

## While in Grad-School MS

1. Advising
  - Attend the orientation and meet with your advisor to register for courses in your first semester.
2. Prerequisites Waiver
  - Make sure to complete all the prerequisites.
  - If you have pursued the course in undergrad, get the prerequisite waiver approval.
3. Deadline
  - Look at the academic calendar for dates, and deadlines. The Deadline to drop a course without a W is by census day.
4. Holds
  - Check the student account for any holds, as this may hinder registering online from the second semester.
6. Degree Plan
  - Be sure to submit your first-degree plan to your MS faculty advisor before the end of the first semester, the sooner the better.
7. Credit Requirements
  - Complete the minimum 30 credit hours and meet both core and overall course requirements and GPA requirements.
8. MS Degree with Thesis
  - Form your thesis committee and get it approved.
  - Pass the thesis oral examination.

## While in Grad-School PhD

1. PhD Advisor
  - Find a PhD advisor who must have full time or affiliated appointment with the ECE department
2. Holds
  - Check the student account for any holds, as this may hinder from registering online from the second semester.
3. Prerequisites Waiver
  - Make sure to complete all the prerequisites.
4. RA/TA Orientation
  - Attend the mandatory RA/TA orientation conducted by the Office of Graduate Education.
5. Credit Requirements
  - If you have a master's degree, then you are required to complete minimum 45 credit hours.
  - If you do not have a master's degree, then you are required to complete 75 credit hours.
6. Milestones Agreement Form
  - Must be submitted every year.
  - Due every 3rd Tuesday of October, if admitted for Summer & Fall terms.
  - Due every 3rd Tuesday of March, if admitted for Spring term.
7. Pass the Doctoral Qualifying Exam (QE)
  - Must pass within three long semesters if you have an MS degree.
  - Must pass within four long semesters if you do not have an MS degree.
8. Dissertation Committee
  - Form your dissertation committee and get it approved.
9. Examination
  - Pass the doctoral proposal examination and dissertation final examination and complete the requirements.

## Internship/CPT/OPT

1. Orientation
  - Attend the mandatory CPT orientation by the Jonsson Career Services.
2. Make sure to comply with the credit requirements for the CPT.
3. Meet with ISSO to learn about F-1 related queries if you are on an F-1 visa.

## Graduation and After

1. Graduation Checklist
  - Check out the graduation checklist and submit graduation audit before the census day of the graduating semester, the sooner the better.
2. Holds
  - Meet up with the Graduate Advisor (Ms. Kimberly High or Ms. Patricia Williams) to learn about the holds on your account.
3. Degree Plan for MS
  - Get your final degree plan approved by the MS Faculty Advisor by the end of one semester prior to your graduating semester.
4. Apply for graduation before the census day of the graduating semester.



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## Graduate Advisors



**Mr. Joshua Esparza**  
Degree Plan Evaluator  
Last Name ( A - K )



**Ms. Kimberly High**  
Degree Plan Evaluator  
Last Name ( L - Z )

email us at:

[ecegradprogram@utdallas.edu](mailto:ecegradprogram@utdallas.edu)

Check **ECE Graduate Forms**

## MS Faculty Advisors



**Dr. Randall E. Lehmann**  
Advisor for MS EE Students  
with last name from A - M



**Dr. Matthew Heins**  
Advisor for MS EE Students  
with last name from N - Z



**Dr. Diana Cogan**  
Advisor for MS CE Students  
with last name from A - Q



**Dr. Marco Tacca**  
Advisor for MS CE Students  
with last name from R - Z and  
all MS TE students

Scan this QR Code or click the link for the  
**ECE Graduate Handbook**



# ECE



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