



Master of Science Non-Thesis w/Project & Report and Master of Engineering Plan of Study Form

Transfer Courses: Including VT UG/GR courses.

UG/GR Courses: UGG Form information **must match** the Plan of Study, updated UGG Forms must be processed prior to Plan of Study submission, send updated UGG Forms to the AOE Graduate Program Coordinator for processing.

Transferred Courses: Non-Virginia Tech courses will require the submission of official transcripts to the [VT Graduate School](#) for review. No more than 50% of the graded graduate level coursework (numbered 5000 or higher) is allowed to transfer from another university and must be submitted for review and approval using the [Transfer Course Approval Form](#) prior to Plan of Study submission. Each transferred course must have earned the equivalent to a grade of "B" or better, have been earned while in good standing in graduate status, and have been graduate courses at the institution where the student took the courses. Transfer coursework more than five years old must be filed with the Plan of Study by submitting a [Course Justification Request Form](#) as part of the same PDF.

Name of Transfer University:				VIRGINIA TECH – Undergrad/Grad (UGGR) Only			
Year	Term	Subject	Course	Course Title	Breadth Requirement	Grade	Hours
Name of Transfer University:				VIRGINIA TECH – Undergrad/Grad (UGGR) Only			
Year	Term	Subject	Course	Course Title	Breadth Requirement	Grade	Hours
					-		
Substitute for:		AOE			-	-	
					-		
Substitute for:		AOE			-	-	
					-		
Substitute for:		AOE			-	-	
					-		
Substitute for:					-	-	
					-		
Substitute for:					-	-	
(Maximum of 50% of graded graduate level coursework) TOTAL							
Add the credit totals of the previous sections to meet the minimum of 30 hours required.							
DEGREE CREDITS SECTION TOTAL:							

Supporting Courses – Courses in this section do not count toward degree award total credit hours.						
<p>AOE Seminar Requirement: Students must register for AOE 5944 Seminar 1 credit for two (2) semesters of their graduate program, unless you are a Distance Learning/Virtual student. Waivers for Virtual students can be found here.</p> <p style="text-align: center;">Please send the completed waiver to your AOE Graduate Program Coordinator.</p>						
Year	Term	Subject	Course	Course Title	Grade	Hours
		AOE	5944	AOE Graduate Seminar	P	1
		AOE	5944	AOE Graduate Seminar	P	1
<input type="checkbox"/> AOE Seminar Waiver – Submitted to the AOE Graduate Program Coordinator						



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Graduate Advisory Committees

Committees for the M.S. Non-Thesis Project & Report and M.Eng must satisfy the AOE [AE](#) or [OCE](#) Graduate degree requirements:

- A. The Advisory Committee must consist of at least three members with a Master's Degree, one committee member must be AOE faculty, a second committee member must be either AOE faculty or an AOE-affiliated faculty member and a third committee member can be either AOE faculty or AOE-affiliated faculty, other VT faculty, retired or Emeritus Virginia Tech faculty members, Virginia Tech employees (e.g., Research Scientists, Administrative/Professional Faculty, Instructors), and non-Virginia Tech-employed individuals (known as External Committee Members) including Adjunct Faculty, who are qualified by terminal degree/professional experience and scholarly productivity and who, by inclusion, can provide specific expertise to enrich the student's program.
- B. The Chair of the Advisory Committee (Committee Chair or Chairperson) must be a teaching/research faculty (full time, tenured or tenure track faculty at Virginia Tech), and ordinarily is a member of the AOE faculty, but could instead be an AOE-affiliated faculty member who is an employee of Virginia Tech.
- C. Any AOE-affiliated faculty member or any VT faculty member can serve as a Co-Advisor (Co-Chair). Distance-Learning/Virtual students may have an External Committee Member serve as a Co-Advisor (Co-Chair) if the student receives regular advice from that member.
- D. Approval of External Committee Members requires the MS student and their Committee Chair to work with the AOE Graduate Program Coordinator to submit an **External Committee Member Form** with a curriculum vitae (CV) **prior to the submission of the Plan of Study**. These External Committee Members may not constitute more than one- third of the total Advisory Committee membership and they may not serve as the Faculty Advisor (Chair or Chairperson).
- E. Post-doctoral scholars or other advanced degree holders who have earned their graduate degrees at Virginia Tech will not be approved for service on Advisory Committees of students with whom they overlapped as a student themselves.
- F. See the [Graduate School Policy on Graduate Advisory Committees](#) for more information.



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Graduate Advisory Committee Signatures

1. Please send your Plan of Study to the AOE Graduate Program Coordinator(s) for review **prior** to signature collection from committee members. gradadvise-g@vt.edu
2. In the email, include the names and roles of your Advisory Committee members.

Committee Chairperson Signature	Printed Name	VT ID#	Date
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Committee Co-Chairperson Signature (Optional)	Printed Name	VT ID#	Date
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Committee Member Signature	Printed Name	VT ID#	Date
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Committee Member Signature	Printed Name	VT ID#	Date
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Committee Member Signature	Printed Name	VT ID#	Date
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Committee Member Signature	Printed Name	VT ID#	Date
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Graduate Student and AOE Department Signatures

Student Signature	Printed Name	Date
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Graduate Program Director or Department Head Signature	Printed Name	Date
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Department Contact (Graduate Program Coordinator)	Date
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