

WELCOME!

Electrical and Computer Engineering (ECE)

Dear New and Returning Students.

Congratulations and welcome to Texas Tech University. We are excited that you are joining Tech's vibrant graduate and professional student community.

We are here to ensure that you find a stimulating intellectual and social community of students and scholars from across the department and university. We also want to help you understand the sometimes confusing world of Texas Tech. The University provides many resources to support you through your studies, but they aren't useful if you don't know how to use them. The Electrical and Computer Engineering department has bundled information about all the resources available to you in this convenient resource guide, so hang on to it. This guide will give you valuable information you will need throughout your semester.

If you have concerns, or need more information, please contact myself at Jackie.charlebois@ttu.edu , Stephen.bayne@ttu.edu or Richard.gale@ttu.edu or visit me in my office. (224G)

Sincerely,

Jackie Charlebois
Academic Admin. Coordinator

Dr. Stephen Bayne, PhD
Associate Chair for Graduate
Studies and Professor

Dr. Richard Gale PhD, P.E.
Professor

Dr. Michael Giesselmann, PhD, P.E.
Department Chair and Professor

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International Students: Off campus internships (CPT) can only be obtained upon completion of two regular semesters (spring and fall).

2. MASTER'S PROGRAMS

2.1. Thesis Option, M.S.E.E. Students must take 30 credit hours (plus 1 credit hour per semester of graduate seminar ECE 5120), including 24 credit hours of coursework and 6 credit hours of thesis. At most 6 of the 24 credit hours may be non-ECE courses and 3 of the 24 credit hours may be ECE individual study courses. Up to 6 hours of coursework can be transferred into the program. Students must complete a thesis, deliver an oral presentation of the results, and pass the Fundamentals of Engineering (FE) Examination or a comprehensive oral examination. Your Degree Plan must be submitted following your first semester of enrollment (or the completion of 9 hours). It is highly recommended that the FE Examination be taken within your first year.

Complete 30 credit hours total.

24 hours of this must be coursework.

At most, 6 of the 24 hours may be non-ECE courses.

At most, 3 of the 24 hours may be EE Individual-Study courses.

At most, 6 of the 24 hours of coursework may be transferred into the program.

6 hours must be ECE 6000, Master's Thesis.

Enroll in ECE 5120, Graduate Seminar every semester.

ECE 5371 Engineering Analysis is required to be taken by all graduate students

Complete a thesis and deliver an oral presentation of the results.

Pass the Fundamentals of Engineering Examination or comprehensive oral examination.

There should be a minimum of 2 (chair and committee member).

2.2. Non-Thesis Option, M.S.E.E. Students must take 36 credit hours (plus 1 credit hour per semester of graduate seminar) of coursework. At most 9 (3 courses) of the 36 credit hours may be non-ECE courses and 6 (2 courses) of the 36 credit hours may be ECE individual study courses. Up to 6 of the 36 hours of coursework can be transferred into the program. Students must pass the Fundamentals of Engineering (FE) Examination or a comprehensive oral examination.

Complete 36 hours of coursework.

At most, 9 of the 36 hours may be non-ECE courses.

At most, 6 of the 36 hours may be ECE Individual-Study courses.

At most, 6 of the 36 hours of coursework can be transferred into the program.

Enroll in ECE 5120, Graduate Seminar every semester.

ECE 5371 Engineering Analysis is required to be taken by ALL graduate students

Pass the Fundamentals of Engineering Examination or comprehensive oral examination.

SUMMARY

Program Additional Details

Hours Required for Thesis: 30

Hours Required for Non-Thesis: 36

Mode-On Campus (Face-to-Face): Yes

Mode-Off Campus (Online): No

Mode-Hybrid: No

TIME LIMIT

With the exception of certain specially approved programs, work credited toward a master's degree must be completed within 6 years. Also, **two** failed attempts at the FE is an automatic dismissal from the Graduate School.

Steps: [Master's Degree Plan](#)

Masters Programs: Required Steps

	ACTION	INITIATED THROUGH	SUBMITTED TO	TIME
1	Plan courses for degree	Graduate Advisor	Graduate Advisor	Prior to registration
2	Set up thesis advisory committee and title, if applicable	Graduate Advisor	Graduate Advisor	Prior to filing "Program for the Master's Degree and Admission to Candidacy" form
3	File "Program for the Master's Degree and Admission to Candidacy" form (Not to be confused with the "Statement of Intention to Graduate" form, see #6 below)	Graduate Advisor or Chair, Advisory Committee	Graduate School Enrollment Services	After first semester of master's coursework, no later than the posted deadline
4	File changes in degree program, if necessary	Graduate Advisor or Chair, Advisory Committee	Graduate School Enrollment Services	As needed
5	Enroll in semester of graduation (at least 3 hours of thesis, if defending thesis)	Graduate Advisor or Chair, Advisory Committee	Registrar	Semester of graduation
6	Apply to Graduate: Go to raiderlink.ttu.edu --> "TTU MyTech" --> "Current Term" --> "Apply to Graduate"	Student	Graduate School Enrollment Services	Semester of graduation no later than posted deadline (One must be filed for each intended graduation semester)
7	Schedule final comprehensive examination and/or defense. Send email to the Thesis Coordinator indicating the time and date of the defense.	Student	Graduate School Thesis Coordinator	Semester of graduation (usually about 6 weeks before graduation or no later than posted deadline)
8	After the defense, the chair sends the Report on the Comprehensive Exam form to the Graduate School Masters Coordinator	Graduate Advisor or Chair, Advisory Committee	Graduate School Enrollment Services	Semester of graduation (usually about 6 weeks before graduation or no later than posted deadline)
9	Obtain committee signatures on the Oral Defense and Thesis-Dissertation Approval Form and submit to Graduate School	Student (thesis option)	Graduate School Thesis Coordinator	Prior to deadline during semester of graduation
10	Pay the Thesis-Dissertation fee, if applicable	Student (thesis option)	Student Business Services	Prior to deadline during semester of graduation
11	After incorporating committee changes, submit .pdf file of thesis to the ETD site for official review	Student (thesis option)	Graduate School Thesis Coordinator	Semester of graduation (usually 5 weeks before graduation date or no later than posted deadline)
12	Final grade for thesis hours (A or B) Grade will be "CR" until final semester	Chair, Advisory Committee	Registrar – Final grade roll	End of semester
13	Submit official .pdf of thesis to ETD web site (MM students submit PDF programs to ETD site and turn CDs of performances in to the Graduate School)	Student (thesis option)	Graduate School Thesis Coordinator	Prior to deadline .

International Students: Off campus internships (CPT) can only be obtained upon completion of two regular semesters (spring and fall).

3. Electrical Engineering, Ph.D.

Students must take at least 60 credit hours of graduate course work. In addition, the student must take 12 hours of dissertation plus 1 credit hour per semester of graduate seminar until the student becomes a candidate. 27 of the 60 credit hours can be taken as ECE 5331 or ECE 7000. The maximum studies allowed hours of ECE 5331 is 18. ECE 7000 courses involve a special arrangement between a student and a faculty member in which the student carries out assignments in a subject not available in a regular course. Students are not required to take a formal minor subject, but if a minor is declared, it must include at least 15 credit hours outside the department. The minor must be represented by a faculty member from the minor department on the student's advisory committee. Students must pass the Comprehensive Exam (FE) and have 3 journals submitted. You must maintain a GPA of 3.5 or above. Up to 30 credits can be transferred into the PhD.

Graduate students can find thesis and dissertation topics in a variety of areas with research conducted in the following multidisciplinary centers, laboratories, and industry-sponsored programs:

- Center for Pulsed Power and Power Electronics (P3E)
- Nano Photonics Center
- Nano Tech Center (NTC)
- Wireless Communication Systems Laboratory
- Biomedical Integrated Devices and Systems (BIDS)
- Applied Vision Laboratory (AVL)
- Micro-Electric-Mechanical Systems (MEMS)
- Neuroimaging, Cognition, and Engineering Laboratory (NICE)
- Microwave and Antenna Laboratory
- Program for Semiconductor Product Engineering (PSPE)
- Advanced Electronic Systems Engineering Program

Before being recommended for admission to a degree program, students may be required to take (without graduate credit) undergraduate leveling courses designated by the department. **Up to 30 credits can be transferred into the PhD.**

Must pass Comprehensive Exam (FE) and have 3 journals submitted.

TIME LIMIT

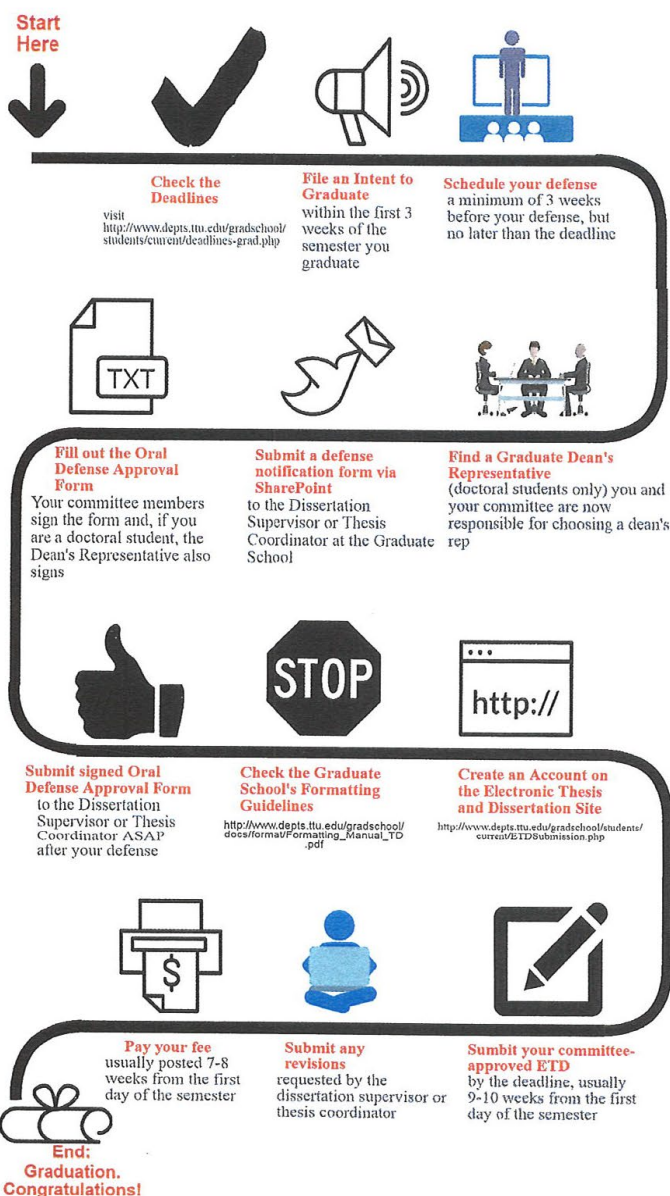
All requirements for the doctoral degree must be completed within a period of eight consecutive calendar years or four years from admission to candidacy, whichever comes first.

Steps: [Doctoral Degree Plan](#)

Doctoral Programs: Required Steps

	ACTION	INITIATED THROUGH	SUBMITTED TO	TIME
1	Plan courses for degree	Graduate Advisor	Graduate Advisor	Prior to registration
2	Take preliminary exam (option)	Graduate Advisor	Graduate School Enrollment Services	Early in doctoral study, usually first semester of coursework
3	Set up doctoral advisory committee and title	Graduate Advisor	Graduate School Enrollment Services	Prior to filing doctoral degree plan
4	File "Program for the Doctoral Degree" form	Graduate Advisor or Chair, Advisory Committee	Graduate School Enrollment Services	Before the end of first year of doctoral coursework
5	File changes in degree program, if necessary	Graduate Advisor or Chair, Advisory Committee	Graduate School Enrollment Services	As needed
6	Take Qualifying Examination for major and minor subjects	Graduate Advisor or Chair, Advisory Committee	See step #7	After approval of doctoral program and completion of coursework
7	Recommendation for admission to candidacy (Qualifying Exam and Admission to Candidacy Recommendation Form)	Chair of Committee	Graduate School Enrollment Services	After passing qualifying exam and no later than 4 months before graduation
8	Enroll in semester of graduation if all requirements are met (at least 3 hours)	Graduate Advisor or Chair, Advisory Committee	Registrar	Semester of graduation
9	Apply to Graduate: Go to raiderlink.ttu.edu --> "TTU MyTech" --> "Current Term" --> "Apply to Graduate"	Student	Graduate School Enrollment Services	Semester of graduation (One must be filed for each intended graduation semester.)
10	Pay the Thesis-Dissertation fee through Student Business Services	Graduate School Dissertation Supervisor	Student Business Services	Semester of graduation (This is paid only once.)
11	Schedule final oral defense of dissertation and submit "Doctoral Final Oral Examination Notification Form" at least 3 weeks before defense	Student, Committee Chair, and Advisory Committee	Graduate School Dissertation Supervisor	At least 3 weeks before defense
12	Stand for final oral defense of dissertation and send result by memo to the Graduate School (Doctoral Defense Report)	Advisory Committee	Graduate School Doctoral Coordinator	Semester of graduation
13	Submit signed Thesis-Dissertation Approval Form and after incorporating committee changes, submit .pdf file of dissertation to ETD site for review.	Student, Advisory Committee	Graduate School Dissertation Supervisor	Semester of graduation (usually 5 weeks before graduation date)
14	Final grade for dissertation hours (A or B)	Committee Chair or Advisory Committee	Registrar-Final Grade Roll	End of semester
15	Submit official .pdf of dissertation to ETD web site (DMA students submit PDF programs to ETD site and turn CDs in to the Graduate School)	Student	Graduate School Dissertation Supervisor	Prior to deadline
16	Complete Doctoral Survey	Student	https://sed.norc.org/showRegister.do	Before Graduation

So you want to defend your thesis or dissertation...



EVERYTHING YOU SHOULD KNOW ABOUT

ETD Review

AFTER YOU SUBMIT YOUR ETD

We begin our review after the deadline

We review ETDs in the order they are submitted

It takes 3-4 weeks for us to complete our review of all ETDs

Submitting early does not guarantee early review



tip

Double-check your advisor's/chair's email in the ETD system.



We send them important emails and we DO NOT check the accuracy of their email address.

What do we check?



Grammar and punctuation

Does this represent effective, professional communication?



Formatting and Style

Does this follow the Graduate School's Guidelines?



Approval

Has your advisor or chair approved the document?

AFTER REVIEW



we will inform you of any necessary corrections



download the feedback document and make ALL corrections ASAP



upload the corrected document

Corrections are NOT suggestions: They are requirements

Once Corrections are Received



Subsequent reviews take 1-2 weeks



If no corrections are needed AND your advisor/chair has approved your submission, we will approve your ETD

tips



Double-check that ALL corrections have been made



ALWAYS review the .pdf after you have converted it from a Word document



Communicate often with your chair or advisor and make sure they have approved your ETD



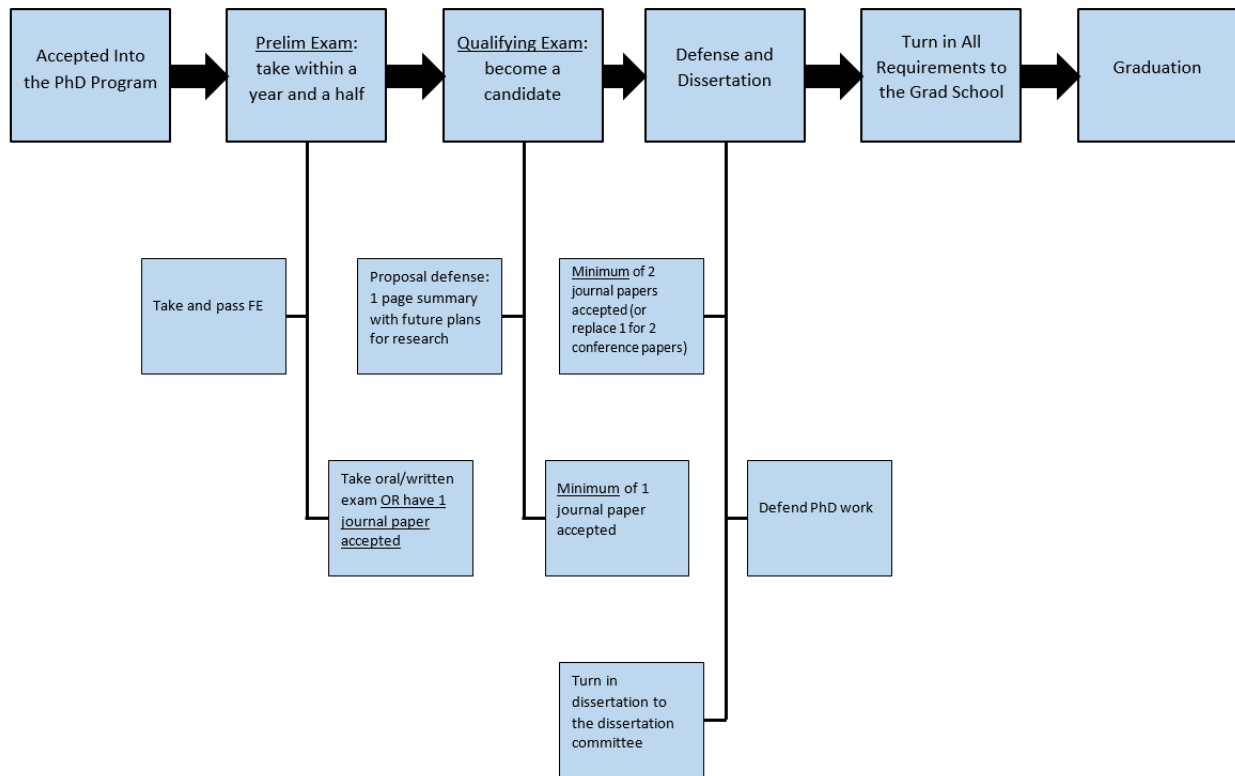
If your document isn't approved, you MAY still be able to walk at graduation, but you won't receive a diploma

After approval, your ETD will be published unless you have selected an embargo period



Embargo periods can ONLY be changed on permission of the student, not the chair or advisor

Email the Thesis Coordinator or Dissertation Supervisor if you have questions



Qualifying Exam

Students must complete the following requirements in order to become a Ph.D. candidate in Electrical and Computer Engineering:

- Pass the Fundamentals of Engineering (FE) Exam
- Publish a minimum of two papers in Journals that are approved by the student's committee. The publications must be on research that the student conducted while completing their Ph.D. If the student does not have two journals, then the student must write a research paper in an area selected by the student's committee, and pass an oral exam on the topic.

The following are some guidelines for the final oral examination for the doctoral degree.

Scheduling and Announcement

The final oral examination, usually over the general field of the dissertation, is required of all candidates for doctoral degrees. It should be scheduled at least four months after the student has been admitted to candidacy and a suitable time after the dissertation (not necessarily the final version) has been read by the advisory committee. The examination is a formal public affair. Therefore, it should be held during weekday business hours when classes are in session and not during break periods. (A defense may begin as late as 4:30 p.m. in the afternoon.) The examination should be held in a University room conducive to attendance by faculty members and students.

At least three weeks before the date of the examination, the candidate should submit the signed notification form and the defense abstract to the Dissertation Supervisor. The student will also provide a copy of the dissertation to the representative for the Dean of the Graduate School at least a week before the defense. The Dissertation Supervisor and the Dean's representative should be notified as soon as possible when it becomes necessary for a doctoral examination to be postponed.

Graduate Dean's Representative

The Graduate Dean's representative is a member of the Graduate Faculty appointed by the Graduate School primarily to observe and report on the conduct of the final examination. The representative shall have access to the dissertation and may participate in questioning the candidate. Representatives are normally chosen from areas related to the student's program.

Conduct of the Examination

The chairperson of the advisory committee should convene the examination by introducing the candidate, giving his or her background, and indicating the general format of the proceedings to follow, although there may be variations from department to department. Initially, the candidate should give an overview of his or her study for the benefit of those in attendance who have not read the dissertation (15 to 30 minutes). After this, under the guidance of the chairperson, the candidate may be questioned by members of his or her committee, the representative, and other audience members. As indicated earlier, the examination is a public affair and the candidate should be prepared to defend his or her work before anyone who may question it. A copy of the dissertation (not necessarily in final form) should be available for reference during the examination.

When ample opportunity has been given for this discussion, those not on the doctoral committee should be excused while the committee and the representative ask further, possibly more detailed, questions regarding both the dissertation and its research procedures. The candidate should be dismissed from the room while the committee comes to a decision concerning the results of the examination. When the decision is made, the chairperson should inform the candidate of the outcome and forward a short report of the examination to the Dissertation Supervisor for the record.

Committee Approval

All members of the dissertation committee must approve and sign the document before it is submitted to the Graduate School for the approval of the Graduate Dean.

The options for handling a situation in which a majority of the members of a student's examining committee vote to pass the student's examination, but there is a dissenting vote include the following.

1. The members may all agree on appropriate changes in the final form of the dissertation that resolve the objections of the dissenting member.
2. The dissenting member may accept the majority vote as a committee decision and agree to sign the dissertation.
3. A member voting against approval, and refusing to sign the dissertation as a matter of principle, may resign from the committee, in which case another member may be appointed as a replacement (if needed to make the minimum of three), and the dissertation may be approved. The chairperson must notify the Graduate Dean by letter of the replacement member, who must be approved by the Dean.
4. A member voting against approval may refuse to sign the dissertation and may not be willing to resign from the committee. In such a case, the matter should be referred to the Graduate School for review and assistance in solving the problem.

It is stressed that occasions when committee members vote against approval rarely occur when all of the committee members work closely with the student throughout the preparation of his or her dissertation.

4. 150–Hour Combined B.S./M.S. Overview

Computer Engineering or Electrical Engineering

Admission to **Master's** study is restricted to applicants whose backgrounds show a distinguished record in previous work as evidenced by their university transcripts, letters of recommendation, statement of purpose, résumé, and competitive score on the Graduate Record Examination. Only Non-Thesis students can apply to this program.

A substantial body of undergraduate work in electrical engineering and considerable breadth of background are essential for graduate study. Students whose undergraduate record is considered lacking in depth or breadth may be required to complete preparatory courses without degree credit.

Undergraduate students at Texas Tech University who are majoring in electrical engineering or computer engineering may apply to our 150-Hour Program. This program is intended for our best undergraduates who wish to stay on for a master's degree. Students in the program get an early start on master's work by taking three graduate courses in their senior year, in place of three senior elective courses, to complete their B.S.E.E. or B.S. Comp. E. Degree. They then take the remaining graduate courses the following year and carry out their thesis research to complete their M.S.E.E. degree. Work on laboratory projects during the senior year may provide background for the thesis.

Overall the program requires 150 semester credit hours, rather than 159 in the case of completing the bachelor's before beginning the master's (156 versus 165, Non–Thesis Option). Curriculum details for the 150–Hour Program are available in the curriculum tables. Interested EE/CS dual–degree undergraduate students should discuss opportunities similar to the 150–Hour Program with the Graduate Advisor. [Click here to view Accelerated Bachelor's-to-Master's Overview](#)

5. Scholarships

Overview

The Whitacre College of Engineering offers a number of externally funded scholarships. All students who receive a scholarship must see Janet McKelvey in the main office to acquire the name of their scholarship donor's name. Scholarships are very competitive and if your GPA falls below 3.5 you risk losing your scholarship. Thank you letters must be submitted every semester to Janet. After attaining the name of your scholarship donor, you will use the format letter below:

Your Name Here (in 12 font)	
Email Address · Home Address (optional) · Phone Number (optional)	
Department of Electrical and Computer Engineering Texas Tech University c/o Janet McKelvey Box 43102 Lubbock, TX 79409-3102	<Do NOT put a date on the letter>
Dear <insert donor name here>,	
Use Times New Roman, Arial, or Calibri 12 font and one inch margins. Use this paragraph to tell about where you are from, your family background, and why you chose to attend Texas Tech University. Some questions to help: Where did you grow up? Did you move before college? Are you the first in your family to go to college? Are you following a family tradition to attend a university? Why did you choose to attend Texas Tech? Family legacy? Close to home? Rich traditions? Great academic opportunities? Do NOT discuss residency.	
Use two spaces to distinguish second paragraph. Use the second paragraph to tell the sponsor about your present situation. What is your major? Are you currently working while attending classes? What organizations do you participate in? Do you hold any officer positions or will you run for one? Do you participate in any other type of extra-curricular activity?	
Use this paragraph to tell the donor about your future plans. What do you plan to do while you are at Texas Tech? Do you have an internship or full time job waiting? If so, what and where and what will you be doing? If not, tell about how you're working to find one.	
Use this paragraph to tell the donor how the scholarship will help you. Do not mention an amount. Does this scholarship allow you to focus on your studies rather than work? Does it allow you to work less hours? Does it help your family?	
Conclude the letter by thanking the donor for his/her generosity.	
< Run a spell-checker. Your letter should be thoughtful and sincere. It should be ¾ to 1 page in length. It should be turned in to ECE in an unsealed envelope. Provide a separate letter for each scholarship that you receive; they can be identical except for the donor name. Letters are due once per year, on September 1. If your scholarship starts in spring or summer, your letter is due the first week of class. Your scholarship will be released to you after your letter has been submitted to the ECE Department. >	
Sincerely,	
<handwritten signature goes here>	
Your name typed here	

ALL SCHOLARSHIP RECIPIENTS ARE REQUIRED TO ATTEND THE IEEE BANQUET THAT IS HELD EVERY APRIL.

6. PASS/FAIL: Pass/Fails are **NOT** allowed in ECE.

<http://catalog.ttu.edu/content.php?catoid=2&navoid=404>

NOTE: Please notify the Graduate School if you do **NOT** plan to graduate this semester. If your graduation is delayed, you will need to **"Apply to Graduate"** for the semester during which you plan to graduate.

APPLY TO GRADUATE: Go to raiderlink.ttu.edu --> "TTU MyTech" --> "Current Term" --> "Apply to Graduate".

APPLICATION TO COMPLETE GRADUATE CERTIFICATE

Those who will be completing their certification requirements must also apply to graduate by the listed deadline.

APPLY TO GRADUATE: Go to raiderlink.ttu.edu --> "TTU MyTech" --> "Current Term" --> "Apply to Graduate".

Doctoral Oral Defense Guidelines

Last day (or at least 3 weeks prior to your defense date) for Doctoral students to submit the Doctoral Defense Notification Form to the Dissertation Supervisor.

[Doctoral Defense Notification Form](#)

Doctoral Students: If you are purchasing your regalia, you must do so 10 weeks before graduation. **(The Bookstore telephone number is 806.742.3816 or 800.377.7329.)**

CAP--GOWN--HOOD ORDERS

Last day to order cap, gown, and hood from the University Bookstore **(806-742-3816 or 800-377-7329)**. This date is tentative. You should call the Bookstore for confirmation.

7. DEFENSE DEADLINE

Last day to defend theses/dissertations.

Students must obtain signatures from committee members on the Oral Defense and Thesis-Dissertation Approval Form. Print this form and bring it with you to your defense.

[Doctoral degree plan](#)

COMPREHENSIVE EXAMS

Last day for Master's Non-Thesis comprehensive examinations for the Master's degree (non-thesis students)

SUBMISSION OF THESIS/DISSERTATION FOR FORMATTING REVIEW

Last day to submit a final, committee-approved copy of your thesis or dissertation for review.

A final copy of your thesis or dissertation must be submitted in PDF format to the ETD web site within two weeks of your defense or no later than the posted date.

Documents must comply with the Graduate School formatting guidelines.

Thesis-Dissertation Formatting Guidelines

Electronic Thesis-Dissertation (ETD) Submission

SIGNED ORAL DEFENSE AND THESIS-DISSERTATION APPROVAL FORM

The Thesis-Dissertation Approval Form with ALL committee members' signatures should be turned in within two weeks of your defense or no later than this deadline

Oral Defense and Thesis-Dissertation Approval Form

GRADE CHANGES

Last day to remove grades of I, PR, or CR in the Graduate School. This does not apply to the PR/CR received on a previous thesis or dissertation enrollment.

OFFICIAL REPORTS ON FINAL COMPREHENSIVE EXAMINATIONS FOR MASTER'S

Official reports on final comprehensive examinations for the Master's degree (non-thesis students) are due in the Graduate School.

Comprehensive Exam/Oral Defense Report Form

REPORTS ON PORTFOLIO

Final day for committee chairs for Master's Interdisciplinary Students to submit Portfolio reports and for their advisors to submit the Report on the Portfolio (faculty use the Comprehensive Exam Report form for this purpose)

Comprehensive Exam/Oral Defense Report Form

GRADUATE IN ABSENTIA

Last day to inform the Graduate School of plans to graduate in absentia.

Thesis-Dissertation FEE

Last day to pay the thesis-dissertation fee posted to your university bill. This is a required fee.

MM-DMA RECORDINGS AND RECITAL PROGRAMS

Last day for music performance students to submit one copy of performance recording.

Last day to submit recital programs in PDF format to the ETD website

More information on MM-DMA submission

FINAL GRADES DUE FOR STUDENTS GRADUATING THIS SEMESTER

Noon, grades due for graduating students via RaiderLink.

FOR DOCTORAL STUDENTS ONLY: COMPLETE THE SURVEY OF EARNED DOCTORATES

Complete the survey of earned Doctorates before this date.

<https://sed.norc.org/showRegister.do>

UNIVERSITY GRADUATE COMMENCEMENT

Information regarding the times and location of the University Commencement Ceremony is sent to students one month prior. Please notify us if your address changes.

More Information on Graduate Commencement

[Graduate Catalog](#)

[Campus Map](#)

9. EXAMPLE FORMS

9.1. Master's Degree Plan (Thesis)



TEXAS TECH UNIVERSITY
Graduate School™

This is a fillable PDF. You can use Adobe Acrobat to fill in the form. You can save the data in this form.

Print Form

PROGRAM FOR THE MASTER'S DEGREE AND ADMISSION TO CANDIDACY

After admission to a degree program, every applicant for the master's degree is required to complete and submit **one** copy of this form to the Graduate School for approval before the second semester of enrollment in the program.

CIP Code 14.1001 Date 8/30/17

Full legal name XXXXXX XXXXXX Student's RID# XXXXXXXXXX

Current mailing address (include zip code) XXXXXXXXXX

Degree sought Masters

Major ECE Minor (if declared) _____

Concentration _____ Expected Graduation Date xx/xxxx

Previous Degree(s)	Institution(s)	Year(s) Awarded
<u>XXXXXXXXXX</u>	<u>XXXXXXXXXX</u>	<u>XXXX</u>
_____	_____	_____
_____	_____	_____

Check one: ☐ Non-Thesis

☒ Thesis (Complete committee and thesis title sections below. Do not complete if graduating with a "Report" option)

Thesis Committee (at least two Graduate Faculty members; indicate Chairperson) _____

Thesis Title (if known at this time, otherwise list area of thesis research) _____

Coursework (prefix and number as it appears in catalog or on official transcript): See TTU Graduate Catalog for hours required for degree sought.

Major 18hr min	Minor 6hr min (if declared)	Tool or Language (if required)	Leveling (if required)	Transfer Course # Institution*	TTU Equivalent #*
ECE 5371	ECE xxxx	_____	_____	_____	_____
ECE 6000	ECE xxxx	_____	_____	_____	_____
ECE 6000	ECE xxxx	_____	_____	_____	_____
ECE xxxx	ECE xxxx	_____	_____	_____	_____
ECE xxxx	_____	_____	_____	_____	_____
ECE xxxx	_____	_____	_____	_____	_____

* In order for transfer courses to be entered on the TTU transcript, courses must be given the TTU equivalent number. For example, MGMT 630 at TAMU may be equivalent to MGT 5371 at TTU. Please indicate when course was (or will be) taken and **provide an official transcript to the Graduate School**. No more than 6 hours may be transferred on a 36-hr., and 9 on a 45-hr program. Grades from transfer courses will not appear on TTU transcripts. Grades below B are not accepted on transfer work.

Signature of Graduate Advisor for the major department _____ Signature of Graduate Advisor for the minor department (if declared) _____

Graduate Dean _____ Date _____

Approved ☐ Conditional Approval ☐ Not Approved ☐

Remarks or Conditions of Approval _____

Approval of this form by the Dean of the Graduate School merely indicates that the proposed program is acceptable; it carries no assurance of the applicant's attainment of a degree. Changes to this program may be made only with the approval of the department concerned and the Graduate School, using the form available in the Graduate School. Conditions for approval for admission to candidacy must be met before the proposed semester of graduation

9.2. Master's Degree Plan (Non Thesis)



TEXAS TECH UNIVERSITY
Graduate School™

This is a fillable PDF. You can use Adobe Acrobat to fill in the form. You can save the data in this form.

Print Form

PROGRAM FOR THE MASTER'S DEGREE AND ADMISSION TO CANDIDACY

After admission to a degree program, every applicant for the master's degree is required to complete and submit **one** copy of this form to the Graduate School for approval before the second semester of enrollment in the program.

CIP Code <u>14.1001</u>		Date <u>8/30/17</u>
Full legal name <u>XXXXXX XXXXXX</u>		Student's RID# <u>Rxxxxxxx</u>
Current mailing address (include zip code) <u>XXXXXXXXXX</u>		
Degree sought <u>Masters</u>		
Major <u>ECE</u>	Minor (if declared) _____	
Concentration _____	Expected Graduation Date <u>xx/xxxx</u>	
Previous Degree(s) <u>XXXXXXXXXX</u>	Institution(s) <u>XXXXXXXXXX</u>	Year(s) Awarded <u>XXXX</u>
_____	_____	_____
_____	_____	_____

Check one: ☒ Non-Thesis

☐ Thesis (Complete committee and thesis title sections below. Do not complete if graduating with a "Report" option)

Thesis Committee (at least two Graduate Faculty members; indicate Chairperson) _____

Thesis Title (if known at this time, otherwise list area of thesis research) _____

Coursework (prefix and number as it appears in catalog or on official transcript): See TTU Graduate Catalog for hours required for degree sought.

Major 18hr min	Minor 6hr min (if declared)	Tool or Language (if required)	Leveling (if required)	Transfer Course # Institution*	TTU Equivalent #*
ECE 5371	ECE xxxx				
ECE xxxx	ECE xxxx				
ECE xxxx	ECE xxxx				
ECE xxxx	ECE xxxx				
ECE xxxx	ECE xxxx				
ECE xxxx	ECE xxxx				

* In order for transfer courses to be entered on the TTU transcript, courses must be given the TTU equivalent number. For example, MGMT 630 at TAMU may be equivalent to MGT 5371 at TTU. Please indicate when course was (or will be) taken and **provide an official transcript to the Graduate School.** No more than 6 hours may be transferred on a 36-hr., and 9 on a 45-hr program. Grades from transfer courses will not appear on TTU transcripts. Grades below B are not accepted on transfer work.

Signature of Graduate Advisor for the major department _____

Signature of Graduate Advisor for the minor department (if declared) _____

Graduate Dean _____

Date _____

Approved ☐

Conditional Approval ☐

Not Approved ☐

Remarks or Conditions of Approval _____

Approval of this form by the Dean of the Graduate School merely indicates that the proposed program is acceptable; it carries no assurance of the applicant's attainment of a degree. Changes to this program may be made only with the approval of the department concerned and the Graduate School, using the form available in the Graduate School. Conditions for approval for admission to candidacy must be met before the proposed semester of graduation

9.3. Doctoral Degree Plan



Doctoral Degree Plan Form

After admission to a degree program, every applicant for the Doctoral degree is required to complete and submit one copy of this form to the Graduate School for approval before the second semester of enrollment in the program. This document should be submitted by the advisor via the Graduate School Sharepoint.

Student R#: Rxxxxxxx **Full legal name:** xxxxxx xxxxx **Date:** xx/xx/xxxx
Mailing street address: xxxx xxxx **Zip Code:** xxxxx

Degree sought (PhD, EDD, etc.): PhD **Expected Graduation Term:** Spring/Dec /Sum 20xx
Major: Electrical Engineering **Minor (if declared):**
Concentration: xxxxx xxxxxx

Previous Degree(s)	Institution	Year Awarded
AAS	xxxxxxxxxxxxxx	xxxx
BSEE	xxxxxxxxxxxxxx	xxxx
MSEE	xxxxxxxxxxxxxx	xxxx

Dissertation Committee: xxxxxxxxxxxxxxxxx

Doctoral Committee Chair: xxxxxxxxxxxxxxxxx xxxxxxxxxxxxx

Dissertation Title: xxxxxxxxxxxxxxxxx xxxxxxxxxxxxx

Coursework

This section of the Degree Plan form should list all courses to be attributed to the student's degree. Please provide the TTU Course prefix and number, and the credit hours of these courses, especially for courses with variable credit hours, such as 6000, 7000, 8000 but courses numbers like: 5093 or 6051

Major and Minor Coursework				Leveling or Tools (if required)	Transfer Institution	Transfer Course	TTU Equivalent
ECE 5371	ECE xxxx	ECE xxxx	ECE xxxx				
ECE 8000	ECE xxxx	ECE xxxx	ECE xxxx				
ECE 8000	ECE xxxx	ECE xxxx	ECE xxxx				
ECE 8000	ECE xxxx	ECE xxxx	ECE xxxx				
ECE 8000	ECE xxxx	ECE xxxx	ECE xxxx				
ECE xxxx	ECE xxxx	ECE xxxx	ECE xxxx				

*Transfer coursework should be submitted to Sharepoint via the Transfer Coursework Request Form. This helps us to identify and process transfer coursework requests in an organized way. Please indicate AT LEAST the TTU course equivalents that will be transferred for this student. Note: No more than 6 hours may be transferred on a Master's program, and 30 hours on a PhD program. Grades below a B or taken as Pass/Fail will NOT be accepted for transfer work.

Signature of Graduate Advisor for the Major Department

Signature of Graduate Advisor for the Minor Department (if declared)

Graduate Dean

Date

Approved ☐

Conditional Approval ☐

Not Approved ☐

Remarks or conditions of approval:

Approval of this form by the Dean of the Graduate School merely indicates that the proposed program is acceptable; it carries no assurance of the applicant's attainment of a degree. Changes to this program may be made only with the approval of the department concerned and the Graduate School, using the forms available in the Graduate School Sharepoint portal. Conditions for approval

Please submit this document to the Graduate School Enrollment Services Sharepoint portal or to the Sharepoint contact of your department for processing.

For additional information or assistance, please contact the graduate school at: em_gradschool@ttu.edu or (806) 742-2787

9.4. Defense Notification Form



TEXAS TECH UNIVERSITY
Graduate School™

Dissertation Supervisor:

Becky Davidson
806-834-3719
becky.davidson@ttu.edu

Master's and Doctoral Defense Notification Form

This form must be completed and submitted to SharePoint at least 3 weeks before your defense BUT NO LATER than the defense deadline posted in the Academic Calendar

Important note: ONLY documents submitted via SharePoint will be accepted. NO handwritten forms will be accepted.

☒ Master's

☐ Doctoral

Semester of Graduation: ☒ Fall ☐ Spring ☐ Summer Year XXXX

Student Information:

Student R Number XXXXXXXXXX
Last Name XXXXXXXXXX First Name XXXXXX
Address XXXXXXXXXXXX
City XXXXXX State XX Zip Code XXXXXX Country XX
Daytime phone number XXX-XXX-XXXX Email Address XXXX.XXX@ttu.edu

Degree Information:

Degree Sought: ☐ M.A. ☒ M.S. ☐ MM/MMED ☐ DMA ☐ EdD ☐ PhD Other (specify)

Major: ECE

Day and Date of Examination: XXXX Time: XX:XX Building and Room No: XX

Dissertation Title:

XXXXXXXXXX

Committee Information:

Name ECE, 43102, phone number and email
Chair (include Department name, Mailstop, Phone number and Email)

Committee member: _____ Committee member: _____

Committee member: _____ Committee member: _____

Committee member: _____ Committee member: _____

Student Signature: _____ Date: _____

Chairperson Signature: _____ Date: _____

Co-Chairperson Signature: _____ Date: _____

The following section should be completed by Doctoral Students (PhD and EdD Only)

Graduate Dean's Representative: _____

Department: _____ Telephone: _____ MS: _____

T 806.742.2787 | www.gradschool.ttu.edu