

## **GRADUATE HANDBOOK MASTER OF ENGINEERING**

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### **WELCOME!**

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 college and the 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 are not useful if you do not know how to use them. The Master of Engineering program 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 me at [jerry.t.trevino@ttu.edu](mailto:jerry.t.trevino@ttu.edu) or email me to make an appointment to see me in my office (MERC 25E).

Sincerely,

Jerry JT Trevino  
Graduate Academic Advisor  
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## **PROGRAM OVERVIEW**

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In addition to the specialized degree programs offered in each department, the college offers a 30 credit (10 courses) interdisciplinary Master of Engineering degree that may be completed either on campus or fully online. Students must take courses in at least three different disciplines, with no more than four courses in a single engineering discipline. The program has one required course, a Master's Reports Course, which is taken during the final semester. The other nine courses are selected by the student to best meet personal educational and career goals. Students can receive credit for up to 6 of the required 30 semester hours completed at another accredited graduate school. All work credited toward the online degree program must be completed within six calendar years. Regular on-campus students admitted to the Master of Engineering degree program must complete their degree within the regular four-year time limit. In addition to the regulations governing admission to the Graduate School, a baccalaureate degree in engineering or its equivalent is preferred for entrance to the Master of Engineering program. The student may be required to take (without graduate credit) such undergraduate leveling courses as may be designated by the college.

For more information, please visit the program website:

<https://www.depts.ttu.edu/coe/academics/meng.php>

## **GRADUATE STUDENT RESPONSIBILITIES**

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Graduate study demands advanced intellectual ability and the capacity for independent thought and investigation. The graduate student should, therefore, be characterized by maturity of intellect and character, and should be one whose approach to learning is distinguished by a spirit of inquiry and the desire to increase human knowledge. The graduate student should be an individual who can assume responsibility for their direction of study and research and for the ultimate success of their degree program.

Be familiar with all Graduate School, College, and University policies and procedures.

Be familiar with program policies and procedures, especially those that directly affect the student's degree plan and course of study.

Be aware of all deadlines and other matters related to completing all degree requirements.

Conform to professional standards of honesty to assure academic integrity and professionalism and acknowledge assistance, materials, etc., provided by others.

## ACADEMIC REQUIREMENTS, POLICIES, AND PROCEDURES

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### Master of Engineering Non-Thesis

The Master of Engineering program requires 30 hours of coursework. Students in the Master of Engineering program are subject to all master's degree regulations as outlined in the Graduate Catalog. Due to its interdisciplinary nature, the Master of Engineering program does not require specific major or minor subjects. Students must have an adequate mathematics background equivalent to an undergraduate differential equations-level course and undergraduate level statistics and probability. The Master of Engineering program's curriculum consists of 30 semester credit hours of coordinated graduate level course work. No more than 12 credit hours (4 courses) can be taken in any single engineering discipline, e.g., Industrial Engineering or Mechanical Engineering. A student will complete the interdisciplinary program with a minimum of three different disciplines.

The program allows up to six hours of coursework to be taken outside of the College of Engineering, upon the graduate advisor's approval. In addition, up to six hours of relevant engineering coursework from another graduate program may be transferred into the program upon approval of the Graduate School. In the final semester, students must take the Master's report course (ENGR6330) which serves as their comprehensive exam requirement for graduation. The graduate advisor for students is JT Trevino.

During a student's last semester of study, the student will complete a final comprehensive component. This component demonstrates the student's ability to synthesize knowledge from their chosen areas.

Complete 30 total credit hours

Engineering Discipline 1: up to 12 credit hours

Engineering Discipline 2: up to 12 credit hours

Engineering Discipline 3 or Advisor Approved Coursework (AAC)

Master's Reports Course (ENGR6330): 3 credit hours

Students may choose lecture courses from any of the following disciplines:

|                                 |                                                     |                                                   |
|---------------------------------|-----------------------------------------------------|---------------------------------------------------|
| Chemical Engineering (CHE)      | Civil Engineering (CE)                              | Computer Science (CS)                             |
| Construction Engineering (CONE) | Electrical Engineering & Computer Engineering (ECE) |                                                   |
| General Engineering (ENGR)      | Environmental Engineering (ENVE)                    | Industrial Engineering (IE)                       |
| Mechanical Engineering (ME)     | Petroleum Engineering (PETR)                        | Up to 2 courses outside of College of Engineering |

### Advisor

The graduate faculty advisor for on-campus and online students is Dr. Changzhi Li. The graduate academic advisor for the program is Jerry 'JT' Trevino.

## Enrollment Information

- Normal full-time enrollment varies between 9-15 credits; the minimum for full-time status is 9 credits. International students must take a minimum of 9 credits every fall and spring semester (except for the final semester when they can take a minimum of 3 credits).
- Part-time enrollment requires consecutive enrollment in at least one course every fall and spring semester until graduation.
- If students cannot take a minimum of 3 credit hours during the fall or spring semester, they must reapply to the program. If students need to drop to zero credit hours after enrollment, withdrawal from the university is required. Contact the program advisor for guidance and recommendations if the situation arises.
- Registering for summer credit hours is optional for fulfilling enrollment requirements.
- Students on fellowships, teaching assistantships (TA), research assistantships (RA), Graduate Part-Time Instructor (GPTI), or other appointments designated for support of graduate students must enroll in at least 9 credits per long semester and 6 credits during summer. Students receiving financial assistance must register for the number of hours required by Financial Aid.
- Students will complete the Master's Report Course (ENGR 6330) in their final semester to fulfill comprehensive exam requirements. Students must enroll in at least one credit hour of coursework during their final semester.
- Responsible Academic Conduct (RAC) Training: All new and continuing degree-seeking graduate students must complete the RAC Training within their first semester of study. **Students who do not complete the requirement will have a registration hold placed on their student record by the Graduate School.** Training can be accessed from the TTU Graduate School website ([www.depts.ttu.edu/gradschool/training/responsible-academic-conduct-training.php](http://www.depts.ttu.edu/gradschool/training/responsible-academic-conduct-training.php)). Questions about the training may be addressed to: [responsible.academic.conduct.gradschool@ttu.edu](mailto:responsible.academic.conduct.gradschool@ttu.edu).
- Questions about enrollment may be directed to Graduate School Enrollment Services ([enrollment.services.gradschool@ttu.edu](mailto:enrollment.services.gradschool@ttu.edu)).

## Transfer of Credit

Up to 6 hours of relevant graduate level coursework can be transferred into the program with permission from the graduate advisor, Jerry 'JT' Trevino.

## Standards for Adequate Academic Progress

A student whose cumulative GPA falls below 3.0 is placed on academic probation. The student must raise the cumulative GPA within two consecutive long terms to avoid academic suspension. If semester GPA drops below 3.0 during the two-semester period, students are subject to academic suspension. If a cumulative graduate GPA remains less than 3.0 and their term GPA is greater than 3.0 in the next term, they are placed on continued probation. If the student's overall GPA remains below 3.0 in the following term, they are placed on academic suspension.

## **PROCEDURES FOR THE MASTER OF ENGINEERING (MEN) DEGREE**

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### **Required Steps for the Master of Engineering**

|   | <b>ACTION</b>                                                                                                                                   | <b>INITIATED<br/>THROUGH</b> | <b>SUBMITTED<br/>TO</b> | <b>TIME</b>                                                       |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------|-------------------------------------------------------------------|
| 1 | Coursework planning for degree each semester                                                                                                    | Student                      | Program Advisor         | Prior to registration each semester.                              |
| 2 | Complete Responsible Academic Conduct Training (RACT) by the end of first semester.                                                             | Graduate School              | Graduate School         | By the end of the first semester in the program.                  |
| 3 | Transfer eligible credits with advisor's approval (if applicable). Official transcripts will need to be sent to the Graduate School for filing. | Program Advisor              | Graduate School         | As needed                                                         |
| 4 | Enroll in ENGR 6330 Master's Report Course (comprehensive exam). Students will complete this in their final semester of the program.            | Student                      | Program Advisor         | Semester of graduation                                            |
| 5 | File the "STATEMENT OF INTENTION TO GRADUATE" form.                                                                                             | Student                      | Graduate School         | Beginning of the intended graduation semester.                    |
| 6 | Submit your ENGR 6330 Master Report as requested in the course syllabus.                                                                        | Student                      | ENGR 6330 Instructor    | Semester of graduation (usually around 6 weeks before graduation) |

## **POLICIES ON ACADEMIC INTEGRITY, ETHICS, DISCRIMINATION, & HARASSMENT**

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### **Academic Integrity Statement**

Academic integrity is taking responsibility for one's own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. [Texas Tech University ("University") Quality Enhancement Plan, Academic Integrity Task Force, 2010]

### **Academic Dishonesty Definitions**

Students must understand the principles of academic integrity and abide by them in all class and/or course work at the University. Academic Misconduct violations are outlined in Part II, section B.2 of the Code of Student Conduct. If there are questions of interpretation of academic integrity policies or about what might constitute an academic integrity violation, students are responsible for seeking guidance from the faculty member teaching the course in question.

### **Discrimination, Harassment, and Sexual Violence Statement**

Texas Tech University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from gender and/or sex discrimination of any kind. Sexual assault, discrimination, harassment, and other Title IX violations are not tolerated by the University. Report any incidents to the Office for Student Rights & Resolution, (806)-742-SAFE (7233) or file a report online at: <https://www.depts.ttu.edu/titleix/>. Faculty and staff members at TTU are committed to connecting you to resources on campus. Some of these available resources are:

- TTU Student Counseling Center, 806-742-3674, <https://www.depts.ttu.edu/scc/> (Provides confidential support on campus.)
- TTU 24-hour Crisis Helpline, 806-742-5555, (Assists students who are experiencing a mental health or interpersonal violence crisis. If you call the helpline, you will speak with a mental health counselor.)
- Voice of Hope Lubbock Rape Crisis Center, 806-763-7273, [voiceofhopelubbock.org](http://voiceofhopelubbock.org) (24-hour hotline that provides support for survivors of sexual violence.)
- The Risk, Intervention, Safety and Education (RISE) Office, 806-742-2110, <https://www.depts.ttu.edu/rise/> (Provides a range of resources and support options focused on

prevention education and student wellness.)

- Texas Tech Police Department, 806-742-3931(non-emergency), [www.depts.ttu.edu/ttpd/](http://www.depts.ttu.edu/ttpd/). (To report criminal activity that occurs on or near Texas Tech campus.) **If it is an emergency, please call 911 immediately.**

## Safety and Wellness

The Texas Tech University (TTU) and Edward E. Whitacre Jr. College of Engineering are committed to the safety and wellness of our students by providing various services and resources. Make sure you register with Tech Alert to get emergency notifications by phone call, text, or email. You are encouraged to review the Emergency Action Plans (EAPs) and watch the videos of Know What to Do in Emergency Events and Surviving an Active Shooter Event Training to be prepared for those emergency situations. For your wellbeing, various services are available at Student Counseling Center and Student Health Services. The Student Wellness Center provides convenient walk-in services M-F from 8 AM to 5 PM. Furthermore, the Texas Tech Crisis Helpline (806-742-5555) provides 24/7/365 assistance for students experiencing a crisis or distress.

## Emergency/Crisis Phone Number

|                                                                                     |                     |
|-------------------------------------------------------------------------------------|---------------------|
| TTU Police (UPD) Emergency                                                          | 911                 |
| TTU Police (UPD) Non-Emergency                                                      | 806.742.3931        |
| TTU Emergency Maintenance                                                           | 806.742.4OPS (4677) |
| TTU EHS (M-F, 8 am – 5 pm)                                                          | 806.742.3876        |
| SafeRide                                                                            | 806.742.RIDE (7433) |
| TTU Crisis Helpline                                                                 | 806.742.5555        |
| Student Wellness Center<br>(From Urgent Care to a Full-Service<br>Pharmacy on site) | 806.742.2848        |
| Title IX Reporting                                                                  | 806.742.7233        |
| The Dean of Students                                                                | 806.742.2984        |

## Grievances

Related OP:

[www.depts.ttu.edu/opmanual/OP64.07.php](http://www.depts.ttu.edu/opmanual/OP64.07.php)

[www.depts.ttu.edu/dos/studentcomplaints.php](http://www.depts.ttu.edu/dos/studentcomplaints.php)

## Appendices

[www.depts.ttu.edu/gradschool/academic/formsresources.php](http://www.depts.ttu.edu/gradschool/academic/formsresources.php)



**Major Examinations**

Students complete the Master's Report course (ENGR 6330) in their final semester.

**Graduate Assistantships**

If you are appointed as a TA, RA, or GPTI by any department, the policies of that department will apply. Students will still be required to follow the Master of Engineering program policies.