

## **Electrical and Computer Engineering (ECE) Department**

### **GRADUATE STUDENT GUIDE**

For graduation the student has to satisfy all the requirements of the degree stated by the School of Graduate Studies. [<http://catalog.uah.edu/grad/academics/degree-requirements/>]. This guide lists few additional requirements of the ECE Department. It is the responsibility of both the student and advisor to ensure that the guidelines are taken into account.

#### **MSE DEGREE (thesis, non-thesis and JUMP students)**

1. Meet with the Department Chair as soon as possible in order to have a provisional advisor assigned, who helps to schedule the coursework for the first semester.
2. The program of study (POS) which lists their coursework for the degree has to be submitted for official approval no later than after taking 12 credit hours.
3. All requirements toward the master's degree, including transfer credit, must have been earned during the 18 semester (fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Credit for individual graduate courses at UAH completed more than 18 semesters but less than 30 semesters before the completion of all requirements for the degree must be validated by the department that offered the course through the administering of a written or oral examination. Once a course is validated, it is considered valid through the tenth year only. Credit for courses more than ten years old cannot be validated. Up to six hours of transfer courses that are more than 18 but less than 30 semesters old may be validated by a committee of at least three members of the graduate faculty appointed by the department or program chair, with the results reported to the graduate dean.
4. Not less than 50% of MSE graduate credit hours must be taken at the ECE Department.

#### **MSE DEGREE (thesis students)**

1. The student must find a permanent advisor as soon as possible (but not later than taking 12 credit hours), who will help with the MSE program of study (POS) and the supervisory committee.
2. The supervisory committee (SC) consists of at least three members (a chair and 2 members). The thesis advisor and the SC chair usually are the same person. The chair must be full-time ECE faculty. Adjunct faculty and affiliate members may not chair a supervisory committee. Committee members shall all be graduate faculty, with at least half being Full members of the graduate faculty and at least

half being from the major department/program. It is recommended that they cover 1<sup>st</sup> and 2<sup>nd</sup> minor subjects.

3. If prior to the defense of the MSE thesis the *advisor* retires or resigns, but remains a graduate faculty, then he/she may continue to be the advisor. A co-advisor may be assigned by the chair from the available full-time faculty.

## Ph.D. DEGREE

1. Meet with the Department Chair as soon as possible in order to have a provisional advisor assigned, who helps to schedule the coursework for the first semester.
2. A student
  - (a) with MS degree without thesis (courses only) must go through evaluation of their classes taken for MS degree *as soon as possible* (in lieu of the written preliminary examination). Evaluation is done by a committee of three ECE faculty (including the provisional advisor), who will provide their recommendations on the POS.
  - (b) directly admitted to the Ph.D. program after obtaining BS degree must go through the evaluation *as soon as possible*;
  - (c) with MS degree that includes a thesis does not need to go through the evaluation.

By the evaluation time it is recommended that the student find a dissertation advisor with help from the department chair.

3. The program-of-study (POS) has to be submitted for official approval after the evaluation *as soon as possible*.
4. The committee has the right to decide if courses over 10 years or more will be accepted towards the POS. Revalidation of the course may include retaking the course or taking the examination on the course material.
5. The supervisory committee (SC) consists of at least five members (a chair and 4 members). The dissertation advisor and the SC chair usually are the same person. The chair must be full-time ECE faculty. Adjunct faculty and affiliate members may not chair a supervisory committee. Committee members shall all be graduate faculty, with at least half being Full members of the graduate faculty and at least half being from the major department/program. It is recommended that they cover 1<sup>st</sup> and 2<sup>nd</sup> minor subjects. In the case of joint CPE-UAB Ph.D. program, one committee member must be a UAB graduate faculty.
6. If prior to the defense of the Ph.D. dissertation the advisor retires or resigns, but remains a graduate faculty, then he/she may continue to be the advisor. A co-advisor may be assigned from the available graduate faculty.
7. The Ph.D. dissertation must be defended *no later than* during the **fifth** academic year after the completion of Qualifying Examination (QE); otherwise the QE must

- be retaken. The maximum number of times the QE can be taken is two.
8. For graduation with a Ph.D. degree a student must:
    - (a) Complete a Ph.D. POS and pass a QE;
    - (b) Successfully defend a Ph.D. dissertation;
    - (c) Publish, or have accepted, at least one journal paper or have a peer-reviewed paper accepted/published at a major national/international conference in the area of the conducted research. The responsibility to judge fitness of conferences and journals is reserved for the Ph.D. supervisory committee
  9. The ECE Department can suggest to students who are unsuccessful in completing the Ph.D. dissertation to use credits for the successfully taken courses for obtaining the MSE degree.
  10. Up to 30 credit hours with the grades B or A can be transferred from the completed MSE program to the PhD program, including 24 course credit hours plus 6 credit hours for MS thesis, if the thesis plan was the case.
  11. Not less than 18 graduate credit hours (not counting for EE799 credit hours) must be taken at the ECE Department.