



MSETM Advising Checklist

Before submitting your Advising Worksheet or On-line Plan of Study for review please run through this checklist to make sure you are on track.

1) Check your “Required” Courses

The *Required* courses include the following:

- ETM 5111, offered every spring and fall semester, should be taken at the student’s first opportunity after being admitted to the program.
- ETM 5143 Strategic Decision Analysis for Engineering Managers, offered in the spring semester, should be taken any time prior to the Capstone course (ETM 5133)
- ETM 5511 Capstone Preparation is offered every semester and should be taken any time after your 16th hour (half-way point) in the program
- ETM 5133 should be taken as near to the end of the program as possible. It is offered every fall and spring semester but not in the summer.

2) Final Semester and Incompletes

Ensure that all coursework is complete and no “I”s exist on your transcript at the end of your graduation semester. If you include a course on your plan of study in which you have an “I” you will not be cleared for graduation unless a grade change form is submitted by the instructor prior to the end of your last semester. If for some reason you are unable to complete your coursework and end up with an “incomplete” during the semester you were planning to graduate, it will be necessary for you complete a diploma application extension and enroll in an additional 2 hours of coursework the following semester.

3) Continuous Enrollment

The OSU catalog reads:

“A graduate student must maintain continuous enrollment...Continuous enrollment can be met with six credit hours during each 12-month period or 2 credit hours in each of the fall, summer and spring semesters.”

The bottom line: To make a good progress we encourage you to enroll in at least 6 hours per year but it is not required. If you sit out for more than 12 months you will have to reapply. If you are in good standing when you leave, readmission will not be an issue but you will have to resubmit a new application and pay the application fee again. If you anticipate that you will be sitting out for longer than one semester, please contact us about filing a Leave of Absence with the Graduate College.

4) 10-Year Rule (for transfer hours)

The OSU catalog reads:

"Courses taken more than 10 years prior to actual graduation will not be accepted on a plan of study without a formal request from the advisory committee and approval of the Graduate Faculty Council."

Clarification: Transfer credits older than 10 years prior to the beginning of the semester you graduate will not be accepted on an MSETM plan of study. (No exceptions and no special requests will be made.)

5) Seven-Year Time Limit

The OSU catalog reads:

*"Students are expected to complete the requirements for the master's degree within **seven years** from first enrollment after admission to the Master's degree program."*

Clarification:

This means that students have 21 consecutive semesters in which to complete the degree requirements (32 hours in the case of MSETM). Each year contains three semesters: Spring, Summer and Fall. For example, if a student is admitted to the program in Fall 2020, they must complete all requirements by the end of the Summer 2027.

6) Online Plan of Study

Please remember that completing the Advising worksheet does not satisfy the graduate college's request for a plan of study to be on file before your 17th hour. You must complete your online plan of study at <https://planofstudy.okstate.edu>. If you receive a message from the Graduate College regarding a plan of study, please feel free to contact the ETM staff for help.