

# Application for Graduation With Advanced Degree in Engineering

## Graduation Questionnaire for All Graduate Students

(Name) Last	First	Student ID Number
(circle one)		
<b>1.) Have you submitted an approved degree plan (signed by your advisor and program director) in writing to your Graduate Admissions Advisor to be filed in your departmental folder?</b> All graduating students must have an approved degree plan on file in their major department prior to applying for graduation. <b>Have you officially applied on-line for graduation?</b>		Yes    No Yes    No
<b>2.) Are you using transfer credits?</b> If yes, are your graduate transfer hours posted on UH records? [Transfer credits outside of this campus must be approved by your advisor and the Engineering Associate Dean for Graduate Studies. A Graduate Petition Form must be completed and sent to your departmental Graduate Admissions Advisor. Note: An official transcript must be sent to your departmental Graduate Admissions Advisor to have transfer hours posted on UH records.]		Yes    No Yes    No
<p><b>Note:</b> Transfer credit hours are not posted on UH records until they have been approved by your advisor and the Engineering Associate Dean for Graduate Studies. For both MS and PHD, transfer credit cannot be more than 5 years old at the time of UH commencement. A minimum grade of "B" is required for transfer credit.</p>		
<b>3.) Are you using PB and/or PreGrad credits?</b> If yes, have your PB/PreGrad credits been changed to graduate credit level on UH records?		Yes    No Yes    No
<p>[PB/PreGrad courses must be approved for graduate credit by your advisor and the Engineering Associate Dean for Graduate Studies before they can apply toward a graduate degree. A General Petition requesting the upgrade to graduate credit must be completed and sent to your departmental Graduate Admissions Advisor upon admission to graduate school. A maximum of 6 hours is allowed with a minimum grade of "B."]</p>		
<b>4.) Were you conditionally admitted?</b> If yes, did you petition to have your conditional admission status changed to unconditional admission?		N/A    Yes    No Yes    No
<b>5.) Were you required to take and complete any prerequisite courses at UH ?</b> If yes, have you taken required prerequisite course(s) and earned a minimum grade of "B" or better? <b>Note:</b> If courses were waived, the departmental Director of Graduate Programs or the interdisciplinary program director and the Graduate Associate Dean of Engineering must approve a General Petition.		N/A    Yes    No Yes    No
<b>6.) Do you currently have at least a 3.0 cumulative grade point average on courses taken at UH?</b> If no, you must contact your academic advisor about graduation before applying. A separate grade point average is used for courses taken at two different institutions. The courses are not combined.		Yes    No
<b>7.) Are you completing the master's degree program within five years of your first enrollment into the graduate program at UH?</b> If no, you must contact your academic advisor about graduation before applying. No courses over 5 years old are applicable to your degree. This includes PB and transfer courses.		N/A    Yes    No
<b>8.) Is your signed thesis or dissertation committee page attached?</b>		N/A    Yes    No

<b>All students must be enrolled in the semester of graduation.</b>
Contact your academic advisor about the appropriate number of hours required for your degree.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

<b>Doctoral Students Must Complete the Information pertaining to Ph.D. Candidates</b>
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## Graduation Questionnaire for All Graduate Students (Continued)

**Ph.D. Candidates and Dissertation Chairs Must Complete the Information Below**

**Ph.D. Candidates**

- 1.) **Have you passed the qualifying exam?** Yes    No  
Is there a departmental letter in your department folder stating when the  
qualifying exam was passed? Yes    No

**Note:** Doctoral students who fail to complete their dissertation within 5 years after passing the qualifying examination must retake the examination.

- 2.) **Has your residency requirement been completed?** Yes    No  
In what two consecutive long semesters did you complete your requirement?  
\_\_\_\_\_

*Type your proposed dissertation title and advisor's name below for inclusion in the Commencement Program.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dissertation Chair: Professor** \_\_\_\_\_  
(First Name, M.I., Last Name)

\_\_\_\_\_  
Student's Signature Date

**This Section Must be Completed by Your Dissertation Chair and Department Chair**

- a) The written portion of the qualifying exam was taken and successfully passed on \_\_\_\_\_  
(mm/dd/yy)
- b) The oral presentation of the qualifying exam was taken and successfully passed on \_\_\_\_\_  
(mm/dd/yy)
- c) This student has satisfied the residency requirement of one academic year of full-time student status.

\_\_\_\_\_  
Signature of Dissertation Chair Signature of Department Chair

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## Graduate Admissions Advisor - Graduation Questionnaire

\_\_\_\_\_  
(Student Name) Last

\_\_\_\_\_  
First

\_\_\_\_\_  
Student ID Number

**TO BE COMPLETED BY GRADUATE ADMISSIONS ADVISOR ONLY**

- 1.) **Are all prior degrees posted on UH records?**  
 Is Bachelor's Degree posted on UH records?                      Yes      No      In progress  
 Is Master's Degree posted?    Yes      No      In progress      30hr.      N/A  
 Is Special Admin (Foreign Certificate posted on UH records?    Yes      No      In progress      30hr.      N/A  
 [Bachelors degree required for Master's degree; Masters degree or 30 graduate lecture hours past the bachelor's required for Ph.D. degrees)
- 2.) **Are transfer credit hours posted?**    Yes      No      N/A  
 If no, attach a copy of the Graduate Petition requesting transfer hours.  
 If yes, are they within the 5-year time limit for graduation.                      Yes      No      N/A
- 3.) **Have PB/PreGrad credit levels been changed?**    Yes      No      N/A  
 If no, ARCA forms on requested courses must be attached.
- 4.) **Does student's current degree objective and major match the degree he/she is applying for?**      Yes      No  
 If no, you must attach an approved general petition changing the major and objective.  
 If student changed from MS thesis to MS non-thesis option, you must attach an approved general petition changing the degree option.
- 5.) **Have conditional admission requirements been met?**    Yes      No      N/A  
 If no, a General Petition must be approved by the departmental graduate advisor or research advisor or the interdisciplinary program director and Associate Dean of Graduate Studies to change conditional admission to unconditional admission. If yes, attach a copy of the approval/disapproval form and/or general petition form.
- 6.) **Have official GRE scores been accepted and submitted?**    Yes      No  
**Have accepted GRE scores been posted on UH records?**    Yes      No  
**Have official TOEFL scores been accepted and submitted?**    Yes      No      N/A  
 If no, note problem and action taken \_\_\_\_\_  
**Has accepted TOEFL score been posted on UH records?**    Yes      No      N/A  
 If yes, what are the GRE (and TOEFL) scores accepted for graduate school?  
 Comments: \_\_\_\_\_ GREV \_\_\_\_\_ GREM \_\_\_\_\_  
 Comments: \_\_\_\_\_ TOEFL \_\_\_\_\_
- 7.) **Have required prerequisite and/or leveling courses been taken and successfully completed with grade of "B" or better?**    Yes      No      N/A  
 If no, have courses been waived by petition? \_\_\_\_\_  
 A.) **Is approved degree plan attached to this form?**    Yes      No  
 B.) **Is a copy of the Ph.D. qualifying exam letter attached?**    Yes      No      N/A

\_\_\_\_\_  
Graduate Admissions Advisor's Signature

\_\_\_\_\_  
Date

# Application for Graduation With Advanced Degree in Engineering

## Thesis/Dissertation Agreement All Copies Will Be Bound As Submitted

1. I agree
  - a. To submit at least FIVE COPIES of my Thesis/Dissertation on at least 20-pound weight, 8-1/2" x 11" white bond paper with two copies on paper that is at least 50% fiber content.
  - b. To submit five signature pages with the original signatures of the Committee members and Associate Dean of Graduate Studies.
  - c. To be responsible for the proper placement of all pages in each copy and in the order listed below.

**Proper placement of pages.** The copies of the thesis/dissertation **must** include the following items in the order listed:

1. Blank sheet of paper at the beginning of each copy
2. Copyright Page - (if applicable)
3. Title Page - Must include date of graduation (month year) e.g., December 2011
4. Signature Page with ORIGINAL signatures
5. Acknowledgments - Optional
6. Abstract Title Page - Must include date of graduation (month year) e.g., December 2011
7. Abstract
8. Table of Contents - Chapter and section list (see Guidelines for format of Table of Contents)
9. List of Figures
10. List of Tables
11. Nomenclature - Optional
12. Text
13. References
14. Appendices
15. Blank sheet of paper at the end of each copy submitted

### **Additional Copies Required**

- One additional abstract page is required for microfilm.
- One additional title page is required for microfilm.
- One additional copyright page is required for copyright.
- One additional copy of the title page is required for a doctoral dissertation to be copyrighted.
- One copy of dissertation, on printer paper, for microfilming

Student Signature

Date

In general, students can expect to receive their bound copies according to the chart below.

Semester	Submitted	Returned to Student
Spring	May	September/October
Summer	August	January/February
Fall	January	May/June

Bound copies of theses/dissertations will go directly to the major department and students must contact the department Graduate Admissions Advisor regarding receipt of their bound copies.