
(Last Name)

(First)

(Middle)

ID Number

Total research semester hours (maximum of 10 hours of ME 5994 for MS)	
Total graduate course hours, 5000 level and above (excluding research hrs.)	
Total graduate course hours, 4000 level	
Total approved Mechanical Engineering hours	
Total approved Math/Stat hours	
Total semester hours transferred	
Total Virginia Tech semester hours	
TOTAL hours on POS (Might not match hours above)	

Out-of-Date Courses Revalidated*

Yes

Not Applicable

***All courses on the Plan of Study more than five years old at the time the POS is submitted must be revalidated. Provide the COURSE JUSTIFICATION REQUEST form (http://graduateschool.vt.edu/content/dam/graduateschool_vt_edu/Course_Justification_Request.pdf) with the Plan of Study. The Graduate School restricts the number of Independent (5974) and Special Study (5984) courses that can be used on the POS. NO 4974 courses may be used on the POS. Refer to the GRADUATE CATALOG for further information.**

For further information on ME Departmental requirements, refer to the GRADUATE STUDIES GUIDE.

Dates:

1. Expected date of **Final Examination**: _____

2. Expected date of **PhD Qualifying Examination** or result: _____

3. Expected date of **PhD Preliminary Examination**: _____

(Last Name)	(First)	(Middle)	ID Number
Signatures: _____		Email address: _____	
(Student Signature)			
<input type="checkbox"/> (Chair Signature) <input type="checkbox"/> (Co-Chair Signature) <i>(check appropriate title)</i>	(Print Name)	VT 90 ID#	(Date)
<input type="checkbox"/> (Co-Chair Signature) <input type="checkbox"/> (Member Sig.) <i>(check appropriate title)</i>	(Print Name)	VT 90 ID#	(Date)
(Member Signature)	(Print Name)	VT 90 ID#	(Date)
(Member Signature)	(Print Name)	VT 90 ID#	(Date)
(Member Signature)	(Print Name)	VT 90 ID#	(Date)
(Member Signature)	(Print Name)	VT 90 ID#	(Date)

The Advisory Committee for an M.S. candidate normally consists of a minimum of three faculty members, at least two of whom must be in the Mechanical Engineering Department. The Advisory Committee for a Ph.D. candidate normally consists of a minimum of four faculty members, not more than three of whom are, in the Mechanical Engineering Department. No more than one-third of the committee membership can be non-Virginia Tech faculty.

Attach approval form and resume for each non-Virginia Tech Committee Member: [GRADUATE COMMITTEE SERVICE APPROVAL](http://graduateschool.vt.edu/content/dam/graduateschool_vt_edu/graduate-committee-service-approval-form.pdf) form (http://graduateschool.vt.edu/content/dam/graduateschool_vt_edu/graduate-committee-service-approval-form.pdf).

**MECHANICAL ENGINEERING
COURSE TRANSFER APPROVAL FORM**

Student's Name: _____ ID Number: _____

School where courses were taken: _____

*****Attach copy of transcript(s) and at least one of the two: course description or course syllabus for each transfer course.**

Course No.	Transfer Course Name	Semester/Year Taken	Course Grade*	Equivalent VT ME Course	Dept. Use Only
					Approved (yes / no)

*****A maximum of 50% of graded course work may be transferred from another university. All courses must be graduate level and have a "B" or better and cannot have been used to complete the B.S. degree.**

Committee comments:

Approval Signatures:

Advisor Signature

Associate Department Head for Graduate Studies Signature

Co-Advisor Signature