



Master of Science Non-Thesis Coursework Only

Please fill this form out digitally. This form is due before the end of the 2nd term of enrollment in the MS Program or by the end of the 1st semester of enrollment if you are an **Accelerated UG/GR Program** graduate student.

Name: _____ Last 4 of Student ID #: _____ Current GPA: _____

Major: Aerospace Engineering Ocean Engineering

Area of Specialization: (Select one)

- | | | |
|--|---|---|
| <input type="checkbox"/> Aero-Hydrodynamics | <input type="checkbox"/> Dynamics & Control | <input type="checkbox"/> Space Engineering |
| <input type="checkbox"/> Applied Mathematics | <input type="checkbox"/> Ocean Engineering | <input type="checkbox"/> Structures & Structural Dynamics |
| <input type="checkbox"/> Applied Physics | | |

5000 and 6000 Level Courses: (Excludes AOE 5944: Seminar)

DO NOT INCLUDE COURSES TAKEN WHILE IN UG/GR PROGRAM, RECORD THOSE ON PAGE 2.

Breadth Requirement: All MS students are required to take at least one course each in three out of the three (Ocean) or four (Aerospace) disciplinary areas as noted in the [Graduate School Catalog](#) and at least one Math requirement course. A maximum of 6 credit hours of AOE 5974 (Independent Study) and/or AOE 5984 (Special Study) is allowed.

Permission from the Graduate School is required before retaking a course. See your AOE Graduate Coordinator for more information. After approval, for any courses retaken for a higher grade, please list both instances of the course with the lower graded instance Hours section set to 0.

Year	Term	Subject	Course	Course Title	Breadth Requirement	Grade	Hours

MS Non-Thesis Graduate Coursework Only TOTAL

(Non-UGGR) 4000 Level Courses: Only 6 credits of 4000 level courses are allowed as of Fall 2008.

DO NOT INCLUDE COURSES TAKEN WHILE IN UG/GR PROGRAM, RECORD THOSE ON PAGE 2.

These are 4000 level courses taken by the student while enrolled in the AOE MS Graduate Program, that are not included as part of the student's Undergrad/Grad (UGG Form).

Year	Term	Subject	Course	Course Title	Grade	Hours

(Maximum of 6 hours) **MS Non-Thesis 4000 level credit TOTAL**



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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:							
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) Transfer Coursework credit 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. 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						



Graduate Advisory Committees

Committees for the M.S. Non-Thesis Coursework Only must satisfy the AOE [AE](#) or [OCE](#) Graduate degree requirements:

- A. The Advisory Committee must consist of at least one member with a Master’s Degree serving as the Committee Chair. This committee chair will typically be the student’s AOE Faculty Advisor or the AOE Graduate Director by default.
- 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. See the [Graduate School Policy on Graduate Advisory Committees](#) for more information.

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 member. gradadvise-g@vt.edu

Committee Chairperson 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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