TEXAS STATE UNIVERSITY
Ingram School of Engineering

Electrical Engineering

Graduate Student Handbook

2025-2026

Contents

|Welcome

Dear students,

Welcome to the Ingram School of Engineering and congratulations on your decision to continue your graduate education in Electrical Engineering at Texas State University. As you embark on the next phase of your education, we are pleased to present a copy of this student handbook which I hope will help you during your time at Texas State. We hope your study here will exceed all your expectations.

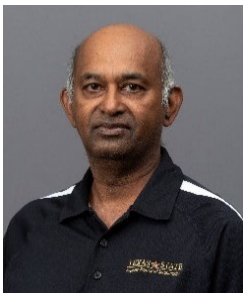
The graduate student handbook is a reference guide that provides important information needed to complete your graduate degree. It is not a contract and is subject to change at any time without notice. You are strongly encouraged to read through it carefully.

While we have included a list of resources for you, I am sure you won't find all the answers you need here. Nevertheless, you should always start your search for answers with this handbook, and the graduate college website where there are many other resources available to you. Please feel free to contact Chelsea Torres, Sarah Rivas in the engineering office, or the graduate director with any questions you may have. Your research advisor, other professors, and fellow students may also be valuable sources of information. If you notice something missing from this handbook, please let us know so we can make improvements to future additions.

Regards,

Dr. Jesus Jimenez
Director, Ingram School of Engineering

|EE Program Staff Support



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|About Texas State University

Mission

Texas State University is a doctoral-granting, student-centered institution dedicated to excellence and innovation in teaching, research, including creative expression, and service. The university strives to create new knowledge, to embrace a diversity of people and ideas, to foster cultural and economic development, and to prepare its graduates to participate fully and freely as citizens of Texas, the nation, and the world.

Shared Values

In pursuing our mission, we, the faculty, staff, and students of Texas State University, are guided by a shared collection of values:

- Teaching and learning based on research, student involvement, and the free exchange of ideas in a supportive environment;
- Research and creative activities that encompass the full range of academic disciplines—research with relevance, from the sciences to the arts, from the theoretical to the applied;
- The cultivation of character, integrity, honesty, civility, compassion, fairness, respect, and ethical behavior in all members of our university community;
- A diversity of people and ideas, a spirit of inclusiveness, a global perspective, and a sense of community as essential conditions for campus life;
- A commitment to service and leadership for the public good;
- Responsible stewardship of our resources and environment; and
- Continued reflection and evaluation to ensure that our strengths as a community always benefit those we serve

Goals

- Promote the success of all students.
- Offer high quality academic and education programming.
- Achieve significant progress in research and creative activity as measured by national standards.
- Provide the necessary services, resources, and infrastructure to support the university's strategic direction.

|About the Ingram School of Engineering

The Mission of the ISoE:

- To provide students with an exceptional education in various disciplines of engineering,
- To establish, through dedicated faculty, a nationally recognized research program, preparing interested students to achieve excellence in graduate studies and research, and
- To serve the State of Texas and the nation by creating highly skilled, diverse, and motivated professionals capable of technological innovation and dedicated to the improvement of society.

The Vision of the ISoE:

The Ingram School of Engineering will be a nationally recognized institution of higher education, serving students and employers with a complete set of accredited engineering programs supported by a faculty which maintains high standards of teaching, research, and service. To accomplish this vision, we will:

- Engage undergraduate and graduate students with innovative, multidisciplinary, and nationally recognized funded research programs.
- Emphasize quality undergraduate and graduate education using a practical, interactive, and contemporary learning environment.
- Produce first-generation professional college graduates as part of an HSI-designated university; be recognized for exceptional community service; and create tight bonds with alumni who will serve as professional mentors, sponsors, and advisors.
- Promote a student-centered culture based on collegiality, scholarship, enthusiasm, integrity, and mutual respect among diverse faculty, staff, and students.

|Students' Rights, Privileges, and Expectations

Texas State is committed to the value of a racial and ethnic diversity and believes that the primary purpose of higher education is to promote learning for all and to stimulate inquiry for truth in an atmosphere of freedom. Accordingly, Texas State encourages students to exercise the rights of citizenship. However, these rights are subject to reasonable limitations necessary for the orderly operation of the university. Texas State expects students to accept their responsibilities as citizens and members of a scholarly community. Paramount among these responsibilities is respect for the rights of others, academic and personal integrity, and adherence to federal, state, and local law as well as university regulations.

The faculty and administration are genuinely concerned with the physical and ethical welfare of students. To that end, Texas State has established rules of conduct and has published these in a Code of Student Conduct and Honor Code. These regulations guide students in achieving personal and academic goals and help the university function in an orderly way. Since students voluntarily associate themselves with Texas State, they should know that these rules are honestly and faithfully enforced. The rules include clear prohibitions against sexual or discrimination and racial harassment.

Texas State has established a grievance procedure for the prompt and equitable resolution of complaints related to illegal discrimination or harassment. Texas State, to the extent not in conflict with federal or state law, prohibits discrimination or harassment on the basis of race, color, national origin, age, sex, religion, disability, veterans' status, sexual orientation, gender identity, or expression. This grievance procedure is described in University Policy and Procedure Statement 04.04.46, Prohibition of Discrimination. The Texas State University System Sexual Misconduct Policy outlines our policy and procedure related to Title IX (sexual misconduct). Students should follow the procedures for reporting instances of discrimination or harassment.

The administration and faculty encourage students to participate in managing Texas State through its system of advisory councils and committees. Students are invited to serve as voting members on many of these groups and are expected to contribute actively to their success. Students may submit recommendations for changes in policy, not only through the committee structure, but also through their own student government.

|Student Data, Privacy, and Communications

Correct Data

All students are responsible for making certain Texas State has correct demographic data. A student's name will appear on official records as it is stated on the application for admission, unless a student has previously attended Texas State under a different name. Changes in name, local and/or permanent address, telephone number, marital status, etc. should immediately be updated in the Texas State Self-Service system under the "Personal Information" tab. Texas State is not responsible for loss of correspondence credits due to unreported name changes. Information on how to update your address changes can be found at https://onestop.txst.edu/registrar/personal-info-update.html.

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data. Students also have the right to file complaints with the FERPA Office concerning alleged failures by Texas State to comply with the Act. University policy explains in detail the procedures to be used in complying with the Act. The policy is available at https://www.registrar.txst.edu/legislative-policies/ferpa.html. The Dean of Students and the University Registrar both presume that each student is independent of his or her parents when dealing with the student's educational records. Procedures for establishing dependency status are available in both offices.

Communications

Most university offices use Texas State email as the official means of communication. Students are expected to set up their Texas State email and check it at least once a day.

|Academic, Grading, Probation and Suspension Policies

Grades

Texas State grades are assigned as follows "A," excellent; "B," good; "C," passing (not at the doctoral level); "D," passing (not at the graduate level); "F," failure; "I," incomplete; "U," unearned "F"; and "W," withdrawn passing. Only course grades of "B" or better can count towards the PhD degree. In specific cases, a grade of "C" in a prerequisite course must be repeated with a grade of "B" or better. A grade of "PR," in most instances may be temporary and non-punitive but may be assigned in selected courses where the required clock hours needed to complete requirements extend beyond the regular term or summer session. A grade of "CR" is assessed when credit only is given for a course, as in the case of the thesis course, after completion of the thesis. For a complete list of grades currently and previously used at Texas State visit the TXST One Stop website at https://onestop.txst.edu/registrar/student-resources/grades.html. PR grades are assigned in all EE thesis and dissertation courses (ENGR 5X98 5X99A, 5X99B, EE 7X99) and are changed to CR when the student successfully completes their dissertation. CR grades are assigned in all EE research courses.

Incomplete Grade

If any course work is incomplete during any term, the work must be completed by an indicated deadline arranged between the student and the course instructor. The "I" grade may be assigned when, due to unusual circumstances beyond the student's control, a significant portion of a course, such as a term paper or final examination, has not been completed. An "I" grade from Texas State will not count as hours completed until another grade is substituted for the "I". After incomplete deadline date the "I" grade will automatically change to "F".

Withdrawal Grade

A "W" grade is assigned only if a student drops a course by the published deadline. See also "Registration and Course Credit" section under "Withdrawal".

Change of Grade

An individual course grade may be changed when the involved faculty member certifies to the Office of the University Registrar that an error was made in computing the original grade. The grade change must be approved by the department chair/school director and the appropriate college dean.

Grade Appeal Procedure

Students who wish to protest a grade earned in a course should first discuss the grade with the instructor. If no resolution is reached, the student may appeal the grade to the program coordinator (for complaints about EE graduate courses, students should appeal to the EE Graduate Director). If no satisfactory conclusion can be reached at this level, the student may appeal to the college dean in which the course is offered, whose decision is final. In accordance with Texas State's records retention policies, a student appeal for a change of grade must be filed no later than two years after the grade is issued.

Grade Point Average (Four-Point System)

The GPA is the number of grade points earned divided by the number of semester hours attempted. Term grade symbols have the following values:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

U/F = 0 points

Grades are not calculated for "I," "CR," "PR," or "W."

Probation and Suspension

Graduate students are required to maintain a 3.0 cumulative grade-point average (GPA) for all Texas State University 5000-, 6000-, and 7000-level courses (excluding required leveling courses) listed on the student's degree audit for a graduate degree. Cumulative GPA's are computed at the end of the fall term, the spring term, and the summer.

If a graduate student's cumulative GPA falls below 3.0 during any term of enrollment at Texas State, the student will be placed on academic probation. In the next term of enrollment, the student must raise his or her cumulative graduate GPA to 3.0 or above or be suspended from further graduate study at Texas State. When the student has achieved a cumulative GPA of at least 3.0 at the end of the term of probation, the student will be removed from probation status.

Readmission

A student on suspension may petition the graduate dean for permission to re-enroll in The Graduate College. An appeal form for the graduate dean is available on The Graduate College's website. This written appeal should include additional supporting documentation. The appeal

will be reviewed by the graduate advisor and subsequently by the dean of The Graduate College. Each readmission decision is made on an individual basis and the dean of The Graduate College's decision is final. If a reinstatement is approved, the date of the reinstatement depends on the timing of the appeal, program policies, and/or conditions of the reinstatement. If a student is readmitted after being suspended, the student must maintain a 3.0 cumulative GPA or be suspended again. Individual graduate programs may also impose additional cumulative GPA or course restrictions for their students.

Change of Major

Graduate students on probation may not change programs or admission status without a recommendation and special request from the prospective department. The dean of The Graduate College will review the request when making the final decision. If a suspended student wants to pursue a different program, the student must petition the dean of The Graduate College for permission. The written appeal should include a justification. If the dean of The Graduate College grants permission to a student to pursue a different program, the student must submit an application for admission and comply with instructions as identified earlier under the degree-seeking admission requirements section of the catalog. This procedure must be completed in ample time to meet the admission deadlines. Acceptance in one program does not guarantee acceptance in another program.

Financial Aid

If a student is receiving financial aid, the student must also meet the satisfactory academic progress requirements for financial aid. See the Financial Aid section under General Information for further details.

|Honor Code

As members of a community dedicated to learning, inquiry, and creation, the students, faculty, and administration of our university live by the principles in this Honor Code. These principles require all members of this community to be conscientious, respectful, and honest.

We are Conscientious

We complete our work on time and make every effort to do it right. We come to class and meetings prepared and are willing to demonstrate it. We hold ourselves to doing what is required, embrace rigor, and shun mediocrity, special requests, and excuses.

We are Respectful

We act civilly toward one another and we cooperate with each other. We will strive to create an environment in which people respect and listen to one another, speaking when appropriate, and permitting other people to participate and express their views.

We are Honest

We do our own work and are honest with one another in all matters. We understand how various acts of dishonesty, like plagiarizing, falsifying data, and giving or receiving assistance to which one is not entitled, conflict as much with academic achievement as with the values of honesty and integrity.

The Pledge for Students

Students at our university recognize that, to ensure honest conduct, more is needed than an expectation of academic honesty, and we therefore adopt the practice of affixing the following pledge of honesty to the work we submit for evaluation:

"I pledge to uphold the principles of honesty and responsibility at our university."

The Pledge for Faculty and Administration

Faculty at our university recognize that the students have rights when accused of academic dishonesty and will inform the accused of their rights of appeal laid out in the student handbook and inform them of the process that will take place:

"I recognize students' rights and pledge to uphold the principles of honesty and responsibility at our university."

Addressing Acts of Dishonesty

Students accused of dishonest conduct may have their cases heard by the faculty member. The student may also appeal the faculty member's decision to the Honor Code Council. Students and faculty will have the option of having an advocate present to ensure their rights. Possible actions that may be taken range from exoneration to expulsion. Information about the Honor Code Council and its policies and procedures may be found at https://www.txst.edu/honorcodecouncil.html.

|About the Electrical Engineering Program

The strength of the electrical engineering program lies in the depth and breadth of the electrical engineering core courses that can lead to innovative research and development of new technologies. The mission is to develop graduates who can contribute to leadership and research focusing on the advancements in energy production and management, semiconductor development, and advanced computing and communications technologies that include commercialization.

The goals of the program are to train graduates with a focus on:

- Semiconductor development, power, advanced computing and communication technologies that include Semiconductor Materials, Machine Learning (ML), Artificial Intelligence (AI), Advanced Wireless (6G and beyond), Internet of things (IoT), Power Systems, and Semiconductor Devices.
- Commercialization, entrepreneurship, and innovation

EE Graduate Faculty

There are three types of graduate faculty with different levels of responsibilities.

- **Regular Graduate:** Research active and generally externally funded faculty. May chair doctoral committees and master's committees; may serve as a member of doctoral and master's committees; may teach doctoral and master's courses; may supervise internships.

- **Associate Graduate:** May chair master's committees; may serve as a member of doctoral and master's committees; may teach doctoral and master's courses; may supervise internships.

- **Courtesy Graduate:** May serve as a member of doctoral and master's committees. Committee members external to the university are typically appointed in this category.

|EE Student Expectations

In addition to the student expectations listed on page 9, EE faculty and staff expect students to accept and follow the responsibilities listed below.

Communication

All EE related matters will be communicated via email. Students are expected to check their Texas State email at least daily and reply in a timely manner when required. When a response is needed urgently, EE staff may contact students via phone. Students are encouraged to discuss preferred communication methods and frequency with their dissertation chair/committee members and their instructors.

Attendance

Students are expected to attend and participate in all scheduled lectures and laboratory classes. If a class session is to be missed, the student must notify the course instructor prior to the start of the class session. Failure to do so may result in the absence being considered unexcused. Email notification is required either as the original notice or as follow-up verification. Make-up of any missed material such as in-class projects, quizzes, and exams are at the discretion of the instructor.

The current excused attendance policy covers typical life events and emergencies (e.g., illness of student, illness or death of an immediate family member, military deployment of an immediate family member). If a student anticipates an important life event other than the typical or emergency situations listed, they should notify the course instructor as soon as possible to discuss whether altered class expectations are possible.

Each instructor will establish criteria in the course syllabus addressing specific class participation expectations and missed work. Should a student miss class, it is the student's responsibility to obtain the missed information and meet with classmates to discuss/practice missed material. Responsibility for make-up of missed work or evaluation criteria for excused absences is the responsibility of the student.

Research

It's in the student's best interest to spend as much time in the lab as possible to graduate in a timely manner. Students are expected to spend at least 20 hours a week in the lab if taking lecture courses and 40+ hours per week if lecture courses have been completed.

If a research advisor has not been assigned, students are expected to meet with EE faculty to discuss research interests and select a research advisor (dissertation committee chair) by the end of their first semester. When selecting a research advisor, students should consider many factors, including the student's knowledge/interest in the research area, availability of research assistantship funding, opportunity to publish research findings, marketability upon graduation, research advisor's mentoring style, and group dynamics. Before joining a research group, it is essential that each student meet with their prospective research advisor to gain an understanding of the expectations the advisor has for their students' productivity. This includes the number of publications/patents/presentations the student is expected to produce as well as the number of hours per week the student is expected to be in the laboratory and the advisor's policies on vacation time. When the research advisor has been selected, the students should complete the Dissertation Committee Chair Assignment Form from the Graduate College (https://www.gradcollege.txst.edu/forms.html).

Student Progress Report

In order to foster communication between students and their research advisors and to help ensure that students remain on-track for timely graduation, each student is required to meet regularly with their research advisor for a formal evaluation of progress. The format and frequency of these meetings will be determined by the program and these details communicated to students and faculty when available. A key part of these meetings will be student self-assessment of progress and clarification of expectations of both the faculty and student for what is required to complete the dissertation.

Training and Development

Hazardous waste and hazard communication training are required annually for all Electrical Engineering doctoral students who access research labs at Texas State. Such training is required by State and Federal regulations for hazardous waste management and must be documented. The courses explain the hazardous waste management program at Texas State and provide information on proper procedures for waste generation, waste storage and waste disposal. Important details concerning waste storage supplies and EHSRM services are provided by the EHSRM office. Other research-specific training, such as radiation hazard training, may also be required; students should check with their research advisor to determine what (if any) additional training is necessary. Students whose training certifications are not current may lose access to laboratory facilities and risk losing their assistantships.

Maintenance of a Clean and Safe Learning Environment

Smoking is prohibited on the campus of Texas State as is all tobacco use (Tobacco Free Campus). Students are expected to keep their belongings orderly to avoid cluttering the

classroom, lab, and office areas. Students will need to return any lab equipment or supplies to the appropriate storage area and discard any waste materials so that lab and office rooms remain orderly.

LinkedIn

Students are expected to create a LinkedIn account and join the ISOE Program group. News, job opportunities, and program related information will be shared on this page.

IEEE

Students are also expected to join the IEEE professional organization and the associated Central Texas Section Societies. This will provide an opportunity to volunteer at scientific conferences together with networking.

|EE Student Resources

Office Space

More information to follow.

EE Polo Shirts

EE will provide a polo shirt to students during orientation.

EE Laptops

More information to follow.

New Student Orientations

Engineering Doctoral Student Orientation

The EE PhD students will take part in an orientation/retreat for all first-year engineering doctoral students the week prior to the start of the fall semester; details will be shared with all first-year students as they become available. All first-year students are **required** to attend.

New Graduate Student Orientation

Additionally, the Graduate College holds New Graduate Student Orientation for all graduate students. This event is typically held approximately 1.5 weeks prior to the start of the fall semester. It provides valuable information about resources available to graduate students as well as important guidelines and deadlines. For more information, please see: https://www.gradcollege.txst.edu/events/involvement/orientation.html

F-1 International Student Immigration Check-In

F-1 regulations (8 CFR 214.2) require F-1 international students in initial SEVIS status to report to ISSS "as soon as possible upon admission into the United States but no later than the Initial Session Start Date (start of classes) as listed in SEVIS." Failure to do so will jeopardize the student's F-1 status. Upon arrival, all F-1 students must report to ISSS to submit immigration documents. For more information, please go to: https://www.international.txst.edu/new-f-1-students/f-1-international-student-immigration-check-in.html

It is the student's responsibility to schedule their Immigration Check-In around EE and Graduate College events if dates conflict.

|Funding Opportunities

Assistantships

Assistantships are offered on a competitive basis to full-time students enrolled in the Electrical Engineering Ph.D. program.

In general, full-time students admitted to the program with an MS degree will be offered a two-year assistantship that pays $35,000 over 9 months each year as long as performance expectations are met.

Research advisors may choose to support EE students on a Graduate Research Assistantship (GRA) at any time including their first semester. GRA rates and duration are negotiated with the student's research advisor; the funding rate for these positions may be different from the EE DIA/DTA/DA rates.

Types of Assistantships

- **Graduate Teaching Assistants and Doctoral Teaching Assistants** (GTA/DTA) are reported as the "teacher of record" for an organized undergraduate class. GTA/DTAs receive a faculty contract for a semester or the academic year and are paid monthly.
- **Graduate Instructional Assistants and Doctoral Instructional Assistants** (GIA/DIA) are responsible for a specific group of students (typically undergraduate students) and assign some portion of these same students' grades. If graduate students are assigned as instructional assistants in graduate courses, they cannot grade other students' work or have access to their grades. In rare circumstances, the dean of The Graduate College will allow an exception for DIAs assigned to master's level classes, provided there is no conflict of interest. GIA/DIAs may also assist in the operation of a lab or an activity or recitation group from course fees collected for this purpose. GIA/DIAs are typically appointed for a semester or the academic year and are paid monthly.
- **Graduate Research Assistants and Doctoral Research Assistants** (GRA/DRA) are employed by a department or university office and may receive pay from grant or university funds. Chapter 10 of the U.S. Department of Labor's Field Operation Handbook defines research assistants as students "engaged in research in the course of obtaining advanced degrees and the research is performed under the supervision of a member of the faculty in a research environment provided by the institution under a grant

or contract." If employed on a grant, the work performed must directly relate to the objectives of the grant. GRA/DRAs can be appointed for a semester, the academic year, or the duration of a research project or any portion thereof and are paid monthly.

- **Graduate Assistants and Doctoral Assistants** (GA/DA) are employed by a department or university office and may receive pay from grant or university funds. Responsibilities may include research (not under the supervision of a faculty member), technical assistance, and institutional support. To avoid conflicts of interests, doctoral assistants cannot have access to records of graduate students of their degree granting department. GA/DAs who have access to records must be FERPA trained and sign a confidentiality agreement. * Students employed on a GA/DA cannot be compensated for additional work performed.

Eligibility Criteria

To meet and maintain assistantship eligibility, students must:

- Be in good academic standing (no probation or suspension)
- Be enrolled in 9-15 graduate hours during Fall/Spring and Summer semesters as advised
- Maintain a minimum 3.0 Texas State University grade point average in coursework leading toward the completion of the doctoral degree

Summer enrollment is dependent on previous semester enrollment and assistantship offer type. The Graduate Director and Staff will advise accordingly.

Payroll Periods

Payroll periods for students that receive funding are distributed based on university policy and can be seen in Table 1.

Table 1: University Payroll Periods

Payroll Periods			
	Official Employment Dates	**First Paycheck**	**Last Paycheck**
Fall	August 16- December 31	September 1 (half month)	January 1
Spring	January 1- May 15	February 1	June 1 (half month)
Summer I	May 16 -June 30	June 1 (half month)	July 1
Summer II	July 1-August 15	August 1	September 1 (half month)

While the nature of the EE appointments mean that students would normally receive 9 payments during the Fall and Spring semesters, this stipend is intended to allow students to focus on

research or alternate coursework during the summer. Additional funding during the summer should not be expected or anticipated, and external employment is strongly discouraged. We strongly encourage students to enroll in the 12-month salary payment plan that spreads the salary out to help with budgeting over the twelve-month period.

Assistantship Expectations

Students on a DIA, DTA, and DA appointments will be contacted prior to each semester of their assistantship regarding their assistantship assignment. Students are generally assigned to the courses most closely aligned with their expertise, although exceptions can be made based on student and program's interest. Upon assignment, each student must complete the relevant application process. Specific teaching tasks will be assigned by the program coordinator based on their needs and are not required to accommodate student preferences unless there are health concerns. The program may require training around the beginning of the semester to ensure assistants are prepared to fulfill the duties of their assistantships; students are expected to comply with requests from the department for training and other requirements, such as weekly assistant meetings.

Research and progress expectations are the same for all EE students regardless of their funding source. As an EE DIA/DTA/DA, students are paid to teach or assist 20 hrs/wk.

Required Instructional/Teaching Assistantship Courses

As a condition of employment, all GIAs, DIAs and DTAs must complete a total of three hours of professional development course work. The course title for the required in-service teaching courses is EE **** Doctoral Assistant Development. Assistants are required to enroll in this course during their first term of DIA/DTA employment and continue to enroll in subsequent terms until the three-hour requirement is met. Students should not enroll in this course if they are employed as a DA or Research Assistant. Up to three semester hours may be used with other graduate courses to satisfy the minimum nine semester hours of enrollment required as a condition of employment. The university administration will cover the fees and tuition for the required teaching assistantship course (up to a total of three semester credit hours only). These courses are not covered by financial aid and do not count toward the EE degree requirements.

Course Load

The minimum course load required during a fall/spring term of employment as a graduate assistant is nine graduate semester hours. Assistants taking more than 15 graduate semester hours during the fall/spring terms must have approval from the Dean of The Graduate College.

Enrolling below the minimum graduate level hours in any semester while holding an assistantship is a one-time exception allowed by The Graduate College and granted only upon

request and review. While this exception is typically reserved for the student's final semester of enrollment, it may be used for any semester that both the student and their graduate advisor/department chair deem necessary. Once this exception has been awarded, students seeking any type of graduate assistant employment are required to enroll in a minimum of 9 graduate hours each subsequent fall and spring semester. Students seeking the one-time exception should ask the EE Graduate Program Director to submit the request prior to submission of hiring paperwork. Additionally, international students enrolling in less than 9 graduate hours must have a Reduced Course Load (RCL) approval from the International Office attached to the employment paperwork.

Scholarships and Fellowships

The Graduate College and the College of Science and Engineering offer a variety of scholarships and fellowships for new, continuing, and prospective students at Texas State University. For available opportunities, eligibility and deadline information, please visit https://onestop.txst.edu/financial-aid/scholarships/boss.html.

One fellowship of particular interest to EE Graduate students is the Graduate College's Thesis and Doctoral Research Support Fellowships. This fellowship provides funding to support the research efforts of Texas State thesis and doctoral students; typical expenses covered by the fellowship include material/supply costs and analysis fees. Students are encouraged to apply for this fellowship as soon as they have successfully advanced to candidacy. Applications are accepted twice a year (4/15-6/15 and 9/15-11/15). For more information, visit the website: https://www.gradcollege.txst.edu/funding/scholarships.html .

The Graduate College also maintains a database of potential external sources of scholarship and fellowship funding; additional assistance identifying external funding is offered on an appointment basis by the Graduate College (https://www.gradcollege.txst.edu/funding/external.html).

Graduate Travel Funds

Electrical Engineering is committed to encouraging graduate student travel for enhancing research, scholarly activity, and professional development. Electrical Engineering will fund $400 per student for at least one trip over the course of their time in the program but no more than one trip per year. Additional requests may be granted at the discretion of the EE Graduate Director if funding is available.

To qualify for travel funding, students must have an accepted conference paper, poster, professional presentation, or performance/exhibit

Additional funding may be requested from the College of Science and Engineering, Graduate College, and research advisor for conferences.

To request travel funds, please submit the Graduate Student Travel Fund Request to the EE admins **at least four weeks before** the trip takes place: https://www.gradcollege.txst.edu/docs/Graduate_Travel_Fund_Request_Form.pdf. Once funding has been granted, students will make and pay all travel arrangements except for rental cars. Reimbursements will be processed after the trip is complete. Itemized receipts for airfare, hotel, conference fees, etc. will be needed for reimbursements, and must state the form of payment.

|Advising and Registration

Advising

Each student will develop a degree plan, in consultation with the EE Graduate Program Director. Doctoral students with an MS degree must complete 30 credits prior to taking the qualifying examination. The exam will consist of the following parts: Dissertation Proposal, and Written/Oral Examination. See the "Advancement to Candidacy Requirements" section of this handbook for more detail.

Each graduate student is issued a preliminary degree audit by The Graduate College which should be used to plan the student's course of study. In the first term of enrollment, students should review the degree audit in consultation with the EE Graduate Program Director. It is the student's responsibility to check their degree audit periodically to assure courses and grades were posted correctly. Students should meet with the EE Graduate Program Director at least once a year to ensure they are making satisfactory progress toward attaining the graduate degree.

With admission into the graduate programs, it is expected that students will pursue their course work and research activities in an efficient and timely manner. If it is determined that a student is not making adequate progress toward completion of the graduate degree requirements, consultations will be undertaken between the student, their advisor and the program director to develop a remediation plan to revise the student's program of study or research. Failure to successfully remedy documented deficiencies will result in termination of the student's enrollment in the graduate program at the discretion of the program director. Students removed from the graduate program in this manner may appeal to the Dean of The Graduate College for reinstatement in the program within one academic year.

Registration

EE students who request assistantships are required to enroll in 9-15 graduate hours during the fall and spring semesters, and summer semesters as advised. Enrollment in more than 15 graduate hours will require the program director's approval and justification. Enrollment in less than 9 hours while holding an assistantship is possible with a **one-time** exception allowed by the Graduate College, which is granted only upon request and review. While this exception is

typically reserved for the student's final semester of enrollment, it may be used for any semester that both the student and the EE Program Director deem necessary. Once this exception has been awarded, students seeking any type of graduate assistant employment are required to enroll in a minimum of 9 graduate hours each subsequent fall and spring semester to maintain eligibility. Additionally, international students enrolling in less than 9 graduate hours must have an approval from the International Office attached to the employment paperwork.

After advancement to candidacy, students must be continuously enrolled each long semester for at least one dissertation hour until the dissertation has been completed, defended, submitted, and approved in accordance with the Graduate College.

In accordance with Texas Education Code, Section 54.066, once a doctoral student accumulates 100 or more doctoral semester credit hours, the doctoral student will be charged tuition at a rate equivalent to nonresident tuition for all doctoral semester credit hours exceeding 99. Courses taken by a doctoral student at the master's or undergraduate level will not count towards the 99 hours. This tuition structure applies to Texas residents as well as out-of-state residents and international students who were eligible to be charged tuition at the resident rate as a result of scholarship and fellowship awards or employment as graduate assistants. Students should contact the graduate program director regarding appeals.

|Course Level and Transfer Credit

Course Level

Courses required for the MS and doctoral level are at the 5000 and 7000-level respectively.

Transfer Credit

After a student is regularly admitted to a graduate degree program, they may be permitted to utilize some graduate level courses taken at another institution toward their graduate degree. **The Graduate College allows students to transfer up to 6 hours to their EE graduate degree.**

Transfer credit will be accepted and applied upon confirmation of the following requirements:

1. The credit was earned in graduate courses completed in residence at a regionally accredited institution.
2. The courses are at the appropriate level and applicable to the student's degree program at Texas State.
3. Courses have not been, and will not be, used for credit toward another degree.

Students must meet and discuss the credit transfer with the EE Graduate Program Director. If approved, the Director will submit a written request to the dean of The Graduate College asking for acceptance of the transfer work toward the student's Texas State degree.

Transfer work will be accepted only if it bears a letter grade of "B" or higher, or a numerical equivalent. A grade of "Credit," "Pass," "Satisfactory," etc., is unacceptable. Transfer work will not be accepted for graduate degree credit from another institution if such courses are designated as non-degree, background, preparatory, etc. No credit will be awarded until an official transcript showing the course work to be transferred is on file in The Graduate College. The student may also be requested to provide a catalog from the transferring university that gives course descriptions for any transfer work requested. Students admitted on "Conditional Admission" or students on "Probation/Suspension" will not receive credit for transfer work taken under the aforementioned status.

|Course Requirements

The Doctor of Philosophy (Ph.D.) degree with a major in Electrical Engineering requires a minimum 54-semester-credit-hours at the doctoral level (7000-level classes) including 18 hours of required courses, 12 hours of prescribed electives, and 24 hours of dissertation work (for students entering with a master's degree). Students entering with a bachelor's degree are required to take an additional 24 required hours of 5000 level classes for a total of 78 hours.
Course descriptions can be found here: https://mycatalog.txstate.edu/graduate/science-engineering/ingram-school/electrical-engineering-phd/#coursestext

There are three concentrations under the proposed EE program at Texas State, which are Machine Learning, AI, Computer and Digital Design; Microelectronics, Nanotechnology and Networks; and Smart Energy, Power and Mobility Systems. The educational objectives of the proposed program aim to provide a comprehensive, relevant, and practical education that fosters innovative thinking and leadership in EE. The curriculum seeks to equip students with the necessary technical skills, professional competencies, and academic knowledge to excel in their careers and contribute meaningfully to their respective fields.

Required Courses (12 credit hours)

Prefix and Number	Required/Core Courses	SCH
EE 7300	Research Methods and Technical Writing in Electrical Engineering	3
EE 7331	AI and Machine Learning for Engineers	3
MSEC 7301	Practical Skills in Commercialization and Entrepreneurship	3
MSEC 7302	Leadership Skills in Commercialization and Entrepreneurship	3

Breath Courses (6 credit hours)

Two breadth courses must be taken from one of the following three concentrations:

Prefix and Number	Breadth Course Titles	SCH
Machine Learning, AI, Computer and Digital Design (6 hours)		
EE 7301	Advanced Digital System Design	3
EE 7302	Hardware Acceleration for Machine Learning	3
CS 7313	Advanced Machine Learning and Pattern Recognition	3
CS 7323	Image Processing and Computer Vision	3
Microelectronics, Nanotechnology and Networks (6 hours)		
EE 7303	Physical Electronics	3
EE 7304	Modern Semiconductor Devices	3
EE 7372	Wireless and Mobile Networks	3
EE 7374	Smart Data Networks	3
Smart Energy, Power and Mobility Systems (6 hours)		
EE 7305	Energy Storage and Sustainability	3
EE 7306	Artificial Intelligence in Smart Grid	3
EE 7307	Mobile and Microgrid Design and Operations	3
EE 7308	High and Medium Voltage Power Transmission	3

Elective Courses (choose 12 credit hours from the list below; students wishing to take courses from other Texas State graduate programs and receive elective credit should contact the EE graduate advisor)

Prefix and Number	Prescribed Elective Course Titles	SCH
EE 7301	Advanced Digital System Design	3
EE 7302	Hardware Acceleration for Machine Learning	3
EE 7303	Physical Electronics	3
EE 7304	Modern Semiconductor Devices	3
EE 7305	Energy Storage and Sustainability	3
EE 7306	Artificial Intelligence in Smart Grid	3
EE 7307	Mobile and Microgrid Design and Operations	3
EE 7308	High and Medium Voltage Power Transmission	3
EE 7359	Research in Engineering	3
EE 7372	Wireless and Mobile Networks	3
EE 7374	Smart Data Networks	3
CS 7313	Advanced Machine Learning and Pattern Recognition	3
CS 7323	Image Processing and Computer Vision	3
CS 7331	High-Performance Computing	3
CS 7332	Advanced Parallel Computing	3
CS 7341	Cyberspace Security	3
CS 7342	Advanced Computer Networking	3
CS 7343	Mobile Networks and Computing	3
CS 7387	Research in Computer Science	3
CS 7389A	Service Computing	3
CS 7389C	Real-time Systems	3
CS 7389D	Scalable Systems for Supercomputing	3
CS 7389E	Network Analysis	3
MATH 7321	Graph Theory	4

MATH 7325	Statistics 1	3
MATH 7335	Statistics II: Linear Modeling	3
MATH 7335	Statistics II: Linear Modeling	3
MSEC 7310	Nanoscale Systems and Devices	3
MSEC 7311	Materials Characterization	3
MSEC 7330	Computational Materials Science	3
MSEC 7395A	Microwave & Power Device Physics and Materials	3
MSEC 7395B	Thin Film Photovoltaic Devices	3

Dissertation Courses (24 credit hours)- Students should advance to candidacy prior to taking dissertation courses; exceptions to this rule are at the discretion of the graduate advisor.

EE 7199 Dissertation

EE 7299 Dissertation

EE 7399 Dissertation

EE 7599 Dissertation

EE 7699 Dissertation

EE 7999 Dissertation

For applicants entering with bachelor's degrees, to meet the 42 SCH requirement, their required/core course plan is:

a. A minimum of 24 SCH's that meet the master's degree requirement in an EE field;
b. 12 SCH's of required/core courses; and
c. 6 SCH's of breadth courses from one of the three concentrations.

Doctoral Assistant Development Course (3 credit hours) - Students who receive an instructional or teaching assistantship are required to register for this course three different semesters.

EE 7100 Doctoral Assistant Development

|Advancement to Candidacy Requirements

Application for Advancement to Candidacy

Dissertation Advisor and Committee Selection. The program director/coordinator serves as the initial advisor of each student accepted into the proposed program. The director then works with the student and the faculty to identify possible dissertation advisors if one has not been assigned on admission. By 18 semester credit hours have been accrued (36 semester hours for students entering with a bachelor's degree), each doctoral student is expected to have secured a qualified dissertation advisor who agrees to advise and mentor the student**.** The mentoring by the dissertation advisor should include providing regular feedback to students and supervising them throughout the proposed program – specifically in the execution of the dissertation research. The dissertation advisor also helps them identify short- and long-term career goals. The Ph.D. Dissertation/Research Advisor Assignment Form must be completed by the student and the dissertation advisor and approved by the Dean of The Graduate College. This form may be downloaded from The Graduate College's website.

Electrical Engineering doctoral students must establish a dissertation committee that consists of 4 members including the student's dissertation committee advisor/chair who must be a core (regular) graduate faculty member in the proposed program, two other graduate faculty members from the proposed program, and one doctoral graduate faculty from another program at Texas State or from another university. All members must have a Ph.D. degree. The Dissertation Committee will be responsible for administering the Comprehensive Exam and the Dissertation Proposal Defense and will oversee the research and writing of the student's dissertation. The student's dissertation committee advisor will chair the committee. The student, the dissertation committee chair, and the Dean of The Graduate College will approve the composition of the dissertation committee. As previously noted, the dissertation advisor must be selected by the time the student accrues 18 semester credit hours and the full dissertation committee must be selected by the time the student accrues 27 semester credit hours.

Qualifying Exam and Proposal Defense. All students must pass a written and an oral qualifying examination component. The oral component is administered by the dissertation committee. This should be done by the time the student has completed 30 semester credit hours (for students entering with a master's degree, 54 semester credit hours for those entering with a bachelor's degree) and can only be done after identifying the dissertation committee, fulfilling the programming requirement, and completing all required courses. The qualifying examination for the proposed program will be an all-encompassing, written examination administered in person under the supervision of the program's Doctoral Advisor. The exam intends to evaluate students' grasp of their coursework and their ability to integrate and apply their knowledge in the field. The qualifying exam will be structured into six one-hour sections, curated to cover foundational and advanced EE topics adequately. The exam will be six hours, divided into two distinct segments. The first three hours of the exam will focus on fundamental topics primarily encountered in undergraduate courses in EE. This segment aims to test the student's grasp of the core principles that are the bedrock of their further studies and research. Following this, the final

three hours will shift the focus to advanced topics typically covered in 7000-level courses. This segment assesses students' understanding of complex concepts and ability to apply them in practical scenarios.

Students must prepare a written dissertation proposal and defend it orally. The oral examination will assess the student's preparedness to carry out the proposed plan of dissertation research. The proposal must outline the substance and scope of the planned dissertation research and explain its merits. It must include at least an introduction, the methodology to be used, a survey of the relevant literature, and preliminary results that demonstrate the feasibility. The proposal aims to establish that the student has a sufficient grasp of the fundamentals of the chosen dissertation topic to execute the research. The proposal defense entails a public presentation of the student's dissertation proposal followed immediately by a closed defense of the proposal attended only by the student and his/her dissertation committee. To pass both the written and oral exams, the student's dissertation advisor and a majority of the remaining members on the dissertation committee must agree that the student has passed.

Candidacy Criteria. Students will advance to candidacy after they have completed all required and elective course work (except for dissertation credit hours), passed their qualifying exam, and successfully defended their dissertation proposal. After being admitted to candidacy, students must be continuously enrolled for dissertation hours each fall and spring semester until the defense of their dissertation. A minimum GPA of 3.0 on all coursework undertaken in the doctoral program is required for advancement to candidacy.

The student's Dissertation Committee Chair and other dissertation committee members must indicate approval of the dissertation proposal and dissertation proposal defense on the **Dissertation Proposal and Proposal Defense form (form D)**. In addition, the **Doctoral Comprehensive Examination Report form (form C)** and the **Application for Advancement to Candidacy (form E)** must be completed. These forms may be downloaded from the Graduate College's website. Electronic signatures are allowed. A final copy of the dissertation proposal, accompanied by the signed approval forms, must be turned in to the Doctoral Program Director, who will forward them to the Dean of the College of Science and Engineering and the Dean of the Graduate College for review and approval. The Dean of the Graduate College will approve advancement to candidacy once all requirements are met.

Dissertation Defense. All doctoral students must complete a dissertation that represents an original contribution to scholarship based on independent investigation. Once the dissertation has been completed, a final exam (referred to as the dissertation defense) on the dissertation must be conducted. The dissertation defense cannot be scheduled until all other academic and program requirements have been fulfilled. The dissertation defense consists of two parts. The first part is a public presentation of dissertation research. The second part of the defense immediately follows the public presentation. It is restricted to participation of the student's dissertation committee and entails an oral examination of the dissertation research. Approval of the dissertation requires positive votes from the student's dissertation advisor and from the majority of the remaining members of the dissertation committee. Notice of the defense presentation will be publicly posted at least two weeks in advance.

Students can access the "Application for Advancement to Candidacy" from the Graduate College website. The student should complete and sign the upper portion of the form and return it to the doctoral program director. Students must complete all required course work with the exception of dissertation credit hours and pass the Advancement to Candidacy Qualifying Examination prior to applying for candidacy. The Advancement to Candidacy Qualifying Examination can be taken in the last semester in which the student completes all required course work (with the exception of dissertation credit hours). When all requirements for admission to candidacy have been met (see below), the doctoral program director will forward the Application for Advancement to Candidacy to the dean of the Graduate College for review and approval.

The dean of the Graduate College approves advancement to candidacy once all requirements are met.

Format for Dissertation Proposal

The dissertation proposal should stand on its own as a document that introduces the motivation for the work, proposed research, and preliminary data to the reviewers (i.e., your dissertation committee). It needs to be written in such a way that it concisely demonstrates your understanding of the material, puts forth a solid reasoning for the proposed research, specifies the methods to be utilized in the process, and describes how this research will advance fundamental knowledge in the field.

- **Format**:
    - 20 – 25 pages (not including references)
    - Utilize the Microsoft Word template provided by the Graduate College and read the formatting guidelines to properly format your dissertation proposal. Section III includes a formatting checklist for each section of the document.

- **Sections Required**: At the minimum, the dissertation proposal must include these sections. Page limits for each of these sections are suggested. The order of the sections may be revised as needed to ensure proper flow upon consultation with your research advisor.
    - **Title Page (1 page, not counted in the page limit)**: Include the title of the proposed work, your name, the names of the chair and members of your dissertation committee.

    - **Abstract or Summary (typically 1-3 pages)**: The abstract should summarize the motivation, problem, proposed research, and the goals and scope of the proposed work. This section should stand alone, meaning that the reviewer should get a very good idea of all the content of the proposal simply by reading it, without the need for more background. This section could be written in a format similar to a "Specific Aims" page for an NIH grant or a "Project Summary" page for the NSF. Follow the "Abstract" formatting guidelines provided by the Graduate College.

    - **Background (4 – 8 pages)**: Provide a succinct summary of background directly related to the problem being addressed and to the proposed solution. You may

break this section into subsections as needed. Make sure to tie in the background to the problem and proposed research. That is, as you describe the background, make sure that you explain how it is relevant to the work described in the proposal. Use this space wisely. The proposal is not meant to be a review paper. This and the following sections should utilize the "Text Section" formatting guidelines provided by the Graduate College.

- **Proposed Work (1 – 5 pages):** Explain in detail what it is that you are proposing to do to address the problem identified. You may include schematics of the material's design, flow charts of processes, data supporting the idea, etc. You may also explain the significance or impact of the proposed work here and how this work advances fundamental knowledge in the field.

- **Proposed Research Plan (5 – 10 pages)**: This is one of the main parts of your proposal as it shows your committee that you have put significant thought into how you will achieve your proposed work. This section is typically better organized by breaking it into 2-4 goals. Within each goal, describe in detail the tasks to be carried out, including the instrumentation or techniques to be employed, reagents/supplies to be utilized, characterization methods that will be needed, etc. Avoid the use of simple "task lists". Include schematics of proposed work as necessary (for example chemical synthesis schematics, *in vitro or in vivo* workflow charts, etc.). Specify variables that will be studied and controls to be utilized. Identify milestones that would demonstrate success for a task, if applicable. Identify potential issues that could be encountered during the performance of the research and provide suitable ways to overcome them.

- **Preliminary Data (2 – 5 pages)**: Provide preliminary data gathered by you that supports the feasibility of the proposed work. This section should demonstrate that you have already made significant progress and convince the committee that you are capable of achieving the goals proposed. This section may be either presented separately, or could be combined with the proposed research plan above.

- **Figures**
  - Figures should be inserted in such a way that they are wrapped by text so as to utilize space wisely
  - Number and title each figure and cite each figure within the text
  - You may utilize a smaller font size for figure legends (see "Tables, Figure, Illustration, etc. formatting guidelines provided by the Graduate College)
- **References**
  - Cite all references in numbered format through the proposal utilizing a suitable reference format for your field
  - Provide a formatted list of cited references at the end of your proposal
  - There is no page limit for your references cited
  - We recommend that you use a citation management software such as Endnote (which can be obtained for free from the university here), Zotero or Mendeley. Please select the software upon consultation with your PI.

- Follow the “References” formatting guidelines provided by the Graduate College.

|Dissertation Guidelines

Dissertation Research and Writing

All doctoral students are required to complete a dissertation. The dissertation must represent an original contribution to scholarship based on independent investigation. Preparation of the dissertation should follow the guidelines in the current edition of the American Chemical Society (ACS) Style Guide (available as an e-book from the Texas State University Library) or American Institute of Physics (AIP) G37 Style Manual (available in hard copy in the Texas State University Library, call number QC5.45.A45 1990) or in an appropriate professional journal in the designated field, as deemed acceptable by the Dissertation Committee.

Dissertation Enrollment Requirements

After being admitted to candidacy, students must be continuously enrolled for dissertation hours each long semester until the defense of their dissertation. If a student is graduating in the summer, they must be enrolled in at least one hour of dissertation credit that summer. All candidates for graduation must be enrolled in dissertation hours during the term in which the degree is to be conferred. Students must complete a minimum of 24 semester hours of dissertation research and writing credit.

Dissertation Time Limit

Students are expected to complete the dissertation within two years after Advancement to Candidacy. Any exceptions to this time limit require the approval of the EE Graduate Director and the dean of The Graduate College. The EE Graduate Director will review each student annually to ascertain their progress in pursuing the degree and will consult with the student’s Ph.D. research advisor and dissertation committee on this matter as appropriate.

Dissertation Chair and Committee

The Dissertation Committee will be responsible for administering the Advancement to Candidacy Qualifying Examination and will oversee the research progress of a doctoral student and the writing of the student’s dissertation. The committee will consist of at least four members, including the student’s Ph.D. research advisor, two other EE doctoral faculty and at least one external member from outside the department or outside the university. The student’s Ph.D. research advisor will chair the committee and should help the student determine the composition

of the committee. The student, EE Graduate Director, and the dean of The Graduate College will approve the composition of the dissertation committee. The student is responsible for obtaining committee members' signatures on the Dissertation/Research Advisor form (Form A) and the Dissertation Committee Request form (Form B) to form the committee. These forms may be downloaded from The Graduate College's website: https://www.gradcollege.txst.edu/forms.html.

Dissertation Committee Changes

Any changes to the dissertation committee must be submitted using the Dissertation Advisor/Committee Member Change Request form for approval to the dissertation committee chair, the EE Graduate Director, and the dean of The Graduate College. Changes must be submitted at least 60 days before the dissertation defense.

Dissertation Defense

The Dissertation Defense will not be scheduled until all other academic and program requirements have been fulfilled. A complete draft of the dissertation will be given to the members of the Dissertation Committee *at least 14 days before the exam date*. After committee members have reviewed the draft with the student and provided comments, the student, in consultation with the Ph.D. Research Advisor, will incorporate the recommended changes into a new draft of the dissertation. When each committee member is satisfied that the draft dissertation is defendable, the Dissertation Defense may be scheduled.

The Dissertation Defense will consist of two parts. The first part is a public presentation of the dissertation research. Notice of the defense presentation will be posted at least two weeks in advance. The second part of the defense will immediately follow the public presentation but will be restricted to the student's Dissertation Committee and entail an oral examination over the dissertation research. Approval of the dissertation requires positive votes from the student's Ph.D. Research Advisor and a majority of the remaining members of the Dissertation Committee. The results of the Dissertation Defense Report must be filed in the Graduate College before the Dean of the Graduate College gives final approval to the dissertation. This form may be downloaded from the Graduate College's website.

Students are expected to complete the dissertation within two years of Advancement to Candidacy. Any exceptions to this time limit require the approval of the EE Graduate Director and the Dean of the Graduate College. The EE Graduate Director will review each student annually to ascertain his or her progress in pursuing the degree and will consult with the student's research advisor.

Approval and Submission of the Dissertation

Following approval and signing of the Thesis/Dissertation Committee Approval form by the members of the dissertation committee, the student must submit one copy of the dissertation to the office of The Graduate College for final approval. Specific guidelines for approval and submission of the dissertation can be viewed on The Graduate College Guide To Preparing And Submitting A Thesis or Dissertation guide, located on their website: https://www.gradcollege.txst.edu/students/thesis-dissertation/resources.html. Dissertations must be submitted in electronic format.

|Professional Development Opportunities

EE students may participate in internships or other collaborations with industry, other universities, or national laboratories. Students may find these opportunities by working with their Doctoral Research Advisor and the EE Graduate Director, or they may identify opportunities themselves. Elective course credit (for EE *****) may be possible for students engaged in these opportunities with approval of the EE Graduate Director.

|Discipline-Specific Extracurricular Opportunities

There are many organizations and events on campus that may be of interest to EE students. Examples include professional associations such as Institute of Electronics & Electrical Engineers, Materials Research Society and various relevant organizations. Information about official campus organizations can be found on the College of Science and Engineering's webpage at https://www.cose.txst.edu/cose-majors/student-organizations.html. The organizations offer everything from professional advancement programming to outreach activities to social events. Involvement in these organizations is encouraged because it can help students to find jobs and/or provide occasional escape from research and coursework. However, *students should always keep in mind that their primary focus at the university while in the EE Program should be meeting the requirements for graduation.*

|Doctoral Leave of Absence Policy

To Whom the Policy Applies

Doctoral students who have achieved candidacy, and thus have a continuous enrollment requirement during long (fall and spring) semesters, may take an approved Leave of Absence ("stop out") during graduate study under certain conditions and for certain periods of time. A Leave of Absence must be approved by both the student's graduate advisor and the Dean of The Graduate College. A Leave of Absence cannot be approved retroactively for a previous semester and must be submitted no later than the 12th class day of the semester for which the leave is being requested.

Pre-candidacy doctoral students are not required to complete Leave of Absence paperwork if stopping out; however, it is recommended that they do so as the process provides a vehicle for more easily resuming their studies.

Purpose and Limitations

Students may need to discontinue their studies ("stop out") for a short period of time for reasons of personal or family exigency. Students who do not receive an approved Leave of Absence may be denied readmission to their program when attempting to reenter the program. Students who do not receive an approved Leave of Absence but are still readmitted may experience delays in registration and/or face additional fees. An approved Leave of Absence preserves the student's status in their degree program. Leaves of Absence may not be granted for the student in order to avoid exceeding the state doctoral hour limit, to avoid paying tuition, to avoid the regulation on continuous enrollment of doctoral students, or to avoid the full-time requirement for international students.

Access to University Resources During a Leave of Absence

Because the Leave of Absence is intended to be taken for reasons of personal or other exigency as opposed to degree progress, there is no support — whether faculty or university resources (library, office space, etc.) — provided to the student during the Leave of Absence period; students must register if making use of university resources or faculty time. A Leave of Absence does not extend a student's time-to-degree requirement. Discontinuing students for a semester or more, with or without a Leave of Absence, may affect the student's eligibility for other university areas beyond The Graduate College's domain (such as financial aid, health insurance, etc.), and the student is responsible for consulting with those offices about the impact of not maintaining enrollment in the degree program.

Length Limitations of a Leave of Absence

A Leave of Absence can be granted for no more than three long semesters (fall and spring) total. The exact length of the Leave must be made explicit in the Leave of Absence request. Rationale for the Leave must be documented by the applicant.

Process for Requesting a Leave of Absence

Doctoral students who have advanced to candidacy must fill out the Doctoral Candidate Leave of Absence form, found here: https://www.gradcollege.txst.edu/forms.html, which will require justification from the appropriate graduate advisor. The form must be submitted to The Graduate College for the Dean's review and approval.

Process for Returning to the University after an Approved Leave of Absence

Upon resuming graduate studies after a semester of non-enrollment, all students must submit reentry paperwork, regardless of whether or not an approved Leave of Absence form is on file. If the student is returning after an absence of less than one calendar year, only the Update Application form is required. If the student is returning to studies after an absence of over a calendar year, it is necessary to reapply to the program.

Depending on the length of time the student is away from the university, a new graduate catalog and/or program degree requirements may be in effect. With an approved Leave of Absence, the student may opt to complete their degree under the previous degree requirements or the new requirements with the approval of the graduate advisor; if the student was away from the university for a semester or more without an approved Leave of Absence on file, the student must complete their degree under the new degree requirements.

|Leave of Absence Policy: Pre-Candidacy Doctoral Students

The university has a continuous enrollment policy for one category of graduate students, namely doctoral students who have achieved candidacy. For other categories of graduate students – pre-candidacy doctoral students, specialist degree students, and master's degree students – while there is an expectation of enrollment each semester in order to make progress toward the degree, there is no specific continuous enrollment requirement. For that reason, The Graduate College does not require notification if a student decides not to enroll in a given semester. However, students may want to inform their program that they are *stopping out* for a period of time, and programs may find that information useful in tracking student progress. In those cases, students may complete the Leave of Absence Form for Master's Degree, Specialist Degree, and Pre-

Candidacy Doctoral Students form found here, under "Forms for All Master's Students": https://www.gradcollege.txst.edu/forms.html and provide it to their program. The program should then provide the form to the Graduate College to expedite processing readmit applications.

Process for Returning to the University after a Leave of Absence

Upon resuming graduate studies after a semester of non-enrollment, all students must submit reentry paperwork, regardless of whether or not a Leave of Absence form is on file. If the student is returning after an absence of less than one calendar year, only the Update Application form is required. If the student is returning to studies after an absence of over a calendar year, it is necessary to reapply to the program.

|Helpful Links

Graduate Catalog
https://mycatalog.txstate.edu/graduate/science-engineering/ingram-school/electrical-engineering-bs-phd/#coursestext

Commencement Information
https://www.gradcollege.txst.edu/students/graduation-commencement.html

Curricular Practical Training (CPT) Information for International Students
https://www.international.txst.edu/Work-Authorization/cpt.html

Dissertation and Graduation Deadlines
https://www.gradcollege.txst.edu/students/deadlines.html

Dissertation Forms
https://www.gradcollege.txst.edu/forms.html

Graduate College Guide to Preparing and Submitting a Dissertation
https://www.gradcollege.txst.edu/students/research-thesis-dissertation/thesis-dissertation.html

Graduate Student Travel Funds Request
https://www.gradcollege.txst.edu/funding/travel.html

Scholarships and Fellowships
https://www.gradcollege.txst.edu/funding/scholarships.html

Counseling Center
https://www.counseling.txst.edu/

Writing Assistance
https://www.writingcenter.txst.edu/

Career Services
https://www.careerservices.txst.edu/