

# **ELECTRICAL AND COMPUTER ENGINEERING (ECE) 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, M.S., 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 Academic Advisor for approval by the ECE department.

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

### **BLACKSBURG**

Mary Brewer, [taylor@m@vt.edu](mailto:taylor@m@vt.edu) (Last names A-D)

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Susan Broniak, [sbroniak@vt.edu](mailto:sbroniak@vt.edu), (Last names T-Z)

### **NATIONAL CAPITAL REGION**

Roxanne Paul, [roxpaul@vt.edu](mailto:roxpaul@vt.edu)

### **Master of Science (Thesis) and Master of Engineering (Project and Report)**

A completed Master's POS signed by all committee members must be submitted to your ECE Academic 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 Academic 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 Academic 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)

VT ID # (last 4 digits only)

VT E-Mail:

Academic Level:

Campus:

Accelerated UGG Student:

Yes

No

**Degree**

**Research Area**

**Research Sub-Area**

EE

CPE

**Project and Report, Thesis, and Dissertation Credit Hours (Do not include transfer credit hours)**

*Enter credit hours for project and report, thesis, and dissertation that apply to degree only.*

Dept	Course ID and Catalog Course Title	Credit Hrs

**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	Sum I	Sum II	Credits
<b>Total 5000 and Higher Level Course Credits</b>						

**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	Sum I	Sum II	Credits
<b>Total 4000 Level Course Credits</b>						

**Transfer Courses:** Provide a copy of official transcript to your ECE Academic Advisor when submitting the POS.

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: 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	Sum I	Sum II	Credits
Total 5000 and Higher Transfer Level Course Credits						

**Student's Signature:** \_\_\_\_\_

**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 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. A Graduate Committee Service Approval Form with short CV or resume must be attached to the Ph.D. Plan of Study upon submittal to department for approval.

**Virginia Tech Personal Digital Certificates (e-Token)**

To process using e-Token signatures, email it first, as an attached document, to the Chair or Administrative Co-Chair (student can have one Chair or two Co-Chairs, with one appointed as the Administrative Co-Chair). The appointed ECE faculty advisor will return POS to student via e-mail attachment with approval by e-Token or send notification of any recommended changes. This process is repeated for the remaining committee members.