

**MS AND MEng PLAN OF STUDY (PoS) SUBMISSION**

1. Complete the appropriate (MS or MEng) PoS Worksheet. **Make sure to read the appropriate notes for each column you complete.** Also, look at the PoS Worksheet Example as a guide. Don't forget to add the numbers in the columns. **Do not** use CRN numbers to designate courses; use, instead, the standard "DEPT-xxxx" designation.
2. If necessary, MEng Students should consult with an Advisor from the List *MAS-0002*. MS students should consult with their official Thesis Advisor, or, if none has yet been found, someone from the list *MAS-0002*.
3. Complete the Official Institute PoS (entitled "Rensselaer Graduate Plan of Study"). **List courses in the Official PoS in the exact same sequence that you have them in the corresponding PoS Worksheet. Do not** use CRN numbers to designate courses; use, instead, the standard "DEPT-xxxx" designation.
4. Do not leave any information blank, except for signatures, at this point. Don't forget to check in the Official PoS whether you have a New or Revised Plan; give the Date of Previous Plan, if revised.
5. Use **only black pen** on the PoS and PoS Worksheet. **Print neatly in capitals. No colors and no pencil. WE PREFER, OF COURSE, A PRINT OUT OF YOUR EDITTED MS WORD FILES (PoS and PoS WORKSHEET).**
6. **Signatures**—MS students must have their Academic Thesis Advisor sign the Official PoS before submitting. If you are a new MS student and do not have an Academic Advisor yet, no signature needed at this point, but finding and MS Advisor within the first month of your Program is essential! MEng Students need **no** signature before submitting.
7. **Submission**—**Staple** your PoS Worksheet **under** your Official PoS. Give the material to Master's Program Secretary Priscilla Magilligan in JEC-6049 (tel: 518-276-6225; email: [pris@ecse.rpi.edu](mailto:pris@ecse.rpi.edu)). The ECSE Master's Program Supervisor will look over the material and sign if approved. If there are any problems, you will be contacted (so make sure you include your current phone and email address where asked.)
8. Remember, you should read **ALL** the relevant material in your Information Packet. Also, make a copy of everything for your records. The PoS can be continuously revised as things change from term to term, so you are **not** locked in with any particular PoS! You do need, however, a PoS that **agrees, exactly** with your Official Registrar Transcript the term you graduate. We urge you to complete a PoS as soon as possible—hopefully, within the first several months of your program. Definitely, no later than the end of your first academic term. Please revise, as necessary, within the first few weeks of any academic term.