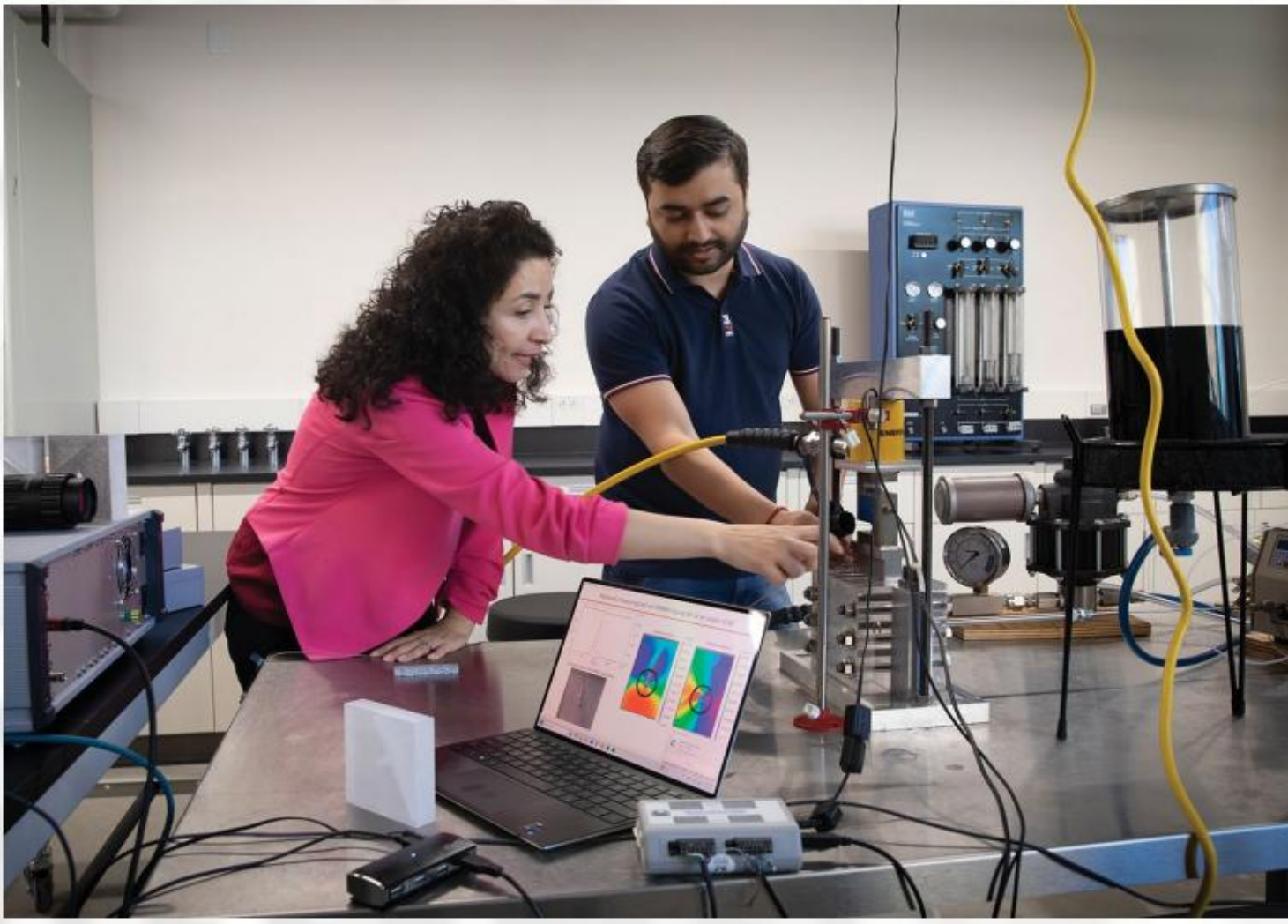
THE UNIVERSITY of UTAH

Department of Civil & Environmental Engineering Handbook

Contains departmental policies for Graduate degrees in Civil, Nuclear, and Construction Engineering



2026 - 2027

WELCOME TO CIVIL & ENVIRONMENTAL ENGINEERING

Thank you for reviewing the Department's Graduate Handbook. This document has been thoughtfully crafted to present information and policies applicable to graduate students in the Department of Civil and Environmental Engineering (CVEEN). Students should review the handbook prior to the start of each academic year to encourage the continued progress towards degree completion.

On behalf of the faculty and staff of the Department of Civil & Environmental Engineering, welcome! Whether you are joining us as a new master's or doctoral student, or returning to continue your studies, we are delighted to have you. Our department brings together faculty and students working across eight disciplines, including Construction, Environmental, Geotechnical, Materials, Nuclear, Structural, Transportation, and Water Resources Engineering, to address some of society's most pressing challenges in infrastructure, sustainability, and public safety. You will find a supportive, collaborative community here, and we are committed to providing the resources, mentorship, and opportunities you need to thrive. We expect every member of our department to contribute to a respectful and inclusive environment, and we take seriously our responsibilities for student safety and well-being. Please take time to read this handbook carefully, ask questions, and reach out to the Director of Graduate Studies or the Graduate Coordinator whenever you need guidance.

Additional resources available through the general Graduate School:

- Students may also consult the Graduate School concerning University policy available at: https://gradschool.utah.edu/navigating-grad-school/graduate-policies/index.php
- Students should also review Policy 6-400, the Code of Student Rights and Responsibilities, found at: Policy 6-400: Student Rights and Responsibilities - Regulations Library - The University of Utah

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Department Introduction

The Department of Civil and Environmental Engineering offers graduate study in the fields of: Construction Engineering, Environmental Engineering, Geotechnical Engineering, Materials Engineering, Nuclear Engineering, Structural Engineering, Transportation Engineering, Water Resources Engineering.

With diverse degrees and course offerings the department attracts students from a wide array of academic fields. This graduate handbook is intended to clarify expectations and processes for students in the department. Please note students are responsible for knowing the expectations and policies contained within this document.

Vision Statement

Civil & Environmental Engineering education and research enables and advances safe, secure, and resilient civil infrastructure systems that address societal needs for sustaining modern standards of living. We're a place where all students have the opportunity to be inspired by a challenging, stimulating, and supportive community and curriculum. Such intellectual inspiration is seen in the engagement of the civil infrastructure community of practice embracing excellence, ethics, and equality.

Mission Statement

Our mission is to advance the smartness, resiliency, and sustainability of civil infrastructure systems. The Department's education and research programs are grounded in scientific theories, yet modernized via an amalgam of systems engineering and advanced computing. The intellectual foundations in evolving and critical areas address grand societal challenges for planning, designing, constructing and operating interdependent civil infrastructure systems, including building, infrastructure, environmental, energy, and health systems.

We strive to inspire and prepare students for high-impact careers in the engineering profession and in the broader societal context, and develop engineers with strategic skills in areas of emerging need, with the creativity to adapt and innovate in response to dynamic societal needs.

CONTACT INFORMATION

ADMINISTRATIVE STAFF

For a full list of administrative staff, visit our website: https://www.civil.utah.edu/about/staff/

Mackenzie Fowlers- Zimmerman
Graduate Coordinator

mackenzie.zimmerman@utah.edu

Office: MCE 2008

Responsibilities: Manages graduate student academic journey from admission through degree completion; supports program administration & student services.

Tiffany Hortin
Administrative Manager

t.hortin@utah.edu

Office: MCE 2003

Responsibilities: Oversees overall daily operations of the department; manages hiring/onboarding, faculty appointment processes, all department payroll, and administrative leadership.

Mel Bartholomew
Administrative Assistant

mel.bartholomew@utah.edu

Office: MCE Suite 2000 Front Desk

Responsibilities: Supports daily administrative operations of the department; assists with departmental tasks and coordination. Oversees department chair schedule and building access.

LEADERSHIP & FACULTY

For a full list of faculty, visit our website: https://www.civil.utah.edu/directory/

Tong Qiu, Ph.D. Department Chair & Professor
tong.qiu@utah.edu
Office: MCE 2002
Responsibilities: Oversees academic, administrative, and strategic leadership for the department. Assists with student and faculty conflict as escalation needs arise. Schedule an appointment through Mel.

Cathy Liu, Ph.D., P.E. Director of Graduate Studies & Professor
cathy.liu@utah.edu
Office: MCE 2037
Responsibilities: Oversees the graduate program. Serves as the primary advocate for graduate students within the department and the liaison to the Graduate School.

STUDENT CONTACTS

Student Groups

The following are student groups that interact with graduate students. The groups may or may not be officially registered with ASUU and formally recognized by the department. Participation in the groups is optional but encouraged to connect with students within the department and create a sense of community.

American Nuclear Society (ANS) Student Chapter

2026-2027 Chair: Holtan Siegal

Description: The American Nuclear Society University of Utah Chapter is a professional and outreach organization of undergraduate and graduate students interested in nuclear energy and its applications. The chapter organizes tours, lectures, and professional development events for our members to help advance their careers and get them excited about nuclear energy

Engineering Graduate Student Council (EGSC)

2026-2027 EGSC Chair: Samuel Adams-Tew

pce-egsc-ec@lists.utah.edu

Description: EGSC focuses on improving student experience and broader university-level student representation. Coordinates student-focused events and fosters community among graduate students.

Institute of Transportation Engineers (ITE) Student Chapter

2026-2027 Chair: Fengze Yang

Description: The UofU ITE Student Chapter helps members build industry connections, present research at conferences, compete in student competitions, and engage with practicing transportation engineers, planners, and researchers across the state and region.

Water Environment Association of Utah (WEAU) Student Chapter

2025–2026 President: Tayyab Qureshi

Description: The WEAU University of Utah Student Chapter, a student branch affiliated with the Water Environment Association of Utah (WEAU) and the Water Environment Federation (WEF), provides students with opportunities to connect with the water and wastewater industry through professional networking, technical workshops, facility tours, conferences, and student competitions. The chapter promotes leadership, collaboration, and professional development for students interested in environmental and water engineering.

Important Deadlines

Department Deadlines

Specific dates for the current academic year are circulated each August. Recurring departmental deadlines include:

- Preliminary Examination (Civil PhD) — Friday following Fall break or Spring break; Qualifying Examination (Nuclear PhD) timing is described in the Examinations section
- MS Comprehensive Exam prompt distribution — second Friday of the student's final semester (also the University add/drop deadline)
- MS Comprehensive Exam essay submission — typically 6–8 weeks after prompt distribution
- Coursework and Dissertation Plan (CDP) submission (PhD) — by the end of the second semester
- Research Proposal (PhD) — written proposal due to committee at least three weeks before the oral exam, which must occur at least one semester after the Preliminary Exam
- Semester Performance Evaluation (TA/RA/GA/Fellow) — end of Fall, Spring and Summer semesters.

University Deadlines

- Academic calendar: https://registrar.utah.edu/academic-calendars
- International Teaching Program deadlines: https://gradschool.utah.edu/ita/important-dates-and-deadlines.php
- Thesis Office manuscript submission deadlines: https://gradschool.utah.edu/thesis/calendar
- University Fellowship deadlines, including Teaching Assistantship & Research Assistantship deadlines: https://gradschool.utah.edu/funding/fellowships-scholarships-awards/
- Graduation deadlines: https://registrar.utah.edu/graduation

2026-2027 UNIVERSITY MAIN CAMPUS AND UONLINE PROGRAMS ACADEMIC CALENDAR

GENERAL CALENDAR DATES	FALL SEMESTER 2026	SPRING SEMESTER 2027	SUMMER TERM 2027
Class schedule available	Monday, March 2	Monday, September 28	Monday, February 1
Registration dates available	Monday, March 2	Monday, September 28	Monday, February 15
Registration dates begin	Monday, April 6	Thursday, November 5	Monday, March 15
Deadline to apply for graduation	Friday, September 4	Friday, January 22	Wednesday, May 26
Open enrollment	Monday, July 27	Monday, November 30	Monday, April 5
House Bill 60 registration	Tuesday, August 18	Tuesday, January 5	Tuesday, May 11
Tuition payment due	Friday, September 4	Friday, January 22	Wednesday, May 26
Census deadline	Monday, September 14	Monday, February 1	Monday, June 7
University Commencement & Convocation Exercises	N/A	Thurs.-Fri., May 6-7	N/A
College of Law Graduation Exercises	N/A	Friday, May 14	N/A
School of Dentistry Graduation Exercises	N/A	Friday, May 14	N/A
School of Medicine Graduation Exercises	N/A	Friday, May 21	N/A
TERM LENGTH CLASSES			
Classes begin	Monday, August 24	Monday, January 11	Monday, May 17
Last day to add without a permission code	Friday, August 28	Friday, January 15	Friday, May 21
Last day to wait list	Friday, August 28	Friday, January 15	Friday, May 21
Last day to add, drop, audit, and elect CR/NC	Friday, September 4	Friday, January 22	Wednesday, May 26
Optional midterm grading period	Mon.-Thu., October 19-29	Mon.-Thurs., March 1-11	Mon.-Thurs., June 14-24
Last day to withdraw from classes	Friday, October 30	Friday, March 12	Friday, June 25
Last day to reverse CR/NC option	Friday, December 4	Friday, April 23	Friday, July 30
Classes end	Thursday, December 10	Tuesday, April 27	Wednesday, August 4
Reading Day	Friday, December 11	Wednesday, April 28	N/A
Final exam period	Mon.-Fri., Dec. 14-18	Thurs.-Wed., April 29-May 5	Thurs.-Fri.,August 5-6
Grades due	Wednesday, December 23	Monday, May 10	Wednesday, August 11
FIRST HALF CLASSES			
Classes begin	Monday, August 24	Monday, January 11	Monday, May 17
Last day to wait list	Friday, August 28	Friday, January 15	Thursday, May 20
Last day to add, drop, audit, and elect CR/NC	Friday, August 28	Friday, January 15	Thursday, May 20
Optional midterm grading period	Mon.-Thurs, Sep. 7-17	Mon.-Thurs., Jan 25 - Feb. 4	Mon.-Thu., May 24-Jun. 3
Last day to withdraw from classes	Friday, September 18	Friday, February 5	Friday, June 4
Last day to reverse CR/NC option	Friday, October 2	Friday, February 26	Friday, June 18
Classes end	Friday, October 9	Tuesday, March 2	Friday, June 25
Grades due first half classes	Wednesday, October 14	Monday, March 8	Wednesday, June 30
SECOND HALF CLASSES			
Classes begin	Monday, October 19	Wednesday, March 3	Monday, June 28
Last day to wait list	Friday, October 23	Tuesday, March 9	Thursday, July 1
Last day to add, drop, audit, and elect CR/NC	Friday, October 23	Tuesday, March 9	Thursday, July 1
Optional midterm grading period	Mon.-Thurs., Nov. 2-12	Mon.-Thu., March 22-April 1	Mon.-Thurs., July 5- 15
Last day to withdraw from classes	Friday, November 13	Friday, April 2	Friday, July 16
Last day to reverse CR/NC option	Friday, December 4	Friday, April 23	Friday, July 30
Classes end	Thursday, December 10	Tuesday, April 27	Wednesday, August 4
Grades due second half classes	Tuesday, December 15	Monday, May 3	Monday, August 9
HOLIDAYS			
Labor Day holiday	Monday, September 7		
Fall break	Sat.-Sun., Oct. 10-18		
Thanksgiving break	Thurs.-Sun., Nov. 26-29		
Holiday recess	Sat., Dec. 19-Sun., Jan. 10		
Martin Luther King Jr. Day holiday		Monday, January 18	
Presidents Day		Monday, February 15	
Spring break		Sat.-Sun., March 6-14	
Memorial Day holiday			Monday, May 31
Juneteenth (observed)			Monday, June 21
Independence Day holiday (observed)			Monday, July 5
Pioneer Day holiday (observed)			Friday, July 23

PROGRAM REQUIREMENTS

DEGREES OFFERED

by Discipline	by Level of Study
Civil Engineering Master of Science in Civil & Environmental Eng. Thesis Non-Thesis (coursework only) Doctor of Philosophy (PhD) Direct Admit: Bachelor to PhD Traditional: Masters to PhD Construction Engineering Master of Science in Civil & Environmental Eng. Non-Thesis (coursework only) Nuclear Engineering Master of Science in Nuclear Engineering Non-Thesis (coursework only) Doctor of Philosophy Direct Admit: Bachelor to PhD Traditional: Masters to PhD	Master of Science Non-Thesis (coursework only): Civil & Environmental Engineering Construction Engineering Nuclear Engineering Thesis: Civil & Environmental Eng. Doctor of Philosophy Civil & Environmental Engineering Nuclear Engineering

*See expected learning outcomes for details about the different degrees.

CIVIL ENGINEERING AREAS OF FOCUS

- Environmental Engineering: Water and wastewater treatment, air quality, environmental chemistry, and sustainable remediation.
- Geotechnical Engineering: Soil and rock mechanics, foundation systems, slope stability, and geo-hazard mitigation.
- Materials Engineering: Performance and durability of concrete, asphalt, and advanced infrastructure materials.
- Structural Engineering: Structural analysis, resilient design, earthquake engineering, and advanced materials for the built environment.
- Transportation Engineering: Traffic operations, transportation planning, infrastructure systems, and emerging mobility technologies.
- Water Resources: Hydrology, hydraulics, watershed modeling, flood risk, and sustainable water systems.

EXPECTED LEARNING OUTCOMES

Master's Level Learning Outcomes (Civil, Construction and Nuclear)

1. MS with Thesis: Ability to conduct independent, interdisciplinary research leading to peer-reviewed publications, refereed conferences and technical reports.

   OR

   Ability to plan, execute and effectively communicate scholarly activities to make original contribution to the existing knowledge.
2. MS Coursework-only: Successful completion of coursework and the comprehensive exam. Ability to communicate effectively both in written and oral forms. Outcome is assessed by a written or oral component in every class. Outcome is assessed through the specified assignments.
3. Demonstrate the fundamentals of the specified engineering discipline. Outcome is assessed by successful completion of one class (selected by the group) that is deemed the "fundamental knowledge". *This is the required coursework for the group.* Groups independently choose how they plan to assess the fundamental knowledge.
4. Ability to solve complex engineering problems using advanced scientific, computational and analytical approaches pertaining to the specified engineering discipline.

Outcome assessed by:

1. Thesis Students: This analysis would be included in the thesis.
2. Coursework-only students: Comprehensive essay for non-thesis students.

Doctoral- Level Learning Outcomes (Civil and Nuclear)

1. Complete independent research and advance the state of knowledge in the field. This is demonstrated by publishing a minimum of three peer-reviewed publications in archival journal, or by preparing a PhD dissertation.
2. Demonstrate strong grounding in the fundamentals, thorough knowledge of the primary literature, and an ability to design, communicate and execute a novel research plan.
3. Demonstrate the significance of his/her contributions to the field, and professionally communicate the results.

ADMISSION REQUIREMENTS & PROCEDURES

Graduate admission at the University of Utah is a two-step process involving separate reviews by the Central Admissions Office and the academic department. The Office of Admissions verifies that applicants meet minimum Graduate School requirements, while Civil & Environmental Engineering faculty evaluate whether applicants have the qualifications and academic fit to succeed in the program.

For more detailed information, please visit each party's respective page:

- https://admissions.utah.edu/apply/graduate-students/
- https://www.civil.utah.edu/graduate/

TRADITIONAL VS. DIRECT ADMIT:

For traditional admit, students must possess a prior master's degree. For direct admit, students must possess a prior bachelor's degree. Both admission paths will follow the same application process.

STANDARD APPLICATION PROCESS

1. Complete an Online Application through Slate (https://futureu.admissions.utah.edu/)
2. Pay the appropriate application fee (Domestic applications $55, International applications $65)
3. Submit a personal statement (500 words)
4. Submit a resume or Curriculum Vitae
5. Provide contact information for three references (2 academic, 1 professional)
6. Submit unofficial transcripts from all previously attended regionally accredited post-secondary institutions
    a. An overall minimum of 3.00 or higher GPA on a 4.0 scale is needed to be considered for admission
7. Proof of English language proficiency (international students only). Please see: https://admissions.utah.edu/apply/international/english-proficiency/ for more details.

Note: Some faculty may request additional items before offering funding to their research group. If needed, they will reach out with additional information directly.

A NOTE REGARDING THE GRE:

The GRE is not required. However, if you have taken it and received a high score, you may choose to include it within your application.

FEE WAIVERS:

At this time, we do not have a mechanism to waive the application fee. This is due to the large number of applications we receive and the challenges of ensuring fairness across applicants given variations in grading systems and subjective assessments of research qualifications.

TRANSFER CREDITS:

CVEEN follows Graduate School policy for transfer credits. A maximum of six credit hours of graduate-level coursework completed at another regionally-accredited institution may be applied toward a master's degree, and a maximum of six additional credit hours may be applied toward a doctoral degree. Transferred coursework must have a grade of B or better, not have been counted toward the completion of a prior degree, and be approved by the supervisory committee and the Director of Graduate Studies. Coursework that does not meet all of these requirements will not count toward the completion of a degree. Coursework taken at the UofU as a non-matriculated student is treated separately (see "Non-Matriculated & Non- Degree-Seeking Students" below).

REMEDIAL COURSEWORK FOR GRADUATE STUDY IN CIVIL ENGINEERING

Students who hold degrees in other academic disciplines may be required to complete remedial coursework prior to the start of the graduate degree.

All Students Must Complete:	
Mathematics	
MATH 2250	Differential Equations (and any prerequisite courses)
Sciences	
PHYS 2210	Physics for Scientists and Engineers I
CHEM 1210	General Chemistry I
Basic Engineering	
CVEEN 2010	Statics
CVEEN 2140	Strength of Materials
CVEEN 3410	Hydraulics

Additional Requirements by Civil Engineering Graduate Emphasis:	
Environmental/ Water Resources	
CVEEN 3610	Introduction to Environmental Engineering
Materials	
CVEEN 3510	Civil Engineering Materials
Structures	
CVEEN 3210	Structural Load and Analysis
CVEEN 4221 -or-	Concrete I
CVEEN 4222	Steel I
Geotechnical	
CVEEN 3310/ 3015	Geotechnical Engineering / Geo-Mat Lab
Transportation	
CVEEN 3520	Transportation Engineering

Additional coursework may be required by the supervisory committee. This is dependent upon the graduate academic emphasis and the prior degree awarded.

- Students who hold an undergraduate degree outside of Civil Engineering and are pursuing a master's degree must complete the courses listed in the first table, in addition to the courses required for their specific academic area in the second table. This also applies to students who began as PhD candidates and choose to "master out." All required courses must be successfully completed unless a student is formally excused from a course by the faculty in that academic area.
- Students concluding their studies with a Doctoral degree from the Department of Civil and Environmental Engineering at the UofU only need to take remedial coursework as defined by the supervisory committee.
- These Departmental requirements recognize the difference in the work that is done by a master's-level engineer, and a doctoral-level engineer. It is for this reason that the remedial coursework differs by degree-level.
- Up-to-date information on online options for the remedial coursework listed above is available at https://www.civil.utah.edu/graduate/civil/remedial-coursework/.

Remedial Coursework for Graduate Study in Nuclear Engineering

Nuclear Engineering is a multidisciplinary field that attracts students from a wide range of academic backgrounds. As a result, the only prerequisite for admission to graduate study in Nuclear Engineering is three semesters of calculus. Applicants often hold undergraduate degrees in mathematics, physics, computer science, chemistry, biology, or other related scientific disciplines.

Non-Matriculated & Non-Degree Seeking Students

Students who need to complete prerequisite coursework before applying to a graduate program should apply to the University of Utah or another regionally accredited institution as non-degree seeking student. After admission, they should work closely with the Graduate Coordinator to understand any additional enrollment steps (e.g., permission codes). Coursework completed as a non-matriculated student may be applied toward a graduate degree with supervisory committee approval and must be completed with a grade of B or better. A maximum of nine non-matriculated credit hours may count toward a graduate program. Note that international students on visas are not eligible for non-matriculated status.

International Students

The department of Civil & Environmental Engineering values the global community we enjoy, and we welcome students from all countries. We recognize that there are unique advantages and challenges to being an international student, especially as you adjust to your studies alongside a new country and new culture. We encourage all our international students to make use of the resources available to them in this handbook and to seek involvement in departmental, campus, and civic communities.

International students are responsible for maintaining their international status from time of admission through graduation. International Student and Scholar Services (ISSS) should be consulted regularly through the student career.

Graduate School policy requires all graduate students who are non-native speakers of North American English to be cleared by the International Teaching Assistant (ITA) Program prior to employment as a Graduate Teaching Assistant (GTA). The department recommends all international students attend this training regardless of funding.

All graduate students are expected to have or develop a proficiency in both written and oral English. Any student lacking English proficiency as evidenced by speech, written reports, and/or oral presentations may be required to take additional English or speech coursework. Language courses do not count toward degree coursework requirements.

Language Requirements

International applicants must demonstrate English language proficiency as part of the University of Utah admissions process. The Graduate School and Office of Admissions determine whether this requirement has been satisfied before an applicant can be admitted.

Applicants may satisfy the English proficiency requirement by submitting official scores from one of the University of Utah's approved English language proficiency examinations or by qualifying for one of the University's approved exemptions. Examples of qualifying exemptions may include prior academic coursework completed in English or other circumstances recognized by the Office of Admissions. The specific exams accepted, minimum required scores, and exemption criteria are established by the Office of Admissions and are subject to change.

Because English proficiency requirements are administered centrally by the Office of Admissions, the Department of Civil & Environmental Engineering cannot waive this requirement or approve alternate documentation in place of the University's established policy.

Applicants are encouraged to review the official University of Utah English Proficiency Requirements webpage for the most current information on:

- Accepted English proficiency examinations
- Minimum required scores
- Approved exemptions and waiver criteria
- Official score submission procedures

The current English proficiency requirements are available at:
https://admissions.utah.edu/apply/international/english-proficiency/

If you have questions about whether you meet the University's English proficiency requirement, please contact the University of Utah Office of Admissions directly before submitting your application.

PROGRAM COURSEWORK REQUIREMENTS

Each discipline within the department has specific research area requirements. Students must meet the requirements for their chosen discipline in order to be eligible to graduate with a degree in that area.

Coursework Requirements by Discipline

The following are the research area requirements for each discipline within the department. Students must satisfy the requirements for their selected research area to be eligible to earn a degree in that discipline.

WATER & ENVIRONMENTAL

Core Courses	
CVEEN 5410	Engineering Hydrology
CVEEN 5420	Open Channel Flow
CVEEN 6430	Stormwater Management and Design
CVEEN 6440	Water Distribution Systems Design
CVEEN 6470	Surface Water Quality Prediction and Assessment
CVEEN 6480	Water Resources Planning and Management
CVEEN 6600	Hazardous and Radioactive Waste Management
CVEEN 6605	Water and Wastewater Treatment Design
CVEEN 6610#	Environmental Engineering Chemistry
CVEEN 6650#	Design of Biological Treatment Processes
CVEEN 6555	Engineering Research and Seminar
CVEEN 6775	Environmental Regulations
CVEEN 6920	Advanced Topics (in the area of water or environmental) *
CVEEN 6930	Advanced Independent Study*
CVEEN 7410	Flood Modeling
CVEEN 7420	Groundwater Hydraulics
CVEEN 7430	Advanced Subsurface Hydrologic Modeling
CVEEN 7450	Carbon Sequestration Engineering and Science
CVEEN 7460	Hydroinformatics
CVEEN 7620	Physical and Chemical Treatment Processes for Water Quality Control
CVEEN 7630	Lab and Field Methods for Environmental Investigations
CVEEN 7660	Water Reuse

Note: Courses marked "#" in the table above (CVEEN 6610, CVEEN 6650) are required of all students in the Environmental area.

*CVEEN 6920, special topics courses that are not in the Water/ Environmental area will need to be petitioned to the student's supervisory committee to be counted towards the required core courses..

* CVEEN 6930: Independent Study, see "Independent Research" section below.

Approved Elective Courses	
ATMOS 6040	Environmental Statistics
ATMOS 6050	Environmental Instrumentation
CH EN 6205	Smart Systems
CH EN 6305	Air Pollution Control Engineering
CH EN 6310	Concepts and Applications in Renewable Energy
CH EN 6355	Computational Fluid Dynamics
ECON 6250	Environmental and Natural Resource Economics
GEOG 5290	Water in Utah
GEOG 6000	Advanced Geographical Data Analysis
GEOG 6110	Environmental Analysis Through Remote Sensing
GEOG 6150	Spatial Database Design for GIS
GEOG 6180	Geoprocessing with Python
GEO 6350	Groundwater
GEO 6370	Environmental Contaminants
GEO 6385	Introduction to Groundwater Modeling
GEO 6390	Solute Transport and Subsurface Remediation
GEO 6650	Hydrology
LAW 7230	Water Law
LAW 7240	Environmental Law & Policy
ME EN 6740	Wind Energy
ME EN 6750	Environmental Instrumentation
ME EN 6800	Sustainable Energy
ME EN 7710	Environmental Fluid Dynamics
POLS 6870	Environmental Justice
SOC6840	Environmental Sociology

TRANSPORTATION & MATERIALS

Core Courses	
CVEEN 5920	Machine Learning for Civil Computing
CVEEN 6510	Highway Design
CVEEN 6530	Quantitative Methods in Transportation Operation
CVEEN 6560#	Transportation Planning
CVEEN 6570	Pavement Design
CVEEN 7545	Transportation Operations Analysis
CVEEN 7560	Advanced Construction Materials
CVEEN 7920	Advanced Topics (In Transportation)

Required of all transportation students.

Elective Courses	
CS 6140	Data Mining
CS 6350	Machine Learning
GEOG 6160	Spatial Modeling in GIS
GEOG 6180	Geoprocessing with Python
Note: Any CVEEN 6xxx or 7xxx can be approved by the supervisory committee as electives. Additionally, relevant courses in other departments not listed here can be approved by the student's supervisory committee for elective credit.	

STRUCTURES & GEOTECHNICAL

Core Courses		
As part of the 15 CORE Credits, structural and geotechnical students should take at least one course from each one of the following areas.		
** Structures Area*		* The requirement can be partially or fully waived if the student passed at least one of the courses (or equivalent) in undergraduate studies. The waiver will not reduce the minimum credit course requirements for the MS degree.
CVEEN 6210	Structural Analysis II	
CVEEN 6220	Concrete Design II	
CVEEN 6230	Steel Design II	
CVEEN 6250	Structural Dynamics	
** Geotechnical Area*		
CVEEN 5305	Intro. to Foundation Eng.	
CVEEN 6310	Foundation Engineering	
CVEEN 6330	Soil Dynamics	
Core Courses		
CVEEN 5305*	Intro to Foundation Eng.	
CVEEN 6210*	Structural Analysis II	
CVEEN 6220*	Concrete Design II	
CVEEN 6230*	Steel Design II	
CVEEN 6240	Masonry/ Timber Design	
CVEEN 6250*	Structural Dynamics	
CVEEN 6270	Computer- Aided Structural Analysis	
CVEEN 6310*	Foundation Engineering	
CVEEN 6330*	Soil Dynamics	
CVEEN 6340	Advanced Geotechnical Testing	
CVEEN 6510	Highway Design	
CVEEN 6525	Highway and Traffic Engineering	
CVEEN 6570	Pavement Design	
CVEEN 6790	Advanced Computer Aided Construction	
CVEEN 7225	Prestressed Concrete Design	
CVEEN 7250	Structural Earthquake Engineering	
CVEEN 7255	Advanced Dynamics of Structures	
CVEEN 7310	Advanced Foundation Engineering	
CVEEN 7360	Advanced Soil Mechanics	
CVEEN 7450	Carbon Sequestration Engineering and Science	
CVEEN 7520	Safety	
CVEEN 7560	Advanced Materials	
* Indicated the course is also listed above		

STRUCTURES & GEOTECHNICAL (CONTINUED)

Elective Courses	
Only 9 credits outside of the Department may be used towards a master's degree. Other courses may be approved by Supervisory Committee.	
CVEEN 6225	Concrete Material Science
CVEEN 6235	Bridge Design
CVEEN 6710	Cost Estimating and Proposal Writing
CVEEN 6720	Project Scheduling
CVEEN 6730	Project Mgmt and Contract Admin.
CVEEN 6750	Engineering Law and Contracts
CVEEN 7260	Seismic Rehab of Reinforced Concrete Bldg.
CS 6300	Artificial Intelligence
CS 6610	Interactive Computer Graphics
GEO 5075	Intro. to Geological Engineering
GEO 5150	Geological Engineering Design
GEO 5200	Depositional Environments
GEO 5210	Seismology I: Tectonophysics and Elastic Waves
GEO 5220	Seismology II: Exploration and Engineering Seismology
GEO 5320	Signal and Image Processing in the Geosciences
GEO 6350	Groundwater
GEO 6360	Fluid Dynamics of Earth Materials
GEO 6370	Contaminant Partitional for Engineering and Scientists
GEO 6660	Geochemistry
MATH 6420	Partial Differential Equations
MATH 6610	Analysis of Numerical Methods I
MATH 6620	Analysis of Numerical Methods II
ME EN 6300	Advanced Strengths of Materials
ME EN 6400	Vibrations
ME EN 6510	Introduction to Finite Elements
ME EN 6520	Mechanics of Composite Materials
ME EN 7530	Fundamentals of Fracture Mechanics
ME EN 7540	Advanced Finite Elements
MET E 6300	Alloy and Material Design
MET E 6450	Mechanical Metallurgy
MET E 6600	Corrosion Fundamentals & Minimization
MG EN 5150	Mechanics of Materials
MG EN 5270	Landslides and Slope Stability
MG EN 5290	Introduction to Finite Element Modeling in Geomechanics
MSE 6001	Engineering Materials

NUCLEAR

Nuclear course requirements vary based on degree level. Required courses will serve as the basis of the qualifying exam.

MS (Non-Thesis) Course Requirements:

MS students must complete a minimum of 30 hours of graduate level coursework.	
Required Courses	Choose a minimum of FOUR additional electives from the list below.
NUCL 6030: Graduate Radiation Interactions (3 cr.) NUCL 6050: Reactor Physics (3 cr.)	NUCL 5060: Reactor Operation and Regulatory Policy (3 cr.) NUCL 6032: Graduate Radiochemistry (3 cr.) NUCL 7110: Nuclear Environmental Engineering (3 cr.) NUCL 7220: Analytical Nuclear Forensics (3 cr.) NUCL 7000: Health Physics (3 cr.) NUCL 7500: Nuclear Safeguards (3 cr.) NUCL 7100: Nuclear Instrumentation (4 cr.) MET E 6210: Nuclear Materials (3 cr.) CVEEN 6120: Numerical Methods (3 cr.)

PhD Course Requirements:

Direct admit PhD students must complete a minimum of 30 hours of graduate level coursework. Traditional admit PhD students must complete a minimum of 18 hours of graduate level coursework.	
Required Courses	Choose a minimum of TWO additional electives from the list below.
NUCL 6030: Graduate Radiation Interactions (3 cr.) NUCL 6050: Reactor Physics (3 cr.) NUCL 7000: Health Physics (3 cr.) NUCL 7100: Nuclear Instrumentation (4 cr.)	NUCL 6032: Graduate Radiochemistry (3 cr.) NUCL 6060: Reactor Operation and Regulatory Policy (3 cr.) NUCL 7110: Nuclear Environmental Engineering (3 cr.) NUCL 7220: Analytical Nuclear Forensics (3 cr.) NUCL 7500: Nuclear Safeguards (3 cr.)

Credit Hour Requirements for Degree Completion

The Graduate School requires master's degree candidates to complete a minimum of 30 credit hours of graduate-level coursework (5000-level and above) and thesis research. Thesis-based programs must include at least six credits of 6970 thesis research. All coursework must be approved by the student's supervisory committee.

Degree Requirements - As Defined By The Graduate School

- The candidate is required to maintain a 3.0 or higher GPA in course work listed on the Program of Study for the master's degree.
- A grade below C is not accepted by the University toward a graduate degree. Departments may have additional grade restrictions that must be maintained.
- At least one year (i.e., two consecutive semesters) of the doctoral program must be spent in full-time academic work at the University of Utah. A full load is nine credit hours.
- The Doctor of Philosophy degree is awarded for high achievement in an advanced specialized field of study. It requires competence in independent research and an understanding of related subjects. *The degree is not awarded simply for the fulfillment of residence requirements and the accumulation of credits*. All requirements outlined for Master's Degree completion must also be met.

Important Degree Requirement Information for all Graduate Degrees:

- Only one course with a grade of C or C+ may be applied toward the completion of a graduate degree.
- Each academic area has designated core courses, listed on the department website and in the Program Coursework Requirements section of this handbook. They must be completed for a degree to be considered complete.
- Graduate credit begins at the 5000-level.
- Up to 9 credit hours of graduate-level non-matriculated coursework may be applied if completed within three years and with a grade of B or better.
    - The courses must have not previously counted toward another degree.
    - The paperwork must be submitted and approved by the Registrar within 3 years.
- Students can apply no more than 6 credit hours of graduate level coursework from another institution, with a final grade of B or better. This credit may not have counted towards the completion of a prior degree.

Independent Study and Research Credits

A maximum of 3 credit hours total of Independent Study (CVEEN 6930 or 7930 for Civil; NUCL 6900 or 7900 for Nuclear) may count toward a graduate degree, subject to approval by petition to the Graduate Committee. Petitions must be submitted at least four weeks before the start of the intended

term. The faculty member supervising the independent study may not be the student's supervisory committee chair, with the exception of non-thesis MS students.

Non-thesis MS students may count a maximum of 3 credit hours of research (CVEEN 6970 or 7970) toward the degree, subject to the faculty advisor's approval and approval by petition to the Graduate Committee. This provision typically applies to students who began in a thesis MS or PhD track and later transitioned to the non-thesis MS. For non-thesis MS students, Independent Study and research credit hours may not be combined to exceed the 3-credit-hour limit: no more than 3 credit hours total of Independent Study and research, in any combination, may count toward the non-thesis MS degree. This combined limit does not affect the research credit hours required for thesis and dissertation degrees.

MS Coursework-Only (Non-Thesis)

The Non-Thesis Master's degree is awarded upon successful completion of 10 graduate-level courses (30 credit hours) as approved by the students supervisory committee.

Credit Requirements:

- Minimum of 30 credits of approved coursework

In the final semester, students must also take and pass a comprehensive essay exam. The exam is distributed approximately two weeks into the semester and must be submitted to the Graduate Coordinator by the deadline provided (6-8 weeks later).

Note For Nuclear MS Engineering:

- Up to 12 credits of electives offered by other departments in engineering, science, and math-related disciplines that complement the student's research. Elective courses may be taken in any science, engineering, technology discipline that supports your research.

MS Thesis

The MS-Thesis degree recognizes both advanced coursework and original research and requires a successful thesis defense. Students conduct research under the guidance of their faculty advisor and supervisory committee, culminating in a thesis that contributes to their field of study.

The University of Utah permits, and the department encourages, students to use peer-reviewed journal articles as part of the thesis. A typical thesis includes at least one journal-quality article supplemented with explanatory text and any necessary appendices. The supervisory committee evaluates the research and publication materials and determines whether the overall quality meets the standards required for the degree, regardless of the number or publication status of the articles.

Credit requirements: A minimum of 24 credits of approved coursework
+ A minimum of 6 credits of research.
TOTAL: A *minimum* of 30 graduate credit hours

PhD Credit Hour Requirement:

Direct Admit PhD (BS to PhD)

Minimum Credit Hour Requirements:
30 credit hours of coursework
+ 14 credit hours of dissertation research
44 credit hours

Traditional PhD (BS to MS to PhD)

Minimum Credit Hour Requirements:
18 credit hours of coursework
+ 14 credit hours of dissertation research
32 credit hours

Note For Nuclear PhD Engineering:

- Up to 12 credits of electives offered by other departments in engineering, science, and math-related disciplines that complement the student's research. Elective courses may be taken in any science, engineering, technology discipline that supports your research.

EXAMINATIONS

CVEEN graduate students complete different exam milestones depending on their program and degree. The table below summarizes each path; details for each exam follow in the sections below.

Degree / Program	Required Exams (in order)
MS Non-Thesis (Civil & Nuclear)	Comprehensive Exam
MS Thesis	Thesis Defense
PhD — Civil	Preliminary Exam → Research Proposal → Dissertation Defense
PhD — Nuclear	Qualifying Exam → Research Proposal → Dissertation Defense

Note: In the Civil program, the first PhD milestone is called the Preliminary Examination; in the Nuclear program, it is called the Qualifying Examination. The two exams differ in format and grading, but both

serve the same purpose: to assess a student's readiness to pursue PhD-level research before the Research Proposal.

MS Comprehensive Exam

Students completing an MS non-thesis degree must take a comprehensive examination during their final semester. The exam is distributed on the second Friday of the semester (the University add/drop deadline). Students will receive an essay prompt, which must be completed and submitted to the Graduate Advisor by the specified deadline (typically 6–8 weeks later).

The exam may draw on knowledge gained throughout the student's graduate coursework at the University of Utah. Once submitted, the exam is forwarded to the student's supervisory committee for evaluation. The committee will vote "Pass" or "No Pass," with the result determined by a majority vote.

If a student receives a "No Pass" result, they will be required to complete an oral examination administered by the supervisory committee.

MS Thesis Defense

Thesis Document:

Master's candidates must submit a thesis that *"embodies the results of scientific or scholarly research or artistic creativity, demonstrates originality and the ability to conduct independent investigation, and contributes to knowledge or the creative arts."* The manuscript must show mastery of the relevant literature and be presented in an acceptable style. Departmental policy determines the style and format, which must be registered with and approved by the Thesis Editor, in accordance with University Regulations 6-203-III-F.

Students are responsible for understanding all departmental and University thesis requirements, including submission deadlines, formatting standards, and current submission procedures. Additional resources are available at https://gradschool.utah.edu/thesis/.

Defense Examination:

The thesis must be approved by the supervisory committee prior to scheduling the defense. The student must provide the final approved thesis to all committee members at least three weeks before the scheduled defense.

The defense consists of a public oral presentation followed by questions from the public and the supervisory committee, after which the committee deliberates in private. Students must be registered for at least 3 credit hours in the semester of the defense.

The supervisory committee may:

1. Accept the thesis as presented (minor corrections may be required);
2. Require modifications (conditional acceptance pending revisions); or
3. Require modifications and a second defense (failure on a second defense results in dismissal from the program).

PhD First Milestone: Readiness Exam

The Preliminary Examination evaluates a student's academic preparation and readiness to continue toward the PhD degree. Students must submit a tentative Coursework Development Plan (CDP) to their supervisory committee chair before taking the exam. The exam allows the committee to assess the student's background, understanding of core principles, and any foundational coursework needed for PhD success.

Scheduling:

- The exam is administered on the Friday following Fall break or Spring break.
- New PhD students must take the exam no later than the end of their second semester at the University of Utah.
- Students who completed their MS at the University of Utah may be required by their supervisory committee to take the exam by the end of their first PhD semester.
- The Preliminary Examination must be completed at least one semester before the Research Proposal.
- Students must be enrolled in at least 3 credit hours during the semester of the exam.
- By the end of the second semester, both the Preliminary Examination and the CDP must be completed and submitted.
- If a student misses the required exam deadline, they must obtain written permission from the Director of Graduate Studies to continue taking civil engineering courses.

Repeating Exam:

- Students who fail any portion of the Qualifying Exam (less than 60% on Part I or Part II) cannot proceed to the Research Proposal in the same year.
- If a student passes one part but fails the other, only the failed part must be retaken.
- The QE committee may also recommend auxiliary coursework to address deficiencies before proceeding.
- Termination: Students who fail the exam twice will be dismissed from the PhD program.
- Exam results are recorded in a memo prepared by the group lead, submitted to the Graduate Coordinator and committee chair, and placed in the student's departmental file.
- A student is formally recognized as a PhD student upon successful completion of the Preliminary Examination.

a. Preliminary Examination (Civil)

Procedure:

The exam may be written, oral, or both. Students will be notified in advance of the exam format and the general subject areas to be covered. Exam content focuses on prior coursework related to the student's research area. Written and oral questions may draw from materials previously available to the student (e.g., textbooks or course notes). For oral exams, written questions may be provided to the faculty advisor beforehand, and follow-up questions are permitted.

Results:

The supervisory committee will determine one of the following outcomes:

- Pass: The student is approved to continue, and a program of study is recommended in preparation for the Research Proposal.
- Retake Required: Additional foundational coursework or review is recommended. The committee will outline required steps and schedule a retake.

b. Qualifying Examination (Nuclear)

The Nuclear Engineering PhD Qualifying Examination consists of two parts: a written examination (Part I) worth 75% of the overall score, and a technical presentation (Part II) worth 25%.

Part I: Written Exam (75% of overall score):

- Covers the core fields of Nuclear Engineering as taught in the four core graduate courses.
- Assesses competency at the advanced graduate level.

Part II: Technical Presentation (25% of overall score):

- The research advisor selects a journal article related to the student's field of study.
- Students have one week to analyze the article, identify technical issues, interpret data, and prepare a 20–30 minute presentation for the QE faculty, followed by a Q&A session.
- Students may also be questioned on fundamental Nuclear Engineering concepts or problems from the written exam, especially in areas where difficulties were noted.

Passing Criteria:

- Students must pass both Parts I and II with 60% or greater.
- Overall score ≥ 70%: Pass; eligible to proceed to the Research Proposal.
- Overall score 60–70%: Conditional pass; the student must meet with their supervisory committee before proceeding.
- Overall score < 60%: Fail.

PhD Second Milestone: Research Proposal

a. Research Proposal (Civil)

Procedure:

- The student must submit a written research proposal to each supervisory committee member at least three weeks prior to the exam.
- The proposal should be scholarly, double-spaced, and at the minimum include the following sections: Abstract; Introduction; Literature Review; Proposed Research Program; Nomenclature; References.
- Appendices may include additional details such as extended literature reviews, methodologies, or preliminary results, and are not subject to the page limit.
- The exam consists of a formal presentation by the student, followed by questions from the supervisory committee.

Content Expectations:

- Demonstrate sufficient knowledge and ability to conduct research.
- Show a thorough literature review.
- Propose research of sufficient scope to warrant a PhD degree and produce an original contribution.
- The student identifies unsolved aspects of a topic, selects one in consultation with the supervisory chair, and develops a research approach using experimental and/or analytical methods.

Committee Participation:

All supervisory committee members must participate; pre-approved substitutes may serve if necessary.

Results:

The supervisory committee will determine one of the following:

- Approve the research proposal.
- Approve with revisions.
- Reject the proposal, providing specific reasons and recommendations.
- Terminate the student from the PhD program.

Outcomes 1 and 2 constitute a pass; outcomes 3 and 4 constitute failure.

b. Research Proposal (Nuclear)

Format:

All proposal documentation should be prepared on 8.5″ × 11″ paper with 1-inch margins on all sides, using Times New Roman, 11-point font or larger. The total submission, including cover page, table of contents, charts, graphs, maps, photographs, tables, references, and other illustrations, must not exceed 10 pages and must comply with these formatting instructions.

Required Sections:

- Application Title
- Project Objectives: A clear, concise statement of the specific aims of the proposed project.
- Proposed Scope: Description of the project's scope and planned tasks, formatted to address all merit review criteria. Provide sufficient detail to allow the committee to evaluate the proposal.
- Logical Path: Outline the plan for accomplishing the scope, including a description of tasks and workflow.
- Relevance and Outcomes/Impacts: Explain the significance of the project and the expected outcomes or impacts.
- Schedule: Timeline for executing all phases of the project.
- Milestones and Deliverables: Key milestones and expected deliverables.
- Facilities: Description of facilities, equipment, or resources to be used, if applicable.
- Challenges and Mitigations: Identify unique challenges and planned approaches to address them.
- Supporting Information: Any data, plans, drawings, or other materials necessary to clarify the proposal.

Review Criteria:

1. Advancement of Knowledge and Addressing Research Gaps: Evaluates the technical merit of the proposed project, including how it advances knowledge in nuclear science and engineering and addresses existing gaps. Considers the importance of the project within the selected area and the degree to which it explores creative, original, or potentially transformative concepts.
2. Technical Quality: Assesses the overall quality and feasibility of the proposed project, including merit, feasibility, and realism of methodology and approach; project schedule, including task sequence and milestones; project efficiencies; and technical expertise available to the applicant.
3. Applicant Capabilities, Risks, and Experience: Evaluates the applicant's resources, abilities, and experience to successfully complete the project. Includes evidence from current activities, prior experience, and past performance demonstrating the likelihood of achieving the project objectives.

Advancement to PhD Candidacy:

A student is formally advanced to PhD Candidacy upon successfully passing the Research Proposal.

PhD Final Milestone: Dissertation Defense

Dissertation Document:

- The dissertation must present original research demonstrating the candidate's ability to conduct independent investigation and contribute to knowledge.
- It must show mastery of relevant literature and adhere to acceptable formatting and style standards.
- The dissertation must be approved by the student's supervisory committee prior to scheduling the defense.

Scheduling:

- The Dissertation Defense may not be held in the same semester as the Research Proposal. Most commonly, the two milestones are at least one semester apart. This interval ensures the candidate has adequate time to address the supervisory committee's comments and recommendations from the proposal stage, and allows the committee to meaningfully evaluate that progress at the defense.
- Candidates should plan 1–2 semesters in advance, particularly for international students, the semester of defense.
- Early consultation with committee members is recommended to determine availability and defense format (in-person, virtual, or hybrid).
- The final approved dissertation must be provided to all committee members at least three weeks prior to the scheduled defense.
- Candidates must submit the digital manuscript evaluation form and defense announcement form for committee feedback and public notification.
- Students must be registered for at least 3 credit hours in the semester of the defense.
- The Ph.D. candidate must be physically present at the dissertation defense.
- A majority of the supervisory committee, including the committee chair, must also attend in person.
- Remaining committee members may participate virtually with prior approval of the committee chair; all virtual participants must be able to see, hear, and question the candidate throughout both the public and private portions of the defense.
- Exceptions for the candidate's in-person attendance (e.g., documented medical, military, or other extenuating circumstances) require written approval from both the committee chair and the Director of Graduate Studies.

Procedure:

- The committee reviews the dissertation and provides comments prior to the defense.
- The defense begins with a public oral presentation by the candidate, followed by questions open to the public.
- After the public portion, the committee conducts additional questioning in private with the candidate and deliberates on the outcome.

Results:

The supervisory committee may:

- Accept the dissertation as presented: defense successfully completed, minor corrections may be required.
- Require modifications: conditional acceptance pending revisions.
- Require modifications and a second defense: failure on a second defense results in dismissal from candidacy.

The candidate works with the committee to complete required changes following the thesis submission procedure.

SUPERVISORY COMMITTEE FORMATION

What is a supervisory committee?

A supervisory committee guides and assists a student in working toward a graduate degree. It is the student's responsibility to communicate with faculty members and form their supervisory committee. All appointed supervisory committee members are voting members of the supervisory committee. These individuals are productive scholars in the student's major field and/or sub-fields. Decisions concerning program requirements, examinations, and the thesis or dissertation are made by majority committee vote.

Faculty responsibilities relating to the supervisory committee:

For a non-thesis (coursework-only) student the committee holds two main responsibilities:

1. Committee members ensure the coursework you select will provide for you the education needed to be a successful Master's-Level Engineer.
2. Committee members will evaluate the non-technical comprehensive exam completed in the student's final semester of study.

For a thesis student the supervisory committee is responsible for:

1. Assessing the student's foundational knowledge, and formally noting deficiencies and any supplementary coursework for which no credit is granted.
2. Approving a course of study which will fulfill the general requirements of the degree.
3. Approving the thesis or dissertation subject.
4. Reading and approving the thesis or dissertation.
5. Administering and judging the final oral examination (thesis or dissertation defense).

Supervisory Committee Chair:

In addition to the voting member responsibilities, the chair(s) of a committee must:

- Be able and willing to assume principal responsibility for advising the student.
- Have adequate time available for this work and be accessible to the student.
- Attend both the General and Final Examinations and additional committee meetings, as necessary.
- Sign the dissertation signature page acknowledging approval of the dissertation and completion of the degree.

Student responsibilities relating to their supervisory committee:

1. Providing all members with a short summary of the program of study and research interests and an examination timeline.
2. Providing necessary General Examination materials to all committee members in a timely manner.
3. Providing necessary Final Examination materials to all committee members in a timely manner (this includes a draft of the entire dissertation to reading committee members).
4. Keeping the committee membership current and notifying the department's Graduate Coordinator of any committee changes in a timely manner.

COMMITTEE SELECTION

Who can serve on a supervisory committee?

- All University of Utah faculty members are eligible to serve as supervisory committee members.
- The faculty member must hold the terminal degree in the relevant field, and/or have demonstrated research and scholarly work in the field.
- Committee chairs are normally selected from tenure-line faculty; see the exception for approved career-line faculty below.

- Persons from outside the University of Utah may serve as committee members with approval of the Dean of The Graduate School.
- Immediate family members are not eligible to serve on a student's supervisory committee.
- Career-line faculty holding appointments within the Department may be approved to serve on supervisory committees, including in the chair role. Contact the Graduate Coordinator for the current list of eligible faculty.

MS Supervisory Committee Formation

Role	Requirements
1. Chair	Tenure-line in home department.
2. Member 2	Tenure-line in home department.
3. Member 3	Any U of U faculty member holding a terminal degree in a relevant field; external (non–U of U) members allowed only with Graduate School Dean approval.

PhD Supervisory Committee Formation

The doctoral committee will be comprised of five members. The majority of these members must be core faculty within the department, in the student's area of study.

There are the following rules that all PhD committees must follow:

1. The committee chair and the majority of the committee must be tenure-line faculty in the student's department.
2. One member of the committee must be appointed from outside the student's major department.
    a. The outside member is normally from another University of Utah department.
    b. The dean of The Graduate School may approve requests to appoint a committee member from outside the U of U with appropriate justification and supporting documentation.

Role	Requirements
1. Chair	Tenure-line in home department
2. Member 2	Tenure-line in home department
3. Member 3	Tenure-line in home department
4. Member 4	Typically another faculty within the department
5. Member 5	Outside member. Another PhD. (Outside department or U of U).

What happens in the event the supervisory committee chair leaves the U of U?

For students that are going to graduate within a year of a faculty members departure, the faculty can stay on as the main advisor without an appointment. This is only if a student will complete their degree in a year. If it will take more than one year's time from the faculty departure, the student will need to amend the supervisory committee.

Required Meetings

CVEEN encourages students to develop professional skills alongside their technical training. Faculty advisors are expected to discuss professional development with students at least annually as part of the Semester Performance Evaluation. University resources include the Career & Professional Development Center (https://careers.utah.edu/), the Center for Teaching & Learning Excellence (CTLE) for graduate teaching training (https://cte.utah.edu/events/graduate-teaching-institute/index.php), and Graduate School professional development workshops. Students are encouraged to join professional societies relevant to their discipline and to attend at least one conference per year.

ACADEMIC REQUIREMENTS & POLICIES

MINIMUM GPA

Candidates for all graduate degrees are required to maintain a 3.0 or higher GPA to graduate and make continuous forward progress towards their degree. Failure to do so will result in the student being placed on probation. Grades below C are not accepted toward a graduate degree, and only one course (maximum of 4 credit hours) with a grade of 'C' or 'C+' may be accepted for credit toward a graduate degree. Funded students with a GPA below 3.0 are ineligible to receive the Tuition Benefit.

If a graduate student is on probation, the student must meet with the department academic advisor and submit a Probation Form signed by their Committee Chairperson. If a student is unable to bring up the GPA at the end of the second semester on probation, they may be terminated from the program.

Only research credits (CVEEN 6970 or CVEEN 7970) can be taken as Credit/No-Credit (CR/NC). If the student is not showing satisfactory progress for their research, a grade of No Credit (NC) will be given.

CONTINUOUS REGISTRATION

All graduate students must be registered for at least one course from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence. Students not on campus and not using University facilities are not expected to register for summer term. Students must, however, be registered during summer term if they are taking examinations or defending theses/dissertations. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study. In this case, students will be required to reapply for admission to the University through Graduate Admissions upon approval of the home department. Students should be registered for graduate level courses until they have completed all requirements for the degree including the defense of the project, thesis, or dissertation.

Graduate School requires graduate students to be registered from the time of admission through completion of all requirements for the degree they are seeking, unless granted an official Leave of Absence (domestic students only) or Vacation Semester (international students only). This policy does not include summer registration for domestic students. If a student does not comply with the university or department continuous enrollment policy, their record will be discontinued and will need to reapply for admission.

The department requires all Graduate Research Assistants (GRA) working 20 hours per week in summer semester to register for 3 credits of research (CVEEN 6970 or 7970) if they are tuition benefit eligible. Students must be registered the semester of any exams or defense.

LEAVE OF ABSENCE & VACATION SEMESTERS

Students who wish to discontinue their studies for one or more semesters (other than summer term) must complete a *Request for Leave of Absence Form*. The form must be approved and signed by the supervisory committee chair and department chair and then forwarded to the Registrar's Office for processing. Requests for leaves of absence may be granted for up to one year for circumstances related to:

- A serious health condition of the student or family member
- Parental leave to care for a newborn or newly adopted child
- A call to serve in military service
- Other compelling reasons that the student's department believes is in the best interests of both the student and the University.

Domestic students who want to take a leave of absence for fall or spring semester must complete a Request for Leave of Absence form, signed by both the supervisory committee chair and the Department Chair, and submit it to the Registrar's Office before the last day of classes of the semester for which leave is requested. See the "Leave of Absence" section earlier in this Handbook for the full policy, including eligible reasons (medical, parental, military service, or other compelling reasons), the one-year maximum duration, and renewal procedures. Summer registration is not required unless a student is being paid as a Graduate Research Assistant (GRA) and is tuition benefit eligible.

International students are required to continuously enroll full-time in fall, spring and summer. The International Student and Scholar Services should be consulted regarding a Vacation Semester and all USCIS regulations and questions.

The form requesting a leave of absence for a current semester must be completed and received in The Office of the Registrar by the last day of classes of that semester. Leaves of absence are not granted retroactively. Students must officially withdraw from classes in any semester for which a leave is granted; failure to formally withdraw results in the reporting of E or EU grades for all classes. For more information about official withdrawal, see *Grading Policies* in the General Catalog.

The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one year at a time, and may be renewed by submitting a new form to The Office of the Registrar. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.

PARENTAL LEAVE POLICY FOR GRADUATE STUDENTS

As of 07/01/2022, the University has adopted a graduate student Parental leave policy benefiting all eligible University of Utah graduate students. The full Policy 6-409 Graduate Student Parental Leave can be found at https://regulations.utah.edu/academics/6-409.php.

Further Information from the Graduate School is Found Here.

Highlights of Graduate Student Parental Leave:

- A Graduate Student is eligible for a Parental Leave of Absence if the Graduate Student has been matriculated in a Graduate Degree Program for at least one semester and is otherwise in Good Standing within their degree program at the time the Parental Leave of Absence is taken
- A Graduate Student who intends to take a Parental Leave of Absence shall notify the Graduate Student's advisor or program director at least 90-days before the anticipated birth or as soon as reasonably possible before adoption or foster placement for which the Graduate Student intends to take a Parental Leave of Absence. This allows the department and student to plan for the student's absence and ensure a seamless transfer of responsibilities.
- The Parental Leave of Absence is unpaid unless the Graduate Student is supported by a University Tuition Benefit Program eligible fellowship, teaching assistantship, graduate assistantship, or other research assistantship that the University administers.
- A Graduate Student eligible for paid Parental Leave of Absence may take a single Parental Leave of Absence for each birth, adoption, or foster placement and is eligible to take up to a maximum of two paid total Parental Leaves of Absence during the duration of their Graduate Degree Program. Alternatively, the eligible Graduate Student may choose to take a single unpaid Parental Leave of Absence for each birth, adoption, or foster placement, in lieu of, or in excess of, the above provided paid Parental Leaves of Absence. A Graduate Student not eligible for paid Parental Leave of Absence may take a single Parental Leave of Absence for each birth, adoption, or foster placement, without limits on the number of births, adoptions, or foster placements, during the duration of their Graduate Degree Program.
- An eligible Graduate Student may take a Parental Leave of Absence from a Graduate Degree Program for up to eight (8) consecutive weeks following a child's birth, adoption, or foster placement.
- The Graduate Student and the Graduate Student's advisor or program director shall discuss coursework completion, rearrangement of teaching and/or research duties, and timelines for academic matters that will be affected by the Parental Leave of Absence and create a jointly signed agreement that describes how the Graduate Student will complete these requirements following the Parental Leave of Absence. The Graduate Student shall submit the written agreement to the Graduate School as part of the Graduate Student's application for a Parental Leave of Absence.

- The Graduate School will forward any Graduate Student Parental Leave requests to HR Absence Management Team for FMLA consideration.

TIME LIMIT TO DEGREE COMPLETION

Once admitted to the program, students must complete all degree requirements and have their degree posted in the following time limits:

*Master's degree must be completed and posted within four consecutive years from the time of admission.

*PhD degree must be completed and posted within seven consecutive years from the time of admission.

A student must complete within the allotted time period. If not, a petition must be submitted to the Dean of Graduate School with a timeline and recommendation for continuation by the student, supervisory committee, and Department Chair. If a petition is declined, the student will be discontinued from the program. Students whose studies have been interrupted for long periods of time may petition for an extension of time and may be required to complete additional courses, examinations, or demonstrate they are current in their field.

ACADEMIC DISMISSAL POLICIES & PROCEDURES

The Department of Civil & Environmental Engineering is committed to supporting graduate student success through clear expectations, regular feedback, and early intervention when academic or research concerns arise. Academic dismissal from a graduate program is considered a last resort and is generally preceded by documented efforts to assist the student in returning to satisfactory academic standing.

Graduate students are expected to maintain satisfactory academic standing throughout their degree program. The Department of Civil & Environmental Engineering follows the University of Utah Graduate School's Graduate Academic Standing, Performance, and Probation Guidelines, which establish the University's expectations for academic performance, probation, and dismissal. In the event of any conflict between this handbook and University policy, the Graduate School policy shall govern.

For additional guidelines, please reference the Graduate School policy here:
https://gradschool.utah.edu/navigating-grad-school/graduate-policies/academic-standing.php

Academic Dismissal

Academic dismissal is considered only after reasonable efforts have been made to support student success and after the procedures outlined in the Graduate School's Graduate Academic Standing, Performance, and Probation Guidelines have been followed.

Grounds for dismissal may include, but are not limited to:

- Failure to satisfy the conditions of academic probation
- Failure to maintain the minimum academic standards required by the University or department
- Failure to make satisfactory progress toward the degree, including completion of required milestones
- Persistent unsatisfactory research or scholarly performance, as determined by the faculty advisor and supervisory committee
- Failure to meet departmental academic or professional expectations
- Academic misconduct or research misconduct, which may result in dismissal in accordance with applicable University policies

Before recommending dismissal, the department will review the student's academic record, progress toward the degree, and any relevant documentation. The department will consult with the Graduate School prior to dismissal, consistent with University policy.

The Department generally will not dismiss a student for academic performance without first providing a probationary semester, unless dismissal is explicitly tied to a published program requirement (for example, failing a qualifying exam where the handbook clearly states dismissal is the outcome).

Students will receive written notification of any dismissal decision, including the basis for the decision and information regarding applicable appeal procedures.

Satisfactory Academic Standing

Students must:

- Maintain a cumulative graduate GPA of at least 3.0
- Make consistent and timely progress toward completion of degree requirements.
- Meet departmental milestones and deadlines, including coursework, examinations, committee requirements, research expectations, and other degree requirements established by the department and supervisory committee.
- Demonstrate professional and ethical conduct consistent with University policies and the standards of the engineering profession.
- Meet department-specific milestones established in the graduate handbook

Academic Misconduct and Professional Conduct

If dismissal is based on misconduct rather than academic progress, that is governed separately. Allegations of academic misconduct or professional misconduct are addressed under University Policy 6-410.

Policy 6-410 covers:

- Academic misconduct
- Plagiarism
- Cheating
- Professional misconduct
- Sanctions, including dismissal from a program

EARLY INTERVENTION

The department is committed to identifying academic concerns as early as possible. When a student is not making satisfactory academic or research progress, the faculty advisor or other appropriate departmental representative will communicate those concerns to the student and provide guidance for improvement.

Consistent with Graduate School policy, students experiencing academic difficulties should receive written notification describing:

- The specific areas of concern
- Expectations for and necessary steps for improvement
- Available departmental and University resources
- A timeline for demonstrating satisfactory progress
- The potential consequences if deficiencies are not corrected.

Students are encouraged to work closely with their faculty advisor, supervisory committee, Graduate Advisor, and Director of Graduate Studies to address concerns before they affect academic standing.

ACADEMIC PROBATION

Students who fail to maintain satisfactory academic standing may be placed on academic probation in accordance with the University of Utah Graduate Academic Standing, Performance, and Probation Guidelines.

The probation notice will describe:

- The reasons for probation
- The standards they failed to meet
- The conditions required to return to good academic standing
- The timeframe for meeting those conditions
- Required meetings or progress reviews, as appropriate
- The consequences of failing to satisfy the probation requirements

Students on probation are expected to actively work with their faculty advisor and departmental leadership to develop and implement a plan for returning to good academic standing.

Advisor-Student Conflicts

The department recognizes that productive relationships between graduate students and faculty advisors are essential to academic success. Students experiencing conflicts with their faculty advisor should follow the procedures outlined in the Graduate Student Conflict Resolution Guidelines contained in this handbook.

Whenever possible, concerns should be addressed through direct communication and departmental resolution before they significantly affect academic progress. Changes in research funding, assistantship appointments, or faculty supervision do not automatically constitute academic dismissal from the graduate program.

Review Prior to Dismissal

Before a recommendation for dismissal is made, the student's academic record and progress should be reviewed by the appropriate departmental leadership, which may include the faculty advisor, supervisory committee, Director of Graduate Studies, Graduate Committee, and Department Chair, as appropriate.

The review should consider:

- Academic performance.
- Research and scholarly progress.
- Progress toward degree milestones.
- Documentation of prior feedback or probation.
- Any relevant extenuating circumstances.

Notification of Dismissal

If dismissal is recommended, the student will receive written notification that includes:

- The basis for the dismissal decision.
- The effective date of dismissal.
- Any impact on continued enrollment, assistantship eligibility, or degree progress.
- Information regarding the University's academic appeals process.

Appeals

Students may appeal academic probation or dismissal in accordance with University Policy 6-100 and the applicable Graduate School procedures. Allegations of academic misconduct or professional misconduct are governed separately under University policies addressing academic integrity and student conduct.

Relationship to Employment

Academic standing and graduate assistant employment are separate matters. A student may remain academically eligible for a graduate degree even if an assistantship ends. Likewise, continuation of an assistantship does not guarantee satisfactory academic standing.

Graduate assistant appointments are governed by Policy 6-309. Loss of Research Assistant (RA) or Teaching Assistant (TA) funding, by itself, does not constitute academic dismissal from the graduate program. Likewise, changes in faculty funding availability or research priorities do not automatically result in dismissal from the degree program.

Employment-related concerns, including Research Assistant or Teaching Assistant funding, performance expectations, and termination procedures, are addressed through departmental employment practices, the Department's Graduate Program Transition Policies (which govern notice and timing when RA/TA support ends), and the Graduate Student Conflict Resolution Guidelines.

A Reminder of Student Responsibility

Adapted from University Policy 6-400 (Available in full here.)

The mission of the University of Utah is to educate the individual and to discover, refine and disseminate knowledge. The University supports the intellectual, personal, social and ethical development of members of the University community. These goals can best be achieved in an open and supportive environment that encourages reasoned discourse, honesty, and respect for the rights of all individuals. Students at the University of Utah are encouraged to exercise personal responsibility and self-discipline and engage in the rigors of discovery and scholarship.

Students at the University of Utah are members of an academic community committed to basic and broadly shared ethical principles and concepts of civility. Integrity, autonomy, justice, respect and responsibility represent the basis for the rights and responsibilities that follow. Participation in the University of Utah community obligates each member to follow a code of civilized behavior.

The purposes of the Code of Student Rights and Responsibilities are to set forth the specific authority and responsibility of the University to maintain social discipline, to establish guidelines that facilitate a just and civil campus community, and to outline the educational process for determining student and student organization responsibility for alleged violations of University regulations. University policies have been designed to protect individuals and the campus community and create an environment conducive to achieving the academic mission of the institution.

The Department issues the reminder, that the degree is the student's own and, if applicable, the immigration record is the student's own. Departmental and University staff and faculty will provide input, advice and clarification to students, but ultimately any action, or in-action, is the student's own.

Financial Support

Teaching Assistant Responsibilities & Policies

Graduate Teaching Assistants (TAs) support undergraduate and graduate instruction under faculty supervision. A standard 0.50 FTE TA appointment requires approximately 20 hours per week of instructional and class management duties. TA specific responsibilities are determined by the course assisting with and may include leading lab sections, teaching recitations, holding scheduled office hours, grading homework, and proctoring exams. Non-native speakers of North American English must be cleared by the International Teaching Assistant (ITA) Program before serving as a TA. TA appointments are evaluated each semester via the Semester Performance Evaluation (see below). Tuition Benefit Program eligibility and details:
https://gradschool.utah.edu/funding/tbp/guidelines.php.

Research Assistant Responsibilities & Policies

Graduate Research Assistants (GRAs) work on research projects under direct faculty supervision. A standard 0.50 FTE GRA appointment requires approximately 20 hours per week of research duties. The work completed may or may not directly support the student's thesis or dissertation. RA responsibilities are determined by the supervising faculty advisor and described in a written research plan. GRAs are expected to maintain laboratory notebooks, present research results at group meetings, and contribute to publications and presentations. GRA appointments are evaluated each semester via the Semester Performance Evaluation (see below). GRAs working 20 hours per week in summer semester must register for 3 credits of research (CVEEN 6970 or 7970) if they are tuition benefit eligible. Tuition Benefit Program details:
https://gradschool.utah.edu/funding/tbp/guidelines.php.

Graduate Fellows Responsibilities & Policies

Graduate Fellows hold stipend-based awards from the Department, College, Graduate School, or external sponsors (e.g., NSF GRFP, NDSEG, DoE NEUP, industry fellowships) and typically do not carry teaching or research-assistant work expectations. Fellows are expected to devote full effort to their academic program and thesis/dissertation research, comply with all terms and conditions of the awarding sponsor, notify the Graduate Coordinator of any change in fellowship status or supplemental funding, and acknowledge fellowship support appropriately in publications and presentations. Some fellowships permit limited concurrent TA/RA appointments while others prohibit them; students must verify allowable activities with the sponsor and the Graduate Coordinator before accepting any concurrent appointment. Fellows are evaluated each semester via the Semester Performance Evaluation (see below). Tuition Benefit Program details:
https://gradschool.utah.edu/funding/tbp/guidelines.php

Semester Performance Evaluation

Each semester, graduate TAs, RAs, and Fellows along with their faculty advisors complete a Semester Performance Evaluation to assess progress toward the degree. The process has two parts. First, the student completes a self-assessment using a standardized form, reflecting on their performance in coursework, research, and assigned responsibilities, as well as progress toward previously stated goals and planned milestones for the upcoming term. The faculty advisor then reviews the student's self-assessment and completes a corresponding evaluation using the same categories. The advisor indicates whether they agree with the student's assessment, provides their own ratings, and offers written feedback on progress, expectations, and any areas that need improvement. When concerns arise, the advisor is expected to clearly document them and outline specific actions for the student.

These evaluations are intended to provide clear and consistent feedback over time. Ratings of Needs Improvement or Unsatisfactory indicate performance concerns that must be documented and addressed in a timely manner. These evaluations may impact continued funding and academic standing if not resolved. Decisions related to continued funding or termination must be supported by documented performance concerns reflected in prior evaluations.

Eligibility for Pay Increases

PhD students supported as research or teaching assistants become eligible for a pay increase after meeting the following milestones:

- Civil Engineering students are eligible after successfully completing the Preliminary Examination.
- Nuclear Engineering students are eligible after successfully completing the Qualifying Examination.

Tuition Waivers

CVEEN graduate students supported as TAs, RAs, or Fellows may be eligible for the Graduate Tuition Benefit Program (TBP). Eligibility, application procedures, and detailed program rules are administered by the Graduate School. See https://gradschool.utah.edu/funding/tbp/guidelines.php for current details and deadlines.

Student Health Insurance

Students who have the job title of TA and RA will qualify for the subsidized Health Insurance through the TBP that the Graduate School provides. Information and deadlines can be found through the TB website: https://gradschool.utah.edu/funding/tbp/gship/. Those that do not qualify for TBP can pay their own health insurance. Information can be found through the Student Health Center at: https://studenthealth.utah.edu/insurance/student-health-insurance-plan.php.

RESIDENCY

It is encouraged that domestic nonresident students apply for Utah residency upon completion of 40 graduate level semester credit hours at the University of Utah. Information can be found on the Admissions website: https://admissions.utah.edu/information-resources/residency/graduate-students/graduate-reclassification-policy/.

STUDENT AWARDS

Department-Specific Awards

The Department offers a variety of awards and forms of student support that recognize academic excellence, research achievement, teaching contributions, and professional service. Specific awards, eligibility criteria, nomination procedures, and deadlines are subject to change from year to year. Current opportunities are announced to all graduate students through the weekly CVEEN graduate newsletter and other departmental communications. Students are encouraged to monitor these announcements and to contact the Graduate Coordinator or their faculty advisor if they have questions about a particular award or wish to be considered for nomination.

College/University Fellowships and Awards

The Graduate School offers a number of fellowships and awards for which CVEEN students may be eligible, including the University Graduate Fellowship, the Graduate Research Fellowship, and travel/professional development awards. A full listing is available at https://gradschool.utah.edu/funding/fellowships-scholarships-awards. CVEEN students are also eligible for various Union Scholarships, https://union.utah.edu/union-scholarships. Faculty advisors and the Director of Graduate Studies can help identify fellowships appropriate to a student's background and research area.

External Fellowship & Award Opportunities

A list of external fellowships is available at https://gradschool.utah.edu/funding/fellowships-scholarships-awards. As well as Pivot, a new tool for finding foundation funding https://osp.utah.edu/news/pivot.php.

Student Travel Assistance

Students have access to travel awards through the Graduate School for the Graduate Student Professional Development Supplement Award (SSPDSA). This award offers a departmental match to a Graduate School funding and is awarded once in a students career. If costs go over the total awarded, the supervising faculty will be required to cover the additional expenses. More information on this award and application deadlines is here: https://gradschool.utah.edu/funding/professional-development-award/index.php.

STUDENT & FACULTY CODE

CODE OF CONDUCT

The Department of Civil & Environmental Engineering adopts the Graduate School Code of Conduct as its standard for student, faculty, and staff behavior. The Graduate School is committed to fostering excellence in our community of scholars and leaders, and to providing a safe, harassment-free, and discrimination-free environment for everyone. All faculty, staff, and students are expected to comply with applicable anti-harassment, anti-discrimination, and professional ethics policies in effect at the University of Utah. Members of the community who wish to report a violation are encouraged to contact the Department Chair, the Director of Graduate Studies, the Dean of the Graduate School, or the University's Title IX Coordinator. See https://gradschool.utah.edu for the full Graduate School policy text.

INFORMAL DISPUTE RESOLUTION

Graduate education depends on close, productive working relationships between students and faculty advisors. Some level of disagreement is normal and, in many cases, contributes to academic and professional growth. The Department's strong preference is that disagreements be resolved early and informally, through direct, good-faith communication between the parties involved, before they escalate to formal review. This section describes the resources and step-by-step process available to graduate students seeking to resolve concerns informally. Detailed expectations are provided in the *CVEEN Graduate Student Conflict Resolution Guidelines*, *https://www.civil.utah.edu/wp-content/uploads/2026/05/Conflict-resolution_students_ADA.pdf*, and the *Graduate Academic Standing, Performance, and Probation Guidelines*, *https://gradschool.utah.edu/navigating-grad-school/graduate-policies/academic-standing.php*, which students are encouraged to consult.

Scope and Distinguishing Conflicts from Routine Decisions

A conflict typically refers to a serious or prolonged disagreement between a graduate student and their faculty advisor related to academic expectations, research direction, employment responsibilities, or communication. Not all differences in perspective rise to this level. For example, pre-agreed, circumstance-driven decisions about funding (such as a faculty member pausing summer support due to grant limitations and advising the student to seek an internship or external fellowship) do not constitute a conflict. Conflicts addressed through this section generally fall into one or more of the following categories: academic alignment, performance concerns, communication breakdown, professional conduct, or resource and funding issues.

Step 1: Clarify Expectations and Maintain Documentation

Students are responsible for understanding and meeting the expectations of their assigned roles. To prevent misunderstandings, students should proactively discuss job expectations, deliverables, and workload with their advisor and research team; maintain regular, timely communication (typically

responding to emails within 24 hours unless prior arrangements have been made or an emergency occurs); and recognize that expectations vary by research group. Students are also encouraged to keep personal records of their progress, feedback received, and any concerns that arise. Performance is formally assessed each semester through the departmental Semester Performance Evaluation, which provides a documented record over time.

Step 2: Direct Conversation with the Faculty Advisor

The first and most important step in resolving any concern is a direct, professional conversation between the student and the faculty advisor. Students are strongly encouraged to raise concerns about performance feedback, workload, research direction, communication, or potential changes in funding directly with their advisor as early as possible. Both parties are expected to engage in good faith, focus on identifying a practical path forward, and document the substance and outcomes of the conversation in writing (for example, by a brief follow-up email summarizing what was discussed and agreed upon).

Step 3: Department-Level Consultation

If the issue is not resolved through direct discussion, students should consult the Graduate Coordinator and the Director of Graduate Studies (DoGS). The DoGS serves as the primary advocate for graduate students within the Department and as the liaison to the Graduate School. At this stage, the DoGS may meet separately or jointly with the parties, help clarify expectations, facilitate a structured discussion, and recommend a path forward. Possible outcomes include a renewed advisor–student agreement on expectations, an adjustment to assigned duties, identification of alternative funding mechanisms, or initiation of a change of advisor or other program transition under the Department's Graduate Program Transition Policies. The Department will not be responsible for securing alternative funding, but will assist with information on degree completion requirements and alternative options (e.g., internships, external funding, or transferring to another advisor).

Step 4: Funding, Termination, and Program Transitions

When a conflict involves the discontinuation of financial support or a possible change in advisor or degree program, students and advisors must follow the Department's *Graduate Program Transition Policies*, which establish procedures for changes of advisor, transitions between degree programs (e.g., PhD to MS), voluntary withdrawal, and leaves of absence. As a general expectation, faculty advisors who plan to discontinue RA/TA funding should provide reasonable advance notice to allow the student time to seek alternative support. When a student is removed from a thesis laboratory due to unsatisfactory progress, the faculty advisor is expected to provide up to three-month of continued support to allow the student to actively seek a new position, with clearly defined expectations and deliverables during that period. A student who chooses to resign from an RA/TA position mid-semester may be responsible for repaying tuition or fees covered as part of the assistantship, in accordance with University policy. Disputes regarding data ownership, authorship, intellectual property, or transition conditions are addressed through the structured escalation pathway described in the Transition Policies.

Step 5: University-Level Resources

If a concern remains unresolved after department-level discussion, or if a student prefers to seek confidential, neutral advice outside the Department, the following University resources are available. Students may request a meeting with one of the Graduate School deans by emailing info@gradschool.utah.edu or calling 801.585.5529. The University Ombudsman's Office offers confidential, informal dispute resolution and mediation resources (https://www.ombuds.utah.edu/). Additional support is available through the Office of the Dean of Students, the Office of Equal Opportunity (for discrimination, harassment, or Title IX concerns), International Student & Scholar Services (for visa-related implications), and Human Resources (for employment-related concerns). Students are reminded that escalating the same conflict through multiple channels simultaneously does not always lead to faster or more effective resolution; a coordinated approach, ideally with input from the Director of Graduate Studies, is recommended.

Guiding Expectations

Throughout any informal resolution process, all parties are expected to act in good faith, maintain professionalism and confidentiality, and document key conversations and decisions in writing. No retaliation is permitted against students or faculty who raise concerns or participate in a resolution process. If informal resolution is unsuccessful, the matter may proceed to the formal mechanisms described in the next section and in the Graduate Program Transition Policies.

FORMAL DISPUTE RESOLUTION

Formal appeals of Academic Actions, including final grades, academic probation, and suspension or dismissal from a program for academic reasons, are governed by University Policy 6-100 (Instruction and Evaluation) and Rule R6-100C (Appeals of Academic Actions). An Academic Action may be overturned only upon a finding that it was arbitrary or capricious, meaning made without a principled basis or in a manner that substantially deviates from applicable policies.

Under Rule R6-100C, the student should first discuss the Academic Action with the involved faculty member (or, if the action resulted from a committee decision, the chair of that committee) within twenty (20) business days of notification and attempt to resolve the disagreement. If the matter is not resolved, the student may appeal in writing to the Department Chair within forty (40) business days of notification. Subsequent levels of appeal are to the College's Academic Appeals Committee, the Dean of the College (or designee), and finally the cognizant Executive Vice President (or designee), whose decision is final. Deadlines and procedures at each level are specified in Rule R6-100C: https://regulations.utah.edu/academics/rules/r6-100c.php.

Allegations of academic misconduct or professional misconduct are governed separately under University Policy 6-410.

TITLE IX

The University of Utah does not tolerate sex discrimination, sexual harassment, or sexual misconduct of any kind. All faculty and staff (except those designated as confidential resources, such as Counseling Center staff) are mandatory reporters under Title IX. Students who experience or witness sex-based misconduct may report to:

- University Title IX Coordinator: https://oeo.utah.edu/contact-us
- Office of Equal Opportunity (OEO): 801-581-8365, oeo@utah.edu
- Confidential support: Center for Student Wellness Victim-Survivor Advocacy, 801-581-7776
- SafeUT app or 833-372-3388 (24/7 confidential crisis support)

More information: https://sexualassault.utah.edu/reporting/title-ix-on-campus-reporting

RESEARCH POLICIES & TRAINING

Graduate students conducting research in CVEEN must complete training appropriate to their work. All students engaged in research are required to complete Responsible Conduct of Research (RCR) training within their first semester. Students whose research involves laboratory work must complete Chemical Hygiene and Laboratory Safety training annually. Students working with human subjects must obtain IRB approval before beginning research. Students working with controlled materials, foreign nationals, or sensitive technologies must consult with the Office of Sponsored Projects regarding Export Control compliance. Specific subsections below describe the relevant policies and resources.

REd Courses

The Office of Research Education (REd) on a variety of research subjects, including grant management, compliance, and ethics. Students engaged in funded research are encouraged to attend REd sessions relevant to their work. More information: https://education.research.utah.edu/.

IRB

The Institutional Review Board (IRB) reviews all research projects involving human subjects to ensure compliance with local, state, and federal laws and ethical standards. CVEEN students whose research involves surveys, interviews, behavioral observations, or any data collection from human participants must obtain IRB approval before beginning their work. Failure to obtain IRB approval can result in research misconduct findings and may invalidate research results. More information: https://irb.utah.edu.

Export Controls

There are a number of United States export laws that directly affect University research, specifically they include:

- The Export Administration Regulations (EAR) controlled by the Department of Commerce,
- The International Traffic in Arms Regulations (ITAR) managed by the State Department
- The sanction regulations governing the transfer of assets governed by the U.S. Department of Treasury through its Office of Foreign Assets Control (OFAC).

If research involves technological, biological, and chemical and military-related technologies, the government may exert control and supervision of the research and require the University to obtain a license or find and record an exception to the law before allowing foreign nationals to participate in the research, before partnering with a foreign company, or before sharing research results in any manner (including by publication or presentation at conferences) with persons who are not U.S. citizens or permanent resident aliens. Licenses are not easily obtained and require careful preparation and an inordinate amount of lead-time. Please connect with your supervising professor if you have questions on any of these areas for your research and your access capability.

Radiation Safety

Research involving radiation sources, radioactive materials, or operation of the Nuclear Reactor Facility is subject to oversight by the University's Radiation Safety Office (RSO). All students who will work with radiation must complete RSO training before beginning research. CVEEN's Reactor Supervisor (Andrew Allison) and Nuclear Reactor Facility Director (Dr. Ted Goodell) oversee day-to-day reactor safety. More information: https://www.ehs.utah.edu/.

Occupational Safety

CVEEN students working in laboratories must comply with policies established by the Environmental Health & Safety (EHS). Your supervising faculty is the main individual for maintaining labs safety, along with your support, but the departmental Laboratory Services Manager (Mark Bryant) serves as the staff contact for safety officer and assists with training, hazard assessment. Students must complete laboratory-specific safety training before independent lab work and must report any safety incidents promptly. Your supervising faculty can direct you to the specific lab trainings. More information: https://www.ehs.utah.edu/.

Intellectual Property Policies

University policy on intellectual property arising from research applies to all CVEEN graduate students. Inventions developed using University resources or funding may be subject to disclosure and assignment requirements administered by the Technology Licensing Office (TLO). Students should consult with their faculty advisor and TLO before publishing or disclosing potentially patentable work. More information: https://technologylicensing.utah.edu/explore.

Reporting Safety Issues

CVEEN is committed to maintaining a safe research and work environment. Students should report safety issues using the following escalation:

- Immediate hazards: dial 911 or contact Department of Public Safety at 801-585-2677
- Laboratory safety concerns: contact your Supervising Faculty. If additional contact is needed you can reach out to the Department Laboratory Services Manager (Mark Bryant, bryant@civil.utah.edu) or if it's a University Facility issue the OEHS at https://oehs.utah.edu
- Workplace concerns: contact the Administrative Manager (Tiffany Hortin) and/or the Department Chair (Tong Qiu)
- Reactor-related concerns (Nuclear): contact the Reactor Supervisor (Andrew Allison)
- Anonymous reporting is also available through the University EthicsPoint hotline, https://www.hr.utah.edu/ethicalstandards/reporting.php

Artificial Intelligence (AI) Use Policy

The Department recognizes that generative artificial intelligence (AI) tools can be valuable resources for learning, research, and professional development when used responsibly. However, students remain solely responsible for the originality, accuracy, integrity, and scholarly quality of all work submitted toward their degree requirements.

Students are expected to adhere to all University of Utah policies regarding academic honesty, including refraining from cheating, plagiarism, misrepresentation of work, and unauthorized collaboration. The use of generative AI does not exempt students from these responsibilities. Any AI-assisted work must comply with University policy and the ethical standards of the student's discipline. Students who engage in academic dishonesty or violate professional or ethical standards may be subject to academic sanctions under University of Utah Policy 6-410: Student Academic Performance, Academic Conduct, and Professional and Ethical Conduct.

Acceptable Use:

Unless otherwise prohibited by a course instructor or faculty advisor, students may use AI tools for limited academic support, including:

- Brainstorming ideas or research questions.
- Creating outlines or organizational structures.
- Improving grammar, clarity, style, or readability of student-authored work.
- Generating study materials, practice questions, or explanations of concepts.
- Assisting with coding, formatting, or other routine tasks.

AI should be used as a learning aid, not as a substitute for a student's own critical thinking, analysis, or scholarly contributions. The majority of the intellectual work, including the development of ideas, analysis, interpretation, and conclusions, must be completed by the student.

The department generally follows the University of Utah's Acceptable AI Use Scale, where the expected level of use is:

- Level 1: No AI use (for designated assessments only).
- Level 2: Limited AI assistance for planning, editing, and learning support.
- Level 3: AI-assisted work with appropriate disclosure and substantial student authorship.

Unless explicitly authorized by the instructor or faculty advisor, Levels 4 and 5 (AI-generated or AI-led completion of academic work) are not permitted. Students should consult the University of Utah Student Guide to AI for descriptions of these levels and examples of acceptable use.

Comprehensive Examinations:

The use of AI tools is strictly prohibited during departmental comprehensive examinations unless explicit written authorization is provided by the department. Students must complete comprehensive examinations independently and without assistance from generative AI technologies.

Citation and Disclosure:

Whenever AI contributes to an academic assignment, manuscript, report, thesis, dissertation, or other scholarly work, students must:

- Clearly disclose that AI was used.
- Cite the AI tool according to the citation style required for the assignment or publication.
- Be prepared to describe how AI was used if requested by an instructor, committee member, or advisor.

Failure to disclose AI use when it has materially contributed to submitted work may be considered academic misconduct.

Faculty Expectations:

Individual instructors, advisors, research supervisors, or supervisory committees may establish more restrictive AI expectations for specific courses, research projects, examinations, or other academic activities. Students are responsible for understanding and following any additional AI policies communicated by faculty members or stated in course syllabuses.

Research Data and Confidential Information:

Students must not upload unpublished research data, confidential information, human subject data, proprietary information, or other protected University data into AI tools unless the tool has been approved by the University for that purpose and its use complies with applicable University policies and data security requirements.

RESEARCH MISCONDUCT

The Department of Civil & Environmental Engineering is committed to upholding the highest standards of research integrity and to fostering a culture in which honest, rigorous, and ethical research is expected of every student, faculty member, and staff member. All graduate students

engaged in research are expected to be familiar with, and to comply with, the University's research integrity policies, the standards of their disciplinary research community, and any additional requirements of their funding sponsors.

Definition: Under University Policy 7-001 (*Research Misconduct Policy*), research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does *not* include honest error or differences of opinion. Other behaviors, including authorship disputes, unprofessional conduct in the research environment, and certain detrimental or questionable research practices, are addressed under separate University regulations and processes, but may still be reported to the Research Integrity Officer (RIO) for guidance and referral. The Official Policy can be found at https://regulations.utah.edu/research/7-001.php.

Examples of conduct that may constitute research misconduct or related concerns include, but are not limited to:

- Fabricating data, results, or citations
- Falsifying or selectively manipulating data, images, or analyses to misrepresent results
- Plagiarizing the work, ideas, words, or images of others without appropriate attribution
- Misrepresenting authorship or contribution to a research product
- Failing to disclose conflicts of interest that may bias research design, conduct, or reporting
- Improperly handling or reporting human-subjects, animal-subjects, or controlled-materials research
- Retaliating against any individual who, in good faith, reports a concern about research integrity

Graduate students are expected to:

- Complete Responsible Conduct of Research (RCR) training within their first semester and any sponsor-specific RCR requirements thereafter
- Maintain accurate, complete, and contemporaneous research records (lab notebooks, raw data, code, version control)
- Follow disciplinary norms for authorship, data sharing, and citation, including those described in the Department's Graduate Program Transition Policies
- Disclose to their faculty advisor any potential conflict of interest, dual submission, or use of generative AI tools in research products, consistent with sponsor and journal requirements
- Seek guidance from their advisor, the Director of Graduate Studies, or the RIO when uncertain about the proper handling of data, results, or authorship

Any individual who, in good faith, suspects that research misconduct may have occurred is encouraged to report the concern. Reports may be made:

- Directly to the University's Research Integrity Officer (RIO): https://integrity.research.utah.edu/research-integrity-officer/
- Through the University's anonymous reporting form, also linked from the Office of Research Integrity & Compliance website (https://integrity.research.utah.edu)
- To the Director of Graduate Studies or the Department Chair, who will coordinate with the RIO as appropriate

Consequences: A finding of research misconduct may result in sanctions imposed by the University, the Department, and/or the funding sponsor. Consistent with University Policy 6-410 (*Student Academic Performance, Academic Conduct, and Professional and Ethical Conduct*), sanctions for graduate students may include a written reprimand, a failing grade in a course, removal from a research project, retraction or correction of publications, withdrawal of degree candidacy, suspension or dismissal from the program, and, in cases of degree-related misconduct, revocation of a degree already awarded. Federally imposed sanctions may include debarment from federal funding.

Additional information is available at:

- University Policy 7-001 (Research Misconduct): https://regulations.utah.edu/research/7-001.php
- University Policy 6-410 (Student Academic and Professional Conduct): https://regulations.utah.edu/academics/6-410.php
- Office of Research Integrity & Compliance: https://integrity.research.utah.edu

STUDENT RESOURCES

SAFETY & WELLNESS

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; dps.utah.edu). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at https://registrar.utah.edu/handbook/campussafety.php

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close. The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (https://counselingcenter.utah.edu) and the Wellness Center (https://wellness.utah.edu), and the Women's Resource Center (https://womenscenter.utah.edu). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction

Emergency Resources:			
University Police 911 or 801.585.2677 dps.utah.edu	Crisis Line (24/7) 801.587.3000 For crisis intervention, emotional support, and mental health needs.	SafeUT (Online Chat) 833.372.3388 Download the free app.	Suicide & Crisis Lifeline 988 or 1.800.273.8255 988 will route callers to the National Suicide Prevention Lifeline.
Additional Resources:			
University Counseling Center Mon – Fri 8 a.m. - 5 p.m. 801.581.6826 (Records are confidential)	The Dean of Students Mon – Fri 8 a.m. - 5 p.m. 801.581.7066 deanofstudents@utah.edu Drop-In Appointment	Student Health Center Appointments/Hours/Location 801.581.6431	
Center for Student Wellness. Victim- Survivor Advocacy.			

Mon – Fri 8 a.m. - 5 p.m. Request an Appointment.
801. 581.7776 | advocate@sa.utah.edu
Services for those who have experienced interpersonal violence (i.e. domestic or dating violence, sexual assault or rape, sexual harassment, stalking, etc.)

DEPARTMENT RESOURCES

CVEEN graduate students have access to several departmental resources.

- Office and lab keys/card access are requested through the Building Access form, https://admin.coe.utah.edu/fill-form/building-access.
- Shared printers and copiers are available in the Graduate Community spaces as well as the PCE labs. Information on how to print can be found at https://www.civil.utah.edu/wp-content/uploads/2025/08/Web-Based-Printing.pdf.
- Conference rooms and equipment can be reserved through the department website, https://www.civil.utah.edu/about/employees/room-reservations/.
- Graduate student offices are assigned by the Administrative Manager, per assignment by the Chairman. Rooms are mixed by faculty supervisor and research area so students can get to know each other and get to know more students within the department.
- Students are added to the cveen-graduate listserv upon matriculation; please ensure your "XXX@utah.edu" email is current.

IMPORTANT FORMS

Forms commonly needed by CVEEN graduate students are maintained online and should be accessed through the links below. Students should consult the Graduate Coordinator if they cannot locate a needed form or are unsure which form applies to their situation.

- Graduate Student Resources (forms, milestones, and program checklists): https://www.civil.utah.edu/graduate/current/#current
- Travel Forms (for conference and research-related travel): https://www.civil.utah.edu/about/employees/
- Room Reservations (conference rooms and shared spaces): https://www.civil.utah.edu/about/employees/room-reservations/
- Research Page (research areas, centers, and faculty research information): https://www.civil.utah.edu/research/

GRADUATE SCHOOL RESOURCES

Awards & Fellowships

- Graduate Fellowship Opportunities: https://gradschool.utah.edu/funding/fellowships-scholarships-awards/
- Graduate Student Travel Assistance Award: https://gradschool.utah.edu/funding/professional-development-award/

Training & Workshop Programs

- International Teaching Assistant Program (ITAP): https://gradschool.utah.edu/ita
- Three Minute Thesis Training & Competition: https://gradschool.utah.edu/resources-hub/communication-outreach/three-minute-thesis/index.php

Writing & Manuscript Editing

- Thesis Office: https://gradschool.utah.edu/thesis
- Grammarly: https://gradschool.utah.edu/resources-hub/grammarly/index.php

UNIVERSITY RESOURCES

Graduate Writing Center & Graduate Student Reading Room

- More information: https://writingcenter.utah.edu/grad-student-services.php.

Professional Development

- Career & Professional Development Center Graduate Student Career Coaching: https://gradschool.utah.edu/resources-hub/career-strategizing.php
- Graduate Student Teaching Training from Center for Teaching & Learning Excellence: https://cte.utah.edu/events/graduate-teaching-institute/index.php

Student Health, Wellness, & Recreation

- Student Health Center: https://studenthealth.utah.edu
- University Counseling Center (including Mindfulness Center): https://counselingcenter.utah.edu
- Center for Student Wellness: https://wellness.utah.edu
- Campus Recreation Services: https://campusrec.utah.edu
- Meals & Food Utah Meal Plans: https://housing.utah.edu/dining

Leadership & Dispute Resources

- Dean of Students Office: https://deanofstudents.utah.edu

Support Groups & Services

- Center for Disability & Access: https://disability.utah.edu
- Office of Equal Opportunity, Affirmative Action, and Title IX: https://oeo.utah.edu
- International Student & Scholar Services: https://isss.utah.edu
- Veteran's Support Center: https://veteranscenter.utah.edu
- Childcare Resources: https://childcare.utah.edu

Last Revised: July 2026

For updates and feedback, contact cveen-graduate@utah.edu

APPENDICES

	DEPARTMENT		THESIS OFFICE/ GRADUATE SCHOOL		ISSS If Applicable.	IMPORTANT DATES
BEFORE THE DEFENSE	☐ Three-weeks before the defense send the Thesis/ Dissertation to the committee with the Manuscript Evaluation. ☐ Complete the Defense Announcement. ☐ Prompt committee members to complete the manuscript evaluation. ☐ Consider one-on-one meetings with committee members to prepare.		☐ Apply for Graduation in CIS or Late/ Re-Application Form. ☐ Use the templates provided. ☐ Schedule a one-on-one meeting with a Thesis Office editor. ☐ Discuss specifics if there are accepted but not yet published papers. ☐ Submit co-author information. ☐ Submit proof of copyright permission.		☐ Apply for OPT.	Apply for Graduation through CIS: Date: _____ Thesis Office: Target Dates for Submission THE LAST DATE TO SUBMIT, AND REMAIN IN CONSIDERATION FOR GRADUATION THAT TERM Preliminary Review: _____
	Notes:					
	DEPARTMENT		THESIS OFFICE/ GRADUATE SCHOOL		ISSS If Applicable.	IMPORTANT DATES
FOLLOWING THE DEFENSE	☐ Committee signs off digitally documenting outcome of defense via Adobe. ☐ Make edits to manuscript per committee's suggestions. ☐ Once complete, email PDF document to Graduate Advisor. - Advisor shares document with Dept Chair (via UBox). - Advisor provides the committee member's UNIDs		☐ Submit to the Thesis Office following current procedures. ☐ Diligently check emails following submission. ☐ Following Thesis Office approval submit to ProQuest. ☐ Need a verification for employment? Inform the Graduate Advisor.		☐ Inform Graduate Advisor of Program End Date.	Thesis Office: Target Dates for Submission THE LAST DATE TO SUBMIT, AND REMAIN IN CONSIDERATION FOR GRADUATION THAT TERM Final Submission: _____ ProQuest Upload: _____

	Notes: