Academic Matters

This section covers academic aspects of the graduate program in Telecommunications, including planning your degree program, a summary of the program requirements, and academic advising.

Advising

Each student will be assigned an academic advisor when she enters the M.S. in Telecommunications program. Students should review their admission document to find out their advisor. For students who transferred from another program, the TCOM program office can provide the name of their advisor. There is also an up-to-date list of academic advisors posted outside the TCOM program office. The academic advisor plays a key role for a student’s success in the program. Students are recommended to review their plan of study [1] with their academic advisor and have this plan formally approved by their advisor. Students may contact their advisors by phone or e-mail or meet them in person during their office hours.

Choosing Courses and Plan of Studies

Choosing the right classes is of the utmost importance. When selecting courses, students must take into consideration both the requirements of the program and their technical interests. It is strongly recommended that students prepare a plan of studies [1] detailing their course selections early in the program. This plan should be discussed with and approved by the student's academic advisor.

Plan of Study

Before the end of the first semester, each student is expected to submit a Plan of Study. This plan should be reviewed and approved by the student's academic advisor. This Plan should be kept up to date by regular consultation with the student's academic advisor.

- Click here for the “Plan of Study” Form [2]
- Click here for an example of the “Plan of Study” Form [3]

Substitutions

The MS in Telecommunications follows a specific and well-defined format set forth under the section on program requirements. Students are expected to know and follow all program requirements so that they can graduate from the program. Occasionally it makes sense for a student to replace a course that is needed to meet a program requirement with another course - this is referred to as a substitution. All substitutions must be reviewed by the student's academic advisor and approved prior to taking the course that will serve as the substitution. This is generally done by listing the substitution on the approved plan of studies.
In addition, the university requires that the substitution is documented on a Substitution and Waiver Form [4]. This ensures that the registrar’s office is aware of the substitution and prevents problems when the student files his Graduate Intent Form (GIF) at the end of the program.

**Transfer of Credit**

A student switching from Non-degree status to degree-seeking status as well as students transferring from another graduate institution need to transfer credits into the TCOM program. Such students must request that applicable credits be applied to their MS in Telecommunications program by completing a “Graduate: Transfer of Credit” [5] form. This form must be submitted together with an unofficial transcript (for credits earned in non-degree status) or an original transcript from another graduate institution. If transferring credits from another institution, course descriptions and other supporting documents are also needed to allow the program director to determine if the requested course transfers are possible. Forms and supporting documents should be sent to the TCOM office in person, via e-mail attachment, or fax, for the director’s approval.

**TCOM Program Requirements**

The requirements for the MS in Telecommunications as well as the graduate certificates offered through the TCOM program are published in the university catalog. The official version of the catalog [6] is maintained by the university. The catalog and the program requirements may change slightly from year to year and archived versions of the catalog [7] are available. The version of the catalog that applies to a given student is generally the version that was active when the student started his degree program. The most recent version of the program requirements for the MS in Telecommunications and related graduate certificates are also provided on this site:

- MS in Telecommunications [8]
- Graduate Certificates in Telecommunications [9]

Source URL: http://telecom.gmu.edu/books/information-current-students/academic-matters

Links: