

Materials Science and Engineering

Graduate Program Requirements

GRADUATE PROGRAMS

The Department of Materials Science and Engineering at the University of Utah offers three graduate degrees: Master of Science (M.S.), Doctor of Philosophy (Ph.D.), and Master of Engineering (M.E.). The M.S. degree requires a Master's thesis, the Ph.D. degree requires a Doctoral dissertation, and the M.E. degree is a non-thesis degree which requires a special project.

MASTER OF SCIENCE DEGREE

The Master of Science (M.S.) degree is a research and thesis degree. Students interested in a Ph.D. degree are encouraged to directly pursue the Ph.D. degree without first earning an M.S. degree.

M.S. Degree Course Work Requirements

M.S. course work requirements are:

- Complete a minimum of 30 credit hours in level 6000 (or above)
 - 22 hours are MSE coursework hours
 - 2 hours of MSE Graduate Seminar
 - Minimum of 6 hours are Thesis Research hours
- Effective Fall 2007 all students entering the M.S. program are required to take the MSE core courses: Thermodynamics (6032), Kinetics (6034), Transport Phenomena (6061), and Engineering Materials (6001) regardless of where they received their undergraduate degree.
 - EXCEPTION: Students who received their B.S. degree from Materials Science & Engineering at the University of Utah and received a B+ or better in the MSE core courses (MSE 5032/6032, 5034/6034, 5061/6061) will not be required to retake these courses.
 - These courses will count towards the 22 hours of MSE coursework
- Students are required to take 4 semesters (0.5 credit hours each semester) of MSE Graduate Seminar (MSE 7800 and MSE 7801) in sequence. One oral presentation is required. Graduate Seminar credit hours cannot be used to satisfy the 22 credit hours of MSE courses.
- Only 3 hours of MSE 6980/7980 Faculty Consultation can be counted towards the M.S. degree provided there is proper documentation. This can take the place of 3 MSE coursework hours on the Program of Study. See the Academic Program Specialist for the documentation required for these hours.
- Only 1 hour of MSE 6950/7950 Independent Study can be used towards the M.S. degree.
- All coursework must be completed at a 3.0 (B) grade point average.
- Transfer Credit
 - Only **6 credit hours** that have not been used for another degree can be transferred. This is a graduate school policy, there are no exceptions.
 - With department and advisor approval 6 credit hours may satisfy the twenty-two total coursework hours.
 - No credit will be given for a graduate course taken at another university if a similar course has been taken at the University of Utah.

Exceptions

Any deviation from the coursework requirements or other department policies must be submitted on an “Exception Petition Form” and endorsed by the Supervisory Committee. All petitions must be presented to the MSE faculty for review and voting during a regularly scheduled faculty meeting.

“Exception Petition Forms” can be obtained from the Academic Program Specialist.

Preparation of the M.S. Degree

Upon acceptance into the graduate program, students must meet with their M.S. Thesis advisors to discuss their thesis project and course requirements to complete their degree. It is the responsibility of the student to initiate this meeting with advisor. Students must have met with their advisor prior to the end of the first semester.

Supervisory Committee members should be selected based on the scope of the M.S. Thesis.

M.S. Degree Supervisory Committee

After one semester of course work, M.S. students should make an appointment with the MSE Academic Program Specialist to complete “Request for Supervisory Committee” form. The supervisory committee will consist of three faculty members. In compliance with The Graduate School’s policy, effective Fall 2007 the supervisory committee chair must be a regular faculty at the University of Utah with at least an adjunct appointment in the MSE department and the committee members must meet the approval of the department chair. If the advisor is an adjunct faculty member in MSE the other two members of the committee must be tenure track MSE faculty members. If agreed by the advisor, one member of the committee can be chosen from outside the department providing the advisor is a tenure track faculty member in MSE. Once the committee has signed the “Request for Supervisory Committee” form it must be returned to the Academic Program Specialist for approval by the department chair and forwarded to The Graduate School for approval.

M.S. Degree Program Of Study

After approval of the supervisory committee, the student’s next step is to file their proposed “Application for Admission to Candidacy for the Master’s Degree” form.

- The student must arrange a meeting with their Supervisory Committee to present the proposed courses for the “Application for Admission to Candidacy for the Master’s Degree” form.
- At the meeting the Supervisory Committee will review the student’s proposed courses. At the request of the committee modifications or changes may be required prior to approval of the Program of Study.
- In some cases, the committee may require extra course work that exceeds the minimum requirements for an M.S. degree based on the thesis project.
- As stated in The Graduate School’s requirements: coursework used to complete requirements of one master’s program may not be used to meet the requirement of another.
- All coursework must be completed in the first two years of graduate study. See Other Graduate Program Information for more detailed information regarding the 84 credit hour rule.

This form is not simply a selection of courses that satisfies the minimum requirements but will be a list of all course work and research hours proposed for the M.S. degree that will be approved by the supervisory committee. It is important that the student understands that the supervisory committee makes the final decision for the courses that will appear on the "Admission to Candidacy for the Master's Degree" form.

M.S. Degree Residency Requirement

At least 24 credit hours must be in residency study at the University of Utah.

M.S. Degree Thesis Defense

Students are required to defend their thesis at a formal oral presentation. The defense date is set by the Supervisory Committee and is open to the public. The student must be registered for at least 3 credit hours of MSE 6970 during the semester of their defense. The draft or final thesis document will serve as the written basis for the presentation and should be submitted to the Supervisory Committee **four weeks** prior to the oral defense. After the oral presentation, a question and answer period will be allowed. At the conclusion of the public participation, the committee will excuse the public and conduct further questioning on the thesis and related topics. The outcome of the thesis defense is reported on the "Report of the Final Oral Exam and Thesis for the Master's Degree" form.

The style and format for the M.S. Thesis are determined by departmental policy and registered with the thesis and dissertation editor, who approved individual theses in accordance with departmental and The Graduate School policy. A handbook of the approved styles can be purchased from the thesis and dissertation editor located in The Graduate School.

Once the student defends and their thesis has been accepted by the supervisory committee the student is not required to register for another semester. International Students should check with the International Center once they have defended to make sure that they do not go out of status while completing requested rewrites.

M.S. Degree Time Limit

As outlined by the graduate school: "All work for the master's degree must be completed within four consecutive calendar years. On recommendation of the student's supervisory committee, the dean of The Graduate School can modify or waive this requirement in meritorious cases."

Other M.S. Degree Information

All M.S. graduate students are required to be a Teaching Assistant or Grading Assistant for one semester without compensation during their graduate studies in order to receive their degree. Students that need to fulfill their Teaching Assistant or Grading Assistant requirement must have a thorough understanding of the material being covered and can not be registered for the course at the same time they are the Teaching Assistant or Grading Assistant for that course.

According to University of Utah Graduate School regulations, M.S. students must register full time every semester (excluding summers) until coursework is completed. Once coursework is completed students must register for three credit hours of thesis

research until thesis defense has been completed. Students that are not continually registered will have to reapply to the University of Utah Graduate School before continuing.

Students in the College of Engineering cannot simultaneously be candidates for an M.S. in one department and a M.E., M.S. or Ph.D candidate in the same or in another department.

M.S. students that have completed an M.S. degree and would like to pursue a Ph.D. degree in the same program should petition the MSE faculty for approval of advancement to the Ph.D. program. A copy of the thesis release for the M.S. must accompany the petition. Approved petitions will become part of the students Ph.D. file.

See Other Graduate Program Information section for additional information.

DOCTORAL DEGREE

The Doctoral (Ph.D.) degree offered through the MSE Department is an intensive research and doctoral dissertation degree. Students may directly pursue a Ph.D. degree without first earning an M.S. degree

Ph.D. Degree Course Work Requirements

Ph.D. course work requirements are:

- Complete a minimum of 54 credit hours in level 6000 (or above)
 - 36 hours of coursework
 - 25 of the 36 must be MSE coursework hours
 - 4 hours of MSE Graduate Seminar
 - Minimum of 14 hours of Thesis Research
- Effective Fall 2007 all students entering the Ph.D. program are required to take the MSE core courses: Thermodynamics (6032), Kinetics (6034), Transport Phenomena (6061), and Engineering Materials (6001) regardless of where they received their undergraduate degree or Master's degree.
 - The exception to this rule would be if the student received their B.S. or M.S. degree from the Materials Science & Engineering Department at the University of Utah and received a B+ or better in the required core courses.
 - These courses will count towards the 25 MSE coursework hours
- Students are required to take 8 semesters (0.5 credit hours each semester) of MSE Graduate Seminar (MSE 7800 and MSE 7801) in sequence. Two oral presentations are required. Graduate Seminar credit hours cannot be used to satisfy the 25 credit hours of MSE coursework.
- Only 3 hours of MSE 6980/7980 Faculty Consultation can be counted towards the Ph.D. degree provided there is proper documentation. This can take the place of 3 MSE coursework hours on the Program of Study. See the Academic Program Specialist for the documentation required for these hours.
- Only 1 hour of MSE 6950/7950 Independent Study can be used towards the Ph.D. degree.
- All coursework must be completed at a 3.0 (B) grade point average.
- Required courses for the first year of Ph.D. graduate study
 - Fall Semester: MSE 6032 (4 credit hours), MSE 6001 (3 credit hours), MSE 7800 (0.5 credit hour), and MSE 7970 (3 credit hours) TOTAL: 10.5 credit hours
 - Spring Semester: MSE 6034 (3 credit hours), MSE 6061 (3 credit hours), MSE 7801 (0.5 credit hour), and MSE 7970 (4 credit hours) TOTAL: 10.5 credit hours
 - Exceptions will be made for University of Utah Materials Science & Engineering graduates. See Academic Program Specialist for information.
- For a tuition benefit, students must be registered for 9-11 credit hours each semester (excluding summer). See University of Utah Graduate Tuition Benefit Program Section for further information.
- Transfer Credit
 - Only **6 credit hours** that have not been used for another degree can be transferred. This is a graduate school policy and there are no exceptions.
 - With department and advisor approval 6 transfer credit hours may satisfy the thirty-six total coursework hours.

- No credit will be given for a graduate course taken at another university if a similar course has been taken at the University of Utah.

Exceptions

Any deviation from the coursework requirements or other department policies must be submitted on an “Exception Petition Form” and endorsed by the Supervisory Committee. All petitions must be presented to the MSE faculty for review and voting during a regularly scheduled faculty meeting.

“Exception Petition Forms” can be obtained from the Academic Program Specialist.

Preparation of the Ph.D. Degree

Upon acceptance into the graduate program, students must meet with their Ph.D. Dissertation advisors to discuss their dissertation project and course requirements to complete their degree. It is the responsibility of the student to initiate this meeting with advisor. Students must have met with their advisor prior to the end of the first semester.

Supervisory Committee members should be selected based on the scope of the Ph.D. Dissertation.

Ph.D. Degree Supervisory Committee

After one semester of course work, Ph.D. students should make an appointment with the MSE Academic Program Specialist to complete “Request for Supervisory Committee” form. The supervisory committee will consist of five faculty members. In compliance with The Graduate School’s policy, effective Fall 2007 the supervisory committee chair must be a regular faculty at the University of Utah with at least an adjunct appointment in the MSE department and the committee members must meet the approval of the department chair. If the advisor is an adjunct faculty member in MSE the other four members of the committee must be tenure track MSE faculty members. If agreed by the advisor, one or two members of the committee can be chosen from outside the department providing the advisor is a tenure track faculty member in MSE. Once the committee has signed the “Request for Supervisory Committee” form it must be returned to the Academic Program Specialist for approval by the department chair and forwarded to The Graduate School for approval.

Ph.D. Degree Candidacy Evaluation

Effective Fall 2006 there will no longer be a candidacy exam. However, students will be evaluated on the following:

- Performance in the MSE core courses
- Performance in their research
- Overall graduate GPA

The MSE faculty will evaluate the students on the above criteria every summer semester. Students who enter the program Fall Semester will be evaluated at the end of the following Spring Semester (2 semesters). Students who enter the program Spring Semester will be evaluated at the end of Spring Semester of the following year (3 semesters).

Based on the evaluation by the MSE faculty, students will be approved for continuation in the Ph.D. program, or be required to first do a Master's degree, or be removed from the program.

Students who first completed a M.S. degree in MSE at the University of Utah will be exempt from the candidacy.

Ph.D. Degree Program of Study

After approval of the supervisory committee, the student's next step is to file their proposed "Program of Study for the Ph.D." form.

- The student must arrange a meeting with their Supervisory Committee to present the proposed courses for the "Program of Study for the Ph.D." form.
- At the meeting the Supervisory Committee will review the student's proposed courses. At the request of the committee modifications or changes may be required prior to approval of the Program of Study.
- In some cases, the committee may require extra course work that exceeds the minimum requirements for a Ph.D. degree based on the dissertation project.
- As stated in The Graduate School's requirements: "Coursework used to complete requirements of one program may not be used to meet the requirements of another."
- All coursework must be completed in the first three years of graduate study. See Other Graduate Program Information for more detailed information regarding the 84 credit hour rule.

This form is not simply a selection of courses that satisfies the minimum requirements but will be a list of all course work and research hours proposed for the Ph.D. degree that will be approved by the supervisory committee. It is important that the student understands that the supervisory committee makes the final decision for the courses that will appear on the "Program of Study for the Ph.D." form.

Ph.D. Degree Residency Requirement

According to University of Utah Graduate School regulations, Ph.D. students must satisfy a residency requirement which consists of two consecutive semesters at the University of Utah with at least 9-11 credit hours per semester. Additionally, graduate school regulations require Ph.D. students to register for at least 3 credit hour per semester (excluding summers) following fulfillment of residency requirements, until all requirements for the degree are completed. Students that are not continually registered will have to reapply to the University of Utah Graduate School before continuing.

Ph.D. Degree Qualifying Exam

After forming the supervisory committee, each student is required to successfully complete the Qualifying Exam.

- The format for the Qualifying Exam is a written original research proposal topic decided in consultation with the student's Supervisory Committee.
- Students must meet with their committee to propose three topics for the Qualifying Exam. The committee will select one of the topics for the student to write an original proposal.
- The Qualifying Exam must be completed within two months of the initial meeting.

A common format for the Qualifying Exam is a written and defended research proposal.

- The student must successfully defend the proposal at an oral exam with the supervisory committee.
- The written proposal must be submitted to the committee members at least **two weeks** prior to the oral exam.
- A copy of the Qualifying Exam Proposal will be provided to the Academic Program Specialist to be retained in the student's file.

The Qualifying Exam must be completed between the end of the second year and no later than the end of the third year of graduate studies. Based on the graduate school requirements students can not complete their Qualifying Exam and defend their Dissertation in the same semester.

Prior to the Qualifying Exam the Academic Program Specialist will prepare the "Report of Qualifying Examination" form. This form must be completed and signed by the Supervisory Committee at the time of the Qualifying Exam. The completed form must be returned to the Academic Program Specialist for processing and approval by the Dean of The Graduate School.

Ph.D. Degree Thesis Defense

Ph.D. students must orally defend the significant contents, results, and conclusions associated with the student's doctoral research before the entire supervisory committee at an open and public defense. The draft or final dissertation document will serve as the written basis for the presentation and should be submitted to the supervisory committee **four weeks** before the oral defense. The supervisory committee will examine in detail the contents, results, conclusions and contribution made by the student's research and written dissertation. It is expected that the dissertation will provide a "contribution to the knowledge" in the student's area of research and that the dissertation is "acceptable for publication." The style and format are determined by departmental policy and registered with the thesis and dissertation editor, who approves individual dissertations in accordance with departmental and Graduate School policy. A handbook of the approved styles can be purchased from the thesis and dissertation editor located in The Graduate School.

The student must be registered for 3 credit hours of MSE 7970 during the semester they defend. Once the student defends and the dissertation has been accepted by the supervisory committee the student is not required to register for another semester. International Students should check with the International Center once they have defended to make sure that they do not go out of status while completing requested rewrites.

Ph.D. Degree Time Limit

A Ph.D. student is eligible for 5 years tuition benefit, providing the students did not come in with a M.S. degree from another institution or department at the University of Utah. Students entering the Ph.D. program with a M.S. degree from another institution are only eligible for 4 years of tuition benefit. In compliance with the Tuition Benefit Program Ph.D.'s should in all practical purposes complete their degrees in 5 years. In accordance with the Graduate School time limit requirements: "Students whose studies have been interrupted for long periods and who have been granted an extension to complete their degrees may be required to complete additional courses, pass examination, or otherwise demonstrate that they are current in their field."

Other Ph.D. Degree Information

All Ph.D. graduate students are required to be a Teaching Assistant or Grading Assistant for two semesters without compensation during their graduate studies in order to receive their degree. Students that need to fulfill their Teaching Assistant or Grading Assistant requirement must have a thorough understanding of the material being covered and can not be registered for the course at the same time they are the Teaching Assistant or Grading Assistant for that course. Students that were pursuing a M.S. degree in MSE and fulfilled their Teaching Assistant requirement and then continue on for a Ph.D. degree are only required to be a Teaching Assistant or Grading Assistant for one additional semester.

Students in the College of Engineering cannot simultaneously be candidates for a Ph.D. in one department and a M.E., M.S., or Ph.D candidate in the same or in another department.

See Other Graduate Program Information Section for additional information.

MASTER OF ENGINEERING DEGREE

The degree of Master of Engineering is a non-thesis degree that recognizes achievement in which design is emphasized, in contrast to the typical M.S. degree that has emphasis on research. For students entering and accepted for an M.E. degree and with adequate undergraduate preparation, an ME degree should be completed within two years for full-time students and three years for part-time students.

M.E. Degree Course Work Requirements

M.E. course work requirements are:

- Complete a minimum of 30 credit hours in level 6000 (or above)
 - 19-22 hours are MSE coursework hours
 - 2 hours of MSE Graduate Seminar
 - 6-9 hours of Special Project-ME hours
- Engineering Materials (MSE 6001) is required for all MSE graduate students
 - This course will count towards the 19-22 hours of coursework
- Students are required to take 4 semesters (0.5 credit hours each semester) of MSE Graduate Seminar (MSE 7800 and MSE 7801) in sequence. One oral presentation is required. Graduate Seminar credit hours cannot be used to satisfy the 19-22 credit hours of MSE courses.
- All coursework must be completed at a 3.0 (B) grade point average.
- MSE 6980/7980 Faculty Consultation does not count towards fulfillment of degree requirements.
- Only 1 hour of MSE 6950/7950 Independent Study can be used towards the M.E. degree.
- Transfer Credit
 - Only **6 credit hours** that have not been used for another degree can be transferred. This is a graduate school policy and there are no exceptions.
 - No credit will be given for a graduate course taken at another university if a similar course has been taken at the University of Utah.
 - With department and advisor approval 6 credit hours may satisfy the 19-22 total coursework hours.

M.E. Degree Supervisory Committee

After one semester of course work, M.E. students should make an appointment with the MSE Academic Program Specialist to complete the “Request for Supervisory Committee” form. The Supervisory Committee will consist of three tenure track faculty members from MSE; one faculty will be designated chair of the committee.

M.E. Degree Program of Study

After approval of the supervisory committee, the student’s next step is to file their proposed “Application for Admission to Candidacy for the Master’s Degree” form.

- The student must arrange a meeting with their Supervisory Committee to present the proposed courses for the “Application for Admission to Candidacy for the Master’s Degree” form.
- At the meeting the Supervisory Committee will review the student’s proposed courses. At the request of the committee modifications or changes may be required prior to approval of the Program of Study.

- As stated in The Graduate School's requirements: coursework used to complete requirements of one master's program may not be used to meet the requirement of another.
- Once approved by the Supervisory Committee the "Admission to Candidacy for the Master's Degree" form must be returned to the Academic Program Specialist for processing and approval.

This form is not simply a selection of courses that satisfies the minimum requirements but will be a list of all course work and research hours proposed for the M.S. degree that will be approved by the supervisory committee. It is important that the student understands that the supervisory committee makes the final decision for the courses that will appear on the "Admission to Candidacy for the Master's Degree" form.

M.E. Degree Special Project

Students must also receive supervisory committee approval for a special Master of Engineering project for satisfaction of the MSE 6590 requirement for the M.E. degree. Committee approval must be obtained before beginning the project. Guidelines for the project will be supplied by the student's supervisory committee.

M.E. Degree Special Project Presentation

The Special Project must be written in the form of a report that is submitted to the student's supervisory committee. Students are then required to present the results of their project in an oral presentation to the supervisory committee and other designated audience. Both the report and presentation are required for completion of the M.E. degree. Copy of the written Special Project is provided to the Academic Program Specialist to be retained in the student's file.

M.E. Degree Graduation Information

An appointment should be made with the Materials Science and Engineering Academic Program Specialist to discuss the "Application for Admission to Candidacy for the Master's Degree." This form must be completed after the first year of study.

To graduate, the "Report of Completion" form needs to be completed and signed. This form is processed by the MSE Academic Program Specialist during the semester the student plans to graduate and is approved through the College of Engineering Dean's Office.

M.E. Degree Time Limit

All coursework must be completed within 3 consecutive calendar years.

Other M.E. Degree Information

According to College of Engineering regulations, M.E. students must register for full time (9-11 credit hours) per semester (excluding summers) from the time of formal admission until all requirements for the degree are completed.

Only one M.E. degree can be obtained from the College of Engineering at the University of Utah. Furthermore, students in the College of Engineering can not simultaneously be candidates for an M.E. degree in one department and a research degree (M.S. or Ph.D.) in the same or in any other department.

OTHER GRADUATE PROGRAM INFORMATION

Full Time Student Status

Full time status for graduate students at the University of Utah must meet the following conditions:

Registering for 9 credit hours and up to 11 credit hours of approved graduate study courses. For M.S. and Ph.D. students, some of these credit hours may be for thesis research (MSE 6970 for M.S. students or MSE 7970 for Ph.D. students.)

Non-Matriculated Status

U.S. citizens with a GPA less than 3.00 (B) may be conditionally admitted into the graduate program in a non-matriculated status. This status allows students to demonstrate their ability to successfully complete 9 credit hours of approved graduate course work (6000 or above) this does not include graduate seminar, with a minimum of a 3.00 (B) grade point average.

According to the University of Utah Admissions Office: “Students who do not qualify for admissions to The Graduate School may enroll in graduate-level classes on a non-matriculated basis. When such students want to be considered for matriculated graduate status, they must apply formally through the Admissions Office. Upon the recommendation from the academic department and approval by the Graduate Admission Committee, the student may qualify for admissions. Graduate credit received during non-matriculated status do not guarantee admission into a graduate program. International students cannot be accepted into the graduate program with non-matriculated status.”

“Credits earned by non-matriculated students may or may not apply to a graduate degree program. Graduate programs are designed and approved by faculty committees assigned to supervise each graduate student. Decisions on accepting course credit are made initially by the supervisory committees. Only nine semesters hours of non-matriculated work can be applied toward a graduate degree.”

These 9 credit hours should be completed within one academic semester. After satisfactorily completing these 9 credit hours, the student may then apply for admissions as a fully matriculated graduate student. If the student does not attain matriculation their file will be closed. A non-matriculated student will not be eligible to work with an advisor until the student has matriculated and been officially accepted into the graduate program.

Part Time Status

U.S. graduate students are allowed to attend graduate school on a part-time basis; however, it is necessary that a part time student be registered for a minimum of 3 credit hours each semester. A letter must be submitted to the MSE Administrative Office and must be received at the beginning of the student’s first semester advising the Academic Program Specialist that the student will be part time. This student will remain a part time student until the MSE Administrative Office is notified otherwise. Part time students still need to satisfy the residency requirement for their perspective degrees.

University of Utah Graduate Tuition Benefit Program

Tuition benefits are available for matriculated graduate students providing they meet the eligibility requirements, financial support, registration hours, and job code title as set forth in the Tuition Benefit Program (TBP) Guidelines. Benefits are available for full and partial in-state and out-of-state tuition depending on support level provided by the student's graduate advisor. Tuition Benefits are available for two years of benefits for a master's students and four to five years for doctoral students.

Those students that are receiving a tuition benefit will also receive student health insurance. For more details concerning the Graduate Tuition Benefit Program and Student Health Insurance Benefits, check with the Academic Program Specialist.

84 Credit Hour Rule for Research Assistant Graduate Students

Graduate students are allowed to take graduate level courses that will advance their graduate studies; however there is a limit of 84 credit hours of coursework that is allowed to be covered under the TBP at resident rates. International students must plan to accomplish coursework during their first 84 credit hours covered by Tuition Benefits or they will be responsible for payment as outlined by the Graduate School regarding the 84 Credit Hour Rule. Payment of tuition over the 84 hour rule will be calculated at the non-resident rate.

Vacation Semesters

Coordination of a Vacation Semester must be done with the student's advisor. Permission for a vacation semester must be given in writing to the student with a copy, of the approval for the vacation semester, to the Academic Program Specialist for the students file. Payroll arrangements must be discussed and be included in the written permission. Vacation semesters must be approved before the pervious semester has ended.

In accordance with the International Center's policy, within the first 15 days of the start of the semester students must contact the International Center and inform them of the intent to take a vacation semester. Otherwise the student will be reported as being out of status. If a student falls out of status they must apply for reinstatement with the local Salt Lake's Citizen Immigration Service (CIS) Office, or return home and re-enter the U.S. on a new SEVIS I-20 to regain lawful status.

Vacation semesters that are taken during fall or spring semester, need to reapply to the International Admissions Office for readmission to the next semester.

Students must attend school full time for two consecutive semesters before they are eligible for a vacation semester. The only exception is if the student entered the U.S. to attend spring semester as their first semester, then you may take the first summer semester as a vacation semester. Students must return to school after their vacation semester. If the student does not return to school following the vacation semester, then that semester is not considered a vacation semester and the student must leave the U.S. immediately.

Credit/No-Credit Courses

The only courses that will be graded with a Credit/No-Credit (CR/NC) Grade in the MSE Graduate Program is MSE 7800 and MSE 7801, Graduate Seminar. All other courses on the student's program of study must be taken for a letter grade.

Once a student has reached the maximum thesis research hours allowed on the program of study forms for their respective degree, (6 hours for the M.S. degree and 14 hours for the Ph.D. degree) the student will receive Credit or No Credit (CR/NC) for the remainder of their thesis hours.

Students will receive Credit (CR) for satisfactory research progress. If the student is not showing satisfactory progress for their research a grade of No Credit (NC) will be given.

Optional Practical Training for F-1 Students

Optional Practical Training (OPT) is the opportunity to apply knowledge gained in the classroom to a practical work experience off-campus after graduation. Optional Practical Training is authorized by Immigration Service. This authorization can take several months to obtain so students need to apply well in advance of graduation. The maximum amount of time granted to work in F-1 Optional Practical Training is 12 months.

Working before practical training has been authorized by the Immigration Service constitutes illegal employment that will jeopardize your legal status in the United States. So it is important that students coordinate their OPT request with the International Center.

Test of English as a Foreign Language (TOEFL)

Applicants who have received their prior education outside the United States will be required to take the TOEFL exam and provide official copies of their scores with the application for admissions to the graduate program. A TOEFL score of 570 (paper-based), or 230 (computer-based), or 88-89 (internet-based) is required for admissions to the MSE graduate program. New international students may be required to take English as a Second Language (ESL) courses to help improve and increase their English language skills.

Graduate Record Exam (GRE)

Students are required to take the general GRE exam and provide official copies of their scores with the application for admissions to the graduate program. A minimum verbal and quantitative combined score of 1100 and a 4.0 or better on the analytical writing is required for admissions to the MSE graduate program.

Writing Your Thesis/Dissertation

Information on guidelines for writing and formatting the M.S. Thesis or Ph.D. Dissertation are available from the Thesis Editor in the Graduate School. Students are strongly encouraged to purchase a **recent** copy of "A Handbook for Thesis and Dissertations" from the Thesis Editor in the Graduate School. **The handbook must be used in conjunction with the style accepted by the MSE Department.**