

The NEP follows guidelines laid out for all departments & academic programs by the Graduate school Bulletin & Graduate Student Handbook. Copies are available from the Graduate School, University Bookstore, or NEP office. All NEP students should familiarize themselves with the University policies pertaining to graduate study & research to do so. In many cases NEP has more specific requirements than those outlined by the Graduate school so it is vital that you know these policies & ask questions of the NEP as well as the Graduate School if you have questions or concerns.

CONTINUOUS ENROLLMENT/ RESIDENCY

All students must be continuously enrolled for a minimum of three (3) credit hours each semester (full load is considered 9 credit hours) from the time of formal admission through completion of all requirements, comprehensive exam, and thesis/dissertation (if applicable) for the degree they are seeking.

International students shall be registered for 9 semester hours for Fall and Spring semesters. Students who do not take a vacation semester for Summer (needs to be registered for at least two consecutive semesters before the vacation semester) shall register for 3 hours of Thesis Research (CVEEN 6970 or CVEEN 7970) or 9 hours of regular coursework to meet INS regulations; please contact the International Center for further information.

A student wishing to take a leave of absence for a semester shall complete a Request for Leave of Absence form and have it approved by his/her supervisory committee. The form shall then be submitted to the departmental office for further processing. It is recommended that this form be filed before the start of the semester to be missed so a student will know if it will be accepted. The form must be filed before the last day of the semester missed. Domestic Students leave of absence can be granted for a maximum of one year. If a student does not comply with the continuous enrollment policy, his/her records will be inactivated. To reactivate a file at a later time, the student needs to reapply for admission to the Graduate School. Students not on campus and not using university facilities during the summer are not expected to register for the summer term.

The Graduate School requires all Ph.D. students to have at least one year (i.e., two consecutive semesters) of their program to be spent in full-time academic work at the University of Utah. Nine credit hours per semester is considered full-time when fulfilling the residency requirement.

TRANSFER OF GRADUATE CREDIT, CREDIT LIMITATIONS

At the discretion of the student's supervisory committee, six credit hours of graduate work, taken at other institutions before admission to the regular graduate degree program in Civil Engineering at the University of Utah, may be counted toward the M.S. degree if a minimum grade of B was obtained. To receive credit, the student lists the course(s) on his/her Application for Admission to Candidacy form.

Students who attend the University of Utah as an undergraduate may have up to 6 credit hours counted toward their graduate degree. The credits shall not have been used to complete the requirements for the undergraduate degree. If a student took courses as an undergraduate and wished to have it count towards their degree, then he or she shall fill out the university's form, Undergraduate Petition for Graduate Credit. This form is located on the Graduate School webpage.

GRADUATE ADVISOR AND SUPERVISORY COMMITTEE

The Academic Program Specialist will assign a temporary advisor to new graduate students in the student's specified area of interest. The temporary advisor approves the student's registration until a permanent advisor and committee are established. Students need to set up their supervisory committee before registration starts their first semester in the program. If a student does not have their committee set up by the time of registration they will not be given the class numbers and will postpone registration.

The supervisory committee for an M.S. student consists of three voting members. The Committee Chair of the supervisory committee (also known as Advisor) must be a CVEEN tenure track faculty member or another approved research faculty member from the student's official area of emphasis. At least one of the other two voting committee members must be a regular CVEEN faculty member. The third voting member can be from within the department or may be outside the department. An individual from the engineering industry may be a voting member with approval by the Graduate Education Committee and the Graduate School.

Ph.D. supervisory committees consist of five voting members. Three of the voting members must be a CVEEN tenure track faculty member or another approved research faculty member. Of these three, the Chair (also known as the advisor) and one other member must be from the student's official area of emphasis. The fourth member is a regular faculty member from another department within the University of Utah. The fifth voting member can be from within the department or may be outside the department if this enhances the ability of the committee to supervise the student's work. An individual from the engineering industry may be a voting member with approval by the Graduate Education Committee and the Graduate School.

DEGREE TIME LIMITS

A maximum of four (4) years for a master's degree & seven (7) years for a Doctor of Philosophy degree is . If a graduate student requires more time to complete his/her degree, the student needs to write a letter to the chairperson of the Supervisory Committee to request additional time, explaining the delay and providing plans of completion of the degree. The Chairperson must sign the letter & will forward the signed letter directly to the Graduate School for approval.

ADMISSION TO CANDIDACY, M.S.

A completed Application for Admission to Candidacy for the Master's Degree form containing the student's proposed CD shall be submitted to the Graduate School at least two semesters prior to the semester in which the student expects to complete his/ her graduate study. The plan of study shall meet the requirements of the student's area of emphasis. In addition, satisfactory results shall be achieved in the comprehensive examination, see below for more details.

M.S. RESEARCH & COMPREHENSIVE EXAM

The Master's candidate is required to defend his/her research work and thesis in a formal oral presentation to the Supervisory Committee. The NEP will also administer a comprehensive final examination. The comprehensive examination is separate from the thesis defenses and the exam must be completed and scored no later than three weeks prior to anticipated graduation. As with all program examinations for Graduate School this exam may be retaken only once.

PROGRAM OF STUDY, PH.D.

A completed Program of Study form is to be submitted to the Graduate School at least two semesters prior to graduation. The Graduate Student shall complete a minimum of 12 credit hours of course work, beyond that required for a master's degree and is selected by the supervisory committee. Ph.D. candidates are required to take a minimum of twelve credit hours of 7000-level courses (excluding independent study). The candidate shall also complete 14 hours of dissertation research in addition to the coursework hours.

PH.D. DISSERTATION

The candidate shall submit an acceptable draft of the dissertation to the supervisory committee advisor at most two (2) years after the qualifying exam. It is assumed that the student has consulted regularly with the dissertation advisor in the course of preparing his/her dissertation so that the contents of the dissertation have already been approved. (At the discretion of the supervisory committee and with the approval of the Graduate Education Committee, the two (2) year deadline may be extended under extenuating circumstances).

Detailed instructions concerning the dissertation and the time schedule that shall be followed during the semester of intended completion of the Ph.D. requirements are given in the University of Utah Graduate School Handbook online at http://www.utah.edu/graduate_school/gspolicies.html.

DOCTORIAL EXAMINATIONS

The principle examinations that must be successfully passed by a candidate for a Ph.D. degree in Nuclear Engineering are described below. Doctoral examinations may be re-administered only once in accordance with the policy of the University of Utah Graduate School.

Qualifying Exam

Candidates seeking the Doctoral degree must pass the NEP Qualifying Examination in order to be officially admitted to the Doctor of Philosophy program. Qualifying exam questions are designed to measure a graduate student's understanding of and ability to apply essential fundamentals of engineering, assess capacity for independent thought, and demonstrate academic potential to complete an accredited Doctor of Philosophy program. The exam encompasses both written and oral components. The written portion is "open book." The written questions are provided by the NEP Exam Committee members in appropriate subject areas and each Exam Committee member is responsible for construction (3) hours of the examination (approximately 15 hours total). The test is scheduled and administered in a specific room over a period of three (3) days from 9:00am-4:00pm to allow adequate time for completion of the written exam. The oral exam is held at the discretion of the Exam Committee. When necessary, examinees will schedule a meeting with the members of the Exam Committee to take the oral exam. Students who do not pass the NEP Qualifying Exam the first time are allowed to take the exam a second time at the next regularly scheduled examination.

Research Comprehensive Exam

The Research Comprehensive Examination is taken before the Ph.D. research program is begun and typically given within a year of passing the NEP Qualifying Examination. The purpose of the Research Comprehensive Examination is to assess a candidate's ability to perform original and innovative research. The student submits a written research proposal to his/her Supervisory Committee and defends the proposal in a formal oral presentation. The proposal must follow standard Department of Energy (DOE) format as described in 10 CFR 605 (under the section titled, "Special Research Grant Program"). The proposal must adhere to the DOE Guide's page limit and include the preparation of a budget and time table. The proposal is scored by the examinee's Supervisory Committee.

Final Dissertation Exam

The Ph.D. candidate must defend the significant contents, results, and conclusions of his/her Doctoral research before the entire Supervisory Committee at an open, public defense. An acceptable draft or final version of the dissertation will serve as the written basis for the oral presentation. The candidate's Supervisory Committee will examine in detail the contents, results, conclusions, and contributions made by the student's research and written dissertations. It is expected that the dissertation should provide a "contribution to knowledge" in a student's area of research and be "acceptable for publication" in a peer-reviewed journal appropriate to the research area. After the student has completed the oral defense, the student and all other visitors are dismissed from the room so that the Supervisory Committee may continue the evaluation of the candidate's work. The Supervisory Committee then will vote on the acceptability for the research effort, content, and conclusions of the dissertation, and on the student's oral defense. The supervisory Committee decides on one of four outcomes: pass, pass with modifications, fail with an opportunity to repeat the defense, or fail without an opportunity to repeat the defense. The Supervisory Committee Chairperson then meets with the Ph.D. candidate to inform the student of the committee's decision.