

Notes:

1. **YOU MUST PREPARE YOUR PoS WORKSHEET AND PoS THROUGH CONSULTATION WITH YOUR EPOW 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. 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.) 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 EPOW-4490 is “EPOW”. **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 EPOW-4490 is “4490”.
4. You need, at least, 30 credit hours total in your PoS. In your **FIRST TWO** academic terms, to be considered a **FULL-TIME STUDENT**, you must take a total of **12 CREDIT-HOURS PER TERM, IF YOU HAVE NO FORM OF FINANCIAL AID (NO TA OR NO RA, FULL OR 1/2 TIME). IF YOU HAVE A TA OR RA (FULL OR 1/2 TIME), 9 CREDITS-HOURS PER TERM WILL GET YOU THE FULL-TIME CERTIFICATION—YOU MUST STILL, HOWEVER, COMPLETE A FULL-TIME CERTIFICATION FORM AND FILE WITH THE MASTER’S PROGRAM ASSISTANT IN JEC-6049.** Your third term will therefore contain less than 12 credit hours; fill out a **FULL-TIME STUDENT CERTIFICATION FORM** to nonetheless maintain full-time status during this final term (the form is available in JEC-6049, as stated before). **NOTE, SOME CASES, FULL-TIME STATUS IS REQUIRED FOR VISA RENEWAL, SCHOLARSHIP REQUIREMENTS, STUDENT LOANS AND DEFERMENT, AND SO FORTH.**
5. You need at least 18 credit hours at 6000 level!
6. Mathematics Elective at 4000 level or higher. The following 4000-level courses or their equivalents can be used to satisfy the MEng degree’s mathematics course requirement: MATH-4600 Advanced Calculus, MATH-4300 Intro. to Complex Variables, MATH-4500 Methods of Partial Differential Equations of Mathematical Physics, or MATH-4700 Foundations of Applied Mathematics. Exceptions, as to course selection, are possible on a case-by-case basis, but not encouraged! **IF YOU HAVE TAKEN THIS COURSE BEFORE STARTING YOUR MENG PROGRAM, PLEASE SUBMIT A COPY OF YOUR OFFICIAL TRANSCRIPT WITH COURSE ENCIRCLED WHEN FILING YOUR PoS AND PoS WORKSHEET! ALSO, IF YOU HAVE TAKEN THIS COURSE BEFORE STARTING YOUR MENG PROGRAM, YOU DO NOT INCLUDE IT IN YOUR PoS AND PoS WORKSHEET—INSTEAD, YOU NEED SELECT OTHER FREE ELECTIVES TO MAKE THE CREDIT COUNT IN EACH PoS WORKSHEET COLUMN!**
7. Engineering Economics Elective: ENGR-4760 Engineering Economics. In choosing your Free Electives you should make sure you have either taken this course before or during your MEng program. **IF YOU HAVE TAKEN THIS COURSE BEFORE STARTING YOUR MENG PROGRAM, PLEASE SUBMIT A COPY OF YOUR OFFICIAL TRANSCRIPT WITH COURSE ENCIRCLED WHEN FILING YOUR PoS AND PoS WORKSHEET! ALSO, IF YOU HAVE TAKEN THIS COURSE BEFORE STARTING YOUR MENG PROGRAM, YOU DO NOT INCLUDE IT IN YOUR PoS AND PoS WORKSHEET—INSTEAD, YOU NEED SELECT OTHER FREE ELECTIVES TO MAKE THE CREDIT COUNT IN EACH PoS WORKSHEET COLUMN!**

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 EPOW course, see your Advisor for help in identifying 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, EPOW Readings or Independent-Study Courses; either **EPOW-4940 Electric Power Engineering Project** or **EPOW-6940 Electric Power Engineering Project** 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.
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 Completed MS Worksheet:

Printed Name	SS #	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 Credits ⁵	Math Elective ⁶	Economics Elective ⁷	Transfer Credits ⁸	Indep. Study Credits ⁹	Year ¹⁰	Term ¹¹ (F/S/U)
ENGR	4760	3			3	3		—	—
MATH	4600	4		4				00	F
EPOW	6810	3	3					00	F
EPOW	6850	3	3					00	F
EPOW	6870	3	3					00	F
EPOW	6890	3	3					01	S
EPOW	6960	3	3				3	01	S
EPOW	6840	3	3					01	S
MGMT	4140	3						01	S
MGMT	4150	3						01	U
TOTAL (fill in):		31	18	4	3	3	3		
REQUIREMENT:		≥ 30	≥ 18	0 or 4	0 or 3	≤ 6	≤ 6		

Course Prefix & Suffix	Course Name
ENGR-4760	Engineering Economics
MATH-4600	Advanced Calculus
EPOW-6810	Power Engineering Analysis
EPOW-6850	Electric & Magnetic Fields in Power Engineering
EPOW-6870	Mechanical Aspects of Electric Power Apparatus
EPOW-6890	Computer Methods in Electric Power Engineering
EPOW-6960	Electric Power Engineering Project (“Advanced Protective Relaying”)
EPOW-6840	Power Generation & Control
MGMT-4140	Computer Information Systems
MGMT-4150	Systems Implementation