Introduction – Construction Management Program

The Construction Management Program Advising Handbook is maintained by the Construction Management Program and is a collection of information needed to guide Construction Management students during their career at Stevens. It is meant to supplement information found in the university catalog, the CM website, the Stevens' website, and Academic Policies and Procedures maintained by the Office of Graduate Academics.

Students should consult regularly with their academic advisors to discuss achievements, challenges, academic concentrations, professional development, and career goals.

This handbook will be updated as needed on an annual basis.

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# Table of Contents

## Introduction – Construction Management Program

## Construction Management Program
- Course Selection/Registration
- Certificate Programs
- Advisors
- Study Plan
- On-Line Graduate Courses
- Research Experience
- Study Abroad
- Undergraduate Status
- Extra Courses - Overloads
- Minimum Load
- Continuity of Enrollment and Leave of Absence
- Academic Standing
- Graduation Requirements
- Application for Candidacy

## Services within the CM Program
- Job Shadowing Opportunities
- Professional Resume Review
- Construction Managers-in-Training Certification
- Fundamentals of Engineering Exam
- Student Professional Organizations
- Cooperative Education
- Internships (Non-credit)

## Institute Policies and Procedures
- ABS Grade
- Absence from Class or Examination
- Course by Application
- Full & Part-Time Status
- Part-time Students
- Time Limit
- INC Grade
- Leave of Absence/Withdrawal from Stevens
- Non-Matriculated/General Credit Students
- Office of Graduate Academics
- Pass/Fail
- Readmission
- Repeated Courses
- Satisfactory Academic Progress (Academic Financial Aid Eligibility)
- Withdrawing from a Course
- Withdrawing from Stevens

## Services on Campus
- Directory of Stevens Services
- CAD Laboratory (Fielding Lab)
- International Student & Scholar Services
- Student Health Center
- Student Counseling & Disability Services
- The Writing & Communications Center

## Appendix – Forms
Construction Management Program

Course Selection/Registration
Which courses should I take?
The best way to determine which courses one should take is to consult the Stevens catalog. Be sure to reference the Construction Management curriculum for the specific year you entered Stevens. Feel free to discuss your course selection with any of the faculty or the Program Director in addition to your assigned advisor.

There are three core courses in the Construction Management curriculum. There are:

CM 541: Program and Project Management (Credits: 3)
This course deals with the problems of managing a project. A project is defined as a temporary organization of human and nonhuman resources, within a permanent organization, for the purpose of achieving a specific objective. Both operational and conceptual issues will be considered. Operational issues include definition, planning, implementation, control and evaluation of the project; conceptual issues include project management vs. hierarchical management, matrix organization, project authority, motivation and morale. Cases will include construction management, chemical plant construction and other examples.

CM 506: Computer Applications in the Construction Process (Credits: 3)
Today's construction manager and engineer should have a thorough knowledge of the latest technology and methods so that various elements within the construction process can be produced, analyzed, and reviewed in an efficient manner. The course gives the construction executive the tools to provide proper planning and scheduling, estimating, cost accounting, cost reports, and other valuable and necessary information in a rapid and professional manner.

CM 580: Construction Management (Credits: 3)
This course provides a survey and study of the management process for domestic and international contracting business enterprises. Topics of discussion include the roles of the construction manager, bonds and insurance elements of the estimating process, finance and cost control, labor relations, and work culture.

In addition to the required classes, you may take upper-level (500 or above) electives from any department on campus. For additional questions, or suggestions, please consult with the Program Director or your advisor.

Additional elective classes vary from term to term; consult the course offerings on the Office of the Registrar’s web page.
What courses should I register for each term?
Each student should consult with his or her faculty advisor. See also Study Plan.

Certificate Programs
Stevens offers certificates in a wide variety of programs including Construction Management. These certificates are generally four-course, 12-credit programs for students who:

• Are interested in improving their current skills
• Are considering new career paths within industry
• Have been out of school for an extended period of time, and want to resume their studies without committing to a full 30-credit Masters Degree program
• Wish to pursue an area of specialization while pursuing their Masters degree.

In most instances, credits earned toward a Graduate Certificate may be applied toward a Masters Degree.

Within the Construction Management program, four certificates are offered:

• Advanced Integrated Construction Management*
• Construction Management*
• Construction Accounting/Estimating
• Construction Management/Quality Management
• Construction Engineering
• Construction Law/Disputes
• Construction Management Specialization (self-designed, with approval)*

*Proposed

Advisors
Each CM student has a Faculty Academic Advisor/Mentor throughout their program at Stevens. The Faculty Advisor is available to answer questions and provide counsel regarding problems, as well as review and sign various administrative and academic forms.

Who is my advisor?
If you do not know your assigned academic advisor, please check “MyStevens” or consult with the Construction Management program office.

What is CM Advising Week?
Each fall and spring term, prior to enrollment for the next semester, the CM program holds several group advising sessions. These sessions are to help students with general questions, questions about classes, etc. Those who need to complete a Study Plan or have questions about their specific situation should request an appointment with their advisor. Look for emails regarding CM Advising Week several weeks in advance of the enrollment period.
Study Plan
Every student must have a Study Plan that outlines their course load for each term. A Study Plan outlines the basic course sequence and requirements for graduation as a construction management major. A written study plan is mandatory for all students pursuing a degree.

During the first semester, you are expected to register in the core courses required for your degree and/or any courses that were required and stipulated in your acceptance letter. During your first semester, you should meet with your advisor to develop your Study Plan. This must be completed before you register for classes for your second semester. Study Plans are due at the Registrar's Office two weeks before the end of each semester, but may be submitted earlier. The Study Plan must be approved your advisor.

You may modify your study plan at any time with the approval of your faculty advisor. Only courses shown on your approved study plan will count toward your degree requirements. Your most recent study plan needs to be on file with the Registrar. Please keep a copy for your records.

On-Line Graduate Courses
Many Construction Management courses are offered via WebCampus. International students may only take one online course per term. Contact ISSS for more information.

Research Experience
The Schaefer School of Engineering and Science is research intensive and opportunities to be involved abound. You may be interested in research, you should talk to your Advisor about your specific interests. Read more about them here, or contact the Program Director.

Study Abroad
Are there opportunities for study abroad?
Yes. There are many opportunities for Stevens graduate students to study abroad. The Construction Management program supports those students who wish to pursue an international experience. For more information, and to ensure that you’re meeting your Study Plan requirements, please schedule a meeting with your Advisor. For more information on upcoming opportunities, start here.

Undergraduate Status
Can undergraduates take Construction Management classes?
Students with at least junior standing and a 3.0 or higher GPA may enroll for 600-level graduate courses if they satisfy the prerequisite requirements and either: 1) have an approved Graduate Study Plan on file or 2) complete an Undergraduate Permission Form to Take Graduate Courses. Students with at least junior standing may enroll for graduate courses at the 500-level, provided they satisfy the prerequisite requirements. Domestic students are not allowed to enroll in more than two online classes in any semester. All these courses are counted as part of the student's regular credit load for computing charges for extra courses.
Can an undergraduate student begin studies towards a Master's degree?
Yes. Additional information is available here.

Extra Courses - Overloads
In order to take more than 12 course credits in a regular term, a Construction Management student needs the approval of the Faculty Advisor and Dean of Graduate Academics.

Minimum Load
Construction Management students must enroll for a minimum of one credit each semester to maintain matriculation until they have completed or enrolled for all credits required for the degree. Students who have completed all needed credits but need to maintain matriculation while completing a thesis, special problem, dissertation, project or other degree requirements must enroll in one credit of D999, Maintenance of Matriculation.

Continuity of Enrollment and Leave of Absence
All Construction Management students are expected to maintain continuity of enrollment, except for summer sessions. If this cannot be done, the student must apply in writing for a leave of absence, which is subject to the approval of the Dean of Graduate Academics.

A leave of absence is granted for a limited period only. The period may be extended at the discretion of the Dean of Graduate Academics. Time spent in the Armed Forces of the United States while on leave of absence is not included in the six-year time limitation. Time spent on leave of absence for other reasons may or may not be included in the six-year limitation. Each case is decided on the basis of individual circumstances by the Dean of Graduate Academics.

Leave of Absence does not waive a review of an action on a student’s academic performance. Students who do not maintain continuity of enrollment and who do not obtain a leave of absence may be dropped from the program. Re-enrollment requires permission of the Dean of Graduate Academics and the Program Director.

Academic Standing
The Construction Management program follows the policies and procedures for grading and academic standing set forth by the Office of Graduate Academics in the Student Handbook. For specific questions, please consult the Office of Graduate Academics web page.

Graduation Requirements
What do I need to do to be eligible for graduation?
In order to graduate a student must obtain: (1) a minimum of “B” (3.0 GPA) average in his or her major field, and (2) an overall average of “B” in the courses offered to meet the requirements for the degree.

When a student has completed 20 credits or within two weeks after the start of the term in which he or she expects to complete the requirements for the degree or certificate, whichever comes first, the student prepares an Application for Candidacy form, has it approved by the
Faculty Advisor, and submits it to the Office of the Registrar. The Application for Candidacy takes precedence over all Study Plans and Change of Study Plans previously submitted.

An Application for Candidacy must be completed, signed by your advisor and submitted to The Registrar’s Office by October 1 for graduates completing in the Fall, or March 1 for graduates completing in the Spring. A late fee will be charged for Applications for Candidacy received after the appropriate due date. Application for Candidacy form. If your AC is turned in after the March 1st deadline, you may not be eligible to walk in the May commencement ceremony. It is advisable not to push these deadlines.

The Masters graduation fee or Graduate Certificate fee will be assessed to your account after your Application for Candidacy has been received and reviewed.

In addition, if you are submitting a Master’s Thesis, the following requirements must be met:

- A thesis is not required for most programs.
- Specifications for thesis writing are available from the S.C. Williams Library, or 201-216-5415.
- Approval of the thesis is required from your Advisor and a second reader (please talk to your advisor about specific departmental regulations).
- An approved original and two (2) copies, a Microfilm Release Form (available from the Library Special Collections, 201-216-5415) and a binding fee are due in the Library by the specified date in the Academic Calendar.
- A Master Thesis Report signed by your thesis advisor and reader is due to the Registrar's Office by the specified date in the Academic Calendar. This form is not available online, and must be procured by the advisor.

Application for Candidacy
At the beginning of their final semester, each student meets with their academic advisor to complete the Application for Candidacy, which is a revised version of the Study Plan that contains a finalized listing of the entire set of courses taken by the student to qualify for the degree. For submission deadlines, check here. See also Graduation Requirements.

Services within the CM Program

Job Shadowing Opportunities
What is Job Shadowing?
A job shadowing experience, or externship, allows you to spend the day getting an insider's look at the various opportunities that encompass the Construction Management profession.

Why should I Job Shadow someone?
Students will have an opportunity to ask academic and career related questions of their sponsor and to get first-hand experience in specific elements of a typical work day including
professional meetings, job site reviews, etc. It can also help refine the student’s specific professional goals, establish additional professional contacts, and provide the opportunity to learn more about interesting career opportunities.

**How do I apply? How am I matched with a sponsor?**

Any student studying within the Construction Management program is eligible to apply. Students must submit a Resume as well as brief Statement of Interest. Students and sponsors are matched according to the sponsor’s requirements and the student's statement of interest.

To participate, students should attend the **CM-JSE** Information Meeting held each semester. Once a student is matched, attendance is required at an Orientation Session to facilitate contacting the sponsor and making arrangements for the visit.

**Please Note:**

- Students do not receive pay or academic credit for externships.
- Students are responsible for their own expenses and transportation.
- Students must attend an Orientation Session and contact their sponsor in a timely manner.
- Students are required to write a one-page Experience Profile.

**When does this take place?**

Job Shadowing experiences take place over Spring Break, Winter Intersession, or by special appointment. Please contact Professor Ellyn Lester, elester@stevens.edu for more information.

**Professional Resume Review**

Professor Ellyn Lester provides resume reviews specific to the Architecture / Engineering / Construction Industry on an “as needed” basis. If you would like your resume reviewed, please contact her directly at elester@stevens.edu.

**Construction Managers-in-Training (CMIT) Certification**

The Construction Management Department facilitates a study group to provide support to students interested in CMIT certification. For more information, contact Ellyn Lester, elester@stevens.edu.

The **Construction Management Association of America’s (CMAA)** mission is to “promote the profession of Construction Management and the use of qualified Construction Managers on capital projects and programs.” To support this mission, the organization created a comprehensive certification process for recent graduates and mid-career construction management professionals.

The **Construction Manager in Training (CMIT) program**, for upcoming and recent graduates, provides a comprehensive understanding of the foundations of Construction Management via
an online assessment based upon a capstone publication. After passing with a minimum 80% or better, the student will earn CMIT designation and will be enrolled in the CMIT program.

During the second phase of the program, the student begins a mentor/protégé relationship with a Certified Construction Manager (CCM) who’s expressed an interest in mentoring. This mentor will provide guidance and help the CMIT gain the experience necessary to qualify for the CCM certification.

The CMIT designation promotes:

- A commitment to professional development, showing employers, clients, and co-workers that you are committed to becoming a professional, practicing construction manager
- Competence in construction management practice early in your career
- Knowledge of the practices, procedures and principles represented by the CCM professional construction manager

CMIT is for:

- Soon to be and recent graduates of accredited engineering, architecture, or construction management degree programs
- Working graduate-degree candidates
- Early career individuals focused on pursuing the CCM credential by connecting with a CCM
- Experienced professionals dedicated to becoming professional construction managers

Fundamentals of Engineering Exam

Construction Management students with an undergraduate degree in engineering who plan to practice engineering after graduation, are encouraged to take the Fundamentals of Engineering (FE) exam. To help students prepare for the FE exam, the School of Engineering and Science offers review sessions during each fall semester. For more information on the exam itself and its requirements, go to the nees.org website. Please contact Ellyn Lester for additional details: elester@stevens.edu.

Student Professional Organizations

The CM department sponsors one professional organization, the Construction Management Student Organization, or CMSO, which provides various opportunities for career development via relationships with a variety of professional organizations. These include the Construction Managers Association of America (CMAA), the National Association of Women in Construction (NAWIC), the Society of American Military Engineers (SAME), the Associated General Contractors of America (AGC). For more information, approach the CMSO.
Cooperative Education

What is Cooperative Education?
The Graduate Cooperative Education Program provides relevant learning experiences for students in the Construction Management program by allowing students to apply their technical knowledge in a supportive workplace while being actively engaged with new technologies in a continuous on-the-job learning environment. Students will utilize their critical thinking skills to understand methodologies and processes and produce new knowledge for the global marketplace. They will be exposed to real time demands, communicate in all mediums, with all levels of management, and be accountable for their projects.

Prospective students interested in a Co-op experience must enter the Construction Management program during the fall semester.

When can students apply to join the Co-op program?
Students who are interested in the Co-op program must declare their interest in entering the program in the fall semester. Only by doing so will they be eligible to participate in the program during the following summer semester.

Declaration of interest should occur after attending the Construction Management Program’s Co-op Eligibility Meeting, which will be scheduled during the first few weeks of classes. At that time, students will be provisionally accepted into the program pending their successful completion of the program’s requirements.

After declaring their interest in the Co-op program to their advisor and successfully completing the CM program’s eligibility requirements, at the end of their first semester students will receive a recommendation from the program and may apply at the Co-op Office to join the Cooperative Education program.

Are there special requirements to join the Co-op program?
You are eligible at the end of your second semester, provided that you meet the following requirements:

* Complete all of the Construction Management program requirements;
* Obtain a Letter of Recommendation from the CM program’s Co-op Advisor;
* Complete two (2) full-time terms of study prior to work term;
* Complete three to five (3-5) core courses;
* Earn a 3.5 grade point average, or better during the two terms;
* Regularly attend scheduled Co-op Preparation Meetings; and
* Commit to, and successfully complete, your work/study plan.
How do the work and study schedules work?
All Co-op positions are full time, a minimum of 35 hours a week. Students who are completing the Co-op program during the summer semester are eligible to concurrently take up to two (2) classes per session, although it is not recommended. One (1) class per session is recommended.

Co-op graduate students may not be eligible for graduate assistantships, on campus employment or receive support from the college or the university while on a co-op work term.

Do Co-op Students Graduate on Time?
Yes, the CM Co-op program designed so all students wishing to participate can still graduate on time. International student participation in Co-op may not be the reason for a program extension.

Internships (Non-credit)
An internship is a short-term, paid position that provides students with the opportunity to gain hands-on, real world practical experience while working in a company or government agency. Internship opportunities can be explored at the Office of Career Development.

May I complete an internship for credit?
Stevens encourages students to complete internships, but academic credit is not granted. If you are interested in obtaining credit for experiential education, you may enroll in CM 571 Practicum in Construction Management I, which provides direct interaction with companies and professionals in your area of interest.
Institute Policies and Procedures

ABS Grade

What is an ABS grade?
The grade of ABS may be given only when a student has missed the final examination; it is not appropriate in any other case. In order to receive a grade of ABS in a course, the student must obtain an INC/ABS Petition Form from the Student Services Center; it must be filed within 30 days of the final examination date.

Absence from Class or Examination

What do I do if I miss a class or examination?
Isolated absences from class are negotiated between the student and the instructor. In cases in which a student must miss classes for an extended period due to a serious illness or other significant emergency, the student should contact the Dean of Graduate Academics as soon as possible.

One of the Deans will notify the student’s instructors of the expected period of absence. Arrangements to make up missed work or examinations will be made between instructor and student.

Course by Application

What is Course by Application?
Under special circumstances, a regular course may be given by application in a term in which the course is not scheduled. Please see the Credit Load section of the Office of Graduate Academics’ Student Handbook for additional information.

Full & Part-Time Status

How many credits do I need to carry in order to be considered a full-time student?
Nine hours is full-time for graduate students. Students holding an F-1 or J-1 visa must be full-time students. The noncredit Developmental English course can be considered as a course in defining a full-time load.

International students may also be considered full-time under the following circumstances and if an Exemption from Full-time Enrollment form is approved and on file with the International Student and Scholar Services Office.

- Student has been appointed as a research or teaching assistant;
- Student is in the last semester and requires fewer than 9 credits to complete the degree (remaining credits for degree required);
- Other special circumstances exist (approval by the Faculty Advisor; Dean of the Graduate Academics required);
- All international students are subject to the English Language & Communications (ELC) Policies and Procedures requirements.
**What are the implications of part-time status?**
The answer depends on whether you are an international student or a domestic student. It is recommended that you review your situation with your advisor and all relevant units within the university to assure that potential negative consequences are fully understood.

**Part-time Students**
A student who is employed full-time (other than at Stevens) is limited to a maximum of two courses per semester, unless the employer advises the Dean of Graduate Academics that the student is allowed time off for study or the Dean of Graduate Academics approves a heavier load.

**Time Limit**
A maximum of six years is allowed for the completion of the degree. Requests for extension of the six year limit can be made in writing to the Dean of Graduate Academics.

**INC Grade**

**What is an INC grade?**
An “INC” or Incomplete grade indicates that the student did file a petition. The petition form is available from the Office of the Registrar. The petition must be filed no later than the last regular class meeting. Generally, an incomplete grade is granted to a person having been in the class for at least 10 class sessions, who is in good academic standing in the course, and has completed all the course requirements due within that time period. This grade is given at the discretion of the instructor. The incomplete must be made up within one year unless an extension is granted by the Dean of Graduate Academics.

**Leave of Absence/Withdrawal from Stevens**

**How do I get a leave of absence or withdraw from Stevens?**
Students who enroll for a course are responsible for the tuition and fees for that course unless they complete a Change of Enrollment form to drop or withdraw from the course prior to the first day of class. Please refer to the published Refund Schedule for specific details on prorated refunds.

A student who withdraws from a course after the add/drop period without prejudice will get a “W” indication on his record. No other grade will subsequently be given and the “W” will be ignored, insofar as degree requirements are concerned.

The student must apply in writing for permission to withdraw from a course by completing a Change of Enrollment form. If this form is received by the Student Services Center prior to the end of the tenth class session of the semester, approval shall be automatic. After the tenth week, permission will be granted at the discretion of the Dean of Graduate Academics and the course instructor.
A student who withdraws from a course may be given a partial refund of tuition fees, depending on the date of withdrawal. See the section on refunds in the current academic calendar or Student Service Center.

NOTE: A student is not automatically withdrawn from a course due to nonattendance or nonpayment. He or she must apply in writing as described above.

Non-Matriculated/General Credit Students
What are the requirements to take a course at Stevens as a non-matriculated student?
A non-matriculating Graduate Student (Special Student) is one who wishes to enroll in specific courses without a degree objective or who has applied for admission to a degree program and has been allowed to enroll for one semester pending review of his or her application, or is required to satisfy academic deficiencies before beginning a graduate degree program. A faculty member from the appropriate department must approve enrollment as a Special Student. Up to three courses may be taken as a Special Student.

Office of Graduate Academics
The Office of the Graduate Academics is responsible for maintaining academic records and degree verifications, approval and review of all graduate programs, approval of continuing professional development programs, formulation and review/revisions of graduate academic policies through the Graduate Curriculum Committee, and monitoring graduate student progress.

Pass/Fail
Under what conditions can I take a course on a Pass/Fail basis?
See this form for requirements.

What is the mechanism by which I sign up for a Pass/Fail course?
Fill out the form above and seek the necessary permissions.

Readmission
Students who have not been on a leave of absence and have not enrolled for two years or less and are requesting readmission to the same department/program, need to meet with their advisor or program director and complete a new study plan and submit this study plan to Graduate Admissions. Students who have not enrolled for two years or less, and are requesting readmission to a different department or program, need to submit a Change of Program form to Graduate Admissions. The student's file will be reviewed and an admission decision letter will be sent to the student. Students who have not enrolled for more than two years need to reapply.

Repeated Courses
If I repeat a course, does the new grade replace the old grade in my GPA computation?
If a student repeats a course, the grade replaces the old grade for purposes of calculating the graduating GPA. However, the earlier attempt of the course remains on the transcript with the
grade earned, as well as a note indicating that the course was repeated. The ranking GPA is computed using both grades. Please note that if a course that has been passed previously is retaken, and a grade of F or W is recorded for the retaken course, then the course must be repeated.

Is there a limit to the number of times a course can be repeated? Contact the Office of Graduate Academics for the current policy.

Satisfactory Academic Progress (Academic Financial Aid Eligibility)
Full-time graduate students are eligible for graduate assistantships, which are a form of financial aid. Assistantships offer students the opportunity to teach or conduct research with Stevens faculty members while offering tuition support and a stipend for living expenses. Students interested in assistantships should contact the Department in which they plan to study. Funding for many assistantships is made available by research grants secured by Stevens’ faculty. Students receiving an assistantship must maintain a 3.0 GPA.

Withdrawing from a Course
Withdraw online via MyStevens or fill out this form and return it to the Student Service Center.

Withdrawing from Stevens
See Leave of Absence/Withdrawal from Stevens.

Services on Campus

Directory of Stevens Services
Stevens maintains an alphabetically itemized list of subjects of interest that may concern you as a Stevens’ student.

CAD Laboratory (Fielding Lab)
The Alfred W. Fielding Computer-Aided Design Laboratory serves undergraduate and graduate students for both in-class and out-of-class instruction. The Fielding Lab also serves as the focus of departmental computer support. It is located on the 3rd floor of the EAS building. All CM students may use the computers and software as well as file-server storage space in this laboratory.

International Student & Scholar Services
The International Student and Scholar Services office (ISSS) is responsible for all international student and scholar immigration-related matters and is committed to assisting international students and scholars in the accomplishment of their academic, personal, and professional objectives at Stevens.
As such, they are responsible for the issuance and/or processing of visas, university-sponsored LPR applications, and employment authorization documents.

**Student Health Center**

*Stevens Student Health Center* is an acute health care facility which offers professional services to the Stevens student. These services include health promotion and disease prevention, care during acute and chronic phases of illness, and referrals to outside providers when appropriate.

**Student Counseling & Disability Services**

SCADS works with undergraduate and graduate students with learning disabilities, attention deficit disorders, and psychiatric disorders in order to help students achieve their academic and personal potential. If you have a disability, you may register with this department to obtain accommodations.

SCADS also provides personal counseling services to enrolled students. These services are free and confidential for enrolled students.

**The Writing & Communications Center**

*The Writing & Communications Center* at Stevens seeks to empower students by helping them develop the written and oral communication skills essential to their success in academic coursework and beyond Stevens.

In order to create autonomous and capable writers, they do not provide proofreading or editing services; nor do we tell students what to write.

Specifically, students will find free help with:
- Brainstorming
- Planning and outlining
- Identifying patterns of error
- Recognizing grammar issues
- Revising

They also provide assistance with:
- Public speaking
- Presentations
- English conversation
- Resumes and cover letters
- Interview preparation
- Graduate school applications
Appendix – Forms

Forms can be found at www.stevens.edu/registrar.

1. Application for Transfer Credit
2. Change of Enrollment
3. Pass/Fail Permission Form
4. Petition for INC/ABS Form
5. Request for a Course by Application
6. Study Plan/Application for Candidacy
7. Undergraduate Permission to Take Graduate Courses
8. Course by Application
9. Special Problems Course

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