

CSUS Department of Civil Engineering- Master's Degree Information

Listed below are steps, milestones, and important deadlines to complete the MS degree

1) Select your advisor:

<https://www.csus.edu/college/engineering-computer-science/civil-engineering/meet-us/#faculty>

Each area of concentration consists of a set of core courses, a choice of electives, and culminating requirements; all selected by the student and approved by their graduate advisor. See catalog.csus.edu or **civil engineering graduate advising spreadsheet** for list of core and elective courses.

2) Develop Program of Study with Advisor (Use [Advancement to Candidacy Form](#))

3) Are you conditionally classified? Make sure you know what conditions you need to meet before becoming a fully classified student. Once you have met the conditions fill out the [Classification Application](#)

Deadline: October 1 (for full classification in Spring), February 1 (for full classification in Fall)

4) Satisfy Graduate Writing Requirement

Option A: receive a waiver for published paper, another graduate degree, 3.7 GPA at the baccalaureate level, etc. See Grad Studies webpage for other possible waiver situations

Option B: take the Graduate Writing Assessment Requirements (GWAR); a timed essay examination offered through the Sacramento State Testing Center

5) Submit [Advancement to Candidacy](#)

- Complete at least 40% of graduate degree coursework (12 units)
- Minimum (cumulative) GPA of 3.0
- No grades below C+ can be listed on Advancement Form
- Finished the writing requirement
- Choose CE500 plan and topic in collaboration with advisor
 - Plan A: Master's Thesis (3-6 units). The work should be associated with engineering research or innovation. The report must comply with University standards for format and will be filed in the University Library. A public presentation is required.
 - Plan B: Master's Project (3-6 units). The work should be associated with practical engineering applications. The report must comply with University standards for format and will be filed in the University Library. A public presentation is required.
 - Plan C: Directed Study (3 units) and Comprehensive Examination (0 units). Approval of one faculty member is required for Directed Study and is not filed in the University Library. The comprehensive examination is administered by a committee of three faculty members. A public presentation is required.
 - Submit [Request for Exam Form](#)
- **Deadline:** October 1 (for Spring semester), February 1 (for Fall semester)
 - Submit Advancement Form by October 1, take CE500 in spring

CSUS Department of Civil Engineering- Master's Degree Information

- Submit Advancement Form by February 1, take CE500 in fall
 - Complete (with advisor) and submit [CE500 Topic Form](#) to civil engineering department
- 6) Culminating Requirement (CE500) semester
- Attend thesis or project workshop for Plan A and Plan B.
 - Call or visit the Office of Graduate Studies to register. Workshop dates, times and location are posted on the OGS website www.csus.edu/graduate-studies
 - [Graduation Application](#)
 - All Masters students must apply to graduate.
 - Students apply to graduate in the term they plan to complete the degree requirements.
 - There is no online Application for Graduation. Students can download the form from the OGS website.
 - The Application for Graduation must be signed by the student's Graduate Coordinator and the \$63.50 graduation fee paid in Student Financial Services before submitting the form to OGS.
 - **Deadline:** October 1 (for Fall Graduation), February 1 (for Spring Graduation)
 - Present work to civil engineering department faculty and students
 - **This semester:** October 1, 2017
 - Remind advisor that you will be presenting
 - Submit thesis/project: Due to graduate studies on the penultimate Friday of the semester
 - Due to civil engineering graduate coordinator one week prior for review
- 7) Continuous Enrollment
- If the Culminating Requirement isn't completed in the semester enrolled, enroll in CE599 (continuous enrollment) to finish.
 - Submit [Continuous Enrollment Form](#)
 - Allowed 3 semesters of continuous enrollment
 - If a student breaks enrollment after enrolling in 500 (culminating experience), when the student returns s/he must reenroll in the 500 (culminating experience) course again
 - Example 1:

CE 500	Fall 2014
CE 599	Spring 2015
CE 599	Fall 2015
CE 599	Spring 2016 (if not complete with degree requirement in last eligible 599, must re-enroll in 500 units and pay full fees the following semester)
 - Example 2:

CE 500	Fall 2014
CE 599	Spring 2015
No enroll	Fall 2015
CE500	Spring 2016
 - \$281* if form received by:
 - September 10 (for Fall term) and February 10 (for Spring term)

CSUS Department of Civil Engineering- Master's Degree Information

- \$25 late fee if form received after September 10 and February 10
- **Deadline:** October 31 (for Fall term) March 31 (for Spring term)
- Submit [Change of Graduation Date Form](#) (\$28 fee)
- Present work to civil engineering department faculty and students
- Submit thesis/project: Due to graduate studies on the penultimate Friday of the semester

For more information, please visit:

<https://www.csus.edu/graduate-studies/>