

## ECE Department (MSEE/ Electrical Engineer) Students

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### *Paperwork needed to get course & matrix changes / checklists processed*

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#### Information

- 1) Degree requirements, information, e-matrix template, and checklists are available from the *OnLine ECE Student Handbook* at <http://www.nps.edu/ece> (follow the link to the *OnLine ECE Student Handbook*). Up-to-date matrix program templates and checklists should be downloaded from the site.
- 2) Courses taken during “refresher quarter(s) are not counted towards graduation unless the student petitions for the grades to be included as part of his/her program, per Academic Council Policy [manual Section 6.6.3](#). Thus, students need to request refresher quarters be counted as regular quarters, **if any courses taken within these quarters are to be included in the undergraduate equivalence**.
- 3) Requests for non engineering courses will be approved only when they are required as part of Education Skill Requirements (ESR's) (ex: Naval War College courses, CS297X), or approved on a case by case basis when the student can demonstrate a direct benefit resulting for such course(s). Such approvals need to be discussed with the AA and Program Officer prior to inputting the request in Python. **Python requests provided without such prior arrangements will be denied.**
- 4) US students: SMART transcripts information is available at <https://smart.navy.mil/smart/welcome.do>

#### 1. To get a *first* course matrix signed, you need to:

See AA (if you don't know where to start and/or have questions on transferring credits)

- Fill out the Undergraduate Equivalence (UE) checklist equivalence sheet as much as you can,
- Identify the track you want to select
- Fill out the MSEE checklist as much as you can
- Make sure the number of course credits is accurate
- See AA and bring with you:
  1. UE checklist,
  2. MSEE checklist,
  3. Bachelor's transcripts,
  4. Proposed course matrix,
  5. SMART transcripts (for US military officers only).

A working copy of the checklists will be initialized when an initial program of study has been set-up and the course matrix signed. **Please keep the initialed copies of the working checklists, as they will be required to support any program change and to sign the final checklists.**

#### 2. Changes to a signed matrix

You are responsible for insuring that changes do not affect the integrity of your program of study. Specifically, remember that

- a) Graduate courses **required for your MSEE degree track cannot be used** towards the UE equivalence.
- b) Courses cannot be counted **both** towards the UE equivalence and the MSEE degree.
- c) The AA **must** approve courses taken at another institution **before** these can be counted towards the UE. Courses introduced by the student in the final checklist without previous approval will not be accepted. Transferring courses will require additional information such as course descriptions or textbooks used in order to evaluate whether the course may be taken into account. It is the student's responsibility to provide such information to the AA when needed.

#### 3. For changes to a previously signed matrix

- a) **Add/drops involving EC2XXX level courses**  
You need to provide the working copies of the checklists previously signed by the AA, showing the desired change(s) for the add/drop request(s) to be processed. Paperwork must be dropped the same day as the request is logged in Python. **Python requests provided without this paperwork will be denied.**
- b) **Add/drops involving two graduate courses or less.**  
Such requests will be considered based on their validity. It is the student responsibility to insure the minimum number of credits required for graduation is still satisfied after such changes.
- c) **Add/drops involving three courses or more.**  
You need to provide the working copies of the checklists previously signed by the AA, showing the desired change(s) for the add/drop request(s) to be processed. Paperwork must be dropped the same day as the request is logged in Python. **Python requests provided without this paperwork will be denied.**

#### 4. To get your final UE Checklist signed, you need:

- a) To have completed all courses for the BSEE equivalence,
- b) To fill out the UE checklist, provide undergraduate and current NPS transcripts showing courses counted towards the equivalence. **Attach working checklist to submitted documents.**

#### 5. To get your final MSEE/EE checklist signed, you need:

- a) To be in your last quarter at NPS,
- b) To fill out the MSEE checklist completely, include your UE checklist, undergraduate and current NPS transcripts (showing the courses you are currently enrolled in, and grades from next-to-last quarter). **Attach working checklist** to submitted document