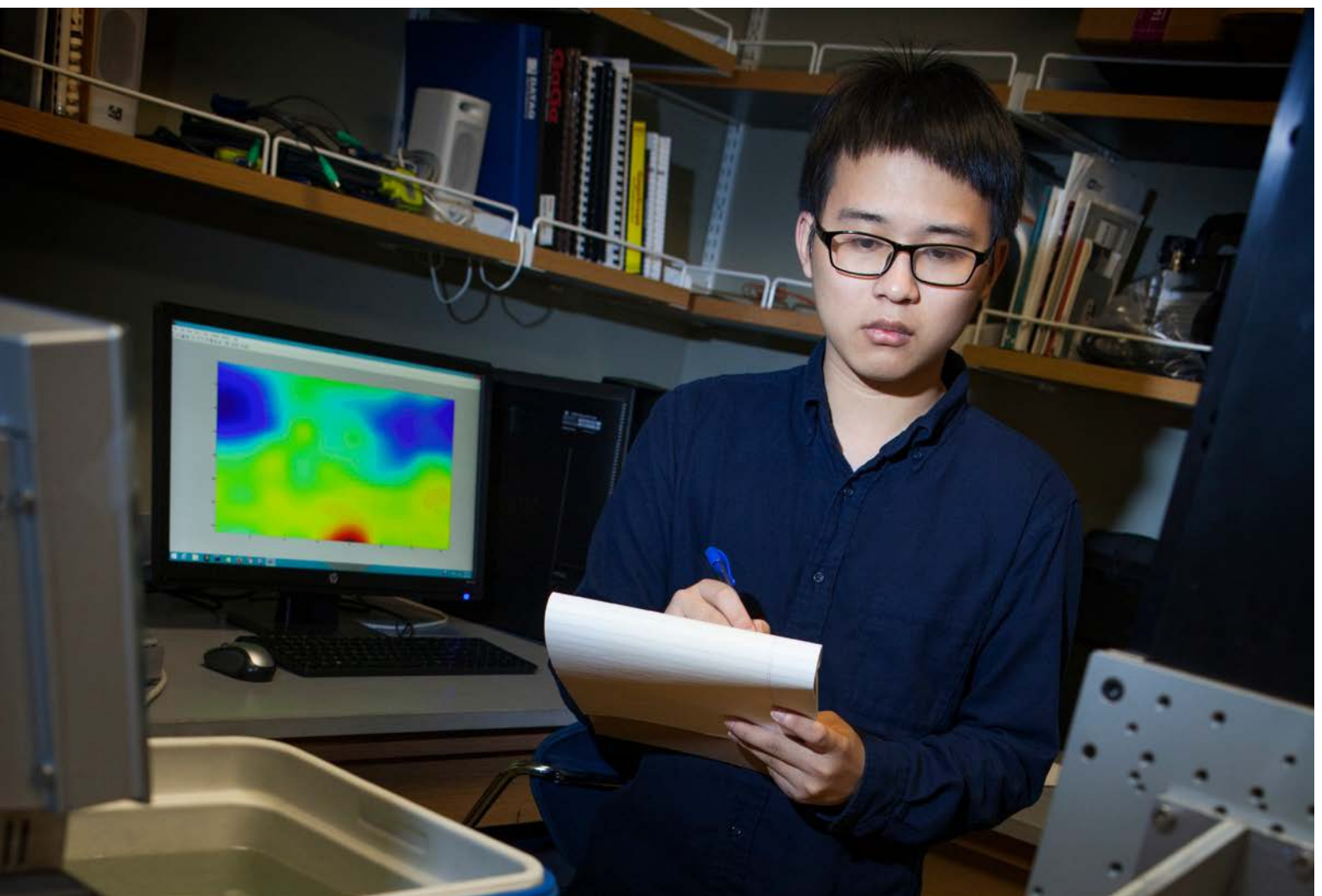


## The Department of Electrical & Systems Engineering

# Master's Student Handbook

2019-2020



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## **1. Welcome to Electrical & Systems Engineering**

Greetings! You, our Master's students, are critical to our success as a department. We look forward to helping facilitate your progress through our program. You are welcome to contact us at any time if you have concerns or questions.

Sincerely,

Dr. Bruno Sinopoli, Dr. James Feher, Dr. Joseph O'Sullivan, Dr. Jinsong Zhang, and Francesca Allhoff

## **Graduate Student Services Welcomes you to Washington University**

Graduate Student Services offers support to all Engineering graduate and professional students from admission through graduation. We connect students with resources at WashU to help them achieve their academic goals, address personal concerns, and ensure they get the most out of their experience. We also support faculty and staff with administrative processes and policies related to graduate admissions, financial aid and graduate programs. Please feel free to stop by Lopata, 203, or contact us at 314-935-5830 or [eng-gradstudserv@wustl.edu](mailto:eng-gradstudserv@wustl.edu) if you need help, or have questions.

## 2. Registration

All doctoral students are matriculated into the [Washington University Graduate School](#) [A]. Registration takes place each semester on dates announced by the University. Detailed instructions for registration plus necessary materials are mailed directly to all Graduate students enrolled during the previous semester.

All graduate students pursuing a degree in the department must register each semester until all degree requirements are completed. Students register in courses until they have earned the total number of credits required for their degree.

### 2.1 Full -Time Status

A graduate student is viewed as having active full-time status if enrolled in nine (9) or more units or an active part-time status if enrolled in fewer than nine (9) units. Their adviser must authorize graduate students prior to registration. International Master's students on F1 and J1 visas are required to take a minimum of nine units per semester except in their final semester. ESE 590 Electrical & Systems Engineering Graduate Seminar must be taken by full-time graduate students each semester.

### 2.2 Part -Time Status

A part-time student is any Master's student taking less than the full-time course load of nine (9) credit hours. International Master's students must maintain full-time status with the exception of their **last** semester prior to graduation. International students may only attend on a part-time basis if the course they are taking are all that are required for them to complete their degree. In order to maintain a student visa on less than a full course load, the student must complete a [Reduced Course Load Form](#)[1] provided by [the Office of International Student and Scholars](#) [B] (OISS). Students must obtain the approval of their adviser, who confirms that the student will meet the graduation requirement with the specified course load. A copy of the form must be provided to the Graduate Program Coordinator, Green Hall, Room 1101. Students must return the completed form to OISS.

### 2.3 Grade Options for Classes

Students who want to "drop" a course and insure that it does not show up on their transcript must drop by the deadline date, which falls during the second week of the semester. Students who want to "withdraw" from a course must withdraw by the deadline date, which falls during the twelfth week of the semester. The course will be recorded on the transcript, but with a grade of "W", which does not affect GPA. The Pass/Fail and audit options count toward full-time load, but does not fulfill any graduation requirements. The audit option may not be allowed by some departments, and instructor approval is required for the audit option.

## 2.4 Number of Terms Allowed

All requirements for the master's degree must be completed within six (6) years from the time the student is admitted to graduate standing. Once admitted as a graduate student, students must maintain enrollment in all full semesters (spring and fall) until the completion of their degree. Students may request a temporary leave from enrollment by notifying the Graduate Program Coordinator. A copy of this request of leave should also be sent to the student's adviser. Students will be notified once the process is complete.

Students on leave will be registered for E35 ESE885 Master's Nonresident, this is a zero (0) credit course that keeps your Master's program active and carries no cost. However, this option is **not available** for International students due to visa considerations. International students will work with the Graduate Program Director to ensure that their leave is appropriately approved by the department.

### For International Students

The following are the number of semesters an international student has to complete his/her master's degree within the Electrical & Systems Engineering Department.

#### One and a Half Year Programs (Three Full Semesters)

- Master of Engineering in Robotics

#### Two-Year Programs (Four Full Semesters)

- Master of Control Engineering
- Master of Science in Systems Science and Mathematics
- Master of Science in Electrical Engineering
- Master of Science in Engineering Data Analytics and Statistics

## 3. Course Information

Master's programs require a minimum of 30 credit hours of study consistent with the residency and other applicable requirements of Washington University and the McKelvey School of Engineering. The master's degrees may be pursued with a course only or thesis option. All requirements for master's degrees must be completed within six (6) years from the time the student is admitted to graduate standing.

### 3.1 Transfer Graduate Credit from Another Institution

A maximum of six (6) units of graduate credit obtained at institutions other than Washington University may be applied toward the master's degree. Approved transfer credit must be taken for graduate credit. No courses carrying grades lower than a "B" can be accepted for transfer credit and those courses may only be used as elective credit for the degree.

Students who wish to transfer any graduate credits need to complete the following procedure:

1. Complete the [Application for Graduate Transfer Credits](#) [2],

2. Students must provide the following information when wanting to transfer credits to the ESE department:

- a. Official transcript with verification that the courses in question were not used for the completion of a bachelor's degree
- b. Catalog Description
- c. Syllabus
- d. Text
- e. Matching course at Washington University

All documents must be given to the Graduate Program Coordinator, Green Hall, Room 1101. The student's adviser and department chair need to approve the suggested courses. Students will be notified once the process is complete.

### **3.2 Graduate Independent Study (ESE 500)**

Students who wish to take an independent study course in ESE are required to complete the [Independent Study Form](#) [3], which includes their adviser's approval. Completed forms must be returned to the Graduate Program Coordinator, Green Hall, Room 1101. Students will be notified once they have been registered for the course. Only three (3) hours of independent study can be applied as elective credit.

## **4. Standard Policies**

### **4.1 Requirements for the Degree**

Requirements for the degree may be found in the [Washington University Bulletin](#) [C]. For information on the electives, please reference the [Graduate pages of Electrical & Systems Engineering webpage](#) [D].

### **4.2 Seminars (ESE590)**

Each year the department sponsors or participates in a series of seminars by visiting lecturers and WashU faculty and students. All full-time graduate students are required to enroll in ESE 590-Graduate Seminar, which is a pass/fail course carrying zero (0) units. A "Satisfactory" grade is required for each semester for all full-time students and is earned by regular attendance at these events. An unsatisfactory grade will be given to students failing to meet the requirements for the course.

### **4.3 Multiple Master's Degrees**

To earn more than one master's degree from the McKelvey School of Engineering, the student's final program of course work for each additional master's degree must include a minimum of 15 units of preapproved courses not included as part of the final program of course work for any other master's degree awarded by McKelvey Engineering.

### **4.4 Bachelor's/Master's Program in Engineering**

Students who enter Washington University as undergraduates in day-school programs have the opportunity to earn a master's degree in the McKelvey School of Engineering. Those

students may use up to six (6) hours of relevant coursework from their undergraduate studies toward meeting the requirements for their Master's degree.

#### **4.5 PhD Students Who Wish to Obtain a Master's Degree**

PhD students may find that they meet the requirements for a master's degree as they complete their studies. Those who wish to obtain a master's degree must first discuss this with their research adviser and obtain their approval to add the master's degree to their program of study. Once they have the approval of their research adviser, they should contact the Director for the master's program in which they plan to pursue the degree and ask for formal admission to the program. PhD students should note that the process for transferring credit to a master's program is **not** the same as it is for transferring credit into a PhD program. Students should work with the Graduate Program Coordinator to insure credit is properly transferred for the master's degree.

#### **4.6 International Students Extending Visa with OISS**

Visa extensions can depend on various variables and can change if government policy changes. If students extend their program, or add an additional degree, they are extending their I-20. Students who wish to extend their visas should contact their OISS adviser and fill out the [Add a Second or Joint Degree Form](#) [4].

#### **4.7 Master's Course Option Only**

This option is intended for those employed in local industry who wish to pursue a graduate degree on a part-time basis, or for full-time students who do not seek careers in research. Students must have a cumulative grade point average of at least 3.2 out of a possible 4.0 over all courses applied toward the degree. Under the course option, students may not take ESE 599 Master's Research, and with faculty permission, may take up to three (3) units of ESE 500 Independent Study.

#### **4.8 Master's Thesis**

A candidate for the degree master of science (thesis option) must prepare their thesis according to the [Master's Thesis Format Guidelines](#) [E] found on the McKelvey Engineering website. Those completing the thesis option require the following steps:

1. The student and their research adviser will form a three-person committee to read the thesis and judge its acceptability.
2. Students must submit a [Master's Thesis Committee Form](#) [5] no later than the first two weeks of the semester they plan to graduate.
3. The student will notify the Graduate Program Coordinator of the date of the thesis examination and provide an abstract of the thesis TWO WEEKS prior to the exam.
4. The student will also make sure to provide the committee the final draft of the thesis TWO WEEKS prior to this date as well.
5. The candidate has the option to deliver a draft copy of the thesis to the Graduate Student Services Office for format approval.
6. [The Master's Final Oral Exam Report](#) [6] Form must be returned to the Graduate Program Coordinator after final exam.

7. The student must submit the thesis electronically to [Washington University Open Scholarship](#) [F].
8. The student will be given the option of ordering bound copies of their thesis through [Thesis-On-Demand](#) [G]. Each department may choose to cover the cost for the student, adviser, and department. Students should reach out to the Graduate Program Coordinator for assistance.

The final examination for the master of science candidates under the thesis option consists of an oral examination conducted by the thesis committee and any additional faculty members that the department or program chairman may wish to designate. At this examination, the candidate will present and defend the thesis. A typical examination consists of up to a 45 minute presentation by the candidate of the thesis topic that is open to the public. This is followed up by up to 45 minutes of discussion and questions with the thesis committee.

#### **4.9 Intent to Graduate**

Students are required to file an "Intent to Graduate" online via WebSTAC. The deadlines for filing can be found on the [University Registrar's Website](#) [H]. Students should declare their intent to graduate **prior** to the semester they wish to graduate. Example: Student should file in fall for spring graduation. Once the student files the form, the department is notified to consider them as a candidate for their degree. The student's adviser will evaluate the student's record to determine if the student has met the degree requirement. If the student fails to complete degree requirements during the semester for which they filed, the student must re-file the "Intent to Graduate".



## 5. Faculty and Staff



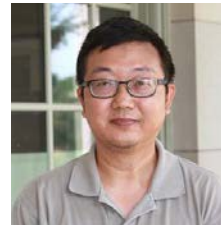
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## 6. Graduate Student Services Staff



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## 7. Appendix I. Forms

**[1] Reduced Course Load Form**

[https://students.wustl.edu/wp-content/uploads/2019/03/RCL\\_App.pdf](https://students.wustl.edu/wp-content/uploads/2019/03/RCL_App.pdf)

**[2] Application for Graduate Transfer Credits**

<https://ese.wustl.edu/graduate/Documents/GradTransferCreditApp.pdf>

**[3] Independent Study Form**

[https://ese.wustl.edu/graduate/Documents/Independent%20Study%20Form\\_1.pdf](https://ese.wustl.edu/graduate/Documents/Independent%20Study%20Form_1.pdf)

**[4] Add a Second or Joint Degree OISS Form**

[https://students.wustl.edu/wp-content/uploads/2019/03/I20\\_Ext\\_App-2nd-Joint-Degree.pdf](https://students.wustl.edu/wp-content/uploads/2019/03/I20_Ext_App-2nd-Joint-Degree.pdf)

**[5] Master's Thesis Committee Form**

<https://ese.wustl.edu/graduate/Documents/ESE%20Master's%20Thesis%20Committee%20Form.pdf>

**[6] Master's Final Oral Exam Form**

[https://engineering.wustl.edu/current-students/student-services/Documents/Masters\\_Form\\_M05\\_Final\\_Exam\\_Rpt.pdf](https://engineering.wustl.edu/current-students/student-services/Documents/Masters_Form_M05_Final_Exam_Rpt.pdf)

## 8. Appendix II. Websites

[A] Washington University Graduate School

<https://graduateschool.wustl.edu/>

[B] Office of International Students and Scholars

<https://students.wustl.edu/international-students-scholars/>

[C] Washington University Bulletin

<http://bulletin.wustl.edu/>

[D] Electrical & Systems Engineering Graduate Webpage:

<https://ese.wustl.edu/graduate/degreeprograms/Pages/default.aspx>

[E] Master's Thesis Format Guidelines

<https://engineering.wustl.edu/current-students/student-services/Pages/forms.aspx>

[F] Washington University Open Scholarship

<https://openscholarship.wustl.edu/etd/guidelines.html>

[G] Thesis-On-Demand

<http://wustl.thesisondemand.com/ordersystem/index.php?uri=/orderform/orderform/&page=1>

[H] Washington University Registrar's Website

<https://engineering.wustl.edu/current-students/student-services/Pages/default.aspx>