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Overview and Contact Information

Personnel – PGE Graduate Office

Department Chair
Dr. Jon Olson

Department Assistant Director
Stephanie Stickney

Department Graduate Advisor
Dr. Kamy Sepehrnoori

Center for Petroleum & Geosystems Engineering (CPGE) Director
Dr. Kishore Mohanty

CPGE Executive Assistant through Fall 2019
Diane Landeros

Graduate Studies Committee – GSC (Faculty Supervisors/Faculty Advisors)

Matthew Balhoff  Ryosuke Okuno
Hugh Daigle  Jon Olson
Mojdeh Delshad  Gary Pope
David DiCarlo  Masa Prodanovic
D. Nicolas Espinoza  Michael Pyrcz
John Foster  Kamy Sepehrnoori (GSC Assistant Chair)
Kenneth Gray  Mukul Sharma (GSC Chair)
Zoya Heidari  Wen Song
Larry Lake  Carlos Torres-Verdin
Kishore Mohanty  Eric van Oort
Quoc Nguyen  Mary Wheeler

Graduate Coordinator
Amy Stewart

Degrees Offered

Master of Science in Engineering
Doctor of Philosophy
Contact Information

Campus address: Chemical and Petroleum Engineering Building (CPE) 2.502, phone (512) 471-3161, fax (512) 471-9605; campus mail code: C0300

Mailing address: The University of Texas at Austin, Graduate Program, Hildebrand Department of Petroleum and Geosystems Engineering, 200 East Dean Keeton Stop C0300, Austin TX 78712-1585.

E-mail: pgegradoffice@mail.utexas.edu

URL: http://www.pge.utexas.edu/

Objectives

This program is designed to educate engineers to solve problems related to exploring and recovering subsurface resources such as oil and gas. The program allows students to take courses in a broad range of areas, including computational geosystems engineering, drilling engineering, environmental and geosystems engineering, formation evaluation, petroleum economics, production engineering, and reservoir engineering.

Once students have chosen a degree option, they may choose to work closely with a faculty member conducting research in their area of interest. The program offers a doctoral degree based on a combination of coursework and research, and a master’s degree based on either a thesis or a report, or on coursework alone.

Facilities for Graduate Work

Excellent facilities for graduate research in petroleum and geosystems engineering are available in the Chemical and Petroleum Engineering Building. In addition to departmental offices and classrooms, the building houses over 40,000 square feet of laboratory space, providing unique capabilities for studies in production logging, vertical and inclined flow in wells, artificial lift, core flooding for enhanced oil recovery, subsurface environmental remediation, drilling, stimulation, rock mechanics, well log digitizing and interpretation, PVT analysis, reservoir simulation development and application, and unconventional resources. Additional laboratory space at the J. J. Pickle Research Campus is used for research. A machine shop is maintained to fabricate and support research equipment.

In addition to the facilities of Information Technology Services, students have access to a host of computers housed in the Hildebrand Department of Petroleum and Geosystems Engineering, including numerous PCs, workstations, and supercomputing facilities at the Texas Advanced Computing Center. Excellent library facilities include the Mallet Chemistry Library, the Walter Geology Library, and the Kuehne Physics Mathematics Astronomy Library.
Research Areas

https://www.pge.utexas.edu/research/research-areas

- Drilling and Completions
- Enhanced Oil Recovery
- Formation Evaluation
- Geologic Carbon Storage
- Hydraulic Fracturing and Reservoir Geomechanics
- Integrated Reservoir Characterization
- Natural Gas Engineering
- Petrophysics and Pore Scale Processes
- Production Engineering
- Reservoir Engineering
- Reservoir Simulation
- Unconventional Resources
Admission Requirements

All prospective degree candidates must have a background satisfactory for study of advanced petroleum engineering as determined by the Graduate Studies Committee. For students without this background, such as those without degrees in engineering or in the petroleum-related fields, the Graduate Studies Committee will recommend a program of coursework designed to prepare the student for graduate study. Complete requirements for admission are on the PGE website.

http://www.pge.utexas.edu/graduate/admissions

Required admission items:
1. Cockrell School of Engineering admission application (Do not use ApplyTexas application)
2. Pay admission application fee ($65 for U.S. applicants; $90 for international applicants)
3. Three Recommendation Letters
4. Statement of Purpose
5. General GRE scores sent to UT Austin (code = 6882); All sections are required: GRE verbal, GRE quantitative, and GRE analytical writing.
6. Current Transcript(s)
7. Curriculum Vitae (CV) or Résumé
8. For International Applicants Only: TOEFL scores sent to UT Austin (code = 6882). We require the TOEFL scores instead of IELTS. IELTS scores will not be accepted.

International Students and TOEFL Exemptions

Info for International Students and TOEFL exemptions for qualifying countries:
http://admissions.utexas.edu/apply/qualifying-countries

Deadlines

Spring Semester Deadline = September 1
Summer Session Deadline = December 15
Fall Semester Deadline = December 15

Deadline Info: A completed online admission application and all required documents should be submitted as soon as possible but no later than 11:59 pm (Central Standard Time) on the deadline date.

Applicants who are admitted without a bachelor’s or master’s degree in Petroleum Engineering will be required to take some background courses while in our graduate program. Some background courses include Drilling Engineering, Well Logging, Advanced Reservoir Engineering, Basic Geology for Engineers, etc.
Petroleum and Geosystems Engineering (PGE) Courses

Here are some classes offered in the PGE graduate program. All of the courses are not offered every semester. This list is not all of the courses. Courses can be added or cancelled by the department in any semester. Graduate courses have numbers that end in 80 or above. The first number tells the number of credit hours a semester.

Example: PGE 382 = This course is a graduate course for three semester credit hours.

PGE 382 Basic Geology Concepts for Engrs
PGE 382L Numerical Methods in Petrol/Geosys Engr
PGE 383 Advanced Drilling & Well Completion
PGE 383 Applied Subsurface Geology
PGE 383 Decision Analysis
PGE 383 Digital Rocks Petrophysics
PGE 383 Formation Evaluation Unconventional Reservoirs
PGE 383 Geochemistry and Fluid Flow
PGE 383 High Performance Comp Eng
PGE 383 Interface & Colloid Chem PE
PGE 383 Numerical Simulation of Reservoirs II
PGE 383 Small-Scale Fluid Flow
PGE 383 Natural Gas Engineering
PGE 383 Advanced Production Engineering
PGE 383 Energy Finance
PGE 383 International Petroleum Concession/Agreement
PGE 383 Oil & Gas Facilities Design
PGE 384 Advanced Thermodynamics & Phase Behavior
PGE 387L Fundamental Enhanced Oil Recovery II
PGE 381 Drilling Engineering
PGE 381K Engineering Analysis
PGE 381L Advanced Petrophysics
PGE 381M Transport Phenomena
PGE 383 Advanced Geomechanics
PGE 383 Artificial Lift
PGE 383 Finite Element Methods
PGE 383 Subsurface Machine Learning
PGE 383 Wellbore Mech/Manag Press Dril
PGE 383 Writing Technical Paper in Petroleum & Geosystems Engineering
PGE 383 Hydraulic Fracturing Design and Evaluation
PGE 385M Advanced Well-Logging & Correlation
PGE 388 Advanced Reservoir Engineering
MS Degree Requirements

The student’s program of coursework is selected with the approval of the Graduate Advisor, with consultation of the supervising professor. These courses are selected from four modules: Basic Skills, Discipline Areas, PGE Electives, and Outside Electives.

For students without a BS degree in petroleum engineering, the elective courses and courses taken in each module may be used to make up some (but not all) deficiencies. This may limit the choice of elective courses.

MS Coursework Options:  MS Thesis, MS Report, MS Fast-Track to PhD, MS No Thesis No Report

**THESIS OPTION** (30 semester credit hours)
- A minimum of two courses from Module I.
- A minimum of four courses from Module II and/or Module III.
- A minimum of two courses from Module IV.
- Thesis (PGE 698A and PGE 698B).

**REPORT OPTION** (33 semester credit hours)
- A minimum of three courses from Module I.
- A minimum of five courses from Module II and/or Module III.
- A minimum of two courses from Module IV.

**PhD FAST TRACK OPTION** (33 semester credit hours)
- A minimum of three courses from Module I.
- A minimum of five courses from Module II and/or Module III.
- A minimum of two courses from Module IV.

*Please note:* This option requires 4 more graduate courses plus 6 hours of a dissertation course after receiving a Master’s degree in order to receive a PhD degree.

**NO THESIS NO REPORT OPTION** (36 semester credit hours)
- A minimum of three courses from Module I.
- A minimum of seven courses from Module II and/or Module III.
- A minimum of two courses from Module IV.
**MS Program Modules**

The MS program consists of courses from four different modules described below.

**Module I - Basic Skills**

- PGE 381K Engineering Analysis (can count as one outside course)
- PGE 381L Advanced Petrophysics
- PGE 381M Transport Phenomena
- PGE 384 Advanced Thermodynamics and Phase Behavior

**Module II - Discipline Areas**

- PGE 38x Drilling (course approved by Graduate Advisor)
- PGE 388 Advanced Reservoir Engineering
- PGE 385K Advanced Multi-Well Formation Evaluation
- PGE 383 Advanced Production Engineering

**Module III - PGE Electives**

- PGE 38x Graduate Electives within PGE.
- PGE 382/ EER 396 Basic Geology Concepts for Engineers (students with no PE background must take this course as an elective)

**Module IV - Outside Electives**

- Students must take two graduate engineering or science courses outside the PGE department. At least one of these outside courses must be taught by non-PGE faculty. PGE 381K can satisfy one of the two outside course requirements.
**PhD Degree Requirements**

**PhD Coursework Options**

Students admitted to the university as a graduate student must complete additional requirements to become a PhD candidate. Students have two options for PhD.

1. **Master’s Degree (in Engineering or a related field of study) to PhD**
2. **Bachelor’s Degree (in Engineering or a related field of study) to Direct PhD**

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**Master's Degree to Ph.D. Option** (24 semester credit hours beyond MS degree)

- At least 15 of the semester credit hours must be PGE courses
- Exception: Students who already have an MS degree in petroleum engineering from an accredited US or Canadian university can reduce the PhD course requirements from 24 hours to 12 semester hours. The majority of the courses must be taken within the PGE department.
- Remaining semester credit hours can be PGE graduate courses or approved Science or Engineering courses - Non-technical courses are not approved.
- 3 of the 5 basic core courses for the MS degree can be taken as preparation for the written PhD qualifying examination.
- All courses must be taken for a letter grade and supervising committee (research advisor) may require additional courses

**Bachelor’s Degree to Direct PhD Option** (36 semester credit hours)

- The coursework is the same as No Thesis No Report for MS degree option
- Students will not receive an MS degree
- Students will only receive a PhD degree at the completion of all the requirements

**ADDITIONAL PhD REQUIREMENTS FOR BOTH PhD OPTIONS:**

- Students are responsible for satisfying the background course requirements communicated to the student by the graduate advisor.
- Undergraduate courses taken in fulfilment of background courses will not count towards the PhD degree.
- Graduate courses taken as background courses can count towards the PhD degree, with approval from the Graduate Advisor.
- The academic program must be approved by the GSC, although the coursework does not have to be completed to apply to candidacy.
- A student must maintain a cumulative minimum 3.5 GPA or better for all courses taken at UT Austin while in the PhD program.
Continuing PhD Student’s TO DO LIST:

SELECT A DISSERTATION TOPIC

- One or more PGE faculty members will supervise the research.

- Select a supervising committee with GSC approval. A committee will have 5 members. At least 3 members are PGE faculty on the GSC (Graduate Studies Committee). 1 member must be from outside the GSC and can be outside UT. The 5th member can be a non-GSC PGE faculty or faculty from another UT department. However, 4 PGE faculty are preferred.

PASS WRITTEN PhD QUALIFYING EXAMS

- Exams consist of several parts, covering topics that the graduate faculty may change from time to time.
- Current topics are Mathematical Analysis, Petrophysics and Flow in Porous Media, Transport Phenomena, and Analytical Writing.

- New PhD students (those with an MS degree from anywhere other than UT PGE Department) who are eligible must take the exams the first time they are offered after being in residence.

- Continuing PGE students (those obtaining an MS degree from UT Austin) must take the exams the first time they are offered after completion of the MS degree.

- Students must choose and pass 3 of the 4 written exams in no more than two attempts to be considered for PhD candidacy.

- If a PhD aspirant fails any of the 3 chosen exams of the PhD qualifying exams, that part must be retaken the next time the exams are offered.

PASS AN ORAL PhD RESEARCH PROPOSAL EXAMINATION

- The exam is conducted by the student’s PhD supervising committee.

- There will be an oral discussion of the proposed dissertation research to determine the student’s grasp of the research problem and to assess future goals. It is not necessary to have made significant progress toward a solution of the research problem in order to present the research proposal.

- A PhD aspirant must complete this research proposal exam no later than 30 months from the date he/she entered the PhD PGE graduate program and after successful completion of the PhD written qualifying exams. Students who have conditionally passed the qualifying exams must also take the oral exam within this time frame. Students who do not complete the exams by this date will be required to retake the PhD written qualifying exams. Any failure on the re-qualification exams will result in dismissal from the PGE graduate program.

- A PhD aspirant must prepare a written dissertation proposal (no more than 20 single-spaced pages including appendices). Submit copies to the committee members at least one week before the oral
presentation is made. The student should consult with his/her supervising professor(s) about the
detailed content of the proposal, but the proposal should not be significantly edited by the advisor. This
is an exam.

- The presentation should be clear, concise, well thought-out and no longer than 30 minutes. Following
the presentation, the committee will pose up to (but no more than) one hour of questions to the
student. The entire exam should not take more than one and a half hours.

During the exam, committee members will suggest courses of action and make known their own
expectations. A PhD aspirant must bring to the oral exam a completed departmental form (obtained
from the Graduate Coordinator) that lists the coursework taken and grades achieved. After the exam,
the signed original departmental form must be returned to the Graduate Office so that it can be kept on
file. The committee decides if the student has passed the research proposal exam and makes
recommendations to the student regarding additional coursework, if any, which should be taken.
Options are pass, no pass, and fail. A no pass requires another oral exam. A PhD aspirant will be allowed
two chances to pass the oral exam, but the exam must be retaken within three months.

**APPLY TO PhD CANDIDACY**

- In order to be “advanced to candidacy”, the PhD student must go online and submit their Application
for Candidacy to the Graduate School. The student must present his/her course plan for the PhD degree
to the Graduate Coordinator, including background course requirements. The student should see the
Graduate Coordinator or Graduate Advisor, if assistance is needed.

**AFTER APPROVAL OF PhD CANDIDACY, REGISTER FOR DISSERTATION COURSES**

- A PhD student should register for dissertation courses ending in “W” (PGE 399W, PGE 699W, PGE
999W) during the first semester of candidacy and every semester after that until the student graduates.
If the UT Graduate School processes an audit for dissertation courses and a PhD candidate is not
registered for a dissertation course, the student will receive a bar hindering registration.

**SCHEDULE FINAL ORAL EXAMINATION (DISSERTATION DEFENSE)**

- Once a student’s dissertation is nearing completion, it’s time to schedule the defense – the final oral
examination.

- A PhD student should do the following things: (1) Make arrangements for the defense at the beginning
of the semester (especially during the summer) in order to accommodate the travel plans of the
committee members (2) Choose a date and time that the committee members can attend (3) Contact
PGE 2nd floor front desk staff in CPE 2.502 regarding available rooms for the selected final oral exam
date (4) Schedule the final oral exam with the Graduate School at least two weeks prior to the exam
date by completing the online “Request for Final Oral Examination form” found on the Graduate
School’s website (5) Email the final oral exam information (date, time, location, dissertation abstract) to
the Graduate Coordinator within 2 days of completing the Graduate School’s final oral exam form. The
Graduate Coordinator will send an email invitation to PGE faculty and graduate students plus post flyers
regarding the final oral exam.
Background Courses for MS and PhD Students

Background courses are required so that all students who graduate from the Department of Petroleum and Geosystems Engineering at UT will have a basic and similar level of knowledge. Any exceptions to the rules listed below must be approved by the Graduate Advisor. Decisions by the Graduate Advisor may be appealed to the Graduate Studies Committee.

Background courses must be (or have been) taken for a letter grade with a minimum grade of C, as determined on a 4.0 scale.

Background courses can be taken at any university in the world, as long as the courses explicitly use the same words described in the background areas listed below.

Courses taken for a BS or MS may also count as background courses.

All graduate level courses taken as background courses can count towards the MS or PhD degree.

Students who have significant work experience in the petroleum industry can be exempted from some background PE courses, depending on their level of experience and job titles. Generally, students who have worked more than two years will be exempted in one area.

Students who take and successfully pass extensive short courses from a company sponsored education program or university course can also be exempted from that background area.

Students may also be exempt from some background areas if they have AP credit or if they have passed the Fundamentals Engineering (FE) exam.

Students are responsible for satisfying the background courses regardless of their previous degrees. You will not be allowed to graduate until you satisfactorily complete these requirements and provide official documentation of the courses you have taken.

There are three basic categories of background courses. Recommended courses that satisfy the requirements at UT are given in parenthesis in the lists below, although others are possible with the approval of the Graduate Advisor.

- **Background PE areas:** Drilling engineering (PGE 381), well logging (PGE 358 or PGE 385K), production engineering (PGE 362 or PGE 383), reservoir engineering (PGE 323 or PGE 388) and geology (PGE 382). Students are required to take one course in at least four of these five areas, for a total of four courses. Courses to be approved by Graduate Advisor.

- **Background Engineering areas:** Thermodynamics (PGE 326 or PGE 384), engineering mechanics or statics (EM 306), math (differential equations), chemistry (PGE 421K), and physics. The background engineering mechanics course can be satisfied if a student has an engineering course in continuum mechanics, solid mechanics, statics, engineering mechanics, dynamics, or fluid mechanics. Students must have one course in each of these areas, for a total of five courses. Courses to be approved by Graduate Advisor.
• Writing area: Students with a verbal score lower than 153 on the GRE will be required to take a technical writing/communication course as specified by the graduate advisor.
Below are some examples of actual student cases with background requirements:

- **Example 1**: A student with a BS in mathematics and a MS in physics asks if his physics background will satisfy the thermodynamics background area. She points out that she took a course that contained material on the first and second laws in one of her physics courses. Decision: This student must take a thermodynamics course since the word “thermodynamics” is not in the course title on her transcript.

- **Example 2**: A student with a BS in mathematics and a MS in physics asks if his physics background will satisfy the engineering mechanics background area. He points to one course with the title “physical mechanics” and another that says “solid mechanics.” Decision: This student must take the engineering mechanics course because the words “engineering or statics” are not in the title.

- **Example 3**: A student has a BS and MS in petroleum engineering from China and has satisfied all background areas, except one. The student has not taken a thermodynamics course. Decision: This student must take a thermodynamics class.

- **Example 4**: A student has an engineering degree, but not in petroleum engineering. The student has satisfied all background engineering areas. Decision: This student is required to take one course in at least four of the background PE areas. This student also needs to take a writing course because of their low verbal score on the GRE.

- **Example 5**: A student has an engineering degree, but not in petroleum engineering. The student has satisfied all background engineering areas, but not the background PE areas. This student worked for Shell Oil for five years in petrophysics. Decision: This student is exempt from one background course in well log analysis because of their five years of work experience in that area. They must take one course in at least three of the remaining background PE areas.
Course Examples: Fulfilling Modules

Please note: These are NOT all of the possibilities, but this gives you a general idea of which classes are under which module. There are special circumstances where we can allow different courses to be accepted under a different module.

Module I – Basic Skills

PGE 381K Engineering Analysis
PGE 381L Advanced Petrophysics
PGE 381M Transport Phenomena
PGE 384 Advanced Thermodynamics

Module II – Discipline Areas

PGE 381 Drilling Engineering
PGE 388 Advanced Reservoir Engineering
PGE 385M Advanced Well Logging and Correlation
PGE 383-85 Advanced Production Engineering

Module III: PGE Electives (Any PGE 381 through PGE 392K)

PGE 383 Artificial Lift
PGE 383 Res Characterization Heavy Oil
PGE 383 Wellbore Mech/Manag Press Dril
PGE 383 Hydraulic Fract Dsgn & Eval
PGE 387K Fundmtls Enhanced Oil Recvry I / EOR I
PGE 387L Fundmtl Enhanced Oil Recvry II / EOR II
PGE 392K Num Simulation of Reservoirs

Module IV: Outside Courses (Can be any of the courses listed below or any course approved by the Graduate Advisor)

Students must take two graduate engineering or science courses outside of the PGE department. At least one of these outside courses must be taught by non-PGE faculty. PGE 381K Engineering Analysis can satisfy one of the two outside course requirements.

EER 396 Basic Geo Concepts for Engrs
EER 396 Intl Petrol Concessn/Agree
EER 396 Energy Finance
CHE 385M Surface Phenomena
CHE 392P Intro to Polymer Material Sci
C E 385D Water Resources Planning / Mgmt
E M 389J Experimental Mechanics
E M 388 Solid Mechanics I
GEO 383 Clastic Depositional Systems
GEO 383R Reservoir Geo and Adv Recovery
GEO 384N Rock Physics
M E 380Q Engr Anly: Analytical Meth
ORI 390R Decision Analysis
PHY 386K Physics of Sensors
E M 388F Fracture Mechanics

SDS 394 Scientific and Technical Computing
Advising

- Students should print an advising sheet or get one from the graduate coordinator.
- [https://www.pge.utexas.edu/images/Advising_Sheet_New_Registration_Information_Sheet_2019.pdf](https://www.pge.utexas.edu/images/Advising_Sheet_New_Registration_Information_Sheet_2019.pdf)
- The sheet will need to be completed in pen (not pencil) with the following info for the registration semester: name, UT EID, source of support (GRA, TA, Fulbright, name of sponsoring company or government, self-funded, etc.), supervisor, semester and year, the kind of degree plan profile (MS Thesis, MS Report, MS No Thesis No Report, PhD Aspirant – not yet a PhD candidate, PhD Candidate), area of focus, courses to be taken, student’s signature, student’s email address, student’s research advisor’s (supervisor’s) signature.
- Students should have their supervisor sign their advising sheet before visiting the graduate advisor. If students do not have a supervisor, they should write “none” in the supervisor blank.
- Students will need to meet with the graduate advisor (Dr. Kamy Sepehrnoori) for advising before registering for each semester. The graduate advisor will need to sign the advising sheet. The student will then take the signed advising sheet to the graduate coordinator. The graduate coordinator will remove the advising bar for the student. Exception: Students already approved for PhD candidacy do not need to complete an advising sheet if they have completed all of their required coursework, except for dissertation courses.
- If students decide to add or drop courses after receiving the graduate advisor’s signature, they are required to take the advising sheet back to the graduate advisor to be initialed.

Satisfactory Progress

Each Petroleum Engineering graduate student is expected to make satisfactory progress towards the completion of requirements for a degree from the Hildebrand Department of Petroleum and Geosystems Engineering each semester. Satisfactory progress includes timely communication as well as regularly meeting with faculty supervisors each semester. If a student’s supervisor has not seen a student or received written communication from a student in a semester, the student’s progress is unsatisfactory.
Grades

Grading Symbols

CR = Credit
NC = No Credit
Q = Course was dropped
W = Student withdrew from the University
X = Temporary delay of course grade
I = Permanent incomplete
*asterisk = course is continuing (no longer used for grades for dissertation for students continuing in the PhD program
# pound sign = Grade was not submitted in time for this report
Z = Student is registered on the credit/no credit or pass/fail basis

Grades and Credit

Only courses in which a student earns a grade of C or better may be included in the Program of Work for a graduate degree at The University of Texas at Austin. Graduate School link for more details on grades and credit https://gradschool.utexas.edu/academics/policies/grades-and-credit

Credit/No Credit Info

Students can check to see if a class is offered on a “letter-grade basis only” by using the unique number to see the course information in the course schedule. If the information does not say “letter grade basis only”, the course can be changed to credit/no credit. The student is responsible for talking with the instructor to see what is required to receive a grade of “CR”. A student should not assume that attendance or completion of assignments are no longer Required after changing a course from a letter grade basis to credit/no credit.

PGE GPA Requirement

- Master’s students are required to maintain a 3.2 GPA or better
- PhD students are required to maintain a 3.5 GPA or better
- Students below the GPA requirements will be allowed one semester to bring up their GPA.

Texas One Stop: Grades

- Additional grade info can be seen on the Texas One Stop page that will give students grade information including GPA calculation.
  https://onestop.utexas.edu/student-records/grades/
Degree Info and Registration Info

Master’s students follow the coursework in the MS Modules to complete their Program of Work in order to receive a degree.

PhD students do not have to follow a particular module, unless students are in “Direct PhD”, which follows the MS No Thesis No Report coursework. PhD students are required to complete their Program of Work by using the appropriate course requirements below, presenting a PhD proposal, and then applying for PhD candidacy. After a student’s PhD candidacy application is approved, the student is required to register for at least 3 credit hours of dissertation until they graduate. At least 6 hours of dissertation is needed to complete the coursework needed for a PhD degree.

1. If you already have a master’s degree from a U.S. or Canadian college in Petroleum Engineering, you will need to take 4 graduate level courses (3 courses have to be PGE courses) and at least 6 hours of dissertation. Usually, no background courses are needed.
2. If you already have a master’s degree from a U.S. or Canadian college and your major was NOT Petroleum Engineering, you will need to take 8 graduate courses, at least 6 hours of dissertation, plus any background courses needed.
3. If you already have a master’s degree but it’s not from a U.S or Canadian institution, you will need to take 8 graduate courses, at least 6 hours of dissertation, plus any required background courses needed.
4. If you do not have a master’s degree and will be in the “Direct PhD” degree plan, you will need to take 12 graduate courses, at least 6 dissertation hours, plus any background courses needed.

Finding Courses for Registration:

- Go to the UT Austin’s main page www.utexas.edu.
- Enter the semester (Example: Spring 2020) you want in the search box.
- Click on “Course Schedule Spring 2020”.
- Click on “Find Courses Now”.
- Select “PGE- Petroleum & Geosystems Engr” in the drop-down menu under “Field of Study and Level”.
- Select “graduate-division”.
- Click “find courses”.

To Actually Register: (Please note: This is one of many ways to register for classes. In other words, this is not the only way to register for a class.)

- Go to the registration link for the particular semester. https://registrar.utexas.edu/schedules/202/whentoregister/p2
- The next registration for students is Period 2 (January 13 – January 17, 2020). Click on “register online” or “Registration Information Sheet”. Near the bottom of the online Registration Information
Sheet, you should see “Web Registration”. Click on that “Web Registration”. The graduate coordinator will email registration reminders with registration links.

Qualifying Exam Instructions

**IMPORTANT NOTE:** NO CELLPHONES, BACKPACKS, ETC. ALLOWED IN THE EXAM ROOM. YOU SHOULD ONLY BRING PENCILS AND OTHER ITEMS LISTED BELOW AS ALLOWED FOR PARTICULAR EXAMS.

No electronic devices of any kind (e.g., cellphone, camera, etc.) are allowed in the exam room, except where noted.

All exams must be worked in pencil. Before the test begins, an identification number will be given to each test taker to be written on each exam. No names should be on the tests.

**Petrophysics:** Bring the textbook (Peters, volume I & II). You may bring a hard copy of a pdf file, but no written notes in the book or otherwise. **No solutions of any kind will be allowed. A hand-held electronic calculator is allowed.**

**Mathematics:** Bring up to 8 single-sided pages of notes. Tables of integrals/differentiation/Laplace transforms will be given to you at the exam. **No calculators allowed.**

**Transport:** Bring up to 10 pages of handwritten notes (8 ½ x 11, both sides OK), copy of Bird Stewart and Lightfoot, calculator, Tables of integrals/differentiation, straight-edge (ruler), pad with plenty of blank “engineering” paper – pale green, with grid on back, pencils (mechanical or regular OK) and erasers and, if necessary, sharpener.

**Writing:** Bring only a pencil.

Test Times, Dates, and Location for Next Qualifying Exams:

All Exams are 9:00 am – 1:00 pm

**Math:** Monday, January 13, 2020 in CPE 2.204
**Petrophysics:** Wednesday, January 15, 2020 in CPE 2.204
**Writing:** Thursday, January 16, 2020 in LRC (Learning Resource Center/Computer Lab, CPE 3.144A)
**Transport:** Friday, January 17, 2020 in CPE 2.204

Qualifying Exams – Additional Information

- Students will need to have a GPA of at least 3.0 in January 2020, in order to take an exam.
- If students need to be removed from the exam list of test takers for January 2020 due to a low GPA or any other reason after fall semester grades are posted, please let me know.
Qualifying Exam Score Inquiry

- Students have one month from the qualifying exam results letter date to inquire about their qualifying exam.
- Students can contact the Graduate Coordinator by sending an email message addressed to the GSC Chair that will include the student’s qualifying exam number, the specific exam title, and the student’s request.
- The Graduate Coordinator will remove the student’s name and email address from the email and forward the email to the GSC Chair.
- The GSC Chair will review the request and contact faculty/staff who will be involved in the resolution of the inquiry.
- Students should receive a response from the Graduate Coordinator regarding their inquiry no later than 14 business days from the date the email is sent to the GSC Chair.
- Students will not be allowed to visit or contact the exam graders.

Conditional Pass Courses for Qualifying Exams

Here are the courses offered to satisfy the conditional pass requirements of the qualifying exams.

**CP = Conditional Pass**

**CP for Math** = (1) ASE 380P Analytical Methods I; (2) CHE 381 Advanced Analysis; (3) Similar course approved by PGE Graduate Advisor

**CP for Petrophysics** = (1) PGE 424 Petrophysics; (2) PGE 385K Adv Multi-Well Formation Eval; (3) Similar course approved by PGE Graduate Advisor

**CP for Transport** = (1) CHE 353 Transport Phenomena; (2) Similar course approved by PGE Graduate Advisor

**CP for Critical Thinking/Writing** = (1) PGE 383 Writing Technical Paper in PGE; (2) Similar course approved by PGE Graduate Advisor

Students will need to receive a letter grade of a B or better to satisfy the conditional pass requirement. Courses may be taken at any time before the student graduates.
Graduation Information: To Do List for PhD Students Planning to Graduate

- Give your dissertation to your PhD committee to read at least 1 month (about 4 weeks) before your scheduled dissertation defense.
- Decide a date for your PhD dissertation defense and confirm the date with your PhD committee members. Contact Leah Freeman (lfreeman@austin.utexas.edu) at the front desk in the main PGE office (CPE 2.502) to see if the Brons Room (CPE 2.236) is available during the date and time you want. If it’s not available, you should contact Arletta Tompkins (arlettat@mail.utexas.edu) to find another room. You won’t be able to submit your “Request for Final Oral Examination” without a confirmed dissertation date and location.
- Submit a “Request for Final Oral Examination” form to the Graduate School (MAI 101) at least two weeks before your scheduled dissertation defense. 
- Send the graduate coordinator your dissertation abstract as an attachment AFTER receiving an email from the graduate coordinator requesting it AFTER your “Request for Final Oral Examination” has been approved by the Graduate School.
- The graduate coordinator will then send out an email invitation with info about your dissertation defense and post flyers.
- At about 3 to 5 days from your dissertation defense, the Graduate School will send you an email with attachments regarding your dissertation defense. Take the signature form (Report of Dissertation Committee”) to the defense so your committee can sign it.
- Make sure that you have applied to graduate (during the appropriate semester chosen to graduate – Example: Spring 2020) by clicking on the “Doctoral Graduation Application form” in the link below under “Doctoral Students”. The link may not be working before the first class day (January 21, 2020) of Spring 2020. The deadline is April 17, 2020. 
  https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions
- You will also need to complete exit surveys, submit your dissertation document by uploading it BEFORE submitting the required printed pages for the Graduate School. Read and respond appropriately to the information under “Doctoral Students” carefully.
- Complete the PGE checkout form (which includes a bound paper copy of your dissertation for Jessica Yeager).
  https://www.pge.utexas.edu/images/Graduate_Student_Checkout_Form_PDF_4-17-19.pdf
Graduation Information: To Do List for Master’s Students Planning to Graduate

**MS Graduates To Do List for MS Thesis and MS Report:**

- Apply to graduate by April 17, 2020.
- [https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions](https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions)
- Give your report or thesis to your supervisor and reader at least 3 to 4 weeks before the Friday, May 8, 2020 deadline date.
- Submit your MS or Report by uploading it BEFORE submitting the required printed pages to the Graduate School (MAI 101). Read and respond appropriately to the information under “Master’s Candidates” carefully.
- Complete the PGE checkout form (which includes a bound paper copy of your report or thesis for Jessica Yeager) by Friday, May 8, 2020.
- “MS Only” complete the PGE checkout form below.
  - [https://www.pge.utexas.edu/images/Graduate_Student_Checkout_Form_PDF_4-17-19.pdf](https://www.pge.utexas.edu/images/Graduate_Student_Checkout_Form_PDF_4-17-19.pdf)
- “MS to PhD” graduates should complete a different form below.
  - [https://www.pge.utexas.edu/images/Continuing_MSCHECKOUT_FORM_2017.pdf](https://www.pge.utexas.edu/images/Continuing_MSCHECKOUT_FORM_2017.pdf)

**MS Graduates To Do List for No Thesis No Report**

- Apply to graduate by April 17, 2020.
- [https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions](https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions)
- Submit the PGE checkout form by Friday, May 8, 2020.
Important Items and Reminders for Current Students

- Low GRE verbal: Any student with a GRE verbal score below 153 is required to take a Writing course or re-take the GRE
- Lost and Found: Students should check the room where they left the item. Next, check with the graduate coordinator. Then, ask the PGE staff at the front desk in the main office (CPE 2.502). Finally, check with UT PD.
- Students should feel free to search for a variety of topics in the search bar of the UT Austin main page (www.utexas.edu) that will answer many questions. For example, if you are wanting to know the deadlines for graduation submissions, you can search for “deadlines and submissions” in the search bar. Many things can be found through searching for it online. Students are empowered to be proactive and assertive to find the answers on their own.
- Advising Sheets should be completed in ink not pencil.
- It is the student’s responsibility to keep up with the courses they have completed for their degree requirements. Students can meet with the graduate advisor and/or the graduate coordinator to review their courses.
- All PhD students in dissertation courses are required to regularly see and communicate with her/his faculty supervisor and PhD committee members every fall and spring semester until graduation in order to be making satisfactory progress towards a degree. Students who do not show up on campus for long periods of time without communicating their research progress every semester may be terminated from the petroleum engineering graduate program due to unsatisfactory progress.
- F-1 International Students are required to take PGE 397M Graduate Research Internship any time that they work at an internship in the summer, fall, or spring.
- Annual Assessments: Students are required to complete a self-assessment in fall or the semester that they started the PGE graduate program. The student’s supervisor(s) will also complete an assessment in writing of the student’s progress in the graduate program. Students will be informed of their current status and progress.

UT Ready (Emergency Preparedness)
TITLE IX INFO

(Email from 12/12/2019):

Dear UT Community,

During the 2019 Texas legislative session, Senate Bill 212 (SB 212) was passed into state law. The law primarily addresses reporting requirements for incidents of sexual harassment, sexual assault, dating violence, or stalking at certain public and private institutions of higher education. Please review University HOP 3-3031, for a detailed definition of the aforementioned terms.

The new reporting obligations and penalties that come from this law will take effect on January 1, 2020.

We are writing you today to highlight key elements of the new law and shed light on changes from the passage of this law that directly impact UT students, faculty and staff. Sexual misconduct on college campuses, and in our society as a whole, remains an issue – one that this law and its transparency requirements will help improve.

Key Points

- Starting January 1, all employees who witness or receive information about sexual harassment, sexual assault, dating violence and stalking that involve a current student or employee must promptly report the incident to the University’s Title IX Coordinator or a Deputy Title IX Coordinator. Reports can be made by phone: (512) 471-0419; email, or online.
- Reports to the Title IX Coordinator must include all relevant information that is known about the incident.
- Student employees are encouraged, but not required, to report under SB 212. However, if a student employee is designated as a responsible employee, they are still required to report under Title IX and their responsible employee duties.
- Retaliation against persons who make a good faith report is prohibited.
- An employee who does not report an incident or who makes a false report can be charged with a criminal offense (Class B or Class A Misdemeanor). If an employee fails to make a required report or makes a false report, the law requires that the employee be terminated.
- Employees who have been designated by the university as confidential or private employees are only required to report the type of incident. Confidential employees are employees a student can go to and talk about a Title IX matter without triggering that employee to have to report the situation to have it automatically investigated. A list of confidential and private employees is available on the Title IX website.
- The Title IX Coordinator must submit a written report containing all of the reports received by the institution to the President at least quarterly.

If you have immediate concerns, please email Adriana Alicea-Rodriguez, Title IX coordinator.
You can find additional information on the Title IX SB212 FAQ’s page.

The university takes all allegations of misconduct and assessing potential threats to student safety seriously. Our processes surrounding misconduct are thorough, fair, and of the utmost importance to our mission and we continue to proactively seek ways to ensure our community members feel safe.

Sincerely,

Adriana Alicea-Rodriguez  
Title IX Coordinator

Leo Barnes  
Chief Compliance Officer

*Petroleum engineering students should contact PGE Title IX staff:*

**Stephanie Stickney** (Assistant Director)  
stickney@austin.utexas.edu  
512-471-1210; CPE 2.502

**Gabby Banales** (Student Program Coordinator)  
banales@austin.utexas.edu  
512-232-9306; CPE 2.502