

Civil, Environmental, and Architectural Engineering

Course Agreement Form

Complete this form to register for: MS Candidate for Degree, MS Report, MS Thesis, and PhD Dissertation credits

Name: _____

CU Student ID #: _____

CU Email: _____

Degree Level: M.S. PhD

Major: _____

Advisor/f

Policy & Guidelines (Eligibility)

Master's Candidate for Degree, Master's Report, Master's Thesis, and Doctoral Dissertation is an opportunity for students to earn academic credit for learning outside the formal class structure, under the individual direction of a faculty member.

1. The student is required to complete and sign the Course Agreement. The Course Agreement must be approved and signed by the professor directing the Master's Candidate for Degree, Master's Report, Master's Thesis, and Doctoral Dissertation courses, University policy states that only faculty members may sponsor report, thesis, and dissertation credits.
2. Credit requirements:

MS Thesis Credits

Only MS students who have declared 'Plan 1' (i.e., Thesis track) as their degree path are able to register for MS thesis credits. A student's faculty advisor must agree to supervise an MS thesis before they may declare the track and register in MS thesis credits. Students may declare by completing the Graduate School's [Master's Thesis Plan Form](#).

CEAE students on the thesis track are required to complete a total of 6 MS thesis credit hours to fulfill program requirements. The Department and University allows a **maximum of 6 MS thesis credits to be used toward an MS degree**. In other words, students cannot have more than 6 thesis credits on their record. A minimum of 1 and a maximum of 6 thesis credits can be taken in a single semester.

MS Report Credits

Only MS students who have declared 'Plan 2a' (i.e., Report/project) are allowed to register for MS report credits. A student's faculty advisor must agree to supervise an MS report before they may declare the track and register in MS report credits. Completing this form with your advisor and submitting it to the Grad Advising Team is sufficient for declaring this track.

CEAE students on the report track are required to complete a total of 3 MS report credit hours to fulfill program requirements. The Department and University allows a **maximum of 3 MS Report credits to be used toward an MS degree**. In other words, students cannot have more than 3 report credits on their record. A minimum of 1 and a maximum of 3 report credits can be taken in a single semester.

MS Thesis/Report Placeholder Credit

This is a 1 credit hour registration place holder. It should only be used when a student has reached the maximum hours for their enrollment of MS Thesis or MS Report hours with no remaining coursework to complete but still need to be registered to complete graduation requirements. This credit will be graded as satisfactory/unsatisfactory and cannot be used toward meeting degree requirements.

Doctoral Dissertation Credits

These credits are available to CEAE PhD students working toward their dissertation. Students must register under their assigned advisor.

PhD students must complete a minimum of 30 dissertation credit hours to satisfy university and degree requirements. There is no maximum to the number of dissertation credit hours students may use toward their degree. A minimum of 1 and a maximum of 10 dissertation credits can be taken in a single semester.

Pre-comprehensive PhD students may register for 1 dissertation credit hour up to and including the semester they complete their comprehensive exam to be considered full-time. **Post-comprehensive students must register for at least 5 dissertation credits each Fall/Spring semester following their comprehensive exam.**

