

UNIVERSITY of
HOUSTON
Memorandum

To: Graduate Students

From: Suresh Khator, Associate Dean of Graduate Programs, Cullen College of Engineering

Date: January 13, 2023

As we begin a new semester, I would like to welcome new and continuing Engineering Graduate Students. I want you to have a very productive and safe academic year. Please read the following items carefully and let myself, your graduate program adviser, or Miranda know if you have any questions.

I. Number of Hours for Enrollment

Full time enrollment for self-supported and supported (regardless of the source of campus employment or scholarship) graduate students is 9 hours. An International graduate student is required to enroll in 9 hours every semester. A part-time domestic student must enroll for 3 hours every semester they are in the program. An exception is the graduating semester, where the student will enroll in the hours required for graduation. Students must apply for graduation. See item number 3.

II. Admission: Conditional/Pre-Grad/Non Degree Objective

- 1) Students admitted with conditions such as “must make a B or better in the first 12 hours” must petition to change from conditional to unconditional by the second semester once the conditions have been met. A student’s program can be terminated if conditions have not been met.
- 2) Students admitted as Non Degree Objective (NDO) must make a B or better on all work. It is the student’s responsibility to complete a graduate petition requesting to transfer courses to the graduate record if admitted.

<http://publications.uh.edu/content.php?catoid=45&navoid=16183>

III. Master’s Research/Thesis and PhD Research/Dissertation

- 1) PhD students should register for PhD research hours (8x98) not Masters Research (6x98). The only exception is students admitted directly from BS to PhD. These students are allowed to register for Masters Research during the first 30 hours of their coursework only. We will not approve of changing Masters Research hours into Doctoral Research hours or Doctoral Dissertation hours.
- 2) If a student is planning to defend their Master’s Thesis or PhD Dissertation this semester, the student must form their committee and get all of the approvals by the second week (February 1, 2023) of the semester. In addition:
 - Students must attend the mandatory workshop for Thesis/Dissertation that will take place sometime during the fourth or fifth week of the semester.
 - Students must schedule their defense prior to the semester deadline (Deadline: Tuesday, May 2, 2023).
 - Two weeks prior to the defense, the student must email an approved (by your major professor) draft of their thesis/dissertation to their committee members and the Graduate Office for format checking.

<https://www.egr.uh.edu/academics/graduate-programs-policies/guide-preparation-thesesdissertations>

- 3) All graduating students must apply for graduation before the deadline. Please visit your departments and the website for any information regarding the Cullen College of Engineering.
<http://www.egr.uh.edu/academics/graduate-programs>

IV. GTF Time Limit

The time limit for GTF for a student entering the Ph.D. program at the University of Houston with a Master's degree is four (4) academic years. Students entering the Ph.D. program directly after a baccalaureate program cannot qualify for the GTF for more than five (5) academic years.

<https://www.egr.uh.edu/academics/graduate-programs-policies/doctoral-student-tuition-fellowships?e=dstf>