

**MSE GRADUATE PROGRAM  
(Revised Fall 2009)**

**1. Advising and Plan of Study.**

ALL students MS+PhD, full or part time, **must** have an advisor on record by the end of their second academic quarter of matriculation, as documented by Supervising Professor Appointment Form D-2, which must be filed prior to the end of the second academic quarter. Note that this requirement is earlier than the University requirement.

**2. Grandfather clause:**

- The policies listed herein are applicable to all students who entered the Drexel MSE Graduate Program on or after Fall of 2008. For the purposes of interpreting this policy, the date of entry is the first academic quarter in which the student is registered.
- PhD students who entered prior to Fall of 2008 who have not taken the Candidacy **MUST** take Candidacy in Fall 2009.
- PhD students who entered prior to 2008 who passed Candidacy but have not presented their Thesis Proposal must do this by end of March 2010.

**3.1 MS Requirements for BS/MS Students**

- MSE BS/MS students are required to complete an MS Thesis in lieu of Senior Design
- Non-MSE BS/MSE MS students who have to take a senior design in their department (e.g., CBE), may select a non-thesis option.

|                        | <b>Regular MS</b>  | <b>Non-MSE BS/MSE MS</b>   |
|------------------------|--|--|
| Core Courses           | 6 credits  | 6 credits  |
| Non-core Courses       | 12 credits   | 12 credits   |
| Tech Electives Courses | 18 credits (minimum 9 credits of MSE courses, or research for an MSE faculty)  | 18 credits (minimum 9 credits of MSE courses , or research for an MSE faculty)     |
|                        | 9 credits of MS thesis <b>or</b><br>6 credits of literature review+3 credit course <b>or</b><br>9 credits of courses | As for regular students <b>or</b> 9 credits of research for an <b>MSE</b> faculty. |

**3.2. Guidelines for MS Students – Revised**

## **MSE GRADUATE PROGRAM** **(Revised Fall 2009)**

- Students enrolled towards an MS degree are not required to take the Candidacy Exam
- If an MS student wants to continue for a PhD, then s/he should take the Candidacy Exam during the first term in which s/he admitted to the PhD program. This requirement does not apply to BS/MS students who have completed an MS thesis defense.

### **4. PhD Candidacy Exam**

**Can be taken ONLY once (it may not be repeated);**

#### Format:

- Consists of an oral presentation that is a review of a selected topic that focuses on a broad area that is close, but not identical, to the PhD thesis;
- No preliminary results from the student's research should be included in the presentation; inclusion of preliminary results from the student will not be the basis for evaluation;
- Students must submit a title and abstract (300 words or less), and a list of the Candidacy Examination Committee (faculty) members (selected in consultation with the thesis adviser) to the MSE Graduate Program Chair via email at least three weeks in advance of the Candidacy Exam for review and approval. The email must contain "Candidacy Exam" in the subject line; late submissions will result in a need to reschedule the Candidacy to a later date. A copy of the email correspondence documenting date of request for review and approval/denial will be placed in the student's file.

#### Candidacy Examination Committee:

The Candidacy Examination Committee shall consist of no fewer than five faculty members, all of whom should be Drexel faculty, and at least three of whom should be MSE core or affiliated faculty (one shall be the thesis adviser). The Examination Committee members should be selected by the Candidate and approved in advance by the thesis advisor.

#### Timing and other policies:

- Each student must take Candidacy prior to the end of the 6th quarter from "entry" to the program; the date of "entry" to the program is to be taken as the first academic quarter in which the student is fully or provisionally matriculated in the MSE PhD program;
- A student who does not complete Candidacy within time limits will be dropped from the program automatically (terminal MS);
- Requests for exceptions to the time limits will be considered under an extenuating circumstance (e.g. maternity leave, medical disability, family issues, etc.), that is usually accompanied by a leave-of-absence from Drexel; requests for an extension should be submitted in writing to the Graduate Program Chair with cc to the Department Head in advance of the deadline identified above;

## **MSE GRADUATE PROGRAM (Revised Fall 2009)**

- (Drexel BS/MS MSE students who successfully complete an MS thesis and thesis defense in MSE at Drexel and who are matriculated in the PhD program in MSE at Drexel will be permitted a waiver of PhD Candidacy);
- It is the student's responsibility to schedule the room in consultation with MSE staff, and to confirm the availability of committee members.

**Students are urged to plan and schedule ahead of time!**

### **5. Composition of the PhD Thesis Committee (Proposal, Pre-Defense and Defense)**

- Composition of the PhD Thesis Committee: a minimum of 5 members: a minimum of 3 members must be either core or affiliated faculty members of MSE (as listed on MSE website); 1 member must be from outside the field, and 1 member must be from outside Drexel University; (*N. B.: University rules for Committee: "committee must consist of at least 5 members, at least 3 of whom must be currently tenured or tenure-track Drexel faculty members. At least 2 of the committee members must be from outside the student's primary specialization area. At least one of the committee members must be from outside the student's department, preferably from outside the university".*)
- Composition of the MS Thesis Committee: a minimum of 3 faculty members, two of whom should be from MSE, and another from outside the department (either within our outside Drexel).
- Committee members should have PhD or terminal degree in the field;
- MSE encourages PhD and MS Candidates to assemble a gender diverse committee.

### **6. PhD Thesis Proposal**

- Must be done within 6 months from the date of Candidacy.
- Possible outcomes: Pass, Repeat, or Terminal MS
- May be repeated ONCE, and must be repeated within 8 weeks of the original date of the presentation of the Thesis Proposal.
- All requirements forms/and the Proposal document must be submitted electronically to Office Staff (Keiko Nakazawa) for distribution to the Thesis Committee 2 weeks in advance.
- It is the student's responsibility to schedule the room in consultation with MSE staff, and to confirm the availability of committee members.
- Any major change of project after the proposal needs be approved by the entire Thesis Committee in writing (email is acceptable); questions regarding whether or not a proposed change in project constitutes a "major change" should be addressed to the Graduate Program Chair.
- A student who does not complete Candidacy within time limits will be dropped from the program automatically (terminal MS);
- Requests for exceptions to the time limits will be considered under an extenuating circumstance (e.g. maternity leave, medical disability, family issues, etc.), that is usually accompanied by a leave-of-absence from Drexel; requests for an

## **MSE GRADUATE PROGRAM (Revised Fall 2009)**

extension should be submitted in writing to the Graduate Program Chair with cc to the Department Head (DH) in advance of the deadline identified above;

- Extenuating circumstances (children, family issues etc) will be taken into account – but requests for extension should be submitted in writing to the graduate program director with cc to DH.

**Students are urged to plan and schedule ahead of time!**

### **7. PhD and MS Thesis Defense**

The PhD or MS Thesis draft **MUST** be submitted to the main office via email in electronic form (e.g. PDF) to Ms. Keiko Nakazawa (or other staff member designated by the Graduate Program Chair or DH) and the Graduate Program Chair, indicating Committee members (and email addresses for non-Drexel members) for distribution to the Committee **at least 14 days in advance of the scheduled Defense**. If the Thesis draft is not distributed 14 days prior to the Defense date, the Defense will need to be rescheduled

- Live electronic participation of committee members is acceptable (live audio/video) of presentation.
- Substitution of a single Committee member can be made by the advisor in the event that the original Committee member is not available.

### **8. New Students with Non-Engineering Undergraduate Degree**

- Prior to completion of Candidacy, those PhD students who have received an undergraduate degree in a non-engineering major and have not completed (with a grade of at least A-, as documented on the undergraduate transcript on file) an introductory materials science & engineering course (e.g. similar to ENGR220) should sit in the course, take the quizzes and exams and receive an A- or A. Alternately, such students may arrange, at the discretion of ENGR220 instructor(s), to take a final examination in lieu of sitting in the course, etc. In either case, it is the PhD student's responsibility to ensure compliance, and that the result is communicated via email or hardcopy statement to MSE Staff responsible for maintaining Graduate files, who will place this in the student's record. Decisions about the suitability of substituting another undergraduate course shall be left at the discretion of an ENGR220 faculty instructor; it is recommended that the student furnish the faculty member with a syllabus from this course.

Students should refer to <http://www.materials.drexel.edu/Students/Grad/Timeline/> for additional information, filing of forms, etc..