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|  | DATE ISSUE 10/13/2015 | REVISION 4 | PAGE 1-2 |
| MSE ACADEMIC POLICIES AND PROCEDURES | SUBJECT PhD Requirements Policy | | |
| Approved by faculty on 10/13/15 (8 yes, 0 no, 0 abstain) | | | |
| OVERVIEW | | | |
| MSE graduate students are required to meet several milestones in order to fulfill the UT Dallas PhD requirements. This policy is to supplement the UT Dallas policy 87-III.25-58: Policy on Procedures for Completing a Graduate Degree – UTDPP1052 (http://go.utdallas.edu/utdpp1052). In the event of any conflict, UTDPP1052 supersedes. Students should also refer to MSE Policies and Procedures. | | | |
| PROCEDURES | | | |
| <p>A. Required Credit Hours and Grade Point Average (GPA):</p> <ol style="list-style-type: none"> a. Core courses: 12 credits. See Graduate Catalog. For each individual course, the minimum passing grade is a B-. Students are required to repeat any course in which they did not obtain at least a B-. No more than a single B- may be received among the four Core Courses, regardless of the qualifying exam outcome. b. Advanced courses: ≥ 9 credits. See Graduate Catalog. c. Elective courses: ≥ 9 credits, not including research credits. See Graduate Catalog and the MSE Elective Course Policy. d. All students are required to take MSEN 5300: Introduction to Materials Science and Engineering, unless an exemption is granted by the Graduate Director. e. Advanced, elective, and additional courses required upon admission must also be completed with passing grades ($\geq C$). f. The minimum acceptable University GPA for graduation is 3.0 for all graduate courses taken in the student's degree program at UT Dallas. <p>B. Qualifying Exam: Must be taken at the first opportunity offered. A student has two chances to pass the qualifying examination. See MSE Qualifying Examination policy.</p> <p>C. Forming a Supervising Committee and Proposal Defense: This is normally done after passing the Qualifying Examination.</p> <ol style="list-style-type: none"> a. Supervising Committee: Must have at least 4 members, with no less than 3 being voting members of the UT Dallas General Faculty. The Committee must include at least 2 MSE Core Faculty. b. Proposal Defense: Should normally take place before completion of 60 semester | | | |

hours beyond the baccalaureate degree taken at UT Dallas, not including transferred credits. A student is given 2 chances to pass the proposal defense. Upon passing the proposal defense, the student is admitted to candidacy for the Ph.D. degree. The research proposal shall consist of a written document in proper scientific/engineering publication format and an accompanying oral presentation by the student. The written proposal must be provided to all committee members a minimum of 2 weeks prior to the proposal defense date. Presentation materials should also be provided to the committee at least 1 week prior to the defense.

- c. Annual review: After the approval of the Proposal, the Supervising Committee should normally meet with the student at least once annually, as detailed in UTDPP1052. Annual review can be initiated by the Supervising Committee or the student.

D. Dissertation and Final Oral Exam:

- a. Manuscript: See UTDPP1052 for details on style, deadlines, required copies, and other critical requirements. An examinable dissertation manuscript should be distributed to all members of the Supervising Committee, allowing a minimum of 2 weeks for review.
- b. Final Oral Examination: Conducted in accordance to UTDPP1052. This normally consists of a public presentation followed by a closed-door examination administrated by the Examining Committee. Presentation materials should be provided to the committee at least 1 week prior to the oral examination.
- c. Outcome: To receive a PhD, the student must pass the oral examination and have the manuscript accepted. A student can be given a 2nd oral exam and may be required to revise the manuscript. See UTDPP1052.

E. Time Limit:

- a. All requirements must be completed within one ten-year-period. See UTDPP1052.
- b. The MSEN Ph.D. requires a minimum of 75 semester hours beyond the baccalaureate degree.
- c. Maximum Doctoral Hours: All doctoral hours taken at a Texas institution of higher education for which a student was registered as of Census Day, including, but not limited to, courses that have been repeated, failed, and courses from which the student withdrew, cannot exceed 99. A student who exceeds the maximum hours may be charged tuition at the rate charged nonresident doctoral students.