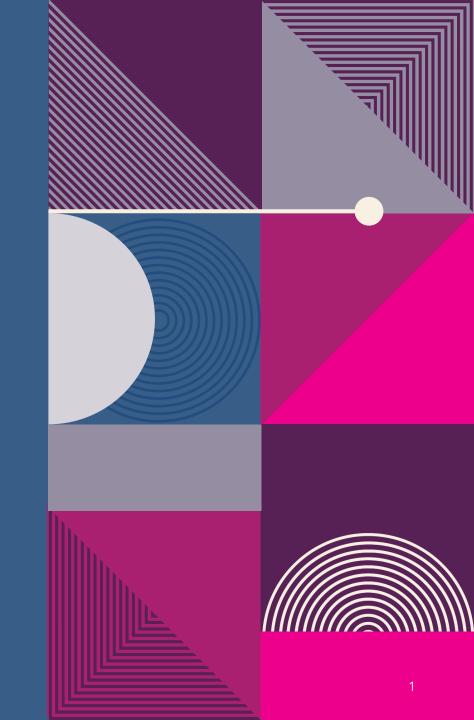
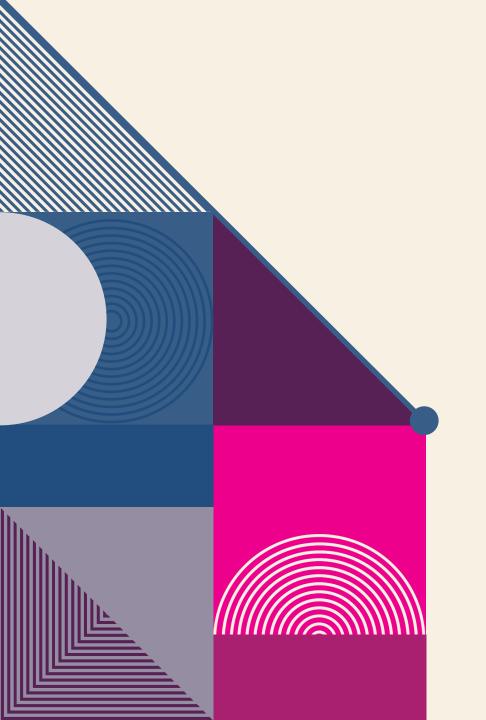
GRADUATE STUDENT ORIENTATION







AGENDA

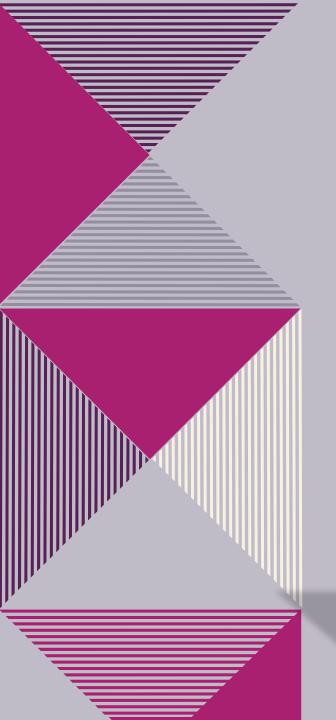
Introduction

MS Program Timeline & Requirements

PhD Program Timeline & Requirements

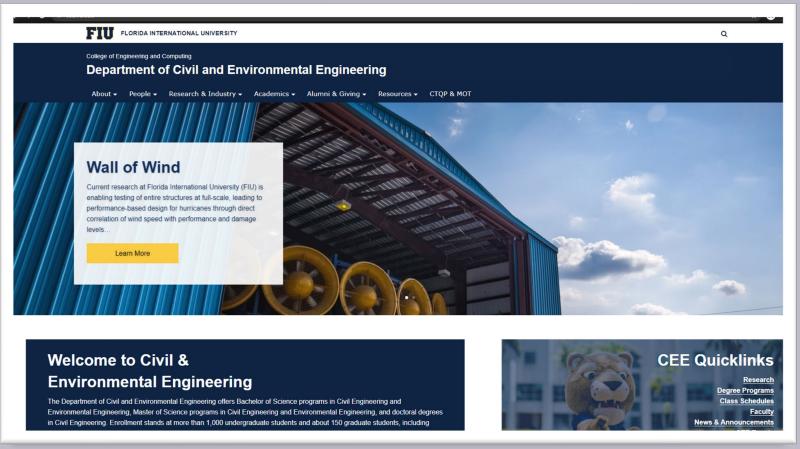
Forms

Resources



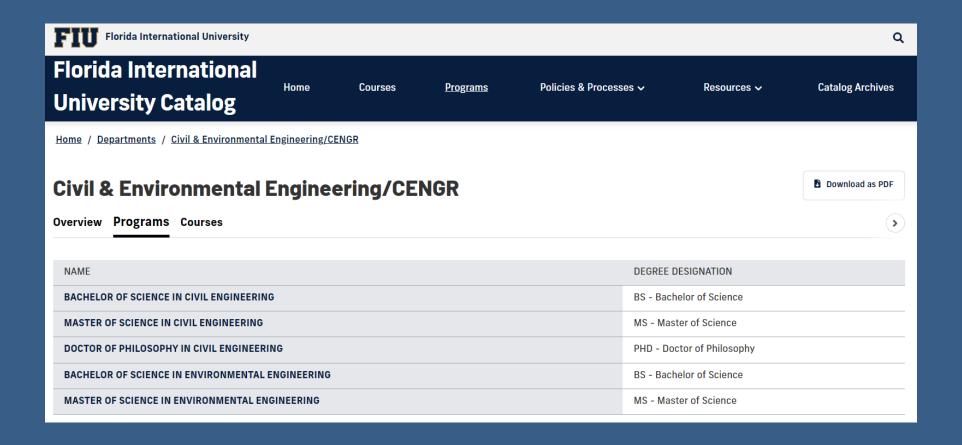
CEE DEPARTMENT

https://cee.fiu.edu/



CEE GRADUATE CATALOG

https://catalog.fiu.edu/departments/CIVILENVIR/programs



GRADUATE STUDENT HANDBOOK

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https://cee.fiu.edu/wp-content/uploads/2023/09/CEE-Graduate-Student-Handbook-9-20-2023-abm.pdf



GRADUATE PROGRAMS

- MS in Civil Engineering
 - Structures/Geotechnical/Construction
 - Transportation
 - Water Resources
- MS in Environmental Engineering
- PhD in Civil Engineering
- Combined BS/MS Degree Pathway
- MS-en-Route to PhD

MS PROGRAM TIMELINE

Identify an Advisor Program of Study Form

All course

- 10 3-credit courses
- Graded written & oral report in CGN 6939
- Two graduate faculty present

MS Project

- 9 courses + Engineering Project
- Three graduate faculty, one member can be non-CEE faculty

Thesis

- 8 courses + Thesis (6 credits minimum)
- Three graduate faculty, one member can be non-CEE faculty
- Through UGS and my.fiu.edu



Core courses

Final Presentation MS Evaluation Form



Last semester

1

Apply for graduation within the first two weeks

First semester

https://cee.fiu.edu/resources/students/department-forms



- MS Civil Engineering
 - Structures/Geo-Tech/
 Construction Engineering
 - Transportation Engineering
 - Water Resources Engineering
- MS Environmental Engineering

Core Courses

In order to master real-life engineering problems, engineers need to have an education with core knowledge and related skills in their colocted concentration. Upon enrollment, students must choose a degree program and concentration (for MS in Civil Engineering students) and satisfy the 15 credits of core course requirements as defined below in each concentration. A proposed program of study shall be developed by a student's academic advisor together with the student and approved by the Graduate Program Director, All MS in Civil Engineering Students are strongly encouraged to take the Research Methods for Civil Engineers course - especially those who are pursuing the thesis option. Students are also required to register for the 0-credit Graduate Seminar (CGN 6939) at least once and are encouraged to take it each Fall and Spring semesters.

Degree Programs and Concentrations:

MS in Environmental Engineering

Students pursuing an MS in Environmental Engineering students are required to take at least fifteen (15) core course credits from the following core areas:

- 1. Water supply/wastewater/water quality,
- Air quality,
- 3. Soil quality, solid waste, hazardous waste,
- 4. Water resources (including groundwater), and
- Emerging areas and cross-cutting applications.

444 College of Engineering and Computing

Furthermore, it is advisable that students gain some expertise in environmental chemistry and statistics, in programming skills such as Python and MATLAB and in GIS and computational modeling techniques, while seeking knowledge in new areas of research and development.

Students are also required to register for the zero-credit Graduate Seminar (CGN 6939) and are encouraged to participate in it each semester.

MS in Civil Engineering

Students pursuing a M.S. in Civil Engineering must choose one of the following five concentrations and complete a minimum of 15 core course credits, which focus on the knowledge and applications within the selected concentration.

Water Resources Engineering

This field involves the analysis of qualitative and quantitative water issues and the search for integrated, innovative and sustainable solutions to problems in the surface, groundwater, and atmospheric water environments.

Students pursuing a M.S. in Civil Engineering with concentration in Water Resources Engineering will follow a program of study that includes 15 credit-hours of core civil engineering coursework emphasizing advanced knowledge and applications in either hydrology, hydraulics or hydrosystems or their combination thereof. The students will also complete a three credit-hour independent study to enrich the area of sought expertise.

Students are also required to comply with the following core requirements:

- Take one course (3 credit-hours) among the following three background courses:
 - CWR 5305 Surface Hydrology
 - CWR 5125 Groundwater Hydrology
 - CWR 5140C Ecohydrology
- 2. Take one among the following applied courses:
 - CWR 5235 Open Channel Hydraulics
 - CWR 5535 Advanced Modeling Applications in Water Resources Engineering
 - CWR 6236 Engineering Sediment Transport

Students are required to take the Graduate Seminar (GtuG 16939) once and are strongly encouraged to attend it while registering in the program. Students may also include up to six credit hours from other civil engineering areas or related disciplines, as long as the subjects relevantly add to the student's water resources engineering knowledge.

Structural Engineering

Students pursuing a M.S. in Civil Engineering with concentration in Structural Engineering will take at least twelve (12) credit hours of elective courses in structural engineering relevant to their track. A maximum of six (6) credits taken outside of the Civil and Environmental Engineering Department to enhance knowledge from related disciplines can be applied, upon approval of the academic advisor (or major professor), to graduation requirements. Furthermore, it is advisable that students gain some expertise in numerical methods.

Students in the Structural Engineering track are required to take at least six (6) credit hours of core course work as follows:

Design of Structures Core Courses:

Graduate Catalog 2023-2024

- · CES 5325 Design of Highway Bridges
- CES 5606 Advanced Structural Steel Design
- CES 5715 Prestressed Concrete Design
- CES 5800 Timber Design
- CES 6706 Advanced Reinforced Concrete Design
- 2. Analysis of Structures Core Courses:
 - CES 5106 Advanced Structural Analysis
 - CES 5587 Topics in Wind Engineering
 - CES 6209 Advanced Structural Dynamics
 - EGM 5421 Structural Dynamics

Construction Engineering

Students pursuing a M.S. in Civil Engineering with concentration in Construction Engineering will follow a program of study that includes at least fifteen (15) credithours of civil engineering coursework that focuses on knowledge and applications within Construction Engineering of civil and environmental engineering infrastructure. The students will also complete a three (3) credit-hour independent study to enrich their graduate experience. Furthermore, it is advisable that students gain expertise in state-of-the-art computational methods in construction engineering.

Students in the Construction Engineering concentration are required to take at least six (6) credit hours of the required 15 credit core course work from the following:

- CCE 5035 Construction Engineering Management;
- 2. CCE 5036 Advanced Project Planning for Civil
- 3. CCE 5405 Advanced Heavy Construction Techniques

Geotechnical Engineering

Students pursuing a M.S. in Civil Engineering with concentration in Geotechnical Engineering will follow a program of study that includes at least fifteen (15) credithours of civil engineering coursework that focuses on knowledge and applications to the Geotechnical Engineering of civil and environmental engineering infrastructure. The students will also complete a three (3) credit-hour independent study to enrich their graduate experience. Furthermore, it is advisable that students gain expertise in state-of-the-art computational methods in construction engineering.

Students in the Geotechnical Engineering track are required to take at least six (6) credit hours of core course work from the following:

- 1. CEG 5065 Geotechnical Dynamics
- CEG 6017 Theoretical Geotechnical Mechanics; and
- CEG 6105 Advanced Foundations Engineering

Transportation Engineering

Transportation engineering is concerned with the planning, design, operation, and maintenance of the transportation infrastructure and systems. A student who chooses to specialize in transportation engineering must complete a minimum of 15 credits in the core courses from the list

TTE 5205	Advanced Highway Capacity Analysis
TTE 5215	Fundamentals of Traffic Engineering
TTE 5607	Transportation Demand Analysis
TTE 5805	Advanced Geometric Design of
	Highways
TTE 6257	Traffic Control Systems Design
TTE 6506	Mass Transit Planning
CGN 5320	GIS Applications in Civil and
	Environmental Engineering

PHD PROGRAM TIMELINE

Program of Study Form

Dissertation Committee

Qualifying Exam & Candidacy

Dissertation Proposal Request Oral Defense Final
Dissertation
Approval



Within first year
Core courses
75 credits
(54 course + 15
dissertation + 6)



Minimum 3 CEE faculty + 1 non-CEE member



the semester before dissertation



before final

term

Last semester
6 weeks
before UGS
deadline



Dissertation evaluation form

PHD MILESTONES

https://gradschool.fiu.edu/online-dissertation-milestones/



QUICK INSTRUCTIONS FOR DOCTORAL STUDENTS

Step 1 – Log into your my.fiu.edu to initiate your Online Dissertation Milestones (*Please see Screenshots on pages 1 and 2, as well as how to navigate online dissertation milestones*).

- Log into: https://my.fiu.edu/ Please make sure to select your Student environment
- Select Tasks tile and under the To Do List, click on any of the PENDING dissertation milestones (i.e. Diss Committee / Diss Proposal / App for Candidacy / Diss Req Oral Defnse / ETD Approval) that you wish to initiate
- · Click on prompt, Proceed to Dissertation Activity Guide, to start off your online dissertation milestone

Step 2 – Review populated information to ensure accuracy.

- Please keep in mind that you can either Save or Submit your online dissertation milestone
- . To navigate across all forms, click on the Previous or Next buttons at the top right
- To exit, click on the Exit prompt at the top left

Step 3 – To submit, click the <u>Submit</u> button at the top, and it will be routed to the next level of approver. Otherwise, use the Save button, to save your dissertation milestone form until is ready for submission.

Step 4 – Please do keep track of your online dissertation milestone(s) by checking your To Do List. It is your responsibility to ensure that your online dissertation milestones are received on a timely manner.

Important: Please be advised that if you filed a hard copy milestone form, and it shows as approved on your To Do list, this will not be reflected in the current online dissertation milestones. Should you need a copy of any previously filed dissertation form, please reach out to your academic department.

May 2022



2022-2023 Online Dissertation Milestones

Training Guide for Doctoral Students



11200 S.W. 8th Street. MARC430. Miami. FL 33199 • Tel: 305.348.2455 • Fax: 305.348.4117• ugs@hu.edu• https://gradschool.hu.edu/

DOCTORAL ANNUAL STUDENT EVALUATION



QUICK INSTRUCTIONS FOR DOCTORAL STUDENTS

Step 1 - Log into your my.fiu.edu to initiate your Annual Evaluation Form (Please see Screenshots on pages 1 and 2)

- Log into: https://my.fiu.edu/
- · Please make sure to select your **Student** environment
- Select Tasks tile and click on Annual Evaluation Pending on the To Do List
- Click on prompt, Please click here to proceed to the form
- To initiate form, click on tab labeled Add a New Value

Step 2 – Review populated information to ensure accuracy. Before completing required sections 1 and 2:

- *IMPORTANT: If you do have a committee on file and it is not accurate, please do not complete the form until
 your committee is updated. To update your committee, you must first submit a revised committee (D1r) form
 to the UGS. Once approved and your committee is updated, you can proceed to the completion of your form
- If your committee is accurate, check Committee Member Box to confirm and continue with sections 1 and 2
- If you do not have a committee on file, continue with sections 1 and 2
- Step 3 Click on Submit button in section 7 to route form to the next level of approver
- **Step 4** Once your form is reviewed and signed off by Major Professor / GPD, complete section 5:
 - · Enter date of your evaluation meeting with your committee and/or GPD (if you do not have committee)
 - · Check box to confirm meeting and review of evaluation
 - Click on the Submit button to route it to the next level of approval

March 2019

- 1. Students who have an approved Dissertation Request for Oral Defense on file with UGS and will graduate end of the spring term (prior to the May 30 deadline) are exempt from filing the form.
- 2. Students with 17 or less graduate credits at the end of spring term are exempt from completing the form.

Student Forms

It is the student's responsibility to ensure that completed forms are received by the UGS on time and that all deadlines are met. To monitor the status of the forms at UGS, students must log in to https://my.fiu.edu/, and navigate to the Tasks tile.

Currently, all UGS related documents have been moved to electronic submissions.

The online dissertation milestone submission is available for doctoral students. Please refer https://gradschool.flu.edu/online-dissertationmilestones/.

For thesis forms, revised dissertation/thesis committees and the rest of UGS forms, please do communicate with your academic department/college, as your associate deans will send your PDF files to us. Faculty and students are using Adobe or DocuSign for signature purposes.

If using DocuSign, please do not include the email addresses of UGS deans as recipients.

Current Student Forms

- · Petition for Exception to Graduate Requirements - This form is now electronic. Please see your academic program regarding the petition process.
- · Change of Graduate Degree Form and Procedures (PDF)
- FIU/UM Exchange Program (PDF) Exchange program for PhD students at FIU and UM for educational and research coursework, Refer to application for deadlines and registration details.

Dissertation Forms

- · Annual Student Evaluation and Mentoring
- Online Dissertation Milestones
- Non-FIU Commitment Form (PDF) (To be used with dissertation/thesis committees where applicable)
- Appointment of Revised Dissertation Committee (PDF)
- Responsible Conduct of Research
- · Learn about the Request for Oral Defense Process
- · Learn about the Final ETD Process
- Survey of Earned Doctorates For PhD only; Keep Certificate of Completion from online survey

Thesis Forms

- . Graduate Packet For Theses (PDF)
- Form M-1 (PDF) Appointment of Thesis Committee
- Non-FIU Commitment Form (PDF) (to be used with dissertation/thesis committees where applicable)
- Form M-1r (PDF) Appointment of Revised Thesis Committee
- Form M-2 (PDF) Master's Thesis Proposal
- Responsible Conduct of Research
- Form M-3 (PDF) Preliminary Approval of Thesis and Request for Oral Defense
 - Learn about the Request for Oral Defense Process
- · Final ETD Approval Form
 - Learn about the Final ETD Process

FORMS

- 1. Dissertation milestone forms are online
- 2. All M Forms, credit transfer, course inclusion, D1-R, etc. are submitted through the department
- 3. Petitions are electronic
- 4. Other forms: https://onestop.fiu.edu/fo rms-and-policies/allforms/

https://gradschool.fiu.edu/students/#studentforms

TRANSFER OF CREDITS

UGS credit transfer policy https://policies.fiu.edu/files/128.pdf

You may transfer credits if:

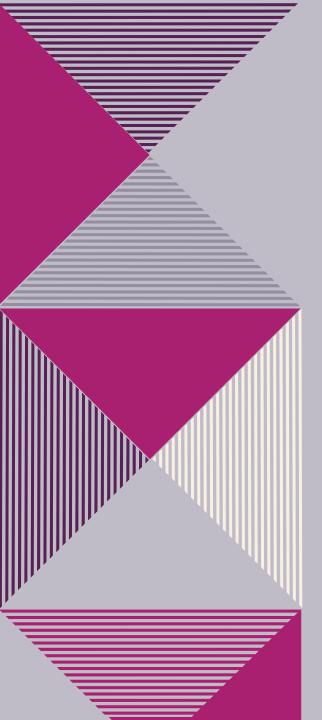
- You have taken graduate courses after the BS degree and before entering the MS degree at FIU
 - Up to 12 applicable graduate credits taken at FIU and not applied towards their degree.
 - Exception of 9 graduate credits are made for BS/MS Program
 - Up to 6 applicable graduate credits taken at another accredited institution that have not been used for a degree
- You have taken graduate courses as an undergraduate student that are not applied towards the BS degree
- Transfer of up to 30 qualified credits from MS to PhD.
- Courses are in civil/environmental engineering and/or related to your specialty area.
- A grade of B or better was earned.
- Credits are not transferrable until the student has earned 12 credit hours in the graduate programs in the Department.

PROCEDURE FOR CREDIT TRANSFER

- Meet with Advisor to identify which courses and how many credits may be transferred
- Upon Advisor approval, fill out the corresponding form for GPD review and approval https://cee.fiu.edu/resources/students/department-forms
 - GTC Template A External Graduate Transfer of Credits from Multiple Institutions
 GTC Template B External Graduate Transfer of Credits from One Institution
 GTC Template C Internal FIU Graduate Transfer of Credits
- Attach transcripts if transferring credits from outside or unofficial transcripts from FIU
- Send form/memo/transcript to Dept. for GPD signature and to submit to Registrar's Office

PETITION FOR EXCEPTION

- Filed when any UGS rules/procedures are not followed
 - http://gradschool.fiu.edu/facultystaff/#gradpolicies
- Strong justifications are required
- Requires approval from GPD/Chair, and Associate Dean of the College
- Typical examples for petition
 - Taking less/more than required credits
 - Taking a leave of absence for one semester while under candidacy
 - Exceeding time limit for degree



SIGNATURES

Committee members takes about two weeks

- Especially M3 & ETD
- Student is responsible

Chair/GPD signature takes a week

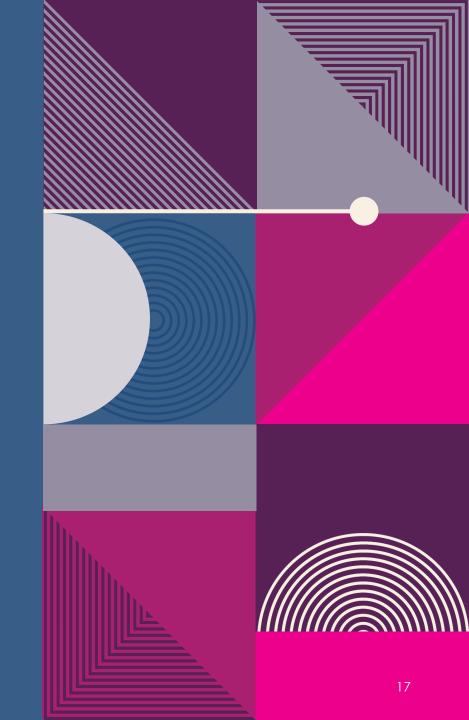
- If Dean's signature is needed, submit two weeks before deadline
- Dept. will submit to Dean's office, Laura Gimenez

ALL M Forms, MS Transfers, Course Inclusions, D-1R, petitions, etc.

Submit to Yuko Riera Diaz <u>yrieradi@fiu.edu</u>

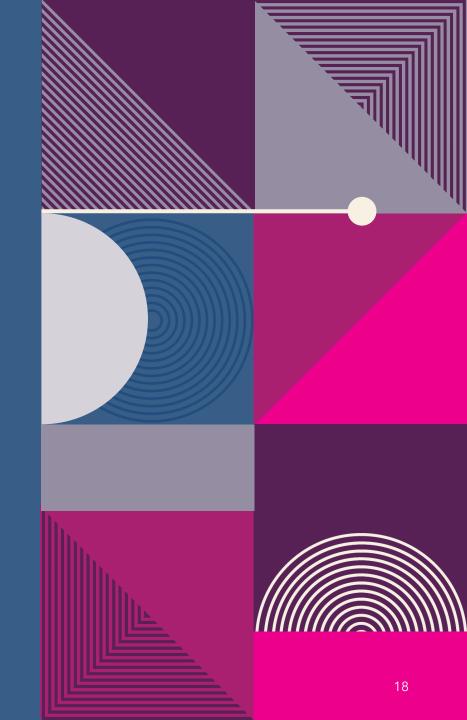
BS/MS COMBINED DEGREE PATHWAY

- Receipt of Formal Admission notice
- Up to 9 graduate credits used towards BS electives can be counted/transferred toward MS requirements
 - Graduate course(s) grade B or higher
 - Credit Inclusion form required
- Student needs to graduate within one year after receiving BS degree
- Status change to MS after BS degree is received



MS EN ROUTE FOR PHD CANDIDATES

- Must have approved D3 form with UGS
- Satisfied the requirements for MS in Civil or Environmental Engineering
 - 30 graduate credits with grade B or above
 - Core course requirements
- Courses to be counted in the MS en route must have been taken at FIU. Transfer credits cannot be used for MS en route.
- Dean's Office compile a list of potentially eligible students.



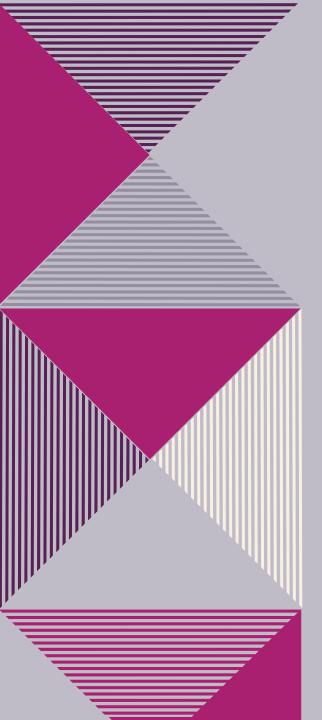


CLASS REGISTRATION

- Update Program of Study with courses taken and grades earned
- Determine which core course or degree requirements have not been met
- Review the class schedule (<u>https://cee.fiu.edu/resources/students/class-schedules</u>)
- Make appointment to see the major advisor, email the advisor, or call the advisor with the above information
- Have major advisor approve or modify course selection
- Register online via PantherSoft (my.fiu.edu)

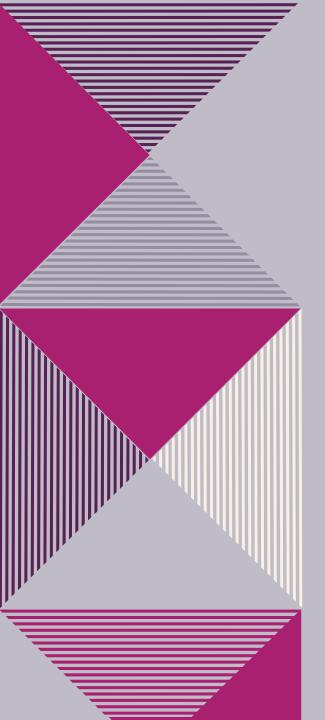
How to register:

https://onestop.fiu.edu/classes/register-for-classes/



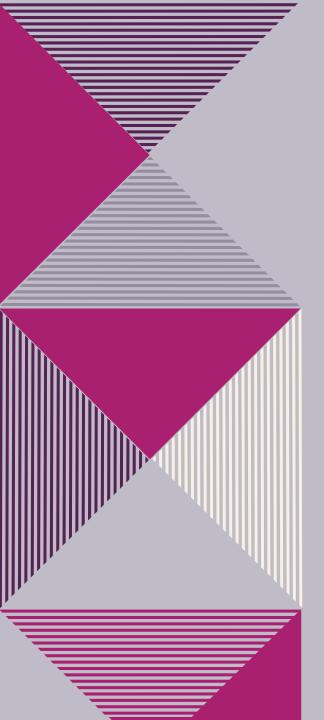
BEYOND ADVISING HOLDS

- Special student hold
- Financial hold
- Immunization hold
- Admission holds applied when an admission condition is not met
 - Submit final degree proof and Diploma(s)
 - Submit official transcripts/NACES evaluation
- Department only removes Advising Hold
- For admission holds, contact the Admissions Office



MAINTAINING STUDENT STATUS

- Admission semester requires enrollment or student will be dismissed
- Not registering after the third consecutive semesters will result in being discontinued/dismissal from program and require readmission process
- However, PhD students who have advanced to candidacy or MS Thesis students who have their Thesis proposal approved (M2) require to follow Continuous Enrollment Policy until graduation
 - PhD candidate; 3 Dissertation credits
 - MS student; minimum 1 Thesis credits if all coursework is completed



CONDITIONAL ADMISSION

- One-term conditional admission submit missing documents within one semester
- Conditional admitted students
 - Required to achieve a GPA of 3.00 or higher for the first 9 graduate level credits and complete these 9 credits within the first three consecutive semesters, beginning with the term of admission
 - International students are not eligible for conditional admission due to SEVP guidelines
- Failure to meet condition(s) dismissal
- Special circumstances file a petition for exception



ACADEMIC WARNING, PROBATION, AND DISMISSAL

Warning

A graduate student whose cumulative GPA falls below a 3.0 will be placed on warning, indicating academic difficulty.

Probation

A graduate student on warning whose semester GPA falls below 3.0 when under warning, will be placed on probation, indicating serious academic difficulty. The College/School of the student on probation may indicate the conditions which must be met in order to continue enrollment.

Dismissal

A graduate student on probation whose cumulative and semester GPAs fall below a 3.0 will automatically be dismissed from his/her program and the University. The dismissal from the University is for a minimum of one year. After one year, the student may apply for re-admission (see Readmission) to the University in the same or a different program, or register as a non-degree seeking student.



ACADEMIC MISCONDUCT

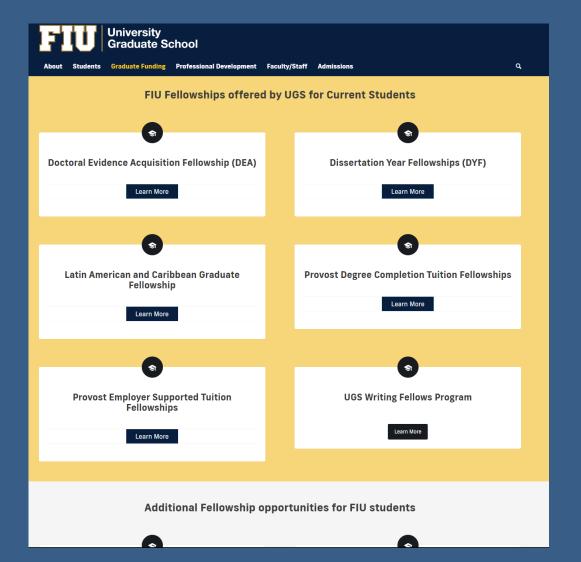
- Academic Misconduct including the various forms of Plagiarism
 - FIU's Student Conduct and Academic Integrity website: https://dasa.fiu.edu/all-departments/student-conduct-and-academic-integrity/index.html
 - FIU-2501 Student Conduct and Honor Code
 https://regulations.fiu.edu/docs=301 specifically Section 6 ACADEMIC MISCONDUCT VIOLATIONS
- Responsible Conduct in Research
 - CITI Training certificate required with submission of Thesis/Dissertation proposal https://research.fiu.edu/rcr/training/
 - Approval from IRB, IACUC, IBC, DURC review boards, as appropriate for the student's research **before** conducting research https://research.fiu.edu/ored/ori/
- FIU International Travel Requirements
 https://exportcontrol.fiu.edu/activities/travel-internationally/

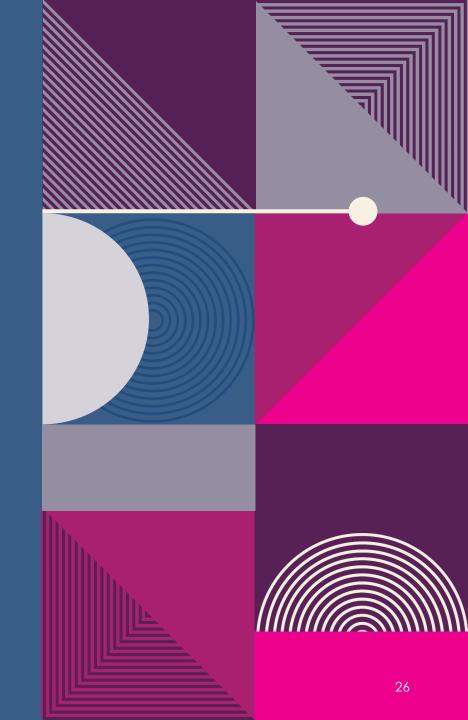
ASSISTANTSHIPS

- TA/RA/GA
- The department offers TAs for PhD students based on department needs, academic performance, and funding availability
- Individual professors offer RAs
- Must be a full-time graduate student
- Work minimum 10 to 20 hours per week; full assistantship is 20 hours/week
- Employment outside the Assistantship is not allowed unless approved by University Graduate School on extenuating circumstances
- Continuation of Assistantship contract depends on satisfactory performance of duties and maintaining a 3.0 GPA
- Violation will result in revocation of Assistantship
- Tuition waivers, applied with full assistantship; does not cover fees
- Health insurance partially covered with full assistantship
- TA/RA/GA contracts are continuous through semester breaks and spring break approval required from your supervisor for time off

FIU FELLOWSHIPS

https://gradschool.fiu.edu/students/funding/fellowships/



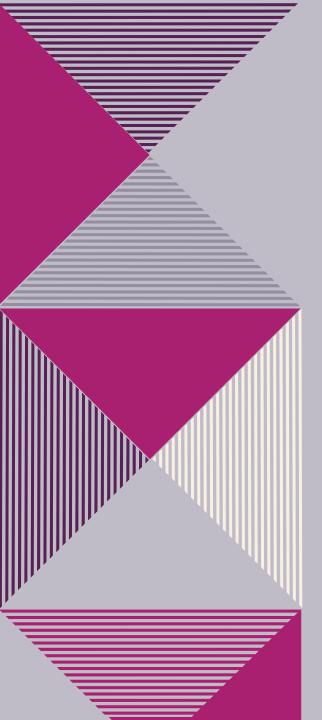


INTERNATIONAL STUDENTS

- International Student and Scholar Services http://isss.fiu.edu/
- Must register full time (9 graduate credit hours each in Fall and in Spring, and only require full time-6 credits- if admitted in Summer or under Assistantship)
 - Exception during continuous enrollment policy
- The last semester may register less than full time based on degree requirements with support from advisor and permission from ISSS
- Must enroll in at least 6 credits of in-person or hybrid courses
- On-campus employment requires ISSS approval
- Off-campus employment not allowed unless approved by ISSS
- If you are hired as an RA or TA or GA, you are not allowed to work outside of the contract; including internship
- May request Optional Practical Training (OPT) during the last semester through ISSS if you are not a RA/TA/GA
- **Always check with ISSS for the most updated rules

GRADUATION

- Complete all degree requirements credits, courses, graduate seminar, project, thesis, dissertation, etc.
- Pay all past dues (books, parking tickets, etc.)
- Must be registered (1 credit by MS students or 3 credits by Ph.D. students) in the semester of graduation
- Must apply for graduation in PantherSoft system before the deadline (see Academic calendar)
- Present dissertation/thesis/project
- Submit approved final ETD Milestone or MS Project Completion Memo or MS All Course Option Memo
- Submit the following to department before the end of semester
 - An exit survey form
 - Evaluation from your defense or your presentation
- Commencement is usually held in May, August, and December
- If applicable, return all university property
- If you applied for graduation but do not graduate, you will need to submit a graduation cancellation to the Graduation Department in the Registrar's Office to reopen registration allowance for the next semester
- Graduation in Sumer? MS students needs to take their CGN 6939 Graduate seminar in Fall or Spring prior to graduation.



STUDENT ACTIVITIES & CAMPUS RESOURCES

https://dasa.fiu.edu/get-involved/join/

- Student organizations provide activities such as seminars, field trips, social gatherings, picnic, community services
- All students are encouraged to participate in community services:
 - Habitat for Humanity
 - Engineers Without Borders
 - Hands-on-Miami
 - Holiday food and toy drives
 - And a lot more
 - Watch out for announcements

Academic and Career Success

Bookstore

Campus Life

Disability Resource Center

Counseling & Psychological Services

Golden Panther Shuttle

Housing & Residential Life

Panthers Care

Panther Dining Services

Public Safety

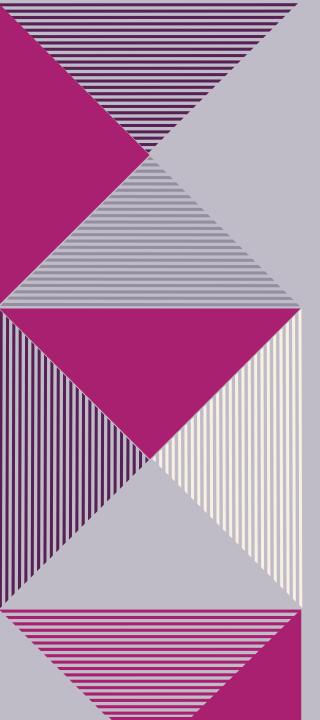
Social Justice & Inclusions

Student Health Services

Victim Empowerment Program

Wellness & Recreation Center

Women's Center



PROFESSIONAL LICENSURE

Fundamentals of Engineering (FE)

- Requires a B.S. degree in civil or environmental engineering from an ABET accredited four-year BS program
- If degree is foreign, a course-by-course evaluation is required
- If BS degree is not in civil or environmental engineering, need a MS in civil or environmental engineering and all the required math, science, engineering credits
- Recommendation take FE exam while you are in school
- Department offers review classes
- More information from <u>http://www.fbpe.org/</u>

Professional Engineer (PE)

- Requires a BS in civil or environmental engineering and four years of experience
- A graduate degree counts as oneyear experience if studying full-time
- Part-time RA experiences also count
- More information from http://www.fbpe.org/
- http://ncees.org/

USEFUL WEBSITES

- CEE graduate student handbook: https://cee.fiu.edu/wp-content/uploads/2023/09/CEE-Graduate-Student-Handbook-9-20-2023-abm.pdf
- CEE department: https://cee.fiu.edu/
 - Faculty page: https://cee.fiu.edu/people/faculty
 - Department forms: https://cee.fiu.edu/resources/students/department-forms
 - Class schedules: https://cee.fiu.edu/resources/students/class-schedules
- Graduate catalog: https://catalog.fiu.edu
- UGS website: https://gradschool.fiu.edu/students/
 - UGS deadlines: https://gradschool.fiu.edu/calendar-deadlines/
 - UGS policies & procedures: https://gradschool.fiu.edu/facultystaff/#gradpolicies
- Onestop: https://onestop.fiu.edu/
- ISSS: https://isss.fiu.edu/

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