MSE ACADEMIC POLICIES AND PROCEDURES

SUBJECT
MS Requirements Policy

Approved by faculty on 3/26/2024 (13 yes, 0 no, 0 abstain)

OVERVIEW

MSE graduate students are required to meet several milestones in order to fulfill the UT Dallas MS 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

A. Required Credit Hours and Grade Point Average (GPA):
   a. Core courses: 12 credits. See Graduate Catalog. For each core course the minimum passing grade is a B-; students must repeat any course in which they did not obtain at least a B-. Per UTDPP1052, students must also maintain at least a 3.0 (B) GPA in the core courses.
   b. Advanced courses: ≥ 9 credits, including at least 3 credits from MSEN 6380, MSEN 6381 or MSEN 6383. See Graduate Catalog.
   c. Elective courses: ≥ 9 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 (≥ 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.

B. Master’s Degree with Thesis:
   a. Supervising Committee: Must have at least 3 members, with no less than 2 being voting members of the UT Dallas General Faculty. The Committee must include at least 2 MSE Core Faculty.
   b. Proposal Defense: There is no formal MS thesis proposal defense required. However, the student is encouraged to meet with Committee members individually to discuss the optional Thesis topic and progress.
C. Thesis 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 Master's Degree with thesis, 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.

D. Time Limit: All requirements must be completed within one six-year period. See UTDPP1052.

E. Exceptions.
   a. Exceptions to policy concerning curricula (e.g. courses taken, grade requirements) must be approved by the Graduate Director and by vote of the Curriculum Committee. If the Graduate Director is a student's thesis advisor, the Associate Department Head or Department Head shall substitute.
   b. Exceptions to requirements specified in UTDPP1052 may also require approval of the ECS Graduate Dean and/or the Dean of Graduate Education.