At the beginning of each semester CEE Department will evaluate the records of all CEE graduate students currently on probation, as well as students making a grade of D, F, or U during the previous semester. Such students may be dismissed from the CEE graduate program if:

1. The student was admitted on contingent status due to deficiencies in prerequisite coursework and fails to make satisfactory progress toward completion of prerequisites.
2. The student is on academic probation and is unable to meet all requirements for good academic standing by the completion of the next nine credit hours of progress toward the degree.
3. The student makes a grade of D or F in a graduate or undergraduate course attempted while in the CEE graduate program.
4. The student receives a grade of U (unsatisfactory) in a course for which a grade of S (satisfactory) is required.

**FINANCIAL ASSISTANCE FOR ON-CAMPUS STUDENTS**

Financial assistance in the form of teaching or research assistantships is available to qualified students on a competitive basis and offers a monthly stipend and tuition remission. In addition, scholarships and fellowships may be awarded that supplement or replace assistantships.

Unless otherwise directed by the committee, a student who is awarded a research assistantship that provides more than 50% support over his or her time in graduate school will be expected to write a thesis on some aspect of the research (hourly wage work on research projects will not count as part of the 50% support). Students who participate in research to a lesser extent, and students who are awarded teaching assistantships, may write a thesis on a topic approved by their graduate committee, or elect the non-thesis option.

Students who are considered to be on academic probation will not be eligible for research or teaching assistantships. Similarly, if the university places a student on probation due to violation of honor code requirements, they will not be eligible for financial assistance from the department. Once they have been removed from probationary status, as students eligibility for financial support will be reevaluated.

**MASTER OF SCIENCE (MS) DEGREE**

**Program of Study - Thesis Option**

1. Students electing the thesis option must complete a minimum of twenty-four credit hours of graduate course work plus a minimum of six credit hours of thesis research that satisfies the requirements below.
2. Half of all graduate coursework hours in the program of study must be at the full graduate level (numbered 7000, 8000 or 9000).

3. A minimum of half the credit hours in the program of study must be CE courses.

4. Students must satisfy graduate any core curriculum requirements within the subdiscipline that the student is studying.

5. A minimum of nine credit hours must be taken in mathematics and statistics, engineering mechanics and operations, and basic science. The department maintains a recommended list of graduate courses that can be used to satisfy this requirement (see attachment). The student may request the committee approve the substitution or addition of courses not on the attached list.

6. Up to six hours of CE 7000 (special-topic, directed individual study) courses may be used to fulfill the CE and full graduate level requirements above.

7. A maximum of nine credit hours can be transferred from other institutions as approved by the student's committee.

8. No CE course with a "C" or lower can be used for graduate credit.

**Detailed Steps - Thesis Option**

1. Form graduate committee and develop plan of study during first semester. The Committee must have a minimum of three members; the Committee Chair (major advisor), and two other members. The major advisor must be a Level 1 or 2 member of the Graduate Faculty. No more than one member may hold Graduate Committee Participant status. Forms for the committee and plan of study are available on the Graduate School web site (http://www.grad.msstate.edu; original completed forms are submitted to the Graduate School and copies to the CEE office).

2. Choose Thesis Topic. The student is required to present a thesis proposal to their graduate committee that includes a brief literature review, demonstrates a basic understanding of their research topic, and demonstrates that successful completion of the research will yield an acceptable thesis in a timely manner.

3. For distance students only, obtain certification for the facility in which they will conduct their research (see OGS for certification form at http://www.grad.msstate.edu/forms).

4. Complete Coursework with requirements as described above as well as any prerequisite courses required by graduate committee.

5. A minimum of six credit hours of CE 8000 Thesis - Research/Thesis is required and can be used to satisfy the 30 hour requirement for the thesis option degree.

6. Finish Research, write and then defend thesis. A minimum of three weeks prior to the defense, a complete, final draft of the thesis must be submitted to Graduate Committee members. The date and location of the defense will be publicized two
weeks prior to the defense. The thesis must conform to the university guidelines as set in the Graduate Bulletin. The defense has two components: 1) a public presentation of the thesis contents, and 2) an oral comprehensive examination. The student's examination and thesis defense will be held at the MSU Starkville, MS campus. Part 2) will be closed to the public. Upon completion of the exam, the committee submits a Report of Examination Results to the Graduate School (and copies to the CEE office for the permanent file).

7. Students will be expected to participate in the development and submission of at least one publication to a forum of mutual agreement between the student and major advisor (major professor).

8. Obtain approval for thesis cover sheet from library and submit to graduate committee and graduate advisor for approval. Submit cover sheet with all signatures completed except for Dean to the Dean’s office along with a copy of thesis abstract and completed college exit survey form.

9. Note that students must complete a Notification of Intent to Apply for Graduation form in the semester PRIOR to the semester of intended graduation. The graduating semester the student must apply for graduation and pay an application fee. The student should also ensure that all forms (committee, program of study, transfer forms, etc.) are updated and correct or submit change forms as necessary. Note that the courses on their transcript have to match exactly what is on their plan of study.

See the academic calendar on the graduate school web site for dates and deadlines. All original forms must be submitted to the graduate school and copies to the committee and CEE office for the permanent record.

10. Also, students will need to comply with the MSU library deadlines for submittal, including completing Author Contact Form and ETD Rights and Permission Form with signatures (see http://library.msstate.edu/thesis/index.asp for instructions and deadlines).

11. Continuous registration is required and students are required to be enrolled during the semester they take their exams and complete graduation.

Program of Study - Non-Thesis Option

1. Students electing the non-thesis option must complete a minimum of thirty-three credit hours of graduate course work.

2. A minimum of 15 credit hours in the program of study must be at the full graduate level (numbered 7000, 8000 or 9000).

3. A minimum of eighteen credit hours of CE courses are required.

4. Students must satisfy graduate any core curriculum requirements within the subdiscipline that the student is studying.
5. A minimum of nine credit hours must be taken in mathematics and statistics, engineering mechanics and operations, and basic science. The department maintains a list of recommended graduate courses that can be used to satisfy this requirement (see attachment). The student may request the committee approve the substitution and/or addition of courses not on the attached list.

6. Up to six hours of CE 7000 courses may be used to fulfill the CE and full graduate level requirements above.

7. A maximum of nine credit hours can be transferred from other institutions.

8. No CE course with a "C" or lower can be used for graduate credit.

9. Exit examination for non-thesis students - two options:
   a. Project and examination - a project in partial fulfillment of the degree requirements. A written report on the project in thesis format will be submitted and a formal oral presentation of the work will be made to the committee. The committee will inquisitively review the work with the student during the presentation. The report must be approved by the committee and oral examination successfully completed.
   b. Examination only - a comprehensive examination over all graduate coursework and core competency areas will be successfully completed. The format and content of the exam is at the discretion of the graduate committee.

Detailed Steps - Non-Thesis Option

1. Form graduate committee and develop plan of study during first semester. The Committee must have a minimum of three members; the Committee Chair (major advisor), and two other members. The major advisor must be a Level 1 member of the Graduate Faculty. Forms for the committee and plan of study are available on the Graduate School web site (original completed forms are submitted to the Graduate School and copies to the CEE office).

2. Complete Coursework with requirements as described above as well as and prerequisite courses required by graduate committee.

3. Complete comprehensive exam or project as described above. Upon completion of the exam, the committee submits a Report of Examination Results to the Graduate School (and copies to the CEE office for the permanent file).

4. Complete exit form from the College and submit in the graduating semester.

5. Note that students must complete a Notification of Intent to Apply for Graduation form (commonly referred to as the Pre-Audit Form) in the semester PRIOR to the semester of intended graduation. The graduating semester the student must apply for graduation and pay an application fee. The student should also ensure that all forms (committee, program of study, transfer forms, etc.) are updated and correct or