West Virginia University

Benjamin M. Statler College of Engineering and Mineral Resources

**Guidance for completing your Masters Degree Plan of Study**

The Plan of Study has many pull-down menus selections making it easier to complete. All other areas are to be typed. Please refer to the graduate catalog for additional information.

1. Select your major from the drop-down menu. NOTE: If you are only doing a certificate skip to Item III
2. Select your area of emphasis. NOTE: Only Area of Emphasis approved by the University is listed. If you’re not completing any of the following, then leave blank:
3. Select your Certificate area. NOTE: Only Certificates approved by the University are listed. If you’re not completing any of the following, then leave blank
4. List courses being used for your degree/certificate and any preparatory courses that were required
   1. If no preparatory courses are required, please write ‘none’
   2. If need more space, complete the form again for two pages.
5. Give course numbers identified by the University (ex. MAE 697)
6. Give course title
7. Give credit hours, only indicate hours in the non-degree column if the courses are not used towards your degree.
8. Give grade (leave grade blank if you’re taking the course or plan to take the course)
9. Semester Completed: ex.: 202301 (Spring 2023) – 202305 (Summer 2023) – 202208 (Fall 2022)
10. Research hours: Indicate **only** the hours needed for degree, not all hours taken.
11. Mark courses used to complete the degree (DEG) or certificate (CER)
    1. If completing an AOE, please mark course with an asterisk after the course number (ex. EE 456\*)
12. Minimum credit hours:
    1. MS Thesis option = 24 course work credit hours plus 6 research credit hours.
    2. MS Problem Report option = 27 course work credit hours plus 3 research credit hours.
    3. Coursework option = 30 course work hours (except Safety Management)
13. Research Title: Title given to research project
14. Using an “X”, select option for earning your degree: Thesis – Course Work – Problem Report.
15. Complete committee section: Refer to the College’s Graduate Catalog Page.
16. Obtain signatures of all listed individuals, **except** the Associate Dean of Academics and Student Performance.
17. Submit completed/signed Plan of Study to Student Services, Room 141 Engineering Science Building or Statler-StudentServices@mail.wvu.edu

Note: To graduate, a **cumulative GPA of 3.0** is required of ALL courses taken as a graduate student, *including remedial undergraduate classes if a grade was received,* not just those shown on the submitted Plan of Study.

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Benjamin M. Statler College of Engineering and Mineral Resources

**M.S. Plan of Study for**

Preliminary  Final

Area of Emphasis in  Certificate in

Name:      Student ID:

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| Course  Subj/No. | Course Title (for special problems and independent study, give subject) | Semester Cr. Hr. | | Grade | Semester  Comp. | Deg | Cer |
| Deg | Non-Deg |
|  | **PREPARATORY COURSES** |  |  |  |  |  |  |
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|  | **REQUIRED COURSES** |  |  |  |  |  |  |
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|  | Total Credit Hours: |  |  |  |  |  |  |

Research Title:

Thesis Program  Problem Report  Coursework only

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| Name (printed) | Type | Dept. | Signature | Date |
|  | Student |  |  |  |
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|  | Graduate Program Coordinator |  |  |  |
|  | Department Chairperson |  |  |  |
| Dr. Robin Hissam | Associate Dean of Academics and Student Performance | Statler |  |  |