

### 1. [ECE Doctoral Qualifying Exam](#)

### 2. [Dissertation Committee Appointment Form](#)

- This form must be submitted for approval in advance - between after passing the QE and in the semester the student completes fifty four (54) credit hours at UTD; or a semester prior to taking the doctoral proposal examination and before taking the dissertation final oral examination
- If the committee members signing the dissertation committee appointment form, doctoral proposal examination report and dissertation final oral examination remain the same, only one graduate committee appointment form needs to be approved
- The minimum number of Dissertation Committee Members is four (4)
  - ◊ The majority or at least two (2) out of four (4) EE dissertation committee members must have greater than 50% appointments in the ECE Department at UTD
  - ◊ The majority or at least two (2) out of four (4) CE or TE dissertation committee members must be affiliated with the CE/TE programs at UTD
  - ◊ Student completes the form electronically and obtains all committee member signatures. If opting for digital signatures, use a UTD computer; the UTD email address must be visible on the signature pane
- For ECE Department Head and Graduate Dean signatures, email the pdf to [ecegradprogram@utdallas.edu](mailto:ecegradprogram@utdallas.edu)

### 3. [Change in Dissertation Committee Membership](#)

- Approval to change dissertation committee membership must be requested in advance - a semester prior to taking the doctoral proposal examination; or at the latest, six (6) weeks before taking the dissertation final oral examination
- The PhD Advisor must email the [Dean of Graduate Education](#) to provide a justification regarding the need to change committee member(s)
- The Graduate Dean provides feedback and instructions to complete a new graduate committee appointment form
- The student or PhD Advisor forwards both email chain between the PhD Advisor and Graduate Dean, & revised graduate/dissertation committee appointment form to [ecegradprogram@utdallas.edu](mailto:ecegradprogram@utdallas.edu); a semester prior to taking the doctoral proposal examination; and at the latest, six (6) weeks before taking the dissertation final oral examination

### 4. [Report of Examination for Doctoral Proposal](#)

- Students must be registered for, at least, minimum three graduate coursework hours in the semester taking the doctoral proposal examination.
- The doctoral proposal examination can be taken between the first day of class and last day of final examinations
- A student's graduate/dissertation committee appointment form must be approved in advance - prior to taking the doctoral proposal examination. The committee members listed on both the doctoral proposal examination report and approved/approved revised graduate committee appointment form must be the same
- The doctoral proposal examination must be passed, at least, one semester prior to the scheduled dissertation final oral examination
- The examination report form is due within three (3) business days of the examination
- Make a duplicate for your records. Submit the original to the ECE Graduate Program Office, ECSN 4.524 or email the pdf to [ecegradprogram@utdallas.edu](mailto:ecegradprogram@utdallas.edu)

### 5. [Request Dissertation Final Oral Examination](#)

- This form is due a minimum of two (2) weeks prior to the scheduled dissertation final oral examination
- The dissertation final oral examination can be taken, at the earliest, a semester after passing and receiving credit for the doctoral proposal examination
- Student must be registered for, at least, minimum three graduate coursework hours in the semester taking the dissertation final oral examination
- A student's graduate/dissertation committee appointment form must be approved in advance - prior to taking the dissertation final oral examination. The committee members signing the request for final oral examination form and dissertation signature page must be those on the approved/approved revised graduate committee appointment form

### 6. [Office of Graduate Education](#), [Academic Calendar](#) and [PhD Graduation Checklist](#)

- Check all three (3) links for instructions and deadlines

### 7. [Dissertation Presentation Details](#)

- This online form is due a minimum of two (2) weeks prior to the scheduled dissertation final oral examination

### 8. [Formatting & Submission Guidelines](#) for doctoral dissertation