



assistantship position, you will be given instructions on how to complete the hiring process in Workday. These forms should be completed as soon as possible to avoid payment delay.

During the first year, students (with the assistance of their advisor) must set up a **master's thesis committee** (see link above for more information on committee requirements).

By the end of the first year and definitely before the start of their second year, students should work with their advisor to complete the **G101 Graduate Degree Program form** (department form) to map out their . The plan of study should show that leveling/articulation course requirements are satisfied for students who have an undergraduate degree in Civil or Environmental Engineering. After completion of the G101 Graduate Degree Program Form, the form should be submitted to the Graduate Coordinator for CEGPC approval. After approval is received, a digital copy of the approved form will be kept in the student's file and the physical copy returned to the student. If, in the future, any changes are made to this plan of study, to the committee, to the thesis title or if the student changes advisors, the **G102 Revision to Graduate Degree Program form** (department form) must be submitted immediately. This form should be signed by the student's advisor and then submitted to the Graduate Coordinator for CEGPC approval. _____

If thesis-track, a **thesis proposal** (with the cover page **G103 Master's Thesis Proposal Form**, a department form, signed by ALL committee members) shall be submitted to the Graduate Coordinator for department approval **at least one semester prior to the anticipated graduation date**.

CHANGES TO AN ESTABLISHED COMMITTEE

- A student's Advisory Committee should be established during the first semester. If the student's Advisory Committee has already been established and the student/committee chair determine that a change to this committee is needed:
 - The committee chair must call for a meeting with the student and all other committee members to formally discuss the proposed change.
 - After the meeting is finished, the committee chair must submit the **Change of Advisory Committee Member** section in the **Commons** Commons 434 on 4/11/14 10:41:13 . (07)2-2258 . (82)6-6-4((D

Graduate School (to allow adequate time to acquire all necessary signatures, students should start preparing the form

