

**Department of Civil Engineering**  
**GRADUATE PROGRAM CHECKLIST**  
**M.S. Degree (Non-Thesis Option)**

NAME: \_\_\_\_\_ START DATE: \_\_\_\_\_

- \_\_\_ 1. **Meet with your assigned Academic Advisor** at the beginning of your first semester to review previous training and develop a proposed program of study.
- \_\_\_ 2. **Complete courses to remove undergraduate deficiencies** by the end of your second semester in residence.
- \_\_\_ 3. **Select a Project Advisor and Project Committee.** The Committee shall consist of a minimum of three members (including the Project Advisor), at least two of whom must be CIVL faculty. Submit a completed and signed "[Project Committee Appointment Form](#)" (obtained from the Civil Engineering Department website) to the Civil Engineering Graduate Coordinator.
- \_\_\_ 4. **Write your Masters Project Proposal** in consultation with your Project Advisor at least one semester before you intend to graduate. Allow at least one week for your Project Committee members to read it and then schedule a meeting with the Committee to discuss the proposal and your program of study. Submit a copy of the approved proposal and a completed "[Project Proposal Form](#)," signed by all of the committee members, to the CIVL Graduate Coordinator. *You will not be allowed to enroll in CIVL 7993 until you've selected your Project Advisor and Project Committee and had your Masters Project Proposal accepted.*
- \_\_\_ 5. **Complete your graduate course work.** You must complete 33 semester-hours of coursework, including CIVL 7001, 7012, and 7993. A minimum of 18 hours of 7000-level CIVL coursework is required. No more than 9 hours of advisor-approved course work below the 7000 level will be allowed. Classes taken outside the department must be approved by your Academic Advisor and must complement your program of study in Civil Engineering.

- \_\_\_ 6. **Complete and submit all required graduation documents** during the semester before you intend to graduate. Submit your “[Apply to Graduate](#)” form online. Fill out your “[Master’s Degree Candidacy Form](#)” online, print it, have your Academic Advisor sign it, then give it to the Civil Engineering Graduate Coordinator along with a “[Candidacy Form Signature Page](#)” obtained from the Civil Engineering Department website.
  
- \_\_\_ 7. **Schedule your Oral Presentation (Project Defense)** in consultation with your Project Committee. Your project defense will include an oral comprehensive examination; therefore, it must be scheduled at least one week before the start of final exams in order to meet the Graduate School deadline for submitting your comprehensive exam results.
  
- \_\_\_ 8. **Submit your Masters Project Report** to your Project Committee for review at least 2 weeks prior to your Oral Presentation.
  
- \_\_\_ 9. **Make any necessary corrections to your report** and resubmit it to your Project Committee for approval.
  
- \_\_\_ 10. **Defend your Masters Project Report.** Once you have successfully defended your project report and passed your comprehensive examination, your Project Committee will complete and sign a “[Project Defense Results Form](#)”, an “[Assessment of Comprehensive Exam Results](#)” form, and a “[Comprehensive Exam Results](#)” form and submit them to the Civil Engineering Graduate Coordinator. The first two are available from the Civil Engineering Department website; the latter is available from the Graduate School website.
  
- \_\_\_ 11. **Create an electronic copy of your Project Report** and submit it on a CD or DVD to the Civil Engineering Graduate Coordinator. This will become a permanent part of your student file.
  
- \_\_\_ 12. **Enjoy your new career!**