PLAN OF STUDY (POS) -For all students who started before Fall 2022

PLEASE READ INSTRUCTIONS BEFORE PROCESSING AND SUBMITTING THE PLAN OF STUDY

List all courses, seminar, and research/project credit hours required for your degree (MENG, M.S. (Thesis and Non-Thesis), or Ph.D.). The POS form allows for electronic signatures to be collected from the student, faculty advisor, and committee members. To make changes to the POS, complete a Request for Plan of Study Changes form. To make changes to your Committee a Change of Committee/Advisor form is required. Submit both forms to your ECE Graduate Program Advisor for approval by the ECE department.

Submit the completed POS to your ECE Graduate Program Advisor by the deadline set forth in the Graduate Student Policy Manual:

BLACKSBURG CAMPUS

Celina Gallegos, celina1@vt.edu (MENG)

Laura Villada, vlaura@vt.edu (M.S. (Thesis and Non-Thesis), direct-Ph.D., Ph.D.)

NATIONAL CAPITAL REGION and VIRTUAL CAMPUSES

Celina Gallegos, celina1@vt.edu (MENG)

Kathleen Enos, kenos@vt.edu (M.S., direct-Ph.D., Ph.D.)

Master of Science (Thesis and Non-Thesis) and Master of Engineering (Project and Report)

A completed Master's POS signed by all committee members must be submitted to your ECE Graduate Program Advisor by the end of the second academic semester (based on full time enrollment). For the UGG student the POS must be submitted by the end of the first semester of graduate study. Detailed information is provided in the Graduate Student Policy Manual.

Direct-Ph.D.

Prior to completion of 21 course credit hours, direct-Ph.D. students must submit a completed Master of Science POS, thesis or non-thesis option, signed by all committee members to your ECE Graduate Program Advisor. The Ph.D. POS through the direct-Ph.D., must be completed during the first semester of enrollment at the doctorate level. Review the Graduate Student Policy Manual for additional information related to the requirements of the Plan of Study for both degrees.

Doctor of Philosophy

A completed Ph.D. POS signed by all committee members must be submitted to your ECE Graduate Program Advisor by the end of the third academic semester (based on full time enrollment). Review the ECE Graduate Student Policy Manual for additional information related to the requirements of the Plan of Study.

Proposed Plan of Study

(FIRST NAME)	(MIDDLE NAME)	(LAST NAME)

Last 4 digits of VT ID #

VT E-Mail: [   ]   Academic Level:

Campus: Choose One

Accelerated UGG Student: Yes   No

Degree   **Curricular Area**

EE

CPE

Project and Report, Thesis, Graduate Design and Dissertation Credit Hours (Do not include transfer credit hours)
Enter credit hours for project and report, thesis, graduate design and dissertation that apply to degree only.

	Course ID and Catalog Course Title	Credit Hrs
ECE		

5000 and 6000 Level Courses and Seminar Credit Hours   **List Year**—Do not check or X
- Do not include transfer courses.
- List in chronological order by term, by department, then numerical by course ID.

Dept	Course ID and Catalog Course Title	Fall	Spring	Summer	Credits
ECE	5944: Seminar (One Fall semester and One Spring Semester)				
ENGE	5304 Graduate Student Success (Must be taken your first year)				
	Total 5000 and Higher Level Course Credits				

4000 Level Courses (Must be courses taken at VT)

(List in chronological order by term, by department, then numerical by course ID.)

Maximum of 6 hours for masters & 3 hours for doctoral   **List Year**—Do not check or X

Dept	Course ID and Catalog Course Title	Fall	Spring	Summer	Credits

	Total 4000 Level Course Credits	

Transfer Courses and UGG Courses: Provide a copy of official transcript to your ECE Graduate Program Advisor when submitting the POS. (If Virginia Tech for Undergraduate degree, official transcript is not needed)

See the Graduate Student Policy Manual for Transfer Courses policy.

Name of Institution for Transfer Credit:

5000 and 6000 Transfer Level Courses: Information listed below MUST match the official transcript: term completed, course ID, title, and grade earned. List in chronological order by term, by department, then numerical by course ID.

Dept	Course ID, Course Title, Grade	Fall	Spring	Summer	Credits

	Total 5000 and Higher Transfer Level Course Credits	

Signatures of Student's Advisory Committee: Distribute POS form to faculty on an individual basis. Chair must provide electronic signature first. Once signed by the Chair, the POS is locked so additional course changes cannot occur.

Department	Type in Committee Members	Electronic Signatures	Position
			Member
			Member
			*Out-of Area
			*Out-of-Dept
			**Non-VT Member

*An out-of-area and out-of-department committee member is mandatory for Ph.D. Plans of Study.

**A Non-Virginia Tech committee member (optional) can serve the fifth committee member role for Ph.D Plans of Study. Please submit a short CV or resume of the non-VT member to your Program Coordinator so that they may apply for approval with the Graduate School for this member

Student's Signature:_____(Date)