

# G.W.Woodruff School Checklist for MSME Coursework Program Georgia Institute of Technology

TIMING	COURSEWORK	FORMS
Upon Arrival		Submit a Program of Study
Before Graduation	<p>Complete 21 course credits in Major Area</p> <p>Complete 6 course credits in Minor Area</p> <p>Complete 3 course credits in Mathematics</p>	
Semester before graduating semester		Apply to Graduate
By semester deadline of final semester		Equipment Checkout Clearance Form

**MSME Coursework (Non-Thesis) Checklist to Graduate**

Below is a checklist of actions needed for the ME Coursework Master’s degree. You are responsible to complete all necessary forms, which must be submitted and approved by the stated deadlines.

(All forms to be submitted to the Office of Student Services- MRDC 3112)

Further information about all of these items can be found in the Woodruff School Graduate Handbook. For any questions or clarification regarding this checklist, please visit the Woodruff School Office of Student Services- MRDC 3112

	<b>Requirement</b>	<b>Category</b>	<b>Deadline</b>
<input type="checkbox"/>	1 <a href="#">Submit a Master’s Program of Study</a>	Forms	Within first semester
<input type="checkbox"/>	2 <a href="#">Complete 21 course credits in Major Area</a>	Course work	By graduation
<input type="checkbox"/>	3 <a href="#">Complete 6 course credits in Minor Area</a>	Course work	By graduation
<input type="checkbox"/>	4 <a href="#">Complete 3 course credits in Mathematics</a>	Course work	By graduation
<input type="checkbox"/>	5 <a href="#">Apply to Graduate</a>	Forms	One semester before your expected graduating semester
<input type="checkbox"/>	6 <a href="#">Equipment Checkout Clearance Form</a>	Forms	A week before you graduate

## Detailed Instructions

### 1 Submit a Master's Program of Study

A Ph.D. Program of Study form must be submitted for approval by your faculty advisor and the Woodruff School Graduate Committee before the end of your first semester of doctoral study.

This form should be resubmitted if/whenever your Program of Study changes.

<https://www2.me.gatech.edu/graddb/forms/student/>

Frequency and timing of Woodruff School graduate courses can be found here:

<http://www.me.gatech.edu/hb/apA>

Sample Programs of Study can be found here:

<http://www.me.gatech.edu/hb/apF>

### 2 Complete 21 course credits in Major Area

The major area must be in a coherent subject area appropriate to ME, or related combinations. If you completed a master's thesis in this area, it may count for nine semester hours toward this requirement (a copy of the M.S. thesis abstract must be attached to the Ph.D. program of study form). ME 6753, ME 6789, and ME 6799 do not meet this requirement.

At least 18 credits (within the major or minor) must be ME xxxx credits. ME xxxx credits do not include thesis credits (ME 7000). At least 24 credits (within the major or minor) must be at 6000-level or above. Up to 3 Special Problem course credits (ME 89xx) may be counted toward the M.E. Coursework Masters course credits. The items listed below cannot be used to meet the course requirements for the M.S.M.E. Coursework degree:

- Any course in which you do not receive a grade of C or higher
- Any course taken for a nonletter grade (except thesis, transfer credit, or advanced standing)
- Any course required for the B.S.M.E. degree
- ME 7785
- CETL course work
- Professional Master's Degree course work

### 3 Complete 6 course credits in Minor Area

The coherent minor area must be distinctly different from the major area. Note that ME 6753, ME 6789, and ME 6799 may only be used to satisfy the course work in the coherent minor area. COA 8685-Building Simulation Seminar, COA 8833-Computational Simulation of Build Design, MGT 6165, and BC 6650 may be included in the coherent minor area.

ME 6753 and BC 6650 may not be counted together in the coherent minor area. Any courses within the College of Engineering, College of Science, or College of Computing can be counted toward the minor area.

At least 9 credits (within the major or minor) must be ME xxxx credits. ME xxxx credits do not include thesis credits (ME 7000). At least 15 credits (within the major or minor) must be at 6000-

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level or above. Special Problem course credits (ME 89xx) may not be counted toward the M.S.M.E. Thesis course credits. The items listed below cannot be used to meet the course requirements for the M.S.M.E. degree:

- Any course in which you do not receive a grade of C or higher
- Any course taken for a nonletter grade (except thesis, transfer credit, or advanced standing)
- Any course required for the B.S.M.E. degree
- ME 7785
- CETL course work
- Professional Master's Degree course work

#### **4 Complete 3 course credits in Mathematics**

Only courses from the School of Mathematics fulfill the mathematics requirement (3 credits).

#### **5 Apply to Graduate**

Apply online for graduation one (1) semester before your expected graduating semester.

[http://me.gatech.edu/graduate/apply\\_graduate](http://me.gatech.edu/graduate/apply_graduate)

#### **6 Equipment Checkout Clearance Form**

A week before you graduate, please complete and hand in the Equipment Checkout Clearance Form (form can be found under the "Forms" tab):

<http://www.me.gatech.edu/hb/apE>

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