



Georgia Tech College of Engineering

**School of Materials
Science and Engineering**

Graduate Student Handbook

2026-2027

MSE Graduate Student Handbook Changes Log

Version	Date	Edited by	Comments
V2026.01	08/19/2026	Meisha Shofner and Laura Alger	Added handbook changes log and document version number; included document version number in footer; changed font for document text and colors of headings; editing of language and reorganizing for clarity throughout; updated Associate Chair for Graduate Studies name; modified contact information for Alger and Shofner; added section for new graduate students; added a link to the Georgia Tech Graduate Student Employment Manual; to be consistent with other parts of the handbook, added Ph.D. proposal to the list of Ph.D. Requirements; to be consistent with the Georgia Tech Catalog, added teaching experiences to the list of Ph.D. Requirements; removed information about different coursework requirements for Ph.D. students entering with a M.S. degree; reorganized the description of candidacy requirements for clarity and removed information about candidacy requirements from Placement Mechanism section; Renamed Teaching Assignments as Teaching Experiences; added information about first year graduate students enrolling in CTL's TA Training course; clarified the process for providing notice of proposal, dissertation, and thesis presentations; removed proposal evaluation form and added information about online evaluation form; added information about process to have external committee members approved for Ph.D. and M.S. students; added process for giving unsatisfactory research grades and performance improvement plans to Ph.D. students that was approved by the MSE Faculty in Spring 2026; corrected seminar requirement for M.S. students to match the degree requirements in the Georgia Tech Catalog; added hours requirement for B.S./M.S. application; added information about performance improvement plans for M.S. students; removed sections about email and classification of graduate students; moved course listing to section F; updated required safety and research ethics training; edited laboratory clean-up requirement section; updated information in section L

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A. Introduction

On behalf of the School of Materials Science and Engineering (MSE) at Georgia Tech, we welcome you to our community and wish you every success in these next steps of your professional career. You have made the choice to continue investing in your professional development through graduate study. The next few years at Georgia Tech will be at times challenging but also rewarding as you build the skills needed to contribute to the broader field of MSE in your independent careers.

The purpose of this handbook is to provide students with information about the graduate programs in the School of Materials Science and Engineering, including general information, procedures relevant to the programs, and guidelines for completing degree requirements. Institute regulations for graduate students are contained in the [Georgia Tech Catalog](#). The MSE Graduate Student Handbook should be viewed as a supplement to the material in the Georgia Tech Catalog, and students are responsible for knowing and understanding the information in the handbook and the Georgia Tech Catalog. Although some portions of the Georgia Tech Catalog are also included in this handbook, information in this handbook does not supersede the Georgia Tech Catalog. If there is a conflict in interpretation between this handbook and the Georgia Tech Catalog, then the interpretation of the Georgia Tech Catalog will take precedence.

If you have any questions about the information in this handbook, please contact the people listed below. They are available to provide guidance and support as you navigate your graduate studies.

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B. Graduate Program Overview

The MSE graduate program offers Doctor of Philosophy (Ph.D.) and Master of Science (M.S.) degrees within the School as well as through two interdisciplinary degree programs ([Bioengineering](#) and [Computational Science and Engineering](#)). The MSE faculty and research community have diverse academic backgrounds and expertise in various areas of the discipline, providing a comprehensive coverage of topics across material classes, processing, and characterization. Examples of current research areas are:

- *Advanced Manufacturing*
- *Advanced Structural Materials*
- *Biologically Enabled and Bioinspired Materials*
- *Computational Design, Modeling, and Simulations*
- *Energy Storage and Harvesting*
- *Fibers and Composites*
- *Functional Electronic and Optical Materials*
- *Multi-scale Structural & Chemical Characterization*
- *Nanomaterials and Nanoengineered Devices*
- *Polymers and Macromolecules*

C. Information for New Graduate Students

Institute Orientation

Prior to the start of the Fall semester, the Office of Graduate Education at Georgia Tech holds a general Institute-level orientation for new graduate students ([GradIO](#)). New students can attend in-person or virtual sessions. GradIO provides an opportunity to meet fellow new students and learn about resources, policies, and traditions at Georgia Tech.

Grad Expo

[GradExpo](#) is Georgia Tech's resource fair for new graduate students. Held in conjunction with GradIO, GradExpo gives students the opportunity to engage with various campus units and student organizations and to learn about the resources and services they provide. More than 50 campus units and student organizations are available to provide information about the programs and services they offer.

GT 6000

The Office of Graduate Education coordinates an extended orientation course each fall called [GT6000](#). New graduate students will meet other students from across campus, learn from a more experienced graduate student about what it takes to be successful at Tech, and get exposure to campus departments who are here to serve your needs.

Grad Welcome

Every fall semester, Georgia Tech's Graduate Student Government Association hosts [Grad Welcome](#), an event for all graduate students to start off the academic year. Grad Welcome has food, music, and spirit items.

MSE Orientation

An orientation session for incoming MSE graduate students is held prior to the Fall and Spring semesters, usually during the week before classes start. The session is required for new students, even those who attended Georgia Tech for their undergraduate degrees. Information will be presented about the MSE graduate program that you will be responsible for during your graduate studies, including academic and administrative matters. Additionally, you will have the opportunity to meet others in your cohort and learn about MSE student organizations. At the end of the session, you will receive assistance with course registration from your graduate student mentor.

Office of International Education Welcome Series

The Office of International Education (OIE) provides resources for new international graduate students, including [an arrival guide and orientation sessions](#).

Library Resources

The Georgia Tech Library provides classes and workshops to help new graduate students navigate their resources and learn about tools for research, including citation management, data visualization, and [subject-specific resources for MSE](#). Also, graduate students have their own BuzzCard-accessible space in the Library. Located on the sixth floor, the Graduate Student Community (GSC) is available for quiet study whenever the Library is open.

D. Ph.D. Degree Programs

The School of Materials Science and Engineering offers programs of study leading to Ph.D. degrees in Materials Science and Engineering, Bioengineering, or Computational Science and Engineering. The degree consists of coursework and research with a faculty advisor. Students in the Ph.D. program pursue an individually structured research plan culminating in a dissertation that makes an original and substantial contribution to the fundamental knowledge in the field of study.

Ph.D. students are classified as Graduate Research Assistants (GRAs), making them both students and Georgia Tech employees. The [Georgia Tech Graduate Student Employment Manual](#) provides more information about the nature of these roles.

The graduate student will work with a faculty advisor to develop a proposed program of study consistent with the student's educational objectives and the School's mission and submit it to the MSE Graduate Office by the end of the first semester in residence for review and approval.

D.1. Requirements for the MSE Ph.D.

The information in the sections below describe the degree requirements for the MSE Ph.D. degree. The requirements for the interdisciplinary degrees in Bioengineering and Computational Science and Engineering are different than the MSE Ph.D., so students pursuing degrees in those programs should consult the graduate handbooks specific to those programs for a description of their degree requirements.

When starting the Ph.D. program, students are considered to be 'probational' Ph.D. students until they successfully complete the qualifying requirements, at which point, they become Ph.D. candidates. The qualification to candidacy is in three parts. These parts and processes are described in subsequent sections of the handbook.

1. Successful completion of the MSE Ph.D. course requirements (Section D.1.1.)
2. Pass the qualifying exam (Section D.1.6.)
3. Write, present, and defend the Ph.D. proposal (Section D.1.8)

D.1.1. Course Requirements

Required course work and training are described below:

Core Courses	Hours	Description
MSE 6411 (Fall)	3-0-3	Thermodynamics of Materials
MSE 6402 (Spring)	3-0-3	Crystallography, Structure and Defects
MSE 6768 (Spring)	3-0-3	Polymer Structure, Physical Properties, and Characterization

Other Required Courses/Training	Hours	Description
MSE 8200, Adv. Presentation Skills*	1-0-1	Technical Communications
Seminar (8801S)	1-0-1 (P/F)	Every Fall and Spring Semester
RCR (Online CITI and in-person PHIL6000 class)		http://rcr.gatech.edu/
Lab Safety Training		https://www.mse.gatech.edu/lab-safety

**Minimum requirement – can be substituted for an approved technical communication alternative; Alternative advanced technical communication courses include MSE 6754, Engineering Communication. Only 1 hour of the alternative course credit will be allowed to satisfy the total MSE hours required.*

Listing of Ph.D. Requirements

- Nine hours from the three core courses. Students must pass the three core courses. If a student receives a grade of 'F' in a core course then they must retake that course and earn a passing grade.
- Twelve hours from approved MSE curriculum (12 hours), if direct from B.S.
- Nine hours in an approved minor (9 hours)
- Pass the qualifying exam
- Complete all course work with a minimum GPA of 3.0
- Write, present, and defend a Ph.D. proposal
- Write, present, and defend a Ph.D. dissertation
- Complete the technical communications course requirement (1 hour)
- Complete five teaching experiences

D.1.2. Placement Mechanism

Based on student records and the chosen area of research, the 'major' course work requirements for an incoming graduate student will be chosen during their first semester. In some cases, such as students entering the program without a sufficient subject background, pre-requisite classes will be recommended.

D.1.3. Technical Communications

All graduate students in MSE must complete the one credit hour course, MSE 8200: Advanced Presentation Skills. It is highly recommended that this course be taken within the initial phase of the degree, i.e., before the proposal defense. This requirement can also be satisfied by MSE 6754: Engineering Communication (3 credit hours). Additionally, with approval from the MSE Graduate office before the course is taken, any advanced technical communication course (focusing on technical presentation) offered by the Center for Teaching and Learning (CTL) can satisfy this 1-hour requirement. However, if you take one of the alternative courses to substitute for MSE 8200, only 1 hour of those courses will count towards your degree requirements.

D.1.4. MSE School Seminars

Ph.D. students must register for the MSE graduate seminar series (MSE 8801S) every Fall and Spring semester they are in residence as a graduate student. An exemption will be granted with the permission from the seminar organizer if the student will be away from Georgia Tech for extended periods during the semester for academic study or due to unavoidable course conflicts. A student must apply for an exemption each semester when such circumstances arise. Students in their final semester and writing their dissertation are also exempt and are not required to register for this course.

Seminars are held weekly during the Fall and Spring semesters and are given by experts in their field. This is a one credit hour course and is graded on a Pass/Fail (S/U) basis. Attendance will be taken at each seminar, and students must attend at least 50% of the seminars to obtain a grade of 'S'. The credit hours associated with the seminar courses will not count towards the total hours needed for the Ph.D. degree. Students are encouraged to take advantage of opportunities to meet with the seminar speaker during their visit.

D.1.5. Minor Course Work

In addition to an adequate knowledge of the major field of intended research, the student must demonstrate mastery of another smaller body of knowledge through the completion of a [Ph.D. minor](#), preferably outside the student's school. The minor's purpose is to encourage a wider interest on the part of the student and can include topics that will help them in their research or allow them to explore and prepare for their future careers.

For MSE Ph.D. students, the approved minor consists of at least nine semester hours of work in related courses, selected by the student in consultation with their research advisor and MSE graduate office, and approved by the Office of Graduate Education (on behalf of the Vice Provost for Graduate and Postdoctoral Education). These courses should be at the 6000 level or above, but the use of certain 4000 level courses may also be approved. The student must receive a letter grade of C or higher for a course to count towards the doctoral minor. Courses that are taken as pass/fail are not eligible to count toward the doctoral minor. Although the student need not complete the minor as a prerequisite for admission to candidacy, it must be completed and approved to be cleared for graduation. It is normal practice to decide which courses to take for a minor after passing the qualifying exams, although any minor course may be taken to help with the research work. Upon completing all the minor courses, it is necessary to complete, sign and submit the [Doctoral Minor form](#) to the MSE Graduate Office.

D.1.6. Qualifying Exam

The qualifying exam is offered twice a year, once in January, and once in June. All full-time Ph.D. students enrolled in the Fall semester without course deficiencies must take the qualifying exam in June.

The qualifying exam is given in a written format and consists of questions related to research papers. Students will be provided with research papers supplied by faculty (articles from published scientific journals), and the written exam will be taken by the students approximately four weeks after receiving the papers. Students can answer a maximum of six out of twelve questions, each based on research papers (one question from each paper). The written exam lasts four hours and tests the ability to read, understand, and critically analyze the provided research papers. The exam requires knowledge of the fundamentals such as those covered in undergraduate MSE courses, in the Ph.D. core courses, and the related topics contained in the papers. Students are not allowed to discuss research papers with the faculty but are encouraged to discuss them with other students taking the exam.

To pass the qualifying exam, students must receive a passing grade for at least four questions out of the maximum of six questions attempted. Students who fail the qualifying exam will be offered an opportunity to take the exam again at the next offering (January or June). This exam will be based on a new set of research papers. With the recommendation of the student's thesis advisor, students who start their Ph.D. program in fall semester can request to take the qualifying exam in January of their second year. In total, only two attempts will be allowed to pass the qualifying exam.

D.1.7. Teaching Experiences

Teaching experiences are considered to be part of the educational process for Ph.D. students; consequently, all Ph.D. students are required to register for a teaching experience in five semesters (typically Fall and Spring semesters). For their assignment, students are expected to expend (on average) approximately five hours per week with a total of a maximum of 75 hours per semester irrespective of the

course type. Time and duties will be recorded weekly by the student via MSE Fusion. The MSE Teaching Practicum course will count as one teaching experience for students that choose to enroll in this course. Ph.D. students who are in their first semester or their last semester (graduating semester) are not expected to complete a teaching experience. A student is also not expected to register for a teaching experience during an off-campus internship.

Approximately one month before the semester starts, the MSE Graduate Office will begin the process of matching Ph.D. students to MSE courses or, as appropriate, other courses taught by MSE faculty (e.g., COE 2001). Ph.D. students may request certain courses for their teaching experiences, and the MSE Graduate Office will try to accommodate these preferences as much as possible. However, if the student preferences do not match the available openings, then the student could be matched to another course. During their first semester in residence at Georgia Tech and before their first teaching experience, students must register for and attend an [asynchronous TA Training course offered by CTL](#).

Students should contact the course instructor before the semester starts to understand their role/responsibilities for that particular course. Students log into MSE Fusion to report their time and duties for the course. The instructor of the course will evaluate the student's performance and the student will evaluate the instructor's performance at the end of each semester by completing an evaluation form. If a student does not fulfill their expected duties (as evaluated by the instructor), then the student will not receive credit for the teaching experience. To track their teaching experiences, students must also register for one credit hour of MSE 8997 under the instructor of the course. The MSE Graduate Office will issue permits to the appropriate section of MSE 8997 to the students once their assignment is finalized. This is an audited course and does not count towards the total degree hours, but it does appear on the student's transcript.

D.1.8. Dissertation Proposal

The dissertation proposal is prepared as a written document and presented in an oral defense to the Thesis Advisory Committee (see Section D.4. for a description of this committee). The proposal defense must be held within 12 months after the student has passed the Ph.D. qualifying exam and completed all course requirements. However, it is fine if minor courses have not been completed. The dissertation proposal must give promise of being a genuine addition to the fundamental knowledge in the field or a new and better interpretation of facts already known. The proposal should include the following:

- Executive summary clearly identifying the topic and the need of the research
- A critical analysis of the related literature including current state of the art
- Description of the overall objectives of the proposed research
- Discussion of the theoretical, fundamental and/or experimental approaches to be used to achieve the objectives
- Preliminary results and discussion if available
- Detailed project work plan/timeline for completion e.g., Gantt chart

The recommended length of this proposal document should **not exceed 20 pages** of text (assuming a minimum 11 pt. font, single line spacing, and 2.5 cm margins), i.e., an approximate maximum of 12000 words. Tables, figures and references would not be counted in this page/word limit. After an editorial review by the advisor, the proposal document is to be distributed to the committee **at least 2 weeks**

before the date of the oral presentation/defense. **The announcement of the proposal defense must be sent by email to Laura Alger no later than three weeks before to the presentation date. Use the [template](#) provided by the Office of Graduate Education to prepare the announcement.** Ms. Alger will distribute the required written notice of the oral presentation the School populace at least two weeks before the presentation.

The defense will consist of an oral presentation (~ 30 min) by the student. The subject matter of the oral defense will be based on, but is not limited to, the research proposal. The committee will conduct the proposal defense. Any general audience members will be permitted to ask questions following the oral presentation. At the end of these questions, all audience members but the committee and the candidate will be asked to leave the room, and the committee will ask the student their questions in a closed-door session. Following this oral examination, the committee will decide whether the student's proposal is acceptable. The proposal defense will be evaluated by the committee, both on the written document and oral presentation using an online form available on the [MSE Current Graduate Students website](#). It is the responsibility of the student to provide the committee members with the link to the feedback form immediately following the oral presentation. After the successful defense of the proposal, the student must get the [Request for Admission to Ph.D. Candidacy form](#) approved by the Thesis Advisory Committee and MSE's Associate Chair for Graduate Studies.

After completing the course requirements other than the minor classes, achieving a satisfactory scholastic record (at least 3.0 GPA), passing the Ph.D. Qualifying Exam, and defending the dissertation proposal, the Georgia Tech Office of Graduate Education will formally admit the student to candidacy for the Ph.D. degree.

D.1.9. Dissertation Research and Defense

Each Ph.D. Candidate must undertake original research that represents a substantial addition to the fundamental knowledge and demonstrates creativity. The research is described in a written dissertation and must be prepared according to the [Thesis and Dissertation Manual](#) from Georgia Tech's Office of Graduate Education.

Every Ph.D. candidate must present their research in an oral defense (30-45 minutes) to their Final Doctoral Examination Committee (see Section D.4. for a description of this committee). In most cases, the presentation is open to the public. **The announcement of the dissertation defense must be sent by email to Laura Alger no later than three weeks before to the presentation date. Use the [template](#) provided by the Office of Graduate Education to prepare the announcement.** Ms. Alger will distribute the required written notice of the oral defense to the School populace and send the required notice to the Georgia Tech Office of Graduate Education at least two weeks before the presentation.

A draft of the dissertation, approved by the candidate's advisor, must be given to their Final Doctoral Examination committee at least two weeks before this presentation. It is the responsibility of the candidate to carefully check the grammar, spelling, and sentence structure of the dissertation before submitting it to the committee for review. The committee reserves the right of asking the candidate to have the dissertation corrected by a professional proof reading/editing service, for which the candidate is financially responsible for the cost.

The committee will conduct the dissertation defense. Any faculty, students, and other people in attendance will be permitted to ask questions following the oral presentation. At the end of these questions, all audience members but the committee and the candidate will be asked to leave the room for the closed-door oral examination. Following this oral examination, the committee will decide whether the student's dissertation is acceptable. The oral defense will be evaluated by the committee, both on the written document and oral presentation using an online form available on the [MSE Current Graduate Students website](#). It is the responsibility of the student to provide the committee members with the link to the feedback form immediately following the oral presentation.

If the candidate is successful in their oral defense, they will complete the [Certificate of Thesis Approval for Doctoral Students](#). This form must be signed by all members of the Final Doctoral Examination Committee and MSE's Associate Chair for Graduate Studies (who signs as the School Chair). It is the responsibility of the candidate to get this form completed. If a candidate should fail the final oral defense, the committee may recommend permission for one additional dissertation defense to Georgia Tech's Office of Graduate Education.

The final submission of the Ph.D. dissertation must be made by uploading the properly formatted document to <https://thesis.gatech.edu/> by the [deadline established by Georgia Tech's Office of Graduate Education](#). If both the dissertation and the oral defense are satisfactory and the candidate has completed the requirements of residence, minor field, and any additional school requirements, the Georgia Tech Office of Graduate Education will certify the candidate as qualified to receive the degree of Doctor of Philosophy.

D.2. Dissertation Advisor

Ph.D. students conduct original research under the guidance of a faculty member who serves as the dissertation advisor. Advisors are typically members of the MSE Faculty, though it is possible for students to conduct research with other faculty members at Georgia Tech. If the dissertation advisor does not have a formal affiliation with MSE, then a member of the MSE faculty must be chosen to serve as a co-advisor.

The dissertation advisor must be selected as soon as possible and not later than the end of the sixth week during the first semester in residence. Each new student is recommended to discuss thesis research interests with several members of the faculty in the School. Failure to meet this deadline may result in suspension of financial aid.

The [relationship between advisor and advisee](#) is central to the experience of students in research-based graduate programs. Both partners in this relationship must contribute for it to succeed. It is important that both parties communicate clearly and treat each other with respect.

If unresolved conflicts occur, students should feel free to consult any member of the MSE graduate committee, their research committees, and/or the MSE's Associate Chair for Graduate Studies as appropriate. Alternatively, students can seek advice from the [Office of the Provost](#).

Students who wish to change advisors must meet with MSE's Associate Chair for Graduate Studies or Academic Advising Manager.

D.3. Dissertation Research Grading and Requirements

All Ph.D. students must register for MSE 9000: Doctoral Thesis in each semester that they are conducting research until the dissertation is completed. The hours of research for which a student registers each semester must be consistent with a realistic appraisal of the amount of work yet to be done on the dissertation and the amount of faculty time required. If employed as a GRA, students should register for a total of 21 credit hours in Fall and Spring semesters and 16 credit hours in the Summer semester.

All thesis hours (MSE 9000) are graded on a Pass/Fail basis (S or U). If the progress on the dissertation research of a student is considered unsatisfactory by their dissertation advisor, the student will receive a grade of "U" for the term. This grade will appear on the student's transcript and be permanent.

Unsatisfactory research progress is communicated with students during the semester in the following ways:

1. If the deficiency has occurred in the first half of the semester, they must be notified by the advisor at least six weeks before the last instructional day for the semester. At that time the advisor will provide the student with a Performance Improvement Plan (PIP) outlining the deficiencies and indicating corrective actions that must be taken to remove the deficiencies. Advisors have the option to issue a midterm grade for research, and usually the deadline to post a midterm grade is approximately two weeks before the withdrawal date of the semester. If the student does not successfully complete the items on the PIP by the last instructional day of the semester, they will receive a "U" for the semester and can be dismissed from the advisor's research group resulting in the loss of stipend and the associated tuition waiver.
2. If the deficiency in research progress has occurred in the second half of the semester, the advisor can issue a "U" for the semester, but the student cannot be dismissed from the advisor's group until given an opportunity to undertake a PIP in the next semester. As above, the PIP document outlines the deficiencies and defines the corrective actions that must be taken to remove the deficiencies. The student will be given one semester to complete the actions defined in the PIP. The student should be provided with written feedback on their progress towards completing the PIP no later than six weeks before the last instructional day for the semester. If the student does not successfully complete the items on the PIP by the last instructional day of the following semester, the student may receive their second "U" and be dismissed from the advisor's group and the MSE Ph.D. program. (See 'Dismissal Policy', Section J)

The student and advisor will sign the PIP and send to Laura Alger and Meisha Shofner. Funding support will normally not be withdrawn mid-term, other than in exceptional circumstances.

D.4. Dissertation Proposal and Dissertation Committees

There are two committees that function to advise, approve, and conduct the final doctoral oral examination of the thesis and the student's knowledge of the field in which it lies, and they are the Thesis Advisory Committee and Final Doctoral Examination Committee. In MSE, the Thesis Advisory Committee often consists of five or more persons and also serves as the Final Doctoral Examination Committee. In this case, the Thesis Advisory Committee must meet the constraints outlined below for the Final Doctoral Examination Committee. However, the Institute permits that the Thesis Advisory Committee have fewer members if this committee format is preferred by the student and advisor (described below).

The Thesis Advisory Committee is engaged to evaluate the Ph.D. proposal. The Institute requires that the committee consists of at least three people, one of whom is the advisor. This committee approves the research topic, provides advice and guidance during the research, and is charged with approving the dissertation when the research is completed and presented.

The Thesis Advisory Committee consists of at least three members satisfying the following: (1) the thesis advisor shall be a member of the [Graduate Thesis Faculty](#). If the thesis advisor is an Adjunct Faculty or part-time faculty member, then there must be a co-advisor who is a full-time member of the Graduate Thesis Faculty. (2) the majority of committee members shall be members of the Graduate Thesis Faculty.

The Final Doctoral Examination Committee is charged with approving the dissertation when the research is complete. The committee consists of at least five persons with knowledge of the research area including at least three members of the Graduate Thesis Faculty. **This committee always contains the Thesis Advisory Committee members.** The advisor will serve as the chair of the Final Doctoral Examination Committee. At least three committee members must be members of the School of Materials Science and Engineering faculty, and at least one committee member must be a member of the faculty of another academic unit at Georgia Tech or a person not employed by Georgia Tech with a terminal degree and active in research related to the topic of the dissertation.

If either committee has any external committee members who are not part of Georgia Tech's Graduate Thesis Faculty, students must send the external committee member's CV to Ms. Laura Alger via email for approval. This step should be initiated 30 days prior to the scheduled defense date.

D.5. Online Application for Graduation

In order to graduate from Georgia Tech, students must first submit an application for graduation. You must apply to graduate by the OAG deadline published on the [current academic calendar](#).

D.6. Georgia Tech Ph.D. Requirements

In addition to the MSE requirements, there are [requirements](#) imposed by the Institute. These include:

Description	Requirement
GPA Requirement	3.0
Minimum Full-time enrollment in residence	1 semester
Qualifying/Comprehensive Exam required	Yes
Minor credit hours required	at least 6
Time limit for completion of degree after admission to candidacy (Max)	7 years
Prior approval of dissertation topic	Yes
Public defense of dissertation	Yes

E. Master's Degree Programs

The School of Materials Science and Engineering offers programs of study leading to M.S. degrees in Materials Science and Engineering, Bioengineering, or Computational Science and Engineering. Two types of M.S. degrees are available: thesis-based and non-thesis. The thesis-based degree consists of

coursework and research with a faculty advisor, and the non-thesis degree consists of coursework only and opportunities perform research with a faculty member for course credit.

E.1. M.S. Degree Requirements

The information in the sections below describe the degree requirements for the MSE M.S. degrees. The requirements for the interdisciplinary degrees in Bioengineering and Computational Science and Engineering are different than the MSE M.S., so students pursuing degrees in those programs should consult the graduate handbooks specific to those programs for a description of their degree requirements.

E.1.1. Course Requirements

Required course work and training are described below:

	With Thesis	Without Thesis
MSE/MSE-approved elective courses	12	18
Minimum hours at 6000 and above	12	24
Minimum total course hours*,**	18	30
Minimum thesis hours (MSE 7000)	6	-
Total Minimum hours	30	30

**Up to three credit hours of elective course work may be taken Pass/Fail and applied toward the degree hour requirements*

***M.S. without thesis students can take a special problems course for research experience (MSE 8903 on a Pass/Fail basis)*

Other Required Courses/Training	Hours	Description
Seminar (8801S) RCR***	1-0-1 (P/F)	Must register and attend at least one semester http://rcr.gatech.edu/
Lab Safety Training****		https://www.mse.gatech.edu/lab-safety

****Specific training requirement varies depending on degree option (thesis or non-thesis) and funding source*

*****If performing research in a laboratory for thesis research or special problems course*

In some cases, students pursuing a thesis-based M.S. degree may receive financial support from their advisor and be classified as a GRA. Once a student obtains financial support for their thesis work as a GRA, the only option available to them is to complete a thesis. Students receiving funding for more than one semester will not be permitted to change to the non-thesis degree option without the approval of their research advisor.

E.1.2. MSE School Seminars

All M.S. students must register for and attend the MSE graduate seminar series (MSE 8801S) for at least one semester.

Seminars are held weekly during the Fall and Spring semesters and are given by experts in their field. This is a one credit hour course and is graded on a Pass/Fail (S/U) basis. Attendance will be taken at each seminar, and students must attend at least 50% of the seminars to obtain a grade of 'S'. The credit hours associated with the seminar courses will not count towards the total hours needed for the M.S. degree. Students are encouraged to take advantage of opportunities to meet with the seminar speaker during their visit.

E.2. B.S./M.S. Program

Current Georgia Tech undergraduate students may participate in the B.S./M.S. Program offered by the School. Students apply to the B.S./M.S. program before or during their junior year and must have a minimum of 30 semester credit hours (and no more than 75 hours) at the time of application. The student must have at least two semesters (Fall and Spring) remaining in their undergraduate program and have a 3.5 or higher GPA at time of application. The application fee is waived for B.S./M.S. students. Students need to maintain at least a 3.0 GPA when receiving the B.S. degree in order to be converted into graduate student status and must continue immediately into the M.S. program in order to qualify for the six semester-hour [Graduate Course Credit](#) option.

The required coursework is described below:

	With Thesis	Without Thesis
MSE/MSE-approved elective courses	12	18
Electives taken from B.S. at 4000 level*	6	6
Electives taken from B.S. at 6000 level	6	6
Minimum thesis hours (MSE 7000)	6	-
Total Minimum hours	30	30

**The 4000 level courses may double-count with your BS requirements.*

Note: The same rules and regulations of the MS degree as stated in E.1.1. apply.

Students accepted for the B.S./M.S. program are allowed to use six credit hours of 4000-level MSE courses (or MSE-approved courses) for both B.S. and M.S. degrees and six hours of 6000-level courses. At least six of the 12 credit hours must fall into the fall-through section of DegreeWorks. No course below 4xxx is permitted to count towards the M.S. degree. All 12 hours for the B.S./M.S. program must be completed prior to starting the M.S. degree. The graduate level courses will be taken during the last two semesters of the B.S. degree. It is highly recommended that only one graduate level course is taken per semester.

E.3. Program of Study

M.S. students should prepare a tentative schedule for a complete M.S. program of study during their first semester, including the selection of thesis/non-thesis option. The form to be used can be obtained from the MSE Graduate Office. The student needs to complete a proposed program of study and submit it before registration for their second term of study to the MSE Graduate Office. Students pursuing the thesis option should discuss their program of study with their thesis advisor before submitting the form.

B.S./M.S. students must submit a [Proposed Program of Study form](#) to the MSE Graduate Office by the end of the B.S. degree coursework (senior year). The program of study can be modified as many times as necessary if there are conflicts or scheduling issues.

E.4. M.S. with Thesis Research Requirements

E.4.1. Thesis Advisor

M.S. students pursuing a thesis-based degree perform original research under the guidance of a faculty member. Advisors are typically members of the MSE Faculty, though it is possible for students to conduct research with other faculty members at Georgia Tech. If the dissertation advisor does not have a formal

affiliation with MSE, then a member of the MSE faculty must be chosen to serve as a co-advisor.

The [relationship between advisor and advisee](#) is central to the experience of students in research-based graduate programs. Both partners in this relationship must contribute for it to succeed. It is important that both parties communicate clearly and treat each other with respect.

If unresolved conflicts do occur, students should feel free to consult any member of the MSE graduate committee, their research committees, and/or the MSE's Associate Chair for Graduate Studies as appropriate. Alternatively, students can seek advice from the [Office of the Provost](#).

Students who wish to change advisors must meet with MSE's Associate Chair for Graduate Studies or Academic Advising Manager.

E.4.2. Thesis Research Grading and Requirements

M.S. students following thesis degree paths must register for MSE 7000: Master's Thesis in each semester that they are conducting research until the thesis is completed. The hours of research for which the student registers each term must be consistent with a realistic appraisal of the amount of work yet to be done on the thesis and the amount of faculty time required. If employed as a GRA, students should register for a total of 21 credit hours in Fall and Spring semesters and 16 credit hours in the Summer semester.

All thesis hours are graded on a Pass/Fail basis (S or U). If the progress on thesis research is considered unsatisfactory by the thesis advisor, the student will receive a grade of "U" for the semester. This grade will appear on the student's transcript and be permanent. **A grade of "U" for thesis research is a potential cause for termination of financial aid, which may also jeopardize the visa status of international students. A second grade of "U" will result in loss of stipend if appointed as a GRA.**

If a student receives a grade of "U", the advisor will provide the student with a Performance Improvement Plan (PIP) outlining the deficiencies and indicating corrective actions that must be taken to remove the deficiencies. The student and advisor will sign the PIP and send to Laura Alger and Meisha Shofner. If provided, funding support will normally not be withdrawn mid-term, other than in exceptional circumstances.

E.4.3. Thesis Research and Defense

M.S. students conduct research under the guidance of a faculty advisor. The research is described in a written thesis and must be prepared according to the [Thesis and Dissertation Manual](#) from Georgia Tech's Office of Graduate Education.

Each M.S. student, in consultation with their advisor, selects a Thesis Advisory Committee (see Section E.4.4. for a description of this committee) and receives approval of their thesis topic. These steps must be completed by the fourth week of the second term in residence and is documented by submitting the [Request for Approval of Master's Thesis Topic Form](#).

Every M.S. student must present their research in an oral defense (~30 minutes) to their Thesis Advisory Committee. In most cases, the presentation is open to the public. **The announcement of the thesis**

defense must be sent by email to Laura Alger no later than three weeks before to the presentation date. Use the [template](#) provided by the Office of Graduate Education to prepare the announcement. Ms. Alger will distribute the required written notice of the oral defense to the School populace and send the required notice to the Georgia Tech Office of Graduate Education at least two weeks before the presentation.

A draft of the thesis, approved by the student's advisor, must be given to their Thesis Advisory Committee at least two weeks before this presentation. It is the responsibility of the student to carefully check the grammar, spelling, and sentence structure of the thesis before submitting it to the committee for review. The committee reserves the right of asking the student to have the thesis corrected by a professional proof reading/editing service, for which the student is financially responsible for the cost.

The committee will conduct the thesis defense. Any faculty, students, and other people in attendance will be permitted to ask questions following the oral presentation. At the end of these questions, all audience members but the committee and the student will be asked to leave the room for the closed-door oral examination. Following this oral examination, the committee will decide whether the student's thesis is acceptable. The oral defense will be evaluated by the committee, both on the written document and oral presentation using an online form available on the [MSE Current Graduate Students website](#). It is the responsibility of the student to provide the committee members with the link to these feedback forms at the beginning of the oral presentation.

If the candidate is successful in their oral defense, they will complete the [Certificate of Thesis Approval for Masters Students](#). This form must be signed by all members of the Thesis Advisory Committee and MSE's Associate Chair for Graduate Studies. It is the responsibility of the candidate to get this form completed. If a candidate should fail the final oral defense, the committee may recommend permission for one additional thesis defense to Georgia Tech's Office of Graduate Education.

The final submission of the M.S. thesis must be made by uploading the properly formatted document to <https://thesis.gatech.edu/> by the [deadline established by Georgia Tech's Office of Graduate Education](#). If both the thesis and the oral defense are satisfactory and the student has completed the degree requirements, the Georgia Tech Office of Graduate Education will certify the candidate as qualified to receive the degree of Master of Science.

E.4.4. Thesis Committee

For Master's Thesis advisement, the Thesis Advisory Committee consists of at least three members, the majority of whom must be members of the [Graduate Thesis Faculty](#). The thesis advisor who serves as the Chair of the Thesis Advisory Committee must be a member of the Graduate Thesis Faculty. If the thesis advisor is an Adjunct Faculty or part-time faculty, then there must be a co-advisor who is a full-time member of the Graduate Thesis Faculty. One member of the Thesis Committee can be a member of the faculty of another academic unit at Georgia Tech or a person not employed by Georgia Tech with a terminal degree and active in research related to the topic of the dissertation.

If the committee has an external committee member who is not part of the Georgia Tech's Graduate Thesis Faculty, students must send the external committee member's CV to Ms. Laura Alger via email for

approval. This step should be initiated 30 days prior to the scheduled defense date.

E.5. Special Problems Research Requirements and Guidelines

Non-thesis degree candidates can take a three-credit hour, graduate-level Special Problems course (MSE 8903) on a Pass/Fail basis. In that case, a final **Technical Report** approved by two MSE faculty members is required at the end of semester. Before a final grade can be assigned the following must be satisfied:

- a) Typically, only those students pursuing the non-thesis M.S. degree will be allowed to sign up for MSE 8903 Special Problem hours. All thesis-based M.S. students should sign up for thesis hours (MSE 7000) to satisfy their degree research requirements.
- b) Only *three* (3) credit hours of MSE 8903 may be applied toward the Institute minimum of 30 credit hours required for the non-thesis M.S. degree.
- c) The student must register for MSE 8903 on a Pass/Fail basis. Thus, a student taking MSE 8903 cannot count any regular course taken as Pass/Fail toward graduation because of the three-hour maximum allowed for Pass/Fail courses.
- d) During the first week of the term in which a student begins the Special Problem (MSE 8903) research with guidance from a faculty member, an additional faculty member will be chosen to form a committee to monitor the research's progress throughout the semester(s) in which it is conducted and evaluate its quality and adequacy through review of the final report.
- e) **It is the student's responsibility to keep the faculty committee informed about the research's progress. The student should schedule regular discussions with the faculty committee.**
- f) The signatures of both faculty members are required on the final report, and a signed copy must be submitted to the MSE Graduate Office before the grade (assigned by the lead faculty) can be submitted to the Registrar's office.
- g) If the Special Problem research is being completed during the term the student is planning to graduate, the final report must be submitted to the faculty committee at least two weeks before the Registrar's deadline for grade submission (normally Friday of the week before Finals). Failure to do so may jeopardize the student's graduation date. The approved report must be submitted by the last day of classes for students not graduating that term.
- h) This technical report must be submitted to the MSE Graduate Office to receive credit for the Special Problems (MSE 8903) course.

E.6. Online Application for Graduation

In order to graduate from Georgia Tech, students must first submit an application for graduation. You must apply to graduate by the OAG deadline published on the [current academic calendar](#).

E.7. Georgia Tech M.S. Requirements

In addition to the MSE requirements, there are [requirements](#) imposed by the Institute. These include:

	With Thesis	Without Thesis
GPA Requirement	2.7	
Minimum enrollment	1 semester/year (min. 3 hours)	
Time limit for completion of degree	6 consecutive calendar years	
Prior approval of thesis topic	Yes	-
Public defense of thesis	Yes	-

F. Registration Information and Academic Workload

F.1. Course Load Requirements

The following regulations govern the semester workloads of students who are pursuing graduate degrees (see <http://catalog.gatech.edu/academics/graduate/work-loads/>):

1. Full-time students must be enrolled for at least 12 hours per semester, excluding audit.
2. The maximum course load for all students is 21 hours per semester.
3. The minimum load for part-time students is 3 hours per semester.
4. Students with fellowships, traineeships, or tuition waivers, and those assigned to the Institute by the Armed Forces to pursue a degree must be enrolled for at least 12 credit hours per semester, excluding audit.
5. The minimum load for international students on visas is 12 hours per academic term, excluding audit, with the possible exception of the Summer term. Students on F-1 or J-1 visas may apply for a reduced course-load during their graduating semester if less than 12 credit hours are needed for graduation. For detailed advice, please contact the Office of International Education.
6. Full-time GRA students working on thesis/dissertation research must register for a total of 21 or more credit hours (that includes course credits + MSE 7000 or 9000, as appropriate) during Fall and Spring semester and up to 16 hours during Summer semester.
7. Continuing students are encouraged to register during Phase I to assist the School with planning for course offerings in the upcoming semester.
8. New students may only register during Phase II registration.
9. GRA students must enroll for a minimum of 12 credit hours on a Letter Grade or Pass/Fail basis. One 3-hour Letter Grade or Pass/Fail course may be taken on an audit basis with the permission of the advisor and MSE Associate Chair for Graduate Studies .
10. Graduate students must take all MSE Courses counting toward the degree requirements on a Letter Grade basis.
11. The maximum allowable semester load for employed students other than graduate assistants (GRA) is reduced based on the number of hours employed per week as shown below:

Hourly Employment Load Per Week	Maximum Course Load Allowed
(On or Off Campus)	(Credit Hours)
Full-Time (40 hours)	6
3/4 of Full-Time (30 hours)	9
2/3 of Full-Time (27 hours)	10
1/2 of Full-Time (20 hours)	12
1/3 of Full-Time (13 hours)	15
1/4 of Full-Time (10 hours)	18

F.2. Anticipated MSE Course Offerings

MSE approved elective courses based on [planned course offerings](#)

MSE 6010 Fundamentals of Functional Materials

MSE 6110 Transmission Electron Microscopy

MSE 6130 Surface Analysis

MSE 6140 Computational Material Science and Engineering

MSE 6334 Materials for Energy Storage and Conversion

MSE 6335 Fundamentals of Soft Nanomaterials and Nanostructures
 MSE 6403 Kinetics of Phase Transformations
 MSE 6404 Scattering Theory
 MSE 6405 Advanced Nanomaterials
 MSE 6408 Quantum Mechanics
 MSE 6409 Fundamentals of Corrosion
 MSE 6510 Polymers for Electronic and Photonic Applications
 MSE 6600 Advanced Polymer Processing
 MSE 6750 Preparation & Reactions of Polymers
 MSE 6751 Physical Chemistry of Polymers in Solutions
 MSE 6757 Advanced Polymer Chemistry
 MSE 6768 Polymer Structure, Physical Properties, and Characterization
 MSE 6775 Polymer Communications (can receive credit for one semester only)
 MSE 6776 Integrated Low-Cost Microelectronics System Packaging
 MSE 6777 Advanced Biomaterials
 MSE 6796 Structure-Property Relationships in Materials
 MSE 7140 Impedance and Dielectric Spectroscopy
 MSE 7771 Mechanics of Polymer Solids and Fluids
 MSE 7772 Fundamentals of Fracture Mechanics
 MSE 7774 Fatigue of Materials and Structures
 MSE 8803 Special Topics (topical offerings vary by semester)
 ME 6104 Computer-aided Design
 ME 6124 Finite-Element Method: Theory & Practice
 ISyE 6739 Basic Statistical Methods
 CHEM 6172 Physical Methods in Inorganic Chemistry
 CHEM 6181 Chemical Crystallography
 CHEM 6283 Electroanalytical Chemistry
 CHEM 6572 Macromolecular Structure

F.3. Research Assistantships

Graduate Research Assistantships are paid from funded research projects and are renewed every semester subject to satisfactory academic record and research performance. Lack of research progress jeopardizes future funding and can result in termination of the assistantship. For a Ph.D. student, the assistantship will be limited to four years. Renewal beyond four years will require special justification and the approval of the thesis committee. Examples of justification includes change of research topic and/ or change of thesis advisor, unforeseen difficulty in research, undue delay in procuring or fixing instrument(s) that is essential for research, and the course work recommended by the advisor and/or the thesis committee beyond the minimum major/minor course work requirement. Lack of diligence, poor planning, normal difficulties encountered in research, and courses taken beyond the major/minor requirement without the express approval of the thesis advisor are not to be considered as justification for funding beyond four years. Students should consult with their advisors if they anticipate a funding requirement beyond four years.

F.4. Safety and Research Ethics Requirements

All incoming graduate students in the School of Materials Science and Engineering are required to fulfill the Safety and Research Ethics training specified by the Institute and the School.

Students who will be working in a laboratory as part of their research must complete the safety training

required by the Institute: Lab Safety 101, General Fire and Lab Safety, Right-to-Know (RTK), and Managing Chemical Waste. These courses must be repeated at the frequency recommended by Georgia Tech's Environmental Health and Safety Department.

Responsible Conduct of Research (RCR) training is required by the Institute for students pursuing a Ph.D. degree and consists of two parts:

1. An online training course ([CITI RCR course](#)) must be successfully completed within 60 days of beginning the first full semester.
2. An in-person training course ([PHIL 6000](#)) should be taken within the first 12 months. In general, students are encouraged to take PHIL 6000 during the first summer session after they begin their program at Georgia Tech.

M.S. students performing research as part of a thesis-based degree must also complete RCR training. They may complete the [CITI RCR course](#) or [PHIL 6000](#). Additional training requirements may be imposed by the funding source, so M.S. students (thesis or non-thesis) receiving support from sponsored projects should consult the [RCR Compliance Training Matrix](#) to be familiar with their specific training requirements.

F.5. Auditing Courses

When registering to audit a course, the student must meet the requirements established by the course instructor at the beginning of the term. These requirements may include attending all classes, completion of homework assignments, and taking quizzes. If the student does not satisfy the instructor's minimum criteria, the student's name will be deleted from the final class roll.

If this results in the number of hours scheduled dropping below 12 and the student is receiving financial aid, the aid will be terminated. For an international student, if dropping the audited course reduces the number of hours registered to below 12, the student will no longer be considered a full-time student, which may affect the international student's visa status.

F.6. Time-Off and Vacations

Graduate students working as GRAs may take 10 business days of vacation and the [13 Institute administrative holidays](#) during each twelve month period of residency. Vacation and any special (unpaid) leave must be approved well in advance by the advisor and the research director if the student is working on a separate project as a GRA.

Periods between semesters and academic breaks are not automatic vacation days. Furthermore, the long period of instructional recess in December is to be a time of working and studying (not including the associated Institute administrative holidays). It is a particularly valuable time for first-year students for making headway on development of their research and presentation skills.

F.7. School Keys And Property

The School of Materials Science and Engineering issues keys to offices and laboratories to students following requests from the faculty. The keys are issued by Frank Moss (frank.moss@mse.gatech.edu). Keys issued while enrolled as a student, as well as any other School property in the student's possession (research notebooks, equipment, etc.) must be returned to the School prior to graduation. **Failure to return all school/Institute property, including keys, will result in the delay of the student's graduation.**

All personal items should be removed from all desks, laboratories, and offices used by the student before their last official day. Unless official Georgia Tech employment follows completion of the degree and/or enrollment waiver, students must vacate their office immediately. Georgia Tech policy does not allow anyone without an official affiliation on Georgia Tech premises. This policy also applies to volunteers.

F.8. Laboratory Clean-Up Requirement

Graduate students involved in any kind of research are required to clean up their area of responsibility and identify all materials before leaving the Institute. Failure to comply with this policy creates an unsafe work space and is unprofessional conduct. Students are expected to meet with their advisor to discuss the advisor's expectations and practices for cleaning up workspaces. Students are encouraged to schedule a time for a workplace check-out on or near their last day of work.

G. Graduate Internship Requirements

Students are encouraged to take advantage of internship opportunities. Planning for an internship must be done in consultation with your research advisor. In addition, students can [register their internship](#) during the term(s) that they are away so that the work experience appears on their transcript.

A student planning to pursue an internship must meet the following requirements:

- Be in [good academic standing](#) at the Institutional, and program level
- Have completed one academic semester at the graduate level (students admitted to B.S./M.S. programs are the only exception if they meet the requirements specified)
- Have at least one semester remaining before graduation
- Internship experience must be related to the program of study and be approved by the graduate program
- Students cannot complete full-time internships during their graduating semester, except for those who have practicum courses. Part-time is possible.

J. Dismissal Policy

All students receiving stipends must maintain minimum academic standards and must make good progress toward the degree goal to retain their stipends. Toward this end, the following is expected:

1. MS students receiving a stipend must complete all degree requirements in 5 semesters or less, including summer term.
2. Students must not receive an unsatisfactory grade on thesis research more than once. With the first unsatisfactory grade, the student will receive a letter from the MSE Graduate Office placing them on review. The student's research advisor must provide the student with a Performance Improvement Plan (PIP) outlining the deficiencies and indicating corrective actions that must be taken to remove the deficiencies. The student and advisor will sign the PIP and send to Laura Alger and Meisha Shofner. The second unsatisfactory grade will result in being dropped from the Ph.D. program. Ph.D. students without an advisor for more than one term will be dropped from the program. In this case, it may be possible to complete a self-funded non-thesis MS degree.
3. Ph.D. students must pass the three core courses. If a student gets a "F" grade in a core course then they must retake that course and get a passing grade.

4. All Ph.D. students are required to take the written Ph.D. qualification examination at the end of their first year in the Ph.D. program. Students failing to pass the written qualification examination on their first attempt must retake the written exam as described in the letter given to the student at the time, they failed on the first attempt. If the student fails to pass the written exam on the second attempt, they will be dropped from the Ph.D. program.
5. Students must complete the required safety training to work in any laboratory or use any equipment on campus.
6. Students must make satisfactory progress in their research as assessed by their research advisor.
7. Exceptions to the above conditions may be granted on demonstration of extraordinary circumstances by successful petition to the MSE Graduate Committee. The petition must include a letter of support from the student's thesis advisor and a demonstration of satisfactory progress toward their degree objective.
8. Students can appeal the assessment of activities that contribute towards graduation requirements. For information on the Georgia Tech Grievance Policy, please visit <https://catalog.gatech.edu/rules/19/>. It is not the intention of these procedures to provide a forum for questioning the judgment or grading policies of faculty.

K. Transfer of Credit

A student may not apply for transfer credit until after matriculation at Georgia Tech. The courses to be transferred would typically be those appearing on the approved program of study form for the master's degree. A doctoral student normally does not request transfer credit. The rules relative to and the process for obtaining transfer of credit for graduate-level courses are as follows:

1. A student in a master's degree program requiring fewer than 33 semester credit hours may receive up to 6 hours of transfer credit for graduate-level courses taken at an institution accredited by a Canadian or U.S. regional accrediting board, or at a foreign school or university that has a signed partner agreement with Georgia Tech, and **not used for credit toward another degree**. A student in a master's degree program requiring 33 semester credit hours or more may receive up to 9 hours of transfer credit for graduate-level courses taken at an institution accredited by a Canadian or U.S. regional accrediting board, or at a foreign school or university that has a signed partner agreement with Georgia Tech, and not used for credit toward another degree. The student must supply a current transcript for this evaluation.
2. To obtain transfer of credit, the student must complete the following procedure:
 - The student will confer with the graduate advisor to ascertain whether the courses to be transferred are a logical part of the student's graduate program;
 - If the courses are appropriate, the student will deliver to the school that teaches such courses a copy of the current transcript, necessary descriptive materials including catalog descriptions, and textbooks used for evaluation. The faculty of the appropriate school will determine the equivalent Georgia Tech course and the number of credit hours accepted. The faculty member who prepares the transfer credit form should have the school chair cosign it. The school should then send the form directly to the registrar with a copy of the student's approved program of study attached;

- If the student wishes to transfer more than the number of hours permitted in paragraph 1), a petition must be submitted to the Institute Graduate Committee including statements of possible justification for the granting of such a petition, transfer credit forms, and the recommendation of the MSE Associate Chair for Graduate Studies.
3. A student may not receive transfer credit from universities outside the United States and Canada except if the courses were taken at a foreign school or university that is accredited by a Canadian or U.S. regional accrediting board or has a signed partner agreement with Georgia Tech. In any other case, an international student can obtain credit for courses previously taken but not applied toward another degree by filling out an Examination for Advanced Standing Authorization Request Form, paying the appropriate fee at the Cashier's Office, and passing the examination for advanced standing. The school or college that normally teaches the equivalent course will administer any necessary examinations.

L. Resources for Health Problems, Stress, and Major Life Events

During graduate school, some students may experience health problems (sickness, injury, mental health, etc.), legal problems, or upsetting major life events, such as the death of a family member. In addition, some students find that they are unable to cope effectively with the stresses they encounter while in graduate school. Students in these situations are encouraged to take advantage of on-or off-campus resources for managing either general stress or specific problems. The following is a list of some available resources for graduate students:

Center for Mental Healthcare & Resources at Georgia Tech

www.counseling.gatech.edu, 404-894-2575

Satellite Counselor for the College of Engineering - <https://mentalhealth.gatech.edu/index.php/clinical-services/satellite-counselors>

If you're experiencing significant mental health difficulties and need immediate support, staff are available during business hours (8 a.m.-5 p.m.). Call 404-894-2575 or visit them in Suite 238, Smithgall Student Services Building, 353 Ferst Dr NW, Atlanta, GA 30313. After hours, call 404-894-2575 and select the option for the after-hours counselor. Professional counselors are available to consult confidentially with students about any issue, whether personal or school related. **In an emergency, call Georgia Tech Campus Police at 404-894-2500 on campus or 911 off campus.**

Dean of Students at Georgia Tech

<https://studentlife.gatech.edu/about/dean-students>, 404-894-6367

The Dean of Students office advocates for students in handling missed classes and making up work due to sickness, injury, and other adversities. If you experience a problem that interferes with classes for more than a few days, you should contact the Dean of Students' office for advice and assistance.

Student Temporary Assistance and Resources (STAR) at Georgia Tech

<https://star.studentlife.gatech.edu/>

STAR provides the following programs and services: Campus Closet (professional clothes for interviews), Klemis Kitchen (food pantry), crisis housing, and emergency loans

National Graduate Crisis Line

1-800-GRAD-HLP (800-472-3457)

An off-campus, non-profit center for graduate students in crisis that is available 24/7.

In some cases, a health problem or life event may be so significant that it prevents a student from making progress in classes or research. In these extreme cases, it may make sense to consider a leave of absence, and students should discuss the situation candidly with their advisor, the MSE Associate Chair for Graduate Studies, and/or the Dean of Students office.