COLLEGE OF ENGINEERING
BRADLEY DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING
VIRGINIA TECH

PLAN OF STUDY (POS) -
For all M.S., Direct Ph.D., and Ph.D. students only

PLEASE READ INSTRUCTIONS BEFORE PROCESSING AND SUBMITTING THE PLAN OF STUDY

List all courses, seminar, and research/project credit hours required for your degree (M.S. Thesis and Non-Thesis, Direct Ph.D. 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: https://ece.vt.edu/grad/manual.html

For questions, please contact your Academic Advisor:

- M.S. Non-Thesis: Nicole Sutphin, nsutphin@vt.edu

- M.S. Thesis, Direct Ph.D. and Ph.D. (Last Name/Family Name A–M): Laura Villada, vlaura@vt.edu

- M.S. Thesis, Direct Ph.D. and Ph.D (Last Name/Family Name N–Z): Lisa K. Burns, lkburns@vt.edu

Master of Science (Thesis and Non-Thesis)

A 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). 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.

UGG (Accelerated Undergraduate/Graduate Status)

For the UGG student the POS must be submitted by the end of the first semester of graduate study. All UGG classes taken when still an undergraduate should be listed under "transfer" courses, even the 4XXX level ones. Detailed information is provided in the Graduate Student Policy Manual.

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Proposed Plan of Study

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

Last 4 digits of VT ID #

VT E-Mail: Academic Level: Choose One

Campus: Choose One

Accelerated UGG Student: Yes ◯ No ◯

Degree **Curricular Area**

◯ EE Must Choose One if EE

◯ CPE Must Choose One if CPE

Thesis, Non-Thesis, or Dissertation Credit Hours (Do not include transfer credit hours) *Enter credit hours for Thesis, Non-Thesis or Dissertation that apply to degree only.*

	Course ID and Catalog Course Title	Credit Hrs
ECE	Choose One	

5000 and 6000 Level Courses and Seminar Credit Hours **List Year**—Do not check or X

- Do not include transfer courses. Do not include UGG courses - these are 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)				02

Total 5000 and Higher Level Course Credits 2

4000 Level Courses (Must be courses taken at VT) Do not include UGG courses - these are transfer courses (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 0

Transfer Courses and ALL 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, 6000, and ALL UGG Transfer Level Courses: Information listed below MUST match the official transcript: term completed, course ID, title exactly as shown on transcript, 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 0

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
ECE			Must Choose One
ECE			Must Choose One
ECE			Member
ECE			Member
Ph.D. Must Choose One			*Out-of Area
Ph.D. Must Choose One			*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)