

GRADUATE STUDENT HANDBOOK

FALL 2021



ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE THE UNIVERSITY OF TEXAS AT DALLAS

Electrical and Computer Engineering Graduate Student Handbook

MASTER OF SCIENCE | DOCTOR OF PHILOSOPHY IN

ELECTRICAL ENGINEERING COMPUTER ENGINEERING TELECOMMUNICATIONS ENGINEERING

Erik Jonsson School of Engineering and Computer Science The University of Texas at Dallas

Fall 2021

MS | PhD in Electrical Engineering, Computer Engineering and Telecommunications Engineering

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1. Introduction

The faculty, staff, and students in the Electrical and Computer Engineering (ECE) Graduate Program at the Erik Jonsson School of Engineering and Computer Science located at The University of Texas at Dallas would like to welcome you to the master's and doctoral programs. This handbook is designed to provide information on policies and procedures in the MS and PhD programs. This handbook, The Office of Graduate Education, the Graduate Catalog and the Electrical and Computer Engineering Graduate Program websites will serve as sources of information for you as you progress through our program. This is not an official document or supplement to the University Graduate Catalog or other official publications. For official University policy regarding graduate education, please see the UT Dallas Office of Graduate Education and the UT Dallas Graduate Catalog.

This handbook is subject to change in accordance with University and program amendments. Students are responsible for maintaining compliance with the most current policies throughout their attendance in the program, prior to processing their graduation application. The policies included in this handbook default to new University policies that may be amended without notice. When changes occur, we will do our best to notify you in a timely manner. Check your UT Dallas e-mail regularly. If you have questions not answered in this handbook or if you are unsure about policies and procedures, please contact the ECE Graduate Office.

1.1 Graduate Program Objectives

The programs leading to the MS EE, MS CE, MS TE, EE PhD, CE PhD and TE PhD degrees provide advanced studies for both recent bachelor's or master's graduates and experienced engineers. The master's programs provide the foundation for a PhD degree in engineering or closely related discipline. Both master's and doctoral programs are designed to serve the needs of electrical engineers, computer engineers and telecommunications engineers for academic career or advanced skills in industry.

1.2 Graduate Program Administration

The administration of the graduate programs includes the graduate program head, graduate committee and advising faculty and staff. Their roles and responsibilities are described below.

Associate Department Head for Graduate Education

The Associate Department Head for Graduate Education, Dr. Jeong-Bong Lee, oversees all the ECE Graduate Program (CE, EE, and TE).





Dr. Jeong-Bong Lee Associate Department Head for Graduate Education Website

Graduate Committee

The role of the Graduate Committee is to serve the needs of both the MS and PhD graduate students as well as department faculty. It plays a role in developing, implementing and monitoring policies and procedures including admissions, degree requirements, time limits and doctoral examinations to ensure students meet academic requirements in accordance with university guidelines and in a timely manner. Committee membership changes periodically.

1.3 Advising

PhD advisor

The PhD advisor provides mentoring for all doctoral exams, guidance in course selection; assistance in preparing the degree plan as well as research and dissertation writing; and career guidance. The faculty member is responsible for advising, mentoring and evaluation of a PhD student's performance and progress.

In cases when a student has not yet selected a research area upon entering the program and does not have a PhD advisor, the student's temporary faculty advisor will be the ECE Graduate Program Head.

MS Thesis Advisor

The MS thesis advisor provides guidance in course selections, assists in the preparation of the degree plan, and mentoring in research and thesis writing. The faculty is responsible for advising, mentoring, and evaluation of an MS student's performance and progress.

Non-Thesis MS Advisor

The non-thesis MS advisor provides guidance in course selections and assists in the preparation of the degree plan. Currently, the non-thesis MS advisors are,

Degree Program	Advisor	Student Last Name
Electrical Engineering	Dr. Randall Lehman	Last Name A – M
Electrical Engineering	Dr. Matthew Heins	Last Name N – Z
Computer Engineering	Dr. Diana Cogan	Last Name A – Q
Computer Engineering	Dr. Marco Tacca	Last Name R – Z
Telecommunications Engineering	Dr. Marco Tacca	All students



Graduate Advisors: The ECE graduate program advisors may be consulted on any matter pertaining to graduate study; in particular, issues related to degree requirements, registration, program procedures, credit transfers and other student academic issues. Currently, the ECE graduate staffs are: Patricia Williams (Last Name: A - M) and Kimberly High (Last Name: N - Z). Meanwhile, Barbara Parker, should be consulted regarding applications/admissions matters.

1.4 Contact Information

Mailing Address:

Electrical and Computer Engineering Graduate Program 800 W Campbell Rd, EC 33 Richardson, TX 75080, USA

Email: ecegradprogram@utdallas.edu

Office: ECSN 2.7 Suite

Website: ECE Graduate Program





2. Getting Started in the Program

2.1 Department Orientation and Meeting Graduate Program Advisors

All new students are required to attend the mandatory ECE New Graduate Student Orientation prior to course registration. Official announcements and invitations to this orientation are sent by email from the ECE Department. Prior to attending this orientation session, students are encouraged to review this handbook, the semester EE/CE/TE course offerings, the EE/CE/TE section of the Graduate Catalog and the ECE Department website. They should also have a plan for which courses they wish to take. In this orientation, students will meet with a faculty advisor, be advised and have their courses approved for registration.

2.2 Orientation for International Students

All F-1 and J-1 visa holders must attend an International Student Orientation session hosted by the International Student and Scholars Office. Multiple sessions are offered leading to the start of each semester. Students should register for their orientation sessions as early as possible. The orientation is required before students can be advised and register for classes.



International Students and Scholars Office located in SSB

2.3 Registration and Obtaining UT Dallas Identification (ID) Card

Once the required orientation session(s) have been completed, students may register for courses with an ECE graduate program advisor. After completing registration, students will be required to obtain a Comet Card, the official identification card for all UT Dallas students, faculty and staff. This card allows the use of campus facilities and services.

2.4 Graduate Teaching and Research Assistants

Newly appointed TAs and RAs are required to attend an additional orientation session given by the Office of Graduate Education. The TA/RA Orientation is a mandatory program.



3. ECE Department and UT Dallas Resources

3.1 ECE Online Resources

The ECE Department website provides various online resources for graduate-related matters. Details about MS and PhD degree requirements are available on the ECE Graduate Academic Program webpage. The ECE Graduate Forms and Announcements page provides all forms or links with processing instructions. The ECE Faculty link is a valuable reference for students looking for a thesis or dissertation advisor. In addition, the ECE Advising and book an appointment links are available for non-thesis students needing degree plan approval or course advising; and for students with other academics related procedures and forms questions.

3.2 EE/CE/TE Program Facilities

The Engineering and Computer Science buildings, including ECSS, ESCN and ECSW, as well as the Natural Science and Engineering Research Laboratory (NSERL) and the Biological Sciences Building (BSB) provide extensive facilities for teaching and research. In addition to the facilities on campus, cooperative arrangements have been established with many local companies and organizations, so UT Dallas graduate engineering students can access their facilities. More information is available on the UT Dallas ECE Research webpage.

The University maintains a large network of computer facilities, including PCs, workstations and specialized computers for research within the program and faculty laboratories. The Jonsson School has developed a state-of-the-art information infrastructure consisting of a wireless network in all buildings and an extensive fiber-optic Ethernet.

3.3 Computer Labs

Open Access Computer Labs for student use can be found in the following locations:

- Engineering Open Access Labs (Library 3.7-3rd floor)
- Solarium (ECSN 4.326)
- Virtual Access to the Open Access Computer Labs (Through VPN)

3.4 University Website

Students are strongly encouraged to search the UT Dallas website for inquiries, forms or services provided by other departments such as Academic Calendar, Coursebook, Internship, Registration Add/Drop Form, tuition, student records, student portal (Galaxy) or international student matters. A current campus map is available on the University website.

3.5 Office of Graduate Education

The staff in this office can answer questions and supply the forms that students will need while they are enrolled. Students will find helpful information and important deadlines on the Office of Graduate Education website.



3.6 Eugene McDermott Library

The McDermott Library is a valuable resource for all students and includes books, reference materials, a copy center and study areas. Note the vast majority of the library resources are available online.

3.7 Student Services Building (SSB)

The Student Services Building houses various departments that assist UT Dallas students.

- The Bursar's Office assists students with guidelines, payments and payment deadlines concerning tuition and other student fees.
- The Financial Aid Office provides guidance concerning financial aid applications and awards, including student loans and veteran's benefits.
- Career Center counselors are available to assist students with job searching.
- Admissions and Enrollment Services and the Registrar manage student records and transcripts; implement University guidelines concerning admissions, enrollment, enrollment certification/verification, verification/letter of good standing and graduation; and provide post-graduation support.
- The Galerstein Gender Center offers support for women, LGBT and other marginalized communities through educational programs and resources.
- The International Students and Scholars Office assists students with immigration information.
- The Multicultural Center is committed to providing quality cultural programs, educational resources and support services to the UT Dallas community.
- A health center is available to meet the medical needs of students. A full description of the services can be found on the Health Center website.
- The Student Counseling Center provides programs and services designed to assist students with managing academic and personal demands more effectively.
- Residential Life and Housing Operations assists students with on-campus housing and housing community activities.

3.8 Student Union

The Student Union has numerous student facilities including multiple private meeting rooms, lounges, food service areas, billiards and table tennis, and video game room. The Union is also home to the Comet Center, the Student Union and Activities Advisory Board (SUAAB), Child Care Center and Student Government. The Student Union offers opportunities for students, faculty and staff to relax, eat, have fun, learn, socialize and become an active part of the UT Dallas community.

3.9 Visitor Center and University Bookstore

The Visitor Center and University Bookstore building includes amenities such as the Technology Store, the Copy Center.



3.10 Activity Center

The Activity Center is available to all students, faculty and staff. It houses a fitness center, four racquetball courts, two squash courts, four basketball courts, and a 25-yard swimming pool.

3.11 Comet Calendar

The Comet Calendar provides a full schedule of campus events and activities.

3.12 Online Information Resources

Information on NetID and password issues, email accounts, wireless network setup and general information on computer-related problems can be found on the Office of Information Technology website.





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Eugene McDermott Library



The Eugene McDermott Library

Student Services Building (SSB)



Student Service Building

ISSO



University Career Center



Student Health Center



4. Application and Admission to Graduate Program

4.1 Application Process

A student applying for admission to the ECE Graduate Program must submit an online application form and relevant supporting documentation for EE, CE, and TE to the UT Dallas Office of Admission and Enrollment to be considered for admission.

It is the applicant's responsibility to ensure that all parts of an application have arrived at UT Dallas. Application status and receipt of materials may be checked via the UT Dallas Galaxy/Orion self-service account/Applicant Center.

4.2 Requirements for Admission

To be considered for admission to the Electrical Engineering, Computer Engineering or Telecommunications Engineering master's or doctoral programs, applicants should meet the following guidelines:

- **Master's admissions requirements**: An undergraduate preparation equivalent to a baccalaureate in electrical engineering, computer engineering or telecommunications engineering from an accredited engineering program.
 - **Required GPA**: A grade point average (GPA) in upper-division quantitative coursework of 3.0 or better on a 4.0-point scale.
- **Doctoral admissions requirements**: A master's degree in electrical engineering, computer engineering or telecommunications engineering, or a closely associated discipline from an institution of higher education in the U.S. or from an acceptable foreign university. Consideration will be given to highly qualified students wishing to pursue the doctorate without satisfying all the requirements for a master's degree.
 - **Required GPA**: A grade point average (GPA) in graduate coursework of 3.5 or better on a 4.0-point scale.
- GRE scores of 154, 156, and 4 for the verbal, quantitative and analytical writing components, respectively are advisable based on average data of admitted students and our experience with student success in the program. UT Dallas code number: 6897.
- Three letters of recommendation from individuals who can judge the candidate's potential for success in the master's or doctoral degree program.
- An essay outlining the candidate's background, education, and professional goals. The ECE Graduate Application Essay Template is recommended, but optional; applicants can complete more than one sheet.
- All students originating from countries where English is not one of the official national languages must submit an acceptable English proficiency exam score.
- Minimum acceptable score guidelines can be obtained on the Graduate Admissions English Proficiency page for international students. UT Dallas code number: 6897



Students from other engineering disciplines or from other areas of science or mathematics maybe considered for admission. However, additional coursework may be necessary to complete the graduate program.

A student lacking undergraduate prerequisites for graduate courses in electrical engineering, computer engineering or telecommunications engineering must complete these prerequisites or receive approval from the course instructor to register without the prerequisite. A waiver of prerequisite may be requested and is subject to the Graduate Program Head's approval.

4.3 Other Types of Admission

4.3.1 Conditional Admission

Conditional admission may be granted to applicants who are deficient in undergraduate course work considered essential for graduate study. Graduate students, admitted on a conditional basis, will be notified in their university and department welcome letters of the deficiencies that must be corrected in order to attain full graduate standing. Conditionally admitted graduate students must meet with a graduate program advisor each semester, prior to registration, to determine the remaining deficiencies in their academic program and have their course plan approved. Conditionally admitted students who have not submitted the GRE Scores while applying to UT Dallas are required to submit by the end of the 1st semester of enrollment at UT Dallas.

4.3.2 Non-Degree Seeking Option

Students who lack sufficient Electrical Engineering, Computer Engineering or Telecommunications Engineering background and/or fail to meet other program requirements may be eligible for admissions under the Graduate Non-Degree Seeking program. A non-degree-seeking student must meet the same academic eligibility requirements as degree seeking students. Non-degree-seeking students who are ultimately admitted to a degree program may transfer no more than fifteen (15) credit hours of coursework taken as a non-degree student to the degree program. Students should consult the graduate catalog for details on the non-degree seeking option.

Documents to Submit: Graduate application form and a copy of unofficial transcripts.



4.3.3 Fast Track Admission for UT Dallas Undergraduate Students

Undergraduate students at UT Dallas who have been admitted to Fast-Track programs may, with the permission of the student's Undergraduate Associate Dean and the selected graduate department, take a maximum of 15 semester hours of graduate coursework as an undergraduate. The graduate hours may be used to complete the bachelor's degree and also to satisfy requirements for the master's degree. Credit for the fast-track hours used for an undergraduate degree will not be computed in the graduate GPA. However, they reduce the total number of graduate hours required to earn the respective degree. The student must declare at the time of registration for the course(s), on a form provided by the Undergraduate Associate Dean, how each approved course is to be applied to each degree and may not make changes to their selection once declared.

In order to apply for the fast-track program, an application should be filed with the Undergraduate advisor. The Undergraduate advisor will verify eligibility, after which point the

Jonsson School Associate Dean for Undergraduate Education will approve or deny the application. Approval must then be secured from the graduate program head the student is applying for, followed by the Dean of Graduate Education.

Fast Track Program Requirements

- Students must maintain a minimum 3.0 GPA, in the major and benchmark courses.
- Students in the Fast-Track program must earn a B or higher in graduate level courses for those to count toward the graduate degree AND to be considered for admission into a master's program at the Jonsson School.
- Students who successfully complete the Fast-Track requirements are not required to submit GRE scores, letters of recommendation or the statement of purpose.
- If a student loses his or her Fast-Track status, the student will be required to fulfill. the standard admission requirements, if the student decides to apply to the master's program at UT Dallas in the future.
- Students must complete a minimum of two graduate courses to complete the Fast Track program and successfully transfer into the master's program.

Students enrolling in a Fast-Track program will be academically evaluated in the same manner and held to the same grading standards as graduate students in their graduate level courses.

Fast Track students who transition to MS Fast Track must ensure that the Registrar has a copy of their approved ENCS Fast Track Graduate Matriculation Request Form and approved Fast Track Application form. If unable to register as MS Fast Track the following semester after graduation, contact records@utdallas.edu immediately; for information regarding how to avoid losing Fast Track status.



4.4 Post-Admissions

Newly admitted MS and PhD students must complete the Post-Admissions (EE, CE, or TE) steps and requirements to be able to register for courses. Admitted non-degree seeking students are not required to attend the ECE New Graduate Student Orientation.



State of the Art Lab - Texas Analog Center of Excellence



5. Funding Opportunities

The ECE Department and the Erik Jonsson School offers the following merit-based scholarship/fellowship/assistantship opportunities:

- Teaching Assistantship Teaching Assistants (TAs) are selected and supported by the ECE Department based on students' academic merit. After admission to an ECE graduate program, to be considered for Teaching Assistantship (TA) awards, students are required to submit an Online TA application between February 1 and February 15 of each academic year for the upcoming academic year. Current TAs are also required to apply for renewal of their assistantships.
- Research Assistantship Research Assistants (RAs) are supported by individual ECE faculty through faculty members' research grants. Prospective students are encouraged to review the Faculty Research Interests page and may contact faculty members directly to discuss their research interests and possible RA support.
- Jonsson School Scholarships/Fellowships These are merit-based scholarships/fellowships available to eligible graduate students. The Jonsson School \$1,000 Graduate Study Scholarships is awarded primarily to incoming graduate students. After a semester of enrollment, students may apply for other fellowships offered by the Jonsson School such as the Pathways to Research Scholarship or Templeton Endowed Fellowships.
- The Texas Analog Center of Excellence (TxACE) Graduate Fellowships are open for eligible PhD students doing research in analog circuit design and engineering.

Funding opportunities are competitive, merit-based and can range from a small stipend to a full assistantship with tuition assistance. Many are available to students admitted to the doctoral track who meet funding eligibility requirements. Funding depends upon budget from year to year, is not guaranteed, and is contingent upon adequate progression in coursework and academic standing, as well as satisfactory performance of all job responsibilities and requirements. Funded students must abide by all pertinent UT Dallas policies and procedures, including those pertaining to academic dishonesty.

Research Assistants and Teaching Assistants should and make satisfactory progress in research and work assignments to remain eligible.

More information is available on the ECE Financial Assistance webpage.



6. Registration

6.1 Registration Procedures

Students pursuing a full-time program of graduate study should register for a minimum of nine semester credit hours (SCHs) each long semester and six credit hours each summer semester (registration in summer semesters is optional).

- International Students with F-1 visa must take a minimum of 9 SCHs in each long semester (Fall and Spring) to maintain the visa status
- International students must abide by the enrollment requirements for each semester listed on the International Students and Scholars Office (ISSO) website

General registration requirements are available in the Graduate Catalog. All course offerings each semester are listed on the UT Dallas Coursebook.

Prior to registering in the <u>first semester</u>, MS and PhD students must meet with an MS or PhD advisor to discuss course selection. Students need to submit a signed registration form indicating the course title and section, class number, number of credit hours and semester of request. Faculty advisor's signature on the registration form/approval is required for registration.

<u>In subsequent semesters</u>, students who have completed the required prerequisites and a minimum 3.0 GPA are permitted to register themselves online, as long as they meet the prerequisites and there are no registration holds.

<u>In the graduating semester</u>, a student must be registered for at least one semester credit hour.

• If an international student needs to register for a minimum one semester hours on his or her graduating semester, the course must be face-to-face course, and not an online or hybrid course.

<u>PhD Students</u> must register a minimum of three semester hours of graduate coursework in the semester he or she wishes to take the qualifying exam, doctoral proposal examination and defend the thesis or dissertation. Those on funding may need to take more hours as required by their student appointments.

Occasionally, there are "holds" placed on student accounts. Holds most commonly result from admissions prerequisites, missing documents, missing annual doctoral evaluation, unpaid fees or financial aid issues. All holds must be resolved before the student can register. Students must review their accounts regularly and resolve any holds as quickly as possible. Any inquiry on holds can be sent to ecegradprogram@utdallas.edu.



6.2 Registration for Individual Instruction, Research and Thesis Courses

Students are not permitted to register themselves in individual instruction, dissertation, research or thesis hours. Faculty permission is required prior to registration in any of these courses.

- <u>EEGR/CE/TE 6v98</u> Thesis in Electrical Engineering/Computer Engineering/Telecommunications Engineering
- <u>EEGR/CE/TE 8v40</u> Individual Instruction in Electrical Engineering/Computer Engineering/Telecommunications Engineering
- <u>EEGR/CE/TE8v70</u> Research in Electrical Engineering/Computer Engineering/Telecommunications Engineering
- <u>EEGR/CE/TE 8v99</u> Dissertation in Electrical Engineering/Computer Engineering/Telecommunications Engineering

6.3 Registration Change Procedure (Add/Drop)

Courses may be dropped online through the last day to withdraw, as designated by the Registrar on the Academic Calendar. Courses may be dropped without entry to the academic record until the date designated as such, normally within the first three weeks of the semester; after this date, the course will be graded W or F, at the discretion of the instructor.

After the last day of late registration, international students must contact the ISSO prior to dropping a course or withdrawing from the University. Under-enrollment without coordination with ISSO may affect an international student's visa status.

6.4 Graduate Program Advisors and Staff 6.4.1 MS Faculty Advisors



Dr. Randall E. Lehmann

Advisor for **MS EE** Students with last name from A - M

Email for Appointment



Dr. Matthew Heins

Advisor for **MS EE** Students with last name from N - Z

Email for Appointment



Dr. Diana Cogan Advisor for **MS CE** Students with last name from A - Q

Email for Appointment



Dr. Marco Tacca

Advisor for **MS CE** Students with last name from R - Z and all MS TE students

Email for Appointment



6.4.2 Graduate Advisors and Staffs



Barbara Parker Program Coordinator

Email for Appointment



Patricia Williams Degree Plan Evaluator (Last Name A – M) Email for Appointment



Kimberly High Degree Plan Evaluator (Last Name N – Z) Email for Appointment

6.5 Registration from the second semester

There is date and time available on the Galaxy portal from which a student is allowed to enroll. To Check the date and time,

Login to Galaxy -> Manage My Classes -> Enrollment Appointment -> Choose the semester.



Click on the Enrollment Appointment



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	Se	earch Pla	an Enroll	My Academics					
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7. Academic Standing

Registration in the graduate programs beyond the first semester is contingent on good academic standing based on three main factors:

- Satisfactory progress in meeting admission conditions that were imposed at the time of admission.
- Maintenance of a 3.0 cumulative grade point average; or P (Pass) if a PhD student registers for 9 hours of research, including individual instruction prior to completion of graduate level courses with overall GPA of 3.0 or better.
- Satisfactory progress in meeting program degree requirements

If, at the end of a semester, a student's cumulative grade point average is below 3.0, a student will be placed on academic probation. The student must earn sufficient grade points during the next two semesters of registration to raise the cumulative grade point average to at least 3.0 exclusive of incomplete (I) grades. Failure to achieve this 3.0 cumulative grade point average will result in immediate dismissal from the University.

7.1 Graduate Grading and Grade Point Average

The following grading scale is used in all Graduate coursework at the University:

GRADE	GRADE POINTS PER SEMESTER HOUR	DESCRIPTION
А	4.00	
A-	3.67	
B+	3.33	
В	3.00	
B-	2.67	
C+	2.33	
С	2.00	
F	0.00	Failure of either a Pass/Fail or Graded Course
I	Incomplete	Grades of I, P, & W do not produce grade points
Р	Pass	Grades of I, P, & W do not produce grade points
W	Withdraw	Grades of I, P, & W do not produce grade points



7.2 Graduate Readmission Petition

If a student's GPA is still below 3.0 by the third semester on probation and is placed on Drop Status or Dismissed, and wants to continue in the graduate program, a graduate readmission petition needs to be submitted. The petition is subject to the approval of the Graduate Program Head. The petitioner's grades and possibility of being able to pull up the GPA to 3.0 or better are the basis of the evaluation. In addition, the graduate readmission petition is not applicable to doctoral students who fail the qualifying exam, doctoral proposal or final exam (dissertation) twice.

7.3 Repeating a Course

Students can repeat at most three courses once. To adjust the GPA for courses that have been repeated more than once, students should complete a Repeated Course Adjustment form for each repeated course, and submit it to the Registrar's Office.

7.4 Graduate Transfer Credit Policies

A master's student may request to have up to 25% of total degree requirement (7.25 semester credit hours) of master's graduate level coursework taken at another accredited university applied toward their degree plan upon approval. A doctoral student may also request to have up to thirty-six hours of doctoral graduate level coursework taken at another accredited university applied toward their degree plan upon approval. Students must earn a grade of B or better in the course for it to be considered eligible for transfer. All requests for transfer of credit are subject to approval of the Course Owner, Graduate Program Head and Associate Dean for Academic Affairs. A Transfer of Credits Request form and documentation must be submitted to the ECE Graduate Program Office for approval prior to the student's graduating semester. Transfer requests received in the student's graduating semester will not be processed.

If a student joins the ECE doctoral program with a master's degree, a transfer of credits is not necessary. The master's degree is automatically credited to the doctoral degree, and it satisfies the 30 graduate-level course hour requirement; provided that UT Dallas has been furnished a sealed copy of the master's official transcripts; and an official graduate degree certification, if applicable.

Final transfer credit determinations will be awarded in accordance with the policies and procedures outlined in the Graduate Catalog after a review of official transcripts and course descriptions provided by the student. These policies are subject to change, and it will be the student's responsibility to verify compliance with current policy at the time of their transfer into the program.



7.5 Time Limits

All requirements for the master's degree must be completed within one six-year period. Degree requirements for the doctoral program must be completed within one eight-year period if the student is admitted with a master's degree or one ten-year period if admitted with a bachelor's degree. Work exceeding these limits, whether done at this University or elsewhere, will not count towards the degree. Exceptions to time limit specifications must be approved by the Dean of Graduate Education.

Per the Graduate Catalog, all requirements for a graduate degree, including transfer credit, must be completed within the specified time period. Students exceeding the specified time limit will not be eligible for their degrees and will be dismissed from the graduate program. An approved leave of absence will not alter the time limits placed on graduate degrees.

7.6 Leave of Absence

Should students need to take time off from graduate school, they can do so with submitting a form. MS students can choose to email the ECE Graduate Program Office. PhD students must have approval from the PhD advisor. Forward the approval by email to the ECE Graduate Program Office.

A student's status remains active within three long semesters (Spring and Fall) without registering for classes. If returning on the fourth long semester, after not registering for three long semesters and in the summer semesters, a Graduate Readmission Petition form needs to be completed and approved.

If returning after four long semesters, after not registering for four long semesters and in the summer semesters, students need to apply for new graduate admission. A new graduate application, two new recommendation letters and a new statement needs to be submitted. If the official TOEFL and GRE scores are with UT Dallas, there is no need to retake those.



8. Academic Requirements: MS Degree

8.1 MS Degree Plan

All MS students must meet with a faculty advisor and submit an approved first semester degree plan by census day of their second semester of active enrollment in the program. It is highly encouraged to submit the first semester degree plan sooner such as by the end of first semester. The purpose of this plan is to show how and when requirements will be met. A final degree plan demonstrating completion of all program requirements must be filed and submitted one semester prior to the graduating semester. The application for graduation should be submitted at the completion of the student's studies prior the census day of the graduating semester.

8.2 Degree Requirements

Students seeking a Master of Science in Electrical Engineering, Computer Engineering and Telecommunications Engineering degree must complete 30 semester hours. All students must have an approved degree plan on file. The degree plan is based upon the student's choice of concentration area. Non-Erik Jonsson School courses will not count towards the 30-semester hour requirement. The EE/CE/TE master's program has both a thesis and a non-thesis option. Those wishing to elect the thesis option may do so by obtaining the approval of a faculty thesis advisor.

8.3 Non-Thesis Option

With the prior approval of an MS faculty advisor, non-thesis students may count certain semester hours of research (EEGR/CE/TE 8v70) or individual instruction (EEGR/CE/TE 8v40) courses towards the 30-hour degree requirement.

8.4 Thesis Option

All full-time, supported (TAs or RAs) students are required to participate in the thesis option. The thesis option requires three semester hours of thesis (EEGR/CE/TE 6v98), a written thesis submitted to The Office of Graduate Education, and a formal public defense of the thesis. A supervising committee administers this defense and is chosen in consultation with the student's thesis advisor prior to enrolling for thesis credit. Research and thesis hours cannot be counted in the Electrical Engineering, Computer Engineering and Telecommunications Engineering MS degree plan unless a thesis is written and successfully defended. Students must check the MS Thesis-Option Forms and Links concerning thesis forms and processing details.



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8.5 Master of Science in Electrical Engineering Degree Plan Details

An MS student in Electrical Engineering must select a concentration area, complete a degree plan, complete three core courses and seven elective courses (six of which must be Electrical Engineering graduate courses, and one can be graduate course offered by any program in the Erik Jonsson School). It is recommended that students consult the list of EE Concentration Electives Advising list when choosing elective courses in their respective concentration areas. Also, a student must receive a grade of B- or better in the three core courses, have a core course GPA of 3.0 or better, and an overall GPA of 3.0 or better.

Circuits Degree Plan

Circuits Core Courses <u>EECT 6325(CE 6325)</u> VLSI Design <u>EECT 6326</u> Analog Integrated Circuit Design <u>EERF 6311</u> RF and Microwave Circuits **Circuits Electives Advising List**

Computing Systems Degree Plan

Computing Systems Core Courses <u>EEDG 6301 (CE 6301)</u> Advanced Digital Logic <u>EEDG 6302 (CE 6302)</u> Microprocessor Systems <u>EEDG 6304 (CE 6304)</u> Computer Architecture Computing Systems Electives Advising List

Devices Degree Plan

Devices Core Courses <u>EEGR 6316</u> Fields and Waves <u>EEMF 6319</u> Quantum Physical Electronics <u>EEMF 6322</u> Photonic Devices and Integration Devices Electives Advising List

Power Electronics and Energy Systems Degree Plan

Power Electronics and Energy Systems Core Courses <u>EEPE 6354</u> Power Electronics <u>EEPE 6357</u> Control, Modeling and Simulation in Power Electronics EEPE 6358 General Theory of Electric Machines

Power Electronics and Energy Systems Electives Advising List

Signals and Systems Degree Plan

Signals and Systems Core Courses

<u>EESC 6349 (MECH 6312)</u> Probability, Random Variables, and Statistics Two out of the following three courses: <u>EECS 6331 (MECH 6300, SYSM 6307)</u> Linear Systems <u>EESC 6352</u> Digital Communication Systems



EESC 6360 Digital Signal Processing I Signals and Systems Electives Advising List

8.6 Master of Science in Computer Engineering Degree Plan Details

An MS student in Computer Engineering must select from two concentration areas, complete a degree plan, complete four core courses and six elective courses. A student must receive a grade of B- or better in the four core courses, have a core course GPA of 3.0 or better, and an overall GPA of 3.0 or better.

Computer Systems Concentration

Computer Systems Core Courses

<u>CE 6304</u> Computer Architecture <u>CE 6325</u> VLSI Design <u>CS 6363</u> Design and Analysis of Computer Algorithms <u>CS 6378</u> Advanced Operating Systems

Embedded System Concentration

Embedded System Core Courses

<u>CE 6304</u> Computer Architecture <u>CE 6302</u> Microprocessor and Embedded Systems <u>CE 6370</u> Design and Analysis of Reconfigurable Systems <u>EESC 6367</u> Applied Digital Signal Processing

Of two required ten courses, two can be graduate course offered by any program in the Erik Jonsson School.

8.7 Master of Science in Telecommunications Engineering Degree Plan Details

An MS student in Telecommunications Engineering must complete five core courses and five elective courses; submit a degree plan; must receive a grade of B- or better in the five core courses, have a core course GPA of 3.0 or better, and an overall GPA of 3.0 or better.

Telecommunications Engineering Core Courses

<u>TE 6385</u> Algorithmic Aspects of Telecommunication Networks <u>EESC 6349</u> Probability, Random Variables, and Statistics <u>EESC 6352</u> Digital Communication Systems <u>CS 6352</u> Performance of Computer Systems and Networks <u>CS 6390</u> Advanced Computer Networks

Telecommunications Engineering Advising List

Each student must complete five elective courses, four of which must come from the recommended elective courses; and one can be graduate course offered by any program in the Erik Jonsson School.



8.8 Dual Master's Degrees

Students are allowed to pursue additional master's degrees at The University of Texas at Dallas. To the extent that the requirements of some master's degrees overlap, some of the credit hours taken in pursuit of previously earned master's degrees at UT Dallas may be counted toward an additional master's degree. The only limitation is that more than one-half of the credit hours for any master's degree earned at UT Dallas must be satisfied by new course work. Thus, any student wishing to gain a MS in Electrical Engineering, Computer Engineering or Telecommunications Engineering as an additional master's degree is required to take a minimum of 15 hours of new coursework from this program. A student is required to develop an approved plan of studies through the ECE Graduate Program prior to enrolling in a dual degree. Similarly, a student wishing to earn two master's degrees concurrently must develop an approved plan of studies through both relevant departments and programs. All coursework for any degree must meet the academic standards of that degree.

8.9 MS Thesis Guide and Requirements

8.9.1 Thesis Supervising Committee

The supervising committee is appointed to approve a thesis topic, provide advice, and review and evaluate the written thesis and oral defense. Students should form a supervising committee, at the latest, a semester prior to the scheduled thesis final oral examination.

The supervising committee consists of three UT Dallas faculty members with one of the three designated as the Chair (usually the Thesis advisor). The majority or at least two out of three MSEE thesis committee members must have greater than 50% appointments in the ECE Department at UT Dallas. Additional faculty or subject area experts from inside or outside the University may be selected. The composition of the supervising committee must follow the guidelines contained in the UT Dallas policy memorandum, Policy on Procedures for Completing a Graduate Degree-UTD- PP1052.

When the committee has been formed, the student submits the Thesis Committee Appointment form signed by the proposed members of the committee to the ECE Graduate Program Office. Approval has to be first made by the ECE Department Head. Final approval of the supervising committee is made by the UT Dallas Dean of Graduate Education.

A change in committee membership is not allowed due to scheduling reasons. Exceptions can be made in cases of serious extenuating circumstances. The procedures for change in supervising committee membership are detailed on the MS Thesis-Option Forms and Links.

8.9.2 Thesis Submission

The final draft is submitted to the supervising committee for critical review before scheduling the oral thesis defense. The student should allow the supervising committee ample time to



review the work. After the supervising committee has approved the final draft, the student and the Chair of the committee (usually the Thesis advisor) will schedule the oral thesis defense. The Thesis advisor will instruct the student regarding specific material which must be prepared for examination.

Information concerning thesis formatting and submission deadlines are available in the Office of Graduate Education website. A student must upload the thesis PDF on the Thesis Submission webpage two weeks prior to the final oral examination for initial format check. In addition, the thesis must be uploaded to Turnitin.com for a citation check.

8.9.3 Thesis Defense

The Chair of the student's supervising committee will assist the student in arranging the date, place and time of the thesis defense. Information concerning final oral examination deadlines are listed in the Office of Graduate Education website. The student will submit the final draft of the thesis to the supervising committee, at least, two weeks before the examination date. This copy should be in a form so that it could be turned in as the final version. It should not be left for the committee to make major corrections and revisions in spelling, syntax, organization, or content of dissertation.

The defense should include an uninterrupted summary of the thesis by the student, an oral defense of the thesis, and a question period led by the supervising committee. The thesis defense is important and should be well prepared. Visual aids are recommended for the defense. The examination lasts approximately one hour. Visitors may be invited to attend the thesis defense, but they will not be permitted to remain during the question period. Following the public presentation, the candidate will be examined by the members of the examining committee. This part of the examination is not open to the public. The examination will focus primarily on the candidate's research contribution, although aspects of the general field in which the candidate's research was conducted may also be covered.

The decision of the supervising committee is rendered immediately after the defense. If the student does not pass the defense, then the committee will decide upon a future course of action. The committee will complete and sign the Master's Thesis Examination Report. The student or MS thesis advisor will submit the form to the ECE Graduate Program Office within three business days.



9. Academic Requirements: PhD Degree

9.1 PhD Semester Credit Hour (SCH) Requirements

The Ph.D. programs in Electrical Engineering, Computer Engineering or Telecommunications Engineering require a minimum of 75 semester credit hours (SCHs) beyond the baccalaureate degree.

9.1.1 PhD Students with Master's Degree

PhD students admitted into our graduate program with master's degree is required to take a minimum of 45 SCHs. Of 75 SCHs, master's degree satisfies requirement of 30 SCHs (regardless of the SCHs required for their master's degree). For the 45 SCHs, 42 SCHs can be graduate level courses including research hours (EEGR/CE/TE 8v70) and 3 SCHs should be PhD dissertation (EEGR/CE/TE 8v99).

9.1.2 PhD Students without Master's Degree

PhD students admitted into our graduate program without master's degree is required to take a minimum of 75 SCHs. Of 75 SCHs, a minimum of 30 graduate level courses similar to the master's degree requirements is required. For the remainder 45 SCHs, 42 SCHs can be graduate level courses including research hours (EEGR/CE/TE 8v70) and 3 SCHs should be PhD dissertation (EEGR/CE/TE 8v99).

Category	Semester Credit Hours
Required graduate level courses; (a master's degree satisfies this requirement)	30
Combined research (EEGR/CE/TE 8v70) and	42
additional graduate level courses	
Dissertation (EEGR/CE/TE 8v99)	3
TOTAL	75 (minimum)

9.2 PhD Dissertation Advisor

The Dissertation advisor must either be ECE, Computer Engineering or Telecommunications Engineering faculty or an affiliate faculty member; and should be a voting member of the general faculty holding the rank of Professor, Associate Professor or Assistant Professor. The Dissertation advisor will assist the student in developing a research topic, conducting research related to the dissertation, and periodically assess the student's progress and accomplishments. The Dissertation advisor will also usually serve as the chair to the student's supervising committee and assumes the primary responsibility for guiding the student to completion of the dissertation as long as the student continues to make reasonable progress.



9.3 Dissertation Supervising Committee

The supervising committee will oversee and assist the student in developing a dissertation proposal, conducting research related to the dissertation, and reviewing and evaluating the written dissertation and final oral examination. Students should form a supervising committee between - after passing the QE and in the semester the student completes fifty-four (54) semester credit hours at UT Dallas.

The supervising committee consists of four UT Dallas faculty members with one of the four designated as the Chair. The majority or at least two out of four EE dissertation committee members must have greater than 50% appointments in the ECE Department at UT Dallas. The majority or at least two out of four CE or TE dissertation committee members must be affiliated with the CE/TE programs at UT Dallas. Additional faculty from inside or outside the University may be selected; however, no more than one external member will be approved. The composition of the supervising committee must follow the guidelines contained in the UT Dallas policy memorandum, Policy on Procedures for Completing a Graduate Degree – UT Dallas PP1052.

When the committee has been formed, the student submits the Dissertation Committee Appointment Form signed by the proposed members of the committee to the ECE Graduate Program Office. Approval has to be first made by the ECE Department Head. Final approval of the supervising committee is made by the UT Dallas Dean of Graduate Education.

A change in committee membership is not allowed due to scheduling reasons. Exceptions can be made in cases of serious extenuating circumstances. The procedures for change in supervising committee membership are available on the ECE PhD Forms and Links.

To ensure that the supervising committee continues to play a role in contributing to the research, a meeting of the dissertation committee must occur at least once annually. The University requires an annual meeting and report.

9.4 Milestones Agreement Form

Doctoral study at UT Dallas includes a series of milestones. The key milestones include the completion of required coursework, successfully passing the qualifying examination, preparation and passing of the dissertation proposal (comprehensive examination), and completion and successful defense of the dissertation (final oral examination). The Milestones Agreement Form defines the specific requirements of the ECE doctoral program and outlines the expected timeline for degree completion.



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The ECE Graduate Advising office will email the form to all doctoral students in the middle of February and September; including the required evaluation periods and submission deadline. The PhD student and their dissertation advisor will review and sign this form and <u>submit</u> <u>annually</u> to ecegradprogram@utdallas.edu. The deadline is the 3rd Tuesday of March for the Spring admitted PhD students and 3rd Tuesday of October for the Summer & Fall admitted PhD students.

Milestone	Expected Time Achievement
Review of student's progress with the PhD advisor (and Doctoral studies committee)	Annually
Successful completion of qualifying exam	3 or 4 long semesters (27 SCHs or 36 SCHs)
Dissertation committee appointed/approved	No later than 54 SCHs
Dissertation accepted by the Office of Graduate Education	No later than 99 SCHs

9.5 PhD Program Examinations

In addition to course requirements, PhD students are required to complete the following examinations:

9.5.1 Qualifying Exam (QE)

PhD Qualifying Examination is to assess background knowledge and capabilities of a PhD student to do PhD-level research in the fields of Electrical Engineering, Computer Engineering or Telecommunications Engineering.

- The Qualifying Exam must be passed within three long semesters if the student joined the PhD program with a master's degree or within four long semesters if admitted without a Master's degree.
- The exam is given twice a year, during the fall and spring semesters. No qualifying exam is given in summer semesters.
- For the details of the Doctoral Qualifying Examination, please refer to the ECE Doctoral Qualifying Examination Policy.
- For the timeline of the exam, please refer to ECE Doctoral Qualifying Exam Submission Timeline.
- Students will enter doctoral candidacy after successfully completing the Qualifying Examination, meeting the GPA requirements in PhD level organized courses, and receiving an assignment of an approved supervising committee through the submission of the Committee Appointment Form signed by all members.



9.5.2 Doctoral Dissertation Proposal Exam

Dissertation proposal examination is given by a candidate's supervisory committee.

- This exam is to be passed, at the latest, a semester prior to the scheduled dissertation final oral examination.
- The exam can be held in any semester (spring, summer or fall semester).
- The last day of final examinations in each semester is the last day students can hold the dissertation proposal exam.
- When the committee Chair is satisfied with the proposal and believes the student is ready to be formally evaluated, the student will present their dissertation proposal to the supervising committee. The presentation is followed by an oral exam consisting of questions from the general audience in open session, and from the supervising committee in a closed session.
- The supervising committee will determine whether the student is adequately prepared and has the ability to conduct independent research and sign the Report of Examination for Doctoral Proposal. The student or PhD advisor will submit this form to the ECE Graduate Program Office within three business days.
- Students who fail the first oral defense of their dissertation proposal must redefend before the end of the following semester. Students who fail the oral defense of their dissertation proposal a second time or who fail to hold the defense prior to the end of the following semester will be dismissed from the program.

9.5.3 Dissertation Final Oral Exam

Completion of a major research project culminating in a dissertation demonstrating an original contribution to scientific knowledge and engineering practice. The dissertation will be defended publicly. The rules for this defense are specified by the Office of Graduate Education.

- The exam is to be passed on the graduating semester.
- Each doctoral candidate must prepare and submit a major research project culminating in a dissertation demonstrating an original contribution to scientific knowledge and engineering practice. The rules for the defense are specified by the Office of the Graduate Education in the Preparation of Dissertation and Thesis. The dissertation will be defended publicly.
- When the dissertation research is complete, a written final draft is submitted to the supervising committee for critical review before scheduling the final oral examination. The student should allow the supervising committee ample time to review the work. Action on a draft submitted less than one month before the date on which the completed dissertation is due may be deferred until the next semester. After the supervising committee has approved the final draft, the student and the Chair of the committee will schedule the oral thesis defense. The dissertation advisor will instruct the student regarding specific material which must be prepared for the examination.



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- Information concerning dissertation formatting and submission deadlines are available on the Office of the Graduate Education website. A student must upload both Request for Dissertation Final Oral Examination form and dissertation PDF on the Dissertation Submission webpage two weeks prior to the defense. In addition, the dissertation must be uploaded to Turnitin.com for a citation check. Also, a student must also provide the Dissertation Presentation Details a minimum of two weeks prior to the scheduled dissertation final oral examination. This copy should be in a form so that it could be turned in as the final version. It should not be left for the committee to make major corrections and revisions in spelling, syntax, organization, or content of dissertation.
- The initial phase of the final oral examination will be open to the public. It will be followed by a closed session in which the committee focuses primarily on the candidate's research contribution.
- If a recommendation for re-examination is made, the second Final Oral Examination must be taken between six months and one year after the first examination. In no cases will a third Final Oral Examination be given.



10. Internship and Career Advising

Career advising and job search resources are available to Electrical Engineering, Computer Engineering and Telecommunications Engineering students through the Jonsson Career Services. Students are encouraged to schedule an appointment with a Career advisor before graduating; and get assistance with interview preparations, resume writing, and tools for conducting an effective job search.

• <u>An international student who takes internship</u> must go through the Jonsson Career Services and must take 1 semester credit hour industrial practice programs (IPP) curricular practical training (CPT) if not, there may be an immigration issues.

11. Graduation

In the semester a student intends to graduate, there are several important requirements, deadlines they must meet and fees that are to be paid. Students should refer to the Graduation Checklist for MS, Graduation Checklist for PhD for graduation requirements; and Office of Graduate Education website and the University Registrar's website for deadlines and fees.

11.1 Graduation Requirements

The graduate student has the responsibility to notify by email a graduate advisor (Ms. Patricia Williams Last Name A -M and Ms. Kimberly High Last Name N -Z) of his/her intent to graduate by submitting a request for graduation audit on the semester of intended graduation.

Application for graduation is handled online. The student must apply for graduation by the posted deadline through their Galaxy account. Failure to apply for graduation by the posted deadline in a given semester will make the candidate ineligible for graduation in that semester by the census day.

Students may withdraw their graduation application for academic reasons (dropped a course or all courses) or thesis/dissertation is not ready for final oral examination; a student is unable to submit the thesis/dissertation final copy within the specified deadlines.

11.2 Priority Graduation

If students working on their thesis or dissertation have applied for graduation and are unable to meet the graduating semester's requirements completion deadlines, a submission extension for degree requirements completion is allowed until before Census Day of the following semester. The Priority Graduation deadlines, FAQs are available in the Office of Graduate Education website.



12. Post-Graduation

The following services are available to EE/CE/TE students who graduated from UT Dallas:

- Request Transcripts
- Graduation Verification Letter
- Completion of Requirement (COR) Letter (available only for a student who applied for priority graduation since the degree will be conferred at the end of the semester)
- Skills Verification Letter

We encourage alumni to stay in touch with the EE/CE/TE community. We are eager to know about the successes of our alumni after graduation from UT Dallas.

Connect with us on Instagram and Facebook.





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