning of each academic year. You must obtain a new pass each year or risk being escorted from the buildings.

### **Mailboxes**

Each graduate student has a mailbox folder located in Kearney 111. U.S. mail is delivered directly to the Printing and Mailing Center where it is sorted and distributed to the remainder of campus. Campus mail arrives once daily at approximately 0900. U.P.S., FedEx, and other freight carriers deliver directly to Kearney 101 throughout the course of the day. Please check-in with the Office Coordinator in KEAR 101 regularly for mail, package notifications, and other information.

All packages are received in Kearney 101. An email notification will be sent alerting you to the arrival of a package. Office hours are 0800 – 1700, Monday-Friday.

Please be sure that all packages and correspondence are addressed properly. The correct address for all mailing or shipping to CCE is the following:

<YOUR NAME>  
School of Civil and Construction Engineering  
Kearney Hall 101  
Oregon State University  
Corvallis, OR 97331

### **Tuition Bills**

Students are sent an email to their ONID email account when their statement is ready to view, and they can then view their eBill statement online at [mybill.oregonstate.edu](http://mybill.oregonstate.edu). All billing for currently enrolled students is processed electronically through eBill on the **5th** of each month. Unpaid balances as of the **1st** of the month following the eBill statement are considered past due, and they will be assessed interest at the rate of 1% per month (12% APR). Students are financially responsible for all courses for which they register. Students are responsible for paying fees by the deadline even if they do not receive a bill.

Please direct any questions about tuition, fees, and financial aid to the [Business Affairs Office](#) – 541-737-3031

### **Employment/Payroll**

#### **New Hires**

If a student is offered employment either via hourly work or an assistantship, new hire paperwork must be completed in order to receive payment for your services. The following steps must be taken:

1. Supervisor must contact the Operations Manager with job specifics, and
2. Student must report immediately to the Operations Manager to receive a new hire employment packet.

All employees must have a social security number in order to work. International students should report to the Operations Manager immediately to obtain instructions on applying for a social security number if you do not have one.

#### **Timesheets**

Timesheets are found online at [mytime.oregonstate.edu](http://mytime.oregonstate.edu). Hourly students (e.g., graders, lab workers, etc.) must clock in/out for each shift. Timesheets are submitted on the 15<sup>th</sup> of each month. GRA/GTA appointments also have a timesheet. These timesheets are for recording sick leave taken or to record time when filling in for another GA who is sick. If there is no sick leave or fill in leave then you simply submit a blank timesheet that verifies just that. Please confirm with the Director of Operations if you are unsure about submitting your timesheet.

#### **Paycheck**

Payment is distributed on the last non-holiday business day of the month. Direct deposits are available and will take place on the same day. Paycheck stubs for direct deposit recipients are available via the Online Services portal. Payroll checks are distributed to the department via the daily mail delivery at approximately 0900. If you have opted for a paper check, it will be placed in your mailbox upon arrival.

## Health Insurance

All Graduate Assistants are required to carry [health insurance](#). Insurance may be provided by the university at a low premium cost to you as bargained by the [Graduate Employee Union](#). University provided insurance may be waived as long as the student supplies documentation that the outside coverage is equal to or greater than the coverage provided by the University. For more information, enrollment forms, and premium rates, visit the Student Health Services website.

For more information, please see [studenthealth.oregonstate.edu/graduate-assistant](http://studenthealth.oregonstate.edu/graduate-assistant).

Other student health and wellness resources on campus include:

- OSU Student Health Services ([studenthealth.oregonstate.edu/](http://studenthealth.oregonstate.edu/), 541-737-9355)
- OSU Counseling & Psychological Services ([oregonstate.edu/counsel/](http://oregonstate.edu/counsel/), 541-737-2131)
- International Student Support Program ([us.myissp.com/Home/UniversitySearch](http://us.myissp.com/Home/UniversitySearch))

## Telephones

### Long Distance Calls

An authorization code is required to make long distance telephone calls. You will be given a code by your major professor, *if you are expected to make such calls as part of your day-to-day research work*. The authorization code is unique and is intended for use only by the person to whom it is assigned.

Authorization codes must be kept secure and not given to other people. Codes must not be used for personal calls or purposes other than those intended. Directions on how to make and charge personal calls are provided online via Network Services Telecom website:

[oregonstate.edu/is/services/network-services/telecom](http://oregonstate.edu/is/services/network-services/telecom).

### Fax Machine

A fax machine (541-737-3052) is available for student or work-related purposes. Long distance numbers require an authorization code. The fax machine is located in Kearney 101. Please see the Main Office staff for assistance.

### Xerox, Office Supplied, & Scanner

The School provides copiers and document scanners, intended for research or teaching purposes only, in Kearney 101, and 111. Anyone desiring to make personal copies will need to use resources available on the main floor of the Valley Library. Maintaining the cleanliness and organization of the copy room is important; please do your part.

Graduate Teaching assistants can make copies for class or official use in Kearney 101 which is open M-F, 8am to 12pm & 1pm to 5pm.

Office supplies are for the use of **faculty and staff members only**. A stapler and hole-punch are available in both Kearney 111, and 101 for student use.

## Computer Use

Computer labs are available in most engineering buildings. They require an engineering account to log in. These computers maintain software for word processing, spreadsheet, and Internet connectivity applications. Options are available for remotely accessing research and other database or modeling software.

School computers are supplied on most graduate student office desks to allow you to perform your research activities and course work, and they should not be used for games or other personal uses during normal business hours (0800 - 1700, Monday – Friday). After hours personal use, within reason (as described by University policy), is allowed as long as others do not need the computers for their research or class activities. Computer use supporting funded research takes priority over use for non-funded research or personal activities. If you are assigned a desk without a computer, please contact your research advisor about acquiring a computer.

Do not copy **ANY** software onto the School's computer hard disks without approval from the Network Administrator. Software licensing and disk space availability are two issues that must be considered. The installation of your own personal copies of software on the School's machines without permission exposes the School to an unacceptable potential liability and therefore cannot be allowed. Please ask permission for the installation and use of your personal software if it is important to your research or course work. Also, please do not copy any software from the School's computers without permission. This action, again, violates software licensing agreements.

### Computer Use Policy

All use of OSU computer systems must conform to the [Acceptable Use of Computing Resources Policy](#), which is located at

[leadership.oregonstate.edu/sites/leadership.oregonstate.edu/files/08-005\\_acceptable\\_use\\_of\\_computing\\_resources.pdf](http://leadership.oregonstate.edu/sites/leadership.oregonstate.edu/files/08-005_acceptable_use_of_computing_resources.pdf)

OSU computer systems must not be used for any illegal activity, or for storage or distribution of copyrighted material (e.g., music, videos, e-books, etc.).

If you have any general questions about using University computers, please e-mail [support@engr.orst.edu](mailto:support@engr.orst.edu) for assistance.

### Templates

Civil and Construction Engineering embraces a [University-wide brand](#) that captures the impact of our teaching, innovation, and service in ways that are distinctive, consistent, and authentic. This is accomplished through the consistent application of the brand guidelines and templates. Graduate students communicate their work in many formats and are expected, whenever possible, to follow OSU brand guidelines. Templates for everything from posters to presentations are available for download on the [Oregon State Brand](#) website.

## Parking and Shuttles

Except in the open or pay lots, all motor vehicles parked on campus from 0700 to 1700, Monday through Friday, must display a valid parking permit. On-street parking is available for up to 2 hours/day in the neighborhoods surrounding the OSU campus, and metered parking is available on Monroe St. (parking in these areas is enforced by Corvallis Police). All parking rules are enforced during posted hours, and citations will be given for unauthorized parking on or around campus.

For more information contact [Parking Services](#) at 541-737-2583, or visit their web site at [transportation.oregonstate.edu/parking](http://transportation.oregonstate.edu/parking).

The OSU campus and surrounding areas are served by buses operated by the Corvallis Public Transit System ([corvallisoregon.gov/cts](http://corvallisoregon.gov/cts)). All bus service is free, and the buses generally run at 30-minute intervals during the working day from Monday-Saturday (no service on Sunday). The “Night Owl” runs at night (typically 2100 to 0230) Thursday-Saturday.

OSU offers a free campus shuttle service for the convenience of students, staff, and visitors.

The [OSU Beaver Bus](#) provides shuttle services to transport people from outer parking areas to and around campus.

- Extended hours of operation: 0700 to 1900
- Four buses serving campus on three routes for 33 weeks per year with 5 to 14-minute service loops
- Live shuttle mobile apps tracking systems

## Smoking Policy

OSU’s Corvallis campus is smoke-free. This policy includes quads, parking lots, and all other foot space within the confines of campus. Please consult the map on the following webpage for the campus boundary

[oregonstate.edu/smokefree/map](http://oregonstate.edu/smokefree/map).

## University Emergency Contacts

OSU is dedicated to providing a safe and secure learning and living environment for its community members. [The Department of Public Safety](#) provides resources, information, emergency phone numbers, and protocols for maintaining personal safety. Sign up for [OSU Alerts](#) to get timely messages delivered right to your phone or inbox regarding university closures and other emergency situations.

## Graduate School

What is the [Graduate School](#)?

- The Graduate School at OSU assures quality and consistent interpretation of Graduate Council policies related to graduate education across all programs. The [OSU Catalog](#) is the official source for information regarding OSU graduate education policy and procedures. It is the student's responsibility to refer to the catalog for this information.
- The Graduate School supports students throughout the academic [lifecycle](#), from admissions to degree completion.

- The Graduate Schools offers an array of [professional development opportunities](#) specific to the success of graduate students. Topics covered in these offerings include: research and ethics, teaching and facilitation, writing and communication, leadership and management, career skills, grad life and wellness. Please visit the Graduate School links to browse our student success offerings.

## ACADEMICS

**Support and Resources** - OSU offers a wide array of academic and support resources designed to meet graduate student needs. Some of the more commonly used resources are included below. For a more complete list, please visit the Graduate School's [Student Resources web page](#). Note that some services are campus-specific. See also [OSU Cascades Campus Life](#) and [Ecampus Student Services for services specifically provided to graduate students pursuing degrees or certificates via those specific venues](#).

[Campus Safety](#) – Emergency phone numbers, university alerts  
[Career Development Center](#) – Resume/CV, networking, job search strategies  
[Childcare and Family Resources](#) – University child care centers, child care assistance  
[Counseling and Psychological Services \(CAPS\)](#) – Individual and group counseling  
[Cultural Resource Centers](#) – Cultural based community centers, social support  
[Disability Access Services \(DAS\)](#) – Academic accommodations  
[Equal Opportunity and Access \(EOA\)](#) – Employment accommodations, discrimination or bias response  
[Financing your education](#) – Funding options and information, graduate awards  
[Graduate Student Success Center \(GSSC\)](#) – Lounge, study space, printing, reservable meeting rooms  
[Graduate Writing Center](#) – Writing workshops, groups, and 1:1 writing coaching  
[Health Insurance](#) – Plans for graduate students and graduate employees  
[Human Services Resource Center \(HSRC\)](#) – Food pantry, housing and food stamp assistance  
[Institutional Review Board \(IRB\)](#) – Review for human subjects research  
[Office of International Services \(OIS\)](#) – Visa and immigration advising  
[Ombuds Conflict Management Services](#) – Informal, impartial conflict resolution advising  
[Recreational Sports](#) – Dixon Recreation Center, intramural sports  
[Statistics Consulting Service](#) – Graduate student research statistical advising  
[Student Health Services \(SHS\)](#) – Clinic and pharmacy  
[Student Multimedia Services \(SMS\)](#) – Poster printing, equipment and laptop loans  
[Transportation Alternatives](#) – Bike, bus, SafeRide  
[Transportation and Parking Services \(TAPS\)](#) – Parking permits, maps  
[Valley Library](#) – Reference and research assistance, study spaces, research tools

### Civil and Construction Engineering Graduate Programs

At CCE our mission is to provide a comprehensive, state-of-the-art education to prepare students for professional and responsible engineering and constructor positions. The School works in a collaborative approach – with other academic units, local and federal government, and industry – to positively influence the environment and to tackle local and global challenges. CCE offers a wide range of courses and research opportunities that allow students to choose a focus area and a variety of other topics to explore. Students are encouraged to pursue an interdisciplinary approach to their research and many programs permit students to take up to 15 credit hours of courses in a minor area of their choice.

### Basic Requirements for all Graduate Degrees

**CE 507 - Graduate Seminar:** All newly-enrolled MEng, MS and PhD graduate students are required to take the School seminar course CCE 507 during fall term (1 credit). MS and PhD graduate students must also take CCE 507 (1 credit) in the winter and spring of their first year for a total of 3 credits. This

course is intended to develop your understanding of the profession, to introduce the research activities that take place in this School, and to develop professional skills including literature searching and citations, communication skills, ethics, and navigating graduate school.

**Graduate Minor:** OSU does not require graduate students in engineering to pursue a minor. However, if desired, a minor may be selected. The minor may be a recognized school minor, a recognized integrated minor, or a student-designed/committee-approved minor. Minors appear on your transcript but will not be listed on your diploma. Speak with your major professor for more details on minors.

**Program of Study:** All students are required to complete a Program of Study outlining the courses that they will take to complete their degree requirements. The Program of Study is a contract between the student, the School, and the University (Graduate School). For the Masters Programs (MEng, MS), signatures are required from your major professor, your minor professor (if applicable), and the remaining members of your [committee](#). In the case of Doctoral Program (Ph.D.), students must conduct a Program Meeting with all committee members, including the Graduate Council Representative (GCR), who must approve the Program of Study.

All students must then receive the signature of the Associate Head for Graduate Programs (Academic Unit Chair) prior to submitting the form to the Grad School.

Prepared forms signed by the advisor must be submitted to the Graduate Program Coordinator to obtain the Associate Head for Graduate Programs' signature and be turned in to the Graduate School.

**\*\*NOTE\*\*** The preliminary Program of Study completed during the CBEE 507 seminar course is not a binding/final Program. It **does not** require signatures nor is it turned in to the Graduate School. This is simply an exercise to introduce you to the Program form, get you thinking about the courses you will take to complete your degree, and stress the importance of the Program form itself.

### **Role of Advisor/Major Professor**

The responsibilities of major professors regarding student advising are varied and differ somewhat from a regular graduate department. Although professor-student dynamics are highly variable depending upon the personalities involved, all major professors are expected to:

- Help students define their interests and choose appropriate course work. Work with the student and program committee to see that all requirements are met.
- Help the student select and set up their committee.
- Provide specific suggestions on designing and carrying out thesis research, particularly at the M.S. level.
- Provide or help students find funding for graduate studies. In addition, promptly advise students of duration and conditions related to employment or other support offered (e.g., how long it is likely to last, what level of performance is required for continued support). If available funds are insufficient to support the student through completion of the degree, provide counsel about alternative funding sources.
- Alert students to job opportunities after graduation, and help them make the necessary professional acquaintances to enhance their chances of success.
- When appropriate, guide and mentor students regarding additional resources and career and personal decisions affecting their professional development.



## **Advisor selection**

To file an MS or PhD graduate study program, a student must find a research advisor. The respective program Graduate Committee Chairperson will act as or appoint an advisor for all incoming graduate students until a major professor is selected.

The choice of a major professor should be given considerable thought, since you will have a close working relationship with this individual for the duration of your degree program, and close professional and personal contacts thereafter. You are expected to complete your degree program under your assigned advisor's supervision (unless exceptional circumstances prevent it). Your major professor will guide your research efforts to completion and oversee all aspects of your graduate studies. The student is also responsible for actively seeking information about individual research projects. Good sources of information are the professors themselves or their graduate students. Before reaching out to potential advisors, reflect on the following questions:

1. What are my objectives in entering graduate school?
2. What type of training do I desire?
3. What are my strengths and weaknesses?
4. What skills do I need to develop?
5. What kinds of research or creative projects will engage me?
6. How much independent versus team work do I want to do?
7. What type of career do I want to pursue?

Once you have assessed your goals and needs to determine qualities that you are seeking in an advisor, begin to explore your options by doing one or more of the following:

1. Familiarize yourself with faculty member's work to gain a sense of their past and current interests and methodologies.
2. Immerse yourself in academic and social activities in the school to see how faculty interact with colleagues and graduate students.
3. Enroll in classes taught by faculty who most interest you; also be sure to attend their public presentations.
4. Ask advanced graduate students about their advisors and mentors. Share your interests and ask them for suggestions about whom you should meet.
5. Avoid limiting your options – keep an open mind!

Students are encouraged to make individual appointments with faculty they are interested in working with. Be sure to learn as much as possible about the faculty member before your interview including review of their published work. Develop a list of questions to ask the faculty member that can include some or all of the following:

1. How did you first get involved in your field?
2. What experiences were important in your decision to pursue graduate work and an academic career?
3. What is your mentorship style?
4. What mode of communication do you prefer and how often to meet with your current graduate students?
5. What skills and competencies constitute a successful graduate career in your field of study?

## Changing Major Professor

If a student believes a change of advisor is warranted they are encouraged to talk with the Graduate Program Coordinator or the Associate Head for Graduate Affairs. Other resources include the University Ombudsman ([ombuds.oregonstate.edu/](http://ombuds.oregonstate.edu/)) and the Student Success Coordinator at the Graduate School ([gradschool.oregonstate.edu/graduate-student-success/grad-student-success-center](http://gradschool.oregonstate.edu/graduate-student-success/grad-student-success-center)). The following resource may be helpful for students considering a change in advisors ([www.unl.edu/mentoring/student-changing-mentors-or-advisors](http://www.unl.edu/mentoring/student-changing-mentors-or-advisors))

Make an initial appointment to see your advisor prior to registering. Your advisor will help you plan your schedule and make sure requirements are fulfilled. **You are, however, ultimately responsible for seeing that you have fulfilled all the requirements necessary for graduation.**

## Degrees and Program Requirement Overview

The School of Civil and Construction Engineering offers three graduate degree programs, [Master of Engineering \(MEng\)](#), [Master of Science in Civil Engineering \(MS\)](#), and [Doctorate in Civil Engineering \(PhD\)](#).

	<u>MEng</u>	<u>MS</u>	<u>PhD</u>
<b>Total Credits Required</b>	45	45	108
<b>Total Credits for the Major</b>	30 min	30 min	18 min (Can use up to 45 credits from Master's Degree)
<b>Total Blanket Course Credits Allowed (CE 50X)</b>	6 max	6 max	6 max
<b>Total 500 level, non-blanket cr. Required</b>	15 min	15 min	18 min
<b>Project Credits Required (CE 506)</b>	None	3 min- 6 max if non-thesis	None
<b>Thesis Credits Required</b>	None	6 min-12 max if thesis	36 min – 45 max
<b>Minor Credits Required *Optional</b>	15 min	15 min	18 min
<b>Required Exam</b>	Final Oral Exam (1 hour)	Final Presentation & Oral Exam (2 hours)	Qualifying Exam, Preliminary Exam, Final Oral Exam
<b>Thesis</b>	Not Required	<a href="#">Thesis or Project</a>	<a href="#">Thesis</a>

## Master's Process and Requirements

**Non-Thesis Comprehensive Oral Exam (MEng Students)** - The Final Examination for the M. Eng. degree consists of an oral examination conducted by the three members of the student's M. Eng. Committee. The oral exam should be a maximum of one-hour duration and may be in the form of a traditional technical exam or a Portfolio Presentation. The topic of the exam is to be decided by the Committee and communicated to the student well in advance of the exam. This exam should take place during the last term of the student's M. Eng. program. There is no written exam component for the M. Eng. Final Examination.

**Forming a Graduate Committee** - Each student must form a graduate committee which will oversee and approve the student's graduate program of study. Committee members should be selected based on

mutual agreement between the student and major professor. The committee must have at least three members: two members from the student's area of study including the major professor; and an outside member chosen based on the relevance to the student's coursework. **A Graduate Council Representative is not required on the committee.** The committee should be formed in time to review the student's program of study.

**Master's Thesis Project** - The thesis demonstrates the student's mastery of professional knowledge in a particular subject area of their chosen field. It must present innovative research or a novel application of a known methodology to appropriate problems. A conscientious survey of pertinent literature is a prerequisite to an acceptable thesis. The research topic must be approved by the major professor, and the research title must be registered with the Graduate School.

Since the thesis results from a significant body of work, the student is encouraged to publish the results of the thesis in open literature. The student cannot schedule a defense exam with the Graduate School until the major professor approves the thesis for distribution to all committee members.

### **Committee Composition**

A thesis committee must have at least four faculty members: two members from the student's area of study including the major professor; an outside member chosen based on the relevance to the student's research and coursework; and a Graduate Council Representative (GCR).

### **Graduate Council Representative (GCR)**

The GCR is selected from a list of faculty members prepared by the Graduate School who are qualified to act as GCR's. Your GCR represents the OSU Graduate Council and ensures that all rules governing committee procedures are followed. Your GCR must be present at your formal exam(s), and will be responsible for some of the paperwork that the Graduate School requires. Per Graduate School guidelines, the GCR will also lead your committee's roundtable discussion following your final oral exam. Your GCR must be a graduate faculty member outside your major and minor area.

The GCR is a full voting member of your graduate committee. Many students select a GCRs who can also add disciplinary expertise. Select your GCR using the online GCR list generation tool ([gradschool.oregonstate.edu/forms#gcr](https://gradschool.oregonstate.edu/forms#gcr)) and be sure to allow ample time for this selection process. If you run into difficulty finding a GCR to serve on your committee, you can re-generate the list until you find someone who is willing to serve.

If a member of your committee is not a member of the [Graduate Faculty](#) or is not approved for the role proposed, your major department/program will need to nominate the proposed member to act in those roles using the [Nomination to Graduate Faculty form](#). Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

### **Final Oral Examinations (MS Defense)**

All MS degree examinations will be two hours in duration, whether thesis or non-thesis (project) option. The thesis or technical report will be presented during the first hour of the examination. The first hour of the examination will be open to the public and must be advertised at least one week prior to the examination. The second hour of the examination will be devoted to examination on coursework with only the student's graduate committee members present.

Theses must be distributed to all committee members for review well in advance of the examination date. In the case of non-thesis options, the report must be distributed to each member of the examination committee at least one week prior to the examination.

Students may be re-examined only once. Re-examinations may not be given sooner than one month after the original examination. Those who fail to pass their final oral examination twice will be terminated from graduate study in CCE and will not be given additional examinations.

### **Non-Thesis Option**

The Master's Thesis is option in some programs within CCE, subject to the approval of the student's major professor. In lieu of a thesis, a non-thesis, technical report must be prepared. The non-thesis option will normally involve 3 to 6 credits of CE 506 (Project), culminating in a technical report.

### **Non-Thesis, Technical Report (Project) Requirements**

Students who do not pursue the thesis option are required to prepare a technical report on an engineering problem or project of a substantial nature. The scope of the project should be consistent with the credit hours awarded for the project (maximum of 6 credit hours). The general requirement for the report is that it treats some significant engineering problem or project in sufficient depth to contribute to engineering knowledge. The engineering report should be conducted and prepared in a manner that is suitable for publication in a national journal. In general, the report shall follow the guidelines for authors of publications in American Society of Civil Engineers (ASCE) division journals. The title page and signature page shall be similar in format to those used for the MS thesis (omitting the signature block for the Graduate Dean). Other styles may be approved by the student's graduate committee.

### **Technical Report Committee**

The committee must have at least three members: two members from the student's area of study including the major professor; and an outside member chosen based on the relevance to the student's research and coursework. A Graduate Council Representative is not required on the committee. If a member of your committee is not a member of the [Graduate Faculty](#) or is not approved for the role proposed, your major department/program will need to nominate the proposed member to act in those roles using the [Nomination to Graduate Faculty form](#). Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

## Procedures leading to a Master's Degree

Below is an outline of the steps required to obtain the Master's degree. You should become familiar with the specific and detailed information contained in the Graduate School Catalog, as well as School requirements. Final oral exams must take place before the first day of the following term to be considered for the current term (late exams will require registration for 3 credits in the following term if not completed). See also the Master's Degree Flowchart from the OSU Graduate School:

[gradschool.oregonstate.edu/sites/default/files/flowchart-masters.pdf](http://gradschool.oregonstate.edu/sites/default/files/flowchart-masters.pdf)

Procedures for MEng Students			
Check Box	Item #	Step	Timing
	1	Select a major professor (initial temporary advisor is the Graduate Committee representative)	By the end of your first term
	2	Start selection process to find two additional committee members	By the completion of second term
	3	File a <a href="#">Master's Program of Study form</a>	
	4	Notify your major professor and committee of your intended graduation term	AT LEAST 1 term before your intended graduation term
	6	Compare Program of Study form and transcripts for consistency	1 term before your intended graduation term
	7	File <a href="#">Petition to Change Program form</a> , if needed	
	8	Confirm submission of your approved Program of Study with Graduate School	15 weeks prior to final oral examination
	9	File a <a href="#">Diploma Application</a>	
	10	Decide on a day and time (1 hour) with all Committee members	AT LEAST 2 weeks prior to final oral examination
	11	Complete <a href="#">CCE Event Schedule Form</a> to reserve a room	
	12	Once room is confirmed, fill out Graduate School <a href="#">Exam Scheduling Form</a>	
	13	Confirm final oral examination appointment with the Grad School (make sure it is on their calendar!)	1 week after submitting exam scheduling form
	14	Remind (e-mail) Committee of the final oral examination	2 days prior to final oral examination
	16	Final oral examination	
	17	Complete <a href="#">CCE Graduate Student Exit Checklist</a>	Before you leave campus

Procedures for MS Students			
Check Box	Item #	Step	Timing
	1	Choose a major professor and a general thesis topic	By the end of your second term
	2	Appoint Masters Committee with approval of your major professor	By completion of second term
	3	Generate <a href="#">Grad Council Rep (GCR) list</a> ; and contact those people until you find someone willing to serve as your GCR	
	4	File a <a href="#">Master's Program of Study form</a>	
	5	Read the Thesis Guide on the Grad School's website	Prior to starting your thesis
	6	Notify your major professor and committee of your intended graduation term	AT LEAST 1 term before your intended graduation term
	7	Compare Program form and transcripts for consistency	
	8	File <a href="#">Petition to Change Program form</a> if needed.	
	9	Confirm submission of your approved Program of Study with Graduate School	15 weeks prior to final oral examination
	10	File a <a href="#">Diploma Application</a>	
	11	Complete final draft of your thesis, and submit it to your major professor for review and approval	By the start of your last term
	12	Decide on a day and time (at least 2 hours) with all Committee members (faculty & Grad Council Rep)	AT LEAST 2 weeks prior to final oral examination
	13	Complete <a href="#">CCE Event Schedule Form</a> to reserve a room	
	14	Once room is confirmed, fill out Graduate School <a href="#">Exam Scheduling Form</a>	
	15	Submit thesis pretext pages to the Graduate School	
	16	Submit a final draft of the thesis to all committee members (with advisor's approval)	
	17	Remind (e-mail) Committee of the final oral examination	2 days prior to final oral examination
	18	Final oral examination	
	19	Print <a href="#">Electronic Thesis and Dissertation Form</a> , obtain signature, and submit final thesis paperwork (See <a href="#">Submission Instructions</a> )	Within 6 weeks of the exam or by the last day of the current term, whichever is first; if you miss the deadline, you may be required to register for an additional 3 credits.
	20	Complete <a href="#">CCE Graduate Student Exit Checklist</a>	Before you leave campus

## Doctoral Process and Requirements

**Doctoral Dissertation** - All Ph.D. candidates must submit a thesis embodying the results of research and presenting evidence of originality and ability in independent investigation. The thesis must constitute a valid contribution to knowledge in the field of study and must be based on the candidate's own investigation, including one or more of the following elements:

- Contribution to theory,
- Development of new method for scientific investigation,
- Generation of new scientific data which clearly contribute to the development of sciences, and
- Development and/or novel implementation of a numerical model.

The thesis must reflect a mastery of the literature of the subject and be written in scientific format. The preparation of an acceptable thesis will require at least one full-time academic year. The booklet, *Thesis Guide: Preparing a Thesis or Dissertation at OSU*, is available electronically on the Web at [gradschool.oregonstate.edu/success/thesis-guide](http://gradschool.oregonstate.edu/success/thesis-guide).

**Forming a PhD Committee:** In addition to a major professor, the student will select a PhD committee whose programs, research, and professional interests lie in the same area as those of the student. The PhD graduate committee is formed to guide the student in the conduct of their research, to review and approve the student's program of study, and to conduct the PhD degree examinations. The assignment of the PhD graduate committee will be by mutual agreement by the major professor, the faculty members, the student, and CCE. Normally, PhD students will arrange for the members of their PhD graduate committee during the first year in residence at OSU. Declaration of the PhD graduate committee members will be filed in the CCE office and in the Graduate School.

A minimum of five members of the Graduate Faculty, including two members of CCE who hold graduate faculty appointments, one from each declared minor field, and a Graduate Council Representative (GCR) are required. The major professor is one of the two members representing the major department/program. The student will meet with this committee at least three times during the course of the PhD degree program, as follows:

1. to review and approve the student's PhD program of study,
2. for the preliminary examination, and
3. for the final oral examination (Thesis Defense).

The GCR is selected from a list of faculty members prepared by the Graduate School who are qualified to act as GCR's. Your GCR represents the OSU Graduate Council and ensures that all rules governing committee procedures are followed. Your GCR must be present at your formal exam(s), and will be responsible for some of the paperwork that the Graduate School requires. Per Graduate School guidelines, the GCR will also lead your committee's roundtable discussion following your final oral exam. Your GCR must be a graduate faculty member outside your major and minor area.

The GCR is a full voting member of your graduate committee. Many students select a GCRs who can also add disciplinary expertise. Select your GCR using the online GCR list generation tool ([gradschool.oregonstate.edu/forms#gcr](https://gradschool.oregonstate.edu/forms#gcr)) and be sure to allow ample time for this selection process. If you run into difficulty finding a GCR to serve on your committee, you can re-generate the list until you find someone who is willing to serve.

If a member of your committee is not a member of the [Graduate Faculty](#) or is not approved for the role proposed, your major department/program will need to nominate the proposed member to act in those roles using the [Nomination to Graduate Faculty form](#). Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

## **Examinations for Doctoral Students**

### **Qualifying Examination**

CCE requires that each student satisfactorily complete a comprehensive written examination (the Qualifying Exam). This written examination must be completed no later than one week prior to the Oral Preliminary Examination that meets the OSU Graduate School requirements. The graded Qualifying Exam will become a part of CCE's file on the student. Students who fail the Qualifying Examination twice will be terminated from graduate study in CCE and will not be given an additional examination. Some disciplines may require an additional oral component to the Qualifying Exam.

### **Preliminary Examination**

Before being advanced to candidacy for the PhD degree, each student must also satisfactorily complete an oral examination conducted by the student's PhD graduate committee (the Oral Preliminary Exam). It is expected that the Preliminary Exam will be held within the first three years of the start of PhD studies. When the student and major professor agree that the student is ready for the oral Preliminary Examination, the student will contact the other PhD graduate committee members and schedule the oral Preliminary Examination with the Graduate School. A portion of the Preliminary Examination will include a short presentation by the student on the status and future plans for the student's PhD research. The oral Preliminary Examination is intended to cover both fundamental knowledge and the proposed thesis research. Students who fail the preliminary examination twice will be terminated from graduate study in CCE and will not be given an additional examination.

### **Final Oral Examination (PhD Defense)**

All PhD students will defend their research in a final oral examination in front of their PhD graduate committee. The PhD examination will be two hours in duration. The thesis will be presented during the first hour of the examination. The first hour of the examination will be open to the public and must be advertised at least one week prior to the examination. The second hour



of the examination will be devoted to examination on research with only the student's graduate committee members present.

Theses must be distributed to all committee members for review well in advance of the examination date (at least two weeks).

Students may be re-examined only once. Re-examinations may not be given sooner than one month after the original defense. Those who fail to pass their final defense twice will be terminated from graduate study in CCE and will not be given additional examinations.

### Procedures for Doctoral Students

Check Box	Item #	Step	Timing
	1	Identify a Major Professor	During second term
	2	Establish general area of dissertation research	
	3	Take Oral Qualifying Exam	No later than one week prior to the Oral Preliminary Exam
	4	Generate <a href="#">Grad Council Rep (GCR) list</a> and contact those people until you find someone willing to serve as your GCR	By the end of your first academic year (early spring term)
	5	Schedule doctoral program meeting with all committee members; Complete <a href="#">CCE Event Schedule Form</a> to reserve a room	
	6	Doctoral program meeting: Print <a href="#">GCR Checklist</a> and take to the meeting	
	7	File <a href="#">Doctoral Program of Study</a>	
	8	Schedule the Preliminary Oral Examination with your committee (one hour)	AT LEAST 2 weeks prior to preliminary oral examination
	9	Complete <a href="#">CCE Event Schedule Form</a> to reserve a room for the Preliminary Oral Examination	
	10	Review copies of <a href="#">Preliminary Oral Examination scoring guide</a> from Graduate School	
	11	Once room is confirmed, fill out Graduate School <a href="#">Exam Scheduling Form</a>	
	12	Complete preliminary oral examination	Within the 1 <sup>st</sup> three years of study
	13	Hold regular meetings with your Committee to keep them updated on your progress	Throughout your degree progression (at least once a year)
	14	Read the Thesis Guide on the <a href="#">Grad School's website</a>	Prior to starting your dissertation
	15	Compare Doctoral Program of Study form and transcripts for consistency	1 term before your intended graduation term
	16	File <a href="#">Petition to Change Program form</a> if needed.	
	17	File a <a href="#">Diploma Application</a>	15 weeks prior to final oral examination
	18	Complete final draft of your dissertation and submit it to your major professor for review and approval	By the start of your last term
	19	Schedule the final oral examination w/your committee	AT LEAST 2 weeks prior to final oral examination
	20	Complete <a href="#">CCE Event Schedule Form</a> to reserve a room	
	21	Pick up copies of final oral examination scoring guide from Graduate School	

22	Once room is confirmed, fill out Graduate School <a href="#">Exam Scheduling Form</a>	
23	Submit thesis pretext pages to the Graduate School	
24	Submit a final draft dissertation to all committee members (with advisor's approval)	
25	Confirm final oral examination appointment with the Grad School (make sure it's on their calendar!)	1 week after submitting exam scheduling form
26	Submit final oral examination appointment to Graduate Program Coordinator for announcement circulation	AT LEAST 2 weeks prior to final oral examination
27	Remind (e-mail) Committee of the final oral examination	2 days prior to final oral examination
28	Complete final oral examination	NO EARLIER THAN 1 term after passing preliminary oral examination
29	Submit final copies (See <a href="#">Submission Instructions</a> )	Within 6 weeks of the exam or by the first day of the Next term, whichever is first; <b>if you miss the deadline, you will be required to register for an additional 3 credits, no exceptions!</b>
30	Complete <a href="#">CCE Graduate Student Exit Checklist</a>	Before you leave campus

## Areas of Concentration and Requirements

Students must choose to focus their work in one of the nine different areas of civil engineering. Each area of concentration has specific course requirements for each degree program in addition to general university degree requirements. Please visit the following websites for detailed information concerning coursework in your area of concentration.

[Coastal and Ocean](#)

[Construction](#)

[Engineering Education](#)

[Geomatics](#)

[Geotechnical](#)

[Infrastructure Materials](#)

[Structural](#)

[Transportation](#)

## Graduate Assistantships

All graduate assistants are required to carry out the duties assigned by their faculty supervisor to justify their stipend.

University policy dictates that a graduate assistant (GRA/GTA) must be enrolled for no less than 12 credit hours in any term in which he or she is supported, except for summer term which requires a minimum of 3 credit hours.

Additionally, students who hold multiple jobs on campus may not work more than a total of 20 hours per week or 255 hours per term in total for all positions held while enrolled in at least 3 credits (6 during summer). Maintaining a GPA of 3.00 or better is required for continued financial support.

Students planning to take a short break (5 days or less) or be away from work must notify their supervisors in writing in advance of their plans. The plans must be approved by the supervisor.

**CCE follows the OSU Graduate School's Grievance Procedures and Policies which can be found here - [gradschool.oregonstate.edu/progress/grievance-procedures](https://gradschool.oregonstate.edu/progress/grievance-procedures).**

## Academic Standards

### General Information

Graduate students are expected to read the academic policies governing graduate students listed on the University website, which include but are not limited to the Graduate Catalog on the Graduate School's website and the Student Conduct Regulations. The information in this manual addresses only a few topics within those policies.

### Academic Performance

A grade-point average of 3.00 (a B average) is required: for all courses taken as a degree-seeking graduate student, and for courses included in the graduate degree or graduate certificate program of study. Grades below C (2.00) cannot be used on a graduate program of study. A grade-point average of 3.00 is required before the preliminary, final oral, or written exams may be undertaken. Enforced graduate-level prerequisite courses must be completed with a minimum grade defined by the field of study.

### Incomplete Grades

An "I" (incomplete) grade is granted only at the discretion of the instructor. The [incomplete](#) that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults at the end of the specified time period. The time allocated to complete the required tasks for the course may be extended by petition to the University Academic Requirements Committee. You can obtain the form from the Registrar's Office. It is the student's responsibility to see that "I" grades are removed within the allotted time.

## **Student Conduct and Community Standards**

Graduate students enrolled at Oregon State University are expected to conform to basic regulations and policies developed to govern the behavior of students as members of the university community. The Office of Student Conduct and Community Standards (SCCS) is the central coordinating office for student conduct-related matters at Oregon State University. Choosing to join the Oregon State University community obligates each member to a code of responsible behavior which is outlined in the [Student Conduct Code](#). The assumption upon which this Code is based is that all persons must treat one another with dignity and respect in order for scholarship to thrive.

Violations of the regulations subject a student to appropriate disciplinary action.

All students must read the Student Conduct Regulations to be aware of actions that may lead to the dismissal process:

[catalog.oregonstate.edu/ChapterDetail.aspx?key=38](http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38)

All CCE Students are expected to read and understand the documents that outline [CCE Honor Codes and Codes of Conduct](#).

## **Academic Dishonesty**

Academic Dishonesty is defined as an act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student's own efforts or the efforts of another. It includes:

- **CHEATING** — use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.
- **FABRICATION** — falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- **ASSISTING** — helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).
- **TAMPERING** — altering or interfering with evaluation instruments or documents
- **PLAGIARISM** — representing the words or ideas of another person or presenting someone else's words, ideas, artistry or data as one's own, or using one's own previously submitted work. Plagiarism includes but is not limited to copying another person's work (including unpublished material) without appropriate referencing, presenting someone

else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University's Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.

### **Student Records**

Both federal and state laws permit Oregon State University staff to release directory information (e.g. name, address, degree program, birth date) to the general public without your consent. You can prohibit the release of directory information to the public by signing the Confidentiality Restriction form available from the Office of the Registrar. It will not prohibit the release of directory information to entities of Oregon State University that have a "need to know" to accomplish their required tasks. It further will not prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University.

### **Registration**

The OSU Schedule of Classes is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. The online [catalog](#) is the source for up-to-date changes for the current and immediately upcoming term. It is your responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy. Problems arising from registration procedures, such as late registration, adding or withdrawing from courses after deadlines, or late changes from letter or S/U grading are resolved through the [petition for late change in registration](#) filed with the Graduate School. A late registration fee may be applied.

Students are responsible for staying current on registration requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran's).

### **Minimum Course Loads**

The minimum credits per term below constitute "full-time" enrollment.

	<b>Domestic</b>	<b>International*</b>	<b>Domestic – Funded</b>	<b>International - Funded</b>
<b>Min. Credits Required in Fall, Winter, Spring</b>	<b>9</b>	<b>9</b>	<b>12</b>	<b>12-16</b>
<b>Min. Credits Required in Summer</b>	<b>0</b>	<b>0</b>	<b>3 or 5**</b>	<b>3 or 5**</b>

**\*Graduate students in their final term or who have completed all required coursework on their program of study and the minimum number of credits hours required for their specific graduate program may be eligible for a reduced enrollment.**

**\*\*Graduate students who register for at least three credits in the summer will remain in compliance with minimum registration requirements but will have FICA taxes (Social Security and**

**Medicare) taxes withheld from their paycheck. Graduate students who register for 5 credits or more will avoid having FICA taxes withheld.**

Course load requirements for graduate students are established by the Registrar and the Graduate School. You are considered a “full-time” graduate student if you are registered for 9–16 credits in a given academic term. You are considered a “part-time” graduate student if you have less than nine credits. If you are a degree-seeking student, you must be registered for a minimum of three graduate credits in any term you wish to be enrolled and access university resources, including the term of the final defense.

Students are responsible for staying current on course load requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran’s)

### **Continuous Graduate Enrollment**

All graduate students enrolled in a degree program must register continuously for a minimum of 3 graduate credits each term (fall, winter, and spring terms) until all degree requirements are met, regardless of student’s location. Students on approved leave are exempt from the continuous enrollment policy for the term(s) they are on leave.

Graduate students who use facilities or faculty/staff time during summer session are required to register for a minimum of 3 credits during the summer session. Students defending in the summer term are required to register for a minimum of 3 graduate credits.

Students may appeal the provisions of the continuous graduate enrollment policy if extraordinary circumstances arise by submitting a detailed request in writing to the Dean of the Graduate School. Scheduling difficulties related to the preliminary oral exam or the final oral exam are not considered an extraordinary circumstance.

Graduate assistantship eligibility requires enrollment levels that supersede those contained in this continuous enrollment policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this continuous enrollment policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs.) Therefore, it is the student’s responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

**NOTE:** Students who are pursuing a certificate only are not subject to the continuous enrollment policy.

### **Leave of Absence**

Leave of Absence status is available to eligible students who need to suspend their program of study for good cause. The time the student spends on approved leave will be included in any time limits prescribed by the university relevant to degree completion. Students on approved leave may not a) use any university facilities, b) make demands upon faculty time, c) receive a fellowship or financial aid, or d) take course work of any kind at Oregon State University. Leave of Absence/Intent to Resume Graduate Study Forms must be received by the Graduate School at

least 15 working days prior to the first day of the term involved. Family Medical Leave (FML) may be granted at any point during a term. FML inquiries should be directed to [medical.leave@oregonstate.edu](mailto:medical.leave@oregonstate.edu). NOTE: Students who are pursuing a certificate only are not subject to the Leave of Absence Policy.

### **Unauthorized Break in Registration**

Degree seeking graduate students who take an unauthorized break in registration relinquish graduate standing at the University.

To have graduate standing reinstated after an unauthorized break, students are required to reapply to their program (complete the online graduate admission application, pay the application fee, and may be required to register for three graduate credits for each term of unauthorized break in registration). It is advisable that students in this situation state that they are applying for readmission in the application packet. A reapplication does not ensure admittance to the program.