

# **A Guideline for the Department of Electrical Engineering Prospective Graduate Students**

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**1. Why should I consider coming to the Department of Electrical Engineering at UND?**

We offer exciting fundamental as well as applied research opportunities in different areas. For more details about research areas, you may look at department faculty web pages at <http://engineering.und.edu/electrical/faculty/>. Graduate students may receive financial assistance including research assistantship, a full-tuition waiver, and health insurance coverage.

Our "open door policy" ensures that we are always available to meet with you. This also means that you work closely and directly with your faculty advisor and not with a Post-Doc or senior graduate student.

**2. What graduate degrees do the Department of Electrical Engineering offer?**

The Department of Electrical Engineering (EE) currently offers Master of Engineering (M.Eng.), Master of Science (M.S.) with thesis, Master of Science (M.S.) without thesis, Master of Science (M.S.) On-Line without thesis, and Ph.D. in Electrical Engineering

**3. When are applications due?**

Applications for M.Eng., M.S., and Ph.D. programs in the Department of Electrical Engineering are reviewed and processed two times in a year. The following deadlines are considered for Fall, Spring, and Summer semesters.

February 1 for the following Summer and Fall admission (priority deadline for financial support)

October 1 for the following Spring admission (priority deadline for financial support)

It is strongly recommended that domestic applicants submit and complete an application at the School of Graduate Studies at least three weeks prior to the above review dates. Applications are complete when all materials required by the program, e.g. transcripts, recommendation letters, official test scores, written statements, etc., have been received by the School of Graduate Studies and forwarded to the department. It is the responsibility of the applicant to ensure that all required admissions materials are sent to the School of Graduate Studies.

**4. What is the selection process for admission to the Graduate Program?**

Your first step is to complete application package at the School of Graduate Studies (<http://graduateschool.und.edu>). It is then forwarded to the department for a decision. Please note that we do not make decisions on incomplete applications. We then evaluate the entire pool of completed applications and offer admissions based on a set of holistic standards that includes your transcript(s), TOEFL and GRE scores (if applicable), and other factors. This system has been shown to be a good predictor of when an applicant is likely to be successful in graduate school.

**5. What type of financial aid is available to graduate students?**

Financial aid in the form of graduate teaching assistantship (GTA), graduate research assistantship (GRA), fellowship, internships, and tuition waiver are available on a competitive basis. Students seeking financial aid should complete their applications by department deadline to be given full consideration for financial aid. Assistantships are renewable if progress toward the degree and instructional/research service are satisfactory and availability of the fund.

**6. How are financial aid offers determined?**

We rank all qualified admissions using the same holistic rating of factors that are used to determine admissions. Financial aid offers are then made from this ranked list based on the number of teaching and research assistantships we predict will be available in the initial semester. This is done on a department-wide basis, therefore please note that students are not recruited by individual faculty members.

If you are offered financial aid, you will typically have 30 days to accept the aid and certify that you will actually enroll at UND. If you decide not to enroll, we will then offer your aid to the next student on the waiting list.

**7. Can I improve my chances of getting aid by contacting individual faculty members?**

No. Contacting individual faculty will not affect your chances positively. The Electrical Engineering faculty will simply forward your email to the graduate program director for action.

**8. What happens if I am admitted but do not get an initial financial aid offer?**

You will be placed on a waiting list based on your order on the ranking list. When aid becomes available and your name comes to the top of the list, you are offered aid. If you enroll at UND without aid, you will be given priority for aid over any newly admitted students for the next semester, as long as you are a student in good standing.

Over 90% of eligible students admitted to the program are offered aid prior to the start of their initial semester. Currently, 100% of eligible students in good standing have received financial aid offers prior to the start of their second semester.

**9. If I do not require financial assistance does that increase my chances of admission?**

No. Admission is based solely on our evaluation of your capabilities to handle the advanced work incumbent in electrical engineering graduate studies.

**10. What is the application procedure and what should I submit?**

Those who wish to be considered for graduate study are required to submit an application and supporting materials to the School of Graduate Studies. Applicants are required to use the online application which is available at: <http://graduateschool.und.edu>. All applicants are required to submit the following:

- I. Application form;
- II. Application fee;
- III. Three letters of recommendation;
- IV. One official copy of all academic transcripts; and
- V. Statement of Goals and Objectives. Applicants are encouraged to write about their field/faculty of interest in the statement of Goals and Objectives.

**11. What is the degree requirement?**

Bachelor of Science degree in Electrical Engineering or closely related field. Students holding B.S. degrees in other fields, e.g., physics, mathematics, and computer science, may be admitted to Provisional or Qualified status until selected undergraduate requirements in electrical engineering have been satisfied.

**12. What is the Grade Point Average (GPA) requirement?**

- For the M.Engr. program, a cumulative GPA of at least 2.5 for all undergraduate work or a GPA of at least 2.75 for the junior and senior years of undergraduate work (based on A = 4.00).
- For the M.S. program, a cumulative GPA of at least 2.75 for all undergraduate work or a GPA of at least 3.00 for the junior and senior years of undergraduate work (based on A = 4.00).
- For the Ph.D. program, GPA of 3.3 or higher or a M.S. degree in an engineering discipline with a GPA of at least 3.0.

**13. What is the requirement for academic-level proficiency with the English language?**

All graduate admissions tests (GMAT, GRE, TOEFL, etc.) must be sent directly by the Testing Service. The institution code for the University of North Dakota is 6878 for the GRE, TOEFL, and GMAT. The institution code for the MAT is 1380. Photocopies of test scores are not accepted. Not all graduate programs require testing for admission.

Please consult the School of Graduate Studies website (<http://graduateschool.und.edu>) for current information on admission tests.

All graduate applicants must demonstrate academic-level proficiency with the English language before they will be considered for approved status admission. This requirement must be met by all applicants, regardless of citizenship, residency, or nation of birth. No applicants will be considered for approved admission status until the English Language Proficiency Requirement has been met. The English Proficiency Requirement will not be waived for any reason. This requirement may be satisfied in any of the following ways:

- I) A bachelor's degree or higher from a recognized institution in the United States, England, Scotland, Ireland, Wales, Jamaica, Australia, New Zealand, or English Speaking Canada;
- II) An overall band score on the IELTS of at least 6.5;
- III) A satisfactory score on the Test of English as a Foreign Language (TOEFL). For the internet-based TOEFL (TOEFL iBT) an overall score of 76 is required. To be considered for a Graduate Teaching Assistantship, a Speaking subtest score of 26/30 is required;
- IV) Successful completion of English Language Service (ELS) Language Center's Intensive Level 112. Graduate Teaching Assistants must be proficient English language communicators. International students who are nonnative speakers of English are required to take the TSE (Test of Spoken English) or the SPEAK test and achieve a score of 50 before a Graduate Teaching Assistantship may be offered. Language proficiency may also be established on the basis of the Internet Based TOEFL (iBT) if the student scores at least 26 on the spoken section and meets all other section requirements. Contact the School of Graduate Studies for more information.

**14. Do I need to take the GRE for Ph.D. program?**

Yes. In addition to meeting the general provisions in the UND graduate catalog, Ph.D. applicants are assessed using a holistic process that considers GRE test scores (students with a B.S. engineering degree from an ABET accredited program are not required to submit GRE scores).

**15. What is the EE combined degree program?**

To encourage undergraduate engineering students to extend their studies to include a graduate degree, the EE department permits students to earn both B.S. and M.S./M. Engr. degrees. This program allows students to designate two three-credit hour courses to count for both degrees.

Students may be admitted to the EE Combined Degree Program after the completion of 95 credit hours towards the B.S. degree with a GPA of at least 3.0, and before completion of the B.S. degree. Completed applications must be received at the School of Graduate Studies by the application deadline. The two three-credit hour courses designated for both degrees must not have been completed at the time of application and they must have graduate course standing. The student is admitted to the School of Graduate Studies on completion of 125 credit hours towards the B.S. degree with a GPA of 3.0 or higher. Students in the program may opt to be awarded their B.S. and M.S. degrees sequentially or at the same time.

**16. Should I send my application to the EE department, EE Graduate Program Director and/or a faculty in EE department?**

No, EE department will receive your application after being processed at the School of Graduate Studies. If more documents are needed, you will be contacted.

**17. Where should I send my application?**

The application should be submitted to the School of Graduate Studies. The application process is entirely online. For more information, contact the School of Graduate Studies:

School of Graduate Studies Admissions  
University of North Dakota  
264 Centennial Drive, Stop 8178  
Grand Forks, ND 58202-8178  
Phone (701) 777-2947, 1-800-CALL UND  
FAX (701) 777-3619  
E-mail: [questions@gradschool.und.edu](mailto:questions@gradschool.und.edu)  
<http://graduateschool.und.edu>

**18. What will be the result of review of my application by the EE department?**

The EE department reserves the right to refuse admission to any applicant on the basis of scholastic or other reasons. Applicants who do not meet all of the requirements for “APPROVED” admission may be considered for QUALIFIED, PROVISIONAL, or DEFERRED admission status. For more details, visit:

<http://und-public.courseleaf.com/graduateacademicinformation/admission/categoriesofadmission/>.

Applicants will be informed about the department decision through the School of Graduate Studies. Applicants admitted to a graduate program will be issued an I-20 Form after all required documentation has been submitted.

**19. Where can I find more information?**

You may contact the EE Graduate Program Director, Dr. Reza Fazel-Rezai ([reza@und.edu](mailto:reza@und.edu)) or visit the following websites:

- EE Department:  
<http://engineering.und.edu/electrical/>
- College of Engineering and Mines  
<http://engineering.und.edu>
- School of Graduate Studies  
<http://graduateschool.und.edu>
- Undergraduate and Graduate Academic Catalog:  
<http://und-public.courseleaf.com/pdf/2013-14.pdf>
- Graduate Academic Information  
<http://und-public.courseleaf.com/graduateacademicinformation/>