University of Arkansas
Master of Science in Engineering
Student Handbook

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1 Overview
The Master of Science in Engineering (M.S.E.) program is a non-discipline specific, general engineering MS program delivered via distance education. Students take classes from core areas such as management, math, and computing, as well as nine hours of classes from a chosen engineering emphasis.

2 Admission Requirements

2.1 General Admission
- Applicants must have a Bachelor of Science degree from an engineering program accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (or equivalent); and
- A grade point average (GPA) of 3.0 or better (A=4.0) on all course work taken prior to receipt of the engineering bachelor degree; or
- A GPA of 3.0 or better on the last 60 hours of coursework taken prior to receipt of the engineering bachelor degree.

An entrance exam, such as the GRE, is not required. Additionally, applicants are not required to submit letters of recommendation.

2.2 Conditional Admission
Interested applicants with a GPA between 2.50 and 2.99 and a Bachelor of Science degree from an engineering program by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (or equivalent) may be conditionally admitted on a case-by-case basis. To remove conditional status, the student must earn a “B” or better on the first nine hours of program credit.

3 Program Requirements

3.1 General Requirements
Satisfactory completion of a minimum of 30 graduate credit hours is required to meet degree requirements for the M.S.E. A student has two basic options to meet the 30 hour requirement.

3.1.1 Project Option
Student must present a minimum of 24 credit hours (eight 3-hour courses) of approved graduate coursework and a maximum of six credit hours (two 3-hour courses) of GNEG 590V Special Topics, for a total of 30 graduate credit hours as specified in section 3.2. Project requirements are defined by the student’s advisor and require both a Project Proposal Report and Final Project Report.

3.1.2 Coursework Option
Student must present a minimum of 30 hours (ten 3-hour courses) of approved graduate coursework as specified section 3.2.

3.2 Required Coursework
1. One 3-hour course from each of the following areas for a total of 12 hours:
   a. Mathematics,
   b. Computer Applications,
   c. Technical Communications,
   d. Engineering Management, and
2. Three 3-hour engineering courses focusing on one area of emphasis in engineering, for a total of 9 hours approved by student’s advisory committee, and
3. An additional three 3-hour graduate-level courses for a total of 9 hours from any area with the approval of the advisory committee.

A minimum of 50% of the course work must be graduate level engineering, non-operations management (OMGT), classes. Beginning fall 2014, newly admitted students must have a minimum of 60% graduate level engineering (non-OMGT) courses. A maximum of four 4000-level graduate level courses may be taken; the remainder of the student’s coursework must be 5000-level or higher.

3.3 Transfer of Graduate Credit
A total of six (6) graduate credit hours with a grade of “B” or better may be transferred under the Graduate School’s transfer credit policy and applied towards degree requirements. Any courses transferred must have been taken during the six year time frame for the M.S.E. degree and be approved by the major advisor. The complete policy may be found in the Graduate Student Handbook on the Graduate School website, http://grad.uark.edu.

3.4 Comprehensive Oral Exam
Students must satisfactorily complete a comprehensive oral exam administered either on-site at the University of Arkansas, Fayetteville campus or via telecommunications, such as a video conference or a teleconference, in order to complete degree requirements for the M.S.E. The exam cannot be held until the student has completed a minimum of eight courses (24 hours) towards their M.S.E. degree. Students will be sent the standardized format after applying for graduation.

3.5 Required Grade Point Average (GPA)
Students must maintain a cumulative GPA of 3.00 out of a possible 4.00. Students may present a maximum of two “C” grades towards M.S.E. degree completion. No credit will be given for “D” or “F” grades towards completion of M.S.E. degree requirements.

3.5.1 Academic Probation
A student who fails to meet the required cumulative GPA of 3.00 on all attempted graduate coursework will be placed on probation for one 8-week term. If at the end of the probationary term the student’s cumulative GPA meets the minimum requirement of 3.0, the probationary status shall be removed and the student will be returned to normal status.

3.5.2 Academic Suspension
A student on academic probation who does not earn a sufficient cumulative GPA to return to normal status after the probationary term will face academic suspension from the M.S.E. program for two 8-week terms.

3.5.3 Readmission Following Academic Suspension
A student who has completed the term of academic suspension may reapply for admission to the program, but remain on academic probation. Sufficient grade points must be earned during the first 8-week term enrolled to return the cumulative GPA to 3.0, or earn at least a 3.5 GPA for the term. If the cumulative GPA returns to 3.0 or greater, the student shall be removed from academic probation and returned to normal status. If the student does not bring the cumulative GPA up to at least a 3.0 but earns at least a 3.5 for the 8-week term, they shall remain on academic probation. The student will remain on academic probation
3.5.4 **Academic Dismissal**

A student who fails to meet the requirements to return to normal status following re-admission after academic suspension shall be dismissed from the M.S.E. program.

3.6 **Readmission Following Extended Absence**

Students who choose to not enroll for a full University semester (terms I and II in the fall or terms III and IV in the spring) will be required to re-apply for admission following University policy.

3.7 **Time Limit to Complete Degree**

All degree requirements must be completed within six years from admission. Extensions may be granted under extenuating circumstances.

4 **Student Advisory Committee**

Students should select a major advisor by no later than the end of their second 8-week term of enrollment by either completing the Major Advisor Selection form or having the professor send confirmation of the agreement to mse@uark.edu; the agreement to work together must be mutual. The major advisor must be a member of the College of Engineering faculty with graduate faculty status. The major advisor will assist in selecting the remainder of the advisory committee, consisting of two (2) additional faculty members for a total of three (3) committee members. A minimum of two committee members must be engineering faculty. Both the major advisor and advisory committee selection forms may be found on the M.S.E. website or in the appendix.

The advisory committee will work with the student to develop an appropriate program of study to meet both the professional and educational goals of the student, as well as ensure program requirements are met. The advisory committee will also administer the comprehensive oral exam.

5 **Classes**

All classes required to complete MSE degree requirements are offered via distance education.

5.1 **Class Delivery**

Classes are delivered via the University's Blackboard learning management system over the Internet, with students logging in using their University ID and password. Syllabi, recorded lectures, discussion topics, homework, exams and other course material may be posted and administered through the class’s Blackboard website.

In order to be successful, a student must have equipment and software that can accommodate the technology used for class delivery. High speed Internet access, such as cable or DSL, is required. Students should use equipment that can support Microsoft Office 2007 (or equivalent product like OpenOffice), Adobe Acrobat Reader, Adobe Flash Player, and Apple Quicktime, as installation is required. Additional Blackboard support, including supported web browsers, may be found through University Information Technology Services.

5.2 **Class Calendar**

Classes are offered in accelerated 8-week terms rather than the following the traditional University 16-week semester. There are five 8-week terms per academic year. Due to the accelerated nature of the terms, the University spring break is not observed.

- **Term I**: August – October
- **Term II**: October – December
Term III: January – March
Term IV: March – May
Term V: May – July

5.3 Class Registration
Students seeking the M.S.E. degree will be administratively added and/or dropped from all classes by the M.S.E. program office rather than self-enrollment through the University student information system, ISIS. Four weeks prior to the start of the term, enrollment forms will be emailed to each student. With the input of the adviser, students will complete the enrollment form and submit to adviser for processing.

If a student needs to drop a class, a withdrawal form, found on the M.S.E. website, must be submitted. The tuition/fee refund schedule for the term will be posted on the form. A 100% refund will only be received if the class is dropped prior to the first day of the term.

5.3.1 GNEG 590V Special Topics
Students choosing the project option to fulfill degree requirements must register for six hours (two 3-hour sections) of GNEG 590V Special Topics. Prior to enrollment of each section, the Special Topics Proposal form found on the M.S.E. website or in the appendix must be completed following the procedure outlined on the form.

6 Student Access to University Resources
As a student of the University of Arkansas, registered M.S.E. students have access to various resources provided by the University. Below is a list pertinent to M.S.E. students. Students must activate their University login ID and password to access their University email, Blackboard, the Integrated Student Information System (ISIS) accounts, as well as access resources provided by the University Libraries.

6.1 University Email
All official University email will be sent to the student’s University email account. Students should regularly check the account or login and forward all messages to an account that is regularly monitored. Passwords are required to be changed every 120 days or all accounts will be locked; email notification will be sent to the University email account 30 days before password expiration.

6.2 Blackboard
Students access course material, as well as participate in class discussions, through the University’s Blackboard website. Email within the Blackboard system may also be forwarded to a regularly monitored email account.

6.3 Integrated Student Information System
Students verify course enrollment, view grades, view financial aid, and make tuition/fee payments through ISIS. At the beginning of every University semester, students will be required to login and confirm enrollment as mandated by state law.

6.4 University Libraries
Students may use their University login and password to remotely access multiple research resources provided by the University Libraries. A LibGuide has been developed specifically for the M.S.E. students.
7  **Graduate School’s Academic Integrity Policy for Graduate Students**
   The Academic Integrity Policy has been updated and is available at the [Provost and Vice Chancellor for Academic Affairs](#) web site.

8  **Degree Completion Checklist**
   The following table may be used to verify all requirements for degree completion have been met. The form may also be found on the [M.S.E. website](#) and in the appendix.

### Master of Science in Engineering
#### Degree Requirements Checklist

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Used to Meet Requirement</th>
<th>Grade</th>
<th>Credits</th>
<th>Term &amp; Year</th>
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Appendix

1. Major Advisor Selection Form
2. Master’s Program Advisor Committee Form
3. GNEG 590V Special Topics Proposal Form
4. Degree Completion Checklist
5. Frequently Asked Questions
University of Arkansas
Master of Science in Engineering
Major Advisor Selection Form

Student’s Name: _______________________________  ID Number: __________

The major advisor should be selected no later than by the end of the second 8-week term of enrollment. The major advisor must be a member of the College of Engineering faculty with graduate faculty status.

This form must be completed and returned to the M.S.E. Program Office:
Campus mail – Bell 3189
Fax – 479.575.7744
Email – mse@uark.edu

Advisor’s Name: _______________________________

Department: _________________________________

Student’s Signature: ___________________________  Date: _______________

Advisor’s Signature: ___________________________  Date: _______________
The major adviser is appointed immediately after the student is admitted to the program of study. The Master’s Program Advisory Committee oversees the student’s program of study and is chaired by the major adviser. Frequently, but not invariably, the major adviser also serves as thesis director and the Master’s Program Advisory Committee serves as the Master’s Thesis Committee.

Master’s Program Advisory Committee
All committee members must hold graduate faculty status of I or II. (Please type or print FULL NAME. Example: Jane R. Doe.)

_________________________________________ CHAIR*

_____________________________________________

_____________________________________________

_____________________________________________

_____________________________________________

_____________________________________________

Chair of the Committee*: __________________________ Date: _______________

(signature)

Department Chair/Head: __________________________ Date: _______________

(signature)

Approved: __________________________ Date: _______________

Office of the Graduate Dean

This form is to be submitted to the Graduate School in duplicate as soon as the committee has been selected. The Graduate Dean must approve modifications in the membership of the appointed committee. Committee chairs cannot be removed without their written request.

Original: Graduate School
xc: Department/Degree Program Revised: 6/12/06
This form must be submitted and processed through the approval chain designated below prior to enrollment. Once the instructor’s signature has been obtained, please submit the form to the MSE Program Office via email (mse@uark.edu) or fax (479.575.7744) no later than one week prior to the start of the term in which you intend to enroll in the Special Topics course.

Name: _______________________________ ID: _______________________________

Term I: □ Term II: □ Term III: □ Term IV: □ Term V: □ Year: _______________________________

Project Title: ________________________________________________________________

Number of credit hours: ______

Project Description

Objectives:

Procedure:

Deliverables:

Resources:

Expected Completion Date: _______________________________

Program Requirement Met:

Emphasis: □ Elective: □ Mathematics: □

Technical Communications: □ Computer Applications: □

Student Signature: _______________________________ Date: _______________________________

Instructor Name: _______________________________

Instructor Signature: _______________________________ Date: _______________________________

Director of Distance Education: _______________________________ Date: _______________________________
University of Arkansas  
Master of Science in Engineering  
Degree Requirements Checklist

Name: ___________________________    ID: ______________________
Expected Term of Completion: ________________________________

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### Other Degree Requirements

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Master of Science Frequently Asked Questions

- **What is the Master of Science in Engineering (M.S.E.) program, and what engineering disciplines are available for the degree?**

  The Master of Science in Engineering program is not discipline-specific but is a general engineering M.S. program. Students take classes from core areas such as management, math, and computing, as well as nine hours of classes from a chosen engineering emphasis.

- **What are the requirements for admission?**
  - Applicants must have a Bachelor of Science degree from an engineering program accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (or equivalent); and
  - A grade point average (GPA) of 3.0 or better (A=4.0) on all course work taken prior to receipt of the engineering bachelor degree; or
  - A GPA of 3.0 or better on the last 60 hours of course work taken prior to receipt of the engineering bachelor degree; and
  - Students must also submit two official transcripts from each college or university attended.

- **If my undergraduate GPA isn’t 3.0 or better, can I still be accepted?**

  Applicants who have a Bachelor of Science degree from an engineering program accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (or equivalent) and a GPA between 2.50 and 2.99 on all course work taken prior to receipt of the bachelor degree may be conditionally admitted. To remove the conditional status and move to regular standing, a student must earn a “B” or better on the first nine hours of program coursework, and meet any other conditions specified by the student advisory committee.

- **Will a bachelor of science in engineering technology meet admission requirements?**

  No, unfortunately, an engineering technology degree will not meet admission requirements for the MSE program. However, the College of Engineering offers a Master of Science in Operations Management (MSOM) that students with an engineering technology degree may meet admission requirements for.

- **How many hours or courses are required to graduate?**

  A total of 30 hours are required to receive the M.S.E. A student has two basic options to meet the 30 hour requirement: a program option or a course work option.

  Program option: Student must present a minimum of 24 hours (eight 3-hour courses) of approved graduate coursework as specified AND a maximum of 6 hours (two 3-hour courses) of GNEG 590V Special Topics courses for a total of at least 30 hours. Project requirements require both a Project Proposal Report and Final Project Report.

  Coursework Option: Student must present a minimum of 30 hours (ten 3-hour courses) of approved graduate coursework as specified.

- **What courses are required?**

  - One 3-hour course from each of the following four areas for a total of 12 hours: Mathematics, Computer Applications, Technical Communications, and Engineering Management; and
- Three 3-hour engineering courses focusing on one area of emphasis in engineering with the approval of the advisory committee; and
- Nine additional graduate-level hours from any area with the approval of the advisory committee.
- A minimum of 50% of the course work must be graduate level engineering, non-operations management (OMGT) classes. Beginning fall 2014, the minimum will be 60% must be graduate level engineering (non-OMGT) courses.
- A maximum of four 4000-level graduate level courses may be taken; the remainder must be 5000-level or higher.

- **Is it possible to use one course to meet more than one requirement?**
  No, one course cannot meet multiple requirements. For instance, the same course cannot meet both the mathematics and computer applications requirements.

- **How are courses delivered?**
  Courses are delivered via the Internet using Blackboard, an educational delivery platform. Exams for classes are also generally taken online, using Blackboard.

- **How do I register for classes?**
  Students will be sent a registration form prior to the registration period. Once the course work is decided, the form will be returned to the MSE office and students will be administratively added to the class. Students will not self-enroll using the student information system.

- **How much does it cost to take a class?**
  All students pay:
  - Tuition: $250/credit hour
  - Distance Technology Fee: $50/credit hour
  - Enrollment Fee: $25/credit hour
  A three-hour course will be a total of $975

- **Is the refund schedule the same as the one for the on-campus, full-term classes?**
  Refunds will be given following the University 8-week session schedule, posted on the Registrar's website under academic dates; the full-term or semester classes follow a different schedule than the 8-week terms. Generally speaking, a student will be given a 100% refund if an individual class is dropped by the third day in the 8-week session. After that date, there will not be a refund for dropping an individual course. Remember, you cannot drop all of your classes; that is considered withdrawing. For term specific dates, please contact the MSE office at mse@uark.edu or 479-575-3669.

- **Do classes follow the University semester schedule?**
  Courses are offered in eight-week terms, two terms in each fall and each spring semester and one term in the summer. A student may take up to two courses each term. Under this schedule a student may satisfy requirements for the degree in five terms, or approximately one year.

  Term I: August – October
  Term II: October – December
  Term III: January – March
  Term IV: March – May
  Term V: May – July
• **Do I have to come to the Fayetteville campus at all for the program?**
  Since classes are delivered through the Internet, students do not have to be physically present on campus to take a course. Though it is preferable to take the comprehensive exam on-site, if needed, it can be taken via the Internet or teleconference instead.

• **Is a thesis required?**
  No, a thesis is not required. Students can either take ten 3-hour courses, or eight 3-hour courses and two 3-hour GNEG 590V Special Topics courses with a project to meet requirements.

• **Is there a comprehensive exam?**
  Yes, students must complete a comprehensive oral exam towards the end of their program. The comprehensive oral exam may be completed on-site, via the Internet, or via teleconference.

• **What sort of GPA do I have to maintain to complete the program?**
  A GPA of 3.0 or better is required to receive the degree. Additionally, no more than two “C” grades are allowed; no credit will be received for courses with “D” or “F” grades, though they will be calculated into the GPA.

• **How long can I take to complete the program?**
  Students have up to six years to complete the program.