

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(s): _____

Course Information

Course #: (See 2nd Page) _____

Semester for Registration (ex. Fall 2025): _____

Instructor Name: _____

of Credits Requested _____

Completed PhD Comprehensive Exam? Yes No N/A

If yes, what date? _____

How many credits of this type have you taken previously? _____

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:

Master's Thesis Credits

Only MS students who have declared 'Plan I' (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 and EVEN 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.

Master's 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.

Master's Candidate for Degree

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 needs 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 are available to CEAE/EVEN 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.**

Students should discuss an appropriate number of credits to register for depending on the amount of work they will be completing in a single semester while meeting registration requirements.

- Credit for Master’s Candidate for Degree, Master’s Report, Master’s Thesis, and Doctoral Dissertation courses will be granted upon satisfactory completion of the requirements as defined by the Department, University, and the Appointed Graduate Examination Committee for that student’s degree. Students in MS Thesis and PhD Dissertation credits will see ‘IP’ (i.e. in-progress) for these credits on their record until they successfully complete the final exam project for their relevant degree and track.

Approvals Required

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Course Selection Information

Students must use the chart below to determine the course # they should include in their Course Agreement Form. Course # should be identified based on the type of credit they are seeking to register in along with their degree major.

Course #s for Master’s Candidate for Degree, Master’s Report, Master’s Thesis, and Doctoral Dissertation			
Course Type	Architectural Engineering (AREN)	Civil Engineering (CVEN)	Environmental Engineering (EVEN)
MS Candidate for Degree	AREN 6940	CVEN 6949	EVEN 6940
MS Thesis	AREN 6950	CVEN 6959	EVEN 6950
MS Report	AREN 6960	CVEN 6969	--
Doctoral Dissertation	AREN 8990	CVEN 8999	EVEN 8990