2019-2020 Graduate Handbook

Department of Civil and Environmental Engineering

Portland State University

Welcome to the graduate program in the Department of Civil and Environmental Engineering at Portland State University! Thank you for choosing our department for your graduate studies. You are part of an exciting program that is producing top-quality graduates and innovative research. We hope that you will find this handbook helpful as you navigate through the program. If you are a new graduate student, please complete the following as soon as you can:

- Read this handbook in its entirety.
- Attend the MCECS Graduate Student Orientation (check with the Department for the date).
- Obtain a PSU Identification Badge (see section 4.2).
- Obtain and sign into your PSU computer accounts (see section 4.3).
- If you are a research assistant, meet with your research supervisor.
- If you are a teaching assistant, meet with your instructor.
- Request badge access to the Engineering Building, EB 325 computer lab, and other spaces as needed (see section 4.2).
- Review and make any modifications to your PSU Alert Notification System (see section 1.5.3).
- Register for classes (see section 4.7).

We wish you success in your graduate program. Based on observations of many students, the successful graduate student demonstrates most, if not all, of the following characteristics:

- Has a positive attitude about the Department, courses, and research activities.
- Shows respect and courtesy to departmental staff, fellow students, faculty, research sponsors, and collaborators.
- Takes an interest in the work of fellow students.
- Demonstrates a sense of responsibility about the CEE graduate program and attends events, seminars, and social activities to build a sense of collegiality and pride.
- Takes an interest in improving all aspects of their surroundings by helping keep work areas, labs, and other space clean and neat.
- Shows a sincere desire to learn.
- Develops awareness of research literature by seeking out, reading, sharing articles and discussing papers with their adviser, faculty, and fellow students.
- Is proactive in managing course and research tasks and meeting deadlines—does not wait for direction but pursues ideas independently and efficiently.
- Learns to communicate efficiently and takes notes when meeting with their adviser and at research meetings.

Please note that this handbook is intended as a quick reference tool for graduate students in the CEE Department and is not meant to provide comprehensive information on University policy. The PSU Bulletin provides more comprehensive information, as does the Office of Graduate Studies, which oversees all graduate programs at PSU. The PSU Bulletin is available online here: http://pdx.smartcatalogiq.com/en/2019-2020/Bulletin. The website for the Graduate School can be found at this link: http://www.pdx.edu/ogs/.

Table of Contents

1 Key Information

1.1 Contacts

Department Chair – Dr. Chris Monsere
Email: monsere@pdx.edu
Phone: 503-725-9746
Office: EB202K

Graduate Program Chair – Dr. Peter Dusicka
Email: dusicka@pdx.edu
Phone: 503-725-9558
Office: EB301C

Department Manager – Sarah Phillips
Email: ariel.lewis@pdx.edu
Phone: 503-725-4244
Office: EB202S

Academic Program Administrator – Kiley Melicker
Email: melicker@pdx.edu
Phone: 503-725-2398
Office: EB202R

Department Services Coordinator – Sam Parsons
Email: ceedept@pdx.edu
Phone: 503-725-4282
Office: EB200 (Front Desk)

1.2 Summary of Departmental Forms

Most forms you need to complete are Graduate School forms. They are posted here: http://www.pdx.edu/ogs/forms. In addition to those, the Department maintains the following forms:

a) MS/MEng Program of Study form – required after 18 credits of all Master's students
b) PhD Program of Study form – required as part of the Comprehensive Exam Prospectus
c) MS Project Approval form – required for students graduating with an MS Project option
d) Departmental Petition to Allow Grade of C+, C, or C- – required if a graduate student wants to count a course with a grade of C+, C, or C- towards graduation credit
e) Department's Comprehensive Exam Prospectus Approval form – required before Ph.D. students can take the comprehensive exams.
f) PhD Progress Review Form – required annually for PhD students to demonstrate evidence of satisfactory progress

1.3   PSU Student Code of Conduct

The Portland State Code of Student Conduct and Responsibility governs student behavior. It may be found at this link: http://www.pdx.edu/dos/codeofconduct.

1.4   Travel Expectations

Travel should be viewed as a privilege, not an expectation. Student conduct while on University trips should always be ethical and professional. All travel for and paid by the university is required by Oregon state law to be done efficiently and cost effectively. Please take this charge seriously. Remember that you are representing the Department and PSU when traveling. When traveling on university business funded by a travel award or other PSU funds, it is important to be review and follow PSU's travel policies: https://www.pdx.edu/financial-services/financial-services-policies-manual/4050-travel-intro.

1.5   Safety and Security

Please be aware that the Engineering Building, though secure, is open to the public. Be sure to secure all valuables. When working in office and lab spaces after hours, be sure to close and lock all doors and be aware of your surroundings.

1.5.1   Campus Public Safety Office (CPSO)

The Campus Public Safety Office (CPSO) is available 24 hours a day, 7 days a week. Their contact information is listed below. Students are encouraged to keep this contact information with them when on campus.

Emergency number: **503-725-5911**
Non-emergency number: 503-725-4407

The CPSO website offers a variety of tips and resources regarding safety and security on campus: http://www.pdx.edu/cpso/safety-security.

1.5.2   CPSO Safety Escort Service

CPSO offers a safety escort service that is available to anyone, 24 hours a day, 365 days a year, free of charge. A CPSO officer will escort students to their bus, car, apartment or office on campus and up to two blocks off campus. To access this service, call the CPSO non-emergency number, 503-725-4407.

1.5.3   PSU Alert Notification System

The PSU Alert Notification System is used to send emergency alert notifications. A student's pdx.edu email account is automatically enrolled in the system, and students can add their cell phones, home phones, or other email accounts to the system as well. Please visit this link for instructions on updating your PSU Alert account preferences: http://www.pdx.edu/cpso/psu-alert-notification-system.

2 Master of Science and Master of Engineering Program

For a complete review of the steps to obtaining a Master's degree, please refer to and read the Graduate School's "Summary of Procedures for Master's Degree" here: http://www.pdx.edu/ogs/procedures-masters-degrees.

The Graduate Learning Outcomes for the MS and MEng programs can be found at this link: https://www.pdx.edu/sites/default/files/Media%20Root/Graduate%20Program%20Student%20Learning%20Outcomes.pdf.

2.1 Master of Science (MS) Degree

The Master of Science in Civil and Environmental Engineering program is designed to provide students with the technical and professional knowledge necessary to develop their abilities to seek creative solutions to complex problems in their field of interest. The program involves advanced courses in the areas of structural analysis and design, transportation engineering, water resources, environmental engineering, and geotechnical engineering, as well as science and mathematics. Flexibility is achieved by designing programs of study to meet individual needs. MS students must complete a thesis or research project conducted under the supervision of a faculty member.

2.1.1 MS Thesis Option Credit Requirements

The thesis option consists of a total of 45 credit hours including 6-9 hours of CE 503 Thesis credits plus successful completion of a final oral examination covering the thesis. Coursework may include up to 6 hours of CE 501 Research, CE 504 Internship, CE 505 Reading and Conference or CE 506 Projects. Internship credits (CE 504) require a project and final report; these credits must be arranged in advance between the CEE faculty adviser and the student.

2.1.2 MS Project Option Credit Requirements

The project option requires completion of 45 credit hours including 4 CE 501 Research credit hours on a research project that produces a report and technical presentation. Coursework may include up to 8 hours of CE 504 Internship, CE 505 Reading and Conference or CE 506 Projects. Internship credits (CE 504) require a project and final report; these credits must be arranged in advance between the CEE faculty adviser and the student.

2.2 Master of Engineering (MEng) Degree

The Master of Engineering in Civil and Environmental Engineering program is a non-research based professional degree. MEng students may be full-time or part-time while working in the engineering field. These students complete an advanced degree without a thesis/project requirement and can also use internship credits toward their degree.

2.2.1 MEng Credit Requirements

A total of 48 graduate credits are required for the MEng program. Coursework may include up to 8 hours of CE 501 Research, CE 504 Internship, CE 505 Reading and Conference or CE 506 Projects. Internship credits (CE 504) require a project and final report; these credits must be arranged in advance between the CEE faculty adviser and the student.

2.3 Departmental Requirements for All Master's Students (MS and MEng)

2.3.1 Specialization

All students must select a specialization in one of the four areas on their program of study:

- Environmental and Water Resources Engineering
- Geotechnical Engineering
- Structural Engineering
- Transportation Engineering

2.3.2 Program of Study

Master's students are required to file the Program of Study form with the department after completing 18 credits. For a full-time student, this would be at the end of the second term of enrollment. The Program of Study form can be found on the CEE website at this link: https://www.pdx.edu/cee/sites/www.pdx.edu.cee/files/CEE_ProgOfStudy.xlsx. The Program of Study form must be approved by the student's adviser. Submit the form to the CEE Front Desk. The following links are helpful for completing the Program of Study form:

- The CEE Department Program of Study Guide: https://www.pdx.edu/cee/sites/www.pdx.edu.cee/files/PSU_CEE_ProgramofStudyGuide_2018-19_FINAL_WEB.pdf
- PSU Course Projections Guide (lists three year course projections for each department): https://app.banner.pdx.edu/cpg/
- List of CEE Department Courses : http://pdx.smartcatalogiq.com/2019-2020/Bulletin/Courses/CE-Civil-Engineering

If a course listed on the program of study is not available to be taken due to changed course offerings, schedule conflicts, or other reason, another course can be substituted with adviser approval. A new program of study form is not required.

2.3.3 CEE Department Credit Minimum

A minimum of 30 credit hours must be taken in the CEE Department unless otherwise approved by the Graduate Program Chair.

2.3.4 Academic Standing

The academic standing policy is set by Portland State University's Graduate School. All students are expected to be aware of this policy, which can be found at this link: http://pdx.smartcatalogiq.com/2019-2020/Bulletin/Graduate-School/Enrollment/Academic-Standing.

2.3.5 Pre-admission and Transfer Credits

CEE Master's students may use up to 16 pre-admission credits (credits taken before the formal term of admission) toward their degrees with adviser approval. To apply pre-admission credits toward your degree, please contact the CEE Academic Program Administrator.

CEE Master's students may also use up to 16 transfer credits (credits taken at any other institution at any time) toward their degrees, with adviser approval. To apply transfer credit toward your degree, please submit the GO-21M form to the CEE Academic Program

Administrator as early in your degree program as possible:
http://www.pdx.edu/ogs/sites/www.pdx.edu.ogs/files/GO-21M.pdf.

2.3.6 Conditional Admission

There are two types of conditional admission, University Conditional and Departmental Conditional.

Students admitted with Departmental Conditional status are required to meet the conditions listed in their departmental admission letters. Students should plan to meet these conditions as early on in the degree program as possible.

Students admitted with University Conditional status must complete the first 9 letter-graded graduate credits after admission with a GPA of 3.00 or higher. This condition is listed on the University admission letter.

Students admitted with both University Conditional and Departmental Conditional status must meet the requirements of both conditions.

Please refer to the PSU Bulletin for more information about University and Departmental Conditional status (http://pdx.smartcatalogiq.com/2019-2020/Bulletin/Graduate-School/Admission-Statuses).

2.3.7 Policy Regarding Grades of C+ or Below

Graduate courses for which the student receives a grade of "C+" or lower will not be counted toward fulfilling the degree requirements. Grades of C+, C, or C- may sometimes be counted toward the degree with the approval of the student's adviser and the Graduate Program Chair (please see Section 4.6 Petitions for more information about this process).

2.3.8 Pass/No Pass Grading Policy

All courses taken in the Department of Civil and Environmental Engineering by degree candidates must be taken for a letter grade, unless a course is only offered with a pass/no pass option. Courses outside the Department of Civil and Environmental Engineering may be taken pass/no pass only with the consent of the student's adviser. Non-degree seeking students may take Civil and Environmental Engineering courses pass/no pass with the consent of the instructor.

2.3.8 Time Limits for Master's Degree Students

All coursework applied to the master's degree program must be completed within the seven years prior to the awarding of the degree (e.g., a course started in the fall term of 2015 will be beyond the seven-year limitation at the close of fall term 2022). A PSU course more than seven years old at the time of graduation, but no more than ten years old at the time of graduation, may be used toward master's degree requirements after a successful validation exam, which may be arranged at the discretion of the department that offered the course. Note that validation exams are not routine and require a great deal of time and effort on the part of the student, instructor, and departmental staff alike, so in general, it is best to plan ahead to avoid having any credits expire. More information about the validation exam process can be found in the PSU Bulletin: http://pdx.smartcatalogiq.com/2019-2020/Bulletin/Graduate-School/Degree-requirements/Master-s-Degree/Validation-of-out-of-date-graduate-credit.

2.3.9 Applying for Graduation

Students must apply for graduation by the first Friday of the term in which they wish to graduate. Additional information may be found on the Graduate School website: http://www.pdx.edu/ogs/application-for-awarding-of-masters-degree-doctoral-degree-or-graduate-certificate.

2.4 Additional Requirements for MS Thesis Students

The thesis option consists of a total of 45 credit hours including 6-9 hours of CE 503 Thesis credits plus successful completion of a final oral examination covering the thesis. Coursework may include up to 6 hours of CE 501 Research, CE 504 Internship, CE 505 Reading and Conference or CE 506 Projects.

2.4.1 OGS Requirements and Deadlines

Thesis requirements are set by PSU's Graduate School (GS). All thesis students are expected to review the "Thesis and Dissertation Information" page on the GS website: http://www.pdx.edu/ogs/thesis-and-dissertation-information. Students are also expected to be aware of the deadlines for graduate candidates, which include deadlines for the submission of the GO-16M form (Appointment of Thesis Final Oral Examination Committee), application for degree, thesis defense, and thesis submission for final approval. These deadlines can be found on the GS website at this link: http://www.pdx.edu/ogs/graduate-candidate-deadlines.

2.4.2 Scheduling the Thesis Defense

The thesis defense should be scheduled on a date that meets the GS deadline for the desired graduation term (see above). A room for the thesis defense may be scheduled through the CEE Department Services Coordinator or the Academic Program Administrator. Students are expected to provide a flier to the CEE Department to advertise the thesis defense no later than one week prior to the defense date. The PSU flyer template can be found here: http://www.pdx.edu/university-communications/download-brochure-flyer-and-presentation-templates. The flyer should include the following information:

- Student's Name
- Title of thesis
- Date
- Time
- Location
- Adviser's Name
- Summary/abstract of thesis
- An image or photo relevant to thesis

2.4.3 Suggested Timeline for Thesis Defenses

Always check with your adviser on the preferred schedule and procedure. This is a typical timeline:

1. At least four weeks prior to defense:
    a. ___ Decide on some dates for a defense that work with your adviser's schedule and meet GS requirements. Come up with few alternate dates and times and schedule the defense date with your committee. Check their teaching schedules to minimize effort.

b. ___ Reserve a room for your defense.
2. Two weeks prior to your defense:
   a. ___ After approval from your adviser, share the draft thesis document in PDF form with your thesis committee. In the text of your email include the date and location of the defense and offer to print a copy of text if committee member desires.
   b. ___ Prepare the announcement flyer for your defense. Send it to the CEE office staff so that they can advertise the defense to the CEE Department.
   c. ___ Schedule a meeting with your adviser to review the defense presentation PowerPoint.
3. One week prior to your defense:
   a. ___ Send your adviser the draft defense PowerPoint to review.
   b. ___ Meet with your adviser and revise presentation
   c. ___ Practice!
4. Forms required for at the thesis defense
   a. ___ Check with CEE Academic Program Administrator to make sure the GO-17 form is prepared. Students do not handle this form! This will need to be signed at your defense if the committee agrees to pass you.
   b. ___ Prepare the thesis signature page (form on GS site). The committee will sign this and your adviser will hold until your thesis is revised and accepted. Your adviser will turn it in to the CEE Academic Program Administrator or give to you when your revisions are complete.

2.5   Additional Requirements for MS Project Students

The project option requires completion of 45 credit hours including 4 CE 501 Research credit hours on a research project that produces a report and technical presentation. Coursework may include up to 8 hours of CE 504 Internship, CE 505 Reading and Conference or CE 506 Projects.

2.5.1   MS Project Report and Presentation Requirements

MS Project students should meet with their advisers to determine the project topic and scope. All projects require a report and technical presentation. The MS Project Approval form must be submitted to the CEE Graduate Program Administrator after completion of the report and presentation: http://www.pdx.edu/cee/sites/www.pdx.edu.cee/files/CEE_MSProjectForm.pdf. The final, adviser-approved project report must be uploaded to PSU's digital archive, PDXScholar. The Department will approve graduation only after the final copy of the project report has been approved by the adviser and the report has been uploaded to PDXScholar.

The MS Project template can be downloaded here: http://www.pdx.edu/cee/sites/www.pdx.edu.cee/files/Master_Project_Template.docx

Instructions for submitting the report to PDXScholar can be found here: http://www.pdx.edu/cee/sites/www.pdx.edu.cee/files/CEE_MSProject_PDXScholarSubmissionInstructions.pdf

2.5.2   Scheduling the Project Presentation

The project presentation should be scheduled and completed by the Friday of finals week for graduation in that term (end of eighth week for Summer term). The presentation must be announced and given in a public forum. A room for the project presentation may be scheduled through the CEE Department Student Services Coordinator or the Academic Program Administrator. Students are expected to provide a flier to the CEE Department to advertise the

project presentation no later than one week prior to the presentation date. The PSU flier template can be found here: http://www.pdx.edu/university-communications/download-brochure-flyer-and-presentation-templates. The flier should include the following information:

- Student's Name
- Title of project
- Date
- Time
- Location
- Adviser's Name
- Summary/abstract of project
- An image or photo relevant to project

2.6   Typical Advising Questions for Master's Students

2.6.1   Changing Advisers

A MEng or MS student may change his or her assigned adviser if another faculty member is a better match for the student's research or academic interests and is available to advise the student. For an MS student, this change would ideally take place before the student begins work on the research project or thesis. Students wishing to change advisers must obtain the approval of both the old and the new adviser, and then notify the CEE Academic Program Administrator of the change.

2.6.2   Changing from MEng to MS

Students admitted to the MEng program may switch to the MS program if a faculty member agrees to advise them in a research project or thesis. Students must complete the GO-19 form to change their degree program: http://www.pdx.edu/ogs/sites/www.pdx.edu.ogs/files/GO-19.pdf.

2.6.3   Changing from MS to MENG

Students admitted to the MS program may switch to the MEng program with the permission of the MS adviser. Ideally, this change would take place before the student begins work on the research project or thesis. Students must complete the GO-19 form to change their degree program: http://www.pdx.edu/ogs/sites/www.pdx.edu.ogs/files/GO-19.pdf.

2.6.4   Changing Specialty Area

Changing specialty areas is not advised. Courses taken toward a program of study in one specialty area will not necessarily count toward a program of study in another specialty area; this is true even for CEE Department courses. Furthermore, students admitted to the MS program in one specialty area may not be able to transfer to the MS program in another area; if an MS adviser is not available in the new specialty area, the student would need to switch to the MEng program. Because of the issues involved, students wishing to change their specialty area must first meet with the CEE Graduate Program Chair.

3 PhD Program

The Ph.D. in Civil and Environmental Engineering program offers advanced courses in the areas of structural analysis and design, water resources and environmental engineering, transportation engineering, and geotechnical engineering. This program aims to educate technical experts to meet challenges related to enhancing infrastructure and the environment. Students learn about conducting research and solving technical problems that have an impact both regionally and globally. The PhD program culminates in a written dissertation representing an original contribution to knowledge in the field, significantly enlarging, modifying or reinterpreting what was previously known. Students work closely with their adviser, but PhD research is an original, independent investigation of the chosen research topic.

3.1 PhD Degree Requirements

3.1.1 Departmental Requirements

A PhD student must complete the following departmental requirements:

1. Complete a minimum of 51 credits (including coursework and dissertation credits) beyond the M.S. degree;
2. Complete an approved program of study, which includes a minimum of 24 hours of coursework. Coursework may include up to 8 hours of CE 601 Research, CE 604 Internship, CE 605 Reading and Conference, or CE 606 Projects;
3. Meet the University's residency requirement;
4. Pass the comprehensive examination;
5. Present and pass a proposal defense for advancement to candidacy;
6. Complete 27 credit hours of dissertation credit (CE 603) leading to the completion of a doctoral dissertation;
7. Present and pass the final oral dissertation defense; and
8. Submit the written dissertation in compliance with University guidelines and deadlines.

3.1.2 Office of Graduate Studies Requirements

All other degree requirements for the PhD program are established by PSU's Graduate School (GS). Students should thoroughly read the Doctoral Degree requirements in the PSU Bulletin as well as the "Summary of Procedures for Doctoral Degrees" (http://www.pdx.edu/ogs/procedures-doctoral-degrees), the "Thesis and Dissertation Information" (http://www.pdx.edu/ogs/thesis-and-dissertation-information), and the "Graduate Candidate Deadlines" (http://www.pdx.edu/ogs/graduate-candidate-deadlines) on the Office of Graduate Studies website.

3.1.3 Policy Regarding Grades of C+ or Below

Graduate courses for which the student receives a grade of "C+" or lower will not be counted toward fulfilling the degree requirements. Grades of C+, C, or C- may sometimes be counted toward the degree with the approval of the student's adviser and the Graduate Program Chair (please see Section 4.6 Petitions for more information about this process).

3.1.4 Pass/No Pass Grading Policy

All courses taken in the Department of Civil and Environmental Engineering by degree candidates must be taken for a letter grade, unless a course is only offered with a pass/no pass

option. Courses outside the Department of Civil and Environmental Engineering may be taken pass/no pass only with the consent of the student's adviser. Non-degree seeking students may take Civil and Environmental Engineering courses pass/no pass with the consent of the instructor.

3.2   Steps to the PhD Degree

3.2.1   Coursework and Comprehensive Examination

a) The newly admitted Ph.D. student will meet with his/her department adviser within the first quarter of his/her enrollment. The adviser and the student will develop a draft program of study and will discuss the potential scope and nature of the comprehensive examination. The student should work with his/her adviser to modify the program of study as needed using the Department's Ph.D. Program of Study form: http://www.pdx.edu/cee/sites/www.pdx.edu.cee/files/PhD%20ProgOfStudy.xls.

b) The comprehensive examination will generally be taken at the end of coursework and may include both written and oral sessions. At least 6 months before the comprehensive exam, a CEE examination committee will be formed to set a date for the comprehensive exam. The CEE examination committee will include at least three PSU faculty, with a minimum of two from CEE; committee members will be chosen by the student's adviser in consultation with the student and must be approved by the Department Chair.

c) The CEE examination committee will define the scope and nature of the comprehensive examination. The examination committee will agree to the subject areas of the comprehensive examination, determine the details of examination administration, and provide questions for the examination. The committee will communicate the necessary details to the student at least three months before the examination. The student will then complete the Comprehensive Exam Prospectus in consultation with his/her adviser, and submit it for approval by the committee using the Department's Comprehensive Exam Prospectus Approval form: http://www.pdx.edu/cee/sites/www.pdx.edu.cee/files/CompExamProspectusApproval_9.25.13.pdf. The Comprehensive Examination Prospectus will include the student's program of study, resume, and the major and minor areas for the examination. A template can be found on the CEE website: http://www.pdx.edu/cee/sites/www.pdx.edu.cee/files/ComprehensiveExaminationProspectusTemplate_8.28.13.doc. Copies of the approved prospectus should be given to the student, adviser, Graduate Program Chair, and CEE Office.

d) The examination committee may pass the student, pass him/her with qualifications, fail him/her with the option of retaking the exam, or fail him/her without option of retaking the exam. The committee will provide the examination results in the form of a memo to the student and submit to GS the GO-22 Report on Passing Comprehensive Examinations: http://www.pdx.edu/ogs/sites/www.pdx.edu.ogs/files/GO-22.pdf.
Per PSU policy: *If the student fails the entire comprehensive exam or any section thereof, the doctoral program may dismiss the student from the degree program or permit the student to repeat the entire examination, or the section that was failed, after a minimum of three months. The results of the second examinations are final* (http://pdx.smartcatalogiq.com/2019-2020/Bulletin/Graduate-School/Degree-requirements/Doctoral-Degree/Comprehensive-examination). In accordance with this policy, if a student is given the option of repeating the entire examination or the section that was failed, he/she must coordinate with his/her adviser to schedule a new examination date.

The committee will provide feedback to the student on the first examination in the memo providing the examination results.

3.2.2 Dissertation Prospectus Defense

a) After the comprehensive exams have been passed, and after identification of the dissertation proposal, the student will work with his/her adviser to choose the dissertation committee. The adviser will submit the "Appointment of Final Oral Examination Committee" form (GO-16D) to GS: http://www.pdx.edu/sites/www.pdx.edu.ogs/files/GO-16D.pdf. Formation of the committee must follow GS rules. The committee must be approved by GS before the dissertation proposal defense is scheduled. The committee should communicate with the student about the expectations and format for the written dissertation proposal.

b) The student will submit the written dissertation proposal to the dissertation committee for discussion, evaluation, modification and final approval.

c) An oral defense of the dissertation proposal will be scheduled with the student and dissertation committee. All members of the student's dissertation committee must be present at the defense.

d) The dissertation committee may pass the candidate, pass the candidate with qualifications, or fail the candidate. If the dissertation committee passes the candidate, it will recommend the student to GS for advancement to candidacy, using the "Request for Advancement to Candidacy" form (GO-23): http://www.pdx.edu/ogs/sites/www.pdx.edu.ogs/files/GO-23.pdf.

e) When the student has been advanced to candidacy by GS, he/she can proceed with his/her Ph.D. research (a minimum four-month to maximum five-year timeline before the dissertation defense).

3.2.3 Final Dissertation Defense

a) At the conclusion of his/her research, and under guidance of the dissertation committee, the candidate will prepare a preliminary draft of his/her written dissertation in acceptable form setting forth the results of his/her original investigation. The draft is revised and corrected until it meets the approval of the research adviser.

b) The candidate files an "Application for the Degree" during the first week of the anticipated term of graduation: http://www.pdx.edu/ogs/application-awarding-masters-or-doctoral-degree/.

c) At least two weeks prior to the final oral dissertation defense, the chair of the dissertation committee submits copies of the final draft to each committee member.

d) The final dissertation defense is scheduled and may be open to the public.

e) The dissertation committee may pass, pass with qualifications, or fail the candidate.

f) If the candidate passes, the Department will complete a "Recommendation for the Degree" form (GO-17D) and forward it to GS by the required deadline: http://www.pdx.edu/ogs/sites/www.pdx.edu.ogs/files/GO-17D.pdf.

3.2.4 Additional Degree Requirements

a) The final, approved dissertation must be submitted to the Graduate School not later than three weeks prior to the close of the term of application for graduation. See the Graduate Candidate Deadlines for specific dates: http://www.pdx.edu/ogs/graduate-candidate-deadlines. For details about thesis formatting and submission, see the Thesis and Dissertation Information available from the Graduate School: http://www.pdx.edu/ogs/thesis-and-dissertation-information

(http://pdx.smartcatalogiq.com/2019-2020/Bulletin/Graduate-School/Degree-requirements/Doctoral-Degree/Dissertation-defense).

b) Candidates must be continuously enrolled after advancement to candidacy.
c) The final oral exam must be passed, degree requirements met, and student graduated no later than five calendar years after advancement to candidacy.
d) The National Research Council Survey of Earned Doctorates must be completed by student. See the GS Thesis and Dissertation Information page for further details: http://www.pdx.edu/ogs/thesis-and-dissertation-information. .

3.2.5 Time Limitations for Doctoral Students

The Office of Graduate Studies sets maximum time limitations between admission and the completion of the comprehensive exam, between the completion of the comprehensive exam and advancement to candidacy, and between advancement to candidacy and graduation. The CEE doctoral program follows these standard time limitations. The full policy can be found in the PSU Bulletin: http://pdx.smartcatalogiq.com/2019-2020/Bulletin/Graduate-School/Degree-requirements/Doctoral-Degree/Time-limitations.

3.3 Satisfactory Progress Policy for PhD Students

CEE defines progress based on the student's position in the "Steps to the Degree" identified in section 3.2 of this handbook. It is the responsibility of the student to ensure that he or she is making adequate progress towards the PhD degree. The following subsections define the criteria for evaluating satisfactory progress.

3.3.1 Prior to the Comprehensive Examination

In this degree step, students must demonstrate progress towards completing coursework and setting up an examination committee. Evidence of satisfactory progress includes, but is not limited to:
- o Developing a program of study;
- o Completing courses identified on the program of study;
- o Meeting regularly with the adviser;
- o Gaining familiarity with the published literature in the area of interest;
- o Working with the adviser to appoint an examining committee, developing a comprehensive exam prospectus, submitting the Comprehensive Exam Prospectus Approval form, and scheduling the exam; and
- o Passing the comprehensive exams.

3.3.2 Prior to the Dissertation Prospectus Defense

In this degree step, students must demonstrate progress towards development of a dissertation topic. Evidence of satisfactory progress includes, but is not limited to:
- o Working with the adviser to appoint a dissertation committee;
- o Meeting regularly with the adviser or committee;
- o Collecting preliminary data for exploratory analysis;
- o Attending conferences and/or making conference presentations related to the dissertation topic area;
- o Developing peer-reviewed papers in the dissertation topic area;
- o Writing drafts of chapters for the prospectus (e.g. a literature review in the dissertation topic area);
- o Scheduling the prospectus defense; and
- o Passing the prospectus defense and advancing to candidacy.

3.3.3 Prior to Final Dissertation Defense

In this final degree step, students must demonstrate progress towards completion of the dissertation. Evidence of satisfactory progress includes, but is not limited to:
- o Meeting regularly with the adviser or committee;
- o Collecting data for analysis as identified in the prospectus;
- o Developing peer-reviewed papers in the dissertation topic area;
- o Attending conferences and/or making conference presentations related to the dissertation topic area;
- o Developing drafts of dissertation sections or chapters for review by adviser or committee;
- o Scheduling the dissertation defense; and
- o Passing the dissertation defense and submitting the dissertation.

Admission to Comp Exam: 1-2 yrs

- *Important Milestones*
- **Before first term of enrollment:** Discuss your first term course schedule with your adviser
- **First term of enrollment:** Meet with your adviser and develop a draft program of study. Discuss the approximate date of the comp exam.
- **Six months prior to comp exams:** Meet with your adviser to appoint a Comprehensive Exam Committee and schedule a date for the comp exams.
- **Three months prior to comp exams:** Complete the Comprehensive Exam Prospectus and submit to your committee for approval.

- *Additional Responsibilities*
- Complete courses on your program of study
- Meet regularly with your adviser
- Read the academic literature in your area of interest
- Engage with faculty and other students in your research area

Comp Exam to Candidacy: 1-1.5 yrs

- *Important Milestones*
- Work with your adviser to appoint a dissertation committee using the GO-16D (allow plenty of time for GS approval of the committee before the defense date)
- Schedule your dissertation proposal defense date
- Submit your dissertation proposal to the dissertation committee
- Defend your dissertation proposal

- *Additional Responsibilities*
- Meet regularly with your adviser or committee
- Develop your dissertation literature review (this will be part of your dissertation proposal)
- Develop peer-reviewed papers for publication
- Present at conferences
- Engage with faculty and other students in your research

Candidacy to Graduation: 1-1.5 yrs

- *Important Milestones*
- **First week of the graduation term:** Submit a graduation application to GS
- Develop a draft of the dissertation and revise and correct until it meets adviser approval
- Schedule your dissertation defense date
- **Two weeks prior to defense date:** Ask your adviser to submit the final draft of your dissertation to the committee
- Defend your dissertation by the GS deadline
- Submit your dissertation to GS by the deadline

- *Additional Responsibilities*
- Demonstrate leadership in your research area
- Meet regularly with your adviser and/or dissertation committee
- Collect data for analysis
- Develop drafts of dissertation sections or chapters
- Develop peer-reviewed papers for publication in the dissertation topic area
- Present at conferences in the dissertation topic area

3.4   Annual Review of Satisfactory Progress for PhD Students

Every admitted (current) PhD student must complete and submit annually a brief narrative demonstrating evidence of satisfactory progress. The criteria for progress are based on the student's position in the "Steps to the Degree" and are given in Section 3.3. The annual process will be conducted as follows:

1. The student completes the appropriate sections on the *PhD Progress Review Form* and submits to the CEE Graduate Program Administrator by the first Friday of spring term.
2. The CEE Academic Program Administrator reviews the form and then sends to the PhD adviser.
3. The adviser will make an assessment of the student's progress. The assessment will be either a) satisfactory progress or b) unsatisfactory progress. If the assessment is b) unsatisfactory progress, the adviser will identify the corrective actions required of the student and specify a completion date for this action. The adviser will submit the completed form to the CEE Graduate Program Administrator by the fourth Friday of spring term.
4. The Graduate Program Chair will review and approve the assessment of progress*.*
5. The CEE Academic Program Administrator will send the student a copy of the approved *PhD Progress Review Form* to the student by the last day of spring term.

Students failing to complete the corrective actions by the deadline will be sent a notice of the Department's intent to cancel their admission to the PhD program at the end of current quarter. A student will have 10 working days to respond to this notice. Any response by the student will be reviewed and considered by the adviser and Graduate Program Chair. Following this review, the Graduate Program Chair will either send a final notice canceling admission at the end of current quarter or communicate a revised corrective action and a new deadline.

3.4.1   Policy for Appeals

If a student's admission is canceled as a result of the process outlined in Section 3.4, the student may appeal this decision with a written request to the Department Chair. The Department Chair will convene an ad-hoc Department committee that does not include the Graduate Program Chair or the student's adviser. The ad-hoc committee may contain the Department Chair. The ad-hoc committee will review the student's appeal and communicate a decision to the CEE Academic Program Administrator, who will then then send a written decision to the student. Students may appeal the decision of this committee in writing to the MCECS Dean. Students also have a right to a final appeal in writing to the Dean of Graduate Studies, who will seek input from the Graduate Council before rendering a decision.

3.4.2   Communication to Student

All communications to the student in the "Annual Review of Satisfactory Progress for PhD Students" is to their official pdx.edu email account.

4 Other Useful Information

4.1 Graduate Assistant Information

4.1.1 Collective Bargaining Agreement

Graduate Assistants at Portland State University are represented by the PSU Graduate Employees Union, AFT/AAUP. The current Collective Bargaining Agreement between the Graduate Employees Union and Portland State University can be found at this link: https://www.pdx.edu/ogs/graduate-assistantships.

4.1.2 Research Assistants

Research assistants will be hired by the research accountant managing the grant that is funding the position.

4.1.3 Teaching Assistants

Teaching assistant will be hired by the Department.

4.1.4 Hiring Paperwork

Before beginning work, Graduate Assistants must complete hiring paperwork at the Office of Human Resources. Students must bring a government photo ID such as a driver's license, ID card, or passport. Additional information about new hire documents can be found here: https://www.pdx.edu/hr/new-employee-documents.. New international students will need to obtain an employment authorization from International Student Services and apply for a social security number before completing new hire paperwork with Human Resources and beginning work. Detailed instructions for students with F-1 and J-1 visas can be found here: https://www.pdx.edu/international-students/working-on-campus.

Directions and contact information for HR can be found here: www.pdx.edu/hr/contact.

Graduate Assistants will be provided with a Notice of Appointment and a Work Assignment Notice with the details of their position as detailed in Article 17 of the GEU & PSU CBA: https://www.pdx.edu/academic-affairs/sites/www.pdx.edu.academic-affairs/files/Signed%20CBA%203.28.2018.pdf.

4.1.5 Pay Schedule

Pay is distributed on the last working day of the month. For example, if October 31 is a Sunday, you will receive your paycheck on Friday, October 29.

Fall term, September 16 – December 15
For pay period Sept 16 – Oct 15, payday is last working day in October.*
For pay period Oct 16 – Nov 15, payday is last working day in November.
For pay period Nov 16 – Dec 15, payday is last working day in December.

*Upon request, the University will make available, on the last working day of September, a payroll advance of 15% on the Fall term portion of this contract. Payroll advance forms are available online at http://www.pdx.edu/hr/sites/www.pdx.edu.hr/files/hr_pay_pm_payroll_advance_request.06.11.2012_0.pdf or at the Human Resources office.

Winter term, December 16 – March 15
For pay period Dec 16 – Jan 15, payday is the last working day in January.
For pay period Jan 16 – Feb 15, payday is the last working day in February.
For pay period Feb 16 – Mar 15, payday is the last working day in March.

Spring term, March 16 – June 15
For pay period Mar 16 – Apr 15, payday is the last working day in April.
For pay period Apr 16 – May 15, payday is the last working day in May.
For pay period May 16 – Jun 15, payday is the last working day in June.

Summer term, June 16 – September 15
For pay period Jun 16 – Jul 15, payday is the last working day in July.
For pay period Jul 16 – Aug 15, payday is the last working day in August.
For pay period Aug 16 – Sept 15, payday is the last working day in September.

4.1.6   Eligibility for Appointments

In order to be eligible for a GA appointment, a student must meet the requirements detailed in Section 17.1 of the GEU & PSU CBA: https://www.pdx.edu/academic-affairs/sites/www.pdx.edu.academic-affairs/files/Signed%20CBA%203.28.2018.pdf.

4.2   Badge Access Requests

Students may obtain a PSU student key card from the ID services window in Neuberger Hall. The first card is free; a replacement card is $21. Afterhours access to the Engineering Building and EB 325 computer lab access may be requested from the Office of Student Services, Engineering Building 100.

Students who will be working regularly in laboratory spaces should ask their supervising faculty member if they should request badge access. Badge access may be requested from the CEE Department Services Coordinator at the front desk in EB 200. The Department Services Coordinator will submit a badge access request after verifying with the supervising faculty member. Access requests may take 1-3 days to process.

Badge access to classrooms, labs, and other spaces in the Engineering Building is given only to the individual student who has applied for and is given permission; sharing badges, leaving rooms unlocked or doors ajar, or otherwise allowing additional persons into the space is unacceptable and will result in a loss of privileges.

4.3   Computer Accounts

Engineering students at PSU have two computer accounts: a "pdx" account and a "cecs" account.

4.3.1   PDX Account

A "pdx" or "ODIN" account is provided to all PSU students by the Office of Information Technology (OIT): http://www.pdx.edu/oit/. Students receive information about setting up this account upon admission to the university.

The university uses the pdx email address to send important communications to students, and it is the student's responsibility to check this email regularly. The ODIN account is also used to access a variety of resources, including Wi-Fi, Banweb, Desire2Learn, the library, and Google Apps. More information about ODIN accounts can be found at this link: http://www.pdx.edu/oit/computer-accounts.

4.3.2 CECS Account

The CECS account is an account specifically for engineering students. Students may activate this account after activating their ODIN account and registering for at least one engineering class by visiting this link: https://intranet.cecs.pdx.edu/cram/. The CECS account is used to log in to computers in the Engineering Building computer labs, such as EB 325. It is also used to generate the department email list. No mailbox is provided to receive and store email sent to the cecs email address, so the email address must be forwarded to another email account. Be sure to forward your cecs email to an email address you check regularly so that you will receive notifications sent to the CEE graduate student email list. More information about cecs accounts can be found at the Computer Action Team (CAT) website: https://cat.pdx.edu/users/getting-help/students-quickref/http://cat.pdx.edu/students.html. The CAT office is located in FAB 82-01 (in the Fourth Avenue Building directly under the Engineering Building's first level).

4.4 Copy Machine Policy

The copy machine in the CEE workroom (EB 202U) is available for use by Graduate Teaching Assistants, Graduate Research Assistants, and graders. The copy machine may be used only to conduct official University business related the classes a GTA or grader is assisting in or the research a GRA is conducting for a faculty member. Personal use is prohibited (this includes using the machine for a student's own homework assignments).

4.5 Leaves of Absence

A student admitted to a graduate program may petition for a leave of absence for up to one calendar year without needing to reapply to the program. Students must contact the CEE Academic Program Administrator to request a leave of absence by the beginning of the leave term. A leave of absence must be approved by the student's adviser. If approved, the department will submit a memo to the Office of Graduate Studies confirming that the student is on an approved leave of absence. A leave of absence is granted only to graduate students in good standing and does not constitute a waiver of the time limit for completion of the graduate degree at PSU (see sections 2.3.8 and 3.2.5 of this handbook).

4.6 Petitions

Graduate students are expected be knowledgeable about and adhere to University and departmental policies. Occasionally, there may be cases where an exception to policy is warranted due to extenuating circumstances. In these cases, a request for an exception to policy can be requested with a petition.

The most common graduate petitions are listed below. When submitting any petition, it is important to describe any extenuating circumstances and demonstrate why these circumstances warrant an exception to policy. In general, it is a good idea to carefully read the relevant policy so that you can be as specific as possible about the exception you are requesting.

4.6.1 Deadline Appeals Board Petition

The Deadline Appeals Board Petition is used to request exceptions to registration deadlines for the current term. After the relevant term is over, registration deadline exceptions may be requested through the Graduate School using a Graduate Petition (see below).

https://www.pdx.edu/registration/DAC

4.6.2 Graduate Petition

The Graduate Petition may be used to request a waiver of a University graduate academic regulation or degree requirement.

https://www.pdx.edu/ogs/sites/www.pdx.edu.ogs/files/graduate_petition_form.pdf

4.6.3 Departmental Petition to Allow Grade of C+, C, or C-

Although grades of C+, C, or C- are below the graduate standard, they may sometimes be applied toward the graduate degree with the consent of the student's adviser as well as the Graduate Program Chair. This departmental petition may be used to request such a waiver.

http://www.pdx.edu/cee/sites/www.pdx.edu.cee/files/C%20Grade%20Petition.pdf

4.7 Registration

4.7.1 Online Registration

Detailed information about registering for classes online may be found on the PSU Registration & Records website: http://www.pdx.edu/registration/how-to-register-for-courses. Please note that after the initial term of enrollment, graduate students are allowed to register earlier than other students on campus. Registering as early as possible can help ensure that you are able to register for your first choice classes. A list of registration dates can be found here: http://www.pdx.edu/registration/calendar.

4.7.2 Waitlists

PSU runs online waitlists for full classes. The following link details the waitlist process: http://www.pdx.edu/registration/sites/www.pdx.edu.registration/files/WL%20FAQ.pdf. If you are not able to register via the waitlist before classes start, you should still attend the first day of class to see if any space opens up, and bring with you a Special Registration form: http://www.pdx.edu/registration/sites/www.pdx.edu.registration/files/special_reg.pdf. If there is space available in the class, the instructor will sign the form and submit it to the department for processing.

4.7.3 By Arrangement Requests

Students register for CE 501/601, 503/603, 504/604, 505/605, and 506/606 credits using the "By Arrangement Request" form: http://www.pdx.edu/registration/sites/www.pdx.edu.registration/files/by_arrangement.pdf. These forms are available at the CEE front desk. Students should meet with the instructor of the course to agree on the content and requirements for the course and to fill out the form. Forms should then be submitted to the CEE Department Services Coordinator, who will gather the necessary signatures and submit the form to the Office of Registration and Records. By Arrangement forms typically take 2-5 days to process.

4.8   Scholarships

Incoming and current students may apply for University and College scholarships through PSU's Online Scholarship application: http://www.pdx.edu/scholarships/future-graduate. The deadline to apply for the next academic year is February 1. In addition, the Graduate School maintains a list of internal and external scholarships and awards on their website (http://www.pdx.edu/ogs/scholarships-and-awards).

4.9   Travel Awards and Grants

Students may apply for travel awards to help fund travel to conferences or other scholarly events through the following PSU programs:

Marie Brown Travel Award: https://www.pdx.edu/ogs/ogs-scholarships-and-awards#brown

Student Educational Travel program (SET): http://salpsync.orgsync.com/org/aaa

4.10 Travel Reimbursements

When traveling on university business funded by a travel award or other PSU funds, it is important to review and follow PSU's travel policies: https://www.pdx.edu/financial-services/financial-services-policies-manual/4050-travel-intro. Remember to submit a Travel Authorization form before your travel, and to submit your Travel Reimbursement Request no later than 60 days after you return. These forms are electronic can be found on PSU's Financial Services website: https://www.pdx.edu/financial-services/viking-travel-1.