



The UNIVERSITY of OKLAHOMA
Gallopy College of Engineering
School of Civil Engineering and Environmental Science

**APPLICATION FOR ACCELERATED BS ARCHITECTURAL ENGINEERING/MS CIVIL
ENGINEERING DEGREE PROGRAM**

Scope of Program

The School of Civil Engineering and Environmental Science (CEES) combined BS in Architectural Engineering/MS Civil Engineering Program is offered for qualified undergraduate students to pursue a graduate degree in conjunction with the undergraduate degree requirements. Students accepted into the program can share up to 6 credit hours to satisfy the requirements of both the BS and MS degrees. With proper planning, the Accelerated BS/MS Program allows students to complete their Master's degree requirements in less time than is possible in the traditional Master's Program.

Students accepted into the program are responsible to update their coursework plan prior to enrolling in said course. Updates will be accepted in the first two weeks of each semester. Approval of your coursework plan does not override the need to obtain written permission from the course instructor before enrolling in courses for graduate credit.

Acceptance into the Accelerated BS/MS Program does not guarantee admission to graduate school upon graduation with the BS degree. Prior to acceptance into the CEES Graduate Program, you must submit two letters of reference, statement of goals and continue to meet GPA requirements. If your Major GPA-OU falls below the 3.20 threshold but stays above a 3.00, your Graduate College application will be considered as a traditional MS application. Final acceptance to the graduate program is subject to approval of the CEES Graduate Studies Committee and Dean of the Graduate College.

Entrance Requirements for CEES Accelerated BS/MS Program

- **DEADLINE FOR APPLICATION:** During the first two weeks of the semester in which you are applying; No earlier than the junior year and no later than the final two full semesters prior to completing the BS degree.
- GPA of 3.20 or better in Architectural Engineering curriculum (Major GPA-OU) at the time of application (a copy of the student's transcript must be attached)
- A CEES professor and the CEES Graduate Liaison must endorse the application.
- Not available to students transferring in beyond junior standing in Architectural Engineering.
- Not available retroactively to students admitted to the graduate program.
- Students must maintain continuous enrollment until MS is awarded, starting with the senior year in the BS program.
- Students must meet the admission requirements of CEES and the Graduate College prior to graduate enrollment.
- Courses taken prior to the process of your Accelerated Degree Graduate Coursework Plan (ADGCP) & switching to the accelerated code (Bo35 to Ao35), cannot be applied to graduate degree credit.

If you have any questions, please email ceesgradstudies@ou.edu

CHECKLIST FOR CEES ACCELERATED DEGREE PROGRAM (ADP) APPLICATION
Effective Spring 2022

Applicants to the CEES ADP must submit the following application items:

1. Complete and signed “Supplemental Application” form (Attachment A)
2. Complete and signed “Endorsement of Application” form (Attachment B)
3. A copy of the student’s up to date, unofficial transcript
4. Resume
5. Complete Accelerated Degree Graduate Coursework Plan (ADGCP), signed by student only (Attachment C)
6. Draft Program of Study (PoS), signed by student only (Attachment D)

ADP Application Submission:

Return your completed application to the CEES Graduate Liaison at ceesgradstudies@ou.edu

Deadline to Submit ADP Application:

1. During the first two weeks of the semester in which you are applying
2. No earlier than the junior year and no later than the final two full semesters prior to completing the BS degree.

CHECKLIST FOR GRADUATE COLLEGE’S
ADDITION OR CHANGE OF PROGRAM (ACOP) APPLICATION

Student must submit the ACOP application by the deadline indicated below and the semester prior to starting the Master’s. ACOP includes submission of resume, two reference letters, and a statement of goals or purpose (500 words or less).

Starting the Master’s in the Summer semester requires explicit approval from Graduate Admissions. Email gradadm@ou.edu to request Summer admission after your Graduate College application has been submitted.

<u>Starting MS Semester</u>	<u>U.S. Citizen</u>	<u>Non U.S. Citizen</u>
Fall/Summer Semester	January 15	January 15
Spring Semester	August 15	August 15

Take note of the deadlines found in the CEES Graduate Student Milestone Deadline Summary (Attachment E) for once you begin the graduate portion of your degree. Some forms may be due within the first two weeks of the semester you begin your graduate degree.

ATTACHMENT A

**SUPPLEMENTAL APPLICATION FOR ACCELERATED BS ARCHITECTURAL ENGINEERING/MS
CIVIL ENGINEERING DEGREE PROGRAM**

This application is for the accelerated BS Architectural Engineering/MS Civil Engineering program with specialization in (mark one from each area from the list below):

☐ **Geotechnical** **OR** ☐ **Structures**

☐ **Thesis** **OR** ☐ **Coursework Only**

1. Name _____
Last (Family Name) First Middle

2. Student ID Number _____

3. Mailing Address _____

4. E-mail _____

5. GPA in Architectural Engineering Curriculum (Major GPA_OU) _____

Applicant Signature / Date

ATTACHMENT B

ENDORSEMENT OF APPLICATION FOR ACCELERATED BS ARCHITECTURAL ENGINEERING/MS CIVIL ENGINEERING DEGREE PROGRAM

This application is for the accelerated BS Architectural Engineering/MS Civil Engineering Program with specialization in (mark one from each area from the list below):

☐ **Geotechnical** OR ☐ **Structures**

☐ **Thesis** OR ☐ **Coursework Only**

I support the application of _____ for admission to the Accelerated BS/MS Program. The following courses should be approved for fulfilling the graduate and undergraduate programs:

Proposed courses to be taken for shared graduate credit (a maximum of 6 credit hours can be shared between the two degrees. The courses must be graduate level courses).

Course 1 _____
(Course Prefix and Number) (Course Title) (Semester Taken)

Course 2 _____
(Course Prefix and Number) (Course Title) (Semester Taken)

Proposed courses to be taken for additional graduate credit not applied to the Bachelor's degree (a maximum of 7 credit hours can be taken. The courses must be graduate level courses).

Course 1 _____
(Course Prefix and Number) (Course Title) (Semester Taken)

Course 2 _____
(Course Prefix and Number) (Course Title) (Semester Taken)

Course 3 CEES 5021 Technical Communications (only for thesis students)
(Course Prefix and Number) (Course Title) (Semester Taken)

Endorsed by:

CEES Faculty Signature / Date

CEES Graduate Liaison Signature / Date

NOTE: This form must first be signed by the CEES faculty member prior to obtaining the signature of the Graduate Liaison.

ATTACHMENT C

GUIDELINES FOR COMPLETING THE ACCELERATED DEGREE GRADUATE COURSEWORK PLAN (ADGCP)

Select the link below to access the appropriate ADGCP form:

Ao35-BS Arch Engr/MS Civil Engr

<http://www.ou.edu/content/dam/gradcollege/docs/forms/adgcp/gc-adgcp-bsarche-ms-ce.pdf>

Select your shared coursework from the choices below or use any approved CEES 5000-level course:

CEES 4123G Open Channel Flow

CEES 4243G Water Tech for Emerging Regions

CEES 4253G Statistics and Probability

CEES 4263G Hazardous and Solid Waste Management

CEES 4273G WaTER Technical Field Methods

CEES 4333G Foundation Engineering

CEES 4453G Geomatics Engineering

CEES 4663G Introduction to Matrix Methods in Structural Analysis

CEES 4753G Structural Design-Wood

ENGR 4513G Introduction to Sustainable Engineering

ENGR 4000G courses may only be used as shared coursework/dual credit with approval by the CEES Graduate Studies Committee.

You can also find a list of approved professional electives here

<https://www.ou.edu/content/dam/CoE/WSSC/Degree%20Plans%20-%20Flowcharts/2017-2018/CEES%20Professional%20Electives.pdf>

Look at ClassNav for information about the semester a course is expected to be taught.

You are limited to 9 credit hours of CEES 4000G courses in your master's program and 12 credit hours of 4000G courses overall. For example, you can have one ENGR 4000G course plus three CEES 4000G courses at maximum.

Example Only (next page):

ACCELERATED DEGREE GRADUATE COURSEWORK PLAN

Bachelor of Science in Civil Engineering / Master of Science (Civil Engineering)

Undergraduate Major Code: A190

ADP effective Summer 2017

This is a sequential accelerated degree program. The B.S. is conferred before the student's admission to the M.S. program.

This form should be completed by the undergraduate college advisor, the undergraduate liaison (if applicable), and the student upon the student's admission to the accelerated degree program (ADP). The graduate liaison for the master's degree should verify that the shared coursework is appropriate before signing.

After receiving and reviewing this form, the Graduate College academic counselor will contact the student, undergraduate college advisor, undergraduate liaison (if applicable), and graduate liaison via OU email.

To the undergraduate college advisor:

Complete the following information. If the student has not already been placed in the accelerated major code indicated above, effective for the semester of their admission to the ADP, please initiate that change now.

Student Name: **Boyd Student** OU ID: **11X-XX-XXXX** Current Overall GPA: **3.20+**

Semester of Admission to ADP: **Fall 2020** Anticipated Semester of Bachelor's Completion: **Spring 2021**

To the student:

Read this information carefully. If you have questions or concerns, contact your advisors and/or the Graduate College.

Conditions and Limitations of Participation in the Accelerated Degree Program

Now that you have been admitted to the ADP, you will be engaged, assessed, and graded as a graduate student, although you will remain an undergraduate student until your bachelor's degree has been conferred. You will not be considered a graduate student with regard to funding opportunities, such as graduate assistantships, until your undergraduate college has cleared you for graduation with the bachelor's degree and you have been admitted to the graduate portion of the ADP.

Once you are admitted to the graduate portion of the ADP, you must meet all requirements and deadlines for the master's degree outlined in the [Graduate College Bulletin](#), such as submitting a *Program of Study* and applying for graduation.

Eligibility for graduate admission:

- During the final semester of your bachelor's degree, you will need to submit an online application for admission to the graduate portion of the ADP through the Office of Graduate Admissions.
- You must meet the Graduate College admission criteria outlined in the [Graduate College Bulletin](#) to be eligible for admission to the graduate portion of the ADP. No exceptions will be made and conditional admission will not be permitted.

Grade point average (GPA) requirements:

- Your GPA will be monitored by your undergraduate college until you have completed the bachelor's degree. If your undergraduate GPA, graduate GPA and/or overall GPA fall below a 3.0, you will be removed from the ADP and readmission to the ADP will not be permitted.
- Once you are admitted to the graduate portion of the ADP, your GPA will be monitored by the Graduate College. If your graduate GPA and/or overall GPA fall below a 3.0, you will be removed from the ADP. Neither academic probation nor readmission to the ADP will be permitted. You may apply to the stand-alone master's degree program, but you may not share hours (see the [Graduate College Bulletin](#) for rules on master's degree credit taken before graduate admission).
- The GPAs reported on your transcript may not reflect the GPA calculation methods used to determine your academic standing.

Student Name: Boyd StudentOU ID: 11x-xx-xxxx

The following information should be completed by the student and verified by the undergraduate college advisor, undergraduate liaison (if applicable), and graduate liaison of the master's degree program. Any changes to the coursework indicated below will require submission of a new Accelerated Degree Graduate Coursework Plan.

To the student: List up to 6 hours of graduate electives that you will share between your undergraduate and graduate degrees. Coursework taken before your semester of admission to the ADP cannot be shared. Please note that not all 4000-level classes carry graduate credit; those that do are indicated as "approved for graduate credit" in the OU Course Catalog.

Shared Graduate Coursework

COURSE PREFIX & NUMBER	COURSE NAME	HOURS	SEMESTER & YEAR
CEES 4753G	Structural Design - Wood	3	Fall 2020
CEES 4453G	Geomatics Engineering	3	Fall 2020

With approval of your advisors and the graduate liaison of the master's degree program, you may decide to take additional graduate coursework applicable to the master's degree requirements before you complete your undergraduate degree. However, these courses may not be applied to your bachelor's degree. List any additional graduate coursework below.

Additional Graduate Coursework Not Applied to the Bachelor's Degree

CEES 5021	Technical Communications	1	Spring 2021
CEES 5793	Prestressed Concrete Structures	3	Spring 2021
CEES 5663	Structural Analysis II	3	Spring 2021

I affirm I have read and understand the conditions and limitations of participating in this accelerated degree program, as described on the preceding page.

I understand I am responsible for maintaining the required grade point average and meeting the academic standards necessary to continue as an accelerated student.

I understand I am responsible for reviewing the policies and procedures governing graduate study at the University of Oklahoma as published in the [Graduate College Bulletin](#).

Boyd Student

Printed Name of Student

Student Signature

Date

I affirm the grade point average and semester of admission indicated on the preceding page are correct. I affirm the shared graduate coursework listed above is appropriate for the undergraduate degree program, and any additional graduate coursework listed above (if applicable) will not be applied to the undergraduate degree requirements.

Oliver Luckett

Printed Name of Undergraduate College Advisor

Undergraduate College Advisor Signature

Date

N/A

Printed Name of Undergraduate Liaison (if applicable)

Undergraduate Liaison Signature (if applicable)

Date

I affirm all coursework listed above is appropriate for the graduate degree program. I recommend the student complete additional graduate coursework not applied to the bachelor's degree as indicated above (if applicable).

Dr. Keith Streve

Printed Name of Graduate Liaison

Graduate Liaison Signature

Date

ATTACHMENT D

GUIDELINES FOR COMPLETING THE DRAFT PROGRAM OF STUDY (PoS)

Select the link below to access the appropriate accelerated PoS form:

Civil Engineering (Accelerated with BS in ArchE):

<http://www.ou.edu/content/dam/gradcollege/docs/forms/pos/gc-pos-f19oqu16.pdf>

Example only:

PROGRAM of STUDY					
Please type all required information. Do not handwrite. List courses in the order they were/will be completed. Each course, directed reading, independent study, etc. should be listed on a separate line. Include only those courses that will be applied to the degree.					
MASTER of SCIENCE					F190/Q118
MAJOR: Civil Engineering Accelerated, with Bachelor of Science in Civil Engineering					
NAME: Boyd Student				OU ID: 11X-XX-XXXX	
The non-thesis degree is a coursework-only degree; a non-thesis examination is not required.					
COURSE PREFIX & NUMBER	COURSE NAME	HOURS	GRADE	SEMESTER & YEAR	CREDIT*
* For OU graduate courses including Norman, Tulsa, Advanced Programs and Liberal Studies, leave this column blank. For transfer credit (including OU Health Sciences Center courses), enter the institution name in this column. For courses applied to the bachelor's degree, enter Shared in this column.					
COURSEWORK: 24 hours minimum for thesis students, 32 hours minimum for non-thesis students. Accelerated students may share 6 hours of graduate-level electives with the bachelor's degree, as approved by their advisor. Courses must be selected based on the guidelines outlined in the CEES Guide for Graduate Students, and the discipline-specific criteria maintained by the School of Civil Engineering and Environmental Science.					
CEES 4753G	Structural Design - Wood	3	A	Fall 2020	Shared
CEES 4453G	Geomatics Engineering	3	A	Fall 2020	Shared
CEES 5021	Technical Communications	1	S	Spring 2021	
CEES 5793	Prestressed Concrete Structures	3	A	Spring 2021	
CEES 5663	Structural Analysis II	3	B	Spring 2021	
CEES 5683	Dynamics of Structures	3		Fall 2021	
CEES 5773	Structural Design - Steel II	3		Fall 2021	
CEES 5653	Advanced Mechanics of Materials	3		Spring 2022	
CEES 5783	Structural Design - Concrete II	3		Spring 2022	
THESIS RESEARCH: 5-6 hours CEES 5980 required for thesis students only. A completed Master's Thesis Topic and Committee Membership form must be attached.					
CEES 5980	Research for Master's Thesis	5		Spring 2022	
TOTAL HOURS:		30	30 hours required for thesis degree 32 hours required for non-thesis degree		
I intend to graduate in the Spring 2022 semester. I hereby request approval of my program of study as outlined above. I understand that I am responsible for reviewing the policies and procedures governing graduate study at the University of Oklahoma as published in the <i>Graduate College Bulletin</i> .					
Student Signature		Date			
					
I have reviewed the above-named student's proposed program of study and I recommend approval.					
Dr. Keith Strevett					
Printed Name of Graduate Liaison		Graduate Liaison Signature		Date	

ATTACHMENT E

CEES GRADUATE STUDENT MILESTONE DEADLINE SUMMARY



CEES GRADUATE STUDENT MILESTONE DEADLINE SUMMARY

CHECKLIST FOR ACCELERATED COURSEWORK-ONLY MASTER'S DEGREE	
Milestone	Deadline
Applying for Accelerated Program	Submit ADP application during the first two weeks of the semester. See ADP application for restrictions.
Submit Program of Study Form*	<u>CEES DEADLINES AS OF FALL 2022:</u> No later than the first two weeks of the semester before graduation, generally: Feb. 1 for Summer <u>and</u> Fall graduation Sept. 1 for Spring graduation
Apply for Graduation	Beginning of the semester you plan to graduate, No later than: February 15 for Spring graduation June 1 for Summer graduation September 15 for Fall graduation
Request Changes to Program of Study	Contact advisor promptly and submit changes ASAP; no changes within 30 days of graduation
Complete CEES Exit Survey^	Prior to graduation, CEES staff will contact you
If you need certification of completing your degree before diplomas are released, submit a Request for Letter of Completion . More on diplomas can be found here .	

*=possibly due BEFORE first semester for VA or other benefit confirmation

^=CEES Requirement

This summary is meant as a general guide to milestone timelines only. For specific FINAL DUE DATES and links to forms see <http://www.ou.edu/gradcollege/current-students/progress-completion/deadlines>. Updated 1/26/22

Accelerated Coursework-Only Master's Degree
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CEES GRADUATE STUDENT MILESTONE DEADLINE SUMMARY

CHECKLIST FOR ACCELERATED THESIS MASTER'S DEGREE	
Milestone	Deadline
Applying for Accelerated Program	Submit ADP application during the first two weeks of the semester. See ADP application for restrictions.
Complete Professional Ethics Training [^] (select "CITI Updated Registration Instructions – Graduate Students and Postdocs")	For funded students: within first year of enrollment and prior to submitting the Program of Study
Submit Program of Study* and Master's Thesis Topic and Committee Membership Forms	<u>CEES DEADLINES AS OF FALL 2022:</u> No later than the first two weeks of the semester before defense, generally: Feb. 1 for Summer <u>and</u> Fall defense Sept. 1 for Spring defense
Review Graduate College Thesis/Dissertation Instruction Packet	BEFORE you begin writing
Submit Thesis Prospectus [^]	No later than: May 15 for Summer defense August 15 for Fall defense* December 15 for Spring defense *Encourage May 15 for Fall defense since faculty may not be available during the Summer.
Apply for Graduation	Beginning of the semester you plan to graduate, No later than: February 15 for Spring graduation June 1 for Summer graduation September 15 for Fall graduation
Request Changes to Program of Study or Thesis Forms	Contact your advisor promptly and submit changes ASAP; no changes within 30 days of defense
Request Degree Check	During the first two weeks of your defense semester
Submit Reading Copy of Thesis to Committee [^]	Four weeks prior defense
Submit the Report of Reading Copy/Request for Authority to Defend Form	Four weeks prior to the last day of finals, and at least 10 working days prior to defense
Submit Defense Abstract [^]	At least two weeks before your defense
Defend Thesis	No later than two weeks prior to the last day of finals

This summary is meant as a general guide to milestone timelines only. For specific FINAL DUE DATES and links to forms see <http://www.ou.edu/gradcollege/current-students/progress-completion/deadlines>. Updated 1/26/22

CEES GRADUATE STUDENT MILESTONE DEADLINE SUMMARY

Return Authority Report Form to the Graduate College	No later than 72 hours after your defense
Submit Approval for Thesis/Dissertation Submission to SHAREOK	At least one week prior to the last day of finals, preferably immediately after committee has approved final Thesis
Submit Thesis to SHAREOK	At least one week prior to the last of finals OR within 60 days of defense, whichever comes first; if not satisfied you <u>must</u> enroll in 2 credits of research the following semester
Complete CEES Exit Survey [^]	After defense, CEES staff will contact you
If you need certification of completing your degree before diplomas are released, submit a Request for Letter of Completion . More on diplomas can be found here .	

[^]=CEES Requirement

^{*}=possibly due BEFORE first semester for VA or other benefit confirmation

This summary is meant as a general guide to milestone timelines only. For specific FINAL DUE DATES and links to forms see <http://www.ou.edu/gradcollege/current-students/progress-completion/deadlines>. Updated 1/26/22

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