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MSE ACADEMIC POLICIES AND PROCEDURES	SUBJECT <b>PhD Requirements Policy</b>		
Approved by faculty on 04/30/2024 (16 yes, 0 no, 0 abstain)			
<b>OVERVIEW</b>			
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 on Procedures for Completing a Graduate Degree – UTDPP1052 ( <a href="http://go.utdallas.edu/utdpp1052">http://go.utdallas.edu/utdpp1052</a> ). In the event of any conflict, UTDPP1052 supersedes. Other MSE Policies and Procedures may also apply.			
<b>PROCEDURES</b>			
A. Required Credit Hours and Grade Point Average (GPA):			
<ol style="list-style-type: none"> <li>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. Core courses must be taken the first time they are offered after students join the Program.</li> <li>b. Advanced courses: <math>\geq 9</math> credits, including at least 3 credits from MSEN 6380, MSEN 6381 or MSEN 6383. See Graduate Catalog.</li> <li>c. Elective courses: <math>\geq 9</math> credits, not including research credits. See Graduate Catalog and the MSE Elective Course Policy.</li> <li>d. All students are required to take MSEN 5300 <i>Introduction to Materials Science and Engineering</i>, unless an exemption is granted by the Graduate Director.</li> <li>e. All PhD students who have completed 4 long semesters and are registered full-time are required to take “MSEN 6099 Departmental Seminar” every long semester. Passing this course is based on attendance. Students visiting other institutions for a significant fraction of the semester, or doing off-campus internships or similar, should indicate as such in a memo addressed to the Graduate Director and submitted to the Graduate Coordinator (to be included in the student's file) in order to be excused from registering for that semester.</li> <li>f. Advanced, elective, and additional courses required upon admission must also be completed with passing grades (<math>\geq C</math>).</li> <li>g. The minimum acceptable University GPA for graduation is 3.0 for all graduate courses taken in the student’s degree program at UT Dallas.</li> <li>h. The MSEN Ph.D. requires a minimum of 75 semester hours beyond the baccalaureate degree.</li> </ol>			

- B. Qualifying Exam: Must be taken at the first opportunity offered. A student has two chances to pass the qualifying examination. See the MSE Qualifying Examination Policy.
- C. Forming a Supervising Committee and Proposal Defense: This can only be done after passing the Qualifying Examination.
  - 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: Normally takes 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 normally meets 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 administered 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 the PhD, the student must pass the oral examination and have the manuscript accepted. A student can be given a 2<sup>nd</sup> 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. 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.

F. Exceptions.

- a. Exceptions to policy concerning Qualifying Exams must be approved by the Graduate Director and by vote of the QE Committee. If a student is an advisee of the Graduate Director, the Associate Department Head or Department Head shall substitute.
- b. 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 a student is an advisee of the Graduate Director, the Associate Department Head or Department Head shall substitute.
- c. Exceptions to requirements specified in UTDP1052 may also require approval of the ECS Graduate Dean and/or the Dean of Graduate Education.