

**DOCTORAL PROGRAM**  
**ELECTRICAL AND COMPUTER ENGINEERING**  
**University of Oklahoma**  
**Degree Code: D350**

**SUMMARY OF PROGRAM PROCEDURES**

- Select a major professor as early as possible in your program. Normally this will be a regular ECE faculty member. The major professor will be your faculty advisor, will supervise your research, and will chair your dissertation committee. The agreement between you and your major professor is voluntary and requires the mutual consent of both parties.
- In collaboration with your major professor, select a dissertation committee. The committee will normally include at least five members with graduate faculty standing. At least one member must be from outside ECE.
- Hold your Advisory Conference early in your program of study, normally by the end of the first year. The Advisory Conference Report form will show the course work and dissertation credit hours required in your doctoral program. This form must be approved by your dissertation committee and submitted to the Graduate College. You should have the form checked in the ECE Graduate Office prior to your Advisory Conference.
- The *Advisory Conference Report* form must show at least 90 credit hours. See COURSE REQUIREMENTS below.
- The General Examination should occur during the semester in which all course work is completed or during the first semester after all course work is completed. The General Exam requires an oral component and a written component which must both be completed in the same semester.
- Your formal dissertation research begins after completion of the General Examination.
- The Preliminary Examination occurs after the General Examination and at least one semester before graduation. This exam requires written and oral components. The written component will normally be a dissertation prospectus.
- The Final Oral Examination (dissertation defense) is held during the semester of intended graduation and requires written authority from the Graduate College.
- The time limit for completing all degree requirements is nine years from the date that you begin the doctoral program.

**SUMMARY OF COURSE REQUIREMENTS**

- Your dissertation committee will approve your doctoral program course work requirements and dissertation credit hour requirements at the Advisory Conference.
- At least 90 credit hours are required beyond the Bachelor's degree. This may include 1) course work and research hours from a previously completed Master's degree **plus** additional graduate credit hours earned before admission to the OU doctoral program – for a total of up to 44 hours, 2) required course work taken while enrolled in the OU doctoral program, 3) elective course work taken while enrolled in the OU doctoral program, and 4) dissertation research hours.
- Any ECE cross-listed course must be taken as and counted as ECE course work.
- You must complete at least 33 credit hours that includes 18 credit hours of ECE courses. These 33 credit hours may include transferred master's degree credit and/or post-baccalaureate graduate credit.
- You must enroll in the graduate section for any slash-listed course.
- At least half the course work (not including dissertation credits) must be taken for a letter grade (not S/U graded).
- You must take at least 4 courses in one ECE area. The list of ECE areas and allowable courses for each area is maintained in the ECE Graduate Office.
- All course work must carry graduate (G) credit. ECE daggered (+G) courses are not allowed. Only certain 3000-level courses are allowable. The list of these allowable 3000-level courses is maintained by the ECE Graduate Office.
- No more than 16 credit hours may be at the 3000 and/or 4000-levels. At most 12 of these hours may be ECE courses.
- At most 9 credit hours may be for 5990 courses.
- Up to 12 hours allowed separately for each category: ECE 5973's, ECE 6973's, ECE 5283's, ECE 6283's.
- Research credit hours may include ECE 6970 and ECE 6980. At least 6 credit hours must be ECE 6980. The total number of research credit hours will normally be 30 or more.
- After you enroll in ECE 6980 for the first time, you must continue to enroll in at least 2 credit hours of ECE 6980 in all following fall and spring semesters. Normally, you will not be required to enroll in ECE 6980 during summer semesters. However, if your *final* semester is a summer semester, then you must also enroll in at least 2 credit hours of ECE 6980 during that final summer semester.

**GENERAL EXAMINATION**

- The General Exam should occur during the semester in which you complete your course work or during the first semester after you complete your course work.
- The General Exam requires a written component and an oral component.
- Both components must be completed during the same semester.
- The written component must be passed before the oral component can be attempted.

- The specific format and requirements for each component will be determined by your committee. However, it is forbidden by the Graduate College for either component to be about your dissertation research.
- You must obtain written authorization from the Graduate College before you begin the exam. To obtain this authorization, you must submit an *Application for the General Examination* form to the Graduate College. It will take up to 10 working days to process this form. You must not begin the exam until authorization is granted. When authorization is granted, you will receive the *Authority Report Form for the General Examination* from the Graduate College.
- Normally, it is recommended that you file the *Application for the General Examination* form late in the semester before you will take the General Exam or early in the semester during which you will take the exam. It is recommended that you request a start date for the written component that is as early as possible in the semester and a completion date for the oral component that is as late as possible in the semester.
- If you enter the PhD program with a master's degree, then the absolute time limit for completing the General Exam is four years from the date that you begin the doctoral program. If you enter the PhD program without a master's degree, then the absolute time limit is five years from the date that you begin the doctoral program.
- All members of your committee must be present for the oral component the General Exam.
- Within 72 hours after the General Exam, you must submit the signed *Report of General Examination* form to the Graduate College.

### PRELIMINARY EXAMINATION

- The Prelim Exam must occur after the General Exam and at least one semester before graduation.
- The Prelim Exam requires a written component and an oral component. The specific format and requirements for each component will be determined by your committee. Normally, the written component will be a dissertation prospectus and the oral component will be an oral defense of the dissertation prospectus.
- You must allow adequate time for the committee to read the written component. Normally, the committee should receive the written document at least one week before the date of the oral exam.
- Your major professor must inform the ECE Graduate Office when the Prelim Exam has been completed.

### FINAL ORAL EXAMINATION (DISSERTATION DEFENSE)

- The dissertation defense is held during the semester of intended graduation. It is an oral exam.
- You must obtain written authorization from the Graduate College to hold the defense. To obtain this authorization, you must submit a *Request for Authority for Final Examination* form to the Graduate College. At the same time, you must also submit a reading copy of the dissertation to the Graduate College. The Graduate College will check the dissertation for formatting at this time. When authorization is granted, you will receive the *Authority for Final Examination* form from the Graduate College.
- At least two weeks before you submit the *Request for Authority for Final Examination* form, you must officially request a degree check from the Graduate College.
- At least two weeks before the defense, you must provide reading copies of the dissertation to the doctoral committee. Two weeks is the *minimum* time required by the university; your committee may require more than two weeks.
- At least one week before the defense, you must provide a reading copy of the dissertation to the ECE Graduate Office and you must officially notify the ECE Graduate Office of the defense.
- Before the defense, you must obtain written copies of the *ECE Exit Surveys* from the ECE Graduate Office. You must return the completed surveys to the ECE Graduate Office after the defense.
- Within 72 hours after the defense, you must submit the signed *Authority for Final Examination* form to the Graduate College and to the ECE Graduate Office.
- After the defense, you must submit final copies of the dissertation to the main library.
- In order to ensure graduation in the desired semester, you must comply with all deadlines published on the OU Graduate College web site and in the OU academic calendar.

### STANDARD OF PERFORMANCE

- You must maintain a GPA of 3.00 or better, both overall and cumulatively in all graduate work attempted.
- Nine or more hours of C, D, or F in any combination will cause dismissal from the doctoral program and enrollment in another doctoral program will not be allowed by the Graduate College.

### RESIDENCY REQUIREMENT

You must be in residence at the University of Oklahoma for at least two full semesters excluding summer sessions and you must be engaged in course work or research during these semesters.

*Check all Graduate College PhD policies at <http://gradweb.ou.edu/Current/gcBulletin/index.asp> and the Graduate Bulletin for other university requirements and more helpful information. Some ECE requirements and restrictions are in addition to those of the Graduate College.*

*August 2017*