

# Graduate Student Handbook

University of Notre Dame  
Master of Engineering Program  
Department of Civil & Environmental Engineering & Earth Sciences

2023-2024 Academic Year



**MASTER OF ENGINEERING**  
UNIVERSITY OF NOTRE DAME

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## 1. Introduction

This handbook describes the policies relating to the **Master of Engineering program** in the Department of Civil and Environmental Engineering and Earth Sciences (CEEES) at the University of Notre Dame. It sets forth the academic requirements and milestones toward completion of the master's degree, and summarizes information most students will need on a frequent basis. It supplements, but does not replace, the [Graduate School Bulletin of Information](#). All students are required to obtain a copy of the *Bulletin* and become familiar with its requirements and policies. It can be found online at: [https://graduateschool.nd.edu/assets/281218/gb\\_bulletin\\_most\\_recent.pdf](https://graduateschool.nd.edu/assets/281218/gb_bulletin_most_recent.pdf). Except where departmental requirements are stricter, should a contradiction be found between this guide and the Graduate School's Bulletin, *the Bulletin takes precedence*.

The student's primary contact for all graduate program matters is the faculty member who serves as the student's advisor. For issues about policies and procedures or grievances, the student should reach out to the Program Director, Prof. Kevin Walsh, and for issues regarding paperwork, the student's academic record, or other administrative questions, the student should reach out to the Academic Program Administrator, Valerie McCance.

Department Chair: Diogo Bolster ([dbolster@nd.edu](mailto:dbolster@nd.edu))

Associate Department Chair: Kyle Bibby ([kbibby@nd.edu](mailto:kbibby@nd.edu))

Program Director, Master of Engineering: Kevin Walsh ([kw Walsh8@nd.edu](mailto:kw Walsh8@nd.edu))

Academic Program Administrator (APA): Valerie McCance ([vmccance@nd.edu](mailto:vmccance@nd.edu))

As an integral part of the College of Engineering, CEEES is committed to creating a more diverse and inclusive community and undertakes this work under the guidance of **Notre Dame's principles of diversity and inclusion**, which call us to respect the dignity of every person; build a Notre Dame community in which all can flourish; and live in solidarity with all, particularly the most vulnerable. Please read through the <https://engineering.nd.edu/about-the-college/diversity-equity-and-inclusion-in-engineering/> to read more and for important contact information.

## 2. Admission to the Master of Engineering degree

- Undergraduate degree in any field of engineering or physical sciences
- At least 3 letters of recommendation
- Curriculum vitae and statement of intent
- International students are required to submit the scores of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) with their applications.
- Your choice of MEng specialty area
- The GRE general test is optional.

### 3. Academic requirements of the Master of Engineering degree

**Coursework:** the student must register for and complete at least 30 credit hours with grades of C+ or better with at least 24 credits at the 60000 level or higher and 6 credits at the 40000 level or higher. The student must maintain a cumulative GPA greater than 3.0. With the approval of the Program Director, courses numbered 40000 through 49999 and 50000 through 59999 may be taken to satisfy up to six (6) hours of graduate credit requirements. No credit will be given for courses below the 40000 level.

#### **Admission to Candidacy**

Once the 30 credits of coursework have been successfully completed and with a GPA of at least 3.0, the Academic Program Administrator will initiate the Admission to Master's Degree Candidacy. Completion of this form is a prerequisite to receiving the degree.

### 4. Student responsibilities and general information

#### **Registration**

During the academic year (August-May), the MEng student should register for 15 credit hours at the 60000 level and above, each semester. With the approval of the Program Director, courses numbered 40000 through 49999 and 50000 through 59999 may be taken to satisfy up to six (6) hours of graduate credit requirements. No credit will be given for courses below the 40000 level.

#### **Enrollment (ND Roll Call)**

In addition to registering for classes, all graduate students must complete ND Roll Call each spring, fall and summer to maintain student status. If you fail to enroll during the semester, you may have to apply for re-admission.

#### **Safety Training**

If a MEng student is assigned as a TA and will be working in laboratories, he/she must complete university mandated safety training. The training courses will depend on the course/lab work being done. Reach out to Tina Mitchell [[kwensits@nd.edu](mailto:kwensits@nd.edu)] if you are unsure if the course you are TAing requires safety training.

#### **Vacation and Time Off**

Students are allowed the following University holidays:

- the Wednesday before Thanksgiving, Thanksgiving Day, and the following Friday
- Christmas Eve through New Year's Day
- Martin Luther King Jr. Day

- Good Friday and Easter Monday
- Memorial Day
- Independence Day

### Health Insurance

Health insurance is required for all international and full-time students. The annual cost of the insurance coverage is ~\$2800 and is billed per semester (~\$1400 per semester). More information can be obtained by calling (574) 631- 7497. The University Counseling Center, located in the University Health Center, (574) 631-7336, offers professional services to all graduate students and their families. There are many additional services available to graduate students. Most are described in detail in the Bulletin of Information or online at:

<https://uhs.nd.edu/insurance-billing/insurance-plans-rates/>

### Departmental Resolution Process

Conflicts should be resolved within the student's department, according to departmental grievance procedures specified in the department's graduate student guide. (Departments may develop a formal grievance procedure or designate an individual (e.g., the program director) who will handle complaints on an ad hoc basis. If the student's grievance concerns this designated individual, the department must specify an alternate process.)

If a graduate student believes that the program reached its decision resolving the student's grievance in error, the student may appeal the decision to the Dean of the Graduate School

### Appeals and Grievances

Appeals of decisions related to academic matters, grievances of course grades or conduct, conflicts between students and advisors, or other issues that affect a student's degree progress will be addressed by the DGS under consultation with the GSC. Students wishing to file a formal grievance or appeal should do so in writing to the DGS or to the Department Chair. The student should indicate the nature of the problem, the date(s) the problem occurred, the grounds upon which the appeal is based, background information that the student considers important, and the relief requested. The matter will be considered by the DGS and Department Chair in consultation with the GSC, and acted on in no more than 15 working days. If the student feels the resolution is inadequate, they may appeal the decision to the Graduate School by following the formal procedures.

Additional support for students comes in the form of the Graduate School Ombudsperson, who serves as a neutral resource for graduate students to confidentially discuss progress issues, mentorship concerns, or seek guidance from a neutral party about their studies.

More information can be found at: <https://graduateschool.nd.edu/policies-forms/graduate-school-ombudsperson-speak-up/>