Graduate Handbook

MASTER OF SCIENCE IN CIVIL ENGINEERING

Department of Civil, Coastal, & Environmental Engineering
UNIVERSITY OF SOUTH ALABAMA | 150 JAGUAR DRIVE, MOBILE, AL 36688

VERSION 1.1

Graduate Handbook

Master of Science in Civil Engineering

Version 1.1

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Message from the Chair

We're glad you have interest in our MSCE program at USA!

A graduate education in civil engineering, no matter the focus area, provides many additional career opportunities. And by working closely with a faculty advisor, coursework and research activity becomes both meaningful and fulfilling. Master's students can focus their curriculum and research toward structural, transportation, geotechnical, coastal, water resources, or environmental engineering – but all get fundamental training in what we call "civil engineering in the coastal environment" via two mandatory core courses. The coastal environment, particularly here on the northern Gulf Coast, offers many unique challenges that civil engineers must address in plans and designs: hurricane winds, water, waves, storm surge, shoreline protection strategies, organic soils, high ground water tables, extreme rain events, etc. Students can choose a coursework-only degree option or a research degree option (project or thesis). Many of our course offerings are taught in the evening for those who are working locally. And recently, course offerings have been expanded (utilizing streaming video technology) -- we now provide some graduate courses on the USA campus from UAB, UAH, and UAT.

Our faculty and facilities are outstanding. If you have questions about the Master's program, please communicate with me, or any of the faculty.

Kevin D. White, Ph.D. P.E.

Professor and Chair

Table of Contents

Message from the Chair iii
Table of Contents iv
List of Figures viii
List of Tables ix
1 Overview 11
1.1 Program History 11
1.2 Current Faculty & Staff 11
2 Admission Requirements 13
2.1 Minimum Standards 13
2.2 Undergraduate Preparation 14
2.3 Application Deadlines 14
2.4 Applying for Assistantships 14
3 MSCE Degree Programs & Requirements 16
3.1 Thesis Option 16
3.2 Project Option 16
3.3 Coursework Option 17
3.4 Pathway to a Doctoral Degree 17
4 MSCE Concentration Areas 18
4.1 Coastal & Water Resources Engineering 18
4.2 Environmental Engineering 18
4.3 Geotechnical Engineering 19
4.4 Structural Engineering 19
4.5 Transportation Engineering 19
5 General Curriculum Information 20
5.1 Advising & Plan of Study 20
5.2 Core Courses 20
5.3 CE Courses 21
5.4 Supporting Courses 21
5.5 Research Integrity 21
5.6 Directed Study 21

5.7 Thesis Hours 21
5.8 Project Hours 22
5.9 Graduate Seminar 22
6 Enrolled Students 23
6.1 Expectations 23
6.2 Graduate Student Orientation 23
6.3 Academic Standing 23
6.4 Student Fees & Payments 24
6.5 Student & Scholar Health Insurance 24
6.6 International Students 24
6.7 Full Time Status 24
6.8 Minimum Registration Requirements for Graduate Student Employees 25
6.9 Assistantships 25
6.10 Performance Reviews 26
6.11 Graduate Student Travel 26
7 Requirements for Graduation 28
7.1 Standing & Holds 28
7.2 Applying for Graduation 28
7.3 Comprehensive Examination 28
7.4 Thesis Requirements 28
7.4.1 Thesis Prospectus 29
7.4.2 Thesis Committee Formation & Composition 29
7.4.3 Conduct of Research & Preparation of Thesis 30
7.4.4 Thesis Defense 30
7.4.5 Thesis Submission 31
7.4.6 Thesis Revisions and Resubmission 31
8 Common Graduate Student Forms 32
8.1 Plan of Study 32
8.2 Advising 32
8.3 Application for Graduate Assistantship (GS Form #12) 32
8.4 GA/GRA Evaluation Form (GS Form #8b) 32

8.5 Student Travel Authorization Request 32
8.6 Voluntary Student Travel Approval Form 32
8.7 Travel Reimbursement 32
8.8 Student Conference Participation Agreement 32
8.9 Application for Graduation 33
8.10 Comprehensive Exam Appointment and Evaluation (GS Form #5) 33
8.11 Thesis Committee (GS Form #4) 33
8.12 Thesis Submission Form (GS Form #7) 33
9 Frequently Asked Questions 34
10 Student Acknowledgment Form 36
Appendices 37
Appendix A – General Curriculum Outlines 37
Appendix B – Coastal & Water Resources Concentration 40
Coastal & Water Resources Electives 40
Undergraduate Coastal & Water Resources Preparatory Coursework 40
Two-Year Coastal & Water Resources Curriculum Plan – Thesis Option 41
Appendix C – Environmental Concentration 42
Environmental Electives 42
Undergraduate Environmental Preparatory Coursework 42
Two-Year Environmental Curriculum Plan – Thesis Option 43
Appendix D – Geotechnical Concentration 44
Geotechnical Electives 44
Undergraduate Geotechnical Preparatory Coursework 44
Two-Year Geotechnical Curriculum Plan – Thesis Option 45
Appendix E – Structural Concentration 46
Structural Electives 46
Undergraduate Structural Preparatory Coursework 46
Two-Year Structural Curriculum Plan – Thesis Option 47
Appendix F – Transportation Concentration 48
Transportation Electives 48
Undergraduate Transportation Preparatory Coursework 48

Two-Year Transportation Curriculum Plan – Thesis Option 49
Appendix G – Pathways to a D.Sc. in Systems Engineering 50
Appendix H – Common Graduate Forms 52
Form List 52

List of Figures

Figure 1. General thesis process and timeline with semesters indicated sequentially as S1 (first semester), S2 (second semester), etc. 29

Figure 2. Two-year MSCE plan of study for Coastal & Water Resources Engineering (thesis option). 41

Figure 3. Two-year MSCE plan of study for Environmental Engineering (thesis option)..... 43

Figure 4. Two-year MSCE plan of study for Geotechnical Engineering (thesis option)..... 45

Figure 5. Two-year MSCE plan of study for Structural Engineering (thesis option). 47

Figure 6. Two-year MSCE plan of study for Transportation Engineering (thesis option)..... 49

List of Tables

Table 1. List of current CCEE faculty and staff. 12
Table 2. Minimum admission criteria for the MSCE program. 13
Table 3. MSCE thesis option curriculum outline for all concentration areas. 37
Table 4. MSCE project option curriculum outline for all concentration areas. 38
Table 5. MSCE coursework option curriculum outline for all concentration areas. 39
Table 6. Bachelor's to doctoral degree four-year plan of study curriculum (starting fall semester). 50
Table 7. Master's to doctoral degree plan of study curriculum (starting fall semester). 51

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1 Overview

This graduate handbook is written specifically for graduate students, and their faculty advisors, in the Department of Civil, Coastal, and Environmental Engineering[1] (CCEE) at the University of South Alabama[2] (USA). This handbook aims to describe the most relevant aspects of the CCEE graduate program and will serve as a helpful reference to commonly asked questions, routine procedures, etc. While not a policy document per se, this handbook will be updated as requirements and procedures change over time. As such, graduate students will be expected to adhere to the information in the handbook that is current at the time of his/her first semester of study.

This handbook is divided into a number of major sections followed by supplementary materials presented in appendices. The remainder of this section provides a brief history of the CCEE department, and a list of current staff and faculty as well as their primary contact information. The major sections that follow provide a general description of program admission requirements; the MSCE degree program options; available technical areas of concentration; general curriculum information; degree requirements; information for enrolled students; requirements for graduation; common forms; and frequently asked questions.

1.1 Program History

The Department of Civil Engineering was officially formed in 1970 under the leadership of Dr. William H. Zehrt, Professor and Chair of Civil Engineering. Prior to that time, the Division of Engineering offered a major concentration in civil engineering at the undergraduate level but no specific civil engineering bachelor's degree. The Department's charter class graduated in 1971. Twenty years later, in 1991, the Department's undergraduate civil engineering curriculum received accreditation by the Accreditation Board for Engineering and Technology (ABET). But it wasn't until the fall of 2007 that the Department began its Master of Science in Civil Engineering graduate degree program. Since that time the MSCE program has graduated numerous students in all concentration areas that have gone on to careers in the private and public sectors. More recently, the Department changed its name to the Department of Civil, Coastal, and Environmental Engineering to better reflect the variety of expertise found within our program.

1.2 Current Faculty & Staff

The CCEE department consists of full-time administrative faculty and staff as well as part-time (nine-month) faculty of differing titles or ranks. A list of current CCEE faculty and staff is provided in Table 1 along with their titles, areas of expertise, and email addresses.

[1] http://www.southalabama.edu/colleges/engineering/ce/index.html
[2] http://www.southalabama.edu/

Table 1. List of current CCEE faculty and staff.

Name	Title/Rank	Expertise	Email
Shirell Dortch	Secretary V		sdortch@southalabama.edu
Dr. Kevin White	Chair, Professor	Environmental	kwhite@southalabama.edu
Dr. John Cleary	Asst. Professor	Structural	cleary@southalabama.edu
Dr. Scott Douglass	Prof. Emeritus	Coastal & WR	sdouglass@southalabama.edu
Dr. Samantha Islam	Assoc. Professor	Transportation	sislam@southalabama.edu
Dr. Min-Wook Kang	Asst. Professor	Transportation	mwkang@southalabama.edu
Dr. Jim Laier	Assoc. Professor	Geotechnical	jlaier@southalabama.edu
Mr. Larry Oliver	Instructor	Structural	larryoliver@southalabama.edu
Dr. Husam Omar	Assoc. Professor	Structural	omarh@southalabama.edu
Dr. Arka Pandit	Asst. Professor	Environmental	apandit@southalabama.edu
Dr. Stephanie Smallegan	Asst. Professor	Coastal & WR	ssmallegan@southalabama.edu
Dr. Eric Steward	Assoc. Professor	Geotechnical	esteward@southalabama.edu
Dr. Bret Webb	Professor	Coastal & WR	bwebb@southalabama.edu

2 Admission Requirements

A student interesting in pursuing an MSCE degree must meet a set of minimum requirements for admission. Admissions criteria are established by the USA Graduate School[3], the College of Engineering[4], and the CCEE department, the latter of which are the most stringent.

The CCEE department defines minimum criteria for admission as a regular MSCE student or as a provisional MSCE student. These requirements, published application deadlines, and other information are described below.

2.1 Minimum Standards

The minimum standards for admission to the USA Graduate School are a 3.0 grade point average (GPA), based on a 4.0 scale, for regular admission, and a 2.5 GPA for provisional admission. These GPA criteria are evaluated on the basis of all undergraduate work. The specific criteria for regular and provisional admission to the MSCE program are summarized in Table 2. The requirements are generally the same for regular and provisional admission with the exception of the minimum GPA of 3.0 and 2.5, respectively. Applicants considered for either regular or provisional admission must submit official scores for their Graduate Record Exam (GRE) along with official transcripts from all universities attended. The TOEFL and/or IELTS exam scores are also required for international applicants. The minimum GRE scores are 151 for the quantitative and 146 for the verbal sections of the exam. International students must score at least a 71 on the internet-based TOEFL test or at least a 6.5 on the IELTS. The names and e-mail addresses of three references must be submitted as part of the application process. These references should be able to evaluate the applicant's previous academic and/or professional work.

Table 2. Minimum admission criteria for the MSCE program.

Admission Status	GPA	GRE[1,2]		TOEFL[3]	IELTS	References
		Quant	Verbal			
Regular	3.0	151	146	71	6.5	3 names / e-mail addresses
Provisional	2.5					

1. The GRE requirement is waived for students who received a BSCE from USA.

2. Verification of registration by examination as a Professional Engineer can be substituted for the GRE and the GPA

3. Internet-based test

[3] http://www.southalabama.edu/graduatemajors/graduateschool/
[4] http://www.southalabama.edu/colleges/engineering/

2.2 Undergraduate Preparation

The Graduate School, College of Engineering, and CCEE department all require that graduate applicants possess an undergraduate degree from an appropriately accredited institution of higher education. In the College of Engineering and CCEE department there is an expectation that the applicant has earned an undergraduate engineering degree from a program accredited by the Accreditation Board for Engineering and Technology (ABET) or an accrediting agency common to their country of origin. Applicants who do not meet this criterion, but who have an outstanding academic record in an unaccredited engineering program, or in a baccalaureate degree program in a related field, may be admitted with "provisional" status. Students admitted as "provisional" for such reasons may be required to complete a sequence of undergraduate courses in addition to the normal MSCE degree requirements. These extra courses will be determined by the student's graduate committee. Suggested preparatory courses are provided in each of the concentration area appendices at the end of this document.

2.3 Application Deadlines

The USA Graduate School adheres to the following application deadlines for domestic and (international) students depending on the applicant's stated term of matriculation:

- Fall/August July 15 (June 15)
- Spring/January December 1 (November 1)
- Summer/May May 1 (April 1)

International students should communicate with the Office of International Admissions and Student Services prior to submitting an application. Please visit the following web site:

http://www.southalabama.edu/departments/internationaladmissions/

2.4 Applying for Assistantships

Graduate student financial support is often available in the form of an assistantship. Assistantships are typically awarded based on merit and/or need. As such, students must submit a separate assistantship application form (GS Form #12) if they wish to be considered for an award (see page 32). That application requires that the prospective student submit three written letters of support. These letters do not need to come from the same three people identified as references on your graduate school application, although it is perfectly acceptable if they do.

Students must submit a separate assistantship application form if they wish to be considered for an award.

The MSCE program recognizes two general types of assistantships: Graduate Assistantships (GAs) and Graduate Research Assistantships (GRAs). The difference between the two awards is characterized by the type of work that the student will be expected to perform, though there is also an important distinction regarding the periods over which students are paid. A student receiving a GA award will be expected to assist faculty with grading, course/lab preparation, and/or course/lab exercises, for an amount of time not to exceed 20 hours per week. A student's duties will be assigned by the CCEE Department Chair. A student receiving a GRA is expected to perform research for the specific faculty member whose grant has supplied the award. Those students will perform up to 20 hours per week of duties as assigned and supervised by their specific faculty advisor.

Both GAs and GRAs provide a stipend (salary) for the student and usually cover the student's full cost of tuition[5]. However, the GA award provides a stipend for the Fall and Spring terms only. Students supported on GRA awards typically receive a yearly stipend, but each faculty member is in charge of how those awards are managed and the student should be aware of their period of coverage. Additional information about assistantships is found on page 25.

[5] Neither of these awards pays for a student's fees, which are calculated on a credit hour basis.

3 MSCE Degree Programs & Requirements

The CCEE department offers three unique MSCE degree options[6] to suit the specific needs of each student. The various degree options are designed to accommodate full-time and part-time graduate students in addition to working professionals. Each of the degree options, as well as their associated requirements, are briefly outlined below. Prospective students are encouraged to discuss each of these options with the Department Chair and/or their faculty advisor upon acceptance. Regardless of the degree program selected, all MSCE students are required to successfully pass a Comprehensive Examination (see page 28).

3.1 Thesis Option

The "thesis option" MSCE degree program offers students a blend of traditional instruction and research-based learning. The thesis option is likely the most common graduate degree option offered throughout the United States and is the appropriate option for students considering doctoral degrees. Students pursuing the thesis option are required to complete 25 credit hours of coursework and six credit hours of thesis research (total 31 credit hours). In addition, these students must successfully defend and submit an original thesis paper. Students supported on GRAs will almost always be required to choose the thesis option, though that is an agreement between the graduate student and their faculty advisor. Additional information pertaining to thesis requirements is provided on page 28. Please see the appendices of this document for details regarding the thesis option curriculum for each concentration area. A student wishing to change from a thesis to a non-thesis degree option must complete GS Form #6 found here[7].

3.2 Project Option

The "project option" MSCE degree program is more heavily focused on coursework than the thesis option. The student is required to successfully complete and submit a project report following the guidelines of the College of Engineering. This option is most appropriate for professional, part-time students and for students supported on GAs. Students pursuing the project option are required to complete 31 credit hours of coursework and three project credit hours (total 34 credit hours).

The distinction between a "thesis" and a "project" is typically one of breadth and/or depth of the research/investigation. Typically, the thesis research is defined by a clear hypothesis and/or thesis statement whereas a project can be more rhetorical in nature. The documents associated with these two options are often different in terms of format and length. Whereas a thesis document may be 80 – 100 pages in length and organized into multiple chapters, following the IMRaD (Introduction, Methods, Results, and Discussion) format, a project document may be 40 – 50 pages in length and formatted as needed to describe

[6] http://www.southalabama.edu/colleges/engineering/ce/cegrad.html
[7] http://www.southalabama.edu/departments/eforms/graduateschool/GSForm6Non-ThesisOption.pdf

the project study. New graduate students should discuss the merits of the project and/or thesis option with their faculty advisor early in their studies. Please see the appendices of this document for details regarding the project option curriculum for each concentration area.

3.3 Coursework Option

Students pursuing the "coursework option" are required to complete 33 credit hours of graduate-level (e.g., 500- or 600-level) coursework. The coursework only option is typically preferred by professional students who are not supported by GA or GRA awards. However, the student should be aware of the additional coursework burden required by this option and weigh that against multiple factors including, but not limited to, tuition costs and the time required for degree completion. Please see the appendices of this document for details regarding the coursework option curriculum for each concentration area.

3.4 Pathway to a Doctoral Degree

The MSCE degree can serve as an important step toward a terminal degree in a student's field of study or a complementary field. Many students will first pursue and complete their MSCE, typically including thesis research, before beginning their doctoral coursework. However, this is not necessarily a requirement for acceptance into a doctoral program.

An alternative pathway toward earning a doctoral degree is to enter a doctoral program immediately after, or some time after, completing your bachelor's degree. It is often common in such cases to obtain what is called a "pass through" master's degree. The pass through master's degree is conferred upon completion of your doctoral program, or after completion of the MS program requirements if a doctoral student exits their program prior to graduation.

The MSCE degree can serve as an important step toward a terminal degree in your field of study

The University of South Alabama now offers a Doctor of Science (D.Sc.) in Systems Engineering[8]. This is a highly interdisciplinary field of study that is administered by the College of Engineering. The D.Sc. is not a specific topic of this handbook. Interested students are encouraged to read the Systems Engineering handbook for more information. However, representative plans of study are given in an appendix to aid prospective doctoral students.

[8] http://www.southalabama.edu/colleges/engineering/dsc-se/index.html

4 MSCE Concentration Areas

One of the benefits of graduate study is the ability to specialize in a technical sub-discipline of your undergraduate field of study. Our MSCE program in the CCEE department is uniquely focused on the practice of civil engineering in the coastal environment. That means that all MSCE students will obtain a basic understanding of the unique terminology and constraints faced by civil engineers when planning, designing, and/or permitting civil works projects in or near coastal areas.

The MSCE degree offers technical specialization in five areas of civil engineering: coastal and water resources engineering; environmental engineering; geotechnical engineering; structural engineering; and transportation engineering. These are also the five specialty areas of civil engineering that the National Council of Examiners for Engineering and Surveying (NCEES[9]) recognizes for licensure as a Professional Engineer. Each of the five MSCE concentration areas is briefly summarized below. Students should refer to the appendices of this document for details regarding the curriculum for each concentration area.

4.1 Coastal & Water Resources Engineering

Coastal and water resources engineering are combined into one area of specialization in this MSCE program because they require, in many cases, a similar set of skills and advanced knowledge of hydraulics. Coastal engineering is a specialty area of civil engineering that accounts for the unique wave, tide, and sand environment that serve as design constraints on civil works projects in the coastal zone. The practice of coastal engineering often involves the design of coastal defense and/or navigation structures, shore protection, shore stabilization, erosion mitigation, analysis of hydrostatic and hydrodynamic loads, navigation planning, dredging, and many other topics. Water resources engineering, generally, is the application of science and civil engineering to water-related, or hydraulic, problems. Water resources engineers may perform hydrologic and hydraulic analyses, design stormwater conveyance systems, design sanitary sewer systems, design flood routing/management systems, perform floodplain analysis studies, and many other duties.

4.2 Environmental Engineering

Environmental engineering is the application of science and engineering principles to improve and maintain the environment for the protection of human health and welfare, as well as delicate ecosystems. In professional practice environmental engineers commonly participate in the planning, design, and

[9] http://ncees.org/

permitting of water treatment and distribution systems, waste management projects, and air quality systems.

4.3 Geotechnical Engineering

Geotechnical engineering is the specialty area of civil engineering that includes the analysis, design, and construction of foundations and foundation systems, earth retaining structures, earthen and constructed embankments, levees, landfills, and other civil works projects that are supported by, or comprised of, rock and/or soil. Geotechnical Engineering is involved with all other concentration areas within Civil Engineering as all civil infrastructure systems interact with soil and/or rock.

4.4 Structural Engineering

Structural engineering is the application of physical sciences and engineering principles to the planning, design, and construction of physical structures and analysis of their behavior and performance. Structural engineers are leaders in the field of sustainability as it applies to the design and construction of structures and management of their complete life cycle.

4.5 Transportation Engineering

Transportation engineering is the application of technology, mathematics, and scientific principles to the planning, functional design, management, and operation of any mode of transportation systems and infrastructure. Transportation engineers are responsible for ensuring the safe, rapid, comfortable, convenient, economical, efficient, and environmentally compatible movement of people and goods by road, rail, pipe, air, and sea. Major fields of transportation engineering include transportation geometric design, traffic operation and control, transportation safety, and transportation planning and modeling. Other subjects often covered in transportation engineering include, but are not limited to: human behavior, operation research, and urban planning.

5 General Curriculum Information

This section of the handbook is focused on general information about the MSCE curriculum. Prospective and current graduate students are encouraged to read this section carefully in order to develop an understanding and awareness of the MSCE curriculum components.

5.1 Advising & Plan of Study

Each graduate student will be assigned a faculty advisor. The purpose of the faculty advisor is to assist graduate students in their planning of study and make them aware of program requirements. Students who are supported on a GRA will often be advised by the same faculty member for whom they are working. In other cases, students will be assigned an appropriate faculty advisor based on the student's identified concentration area.

The purpose of the faculty advisor is to assist graduate students in their planning of study.

All students at USA are required to complete academic advising in the Fall and Spring semesters. A student cannot register for classes until an acceptable advising form has been submitted to the CCEE department and their advising hold has been lifted. During his/her first semester, a student will meet with his/her faculty/academic advisor to develop a Plan of Study (see page 32). This document will be updated and modified as needed throughout the student's enrollment in the MSCE program. It is not a static or fixed document but instead serves as a guide for the student. A student will meet with his/her faculty/academic advisor to complete the academic advising requirements in the Fall and Spring terms, during which time the student and advisor will complete a Graduate Advising Form (see page 32) that outlines the student's coursework for the following term.

5.2 Core Courses

Regardless of the degree option chosen, all MSCE students are required to successfully complete two required (core) graduate courses: CE 501 and CE 502. These courses serve as an introduction and overview of the practice of civil engineering in the coastal environment. The CE 501 course is offered in the fall term as a fully online course. The CE 502 course is offered in the spring term as a blended course: lecture-based instruction is offered via online modules while hands-on activities are conducted in on-campus laboratories/classrooms.

5.3 CE Courses

Every MSCE student must complete a majority of their graduate studies in civil engineering courses[10]. These are designated as CE 5xx (e.g., 501, 502, etc.) courses in the USA Bulletin, course catalog, and/or schedule of courses. The exact number of CE credit hours will depend on the degree option chosen. For example, coursework option students will complete at least 24 credit hours of CE coursework for their degree, while project and thesis option students will complete at least 21 credit hours or 15 credit hours of CE coursework, respectively. Note that CE courses must be 500 level (or higher).

5.4 Supporting Courses

In addition to CE coursework, an MSCE student is encouraged to take a number of courses that complement his/her area of study. Appropriate supporting area courses should be identified and determined based on input from both the student and his/her faculty/academic advisor. Generally, any 500-level or 600-level course in the basic sciences or engineering can be used to satisfy this requirement. Some examples are provided in the concentration area curriculum descriptions found in the appendices of this document. A student may take between three and five supporting area courses depending on the degree option chosen. Note that the Dauphin Island Sea Lab[11] offers supporting area courses that can be taken for credit during the fall, spring, and summer terms.

Generally, any 500-level or 600-level course in the basic sciences or engineering can be used as a supporting course.

5.5 Research Integrity

Students pursuing the thesis and project degree options are required to successfully complete a 1-credit-hour seminar on Research Integrity and Ethics. This is a requirement for graduation and will not be waived or substituted. This course is typically offered every semester.

5.6 Directed Study

At certain times it may be appropriate for a graduate student to complete a Directed Independent Study (DIS), or simply Directed Study, course with a faculty member. Traditionally, a DIS is offered by a graduate student's faculty advisor but not always. Graduate students may count as many as six credit hours of DIS instruction toward his/her MSCE degree requirement.

5.7 Thesis Hours

Graduate students pursuing the thesis option are allowed to count a maximum of six credit hours of thesis research (CE 599 Thesis) toward the degree requirements.

[10] http://www.southalabama.edu/bulletin/current/courses/civil-engineering/index.html
[11] http://www.disl.org/

A student may take as many hours of CE 599 as needed, but only six will count toward the degree. These are supervised hours of research intended for the student to make substantial progress toward completion of his/her thesis document. Students will receive a grade for these hours.

A student must for a thesis committee (see GS Form #4 on page 33) prior to registering for thesis research hours. This will also generally require that the student has completed his/her thesis prospectus as a necessary item for the formation of a thesis committee and subsequent registration in thesis hours.

5.8 Project Hours

Graduate students pursuing the project option are allowed to count a maximum of three project hours (CE 594 Project) toward their degree requirements. Students may take more than three project hours but only three will count toward their degree. Like thesis hours, project hours are provided with the intent that students use that time to make substantial progress toward completion of their project document. A student must have an approved project proposal prior to registering for project hours.

5.9 Graduate Seminar

Please contact the CCEE department chair for more information about the graduate seminar.

6 Enrolled Students

This section of the graduate handbook is specifically aimed at current and/or enrolled students of the MSCE program. The text that follows briefly outlines expectation for performance and academic standing; information about student fees and payments; the requirements for full time status; information about assistantships; required performance reviews; and policies/procedures for graduate student travel.

6.1 Expectations

Students pursuing advanced education through graduate studies do so by choice, not expectation. As such, students pursuing an MSCE degree are expected to perform exceptional and professional work and conduct themselves accordingly. If the student has not already done so, he/she should make themselves familiar with the USA Student Handbook[12] (The Lowdown).

Students pursuing an MSCE degree are expected to perform exceptional and professional work and conduct themselves accordingly.

Students supported on GA or GRA positions should recognize that they are engaged in the act of employment whereby someone is paying an individual for services rendered. The GA and GRA positions both expect the student to work 20 hours per week and devote no less than 20 hours per week to their academic studies and/or research. Therefore, while not technically considered employees of the USA, graduate students supported by GA and/or GRA awards should treat the MSCE program as a full-time job! Graduate students who are supported on a GA or GRA should carefully read and understand the Graduate Student Employment Policy[13].

6.2 Graduate Student Orientation

A mandatory graduate student orientation meeting is held immediately prior to the beginning of the fall and spring terms. All newly enrolled students must attend this important orientation meeting. Contact the Dean's office staff (251-460-6140) for more information on orientation dates, times, and locations.

6.3 Academic Standing

Graduate students in the MSCE program must maintain good academic standing. This means that students must maintain an overall GPA of 3.0. If a graduate student's GPA falls below 3.0, the student will be placed on probationary status and will be given a period of two terms to attain a 3.0 GPA. The student's advisor should prepare and submit the Recommendation for

[12] http://www.southalabama.edu/departments/studentaffairs/lowdown/
[13] http://www.southalabama.edu/graduatemajors/graduateschool/resources/gradstudentemppolicy.pdf

Change of Status – Provisional to Regular form (GS Form #1) found here[14]. If a student fails to increase his/her GPA during those two terms, he/she will be dismissed. No graduate student will be allowed to count a course in which he/she receives a grade of "D" toward the degree requirements.

6.4 Student Fees & Payments

Each graduate student is responsible for ensuring that his/her student tuition and fees are paid, and that they are paid on time. Students on GA and GRA awards may have his/her tuition paid for automatically but should always check his/her account balance to resolve any outstanding payment issues—usually with the help of the student's advisor. All students are responsible for paying his/her student fees.

6.5 Student & Scholar Health Insurance

Many students are eligible to purchase health insurance through USA's healthcare provider. Please visit this web site[15] for more information about eligibility.

6.6 International Students

We encourage our international students, current and/or prospective, to communicate early and often with the Office of International Admissions and Student Services. Most, if not all, of the questions regarding admissions, visa applications, employment, insurance, etc. can be answered by the staff in that office. Please visit the office's web site[16] for more information. Also, international students should be aware that they are automatically enrolled in USA's health insurance plan upon registration. Please visit this web site[17] for more information about insurance. As a special note, international graduate students starting their program in a summer semester at USA (for the first time) must enroll in 12 credit hours of coursework to meet eligibility requirements.

6.7 Full Time Status

Graduate students taking six or more credit hours in a semester are considered to have full-time status as a student. A student is not required to have full-time status in their semester of graduation but must be registered for at least one credit hour of instruction. More information on registration requirements is provided in the following section.

[14] http://www.southalabama.edu/departments/eforms/graduateschool/GSForm1ChangeofStatus.pdf
[15] http://www.southalabama.edu/departments/studenthealth/insurance.html
[16] http://www.southalabama.edu/departments/internationaladmissions/
[17] http://www.southalabama.edu/departments/internationaladmissions/healthinsurance.html

6.8 Minimum Registration Requirements for Graduate Student Employees

In most cases, graduate student employees must be enrolled in at least six credit hours each semester. There are some exceptions to this policy and they are summarized as follows:

- It is the student's graduating semester and all other graduation requirements have been met, in which case the student may register for 1 credit hour;
- The student needs less than six credit hours to meet all degree requirements and it is the student's graduating semester;
- Any semester in which the student is registering only for thesis or dissertation hours in compliance with department or program policies, in which case the number of hours should be commensurate with the expected progress; and
- A graduate student is employed (not on assistantship, but paid an hourly wage) during a summer or interim term, in which case there is no minimum registration requirement.

Note that the exceptions above apply only to domestic students. International students need to be aware of any special restrictions due to their visa status (i.e., registered as a full-time student).

6.9 Assistantships

The MSCE program generally offers two types of assistantships: Graduate Assistantships (GAs) and Graduate Research Assistantships (GRAs). All students interested in assistantships must complete the appropriate application form (see GS Form #12 on page 32). The Graduate Assistantships are awarded by the CCEE department chair and faculty. There are typically more applicants than awards. The GAs are awarded based on: timeliness and completion of the application, the quality of application materials and recommendations, and also on academic merit, among other criteria. Generally, the GA is awarded for a period of two successive terms. There is no guarantee that a student will retain a GA for the duration of their academic studies. The GA provides a stipend and tuition remittance for the fall and spring terms. The GA is not awarded for the summer term.

There is no guarantee that a student will retain a GA for the duration of their academic studies.

Students interested in GRA positions should speak to faculty whose expertise is similar to his/her desired area of specialization. The GRAs are awarded and controlled by individual faculty members. Each faculty member will describe the provisions and expectations of such awards. While each GRA is unique, most provide a yearly stipend and tuition remittance for a period determined by the

faculty member; this typically includes all three academic terms. The amount of the stipend is determined by the responsible faculty member.

Any graduate student receiving an assistantship must make themselves familiar with the policies and procedures for graduate assistantships as written by the USA Graduate School. That document can be found on their web site[18].

6.10 Performance Reviews

Students supported on GA and/or GRA awards will receive regular performance reviews (see GS Form #8b on page 32). These performance reviews may be a factor in determining whether a student's GA or GRA is continued. Such awards may be withdrawn at any time if the student's performance does not meet the expectations set forth by the CCEE department or its faculty.

6.11 Graduate Student Travel

Depending on the nature of his/her duties, a graduate student may be required to travel from time to time. This may include travel associated with field work, meetings, workshops, and conferences. This type of travel is considered "voluntary travel" since it is not associated with the requirements for a particular USA course.

Student travel requires three types of approval: permission to travel, release from liability, and travel reimbursement. All students must first obtain permission to travel by completing a Student Travel Authorization Request form (see page 32). Once his/her travel is approved, a student's faculty advisor or supervisor must complete and submit the Voluntary Student Travel Approval form (see page 32). The student will be required to sign a Release from Liability waiver prepared by USA's legal department. This form will become part of the student's permanent file. Upon return, the student must complete and submit a Travel Reimbursement form (see page 32). Regardless of the destination, student travel reimbursements will follow the procedures for out-of-state travel as explained on the USA Travel Services web site[19].

Previously, most travel expenses have been paid for by the student and then allowable expenses reimbursed after travel is complete. At times, this can create a financial burden for the student. There are ways to reduce this burden by pre-paying eligible expenses like conference registration, airfare and, sometimes, lodging rates. However, travel will always require that some expenses be paid by the student (e.g., meals, taxis, etc.) and, in the case of hotels, that a form of payment be furnished at the time of check-out. Students will be reimbursed for all legitimate and allowable expenses following his/her travel. The reimbursement process typically takes less than three weeks. Reimbursement for miles driven is

[18] http://www.southalabama.edu/graduatemajors/graduateschool/resources/policyproceduresgradassist.pdf
[19] http://www.southalabama.edu/departments/financialaffairs/travelandprocurement/travel/outofstatetravel.html

based on the current federal rate, which is always listed on the USA Travel Services home page[20].

In addition to completing all required University travel forms, any graduate student traveling to a conference or event where he/she is representing the College and/or University must complete and submit the Student Conference Participation Agreement form found in Section 8 of this document.

[20] http://www.southalabama.edu/departments/financialaffairs/travelandprocurement/travel/

7 Requirements for Graduation

This section of the handbook summarizes some of the more important requirements for graduation. While each student may have a specific set of requirements based on his/her MSCE degree program, many of the topics presented below will apply to most graduate students.

7.1 Standing & Holds

In preparation for graduation, students must be in good academic standing and ensure that all outstanding holds, fines, balances, and/or payments are adequately addressed and/or removed. A student will not be permitted to graduate if he/she has any hold on their academic account, which may result from failure to meet an administrate requirement and/or failure to remit an outstanding account balance.

7.2 Applying for Graduation

Students must submit an Application for Graduation (see page 33) by the posted deadlines. Note that ***the deadline is generally about six to nine months PRIOR to the semester in which you intend to graduate***. For example, the deadline to apply for graduation in Spring 2017 (May 2017) is September 2, 2016. The three steps for graduation, including a description of application fees and deadlines, are explained on this web site[21]. Each student will be charged a $50 graduation application fee on his/her student account. A student's diploma will not be conferred until all financial obligations are satisfied.

7.3 Comprehensive Examination

All MSCE students are required to pass a Comprehensive Examination. A student pursuing the coursework option will be required to successfully pass a written comprehensive examination related to his/her graduate studies at USA. Such a student must work with his/her faculty advisor to prepare, complete, and submit a Comprehensive Examination Appointment and Evaluation form (see GS Form #5 on page 33). Students completing the project and/or thesis options will provide an oral presentation of their work (i.e., project presentation, thesis defense) which will count as the Comprehensive Examination. Note that GS Form #5 must still be submitted for all students regardless of the nature of the examination.

Students pursuing the coursework option will be required to successfully pass a written comprehensive examination related to their graduate studies at USA.

7.4 Thesis Requirements

In addition to his/her coursework, a thesis student is required to develop, defend, and submit an original thesis. This general process is outlined in Figure 1 though

[21] http://www.southalabama.edu/departments/registrar/commencement/graduation_apply.html

the timeline is usually different for each student and is only listed here as an example. However, the sequence of steps presented in this process diagram should be followed in order. The major components of the process diagram are further described in the sections that follow.

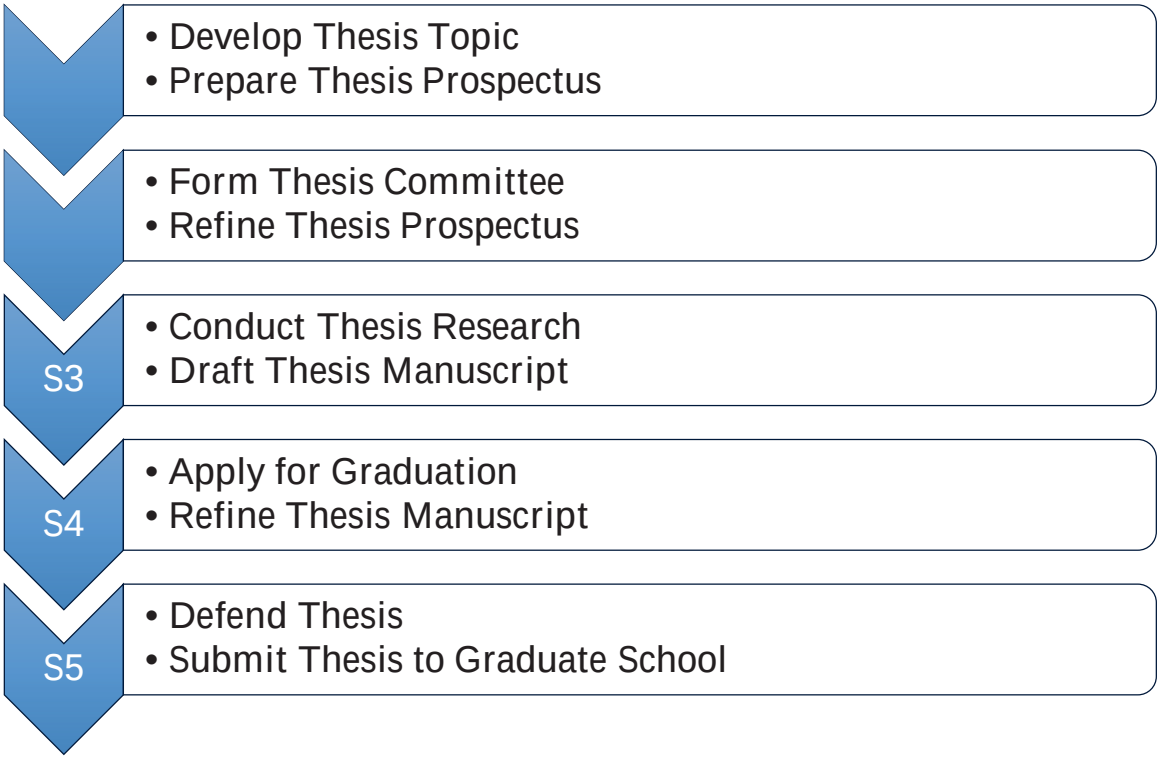

Figure 1. General thesis process and timeline with semesters indicated sequentially as S1 (first semester), S2 (second semester), etc.

7.4.1 Thesis Prospectus

Students pursuing the thesis degree option should work with their advisor to develop a research plan or outline in the first semester. This plan or outline should be further developed into a formal thesis proposal, or thesis prospectus, in the first or second semesters. The USA Graduate School web site[22] has specific information for preparing the thesis prospectus[23].

7.4.2 Thesis Committee Formation & Composition

When the student and his/her advisor agree on the prospectus they should discuss the formation of the student's thesis committee. This is typically done in the student's second semester. The committee must include a minimum of three

[22] http://www.southalabama.edu/graduatemajors/graduateschool/thesis.html
[23] http://www.southalabama.edu/graduatemajors/graduateschool/resources/prospectusguide.pdf

members of the graduate faculty (see this web site[24] for a list of graduate faculty and their appointment status). The committee will consist of a chair, typically the student's faculty advisor, and two members. One committee member must be from outside the CCEE department. The student and his/her advisor should carefully select and agree on potential committee members. The student should then prepare a brief message requesting that the desired faculty member serve on his/her committee and contact them by e-mail with the thesis prospectus included as an attachment. The student and his/her advisor should finalize the committee composition/membership by submitting the Thesis Committee form (see GS Form #4 on page 33).

The thesis committee must include a minimum of three members of the graduate faculty.

7.4.3 Conduct of Research & Preparation of Thesis

The student and his/her faculty advisor (thesis committee chair if not the same) should work closely to plan, organize, and conduct the research identified in the student's thesis prospectus. This may involve regular (e.g., weekly, monthly, etc.) meetings between his/her student and their advisor, and/or the completion of routine progress reports. The student should begin to draft his/her thesis manuscript as early as possible by developing a detailed outline that follows the format, or template[25], specified by the Graduate School. Some of the information contained in the student's prospectus will provide the basis for some aspects of the thesis document (e.g., Introduction, Methods, etc.).

7.4.4 Thesis Defense

The thesis defense is an oral presentation of the student's thesis research and serves as his/her comprehensive examination. The presentation is generally 30 minutes and it is open to the public. The presentation is followed by a general question and answer session. Following the open question and answer period, all parties, not including the student and his/her thesis committee, are asked to leave. The thesis committee will then engage the student in a line of technical questioning related to either the thesis document or oral presentation. The committee chair will then ask the student to leave and the committee will deliberate and make an evaluation of the student's comprehensive exam (oral defense) and thesis document.

A student's thesis defense should only be scheduled after the student and his/her thesis chair have reached an agreement as to the satisfactory conclusion of the thesis document. The student should circulate his/her final, pre-defense thesis draft to the chair and committee members by e-mail and/or hardcopy no fewer

[24] http://www.southalabama.edu/graduatemajors/graduateschool/faculty.html
[25] http://www.southalabama.edu/graduatemajors/graduateschool/thesis.html

than five business days prior to the scheduling of a thesis defense. The student and his/her committee chair should reserve an appropriate room for the thesis defense presentation and evaluation by working with the Dean's office staff. Once a date, time, and location have been finalized, the student and his/her committee chair should notify the Dean's office staff so that formal notifications can be made. Note that the Dean's office must be notified at least two weeks prior to the expected date of defense.

The thesis defense is an oral presentation of the student's thesis research and serves as their comprehensive examination.

At the time of the thesis defense presentation, the student's advisor should prepare and complete the Comprehensive Exam Appointment and Evaluation form (see GS Form #5 on page 33) in addition to the Thesis Submission form (see GS Form #7 on page 33). The student should also have his/her thesis title page ready for committee members to sign at this time (assuming they are prepared to accept the thesis). If the committee chair and/or members are not satisfied with the thesis document, the student will be asked to make any requested revisions and then revisit each committee member for final approval.

7.4.5 Thesis Submission

Once a student has received the signatures of his/her committee members, he/she should submit the thesis to the College of Engineering Director of Graduate Studies who will review the thesis document to ensure it meets Graduate School requirements. Note that this submission must be made well before the Graduate School submission deadlines[26] (i.e., at least five business days prior) and the deadline for first submission is typically within the first two months of each term (i.e., October, March, and June).

There are a number of items that must be submitted to the Graduate School with the first draft of the student's thesis. These include at a minimum: the thesis draft on plain white paper, GS Form #7, and the finalized signature page (using black ink only). Please consult the USA Graduate School Checklist for Thesis Submission[27] for more information.

7.4.6 Thesis Revisions and Resubmission

It is not uncommon for a student to receive revision requests from the Graduate School following his/her first submission. These requests are generally of an editorial nature and are rarely technical or substantive. However, the requested revisions must be made and the revised thesis resubmitted to the USA Graduate School. Again, please consult the USA Graduate School Checklist for Thesis Submission for more information.

[26] http://www.southalabama.edu/graduatemajors/graduateschool/resources/calendar.pdf
[27] http://www.southalabama.edu/graduatemajors/graduateschool/resources/thesischecklist.pdf

8 Common Graduate Student Forms

The following sections contain links to common forms required during graduate school, as well as links to the web sites they are found on.

8.1 Plan of Study

The MSCE program plan of study and checklist form can be obtained from the CCEE department. A copy of this form can be found in Appendix H.

8.2 Advising

Graduate students may obtain a copy of the mandatory advising form from the CCEE department, or from the CCEE web site. A copy of this form can be found in Appendix H.

http://southalabama.edu/colleges/engineering/ce/resources/CE_graduate_advising_form.pdf

8.3 Application for Graduate Assistantship (GS Form #12)

The Application for Graduate Assistantship form, GS Form #12, can be obtained here and on this web site. A copy of this form can be found in Appendix H.

http://www.southalabama.edu/graduatemajors/graduateschool/forms.html

8.4 GA/GRA Evaluation Form (GS Form #8b)

The Graduate Assistant (GA) and Graduate Research Assistant (GRA) Evaluation form can be obtained here and on this web site. A copy of this form can be found in Appendix H.

http://www.southalabama.edu/graduatemajors/graduateschool/forms.html

8.5 Student Travel Authorization Request

The Student Travel Authorization Request form can be obtained here and on this web site. A copy of this form can be found in Appendix H.

http://www.southalabama.edu/departments/financialaffairs/travelandprocurement/travel/generaltravelinfo.html

8.6 Voluntary Student Travel Approval Form

The Voluntary Student Travel Approval form can be obtained here and on this web site. A copy of this form can be found in Appendix H.

http://www.southalabama.edu/departments/eforms/studentaffairs/index.html

8.7 Travel Reimbursement

The Travel Reimbursement form can be obtained here and on this web site. A copy of this form can be found in Appendix H.

http://www.southalabama.edu/departments/eforms/travel/index.html

8.8 Student Conference Participation Agreement

The Student Conference Participation Agreement form is provided in Appendix H.

8.9 Application for Graduation

The USA Application for Graduation can be obtained here and on this web site. A copy of this form can be found in Appendix H.

http://www.southalabama.edu/departments/registrar/commencement/graduation_apply.html

8.10 Comprehensive Exam Appointment and Evaluation (GS Form #5)

The Comprehensive Exam Appointment and Evaluation form (GS Form #5) can be obtained here and on this web site. A copy of this form can be found in Appendix H.

http://www.southalabama.edu/graduatemajors/graduateschool/forms.html

8.11 Thesis Committee (GS Form #4)

The form for Appointment of Graduate Faculty to a Thesis Committee (GS Form #4) can be obtained here and on this web site. A copy of this form can be found in Appendix H.

http://www.southalabama.edu/graduatemajors/graduateschool/forms.html

8.12 Thesis Submission Form (GS Form #7)

The Thesis Submission form (GS Form #7) can be obtained here and on this web site. A copy of this form can be found in Appendix H.

http://www.southalabama.edu/graduatemajors/graduateschool/forms.html

9 Frequently Asked Questions

1. **Will my MSCE degree count toward the experience requirement for licensure?** *If you obtained your BSCE at USA, yes, you will receive one year toward your experience requirement. If not, the answer depends on the specific education requirements set forth by each state's governing board for professional licensure. The answer also depends on whether your undergraduate degree was earned from an ABET accredited program. Each student is encouraged to speak to their advisor about the experience credit and how it will apply for them.*
2. **Is the MSCE degree program ABET accredited?** *No, it is not. But the undergraduate BSCE program is. It is uncommon for MS degree programs to be accredited by ABET. Most engineering licensure boards recognize the accreditation of the entire academic program when evaluating education requirements for licensure and/or experience credit. There are some exceptions to this rule so the student is encouraged to communicate with their specific state licensing board.*
3. **I do not have an undergraduate degree in engineering. Can I still obtain an MSCE degree?** *Yes, absolutely you can. As long as students meet the other requirements for admission, an applicant who does not possess an undergraduate engineering degree may be admitted with provisional status. Such students may be required to complete a series of undergraduate courses in addition to the courses required for their MSCE degree program. In such cases it is important for the student to be fully aware of how this may affect their ability to pursue licensure in the future.*
4. **If my undergraduate degree is not in engineering but I obtain an MSCE degree, will I meet the education requirements for licensure as a Professional Engineer (PE)?** *It depends! We know—that is a horrible answer. It is important that the interested student read and understand all of the requirements set forth by the NCEES. This includes understanding the process they use to audit, or evaluate, an applicant's educational background and/or transcripts. The difference between meeting the educational requirements, or not, may be as little as one omitted class. It's best to learn your answer BEFORE you graduate!*
5. **I will need financial support to attend graduate school. Will I know the status of my assistantship application before I am admitted to Graduate School?** *No, you will not. Applications for assistantships are only evaluated AFTER a student has been accepted to their graduate degree program. Nobody will extend any offer of financial support before a student is accepted into their graduate program and their assistantship application approved.*
6. **I am very interested in Professor X's research. How should I contact him/her to find out if he/she is accepting new research students?** *The best thing to do is check Professor X's web site for information about their research program, how to contact them, and for any specific information about applying for assistantships. If nothing of that nature if found, draft a very clear and concise*

message and send it to Professor X by email. After some time, follow up with a phone call and/or an in person meeting if appropriate. In some cases, it may be possible to perform research with Professor X even if they don't have any additional funding to support your tuition and/or stipend.

7. **Am I automatically assigned to the professor/advisor of my choice upon acceptance into the MSCE program?** Not necessarily. If you have been communicating with a specific faculty member regarding research and have come to an agreement on research funding, then that faculty member will become your advisor and thesis chair (unless other arrangements have been made). If you are applying to the program and have not identified a specific faculty member to work with, then an advisor will be assigned to you whose expertise is most similar to your chosen area of study.

10 Student Acknowledgment Form

Please fill in the blanks in the statement below, then sign, print, and date where indicated. You should then remove this form from the handbook and submit it to the Department Administrative Assistant. You will then be given your MSCE Graduate Student Checklist.

I, _____, having the
(please print name on line above)

J-number, **J-**_____, acknowledge having received, read, and understood this Graduate Handbook and its contents. As a graduate student in the MSCE program, I agree to adhere to the procedures and policies outlined and referenced in this document. I further agree to be held accountable for the contents of this handbook and understand that they will apply throughout my time in the MSCE degree program, unless superseded by a University change. I recognize that submitting this acknowledgment form is required and that I will not receive my MSCE Graduate Student Checklist until I have done so.
(provide your J-number)

_____ _____

Signature Date

_____

Printed Name

Appendices

Appendix A – General Curriculum Outlines

The general curriculum outlines for the MSCE thesis (Table 3), project (Table 4), and coursework (Table 5) options are provided in the tables that follow.

Table 3. MSCE thesis option curriculum outline for all concentration areas.

Semester	Course	Credit Hours	Semester Total
1	CE 501 Introduction to Civil Engineering in the Coastal Environment	3	9
	CE Course (choose one from your focus area list)	3	
	Supporting Area Course	3	
2	CE 502 Civil Engineering Design in the Coastal Environment	3	9
	CE Course (choose one from your focus area list)	3	
	Supporting Area Course	3	
3	CE Course (choose one from your focus area list)	3	7
	Supporting Area Course	3	
	Research Integrity and Ethics Requirement (TBD)	1	
4	CE 599 Thesis	6	6
		Program Total	31

Table 4. MSCE project option curriculum outline for all concentration areas.

Semester	Course	Credit Hours	Semester Total
1	CE 501 Introduction to Civil Engineering in the Coastal Environment	3	9
	CE Course (choose one from your focus area list)	3	
	Supporting Area Course	3	
2	CE 502 Civil Engineering Design in the Coastal Environment	3	9
	CE Course (choose one from your focus area list)	3	
	Supporting Area Course	3	
3	CE Course (choose one from your focus area list)	3	7
	Supporting Area Course	3	
	Research Integrity and Ethics Requirement (TBD)	1	
4	CE Course (choose one from your focus area list)	3	9
	CE or Supporting Area Course	3	
	CE 594 Project	3	
		Program Total	34

Table 5. MSCE coursework option curriculum outline for all concentration areas.

Semester	Course	Credit Hours	Semester Total
1	CE 501 Introduction to Civil Engineering in the Coastal Environment	3	9
	CE Course (choose one from your focus area list)	3	
	Supporting Area Course	3	
2	CE 502 Civil Engineering Design in the Coastal Environment	3	9
	CE Course (choose one from your focus area list)	3	
	Supporting Area Course	3	
3	CE Course (choose one from your focus area list)	3	6
	Supporting Area Course	3	
4	CE Course (choose one from your focus area list)	3	6
	CE or Supporting Area Course	3	
5	CE or Supporting Area Course	3	3
		Program Total	33

Appendix B – Coastal & Water Resources Concentration

This appendix provides the list of electives for the Coastal & Water Resources Engineering focus area. A specific two-year curriculum plan for this focus area, and a list of suggested undergraduate preparatory coursework, are provided in the subsections that follow.

Coastal & Water Resources Electives

1. CE 560 Coastal Hydrodynamics (3 hrs)
2. CE 561 Littoral Processes (3 hrs)
3. CE 562 Coastal & Port Engineering (3 hrs)
4. CE 563 Numerical Modeling of Coastal Hydrodynamics (3 hrs)

Undergraduate Coastal & Water Resources Preparatory Coursework

This is a list of suggested undergraduate prerequisite courses leading to an MSCE degree with a concentration in Coastal & Water Resources Engineering. The actual sequence of courses should be determined by the student's graduate committee.

1. EG 283 Statics (3 hrs)
2. EG 284 Dynamics (3 hrs)
3. MA 238 Differential Equations (3 hrs)
4. EG 315 Mechanics of Materials (3 hrs)
5. EG 360 Fluid Mechanics (3 hrs)
6. CE 340 Soil Mechanics (3 hrs)
7. CE 360 Water Resources I (2 hrs)
8. CE 367 Hydraulics Laboratory (1 hr)
9. CE 460 Water Resources II (3 hrs)

Two-Year Coastal & Water Resources Curriculum Plan – Thesis Option

Year 1		Year 2	
all	**Spring**	**all**	**Spring**
CE 501 Intro. Coastal Design Env (3cr)	CE 502. CE Design in Coastal Env (3cr)	CE Elective (3cr)	CE 599 Thesis (6cr)
CE Elective (3cr)	CE Elective (3cr)	Supporting Area Course (3cr)	
Supporting Area Course (3cr)	Supporting Area Course (3cr)	Research Integrity (1cr)	
9 CREDITS	9 CREDITS	7 CREDITS	6 CREDITS
Optional CE Electives Per Semester			
CE 562 Coastal and Port Eng (3cr) [Odd Yrs] CE 512 Sustainable Infrastructure (3cr)	CE 560 Coastal Hydrodynamics (3cr) [Even Yrs]	CE 561 Littoral Processes (3cr) [Even Yrs]	CE 563 Coast Hydro Modeling (3cr) [Odd Yrs]
Supporting Area Courses (suggested)			
MAS 601 Physical Oceanography (3cr) GIT 560 Intro to GIS (4cr) GIT 561 GIS Application – Env. (4cr) GY 576 Contaminant Hydrogeology (4cr) MA 507 Advanced ODEs (3cr) ST 540 Statistics in Research I (3cr) SE 500 Eng. Probability & Stats. (3cr)	MAS 572 Estuarine Hydrodynamics (3cr) GIT 560 Intro to GIS (4cr) GIT 561 GIS Application – Env. (4cr) GY 575 Hydrology (4cr) MA 508 Advanced PDEs (3cr) ST 545 Statistics in Research II (3cr) ST 550 Environmental Statistics (3cr)	*Summer DISL Courses* - *Coastal Zone Mgmt (2cr)* *Coastal Wetlands Ecology (4cr)*	NOTE: WR/COASTAL Special Topics include: Field analysis & sampling techniques (FASTCE) *CE 592: Directed Independent Study *Can count a max of 2 (6 hours) CE 590: Special Topics (variable) **CE 599: Thesis hours **Can count a max of 6 hours

Figure 2. Two-year MSCE plan of study for Coastal & Water Resources Engineering (thesis option).

Appendix C – Environmental Concentration

This appendix provides the list of electives for the Environmental Engineering focus area. A specific two-year curriculum plan for this focus area, and a list of suggested undergraduate preparatory coursework, are provided in the subsections that follow.

Environmental Electives

1. CE 571 Biological Waste Treatment Processes (3 hrs)
2. CE 572 Groundwater and Remediation (3 hrs)
3. CE 573 Natural Treatment Systems (3 hrs)
4. CE 574 Industrial and Hazardous Waste Treatment (3 hrs)
5. CE 575 Decentralized Wastewater Management (3 hrs)
6. CE 576 Storm Water Management (3 hrs)

Undergraduate Environmental Preparatory Coursework

This is a list of suggested undergraduate prerequisite courses leading to an MSCE degree with a concentration in Environmental Engineering. The actual sequence of courses should be determined by the student's graduate committee.

1. MA 238 Differential Equations (3 hrs)
2. CH 132 General Chemistry II (4 hrs)
3. ST 315 Applied Probability and Statistics (3 hrs)
4. BLY 121 General Biology I (3 hrs)
5. EG 360 Fluid Mechanics (3 hrs)
6. CE 360 Water Resources I (2 hrs)
7. CE 367 Hydraulics Laboratory (1 hr)
8. CE 460 Water Resources II (3 hrs)
9. CE 470/471 Water and Waste Water Treatment Design (4 hrs)

Two-Year Environmental Curriculum Plan – Thesis Option

Year 1		Year 2	
all	**Spring**	**all**	**Spring**
CE 501 Intro. Coastal Design Env (3cr)	CE 502. CE Design in Coastal Env (3cr)	CE Elective (3cr)	CE 599 Thesis (6cr)
CE Elective (3cr)	CE Elective (3cr)	Supporting Area Course (3cr)	
Supporting Area Course (3cr)	Supporting Area Course (3cr)	Research Integrity (1cr)	
9 CREDITS	9 CREDITS	7 CREDITS	6 CREDITS
Optional CE Electives Per Semester			
CE 571 Biol WW Trt (3cr) [Even Yrs]	CE 590 Water Chemistry (3cr) [Odd Yrs]	CE 572 Phys/Chem Trt (3cr) [Odd Yrs]	CE 574 Ind Waste. Trt (3cr) [Even Yrs]
CE 590 Hazardous Waste (3cr) [Even Yrs]	CE 590 SW Mgmt (3 cr) [Odd Yrs]	CE 590 Natural Trt Sys (3cr) [Odd Yrs]	CE 590 Decent WW Trt.(3cr) [Even Yrs]
Supporting Area Courses (suggested)			
		Summer DISL Courses -	NOTE: Special Topics include:
GIT 560 Intro to GIS (4cr)	GIT 560 Intro to GIS (4cr)	*Coastal Zone Mgmt (2cr)*	Field analysis & sampling techniques (FASTCE)
GIT 561 GIS Application – Env. (4cr)	GIT 561 GIS Application – Env. (4cr)	*Coastal Wetlands Ecology (4cr)*	*CE 592: Directed Independent Study
GY 576 Contaminant Hydrogeology (4cr)	GY 575 Hydrology (4cr)		*Can count a max of 2 (6 hours)
MA 507 Advanced ODEs (3cr)	MA 508 Advanced PDEs (3cr)		CE 590: Special Topics (variable)
ST 540 Statistics in Research I (3cr)	ST 545 Statistics in Research II (3cr)		**CE 599: Thesis hours
SE 500 Eng. Probability & Stats. (3cr)	ST 550 Environmental Statistics (3cr)		**Can count a max of 6 hours

Figure 3. Two-year MSCE plan of study for Environmental Engineering (thesis option).

Appendix D – Geotechnical Concentration

This appendix provides the list of electives for the Geotechnical Engineering focus area. A specific two-year curriculum plan for this focus area, and a list of suggested undergraduate preparatory coursework, are provided in the subsections that follow.

Geotechnical Electives

1. CE 540 Advanced Soil Mechanics (3 hrs)
2. CE 541 Soil Dynamics (3 hrs)
3. CE 542 Foundation Analysis and Design (3 hrs)
4. CE 543 Earth Structures (3 hrs)
5. CE 544 Soil Behavior (3 hrs)

Undergraduate Geotechnical Preparatory Coursework

This is a list of suggested undergraduate prerequisite courses leading to an MSCE degree with a concentration in Geotechnical Engineering. The actual sequence of courses should be determined by the student's graduate committee.

1. MA 238 Differential Equations (3 hrs)
2. EG 283 Statics (3 hrs)
3. EG 284 Dynamics (3 hrs)
4. EG 315 Mechanics of Materials (3 hrs)
5. EG 360 Fluid Mechanics (3 hrs)
6. CE 314/315 Civil Engineering Materials (4 hrs)
7. CE 384/385 Structural Analysis (4 hrs)
8. CE 340/341 Soil Mechanics (4 hrs)
9. CE 440 Geotechnical Engineering (3 hrs)

Two-Year Geotechnical Curriculum Plan – Thesis Option

Year 1		Year 2	
all	**Spring**	**all**	**Spring**
CE 501 Intro. Coastal Design Env (3cr)	CE 502. CE Design in Coastal Env (3cr)	CE Elective (3cr)	CE 599 Thesis (6cr)
CE Elective (3cr)	CE Elective (3cr)	Supporting Area Course (3cr)	
Supporting Area Course (3cr)	Supporting Area Course (3cr)	Research Integrity (1cr)	
9 CREDITS	9 CREDITS	7 CREDITS	6 CREDITS
Optional CE Electives Per Semester			
CE 540 Advanced Soil Mech. (3cr) CE 584 Adv. Struct. Analysis (3cr) CE 587 Adv. Concrete Design (3cr)	CE 542 Foundation Engineering (3cr)	CE 584 Adv. Struct. Analysis (3cr) CE 587 Adv. Concrete Design (3cr) CE 512 Sustainable Infrst. (3cr)	
Supporting Area Courses (suggested)			
GIT 560 Intro to GIS (4cr) GIT 561 GIS Application – Env. (4cr) MA 507 Advanced ODEs (3cr) ST 540 Statistics in Research I (3cr) SE 500 Eng. Probability & Stats. (3cr)	GIT 560 Intro to GIS (4cr) GIT 561 GIS Application – Env. (4cr) GY 575 Hydrology (4cr) MA 508 Advanced PDEs (3cr) ST 545 Statistics in Research II (3cr) ST 550 Environmental Statistics (3cr)		NOTE: Special Topics include: Field analysis & sampling techniques (FAS CE) *CE 592: Directed Independent Study *Can count a max of 2 (6 hours) CE 590: Special Topics (variable) **CE 599: Thesis hours **Can count a max of 6 hours

Figure 4. Two-year MSCE plan of study for Geotechnical Engineering (thesis option).

Appendix E – Structural Concentration

This appendix provides the list of electives for the Structural Engineering focus area. A specific two-year curriculum plan for this focus area, and a list of suggested undergraduate preparatory coursework, are provided in the subsections that follow.

Structural Electives

1. CE 580 Advanced Structural Analysis (3 hrs)
2. CE 581 Advanced Reinforced Concrete Design (3 hrs)
3. CE 583 Advanced Steel Design (3 hrs)
4. CE 585 Prestressed Concrete Design (3 hrs)

Undergraduate Structural Preparatory Coursework

This is a list of suggested undergraduate prerequisite courses leading to an MSCE degree with a concentration in Structural Engineering. The actual sequence of courses should be determined by the student's graduate committee.

1. MA 238 Differential Equations (3 hrs)
2. EG 283 Statics (3 hrs)
3. EG 284 Dynamics (3 hrs)
4. EG 315 Mechanics of Materials (3 hrs)
5. CE 314/315 Civil Engineering Materials (4 hrs)
6. CE 384/385 Structural Analysis (4 hrs)
7. CE 485/486 Reinforced Concrete Design (4 hrs)
8. CE 480/481 Steel Design (4 hrs)

Two-Year Structural Curriculum Plan – Thesis Option

Year 1		Year 2	
Fall	Spring	Fall	Spring
CE 501 Intro. Coastal Design Env (3cr)	CE 502 CE Design in Coastal Env (3cr)	CE 599 Thesis (3cr)	CE 599 Thesis (3cr)
CE Elective (3cr)	CE Elective (3cr)	CE Elective (3cr)	CE Elective (3cr)
CE Elective (3cr)	CE Elective (3cr)		
	Research Integrity (1cr)		
9 CREDITS	10 CREDITS	6 CREDITS	6 CREDITS
Optional CE Electives Per Semester			
CE 584 Adv. Structural Analysis (3cr) [Odd Yrs]	CE 582 Timber Design (3cr) [Odd Yrs]	CE 584 Adv. Structural Analysis (3cr) [Odd Yrs]	CE 582 Timber Design (3cr) [Odd Yrs]
CE 587 Adv. Concrete Design (3cr) [Even Yrs]	CE 583 Advanced Steel Design (3cr) [Even Yrs]	CE 587 Adv. Concrete Design (3cr) [Even Yrs]	CE 583 Advanced Steel Design (3cr) [Even Yrs]
CE 512 Sustainable Infrastructure (3cr)	CE 542 Foundation Engineering (3cr)		
upporting Area Courses (suggested)			
GIT 560 Intro to GIS (4cr)	GIT 560 Intro to GIS (4cr)		*CE 592: Directed Independent Study
GIT 561 GIS Application – Env. (4cr)	GIT 561 GIS Application – Env. (4cr)		*Can count a max of 2 (6 hours)
MA 507 Advanced ODEs (3cr)	MGT 530 Managing Ppl & Orgs. (3cr)		
MA 550 Probability (3cr)	MA 508 Advanced PDEs (3cr)		CE 590: Special Topics (variable)
ST 540 Statistics in Research I (3cr)	ST 545 Statistics in Research II (3cr)		**CE 599: Thesis hours
SE 500 Eng. Probability & Stats. (3cr)	ST 550 Environmental Statistics (3cr)		**Can count a max of 6 hours

Figure 5. Two-year MSCE plan of study for Structural Engineering (thesis option).

Appendix F – Transportation Concentration

This appendix provides the list of electives for the Transportation Engineering focus area. A specific two-year curriculum plan for this focus area, and a list of suggested undergraduate preparatory coursework, are provided in the subsections that follow.

Transportation Electives

1. CE 551 Traffic Engineering (3 hrs)
2. CE 552 Transportation Geometric Engineering (3 hrs)
3. CE 553 Transportation System Evaluation (3 hrs)
4. CE 590 Special Topics in Highway Safety (3 hrs)

Undergraduate Transportation Preparatory Coursework

This is a list of suggested undergraduate prerequisite courses leading to an MSCE degree with a concentration in Transportation Engineering. The actual sequence of courses should be determined by the student's graduate committee.

1. CE 204/205 Surveying (3 hrs)
2. EG 231 Engineering Economics (3 hrs)
3. MA 238 Differential Equations (3 hrs)
4. EG 283 Statics (3 hrs)
5. EG 315 Mechanics of Materials (3 hrs)
6. ST 315 Applied Probability and Statistics (3 hrs)
7. CE 314/315 Civil Engineering Materials (4 hrs)
8. CE 352 Intro to Transportation Engineering (3 hrs)
9. CE 353 Transportation Geometric Design (3 hr)

Two-Year Transportation Curriculum Plan – Thesis Option

Year 1		Year 2	
all	Spring	all	Spring
CE 501 Intro. Coastal Design Env (3cr)	CE 502 CE Design in Coastal Env (3cr)	CE Elective (3cr)	**CE 599 Thesis (6cr)
CE Elective (3cr)	CE Elective (3cr)	Supporting Area Course (3cr)	
Supporting Area Course (3cr)	Supporting Area Course (3cr)	Research Integrity (1cr)	
9 CREDITS	9 CREDITS	7 CREDITS	6 CREDITS
ptional CE Electives			
CE 590 Hwy Safety (3cr) Fall [Even Yrs] CE 551 Traffic Eng. (3cr) Fall [Odd Yrs] *CE 592: Directed Independent Study	CE 552 Tran Geo Design [Odd Yrs] (3cr) CE 553 Tran Sys. Eval. [Even Yrs] (3cr)	CE 590 Hwy Safety (3cr) Fall [Even Yrs] CE 551 Traffic Eng. (3cr) Fall [Odd Yrs]	CE 552 Tran Geo Design [Odd Yrs] (3cr) CE 553 Tran Sys. Eval. [Even Yrs] (3cr)
Supporting Area Courses (suggested)			
ST 540 Statistics in Research (3cr) GIT 560 Intro to GIT (4cr) CSC 516 AI Theory and Prog. (3cr) SE 500 Eng. Probability & Stats. (3cr) SE 601 Systems Eng Fundamentals (3cr) SE 602 Risk and Failure Analysis	MA 567 Operation & Research (Spring/Summer) ST 575 Stat Computing & Graphics (3cr) GIT 560 Intro to GIT (4cr) SE 500 Eng. Probability & Stats. (3cr) SE 602 Risk and Failure Analysis SE 601 Systems Eng Fundamentals (3cr)		*CE 592: Directed Independent Study *Can count a max of 2 (6 hours) CE 590: Special Topics (variable) **CE 599: Thesis hours ST 540 Statistics in Research I (3cr)

Figure 6. Two-year MSCE plan of study for Transportation Engineering (thesis option).

Appendix G – Pathways to a D.Sc. in Systems Engineering

Students interested in entering the Systems Engineering program may do so at two entry points: following the bachelor's degree or after a master's degree. A four-year plan of study is shown in Table 6. This is a recommended plan of study.

Table 6. Bachelor's to doctoral degree four-year plan of study curriculum (starting fall semester).

Semester	Course	Credit Hours	Semester Total
1	CE 501 Introduction to Civil Engineering in the Coastal Environment	3	10
	CE Course (choose one from your focus area list)	3	
	CE Course (choose one from your focus area list)	3	
	Research Integrity and Ethics (core, required)	1	
2	CE 502 Civil Engineering Design in the Coastal Environment	3	9
	CE Course (choose one from your focus area list)	3	
	CE Course (choose one from your focus area list)	3	
3	CE/EG/SE Elective	3	3
4	SE 601 Systems Engineering Fundamentals (core, required)	3	6
	SE 500 Engineering Probability & Statistics (or MA 550)	3	
5	SE 602 Risk and Failure Analysis (core, required)	3	6
	SE 603 Integration, Test, and Evaluation (core, required)	3	
6	Qualifying Exam	0	0
7	CE Course (choose one from your focus area list)	3	9
	CE Course (choose one from your focus area list)	3	
	SE 606 System Architecture and Modeling	3	
8	CE Course (choose one from your focus area list)	3	9
	SE Elective	3	
	SE Elective	3	
9	Dissertation Proposal	0	3
	SE 699 Dissertation Research Hours	3	
10	SE 699 Dissertation Research Hours	6	6
11	SE 699 Dissertation Research Hours	6	6
	Dissertation Defense	0	
		Program Total	67

Those students entering the program with a master's degree will be able to transfer/count up to 30 credit hours of appropriate graduate study toward their doctoral curriculum requirements. A recommended plan of study for such students is provided in Table 7. This plan of study can be completed in seven semesters (or less) depending on the student's availability and workload each semester. Note that the Systems Engineering program requires 37 credit hours beyond the master's degree, but 40 credit hours of coursework are shown in the table. If a student has already had a graduate-level course in probability and statistics, they may omit SE 500 from their first semester.

More information about the Systems Engineering program can be found on that web site:

http://www.southalabama.edu/colleges/engineering/dsc-se/index.html

Table 7. Master's to doctoral degree plan of study curriculum (starting fall semester).

Semester	Course	Credit Hours	Semester Total
1	SE 601 Systems Engineering Fundamentals (core, required)	3	9
	SE 500 Engineering Probability & Statistics (or MA 550)	3	
	CE/SE Elective	3	
2	SE 602 Risk and Failure Analysis (core, required)	3	7
	SE 603 Integration, Test, and Evaluation (core, required)	3	
	Research Integrity and Ethics (core, required)	1	
3	Qualifying Exam	0	0
4	SE Elective	3	9
	SE Elective	3	
	SE 606 System Architecture and Modeling	3	
5	Dissertation Proposal	0	6
	SE 699 Dissertation Research Hours	6	
6	SE 699 Dissertation Research Hours	3	3
7	SE 699 Dissertation Research Hours	6	6
	Dissertation Defense	0	
		Program Total	40

Appendix H – Common Graduate Forms

The pages that follow contain the graduate forms that are used most often. However, this does not contain EVERY form that may be needed and the student is encouraged to visit the official USA web site[28] for more information.

Form List

1. MSCE Plan of Study
2. Graduate Student Advising Form
3. Application for Graduation
4. GS Form #1 Recomm. for Change of Status – Provisional to Regular
5. GS Form #4 Appointment of Graduate Faculty to a Thesis Committee
6. GS Form #5 Comprehensive Exam Appointment and Evaluation Report
7. GS Form #6 Change from Thesis to Non-Thesis Option
8. GS Form #7 Thesis Submission Form
9. GS Form #8b GA/GRA Evaluation Form
10. GS Form #12 Application for Graduate Assistantship
11. Thesis Checklist
12. Student Travel Authorization Request
13. Voluntary Student Travel Approval Form
14. Travel Reimbursement Form
15. Student Conference Participation Agreement

[28] http://www.southalabama.edu/

CE Master's Program Plan of Study and Checklist

Students Name:_____ Jag #_____

Check Option: ___Thesis ___Project ___Coursework
(31 hr) *(34 hr)* *(33 hr)*

Course Number & Title	USA or Transfer	credit hours	Planned semester and year[1]	completed ?
CE 501: Intro Coastal Design Envir				
CE 502: CE Design in the Coastal Envir				
EG 501: Professionalism… (thesis or project)				

Total Credit Hours = _____

Advisor Signature: _____ Date: _____

Student's Signature: _____ Date: _____

----------(For Department Use Only)----------

____Graduate Committee (formed by the beginning of students second semester)

_____

_____

_____

____Transfer of Credit (if applicable) approved by 2nd semester
____EG 501 requirement met (thesis or project)
____Comprehensive Exam completed satisfactorily
____Thesis submission (if applicable)
____Project submission (if applicable)
____Credit Hour requirement met (25-thesis, 31-project, 33-coursework)
____GPA 3.0 minimum requirement met

[1] **NOTE: courses and terms are contingent based on availability**

Department of Civil Engineering

Graduate Student Advisin Form

Student Name _____ **Student No.** _____

Graduate Advisor: _____

Current Courses _____

Dept.	Course No.	Course Title	Anticipated Grade

Enrollment Status Regular · Provisional

Program Option Thesis Project Coursework

Focus Area: _____

- ☐ CE 01 completed
- ☐ CE 502 completed
- ☐ EG 01 completed (if necessary)

Next Term: _____

Course ID No.	Dept.	Course No.	Course Title	Credit Hours	Class Hours				
					M	T	W	R	F

Total Hours _____

Class Schedule					
	M	T	W	R	F
10					
11					
12					
1					
2					
3					
4					
5					
6					
:					

Advisor's Notes _____

Next Succeeding Term: _____

Dept.	Course No.	Course Title	Credit Hours

Total Hours _____

Current GPA: _____

Student's Signature **Date**

Advisor's Signature **Date**

Print Form

AW / IG / ADV / CMTS Date:_____ By:_____
C / M / S - U / D Checked: _____ / U ☐ RA ☐ TT ☐

University of South Alabam

pplication for Graduation

Office of the Registrar, 390 Alumni Circle Room 1100
Mobile, Alabama 36688

Tel: (251)460-6251[Option 4] **Fax**: (251)460-6123 **Email**:graduation@southalabama.edu **URL**: http://www.southalabama.edu/registrar/gradmain.htm

Complete nd submit to the above address by the published deadline. A $50.00 graduation application fee will be charged to your student account. In order to receive your diploma, all financial obligations to the University must be cleared through the Office of Student Accounting.

Student ID J00 _____ ◯ Undergraduate ◯ Graduate ◯ First Professional/Ph.D.

IDENTIFICATION INFORMATION

Print name as you want it to appear on diploma: Please be careful to indicate spaces, capital or small letters, and accent marks. The name(s) on your diploma must be on file with the Registrar's Office.

FIRST _____ **MIDDLE** _____ **LAST** _____

GRADUATION INFORMATION

Semester you expect to complete requirements: (*Check only one and enter year*)

NOTE: If ALL degree requirements are not met for applied term, future registration will be BLOCKED until all end-of-term processes are complete.

◯ Fall 20 _____ ◯ Spring 20 _____ ◯ Summer 20 _____

COLLEGE / SCHOOL

☐ Allied Health ☐ Arts and Sciences ☐ Business ☐ Computer Sc. ☐ Continuing Ed. ☐ Education ☐ Engineering ☐ Medicine ☐ Nursing

PROGRAM INFORMATION

Major(s):	. _____	[ ]	2. _____	[ ]
Minor(s):	. _____	[ ]	2. _____	[ ]
Concentration(s):	. _____	[ ]	2. _____	[ ]
Concentration(s):	. _____	[ ]	2. _____	[ ]
Degree(s):	. _____	[ ]		

Registrar's Use Only **CATALOG TERM** _____ **PROGRAM CODE:** _____

pproved Honors Program Participant: University Honors: ☐ Departmental Honors: ☐

READ AND SIGN: **I understand this application is subject to review and approval by my academic dean.**

Signature Required: _____ **Date:** (MM/DD/YY) _____

Phone: _____ **USA Email:** _____

This application must be submitted to the USA Registrar's Office.

SUBMISSION OPTIONS: **SCAN AND E-MAIL** - graduation@southalabama.edu **FAX** - 251-460-6123 **IN-PERSON** - Meisler Hall, Suite 1100
MAIL - University of South Alabama, Office of the Registrar, 390 Alumni Circle, Room 1100, Mobile, AL 36688-0001.

MAILING ADDRESS FOR DIPLOMA

Diplomas will be mailed 4 weeks after the end of the semester. Diplomas will be held for one year until all obligations to the university are cleared.
Enter the address where you would like your diploma sent: NOTE: Diploma address change must be in writing to the Registrar's Office.

ddress: _____

_____

City: _____ **State/Province:** _____

Zip/Postal Code: _____ **Country/Nation:** _____

REGISTRAR'S USE ONLY Student notified application received: _____

Application: _____ Date:_____ Fax / E-mail / Mail Date: _____ Coded:_____ ate: _____

Checked: _____ Name: _____ Changed / Verified: _____ / On File

Comments:_____ Updated: _____ Per: College / Student /

EOT _____ Date:_____ Updated: _____ Per: College / Student / OT _____ ate:_____ Emailed

student application updated to _____ / Notified if TT Assigned File Inactivated (RA): Per: College / Student / OT

_____ Date:_____ Emailed application is RA and Time Ticket Assigned: Term: _____ Date:_____

UNIVERSITY OF SOUTH ALABAMA
GRADUATE SCHOOL
RECOMMENDATION FOR CHANGE OF STATUS-PROVISIONAL TO REGULAR

_____J00_____ _____

Name Student Number Effective Semester

Street Address: _____

City State Zip

E-mail Address: _____

Admitted to USA Graduate School: _____ _____ _____

Term Year Major Field

Reason for **PROVISIONAL** status: Recommendation for **REGULAR** status based on:

_____ _____

Courses approved for Change of Status: **Note: Student "term of entry" starting Fall 2009 may not use any 400 or below course work towards a graduate degree.**

Course #	Course Title	Cr. Hrs.(Sem.)	Semester/Year	Grade

Courses **NOT** approved for Change of Status:

Number of hours accepted toward Change of Status: _____

Recommended:

Advisor: _____ Date: _____

Department Chair: _____ Date: _____

Director of Graduate Studies: _____ Date: _____

Approved:

Dean of the Graduate School: _____ Date: _____

Final Distribution: Registrar (original), Graduate Dean, Graduate Director, Department Chair

UNIVERSITY OF SOUTH ALABAMA GRADUATE SCHOOL
APPOINTMENT OF GRADUATE FACULTY TO A DISSERTATION OR THESIS COMMITTEE

Student Name:_____ Student umber: **00**_____

Student Address:_____

E-mail Address:_____

The student listed above is:

a candidate for the doctoral degree in _____

enrolled for the Master's degree in _____

Proposed research topic:

_____

_____

Membership (Graduate Faculty)*** (Graduate Faculty membership information is located online at http://www.southalabama.edu/graduatemajors/graduateschool/faculty.html)		Assoc or Full Status / Date of Appt.
Chairman:_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. A **dissertation committee** must include at least **four** members of the Graduate Faculty.
2. A **thesis committee** must include at least **three** members of the Graduate Faculty.
3. A **dissertation committee** must include at least **one Ful Member**, who is the **committee chair**.
4. Dissertation and thesis **committees** must include at least **one member from outside the student's department or program**, please indicate this member in list above.
5. A **committee member** may be chosen who is not a graduate faculty member or may be chosen from **outside our University, if** this benefits the student's research. Send the Graduate Dean a **memo** requesting an **administrative appointment** to the committee, along with a copy of his/her **CV**. Include the **student's name and number** in the memo.
6. There is **no** maximum numbe of members for either a dissertation or a thesis committee.
7. The **majority** of a thesis/dissertation committee **must** be USA graduate faculty.

RECOMMENDATION fo appointment of committee:

_____
(Departmental Chair or Graduate Coordinator) Date

_____
(Director of Graduate Studies) Date

APPROVAL of appointment of committee:

_____
(Dean of the Graduate School) Date

Final Distribution: Registrar (original), Graduate Dean, Graduate Director, Department, Committee Members, Student

Submit One Copy GS Form #5 (1/09)

UNIVERSITY OF SOUTH ALABAMA
GRADUATE SCHOOL
COMPREHENSIVE EXAMINATION COMMITTEE APPOINTMENT REQUEST AND EVALUATION REPORT

Student Name_____ Student Number_____

Student Address_____

E-mail Address_____

Comprehensive Examination for the degree of_____

Semester/Year* of Examination_____ Date, Time, Place***_____

RECOMMENDATION for appointment of committee as listed below:

_____

(Departmental Chair or Graduate Coordinator-Signature) Date

_____

(Director of Graduate Studies-Signature) Date

APPROVAL * of appointment of committee:

_____

(Dean of the Graduate School-Signature) Date

Membership of Graduate Faculty**	Status/Year (FULL OR ASSOC. YEAR APPT.)	Pass	Fail
Chair***_____	_____	____	____
_____	_____	____	____
_____	_____	____	____
_____	_____	____	____
_____	_____	____	____
_____	_____	____	____
_____	_____	____	____

Student Notified of Exam Results: _____/_____ _____

Print Name Signature Date

_____

* Approval of appointment of committee may be **no later than two weeks before date of exam**. For appointment of additional members, use additional form.

** Each committee member initials pass or fail; chair also provides signature by his/her name **after the exam.**

*** Committee chair certifies that the student was examined at date, time, and place of which the student was notified in advance. Committee chair will record date, time and place, if it is not indicated at time of committee appointment; secure initials of members; and return the completed form to the Graduate School.

Final Distribution: Registrar (original), Graduate School, Department

UNIVERSITY OF SOUTH ALABAMA
GRADUATE SCHOOL
CHANGE FROM THESIS TO NON-THESIS OPTION

TO:_____ _____
Department (program) College

FROM:_____ **J00**_____
Name Student Number

_____ _____ _____ _____
Street Address City State Zip

I request that my program be changed from thesis to non-thesis option. Please transfer my thesis credit hours for project or directed independent studies hours (DIS).

_____ _____
Student's Signature Date E-Mail

I approve this request and assign the following grade: _____ _____
Thesis Chair Date

****

Please transfer credit and assign a grade to the courses indicated:

Thesis Course #	Thesis Term	# of Hrs.	Project Course #	DIS Course #	Grade

Department Chair:_____ Date:_____

Graduate Director:_____ Date:_____

****

This document constitutes formal notification of the dissolution of the Thesis Committee.

****

TO: Office of the Registrar

FROM: Dean of the Graduate School

The above named student has been changed from the thesis to project/independent study. Please assign a grade to the courses indicated.

_____ _____
Dean of the Graduate School Date

****

Final Distribution: Registrar (original), Graduate Dean, Graduate Director, Department Chair, Committee Members,

Submit One Copy

GS Form #7 (08/06)

Print Form

University of South Alabama
Graduate School
Thesis/Dissertation Submission Form

All three sections of this form must be completed before the thesis/dissertation is submitted to the Graduate School by the First Submission Deadline. This form must accompany any thesis/ dissertation that is submitted to the Graduate School.

Student Name: _____ Student Number: J00 _____

College: _____ Department: _____

SectionI. Defense of Thesis/Dissertation

Date of Defense: _____ Location of Defense: _____

Typed or Printed Name	Signature	Successful	Unsuccessful
_____ Chair of Thesis/Dissertation	_____	☐	☐
_____ Committee Member	_____	☐	☐
_____ Committee Member	_____	☐	☐
_____ Committee Member	_____	☐	☐
_____ Committee Member	_____	☐	☐
_____ Committee Member	_____	☐	☐
_____ Committee Member	_____	☐	☐
_____ Committee Member	_____	☐	☐

University of South Alabama
Graduate School
Thesis/Dissertation Submission Form

Section II. Research Integrity

This thesis/dissertation has been checked for plagiarism and found to be satisfactory.

Thesis/Dissertation Chair	Thesis/Dissertation Student

Section III. Approval of Thesis/Dissertation for Submission to Graduate School

The attached thesis/dissertation is approved for submission to the Graduate School for final review.

Typed or Printed Name	Signature
Chair of Thesis/Dissertation	
Committee Member	
Committee Member	
Committee Member	
Committee Member	
Committee Member	
Committee Member	
Department Chair	
Graduate Director of College	

Graduate Assistant (GA) and Graduate Research Assistant (GRA) Evaluation Form

Graduate Assistants and Graduate Research Assistants must be evaluated at least once each academic year of appointment.

GA or GRA Student Name _____ Semester/Year _____

J# _____ Department _____

Description of Assignment(s):

_____

Rate the GA or GRA on each of the following criteria using a scale of 0 – 10 (0 = lowest, 5=average, 10=highest).

Criterion	core	uggestions for Improvement (if needed)
nctuality		
Reliability		
Quality of accomplishment of assigned activities		
Initiative		
roductive communication		

Overall Assessment of Effectiveness (circle one): **Excellent** **Satisfactory** **Unsatisfactory**

Comments

Action lan to Address Deficiencies (if needed)

_____ _____ _____

Signature of Rater | rinted ame of Rater | Date of Review with Student

_____

Signature of Student

I acknowledge that I have read this report, my signature does not imply that I agree with this evaluation.

GS Form #12 04/13 Clear Form

UNIVERSITY OF SOUTH ALABAMA
APPLICATION FOR GRADUATE ASSISTANTSHIP

Page 1 of 2: This section must be completed by applicant.

Type of Assistantship Applying For:

- ☐ Graduate Research Assistantship – prim ry duties con erned with research
- ☐ Graduate Teaching Assistantship - classroom instruction duties as well as other academic support duties (**dept. must submit qualifications portfolio**)
- ☐ Graduate Assistantship –graduate departmental duties not directly involving teaching or research
- ☐ Other - (include Explanation)

NAME	**JNUMBER**	**SSN**
CURRENT ADDRESS		**APT. NO.**
CITY	**STATE**	**Z P**
HOME P ONE	**CELL P ONE**	**E-MAIL**

SEMESTER/YR ADMITTED		**COLLEGE**		**DEPT**	

EDUCAT ON

COLLEGE/UNIVERSITY	LOCAT ON	DATES ATTENDED	DEGREE/MAJOR

WORK EXPER ENCE

EMPLOYER	LOCATION	DATES	POSITION

ACADEM C HONORS/PROFESS ONAL ACTIV T ES/ SPECIAL SKILLS/AREAS OF EXPERT SE

HONORS	
ACTIV TIES	
SKILLS	

REFERENCES-Applicant is responsible for contacting the listed references and having letters of recommendation sent to the department to be forwarded to the graduate school in a complete application packet.

NAME	T TLE	ADDRESS	TELEPHONE

How will this graduate assistantship further your career goals?

Applicant Signature:_____Date:_____

Page 2 of 2: This section must be completed by the Department/Co ege in order to be processed.

App icant Name **JNumber**

Appointment Requested:

New Appointment ☐ **Reappointment** ☐

Period of Appointment (semester/year):

To begin _____/_____ Throu _____/_____

Amount of Assistantship $_____

Appointment Type and Source of Funds (check/fill-in a app icab e information)

Appointment Type		Source of Funds-Stipend		Fund Number	Source of Funds-Tuition		Fund Number
Research		Graduate School			Graduate School		
Teaching		Grant/ Contract			Grant Contract		
Administrative		College/Department			College/Department		

P ease enter fund number (fund-org-prog) to charge if not funded by graduate school.

Comments:

Current Academic Status Regular ☐ Provisional ☐ (check one).

APPROVALS:

Department Chair **Date**

Director of Graduate Studies **Date**

Dean of the Graduate School **Date**

NOTE: The following supporting materia s must be attached to this recommendation for GA & GRA application:

1. **Student transcripts or grade reports *(NEEDED FOR 1ST TIME APPOINTMENT AND BEG NNING OF ACADEMIC YEAR FOR REAPPOINTMENTS).***
2. **Three letters of recommendation (needed for first time appointments). Students should contact references to request etters.**
3. **Graduate Personnel Action Form (needed for EACH appointment).**

To comp y with SACS requirements the following supporting materials in portfolio format must be *submitted for the GTA app ication:

1. **Cover page, listing:**
   nstitution (University of South Alabama)
   Academic Program (Graduate Major)
   Graduate Teaching Assistant's Name
   Supervising Faculty Member's Name
2. **Curricu um Vitae**
3. **Course sy abi for courses the GTA has been approved to teach at the University of South A abama**
4. ****Officia Transcripts**

***Please submit the requested information in a PDF abeled as:**

firstnamelastname_collegeabbreviation_departmentabbreviationportfolio.pdf

(EX: JillSmith_AS_HYportfolio.pdf

****Officia transcripts (not issued to student) must be submitted direct y to the Graduate Schoo Office for al earned degrees and coursework. (GTA must have earned at least 18 graduate semester hours in their teaching discipline)**

USA Graduate School Checklist for Thesis/Dissertation Submission: *version 1/11/13*

*For **detailed information** an a **sample thesis** go to **http://www.southalabama.edu/graduateprograms/thesis.html.** Follow your department's policies on your thesis/dissertation proposal and defense.*

- ☐ Complete and submit the **GS Form 4** "*Appointment of Gra uate Faculty to a Dissertation or Thesis Committee*." http://www.southalabama.edu/graduateprograms/GSForm4T-DCommittee.pdf. This form is due before starting or registering for your Thesis/Dissertation hours.
- ☐ If your T/D inv lves **human research**, you must obtain **IRB** approval **PRIOR TO DATA COLLECTION.** http://www.southalabama.edu/researchcompliance/humansubjects.html
- ☐ **Email** your **signature page** to the Graduate Scho l office to check for correct formatting to deannacobb@southalabama.edu. A signature page template is available on our website. nce your signature page has been approved, print out on 100% white cotton rag content paper (24 lb). nly **one** copy is needed. Consider getting required signatures at your defense. **The onth/date on your signature page is crucial. It needs to list the month/year of the semester in which you graduate (the semester ends when grades are due in the Records office). This can change, especially for the Su er Term. Refer to the USA Academic Calendar for the correct information.**
- ☐ The Graduate Scho l office has published templates of the preliminary pages on the website. Additional guides are also located in the back of the T/D Guide online (see ab ve website address).
- ☐ **1st Draft Submission**:
  - o Refer to the FAQ section for a checklist of common errors. Checking your paper against this list will drastically decrease the amount of edits needed http://www.southalabama.edu/graduateprograms/tdfaqs.pdf
  - o Submit your **1st draft** on **plain** white copy paper. Please als **email** your paper or **bring me a copy on a CD.**
  - o Submit your completed and signed **GS 7 form** "*Thesis/Dissertation Form*" http://www.southalabama.edu/graduateprograms/GSForm7T-Dsubmissionform.pdf. eet with your committee chair for completion of this form. This will require your committee chair to use "**Turnitin**" at www.turnitin.com to prove your paper *"has been hecked for plagiarism an found to be satisfactory."* See Section II on the GS 7 form. If your committee chair does not know the turnitin code/process, have him/her contact the Graduate Scho l ffice for contact information on the required code. You are responsible for getting your committee members and your College Dean to sign this form.
  - o Submit your **signed signature page**. **AL SIGNATURES MUST BE IN BLAC INK ON Y!** You are responsible for getting **all** signatures, except the Graduate Scho l Dean's. Additional copies can be made once the Graduate Scho l Dean has signed. It is not necessary to get signatures on multiple copies. We will make any necessary copies from your original signature page document. Refer to the template online for the correct format.
  - o If at all possible, do **NOT** wait until the **deadline** to submit your paper. **Early submission** will allow you more time for any needed revisions.
  - o Submission **deadlines** are posted at http://www.southalabama.edu/graduateprograms/calendar.pdf
- ☐ **2nd Draft Submission**: You will probably need to submit your paper again to show needed revisions. Please submit your 2nd and any subsequent drafts **as soon as possible** to ensure this process will be completed in time for you to graduate.
- ☐ **Final Approval**: The Graduate Scho l office will issue a **memo** to you once your paper is **cleared** with **detailed instructions** on the final steps. **Final copies will NOT be accepted until you have received the final clearance me o.**
  - o ne copy **MUST** be on the required 100% white cotton rag paper. The remaining copies may be on plain white copy paper.
  - o **Four** copies are **required**.
  - o You **must** pay for the four required copies to be **bound** (copies are $12.00 each).
  - o You can request additional copies for your personal use, however, you are required to pay for those copies as well.
- ☐ **Final Submission**:
  - o Bring **all** copies of your paper contained in a box or expandable file folders, do **not** use binder clips as they leave marks (check each copy for correct number of pages, numbering, etc).
  - o **Upload** your paper to **ProQuest** (directions will be on your clearance memo).
  - o Bring your **binding receipt** for all of your manuscript copies from Student Accounting at eisler Hall.
  - o **Doctoral** students must also complete a brief **online survey** (this will be emailed to you).

STUDENT TRAVEL AUTHORIZATION REQUEST

Name _____ Student # _____ SSN:_____

Graduate Student: _____ Undergraduate Student: _____

Present Address _____ Phone # _____

Permanent Address _____ Phone # _____

E-mail Address _____ Work Phone # _____

I, _____ request permission for travel from _____

a.m./p.m. on _____ (date) until _____ a.m./p.m. on _____ (date)

Specific purpose for this travel: _____

_____

_____

Destination of travel: _____

Is reimbursement of expenses requested? ☐ no ☐ yes. If yes, complete expense estimate below.

Transportation

Plane	_____
Private/University Car	_____

Lodging and Meals

Per Diem (In-State)	_____
Lodging (Out-of-State)	_____
Meals (Out-of-State)	_____

Other

_____	_____
_____	_____

Total Estimated Cost (not necessarily amount of reimbursement): _____

_____ _____

Signature of Requester Date

(Over)

Complete the following for International Travel:

Passport No. _____ Expiration Date _____ Date/Place of Issue _____

Emergency Contact _____ Relationship _____

Address _____

Telephone/FAX Day _____ Night _____

Are you covered by medical insurance? ☐ Yes ☐ No

Name of insurance provider _____

All USA students traveling abroad are required to have a STA International Identification Card for the duration of their stay overseas. For information and application forms, contact the office of International Programs at 460-7053.

AUTHORIZATION FOR STUDENT LEAVE OR TRAVEL

I approve the leave or travel requested on the reverse side of this form as being in the best interest of the University. Reimbursement for expenses incurred is approved in the following amounts:

Account _____ Amount _____

Account _____ Amount _____

Account _____ Amount _____

_____ ☐ Travel is approved, but no reimbursement is approved.

APPROVED BY:

_____
DEPARTMENT CHAIR DATE

_____
DEAN DATE

_____ _____
V.P. STUDENT AFFAIRS DATE OR SR. V.P. FOR ACADEMIC AFFAIRS DATE

(Only applicable if funds from Student Affairs area are being used) (Only for individuals receiving funding from Academic Units)

_____
DIRECTOR OF INTERNATIONAL PROGRAMS DATE

_____
PRESIDENT DATE
(Required only for travel beyond the contiguous forty-eight states and the District of Columbia)

Revised 7/18/05

VOLUNTARY STUDENT TRAVEL APPROVAL FORM

INSTRUCTIONS:

- This form is to be completed bya USA fa culty or staff member.
- Student travel for **any voluntary**, **USA-sponsored purpose** must be approved by the Vice President for Student Affairs/Dean of Students ***prior*** to the trip. Complete and submit this form to the Division of Student Affairs. It can be faxed to 460-6157.
- After approval, if necessary, a "Release From Liability" form will be sent to you by the Attorney's Office. The release form must be copied and provided to each student to sign prior to the trip. Release forms should be collected prior to travel and submitted to the College/School or Departmental office.

****

Participants: Graduate Students ☐ Undergraduate Students ☐ Both ☐

Organization Name: _____
(USA College/School/Department or student organization sponsoring trip)

Travel Dates: _____/_____/_____ to ___ ____/_____/_____

Purpose of Trip: _____

Destination: _____

Transportation: Private Vehicle ☐ Rental Vehicle ☐ Chartered Bus (non-USA) ☐
USA Vehicle ☐ Commercial Airline ☐ Other _____ ☐

NOTE: **If rental vehicle is used, the "University of South Alabama Policy Regarding Rental Vehicles" (located under the "Forms" section of the Student Affairs website) must be signed by the faculty or staff member and submitted with this form.**

NOTE: **Students must be notified of expected conduct, including the alcohol policy**.
Date of Notification/Expected Date of Notification: _____

****

_____ _____
Signature of Faculty/Staff Member Printed name of Faculty/Staff Member

_____ _____
Faculty/Staff Member phone number Faculty/Staff Member e-mail address

_____ _____
Signature of Department Chair or Dean of College/School Date

_____ _____
Approved by VP for Student Affairs/Dean of Students Date

****

Request forwarded to Attorney's Office for Release From Liability Form _____
OR
Request returned to Faculty/Staff Member (Release From Liability Form not necessary) _____
(Faculty/Staff Member to retain this form for three years from date of trip)

University of South Alabama

Travel Reimbursement Form

Name _____ **Title** _____ **JAG #** _____

Department or Division _____ **Mailing Address** _____ **Office Phone** _____

Reason for making trip _____ **Please indicate:** ○ **Employee** ○ **Student** ○ **Other (Specify)** _____

Date	Itinerary		Time am/pm	Transportation		.555	USE FOR OUT OF STATE TRAVEL ONLY: Meals				55.00		USE FOR IN-STATE TRAVEL ONLY
mm-dd-yy		*Travel Points*	00:00 xm	Mode	Miles(prvt auto)	Amount	Breakfast	Lunch	Dinner	Total actual	Allowed	Lodging	Per Diem
	From		Dep							0	0		
	To		Arr										
	From		Dep							0	0		
	To		Arr										
	From		Dep							0	0		
	To		Arr										
	From		Dep							0	0		
	To		Arr										
						Total from supplemental page 2 (if necessary)					0	0	0
						Totals					0	0	0

* - Meals should be listed at actual with the daily allowed amount total not exceeding $55.00

Total transportation, meals and lodging (for out-of-state travel only) and per diem (for in-state travel only) 0

Other Expenses
Itemize other expenses and furnish required receipts.
Use extra sheet if necessary.

Total Other Expenses 0

Prepaid Expenses
Itemize prepaid expenses such as airline tickets
etc. and attach receipts. Use extra sheets, if necessary.

Total Prepaid Expenses (0)

Net Travel Expenses to Be Reimbursed to Traveler
(Total travel expenses less prepaid expenses) 0

CERTIFICATION

I HEREBY CERTIFY that the above statements are true and that I have incurred the described expenses and the mileage in the discharge of my official duties for the University and have not been reimbursed and I have not filed nor will I file for reimbursement from any other resource for said expenses. **I HEREBY CERTIFY** that reimbursement for lodging is claimed at the single occupancy rate, except in cases where more than one University employee shared the same room, and if reimbursement for valet parking is claimed, that was the only parking available. I further certify that any eligible per diem not claimed is waived and the total claimed for travel reimbursement represents all expenses to be reimbursed for the trip.

_____
Signature of Traveler

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE
_____ DAY OF _____ ,

_____
NOTARY PUBLIC
My Commission Expires:

Approvals:

Department Head

Dean/Vice President/Administrator

Controller

Note-
Travel submitted more than sixty days after trip is considered taxable income to the traveler.

Accounting Distribution

Fund	Organization	Account	Program	Activity	Amount

Revised 6-Jan-12

University of South Alabama

Travel Reimbursement Form (Supplemental page 2)

[Note - this page is to be used when travel extends beyond 4 days)

Name _____

Date		Itinerary	Time am/pm	Transportation			USE FOR OUT OF STATE TRAVEL ONLY						USE FOR IN-STATE TRAVEL ONLY
							Meals						
mm-dd-yy		*Travel Points*	00:00 xm	Mode	Miles(prvt auto)	Amount	Breakfast	Lunch	Dinner	Total actual	Allowed	Lodging	Per Diem
	From		Dep							0	0		
	To		Arr										
	From		Dep							0	0		
	To		Arr										
	From		Dep							0	0		
	To		Arr										
	From		Dep							0	0		
	To		Arr										
	From		Dep							0	0		
	To		Arr										
	From		Dep							0	0		
	To		Arr										
	From		Dep							0	0		
	To		Arr										
Total - Place totals from Supplemental page on appropriate line on page 1						0					0	0	0

TRAVEL REIMBURSEMENT FORM INSTRUCTIONS

University Travel Regulations are available on the University's web site and should be followed in preparing this form. The following represents a summary of USA's key travel regulations. The complete travel regulations should be consulted prior to finalizing your reimbursement request.

Transportation

1- Personal automobile - Personal automobiles usage by the most direct route is authorized at the Federal standard mileage rate. Changes in the federal mileage allowance will be posted on the University's travel web page.

2- Airplane - When traveling by airplane, the lowest available commercial discount airfare should be obtained. Official/original flight documentation should be attached to the travel form. Flight tickets purchased directly by the traveler (not through the University's authorized travel agency) will not be reimbursed until after the trip.

3- Rental automobile - In the event that use of a rental vehicle is necessary at the traveler's destination, the travel form must site the reason why it was necessary to rent a vehicle. As a general rule, the University does not accept transportation to and from the airport, to and from meals, or sightseeing as justification for renting a vehicle. Prior written approval from the department head, with proper justification , must be obtained before you travel. Such justification must include a cost comparison between the cost of the rental and the costs had the traveler not rented the vehicle. The type vehicle rented should be appropriate to the business purpose of the trip - normally that would be an economy rental. Optional coverage for collision damage to the rental vehicle may be purchased (but not liability, supplemental liability or personal effects insurance.)

Length of Stay

A copy of the conference or meeting agenda should be attached to the travel form to document the length of stay. Travel expenses for extra day of travel caused by the use of personal automobile or other reason will not be reimbursed.

Federal grants and contracts

These travel regulations apply to all funds of the University including federal grants and contracts and are in addition to any federal regulations that may apply.

Travel of students, consultant and prospective employees

Students, consultants and prospective employees travel under out-of-state travel regulations regardless of whether or not the trip is in-state or out-of-state.

In-State Per Diem

Employees who travel within the State of Alabama (outside of the base area) on official University business will be paid a maximum allowance of $75 per day for meals and lodging. Partial days will be reimbursed in accordance with the University's travel regulations.

Out-of-State Meals and lodging

The traveler will be reimbursed for actual expenses (including tips) up to a maximum of $55 per day for each day of travel. If a conference registration fee was paid that included payment for one or more meals, the traveler should indicate this on the travel form and not claim any additional reimbursement for that meal. Partial days will be reimbursed in accordance with the University's travel regulations.

Lodging - Reasonably priced accommodations are expected to be obtained. Actual expenses for lodging (not to exceed the single occupancy rates) are allowable. Receipts are required. A detail hotel bill is considered an acceptable receipt and should included name, address and telephone number of the hotel, dates and daily charge for the room and number of occupants.

Non-allowable expenses (not all inclusive)

Alcoholic beverages, valet and laundry services, recreational activities, hotel safe charges, passports, personal telephone calls, in-flight airline phone usage, frequent flyer upgrades, taxis to and from meals, fees such as cost of failure to cancel room reservation.

Other Allowable Expenses

	Receipt Required?
Registration fees	Yes
Rental automobiles (see limitations in regulations)	Yes
Parking	Yes
Business telephone calls (personal call not reimbursable)	Yes
Bridge tolls	No
Taxi fares and limousine service under $25	No
Taxi fares and limousine service $25 or more	Yes

University of South Alabama

Local Travel Log (Privately Owned Vehicle)

Traveler's Name _____
(Example: John Doe)

Work base _____
(Example: Main Campus)

Date of Travel	Time of Travel	Specific Business Purpose	From (Street Address)*	To (Street Address)*	Round Trip (Y?N?)	Trip Mileage

Note - Travel log should be completed, signed and attached to the University Travel Reimbursement From

Total miles included in log**: 0

I hereby certify the trip(s) listed above was/were for official University business:

_____
Signature

** - May use an identifiable USA location in lieu of street address (USA Campus, USAMC, etc.)*

*** - Include total miles on USA travel reimbursement form and label "see local travel log"*

College of Engineering
Student Conference Participation Agreement

As a student at the University of South Alabama (USA), I plan to represent the University, the College of Engineering and my sponsoring organization at the following conference or event:

Name of Event or Conference _____

Location (city, state) _____

Travel dates (inclusive) _____

I will be participating in this event for its educational and professional development value. As an ambassador of the university and the college, I agree to conduct myself responsibly.

In consideration of my participation in this conference or event, I agree to the following conditions:

1. I will contact my instructors in advance of the trip and advise them of my anticipated absence(s). I understand that I am responsible for all academic work that I miss.

2. I will stay at the designated hotel or lodging, and return to the hotel/lodging at the conclusion of each day's official activities.

3. I will attend and participate in all aspects of the conference or event (including but not limited to educational sessions, showcases, unit meetings, etc.) to obtain the maximum educational and professional benefit.

4. I will travel to and from conference or event venue each day with the other members of the USA delegation.

5. I will abide by all local and state laws, including those regulating purchase and consumption of alcoholic beverages and other intoxicants or drugs.

6. I will not furnish alcohol to underage persons.

7. I will not engage in abusive or offensive behavior. I will respect myself, members of my delegation and others.

8. I will act responsibly at all times. I will act in consideration of the welfare of the other members of the delegation. I will be attentive to their safety and security.

9. I understand that violating this code of conduct, including becoming intoxicated, engaging in abusive, inappropriate or illegal behavior may result in dismissal from the delegation and the conference.

10. I will submit a written trip report within 10 days of the conclusion of the conference or event. The report will describe the educational and professional sessions I attended. I realize this may be in addition to other oral or written report obligations resulting from this trip.

11. If I withdraw from the trip without good reason or violate the terms of this agreement, I will reimburse the University for all non-refundable expenses including those for travel, hotel accomodations and registration.

I understand that my actions will affect others' opinions of our organization and USA. I further understand that my actions and behavior may affect my eligibility to participate in future events and may affect my post-graduation employment opportunities.

Student signature: _____ Date: _____

Student J number: _____

USA Sponsoring Organization: _____

Organization Advisor signature:_____ Date: _____