

# **Graduate Student Handbook**

## **Masters Program in Materials Science and Engineering**

**Academic Year 2020-2022**

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**MATERIALS SCIENCE & ENGINEERING**

The University of Texas at Arlington

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# **WELCOME!**

The faculty, staff and students in the Materials Science and Engineering Program would like to welcome you to the Master's program in Materials Science and Engineering. This handbook is designed to help you become acquainted with the workings of our program. The information in this handbook will let you know what needs to be done, when it needs to be done, where you need to go to get information, and who can help you with problems that may occur. This handbook, the UTA Student Handbook, and the Graduate Catalog will serve as sources of information for you as you progress through our program.

## **NAMES YOU SHOULD KNOW**

### **Graduate Advisor**

**Professor Seong Jin Koh**

**231, 331 ELB**

**272-1223**

[skoh@uta.edu](mailto:skoh@uta.edu)

Most of the decisions you make concerning your academic program will be made with the assistance of the graduate advisor. This includes curriculum, registration, adding and dropping courses, and completing the necessary paperwork as you pursue your degree. The graduate advisor is your first point of contact for all of these matters.

### **Department Chair**

**Professor Efstathios Meletis**

**231 ELB**

**272-2398**

[meletis@uta.edu](mailto:meletis@uta.edu)

The Chairman is responsible for all decisions concerning the operations of the program including the funding of all teaching and research assistantships as well as scholarships.

### **Chairman, Committee on Graduate Studies**

**Professor Yaowu Hao**

**231 ELB**

**272-0752**

[yhao@uta.edu](mailto:yhao@uta.edu)

Many decisions concerning the requirements of the graduate program are made by the MS&E committee on Graduate Studies. This committee also handles student petitions and reviews the progress of all students in the program periodically.

### **Administrative Assistant**

**Ms. Angela Graham**

**Ms. Lashonda Davis**

**ELB 231**

**272-2398**

# HOW TO GET STARTED IN THE PROGRAM

## Graduate Teaching and Research Assistants

### International Students

You will first need to go to the International Office with your visa to obtain an Identity and Employment Authorization letter. This letter certifies that you have a visa and that you are allowed to work in the US. You must take this letter to the Office of Human Resources (J.D. Wetsel Service Bldg. on Mitchell Street) along with your passport and social security card (if you have one) to set up an orientation session given to all new employees. **This session is mandatory, and you will not get paid unless you attend.** This session takes about one hour. If you do not have a social security card, you must return to personnel after you receive your card and show it to them. ALL students that will be paid in any way must have a social security number. Most international students will have to apply for a card and this should be done as soon as possible. Applications must be delivered in person to the Tarrant County Court House in Fort Worth (819 Taylor Street) or at the Arlington office of the Social Security Administration. At the international student orientation session held by the International Office you can fill out an application for a social security number. It takes about 2 weeks to get your card, but you will be notified of your social security number sooner than that; **you cannot be paid until you get your social security number.**

All international students must attend a University orientation for foreign students, most often given the week before school starts. You should have received a letter directly from the International Office regarding this orientation. This orientation is required before you can register for classes. **All international students on assistantship should have a satisfactory TSE score on file, failing which they must enroll and complete the Developmental English course.**

### UTA Identification (ID) Card

You will be required to obtain a MAV EXPRESS card from the MAV Express Office, Main Level of the University Center. This card will allow you access to various campus events, the library, and the health center, as well as being a source of identification to verify that you are a UTA student.

## UNIVERSITY FACILITIES

A campus map can be found in the University Catalog. Some of the more important facilities are listed below.

## **Libraries**

The University has three libraries, the Central Library, the Science and Technology Library, and the Architecture and Fine Arts Library. A full description of the library system is given in the graduate catalog.

## **Registration**

In order to attend any given semester, a student must register and pay fees. ALL REGISTRATION at UTA is done on SAM, UTA's touch-tone telephone system. (817- 272-2SAM) or via the web at www.uta.edu. The current semester's schedule of classes gives the exact days and times for registration and should be consulted each semester, not only for registration information but advising instructions, as well. (Spring Schedule comes out in mid-October; Summer/Fall Schedule comes out in mid-March.) New students register by SAM or the internet the week before classes begin. New students, most readmitted former students and continuing students in certain majors must be advised. **If advising is required, it must be done prior to registration.**

## **Computer Labs**

Computer Labs for student use can be found on campus in the following locations:

- Ransom Hall
- Central Library (5th floor)
- Carlisle Hall (in the writing center-5th floor)
- Nedderman Hall (basement)
- Science Learning Center, Life Science Building

## **Health Center**

A health center is available to meet your medical needs. A full description of the services offered by the health center is in the graduate catalog.

## **Keys**

A Key Request Form should be obtained from the administrative assistants in Room 325-Woolf Hall. The form must be signed by your supervising faculty member as well as by the Department Chairman. After all signatures are obtained, the form will be forwarded to the Key Control office.

## **University Center**

The University Center has numerous facilities and offices of interest to all students. In it are 13 private dining-meeting rooms, lounges, two ballrooms, four food service areas, a post office, general store, gallery, and video room. The center is also home to 160 campus student organizations, Student Congress, and the Student Activities Board. The Housing Office is located in the Center. A notary public is available in the University Housing Office in the Center.

# REQUIREMENTS OF THE PROGRAM

As in any Master's program, you will be required to accomplish a number of tasks before being awarded your degree. In this section the entire process will be outlined step by step. PLEASE read this carefully and refer to it often: *The deadlines stipulated here are not to be taken lightly and the responsibility for adhering to them lies primarily with you.* The following describes the expected course of events for a typical full-time student.

## 1. The First Year

During the first visit with the graduate advisor, you will fill out a *Student Tracking Form* listing the courses that you will take and when you will take them. This will give you a good idea of the expected progression of events. Of course, since you have not picked out a research advisor, the student tracking is preliminary. If you have graduate course work from another university, the graduate advisor (with the consent of the chairman, committee on Graduate Studies) is empowered to waive course requirements if the student can show previous course work which is equivalent to that offered at UTA. The maximum number of courses that can be allowed to transfer is 3 (hrs), but this is handled on a case-by-case basis at the time of your initial advisement.

This year and each following year you will enroll in up to 12 hours of course work/research per semester. This is done by filling out a *Registration Advising Form*. The details of the course offerings are listed in the Graduate Catalog, and the requirements that pertain to you are those listed in the catalog current at the time you enter the Graduate School, so save this catalog. Unless you have deficiencies to be made up, you will normally take MS&E courses in the first semester. The Graduate School requires that you maintain a 3.0 GPA (on a 4 point scale) in all course work taken as a graduate student.

If you have elected a thesis degree, you will select a research advisor in your first year. You are recommended to talk to a large number of Faculty members about potential research projects.

## DEGREE REQUIREMENTS

1. **The Master of Science in Materials Science and Engineering:** There are two MS degree options, and they are 1) thesis and 2) thesis substitute.
  - a. Thesis option: This program involves a set of courses (minimum of 24 credit hours) as well as requiring the candidate to successfully complete research in an area acceptable to the Committee on Graduate Studies. Details of core courses and other requirements can be found in the graduate catalog. A student's research is directed by a faculty member from any of the departments or programs participating in the Materials Science and Engineering Program. **Candidates must enroll in MSE 5698 in the semester they intend to graduate.**
  - b. Thesis substitute option: This program is a course intensive track and requires a

minimum of 30 credit hours including:

27 credit hours of coursework (a minimum of 21 credit hours in MSE courses);

3 credit hour MSE 5394 Master's Research Project in Materials Science and Engineering I;

2. **Master of Engineering in Materials Science and Engineering:** The Master of Engineering degree is an engineering practice-oriented program requiring a minimum of 30 credit hours (A minimum of 24 credit hours of coursework must be in MSE courses.).

### **Final Semester Requirements:**

- a. The student must be enrolled in the Graduate School for the semester in which the student completes all graduate degree requirements and applies for graduation. (*Application for Graduation form*) Enrollment in courses outside the major and minor fields will not satisfy final semester enrollment requirements. For Master of Science, the six -hour thesis course, MSE 5698, at the final semester.

### **Formal Admission to the Masters Degree Program**

A student will be admitted to candidacy for the Masters Degree only when the requirements listed previously have been met. The student must file an *Application for Candidacy and Final Program of Work* as well as an *Application for Graduation* no later than **30 days after the first day of classes for the semester in which the candidate plans to receive his degree**. A student planning to receive a degree at the end of the summer session must file *Application for Candidacy and Final Program Work*, as well as the *Application for Graduation* no less than 30 days after the first day of class of the 11 week summer session.

### **Masters Thesis (for Master of Science Degree)**

The final copies of the Master's thesis must be prepared according to the regulations described in the current edition of the *Thesis and Dissertation Manual of Style* available from the UTA bookstore.

The Assistant Dean of the Graduate School examines each thesis and report and determines whether or not it meets the Graduate School requirements for format and mechanical presentation. **After the Graduate School is given the master copy of the final draft, the student will be given a written formal evaluation 72 hours later (excluding weekends, holidays and graduate registration periods)**. The master copy must be received **no later than ten working days** in advance of the final deadline to allow at least three days for Graduate School exams, time for the student to make corrections, and time to have final copies made.

### **Time Limit**

The master's degree must be completed **within six years** (time in military service

excluded) from initial registration into the Graduate School.

### **Research (for Master of Science Degree)**

Research for the Master's Degree will begin usually by the end of the first year of course work (or earlier). It will continue until your advisor and advisory committee determine that you are ready to defend your work. In or before the last semester (**no later than 30 days after the start of the last semester**) you must file the *Application for Candidacy and Final Program Work, as well as an Application for Graduation*.

**In the semester that you plan to graduate there are several important deadlines that you must meet. You should consult the inside cover of the Graduate Handbook for these deadlines.**

### **Miscellaneous:**

#### **Students on academic probation:**

If your GPA falls below 3.0 at any time, you are automatically put on academic probation by the Graduate School. You are given one long semester (Fall or Spring) to raise your GPA to a 3.0. The Committee on Graduate Studies shall meet at the end of each semester to review the progress of all graduate students on academic probation; under very special circumstances the Committee on Graduate Studies may submit a petition to the Graduate School to allow a student to continue on academic probation for one more long semester; however, do not depend on this to keep you in school. Keeping your GPA at 3.0 or better is extremely important and a major responsibility on your part. Keep your advisor informed, as he may be able to assist you when you are having difficulties in your courses.

#### **Resolving Complaints**

The Department of Materials Science and Engineering (MSE) is committed to fair treatment of its community members and, additionally, is open to comments and suggestions for improvement. Individuals are encouraged to seek an informal resolution of the matter directly with the groups or individual(s) involved when possible. For matters where a resolution is not feasible, a formal Complaint Form (available at MSE website) can be completed and filed with the MSE office in ELB 231. A formal complaint must be submitted in writing using the form.

The information you provide will be treated as personal and sensitive, but is not confidential. This means that MSE will not volunteer or deny any of the provided information to law enforcement or other University investigative bodies. It may be shared on a need-to-know basis with other offices.

#### **Steps to complete:**

1. Please complete the following form in its entirety with correct information to the best of your ability and knowledge.

2. Turn in the completed form to MSE in one of two ways:
  - a. In-person hard copy delivered or sent to ELB 231, (Box 19031)
  - b. Scan and email to Beth Robinson, Support Specialist, MSE at [beth.robinson@uta.edu](mailto:beth.robinson@uta.edu).
3. You should be contacted (via email or phone) within 72 business hours to confirm that the formal complaint has been received.
4. Upon receipt of the complaint, the form is reviewed and forwarded to the appropriate office based on the subject matter as articulated in the form.

**Note:**

If your complaint involves the Chair, MSE, it will be given to the Associate Chair, MSE.

If your complaint involves both the Chair and Associate Chair, MSE, your complaint will be sent to the Dean, College of Engineering.



## Materials Science and Engineering Core Faculty:

Efstathios Meletis 231  
ELB  
x22559  
[meletis@uta.edu](mailto:meletis@uta.edu)

Ronald L. Elsenbaumer 348  
Davis Hall  
x21021  
[elsenbaumer@uta.edu](mailto:elsenbaumer@uta.edu)

**Duane Dimos**  
Office of Research  
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326 ELB  
X22704  
[pelagia.gouma@uta.edu](mailto:pelagia.gouma@uta.edu)

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ELB X20752  
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Kyung-Suk Yum  
329 ELB  
X29546  
[kyum@uta.edu](mailto:kyum@uta.edu)

**Formal Complaint Form**  
Department of Materials Science and Engineering

Date: \_\_\_\_\_

Name:	Student ID:
Address:	
Phone Number:	
Email Address:	

**Incident Information:**

Name of group or individual(s) to whom the complaint is being filed:	
Location of incident:	Date of incident:

**Statement of Complaint:**

(Please describe in your own words and in detail, what happened. Include the appropriate names, departments, and/or groups involved. List any injuries or damage suffered and any other relevant information. Attach documents (photos, reports, e-mail, etc.) that are related to your complaint.)

(Describe actions you have taken to resolve the issue, e.g., discussed concern with instructor, sent an e-mail or letter to someone. Use reverse side if necessary)

**AFFIDAVIT**

I, \_\_\_\_\_(name) attest that the information and facts provided in this document are true to the best of my knowledge.

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

*For office use only*

Complaint received date:	
Complaint received by:	
Confirmation e-mail sent to complainant:	Date:
Referred to:	Date:

*Resolution Notes:*