



## **MEng (Master of Engineering) Plan of Study (POS)**

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). 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>

### **NATIONAL CAPITAL REGION, BLACKSBURG and VIRTUAL CAMPUSES**

For questions, please contact your Academic Advisor:

Rebecca Stevenson, [rss03@vt.edu](mailto:rss03@vt.edu)

### **Master of Engineering**

A completed Master's POS signed by all committee members must be submitted to your ECE Graduate Program Advisor by the end of first year, 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](#).

### **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](#).



|              |               |             |
|--------------|---------------|-------------|
|              |               |             |
| (FIRST NAME) | (MIDDLE NAME) | (LAST NAME) |
|              |               |             |

VT E-Mail:  Academic Level:

Campus:

[illegible]

|    |  |
|----|--|
| EE |  |
|----|--|

|     |  |
|-----|--|
| CPE |  |
|-----|--|

| Dept | Course ID and Catalog Course Title | Fall | Spring | Credit Hrs |
|------|------------------------------------|------|--------|------------|
| ECE  |                                    |      |        |            |
| ECE  |                                    |      |        |            |

| Dept | Course ID and Catalog Course Title | Fall | Spring | Credit Hrs |
|------|------------------------------------|------|--------|------------|
| ECE  |                                    |      |        |            |
| ECE  |                                    |      |        |            |

- 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.

[illegible]

Total 5000 and Higher Level Course Credits

**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 |                                    |      |        |        |         |

**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 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 |
|------------|---------------------------|-----------------------|----------|
|            |                           |                       |          |
|            |                           |                       |          |
|            |                           |                       |          |

**Student’s Signature:** \_\_\_\_\_ (Date)