Online Master's of Science in Electrical and Computer Engineering

Graduate Student Handbook

Department of Electrical and Computer Engineering

University of Arizona
Tucson, Arizona

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Online Master of Science in Electrical and Computer Engineering

The online ECE MS degree is a non-thesis program that is designed for the working professional in industry. This program offers knowledge and technical skills designed for career advancement. This handbook only includes the additional policies and procedures that apply specifically to the online ECE graduate program. Therefore, students must also refer to the documentation provided by the UA Graduate College for the policies and procedures that apply to all graduate students.

1. General Information

This handbook is intended for use by students enrolled in the online ECE MS program at the University of Arizona. Information presented here applies strictly to the online ECE MS program and students served in the program. For information on UA Graduate College policies and procedures as a whole, please refer to https://grad.arizona.edu/policies.

1.1 ECE Graduate Studies Office

The Online ECE MS program is headed by Dr. Steven Dvorak (sldvorak@arizona.edu). Dr. Dvorak's duties as Program Director are to:

- Participate in meetings of the ECE Graduate Studies Committee
- Exercise reasonable discretion in the approval or denial of online graduate applications, Plans of Study, transfer credits, and other student issues. General policy issues or controversial student issues must be decided by the full Graduate Studies Committee.
- Ensure that the online ECE Graduate Handbook is available on the ECE webpage and is kept current.
- Ensure that the contents of the online ECE Graduate Catalog webpage are kept current.
- Ensure that the electronic database of online ECE graduate students is kept current.

Your academic advisor for the Online ECE MS program is Tami Whelan. Tami's duties as academic advisor are to:

- Assist students with the admissions process, when needed
- Help graduate students understand academic procedures pertaining to their program
- Assist students with enrolling in courses
- Assist students with GradPath forms
- Serve as a student advocate

Tami can be reached by email at twhelan@arizona.edu or onlineadvisor@ece.arizona.edu. She may also be reached by phone at (520) 621-6195.

1.2   Graduate College

The UA Graduate College has a variety of campus-wide policies and procedures that apply to all students enrolled in the graduate program. The following online documentation is available from the Graduate College:

- Admissions
- Forms and publications
- UA Graduate Catalog (policies and procedures)
- Financial resources
- Information and resources
- Multicultural programs
- Interdisciplinary programs
- Graduate and Professional Student Council

As a student in the ECE MS Online program, you have a UA Graduate College Degree Counselor assigned to the program. The Graduate College Degree Counselor for the ECE MS online program is Kristi Davenport. She can be reached at kdavenport@arizona.edu.

1.3   Code of Academic Integrity

Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a students' submitted work must be the students' own. In particular, conduct prohibited by the UA Code of Academic Integrity consists of all forms of academic dishonesty, including but not limited to: cheating, fabrication, facilitating academic dishonesty, and plagiarism as set out and defined in the UA Student Code of Conduct, submitting an item of academic work that has previously been submitted without fair citation of the original work or authorization by the faculty member supervising the work, failure to observe rules of academic integrity established by the faculty member for a particular course, assisting another to violate this Code, and attempting to commit an act prohibited by this Code. Any attempt to commit an act prohibited by these rules shall be subject to sanctions to the same extent as completed acts.

For additional requirements and further information, please refer to the complete text of the Code of Academic Integrity available from the Dean of Students Office: http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity.

1.4   Faculty Advisor

Dr. Steven Dvorak (sldvorak@arizona.edu) is the Major Faculty Advisor for all online ECE MS students.

2. Admissions

2.1 Admissions Procedure

To apply for admission, students should submit a UA Graduate Admissions Application specifying the online campus MS in Electrical and Computer Engineering as the desired graduate program. In addition, applicants must submit the following materials:

- Transcripts from all universities attended
- Official TOEFL results for international students (TOEFL/INST code: 4832)
- Resume, including a list of any published papers
- Three (3) letters of recommendation
- Statement of purpose

GRE scores are NOT required for admission for the online ECE MS.

Please note that the Graduate College only processes applications with paid application fees ($85 - domestic/$95 - international). For other requirements and information concerning graduate admissions, see the General Admissions Information provided by the Graduate College: https://grad.arizona.edu/policies.

2.2 Minimum Admission Requirements

The online non-thesis MS option is designed to offer knowledge and technical skills for career advancement for working professionals in industry. The minimum admission requirements for the MS program are as follows:

- Bachelor's degree from an accredited institution recognized by the UA. Students who do not have Bachelor's degrees equivalent to the BS in Electrical and Computer Engineering may still be admitted into the graduate ECE program.
- Competitive grade point average (3.0 GPA or higher)
- Applicants who are non-native English speakers are required by the Graduate College to submit a minimum TOEFL score of 550 (213 CBT). See the UA Graduate Catalog for a discussion of exemptions.
- If a student starts as a Graduate non-degree seeking status, only two courses may be applied for transfer to the ECE MS program.

2.3 Dates and Deadlines

For a complete listing of ALL pertinent dates and deadlines, visit the Registrar's office at https://registrar.arizona.edu/courses/dates-deadlines.

Semester	Priority Application Deadline
Fall	July 15
Spring	December 15

3. ECE Online MS Degree

Only the non-thesis MS option is available to online students. The non-thesis option is designed with the working professional in mind. The curriculum allows for a high degree of flexibility, giving you the opportunity to build an individual course of study that suits your academic and professional goals.

This handbook only contains information pertinent to the online ECE MS program. Students must refer to documentation provided by the UA Graduate College in reference to policies and procedures applicable to the entire graduate student population.

3.1 Degree Requirements

- Online ECE MS students must complete 30 units of graduate level coursework (5xx or 6xx)
- Coursework must be completed with a cumulative GPA of 3.0 or better
- Students may take up to nine (9) units of non-ECE graduate level coursework. **At this time, coursework outside of ECE at the University of Arizona may only be taken from the departments of Systems and Industrial Engineering (SIE) and Mining Engineering (MNE).**
- Students may apply up to six (6) units of graduate transfer coursework. Transfer coursework must be submitted via GradPath for approval before the end of a student's first year in the program, and must be approved by Dr. Steven Dvorak.
  - o Transfer coursework will be applied towards the total of nine (9) units of non-ECE coursework, i.e., students who transfer in six (6) units of coursework may only take three (3) units of non-ECE coursework.
- A minor is not required for the online ECE MS program.

3.2 Plan of Study

All graduate students must submit a Plan of Study detailing their proposed coursework plan by the end of the first year of the program. All Plans of Study must consist of 30 units (10 courses) and will be approved by Dr. Dvorak. When formulating your Plan of Study, it is important that you make sure to choose courses that are currently taught in the online space. Your Plan of Study is fluid and can be changed as often as necessary. Students are strongly encouraged to include a breadth of topics in the Plan of Study.

3.3 Campus of Enrollment

ECE MS online students are part of Arizona Online, and as such at this time cannot simultaneously take courses online and in-person. If you wish to change your enrollment to main-campus, you may request with the department to make a one-time only campus switch from online to main-campus.