Graduate Student Handbook

Department of Electrical Engineering

University of Nebraska-Lincoln

Fall 2012
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1.0 INTRODUCTION

This document explains the policies and procedures of the University of Nebraska-Lincoln (UNL) for the Masters of Science (M.S.) and the Doctor of Philosophy (Ph.D.) programs. In some cases, additional rules or higher standards than those of UNL may have been enacted by the Department of Electrical Engineering (EE); and these are also outlined here. UNL policies and procedures are explained more fully on the UNL Office of Graduate Studies web site or in the UNL Graduate Studies Bulletin. It is the responsibility of each student to become familiar with the graduate policies and procedures and to meet filing deadlines.

Step-by-step procedures from the time the student is admitted until graduation are explained and summarized for both M.S. and Ph.D. students on the Graduate Studies web site. Note that specific deadlines for both the M.S. and Ph.D. degrees vary but are posted each year by the Office of Graduate Studies.

If particular questions are not answered by the UNL Graduate Studies web site, please contact the Graduate Committee Chair of the EE Department.

Graduate Committee Chair
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209N Scott Engineering Center
University of Nebraska-Lincoln
Lincoln, NE 68588-0511, USA
Phone: 402-472-3771
Fax: 402-472-4732
Email: ee-gradcomm@engr.unl.edu
www.ee.unl.edu

1.1 Membership in the EE Graduate Committee

The Department of Electrical Engineering determines the membership in the EE Graduate Committee through a process outlined in its departmental bylaws. All members must be either Graduate Faculty Members or Fellows. Since the EE Department participates as a field of the unified Ph.D. program of the College of Engineering (COE), the majority of the faculty members and the Chair must be Graduate Faculty Fellows. The remaining members must be Graduate Faculty Members.

The four faculty committee members, other than the Chair, will often be called upon to cast votes related to Graduate Committee issues. In the case of a tie, the Chair will cast the deciding vote.
1.2 Graduate Committee Duties

The EE Graduate Committee has several responsibilities related to the M.S. and Ph.D. programs. Generally, the Graduate Committee decides all issues and policies related to the graduate program in the EE Department. Outlined below are some of the specific duties:

- Review and decide admission/dismissal cases for all EE graduate students.
- Award teaching assistantships through a formal application process.
- Compile and administer Ph.D. Qualifying Examinations.
- Administer the annual Graduate Research Poster Competition.
- Administer the Graduate Student Travel Grant awards.
- Recruit high-quality graduate students.
2.0 A GRADUATE STUDENT’S FIRST WEEK

Teaching Assistants (TA) and Research Assistants (RA) are required to report to the department at least one week before the beginning of classes. The following is an ordered list of tasks the student must accomplish immediately after arriving on campus.

1. All new graduate students should first go to the Graduate Studies office at 1100 Seaton Hall (402-472-2875). The Graduate Studies office will give the new graduate student access to register for classes.

2. All new foreign graduate students must go to the International Affairs Office (402-472-5358) and speak with a student advisor.

3. All students should obtain a student ID at the ID Card Office in the Student Union building (NU Lower Level, 402-472-7331). It is essential to have a student ID for library checkout, entrance to the recreation center, and electronic access to Nebraska Hall.

4. The student should report to the EE Graduate Student Coordinator (402-472-4095), who will direct the student as to the appropriate departmental paperwork that needs to be completed. Note that a Social Security number and bank account are needed first in order to set up payment for assistantships. Students who are TAs must report before the start of classes to the Department. A meeting will be held about two weeks before classes begin, and an overview of what will be expected will be outlined. Students who are RAs should report to their advisors for an initial orientation.

5. New students should obtain a computer account for the college computing facilities. Accounts can be requested at the website: https://www.engr.unl.edu/. Select the option, “PC Lab Account,” fill out the form, and submit it. You will also need access to the rooms which is requested via the link, “Doorlock registration,” on the same page. (Note, however, that you won’t be able to get door access until you have your UNL NUID card.) Current facilities are located in 10N SEC and W219.1 NH. To request a UNL email address, go to http://huskers.unl.edu/ and select the “Request” a Husker account link.

6. All students who register for EE classes are issued a five-digit combination for use in the keypad access locks used on Electrical Engineering labs. This combination is automatically e-mailed to the e-mail address the University of Nebraska-Lincoln has on record as a student’s “official” e-mail account at the time the student is first added to the system. Reminders of combinations are NOT sent out every semester; but students who have forgotten their numbers can e-mail the Engineering Electronics Shop at eeshop@unl.edu, providing their full name and NU ID number, to request a reminder. The
number only works in labs where students are taking a class requiring full-time access or where a faculty member has granted access for research purposes.

7. Students who wish to park vehicles on campus are required to register their vehicle and have a parking permit. Permits are issued by the UNL Parking & Transit Services (402-472-1800) in the Stadium Drive parking garage. All information regarding the parking locations and rules will be provided with the parking permit.

8. Graduate students will typically work in buildings after normal building hours. Therefore, building keys are needed. Contact the EE Office Manager, 209N SEC (402-472-3771) for assistance. A security deposit for the keys is required but is refunded upon return of the keys.

9. All graduate students who are TAs or RAs are assigned a mailbox in 209N WSEC. TAs will also be assigned an office unless they already have one. Contact the EE Office Manager for assistance.

10. All TAs who are nonnative speakers of English will be required to take the English Placement test. Information on English proficiency testing is available on the International Considerations page of the Graduate Studies web site.

11. New students must register for courses during the General Registration period. Continuing students can register in advance during the Preregistration period. The registration process is accomplished by logging onto MYRED. For announcement of registration periods and explanation of the registration process, consult the Graduate Studies Bulletin. It is emphasized that students are not allowed to enroll in courses for which they do not have a thorough understanding of all prerequisite and/or co-requisite material. For Independent Study and thesis/dissertation hours, students must consult with the EE Office Manager for call numbers. To be considered full time, graduate students are required to register for nine credit hours.
3.0 COMMON ISSUES: M.S. AND PH.D. PROGRAMS

3.1 Minimum Documentation for Admission Consideration

The following table identifies the required documentation for consideration for admission into both the EE Graduate M.S. and Ph.D. Programs.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Transcript</th>
<th>References</th>
<th>GRE</th>
<th>TOEFL</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Citizen</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Foreign</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Foreign (Graduate in U.S. Institution)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Current UNL Student</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

The EE Department has set a minimum TOEFL score of 550 on the paper-based examination, which is equivalent to 79 on the internet-based examination. A minimum of 6.5 on IELTS is also accepted for TOEFL. Applicants with TOEFL scores below this value are automatically denied admission and will not be reviewed by the Graduate Committee. TOEFL scores are valid for two years. Some foreign students come to UNL without admission and then enroll in the Intensive English Program in order to improve their English competency. Successful completion of this program does not allow the TOEFL requirement to be waived. However, the institutional TOEFL examination, administered through the ESL program within the English Department at UNL, is considered equivalent to the formal TOEFL examination. Typically, the institutional TOEFL is given more often and is less expensive.

After the application packets are complete, the Graduate Committee reviews and decides on each applicant’s case. Application materials of students who have been granted admission will be made available to the entire faculty for review. In the case of students who were directly recruited for an RA by an individual faculty member, the Graduate Admission Review Form (F2) will be issued immediately after admission and must indicate the faculty member offering the RA. All students who are admitted are automatically considered for an RA or a TA.

3.2 Full-Time Status

The course load for graduate students requiring certification as full-time students is nine credit hours for both the Fall and Spring semesters and three credit hours for the Summer session. Students with RA support are required to be registered for at least one credit hour during the period of their appointments. Students should be aware that there may be certain tax implications due to the course load, which should be considered when enrolling for classes. In particular, it is required that students, with RA support, enroll for four credit hours during the summer. this could be in the three-week session for one hour, first five-week session with one hour, and second five-week session for two hours OR in the eight-week session for two hours and the second five-week session for two hours. Students with departmental TA support are
expected to work on research under the guidance of an advisor in the Fall and Spring semesters as well as the Summer session.

With special approval of the Dean of Graduate Studies, using the Certification of Full Time Graduate Status form, students in the final semester of the M.S. degree (Option 1 only) or candidates for the doctoral degree may obtain full-time status by enrolling in one credit hour.

### 3.3 Choosing an Advisor

Every new EE graduate student should contact the Graduate Committee Chair at the time he or she reports to the department. The goal of this meeting is to help the student in the early days of graduate study. If the student has not already decided on the choice of a graduate advisor, it is expected that the student will make this choice during the first semester of study. The Graduate Chair will serve as the student’s temporary advisor until the permanent choice has been made. Choice of a graduate advisor is extremely important and should be made carefully. The advisor provides information regarding course work, general academic requirements, and research program and plays a major role in the professional growth of the student. The student should begin the search for an advisor by studying the list of EE faculty and their research interests, which can be found on the EE web site. The student should visit faculty whose interests match the student’s and should ask them about their current research projects and expectations of their students. The student is also encouraged to talk with fellow graduate students about the selection of an advisor. At no time should a student select an advisor without the explicit consent of the faculty members.

In order to be eligible to advise graduate students, EE faculty members must be either Members or Fellows of the Graduate Faculty. Graduate Faculty Members may serve as advisors for M.S. students. Graduate Faculty Fellows may serve as advisors for both M.S. and Ph.D. students. Graduate Faculty Members may serve as co-advisor for Ph.D. students with a Graduate Faculty Fellow.

### 3.4 Academic Credit Policies

#### 3.4.1 Courses With Graduate Credit

All UNL courses numbered in the 800 and 900 series offer graduate credit. However, the EE Department allows graduate credit to be obtained for an 800-level course (with 400-level counterpart) only if (1) the 400-level counterpart course is not required for the Bachelors of Science in EE (BSEE) at UNL, (2) the student has not taken the 400-level counterpart at UNL, and (3) the student has not taken an equivalent course at another institution. It is the duty of the student’s advisor to determine if graduate credit should be allowed for each 400/800-level course.

In order to gain knowledge in areas where formal courses are not offered, a maximum of three credit hours of Independent Study (ELEC 991) are allowed for the M.S. degree in the EE
Department. For M.S. students, an outline of the Independent Study course must be submitted along with the Memorandum of Courses to the Graduate Committee Chair. Note that this requirement may mean that the Independent Study course outline would have to be submitted before the course is actually taken. The course outline must be provided by the faculty member who has agreed to teach the Independent Study course.

3.4.2 Graduate Credit for Seniors

Seniors can take up to 12 credit hours of graduate courses. The courses must be taken within a maximum of one year prior to completion of the BSEE degree. The senior must file the Undergraduate Student’s Request for Approval of Graduate Credit with the Office of Graduate Studies before registering for the graduate classes.

Seniors within nine credit hours of graduation have the option of formally applying for graduate admission and, if accepted, taking graduate courses. The acceptance of the credit earned would be contingent on the student completing their undergraduate degree within one year.

3.4.3 Transfer of Credit

All graduate credit must be recommended by the Graduate Committee. Not less than 50% of the course work (excluding thesis or dissertation hours) required for any graduate degree must be completed at UNL. For the M.S., Option I, degree, this restriction means that a maximum of 12 credit hours may be transferred. Although Options I and III have higher course credit hour requirements, the maximum number of transfer hours remains 12 for both options. Transfer credit must be from an institution fully accredited to offer graduate work in the student’s field of study. Further, graduate credit cannot be transferred from an equivalent level degree from another institution. For example, a student who has completed an M.S. degree from another institution cannot use those credits as transfer credit for the UNL M.S. degree. However, if the degree program was never completed at the other institution, those credits can be transferred within the stated hour limitations. The same policy holds for the Ph.D. program. Presently, graduate courses taken at the University of Nebraska-Omaha (UNO) are considered transfer credit. Official transcripts from the transfer institutions are required for approval of transfer credit.

3.4.4 Scholastic Grade Requirements

The EE Department has the following minimum requirements for students in either the M.S. or Ph.D. programs. Violation of any of these requirements can result in academic probation or dismissal from the graduate program.

- A minimum grade of B must be obtained in each 800-level course with a 400-level counterpart.
• With the exception of thesis/dissertation hours, classes taken as pass/no-pass (P/NP) cannot be used for graduate credit in either the M.S. or Ph.D. degree programs within the EE Department.

• A minimum grade of C must be obtained for graduate-only courses (900-level or 800-level with no 400 counterpart).

• M.S. students under Option II must receive at least a B in any course used for the minor field requirement. If a lower grade is obtained, that course will not count toward the minor requirement of the degree.

• It may be necessary at times for a student to withdraw from a course or courses. However, if the Graduate Committee perceives a pattern of abuse of the withdrawal system, the student will be placed on probation for the following semester. Withdrawal from a course during the probationary period will be considered unsatisfactory.

• All M.S. and Ph.D. students in the EE Department are required to maintain an overall graduate GPA of 3.0.

3.5 Probation and Termination

The UNL Graduate Studies Bulletin states that no student on probation may receive a graduate degree. For all graduate students at UNL, probation or termination recommendations may be made under any of the following conditions:

• Violations of the Student Code of Conduct.
• Failure to satisfy scholastic grade requirements.
• Failure in provisional/comprehensive/qualifying examinations.
• Failure to master the methodology and content of ones field in a manner that is sufficient to complete a successful thesis or dissertation.
• Ethical misconduct or lack of professional promise in a professional field.

Typically, M.S. students are given a warning or are placed on academic probation after the first occurrence of unsatisfactory academic performance. Any subsequent unsatisfactory academic performance results in the student being terminated from the EE graduate program. When exceptionally poor academic performance has occurred, the student may be terminated with a warning or placed on academic probation. During the Ph.D. program, the Supervisory Committee plays an important role in the student’s education. Therefore, the general procedure leading to possible termination of Ph.D. students includes the Supervisory Committee in the decision making process. After each occurrence of unsatisfactory academic performance, the Graduate Committee sends a letter to the academic advisor, who is asked to reach a consensus among the members of the Supervisory Committee as to a proper course of action. Within approximately two weeks, the advisor must reply to the Graduate Committee with a recommendation from the Supervisory Committee. The three options are a warning, academic
probation, or termination from the Ph.D. program. Using this recommendation, the Graduate
Committee sends a letter to the student copied to each member of the Supervisory Committee,
explaining the action to be taken. When the Supervisory Committee has yet to be formed, the
Graduate Committee consults solely with the advisor. However, the final decision is made by
the Graduate Committee.

A student placed on probation for scholastic reasons must achieve satisfactory performance
(see Section 3.4.4.) in all future semesters or Summer sessions until the probationary status is
lifted. Satisfactory performance will be evaluated on courses appropriate to be used for the EE
graduate degree, as determined by the Graduate Committee. Performance in courses unrelated to
the EE graduate degree will not be considered. The probation status will remain in effect until
the overall graduate GPA is raised to at least 3.0. These procedures will be implemented using
the Probation/Termination Checklist in Appendix A.

3.6 Graduate Student Travel Grants

The EE Department has a Graduate Student Travel Grant Program subject to continued
availability of funds. The propose is to provide travel funds to EE Department graduate students
so that they are able to present papers at conferences as first authors. The full conditions of this
grant program are:

1. Funds will only be provided to support graduate students to present their
accepted papers as a co-author.
2. Only EE graduate students are eligible.
3. Each graduate student may receive only one travel grant per fiscal year
(July 1-June 30).
4. The grant program will provide support in an amount not exceeding two-
thirds of the total travel expenses, subject to a maximum of $500.
5. The graduate student will need to make a formal application on the
departmental form, provided in Appendix B, and on the department web page.
The form must be endorsed by the graduate advisor and the Graduate
Committee Chair. The abstract and acceptance letter must be submitted with
the application form. No travel grants will be awarded without this form
completed and on file.

3.7 Graduate Student Research Poster Competition

The EE Department conducts an annual Graduate Student Research Poster Competition.
The purpose of this competition is to recognize those graduate students who prepare and present
outstanding papers on their current research activities. Candidates will be judged primarily on
the clarity of their poster, oral and written skills, the judge’s perception of how well they
understand the subject matter, and their ability to field questions on their presentations.
Announcements for the competition will be posted well in advance but will coincide with the UNL Research Fair. The conditions of this competition are:

1. Graduate students interested in participating in the competition will need to formally apply to the Graduate Student Coordinator once the competition deadline is announced.

2. All EE graduate students are eligible.

3. Three prizes will be awarded each year. In addition to a certificate of recognition, cash prizes will be awarded for first, second, and third place.

4. The oral presentation should be made in a professional manner.

5. To enter, students must submit the following:
   A. Title of Research
   B. Author List
   C. Abstract (maximum 200 words)

6. The applicant must be the lead author.

7. Posters will be judged by a faculty committee consisting of not less than three faculty members on:
   A. Scientific impact
   B. Quality of poster
   C. Presentation and technical knowledge
4.0 M.S. DEGREE PROGRAM

The work required for the M.S. degree must be completed within ten consecutive years from the earliest course listed on the Memorandum of Courses. Courses taken before that time will not be counted for graduate credit for the M.S. degree. Procedures for M.S. students depend on whether or not admission was provisional and which M.S. option the student chooses. The latter choice is formally declared approximately halfway through the degree program (usually before the end of the second semester) on the Memorandum of Courses.

4.1 M.S. Admission Status

Admission to the graduate M.S. program in EE requires completion of a B.S. substantially equivalent to the BSEE program of UNL. Students with a B.S. in an area other than EE may be admitted with deficiencies, which means that they must take background undergraduate courses in addition to the required graduate credit hours.

4.1.1 Requirements for Students Admitted with Deficiencies

Entering M.S. students will be expected to have an undergraduate background equivalent to that covered by the required EE undergraduate courses listed below. If not, they will be required to take those courses in addition to their regular graduate program. A grade of B or better will be required in all of the background courses. Note that in addition to the courses below, these students may need to take other undergraduate courses as prerequisites to the graduate courses they wish to take. These requirements must be met before the Memorandum of Courses can be filed. The exact list of undergraduate background courses a particular student must take will be determined in consultation with the Graduate Committee Chair.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 304</td>
<td>Signals and Systems</td>
</tr>
<tr>
<td>ELEC 305</td>
<td>Probability and Random Processes</td>
</tr>
<tr>
<td>ELEC 306</td>
<td>Electromagnetic Field Theory</td>
</tr>
<tr>
<td>ELEC 316</td>
<td>Electronic and Circuits III</td>
</tr>
<tr>
<td>ELEC 370</td>
<td>Digital Logic Design</td>
</tr>
</tbody>
</table>

In addition to the above requirements, a working knowledge of a high-level computer language, such as C, C++, or Fortran, is mandatory. This requirement can be met by previously taken courses, work experience, or other means which are determined to be appropriate by the Graduate Committee Chair.
4.2 M.S. Degree Options

4.2.1 Option I Requirements

The vast majority of M.S. students in the EE Department choose Option I. Students with either TA support or a departmental fellowship are required to perform research and complete a thesis under Option I. Students considering a Ph.D. degree would also generally choose this option. For this degree option, a minimum of 30 credit hours and a written thesis are required. At least six credit hours must be taken as thesis research under ELEC 899. In addition, a minimum of 24 hours of formal course work must be taken including at least nine credit hours in graduate-only courses (900-level or 800-level with no 400 counterpart). As part of the required courses, a maximum of three credit hours of Independent Study (ELEC 991) are allowed. Of the total minimum of 30 credit hours, at least 15 credit hours must be EE credits, including the thesis.

4.2.2 Option II Requirements

Option II does not require thesis research and provides the student with a broader range of courses in his/her program. Normally, this option is not appropriate for students interested in continuing with a Ph.D. degree. Furthermore, students with a departmental TA or fellowship support may not select Option II. A minimum of 36 credit hours of formal course work is required. A single minor must be designated. Two or more minors are not allowed. The program must consist of a minimum of 18 credit hours in EE and nine hours in the minor field. A minimum of 12 credit hours of graduate-only courses are required. As part of the required courses, a maximum of three credit hours of Independent Study (ELEC 991) are allowed.

The EE Department requires M.S. graduate students in Option II to pass a Final Examination within 10 months prior to the date of graduation. The intent of the examination is to test the breadth of the student’s knowledge. Normally, only one attempt to pass the Final Examination is allowed. However, the Examining Committee can recommend modifications or additional work which would allow a second, and final, attempt to pass the examination. The second attempt cannot be taken during the same semester or Summer session that the student failed. The examination will consist of a project selected in concurrence with an advisor—the Graduate Committee Chair will help facilitate a match between the student and an EE faculty member. The project will be designed to test the student’s ability in several facets of electrical engineering. An oral defense of the project will be scheduled by the student in agreement with the members of the Examining Committee. The Examining Committee will consist of the faculty member assigning the project and two other faculty members. One member of the Examining Committee must be from the minor department.

4.2.3 Option III Requirements

Option III is designed for students who anticipate continuing their graduate studies toward a Ph.D. degree here at UNL. This option does not require a Masters thesis but has a
minimum course requirement of 36 credit hours. At least 18 credit hours must be earned in graduate-only courses. As part of the required courses, a maximum of three credit hours of Independent Study (ELEC 991) are allowed. A minimum of 18 credit hours must be EE courses. No minor is required. Students with departmental TA or fellowship support may select Option III.

The EE Department requires M.S. graduate students in Option III to pass a Final Examination within ten months prior to the date of graduation. Normally, only one attempt to pass the Final Examination is allowed. However, the Examining Committee can recommend modifications or additional work which would allow a second, and final, attempt to pass the examination. The second attempt cannot be taken during the same semester or Summer Session that the student failed. The final examination will consist of a project selected in concurrence with an EE faculty member, who will typically be the student’s advisor. If the student does not have an advisor, the Graduate Committee Chair will help facilitate a match between the student and an EE faculty member. The purpose of the examination is to test the student’s ability for independent research needed for continuation of his/her graduate studies. An oral defense of the project will be scheduled by the student in agreement with the members of the Examining Committee. The Examining Committee will consist of the faculty member assigning the project and two other faculty members with knowledge of the area of the examination.

4.3 Members of the Examining Committee

The M.S. Examining Committee is chaired by the student’s advisor and must consist of three members of the Graduate Faculty. One member of the Examining Committee must be a Graduate Faculty Fellow. In the case of Option II, one member of the Examining Committee must be from the minor department. In all cases, at least one member of the M.S. Examining Committee must be an EE faculty member.

4.4 Admission to Candidacy (Memorandum of Courses)

The Memorandum of Courses must be filed with the Office of Graduate Studies before grades (letter grades, incompletes, or no reports) have been received in more than half of the program. For Option I students, this means before more than 15 graduate credit hours have been completed. Provisional and EE background course requirements must be met before it can be filed. On this form, the student indicates the M.S. option (I, II, or III), lists all courses taken to date, and lists the courses to be taken to complete the degree. Option I students should also include the topic or field of the thesis. It must be approved by the student’s advisor and by the Graduate Committee Chair. For Option II, the Memorandum of Courses must also be approved by the Graduate Committee in the student’s minor. After obtaining the appropriate signatures, the Memorandum of Courses should be presented to the EE Graduate Student Coordinator who will forward it to the Office of Graduate Studies. If Independent Study (ELEC 991) is included on the Memorandum of Courses, the course outline must be submitted along with the form.
4.5 Application for Degree

The UNL Application for Degree must be filed at the beginning of the semester or Summer session in which graduation is planned. A nonrefundable application fee is also required at the time of submission. Specific deadlines are given on the Office of Graduate Studies web site. If the Application for Degree is not filed, a diploma will not be ordered for the student, and his/her graduation date will be postponed.

4.6 Final Examination Report

The UNL Final Examination Report for Masters Degree must be received in the Office of Graduate Studies three weeks before the final examination but not later than the deadline outlined on the Graduate Studies web site. The names of the Examining Committee members, including the major advisor, are included. For Option I students, the thesis title and the date of the final oral examination (thesis defense) should be entered. The written comprehensive examination in the major is waived. If applicable, the student should inquire with the minor department Graduate Committee Chair as to written comprehensive examination requirements.

4.7 Preliminary Copies of Thesis

All Option I students must complete a thesis under the supervision of a member of the graduate faculty. The student is required to write the thesis in a standard style (see the Guidebook for Preparation and Submission of an Electronic Thesis on the Graduate Studies web site). It is extremely important that the advisor thoroughly review and assist in the correction of the thesis before copies are given to the members of the Examining Committee. The student must give the committee at least two weeks (one week in Summer) prior to the final oral examination to review the thesis. A copy of the thesis must also be deposited with the Office of Graduate Studies two weeks before the examination (one week in Summer).

4.8 Final Oral Examination

The final oral examination is required for all Option I M.S. students. The oral examination should be scheduled for at least two hours and consist of the presentation and defense of the thesis research. The presentation is open to the public and all EE faculty, and graduate students are strongly encouraged to attend. It is the student’s responsibility to properly announce the defense date, time, and location two weeks in advance of the examination. After the public presentation and a question-and-answer period, the remainder of the examination will be conducted privately by the Examining Committee.

The Examining Committee may require the student to make changes to the thesis and/or conduct additional research. The advisor is responsible for making sure that the work is completed.
4.9 Final Thesis Copies

After appropriate changes have been made to the thesis based on the comments of the committee and the Examining Committee has approved the thesis, the student must make several copies of the thesis. The student is required to give a hard-bound copy to the advisor as well as the departmental office. It is also customary to offer each member of the Examining Committee a copy of the final thesis. A complete description of the final copy requirements can be found in the *Guidebook for Preparation and Submission of an Electronic Thesis*.

For tracking purposes, the student is required to complete the EE Department Exit Survey included in Appendix C and on the EE Department web page.

4.10 Procedure Summary for the Masters Degree

Following is a summary of the procedures described above. Students are responsible for becoming familiar with and following all procedures and seeing that all forms are filed by the appropriate deadlines. An M.S. Checklist with major milestones in the M.S. program is provided in Appendix D. For more information, see the Office of Graduate Studies web site.

The work required for a Masters degree must be completed within ten consecutive years from the earliest course list on the *Memorandum of Courses*.

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of Program</td>
<td>Complete registration by consulting with the Graduate Committee Chair and the major advisor with the approval of the Dean of Graduate Studies.</td>
</tr>
<tr>
<td>Before EE Graduate Courses Taken</td>
<td>Remove admission deficiencies.</td>
</tr>
<tr>
<td>Before More Than One-Half of the Program is Complete</td>
<td>File the <em>Memorandum of Courses</em>.</td>
</tr>
<tr>
<td>Beginning of Graduation Semester</td>
<td>File the <em>Application for Degree</em> at the Office of Registration and Records.</td>
</tr>
<tr>
<td>Four Weeks (Three Weeks in Summer) Before Final Examination</td>
<td>File the <em>Final Examination Report for Masters Degree</em> at the Office of Graduate Studies.</td>
</tr>
<tr>
<td>Two Weeks (One Week in Summer) Before Final Oral Examination</td>
<td>Present a preliminary copy of the thesis (Option I only) for the use of the Examining Committee.</td>
</tr>
<tr>
<td>One Week Before Final Oral Examination</td>
<td>Pass written examinations, if required, in major and minor fields at least one week prior to the time the oral examination is to be taken. Produce announcement for the thesis defense (Option I only) and distribute to all EE faculty and graduate students.</td>
</tr>
<tr>
<td>Day of Final Oral Examination</td>
<td>Present oral defense of thesis research (Option I only) or final examination (Options II and III).</td>
</tr>
<tr>
<td>After Passing Final Oral</td>
<td>Deposit final copies of the thesis in proper form, along</td>
</tr>
<tr>
<td>Time Frame</td>
<td>Action</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>Examination</td>
<td>with the UNL form, <em>Final Examination Report for Masters Degree</em>, signed by the Examining Committee, to the Office of Graduate Studies (Option I only). Option II and III students will only deposit the <em>Final Examination Report for Masters Degree</em> form. One hard-bound copy of the thesis should be deposited with the EE Graduate Student Coordinator. The student is required to complete the <em>EE Department Exit Survey</em> (see Appendix C).</td>
</tr>
</tbody>
</table>
5.0 PH.D. DEGREE PROGRAM

The contact information for the Coordinator of the EE Ph.D. program is given below:

Graduate Student Coordinator  
College of Engineering  
University of Nebraska-Lincoln  
234N SEC  
Lincoln, NE 68588-0511, USA  
402-472-4095

The work required for the Ph.D. degree must be completed within eight consecutive years from the time of filing the student’s Program of Studies. A minimum of 90 credit hours beyond the B.S. degree is required for the Ph.D. degree, with no fewer than 45 credit hours from UNL. The Office of Graduate Studies has established a residency requirement for the purpose of ensuring that the doctoral program is reasonably compact, continuous, and coherent; and that a substantial portion be, in fact, done at and under close supervision by faculty at UNL. The Ph.D. residency requirement is normally satisfied by completing 27 credit hours of graduate work within a consecutive 18-month period. The EE Department waives the requirement for language and research tools.

5.1 Ph.D. Admission Status

Upon entering the Ph.D. program, students have two options to choose from:

1. A student can apply with an existing M.S. degree. In this case, the student must have completed the equivalent of the UNL M.S. degree in EE or a closely related field.

2. A student can also apply directly to the Ph.D. program with a B.S. degree but without an existing M.S. degree. In this case, the student must have completed the equivalent of the UNL B.S. degree in EE or a closely related field.

The documentation needed for admission into the EE Ph.D. program is essentially the same as that for the M.S. program. All Ph.D. applicants must submit three letters of recommendation. All admitted PhD students are considered provisional until after successful completion of the Ph.D. Qualifying Examination.

5.2 Ph.D. Qualifying Examination

The Electrical Engineering Ph.D. Qualifying Examination is offered only during the Fall and Spring semesters.
• **For Ph.D. students with a prior M.S. degree:** Only two attempts to pass the exam are allowed. The student needs to pass by the third semester of his/her program, and the latest he/she can use the first attempt to pass is during the second semester of his/her program.

• **For direct Ph.D. students with a B.S. degree:** Only two attempts to pass the exam are allowed. The student needs to pass by the fifth semester of his/her program, and the latest he/she can use the first attempt to pass is during the fourth semester of his/her program.

In both cases, the first semester of the program is defined as the semester in which an EE graduate course is taken as a Ph.D. student.

The examination consists of a Mathematics section with five questions and an EE section with a total of six questions in three areas selected by the student. Each section requires an overall grade of 70% to pass. The examination is closed book and closed notes with no calculators or computers allowed. Nonprogrammable calculators will be supplied by the Department during the examination. All work must be shown to receive full credit. It is given in a single day with a total of eight hours for both sections. After the overall grade has been compiled, the student may review the examination for 15 minutes; however, no note taking or cell phones are allowed.

One mathematics question is provided from each area listed below. At the time of the examination, the student selects three of the five mathematics problems to work. An average score of 70% is required to pass.

<table>
<thead>
<tr>
<th>Mathematics Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probability and Random Processes</td>
</tr>
<tr>
<td>Differential Equations</td>
</tr>
<tr>
<td>Vector Calculus</td>
</tr>
<tr>
<td>Matrix Theory</td>
</tr>
<tr>
<td>Transform Techniques</td>
</tr>
</tbody>
</table>

Prior to the examination, the student selects three of the following electrical engineering areas. Two questions will be supplied from each area. The student must work four of the six questions, with at least one from each area. An overall score of 70% is required to pass. The courses listed by each area cover the material on which the student will be tested.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Electrical Engineering Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 462/464</td>
<td>Communication Systems</td>
</tr>
<tr>
<td>ELEC 304/463</td>
<td>Digital Signal Processing</td>
</tr>
<tr>
<td>ELEC 444/451</td>
<td>Control Theory</td>
</tr>
<tr>
<td>ELEC 316 (circuits/361)</td>
<td>Electronic Circuits</td>
</tr>
<tr>
<td>ELEC 370/476</td>
<td>Digital System Design</td>
</tr>
<tr>
<td>ELEC 306/467</td>
<td>Electromagnetics</td>
</tr>
</tbody>
</table>
### Course Number | Electrical Engineering Area
--- | ---
ELEC 316 (materials)/421 | Materials and Devices
ELEC 438/406 | Power Systems
ELEC 480/486 | Optics

Information concerning the course outlines and appropriate books can be obtained from individual professors who have recently taught the courses. See the EE Office Manager for recent teaching assignments or check the [EE department](#) web page. A general description of the courses can also be obtained in the [UNL Undergraduate Bulletin](#).

An announcement of the Ph.D. Qualifying Examination sign-up will be posted at the beginning of each semester. The student must register for the examination (209N Scott Engineering) on or before the posted deadline, specifying the three areas on which he/she wishes to be tested. The examination date will be set by the Graduate Committee Chair and will typically be on a Saturday two months after the beginning of classes each semester. Students are notified by e-mail as to whether or not they have passed the exam.

### 5.3 Members of the Supervisory Committee

Before the student is within 45 hours of completion of his/her program, the Supervisory Committee should be constituted with a minimum of four Graduate Faculty Fellows using the UNL form *Appointment of Supervisory Committee for the Doctoral Degree*. The Supervisory Committee will typically be chaired by the student’s advisor, who must be a Graduate Faculty Fellow in the Electrical Engineering field. In the case of co-advisors, at least one of the co-advisors must be a Graduate Faculty Fellow in the Electrical Engineering field. All members of the Supervisory Committee must be members of the Graduate Faculty. At least one Graduate Faculty Fellow, external to the EE Department, must be on the Supervisory Committee.

### 5.4 Program of Studies

Immediately following the formation of the Supervisory Committee, the Committee should meet and design the student’s program of study, which is a list of the courses the committee believes will complete the student’s Ph.D. program. The student will normally provide an oral presentation of preliminary results from his or her research and a proposal for his or her dissertation topic. This will help the committee to more efficiently design the program of study, which is reported on the UNL form *Program of Studies for the Doctoral Degree*. Transfer credits are noted on this form. Ninety credit hours beyond the B.S. degree are needed for the Ph.D. program.

Although the final decision is made by the Supervisory Committee, a typical program of study will include a minimum of 30 credit hours of dissertation research (ELEC 999) and 60 credit hours of formal course work. Not less than 50% of the course work (excluding dissertation hours) must be completed at UNL. Transfer credits can be from another institution.
or from an M.S. degree obtained from UNL. However, the EE Department does not allow the use of thesis research as transfer credit. Under no circumstances can transfer hours be taken from another Ph.D. degree.

5.5 Admission to Candidacy (Ph.D. Comprehensive Examination)

The Ph.D. Comprehensive Examination shall be conducted by the Ph.D. Supervisory Committee of the individual student. The Comprehensive Examination will be given only after the student has substantially completed his or her course work outlined in the student’s Program of Studies for the Doctoral Degree. Normally, the Comprehensive Examination is given in the semester following the completion of all formal course work. The comprehensive examination will be a written examination and will be designed to test the student’s breadth of knowledge and not simply a repetition of course work. The Supervisory Committee may require an oral defense of the Comprehensive Examination. If the student fails the Comprehensive Examination, the Supervisory Committee may decide to give a second chance to the student or recommend their admission to candidacy for the Ph.D. degree to the Office of Graduate Studies using the UNL form Application for Admission to Candidacy for the Doctoral Degree. The examination results should be reported to the Office of Graduate Studies at least seven months before the final oral examination.

5.6 Application for Degree

The UNL form Application for Degree must be filed at the beginning of the semester or Summer session in which graduation is planned. A nonrefundable application fee is also required at the time of submission. The due dates are established by the Office of Graduate Studies and can be found on the Graduate Studies web site.

5.7 Preliminary Copies of Dissertation

All Ph.D. students must complete a dissertation under the supervision of a fellow of the Graduate Faculty. It is expected that the dissertation research will make an original and significant contribution to the field and is of a quality that could be published in a refereed journal. The student is required to write the dissertation in a standard style (see the Guidebook for Preparation and Submission of an Electronic Dissertation).

Following a thorough review by the advisor, copies of the dissertation are given to the members of the Reading Committee (two members of the Supervisory Committee excluding the chair). The student must give the Reading Committee at least two weeks for review. Upon approval of the Reading Committee, a copy of the completed Application for Final Oral Examination and a copy of the dissertation must be submitted to the Office of Graduate Studies at least three weeks prior to the final oral examination.
5.8 Final Oral Examination

The final oral examination is required of all Ph.D. students. The oral examination should be scheduled for two hours and consist of the presentation and defense of the research. The presentation is open to the public and all EE faculty, and graduate students are strongly encouraged to attend. It is the student’s responsibility to properly announce the defense date, time, and location one week in advance of the examination. After the public presentation and a question-and-answer period, the remainder of the examination will be conducted privately with the Supervisory Committee.

The Supervisory Committee may require the student to make changes to the dissertation and/or conduct additional research. The advisor is generally responsible for making sure that the work is completed.

5.9 Final Examination Report

After appropriate changes have been made to the dissertation based on the comments of the Committee and the Supervisory Committee has approved the dissertation, the student should follow the Graduate Studies requirements for depositing their doctoral dissertation. Full paper copies are no longer required by the College as it is an electronic depositing process. A complete description of formatting guidelines and basic depositing steps may be found in the Guidebook for Preparation and Submission of an Electronic Dissertation. All dissertations are uploaded to ProQuest and Digital Commons in PDF format for storage and access worldwide. Digital Commons is a service of UNL’s Love Library.

For tracking purposes, the student is required to complete the EE Department Exit Survey included in Appendix C and on the department web page.

5.10 Procedure Summary for Ph.D. Degree

Following is a summary of the procedures described above. Students are responsible for becoming familiar with and following all procedures and seeing that all forms are filed by the appropriate deadlines. A Ph.D. Checklist with major milestones in the Ph.D. program is provided in Appendix E. For more information, see the Office of Graduate Studies web site.
<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of Program</td>
<td>Complete registration by consulting with the Graduate Committee Chair and the major advisor with the approval of the Dean of Graduate Studies.</td>
</tr>
<tr>
<td>By End of Third Semester in Program</td>
<td>Pass Ph.D. Qualifying Examination.</td>
</tr>
<tr>
<td>Before 45 Credit Hours Remain in Program</td>
<td>Appointment of Supervisory Committee.</td>
</tr>
<tr>
<td>Immediately After Appointment of Supervisory Committee</td>
<td>Devise and submit Program of Studies.</td>
</tr>
<tr>
<td>After Completing Formal Course Work</td>
<td>Pass Ph.D. Comprehensive Examination at least seven months before Final Oral Examination.</td>
</tr>
<tr>
<td>Beginning of Graduation Semester</td>
<td>File the Application for Degree at the Office of Registration and Records.</td>
</tr>
<tr>
<td>Two Weeks Before Submitting Application for Final Oral Examination</td>
<td>After a thorough review by the advisor, present preliminary copy of dissertation to Reading Committee.</td>
</tr>
<tr>
<td>Three Weeks Before Final Oral Examination</td>
<td>Submit the Application for Final Oral Examination to the Reading Committee for approval. Also submit a copy of the dissertation and abstract for preliminary review.</td>
</tr>
<tr>
<td>Two Weeks (one week in Summer) Before Final Oral Examination</td>
<td>Present a preliminary copy of dissertation to all members of the Supervisory Committee.</td>
</tr>
<tr>
<td>One Week Before Final Oral Examination</td>
<td>Produce announcement for the dissertation defense and distribute to all EE faculty and graduate students.</td>
</tr>
<tr>
<td>Day of Final Oral Examination</td>
<td>Present required oral defense of dissertation research.</td>
</tr>
<tr>
<td>After Passing Final Oral Examination</td>
<td>Deposit final copies of the dissertation in proper form by following the Graduate Studies requirements for depositing doctoral dissertations. Deposit one hard-bound copy of the dissertation with the EE Office Manager. Complete the EE Department Exit Survey.</td>
</tr>
</tbody>
</table>
6.0 GUIDELINES FOR ASSISTANTSHIPS/FELLOWSHIPS

The first priority for the assignment of teaching assistantships (TAs) within the EE Department is to assist in laboratory instruction and/or grading tasks. In addition, the assignment of TAs will be used as a mechanism to attract high-quality graduate students to the department, thus increasing research productivity. Fellowships are also used as a mechanism to attract high-quality students to the department. However, fellowships do not have any specific duties associated with their acceptance. Research Assistants (RAs) have no teaching responsibilities and are hired at the discretion of a faculty member supervising a research grant.

TAs and RAs receive full-time (12 credit hours Fall/Spring and 6 credit hours in the Summer) tuition paid and 79% of their health insurance in addition to a monthly stipend of $1,400 (minimum).

M.S. and Ph.D. students are supported with a Research or Teaching Assistantship. These assistantships are awarded for one year. At that time, they will be reviewed; and if funding is available and performance is acceptable, they will be renewed.

It will be the responsibility of the Graduate Committee to award TAs. Deadlines for TA applications are October 1 for the Spring semester and March 1 for the Fall semester. The Graduate Committee should distribute, to the EE faculty, a list of the current TAs and possible openings well in advance of these deadlines. The distribution will serve two purposes. First, faculty will be alerted to any TA openings. Second students who are in their final semester of possible TA support will have adequate warning in order to obtain alternate funding. Some TAs or department fellowships may be awarded outside of these deadlines in an attempt to attract outstanding candidates to the graduate program. Such exceptions will be made by a vote of the Graduate Committee.

The Department Chair will determine the number of TAs required each semester and the degree of direct student contact. Students interested in TA support should file the departmental Graduate Teaching Assistantship Application Form by the appropriate deadlines. The form can be found in Appendix F of this handbook and on the department web page. The Graduate Committee will choose TAs from either (1) newly admitted applicants for that semester or (2) any direct faculty requests (see Section 6.4). After the Graduate Committee has decided the recipient of a TA award, the Department Chair and Graduate Committee Chair will send a letter awarding the assistantship to the student. All TA students will be required to attend the Graduate Studies seminar held one week prior to the beginning of classes. The department will also notify the TAs of assignments and group meetings.

6.1 Student Priority

The Graduate Committee should prioritize prospective graduate students admitted into the program according to academic quality and potential. These can be measured by the GRE,
previous grades, previous institution, letter of recommendation, or any other criteria the Graduate Committee deems important. The goal is to attract the best students in order to improve research productivity. However, the TA must be able to fulfill the teaching requirements of the position. TAs having direct student contact must be assigned to graduate students having a good command of the English language. TAs not having direct contact may be assigned to graduate students with only moderate English ability. In all cases, the graduate student must have adequate teaching competence to perform the required tasks.

Faculty interested in recruiting potential graduate students will normally have RA funds intended to support the student. Faculty who would like to recruit a student specifically for TA support should make the request directly through the Faculty Assistantship Request Procedure outlined in Section 6.4.

6.2 Teaching Assistantship Requirements

Students who have been granted a TA must meet the requirements listed below. Any deviation from these requirements must be approved by the Graduate Committee.

1. New students entering in the Fall semester must arrive at UNL by August 1. New students beginning in the Spring semester should arrive one week prior to the start of classes.

2. It is the TA’s responsibility to obtain a graduate advisor who must be a member of the EE faculty. This decision must be made by the end of the student’s first graduate semester at UNL. The TA must inform the EE Graduate Student Coordinator when an advisor has been chosen.

3. Students receiving TA support are required to be enrolled as full-time graduate students in the EE Department. Full-time status is nine credit hours. Graduate students are not required to take classes during the Summer.

4. All MS degree students who have a TA must choose Option I.

5. All TAs must report, before the start of classes, to the Department Chair who will make teaching assignments and provide an overview of expectations.

6. Students should be aware that UNL abides by the Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants. This agreement is among member schools of the Council of Graduate Schools and basically states that students should not accept assistantships from more than one institution. If more than one assistantship is being considered, the student should provide sufficient notification of acceptance or rejection to all institutions. Contact the Office of Graduate Studies for complete details.
6.3 Termination of Assistantships

If any of the requirements listed above are not met within the given time limits, termination of the TA is possible. In this case, the Graduate Committee Chair will send a letter to the student outlining the particular failure in meeting the requirements and informing the student of the date of termination. Further, a maximum of two and four years of TA support is possible for M.S. and Ph.D. students, respectively.

In addition to the previous requirements, the TA’s major responsibilities include continued progress toward a degree, teaching, and research. Unsatisfactory performance in any category can result in termination of the assistantship. Lack of preparation, missing laboratory meeting times, improperly graded laboratory reports, and/or missing office hours are examples of possible reasons for termination of the TA due to unsatisfactory performance in teaching. Such conduct should be outlined in a letter from the Department Chair to the student, which should be copied to the Graduate Committee. If immediate improvement is not observed, the TA will be terminated.

Unsatisfactory performance in research will be evaluated by the graduate advisor. The advisor should discuss the situation with the student and attempt to remedy the problem. If immediate improvement is not observed, the TA will be terminated.

Each semester, the general academic performance of all TAs will be evaluated by the Graduate Committee. This evaluation will include a review of course performance and progress toward completion of the student’s degree program. Students receiving TA support are required to be enrolled as full-time graduate students in the EE department. If a problem exists, the Graduate Committee may decide to terminate the TA.

If for any reason the student should wish to terminate his/her TA support, a letter should be sent to the Graduate Committee Chair with copies to the Department Chair. This notification should be given at least one month in advance of the termination date.

If the student has not completed 120 days of continuous service as a TA, the student will be billed for the full amount of their tuition and the remaining 79% of their health insurance.

6.4 Faculty Assistantship Request Procedures

In an effort to assist faculty in their research efforts, a procedure has been established which would allow for the formal request of a TA by an individual faculty member. Faculty should exercise care when submitting such requests and only recruit students who they are confident will work with them on a research component of their studies. By doing so, it is anticipated that there will be less chance of the student changing graduate advisors after coming to UNL, thus eliminating the loss in research productivity. Furthermore, this would discourage students from using UNL as a platform for the application to other schools.
Faculty requesting TA support must use the departmental Graduate Teaching Assistantship Application Form. This form can be found in Appendix F of this handbook, and on the department web page. The requester should then submit the form attached to an e-mail to the Graduate Committee Chair. After the deadlines for TA application (see Section 6), the Graduate Committee will meet to decide TA awards. Well before this meeting, the Graduate Committee Chair will inform all faculty about the date of the meeting. At least one week before the meeting, any faculty interested in requesting TA support should submit the Faculty TA Request Form including the name of the student, who should have been admitted into the EE graduate program. The request should include a justification for the TA support for a particular student. Although TAs may work with temporary faculty (visiting faculty, postdoctoral fellows, etc.) under the rules set by UNL, direct requests for a TA are limited to tenured or tenure-track faculty. The following is a list of the general priorities, in decreasing preference, for faculty to be granted TAs for particular students. However, special circumstances will be considered and evaluated by the Graduate Committee. If the request is approved, the faculty member will be informed about the timeline for the start of the TA which is dictated by department needs.

6.4.1 Applicant Priority

Priority will be addressed as follows:

- **Tenure-track faculty:** If possible, tenure-track faculty without substantial academic experience should routinely be given the opportunity of supervising the research activities of a TA.

- **Faculty with few, or no students:** A faculty member who has few, or no, students but is actively pursuing quality research will be eligible for this program. Quality research activity will be defined by the recent publication of journal articles and/or recent research grants, for example.

- **Expiration of RA support:** Support for continuing students whose RA support has expired will be considered. However, faculty should make every effort to continue supporting the student from alternate grants.

- **Previous TA assignments:** Faculty who have had previous TAs under this program will have lower priority but are not excluded. Any such TA requests should outline the performance of students who have previously been granted TAs under this program.
7.0 FREQUENTLY ASKED QUESTIONS

What should I do if I need to make a change to either the Memorandum of Courses or Program of Studies?

After the Memorandum of Courses has been filed with Graduate Studies, any changes to the Memorandum should be submitted in writing. Changes may be submitted by your advisor in a memo/e-mail to the Masters Specialist outlining the additions, deletions, or substitutions. It may or may not be possible to change the Option. Refer to the Graduate Bulletin.

After the Program of Studies has been filed with Graduate Studies, any changes should be submitted in writing. Changes to your Program of Studies may be submitted by the student's advisor in a memo/e-mail to the Doctoral Specialist outlining the additions, deletions, or substitutions.

I am a graduate student at UNO or UNK. How can I enroll in a UNL graduate course?

You must complete an Inter-Campus Registration Form, which is available at your home campus. After you get it approved by your Graduate Studies office, it should be sent to UNL, and you will then be allowed to register for classes.

Given that I have finished all my course requirements, do I have to enroll in a course during my graduation semester?

If in a doctoral candidacy, a student MUST register for at least one credit hour each fall and spring semester until they graduate.

If working on a Masters degree, the student does not have to register in the last semester.

An international student MUST register in the last semester before graduation. The student must be able to be full-time certified by Graduate Studies, if working on a thesis (Masters option) or dissertation AND MUST apply for a reduced course load with International Affairs.

I was previously admitted but did not start. Do I have to apply again?

Admissions are valid for only the semester indicated on the Certificate of Admission; however, you can apply for deferred admission through the Office of Graduate Studies. Failure to do so will require you to reapply.

I am currently a Ph.D. student but would like to switch to the M.S. program. How do I do this?

You and your advisor must request that the EE Graduate Committee Chair write a letter to the Office of Graduate Studies requesting the program change. Note that dissertation hours will not count toward the MS requirements.
I have filed the Program of Studies. Now what?

Your next step would be to take the comprehensive exams (if you have completed a substantial number of courses) and then submit the application for candidacy.

How many hours of graduate credit can be transferred from another institution?

A maximum of 50% of the course work (excluding thesis or dissertation hours) required for any graduate degree can be transferred. However, transfer credit must be from an institution fully accredited to offer graduate work in the student’s field of study. Further, graduate credit cannot be transferred from an equivalent level degree from another institution.

Are UNO courses considered transfer?

Yes, UNO courses are considered transfer credit.

How is transfer credit noted on the Memorandum of Courses?

Transfer credit should be listed in the Minor and/or Related Course column on the Memorandum of Courses. The courses should be listed by their original name and numbers and a footnote should be used to indicate the originating institution. In addition, transcripts with the relevant courses must be supplied to the Office of Graduate Studies with the Memorandum of Courses.

Is the institutional TOEFL accepted by the EE Department?

Yes the institutional TOEFL examination, administered through UNL, is considered equivalent to the formal TOEFL examination. Typically, the institutional TOEFL is given more often and is less expensive.

How long are TOEFL scores considered valid?

Two years.

How long are GRE scores considered valid?

Five years.

Can seniors get graduate credit before graduation with the BSEE?

Yes, seniors can take up to 12 hours of credit for graduate courses. The courses must be taken within a maximum of one year prior to completion of the Bachelor degree. The senior should use the UNL form Undergraduate Student’s Request for Approval of Graduate Credit.

What if I have achieved candidacy and one of my committee members leaves UNL before I defend my thesis/dissertation?

If a faculty member leaves UNL or retires, you must notify Graduate Studies immediately. They may be permitted to co-chair with the permission of the Dean of Graduate Studies and the Graduate Committee Chair.
Appendix A—Probation/Termination Checklist

<table>
<thead>
<tr>
<th>Date:</th>
<th>Academic Event:</th>
<th>Semester and Course Grade</th>
<th>GPA</th>
<th>Recommendation: (Warning, Probation, Termination)</th>
</tr>
</thead>
<tbody>
<tr>
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(1st semester academic performance)

(2nd semesters later academic performance)

(3rd Semesters later academic performance)

(4th semesters later academic performance)
Appendix B—Travel Grant Application

University of Nebraska-Lincoln
Department of Electrical Engineering

GRADUATE STUDENT TRAVEL GRANT REQUEST

To be filled out by student requesting grant.

NOTE: A Travel Authorization must be turned in with this form. Can be found on the UNL web site at http://engineering.unl.edu/academicunits/electrical_engineering/graduate/info.shtml

PLEASE PRINT

Today’s Date: ____________ Name: ________________________________

Personnel ID Number: ______________ Phone: ____________________

(Located on your paycheck)

Email Address: ________________________________________________

Degree Program: __________________ Year Admitted to Program: __________

(Masters or PhD)

Name of Conference Attending: __________________________________

Date: ______________ Location: _________________________________

Title of Paper: ________________________________________________

Authors (in order)

__________________________

Estimated Expenses: $______ I am covered by University health insurance: ___ ___

NOTE: The maximum reimbursement allocated is $500. Expenses over that amount will be the responsibility of the student to find additional funding. Upon return from the conference you must submit your itemized receipts immediately for reimbursement. Checks will not be issued until all receipts are accounted for.

Advisor: ____________________ Advisor’s Signature: ____________________ Date

Have you received a travel grant in the past 12 months? _____ If yes, when: __________

____ If yes or no

A copy of your abstract and acceptance letter need to be attached to this form and submitted to the Graduate Committee Chair in Scott Engineering Center 299N.

Graduate Committee Chair Signature: ___________________________ Approval Date

EE Department Chair Signature: ______________________________ Approval Date

Revised 2011
Appendix C—EE Department Exit Survey

Exit Survey for Graduating Masters/PhD/Post-Doc Students

In order for the Electrical Engineering Department to improve our program it is imperative that we communicate with our current students and find out how you feel about your experience here. These questions are both specific and open-ended. We would appreciate your taking the time to give us an objective answer. We will do our best to implement your feedback into our planning and continue to work on being the best. Your comments will remain anonymous unless you desire otherwise. Comments will be summarized for review by the faculty and the College of Engineering.

Program Feedback: __________________________  Today's Date: ______________

1. Why did you choose Electrical Engineering graduate program?

2. Was UNL your first choice? _____ If not, what other schools did you consider?

3. How many years did it take to complete your degree? _____ While here, did you earn any other degrees?

4. What do you feel was the most beneficial part of your graduate educational experience? (Please feel free to use people’s names, courses taken, special projects, seminars, conferences, etc.)

5. How could the Electrical Engineering Department improve its interactions with graduates?

6. Did you feel your initial orientation here was adequate? _____ What suggestions do you have for improvement?

7. How could Electrical Engineering enhance the graduate educational experience?

8. Were you financially supported as an RA_____ or a TA______? And did you receive any fellowships? _______

9. Number of Journal Publications: _____ Number of Conference Presentations:____

10. Specify the awards you received during your graduate studies (if any):

11. Did you make use of the Graduate Resource Room?

12. In your graduate research

   a) What was the impact of the research experience on your education?
   b) Was the experience different from what you had anticipated it would be?
   c) Are you satisfied with the outcome?

13. If you could change one thing about your Graduate experience, what would that be?

14. Are there any other issues that you think might help us to evaluate or improve our graduate program?

Revised 2011
Graduate Student Final Paperwork for Electrical Engineering

This form is being sent to you as part of your Graduation Requirement in EE. Please be courteous and complete the form to the best of your ability. We value our graduates and encourage you to stay in touch. This form will be placed in your personnel file.

Name: M.S _____ Ph.D _____

My advisor: I was an RA_______ TA_______ Neither_______

Address after graduation:

Best way to stay in touch with me: (e-mail, text, mail)

Phone number where I can always be reached:

This person can always get in touch with me: __________________________
Relationship to this person: Phone:

Future plans: Please be specific if you know your position where you are going to be employed.

My approximate salary will be: __________________________

My number of offers included: __________

Eventually I see myself: __________________________

Additional comments, thank you, or good byes.

Leave this form with the Graduate Student Coordinator (234N) after your final oral examination. Revised 2011
# Appendix D—M.S. Checklist

## MS Program Checklist

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<th>Options</th>
<th>Required Task</th>
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<tr>
<td>x x x</td>
<td>Entered Program</td>
</tr>
<tr>
<td>x x x</td>
<td>Remove Deficiencies</td>
</tr>
<tr>
<td>x x x</td>
<td>First EE Graduate Course</td>
</tr>
<tr>
<td>x x x</td>
<td>Advisor Chosen</td>
</tr>
<tr>
<td>x x x</td>
<td>Memorandum of Courses (Before one half of program is complete)</td>
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<tr>
<td>x x x</td>
<td>Application for Degree (Beginning of Graduation Semester)</td>
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<tr>
<td>x x</td>
<td>Final Examination Report (4 weeks before examination or 2 weeks in summer)</td>
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<tr>
<td>x x x</td>
<td>Incomplete Grades (must have letter grade for all classes including thesis)</td>
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<tr>
<td>x</td>
<td>Preliminary Thesis Copy</td>
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<tr>
<td>x</td>
<td>Written Examinations/end or Option II Paper Results</td>
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<tr>
<td>x</td>
<td>Advertise Thesis Defense (at least 1 week before defense)</td>
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<tr>
<td>x x x</td>
<td>Final Oral Examination</td>
</tr>
<tr>
<td>x</td>
<td>Presentation of Materials to Graduate Studies (for stamping)</td>
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<tr>
<td>x</td>
<td>Final Copies of Thesis (after passing final oral examination)</td>
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<tr>
<td>x x x</td>
<td>Turn in Keys – Exit Survey - (found on EE web page)</td>
</tr>
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</table>

Check the Graduate Studies web site at www.ufl.edu/gradstudies under the link - Forms and Deadlines for more detailed information.
## Appendix E—Ph.D. Checklist

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<th>Required Task</th>
<th>Date</th>
<th>Comments</th>
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<tr>
<td>First EE Graduate Course (in PhD program)</td>
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<tr>
<td>Advisor Chosen</td>
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<tr>
<td>PhD Qualifying Exam First Attempt</td>
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<tr>
<td>PhD Qualifying Exam Second Attempt</td>
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<tr>
<td>Supervisory Committee (before 45 credit hours remain in program)</td>
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<tr>
<td>Program of Studies (immediately after appointment of supervisory committee)</td>
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<tr>
<td>PhD Comprehensive Exam (after completing formal course work)</td>
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<tr>
<td>Application for Degree (Beginning of Graduation Semester)</td>
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<tr>
<td>Application for Final Oral Exam (3 weeks before final exam)</td>
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<tr>
<td>Incomplete Grades (must have letter grade for all classes including thesis)</td>
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<td>Preliminary Dissertation to Supervisory Committee</td>
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<td>Advertise Dissertation Defense (at least 1 week before defense)</td>
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<td>Final Oral Examination</td>
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<td>Final Copies of Dissertation (after passing final oral examination)</td>
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<tr>
<td>Turn in Keys - Exit Survey- (found on EE web page)</td>
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Check the Graduate Studies website at [www.unl.edu/gradstudies](http://www.unl.edu/gradstudies) under the link - Forms and Deadlines for more detailed information.
Appendix F—Graduate Teaching Assistant Application

University of Nebraska-Lincoln
Department of Electrical Engineering

GRADUATE Teaching Assistantship Application Form
To be filled out by graduate student or faculty member requesting a TA.

Deadlines: March 1 (Fall Semester) October 1 (Spring Semester)

PLEASE PRINT

TA for Semester Beginning: ___________ Degree Program: _______ (MS or PhD)

Year Admitted: ___________ Name: __________________________
(First) __________________________ (Last)

Student ID Number: __________________________ Phone: __________________________

Email Address: __________________________

Received Undergraduate Degree from: __________________________

Location: __________________________ (country/city where institution is located)

Undergraduate GPA: ___________ Graduate GPA: ___________ (if you have a MS already)

U.S. Citizen or permanent resident? ___________ If no, have you passed the ITA Institute? ___________

(yes or no)

Completed ITA Institute on: ___________ Will take the ITA Institute on: __________________________ (scheduled date)

Previous Graduate Institution & Program: __________________________

__________________________________________

Academic Advisor: __________________________
(Current UNL Students Only)

Area of Graduate Studies: __________________________

Attach transcript, supporting letter(s) and submit to the Graduate Committee Chair in 208N - SEC

EE Graduate Committee Chair: __________________________ Date Received

EE Department Chair: __________________________

Revised 2009