

Notes:

1. **YOU MUST PREPARE YOUR PoS WORKSHEET AND PoS THROUGH CONSULTATION WITH YOUR THESIS ADVISOR.** To complete the PoS Worksheet, you **MUST HAVE** two items: (i) The current **RPI COURSE CATALOG**, and (ii) the Preliminary (or, if possible, Final) **CLASS-HOUR GUIDE** for the present or upcoming term. Note, these materials are available from the Registrar. The Class-Hour Guide is “newspaper print” and contains the latest course information. (Course Catalog and Class-Hour Schedule should be available on the RPI Web site). **REMEMBER TO LOOK AT THE SPECIAL SECTION AT THE BEGINNING OF THE CLASS-HOUR GUIDE FOR INFORMATION ON NEW OR SPECIAL COURSE OFFERINGS THAT ARE NOT LISTED IN LATTER PART OF THE GUIDE OR THE RPI COURSE CATALOG.** Any questions regarding course content and selection should be directed to a Faculty who has taught the course or a similar one. Email is the best way to ask a question and get a quick response. The Master’s Program Assistant in JEC-6049 has listings of ECSE faculty and their areas of interest. Their email addresses can be found in the RPI Web-site directory. (Try to keep your email queries less than a paragraph at a time, however.) Refer to the Masters’s Advisor List *MAS-0002* and the Master’s Course List *MAS-0003* available in JEC-6049 (these lists **do not** include all faculty, but should give you a start in identifying key faculty in your technical area of interest). Make sure to ask Master’s Program Assistant in JEC-6049 for the **lastest complete** list of ECSE faculty and their areas of interest. Any questions regarding a technical area or course content, again, should be directed to a Faculty member that area of research or instruction. **LASTLY, IT IS YOUR RESPONSIBILITY TO CHECK THAT YOU HAVE SATISFIED THE NECESSARY PREREQUISITES FOR THE COURSES YOU HAVE SELECTED. IN SOME CASES, YOU MAY HAVE TO TAKE ADDITIONAL COURSES, BEYOND THE STANDARD 30 CREDITS, TO REMEDY A DEFICIENCY IN PREREQUISITES!** (Issues regarding exceptions to Prerequisites should be taken up with the Course Instructor).
2. For example, the Departmental Prefix for ECSE-4490 is “ECSE”. **ONLY 4000- AND 6000-LEVEL COURSES ARE PERMITTED IN THE POS (PLAN OF STUDY).** 1000- or 2000-level courses may be necessary prerequisites that you take, but you **CAN NOT** use them as part of your PoS.
3. For example, the Course Number Suffix for ECSE-4490 is “4490”.
4. Full-time students, including research assistants (RAs), must register for a **MINIMUM OF 12 CREDIT HOURS TO A MAXIMUM OF 15 CREDIT HOURS, EACH SEMESTER PRIOR TO COMPLETION OF THE MASTER’S DEGREE.** Full-Time Teaching Assistants (TAs) are a *special exception*: they must register for a **MINIMUM OF 9 CREDIT HOURS TO A MAXIMUM OF 15 CREDIT HOURS, EACH SEMESTER PRIOR TO COMPLETION OF THE DEGREE.** Note, if, for example, you need less than the minimum number of credits to obtain your degree in your last semester here, you must **STILL** register for the minimums cited above. Any extra courses, beyond those required for the 30-credit degree, need **NOT** be included in your PoS, as they may be applied towards other degrees you may later seek.
5. MS Thesis credits are **NOT INCLUDED** in this count!
6. Use **ECSE-6990 Master’s Thesis**. Note, it is possible to take this once as 6-credit course. Usually, however, you will take it twice as 3-credit options. Please check with YOUR MS Thesis Advisor regarding MS Thesis credits, and when they should be taken. Note, as well, you can take up to 9 credits of MS Thesis!
7. **ANY ECSE (INCLUDING THESIS) OR TECHNICALLY RELATED COURSE.** A Technically Related Course is **ANY NON-ECSE COURSE** that is **connected** to the general technical pursuit of the degree. Typically, this would include courses from Computer Science (CSCI), Electric Power Engineering (EPOW), Materials Engineering (MATL), and Physics (PHYS), or, perhaps, in unusual cases, Mathematics (MATH). Other course departments are possible; however, there must be a DEFINITE, VALID reason to go outside ECSE in this credit-counting category. Ask yourself, “Is there an equivalent or closely related ECSE course that I could take?” If the answer is “yes”, we prefer that you stay “in Department”, that is, within ECSE. **WE ACCEPT NO MORE THAN 6 CREDITS OF NON-ECSE COURSES IN THIS CATEGORY.**
8. You can use **NO MORE THAN 6 TRANSFER CREDITS.** It is **YOUR** responsibility to obtain the associated Transfer-Credit Approval Form from the Registrar. **YOU** must identify the closest equivalent course at either advanced undergraduate (4xxx) or graduate (6xxx) level. Once you have found the proposed equivalent ECSE course, the **Master’s Course**

List MAS 0003, along with, if necessary, the Master's Program Assistant in JEC-6049, can help identify the Instructor who has taught the course, or an Instructor who is in a reasonably close area. See that Instructor for Approval Signature (to the right of Course Name). Then, submit the completed Transfer-Credit Approval Form to JEC-6049 for final signatory approval by the Master's Program Supervisor (signs at the bottom). **BE ABSOLUTELY SURE THAT YOU PROPERLY PRINT AND FILL OUT ALL OF THE TRANSFER CREDIT APPROVAL FORM; OTHERWISE, IT WILL NOT BE PROCESSED AND YOU WILL BE ASKED TO MAKE CORRECTIONS. THAT MEANS PRINT CLEARLY. ALSO, IT IS YOUR RESPONSIBILITY TO INITIALLY SUGGEST A POSSIBLE EQUIVALENT COURSE FOR TRANSFER CREDIT.** In some cases you may request on the Approval Form that the Instructor also consider a generic "DEPT-4000 Equivalent DEPT Course" or "DEPT-6000 Equivalent DEPT Course" (where "DEPT" is the appropriate Departmental Prefix). Remember, 2000-level courses **CAN NOT** be transferred; revise your Transfer Credit Approval Form to agree with the Instructor wishes before he or she signs (to the right of the course name; save the bottom signature for the Master's Program Supervisor signature). **NOTE, THE USE OF "DEPT-XXXX EQUIVALENT DEPT COURSE" TRANSFER-CREDIT SHOULD BE SOLELY RESERVED FOR CASES WHERE THERE IS NO EXACT OR CLOSE COURSE MATCH, SO PLEASE MAKE SURE YOU READ THROUGH ALL POSSIBLE 4000- AND 6000-LEVEL COURSES IN THE SCHOOL CATALOG AND COURSE SCHEDULE GUIDE BEFORE TAKING THIS LATTER OPTION (CATALOG AND SCHEDULE GUIDE ON THE RPI WEB, AS MENTIONED EARLIER).**

9. If you are having trouble getting the "right course" you can consider one, at most two, ECSE Readings or Independent-Study Courses; either **ECSE-4940 Independent Studies in ECSE** or **ECSE-6940 Readings in ECSE** at the, respective, undergraduate or graduate level. These courses require that **YOU** complete an Independent Study Form (from the Registrar) and have the **COURSE INSTRUCTOR** sign and agree **IN ADVANCE**. (Generally, you should check with the Instructor first—since taking on an Independent Study Student is solely at Instructor option.) **YOU SHOULD INCLUDE THE TENTATIVE TITLE OF YOUR INDEPENDENT STUDY COURSE IN PARENTHESES ON YOUR OFFICIAL POS AND THE POS WORKSHEET (SEE ATTACHED POS WORKSHEET EXAMPLE).** Independent-study courses are unusual cases and are not explicitly encouraged. **NO MORE THAN 6 CREDITS TOTAL** of undergraduate and graduate Independent Study is the maximum. Exceptions are possible in unusual cases, but are generally discouraged.
10. Make sure all your courses are finished by the year you intend to graduate. A **FULL-TIME** student must complete the degree within **2.5 YEARS**; a **PART-TIME** student must complete the degree within **3 YEARS**. **We recommend that, as a Part-Time student, you take 2 courses (six credits minimum) per Academic Semester (Fall and Spring).**
11. "F" = Fall, "S"= Spring, "U"= Summer. **YOU** must check the current RPI Catalog to make sure your course is offered during the correct term. **ALSO, YOU MUST CHECK WHETHER YOU HAVE SATISFIED THE NECESSARY PREREQUISITES FOR THE COURSES YOU HAVE SELECTED.** (Issues regarding exceptions to Prerequisites should be taken up with the Course Instructor). RPI Course information is also available on the Web, as you know by now.

Example ECSE MS Worksheet:

Printed Name	RIN	Phone Number	Email Address
John Doe	000-00-0001	(518) 555-1212	<u>doej@rpi.edu</u>

Departmental Prefix ²	Course Number Suffix ³	Total-Credit Hrs ⁴	6000-Level Course Credits ⁵ (CAN NOT include MS Thesis)	MS Thesis Credits ⁶	ECSE or Tech. Related Credits ⁷ (CAN include Thesis. Also, ≤ 6 Tech. Rel. credits.)	Transfer Credits ⁸	Indep. Study Credits ⁹	Year ¹⁰	Term ¹¹ (F/S/U)
ECSE	4220	3			3	3		—	—
ECSE	4250	3			3			00	F
ECSE	6940	3	3		3		3	00	F
ECSE	6990	3		3	3			00	F
ECSE	6690	3	3		3			00	F
ECSE	6680	3	3		3			01	S
ECSE	6990	3		3	3			01	S
MGMT	6140	4	3					01	S
EPOW	6090	3	3		3			01	S
EPOW	6810	3	3		3			01	U
TOTAL (fill in) ⇒		31	18	6	27	3	3		
REQUIREMENT ⇒		≥ 30	≥ 15	6-9	≥ 21	≤ 6	≤ 6		

Course Prefix & Suffix	Course Name
ECSE-4220	VLSI Design
ECSE-4250	Integrated Circuit Processes and Design
ECSE-6940	Readings in ECSE (“Topics in Advanced Circuit Design”)
ECSE-6990	Master’s Thesis
ECSE-6690	VLSI Design Automation
ECSE-6680	Advanced VLSI Design
ECSE-6990	Master’s Thesis
MGMT-6140	Information Systems for Management
EPOW-6090	Advanced Power Electronics Laboratory
EPOW-6810	Power Engineering Analysis