

Report of the Progress Review by the ECE Ph.D. Dissertation Committee

The Dissertation Supervisor and, if any, Co-Supervisor may attend but neither vote on nor chair the Progress Review. An ECE tenure or tenure track faculty member must be eligible and designated to serve as the Chair of the Progress Review.

Student's Name _____ Track _____ Date _____

Committee Members _____ (Chair of the Progress Review)

_____ (Supervisor) _____ (member)

_____ (Co-supervisor if any) _____ (member)

_____ (member) _____ (member)

The Ph.D. Dissertation Committee, having reviewed the progress of the above-named student toward completion of his/her Dissertation and of the student's Program of Work, has made the following determinations and recommendations:

A. Concerning the Progress Review of the *student's dissertation research* to date and planned research, by majority vote:

The student has *passed without conditions*.

The student has *passed with the following conditions*, or the student has *failed* for the following reasons:

B. Concerning background for pursuing a PhD in ECE, by majority vote:

This student does / does NOT have a BSEE degree, but if he or she does not, the student has / has not obtained the necessary background to pursue a PhD in ECE degree.

C. Concerning the *Program of Work* (with requirements in Section I on the reverse side), by majority vote:

This student's Program of Work is acceptable as is.

The inclusion of the following course subject(s) or specific course(s) in the Program of Work is required:

D. *Any other requirements, recommendations or comments* of the Dissertation Committee:

E. Concerning the *membership of the student's Dissertation Committee* (with requirements in Sections II and III on the reverse side):

The composition of the Dissertation Committee should remain unchanged by unanimous agreement.

The composition of the Dissertation committee should be changed by unanimous agreement, with the resignation and/or addition of the following member(s), respectively:

resigning member(s): _____

new member(s): _____

Unanimous agreement regarding the membership of the Dissertation Committee henceforth has not been reached.

For a change of Dissertation Committee by unanimous agreement, a *Request for Change in Doctoral Committee* form (<https://gradschool.utexas.edu/academics/forms>) with signatures of the Supervisor and, if any, Co-Supervisor should be brought to Melanie Gulick in the *ECE Advising* office, EER 2.884, for the signature of the Graduate Advisor and subsequent submission to the Graduate School. For additional requirements in the (rare) absence of unanimous agreement, see the *Request for Change* form.

Signed _____
Chair of the PhD Progress Review

Route copies to:
ECE Advising
EER 2.892 via EER 2.884, C0803

I. The Composition of the Dissertation Committee:

The Composition of the PhD Qualifying Examination and Dissertation Committees (normally but not necessarily the same) must satisfy the following criteria:

- The Dissertation Committee must consist of 5 or 6 members, including the Dissertation Supervisor and, if any, Co-Supervisor who can attend but neither chair nor vote at the Progress Review, but who do Chair and vote at the Final Defense.
- The Dissertation Supervisor must be a member of the ECE Graduate Studies Committee (GSC) in the case of sole supervision. Either the Dissertation Supervisor or Co-Supervisor must be a member of the ECE GSC in the case of co-supervision, while both may be members.
- The Dissertation Committee must include at least one member from outside of the ECE GSC, not including a Supervisor or Co-Supervisor from outside the ECE GSC in the case of co-supervision.
- The majority of the Dissertation Committee must be ECE GSC members.
- The Dissertation Committee must include at least two ECE tenure or tenure track faculty members in the Dissertation Committee, one of whom must be eligible and designated to serve as the Chair of the Progress Review (i.e., is neither the Dissertation Supervisor nor the Co-Supervisor)

The Dean of Graduate Studies and the ECE GSC encourages the inclusion of new faculty members on doctoral committees to foster active participation and avoid overloading senior faculty.

II. ECE Requirements for the Ph.D. Programs of Work

The requirements for all students are:

- At least 30 hours of "regular classroom instruction" with all classes at the graduate level. (Individual instruction courses do not count toward the Program of Work.)
- At least 12 hours of the 30 taken in residence at UT-Austin.
- At least 15 hours of "major" coursework within the student's principal area of study, and at least 6 hours of "supporting" coursework outside of the student's principal area of study. ("Area of study" refers to that of the student's dissertation research, which may vary among students even within the same Academic Track, particularly for those performing interdisciplinary research. Moreover, there is no specific requirement for coursework inside or outside of ECE department. The student's Dissertation Committee will examine the appropriateness of the "major" and "supporting" categorization of individual courses.)
- GPA in both major and, separately, supporting coursework should be at least 3.5

The Dissertation Committee ultimately approves the program of work and reasonably may expect *specific courses* for students in certain fields of study/Academic Tracks and also may elect to require *additional courses* for the given student if they believe it is appropriate.

Certain ECE requirements may be relaxed under rare circumstances generally beyond the student's control (such as for a student following his or her Supervisor's move to the UT-Austin ECE department) and with prior approval of the ECE GSC or its representatives. However, other requirements are subject to the Graduate School policy and beyond the power of the ECE GSC to relax, such as the requirement for a 30-hour program of Work and both major and supporting work.)

III. Non-GSC Members of the Dissertation Committee

In general, members of the dissertation committee should be members of the Graduate Studies Committee of The University of Texas at Austin. However, exceptions are commonly granted for non-UT-GSC scholars whose expertise would be valuable for the student's topic but **(1)** who hold non-faculty appointments as UT-Austin Research Scientists, Research Engineers, or adjunct faculty, or **(2)** who are from off campus.

A recommendation to appoint a non-GSC committee member should be accompanied by his/her curriculum vitae. The student submits the curriculum vitae to the Office of Graduate Studies.

Emeritus faculty members may serve on committees but should not be appointed as sole dissertation supervisors.

Final approval of the dissertation committee rests with the Dean of Graduate Studies.