# DECENTRALIZATION OF ADMISSIONS PROCEDURE

**PREAMBLE**

Candidates for admission to the PhD degree program in Civil Engineering are required to hold BS and MS degrees in Civil or Environmental Engineering (the latter for those applicants seeking the environmental area of specialization only). Exceptions to the above required degrees should be rare and only considered for students exceptionally-qualified, with demonstrated credentials and research potential to succeed in the completion of all needed deficiencies, engineering pre-requisites, dissertation research, receiving a PhD degree within a reasonable number of years.

**DECENTRALIZATION OF ADMISSIONS PROCEDURE**

The following is recommended for decentralization of doctoral admissions process with main assessment at the area of specialization level.

### Administration
- GPAC consists of tenured and tenure-earning faculty members that represent the four major tracks which are; Structural/Construction/Geotechnical, Transportation, Water Resources, and Environmental.
- Each track will have a coordinator, hereafter called sub-committee chair, who combined will form the GPAC.
- The CEE GPD(s), as Chair of GPAC, coordinates and processes any input made in each track, as required by procedure, on Ph.D. admissions and provides final recommendation to UGS.

### Execution
- GPD and GPAC members obtain access to student documents from official files that are available from the UGS Admissions.
- GPD or a CEE staff designated by CEE Chairperson, updates department share drive every two weeks with a spreadsheet of all applicants and their application information. Information is organized by term and specialization (including 'unspecified').
- Each sub-committee chair will organize application materials from their subject area to be presented to their group of faculty for review. After group review, the sub-committee chair will provide to GPAC a list of applicants, tally of positive and negative votes, recommendations, and comments. If there is no group consensus, GPAC will vote. If positive recommendation is made for applicant not meeting minimum requirements that can be petitioned, the sub-committee chair will prepare

a draft petition to be presented to GPAC for approval and submittal. (Note: petitions require approval of department chair, college dean and UGS.)

- In monthly GPAC meetings, GPAC will review results from each of the four tracks. If consensus on approval is made, a final list will be provided to the GPD for input of final recommendation to UGS.