MEMORANDUM

To: Electrical and Computer Engineering Faculty
From: Gregg L. Vaughn
Subject: EE 697 Graduate Project

Two problems have arisen in recent years regarding plan II (project) masters students nearing completion of their programs.

(1) Several plan II students did not complete their projects in one term and were given a grade of incomplete (I).

(2) Students who are “working on” incomplete grades (I) are expending Department resources without compensating the Department for those resources (faculty time).

(3) All students are required to register for three hours of course work in the term that they graduate.

In response to these problems I have established the following procedures.

(1) A new course, EE 697 Graduate Project, will be required for all plan II masters students beginning in Spring 2002.

(2) No grades of incomplete (I) will be accepted for EE 697.

(3) The acceptable grades that indicate a student has successfully completed the project are A, B, C, P (pass).

(4) The acceptable grades that indicate a student has NOT successfully completed the project are F and NP (not pass).

(5) The grade assigned to the student (from either list above) is at the discretion of the project advisor.

(6) The grades of P and NP do not change the grade point average of the student.

(7) The student will continue to register for three hours of EE 697 until the student obtains a passing grade in the course. This course will supply the needed three hours in the term during which the student graduates.