

Name _____

Student ID _____

ME/AE Honors Program – Plan of Work

Course #	# of Hours	Name of the Class ¹	Faculty Signatures ²	
			Signature of Intent / Date (Initial Intent)	Signature of Completion / Date (After Completing the Class)
MAE <u>496</u>	<u>3</u>	<u>Undergraduate Thesis</u>	_____ / _____	_____ / _____
MAE _____	_____	_____	_____ / _____	_____ / _____
MAE _____	_____	_____	_____ / _____	_____ / _____
MAE _____	_____	_____	_____ / _____	_____ / _____
MAE _____	_____	_____	_____ / _____	_____ / _____
MAE _____	_____	_____	_____ / _____	_____ / _____
TOTAL	<u>9</u>			

After completing this form and obtaining the needed signatures of intent, please turn the form into the MAE Undergraduate Office (EB3-3205). This initiates receiving registration preference.

After completing all of the honors requirements and the needed signatures of completion, turn the form into the MAE Undergraduate Office. This initiates processing honor recognition on your transcript.

¹ *The student must complete a total of nine hours of honors classes. At least three of the hours consist of an Undergraduate Thesis (MAE 496). The thesis must be completed at least one semester before graduating. The other six hours are selected from any of the following: a) additional thesis hours (MAE 586), b) a graduate class in MAE, c) an undergraduate class in MAE taken at an honors level.*

² *Faculty signatures are not required for non-thesis graduate-level classes.*

OFFICE USE ONLY

Academic Advisor Signature/Date _____ / _____
 (After turning in Plan of Work with Needed Signatures of Intent)

Academic Advisor Signature/Date _____ / _____
 (After turning in Plan of Work showing satisfaction of requirements)

Administrative Process for ME/AE Honors Programs

- ACTION ITEM: Students with an overall 3.5+ GPA are invited to participate by invitation. Invitations are sent to matriculated students, who have never received an invitation in the past and who have sophomore and junior level standing. The invitations are sent at the end of fall and spring semesters.
- ACTION ITEM: Students in the MAE Honors Program receive priority registration *after* they complete the plan of work and submit it to the undergraduate office with all the signatures of intent. Students receive a copy of the plan of work and the original shall be filed in the ME/AE Honors folder.
- ACTION ITEM: When students submit a plan of work indicating they have satisfied the honors program requirements, the academic advisor signs and verifies the requirements have been satisfied. The original completed plan of work is filed and a copy placed in the ME/AE honors program folder. At the end of each semester, the UG office supplies R&R by email, the names/ID numbers of students who completed the MAE honors program.
- ACTION ITEM: Just prior to graduation, R&R contacts the UG office to verify the 3.25+ GPA has been satisfied. Students are recognized for having completed the program if they graduate with an overall 3.25+ GPA. Students are confirmed to R&R as having satisfied the honors requirements.

Other Information

- The student requirements are stated on the plan of work form.
- Recognition for having completing the honors program is indicated on the student's transcript. It states on the transcript that the student has fulfilled the requirements of the honors program in the College of Engineering.