THE UNIVERSITY OF MAINE Graduate School

Graduate Board
Thursday, February 27, 2025
57 Stodder Hall

12:30-2:00 pm

AGENDA

1. Approval of December 19, 2024 minutes

2. January and February 2025 Graduate Curriculum Committee reports

3. Announcements/updates
   - Waldron and Chase award recipients
   - Trustee, Thurgood and AP Scholarships under committee review
   - Graduate Student Workers' Union update
   - Graduate Commencement update

4. Update on Presidential executive orders and impact on UMaine sponsored activity

5. New academic program proposals
   - Proposal for individualized concentration in Eng.D. program
   - Proposed 4+1 track in Engineering Technology
   - Proposed 4+1 track in Business Administration

6. Use of AI in graduate programs – continued discussion

7. Items arising

THE UNIVERSITY OF MAINE Graduate School

Graduate Board
Thursday, December 19, 2024
57 Stodder Hall

12:30-2:00 pm

AGENDA

Meeting called to order: 12:43 PM

Attendance

In Person: C. Beitl, M.Camire, G. Cox, A. Cruz-Uribe, S. Delcourt, D. Dryer, N. Emanetoglu, J. Gill, A. Goupee, G. Miles, J. Riccardi, L. Rickard, D. Sandweiss, T. Schwartz, G. Schwieterman, K. Varahramyan, S. Wright, T. Yoo, E. Wujcik,

Zoom: E. Allan, M. Brichacek, J. Crittenden, J, Dimmel, K. Evans, M. Gardner, J. Gill, A. Gray, E. Kimball, R. MacAulay, S. Morano, W.D. Nichols, S. Nittel, R. Roberts, L. Riordan, J. Romero Gomez, F. Rondeau, L Ross, P. Stechlinski, S. Wright, T. Yoo

Guests: Karyn Soltis-Habeck, Director of Graduate Student Recruitment, Katy Blackmer, Graduate Student Recruiter

1. **Approval of November 21, 2024 minutes**

- Scott Delcourt added that he had updated Vice President Varahramyan regarding Graduate Board's discussion from the November meeting since the VPRDGS had to leave prior to the end of that meeting:
    i. Discussion of concerns brought up regarding the rigor of graduate education and shrinking faculty size.
    ii. The R1 ranking and challenges that brings.
    iii. Advocacy for the University's research and graduate missions with State government.

- Dr. Varahramyan is attending today's Graduate Board discussion.

Motion to approve: Grant Miles
2nd : Tom Schwartz
Approved: unanimous

2. **December 10, 2024 Graduate Curriculum Committee report**

New Courses:
PSE 502 Plant Breeding and Genetic Resources
SFR 506 Applied Remote Sensing for Forestry

Modifications:
ERS 527 Isotope Geology
NUR 506 Professional Issues in Advanced Practice Nursing
SFR 695 Graduate Seminar in Wood Science

Motion to approve: Mary Ellen Camire
2nd - Grant Miles and Tom Schwartz
Approved: unanimous

3. **Announcements/updates**
   - Introduction of Karyn Soltis-Habeck, Director of Graduate Student Recruitment
     i. Karyn introduced herself, explained that she has been on a listening tour with departments, and discussed some of the graduate recruitment initiatives that are ongoing.
     ii. Scott mentioned a new agreement with the U.S. Air Force to host USAF personnel interested in pursuing graduate degrees. Have received 3 applications at this time (two in earth and climate sciences and one in data science and engineering).
   - Graduate Advisor Academy – Richard Roberts
     i. Joint venture of the Graduate School and DLL with grant funding from the UM System.
     ii. Richard - Noted email about the option to join the Brightspace module
       1. Explained the benefits - not really a course, but more of a resource.
       2. Rationale for the Advisor Academy is based on feedback from a survey that indicated faculty are seeing increased advising loads and that there was a general lack of resources to help support them in their advising roles.
       3. Mia Morrison from College of Education and Human Development helped create the course
       4. First 45 to participate and complete will receive a $25 gift card to UMaine Bookstore
       5. Questions can be directed to Richard himself, or to Kathleen Harding-Heber, Crystal Burgess, Aylah Ireland from the Graduate School
       6. Scott - Hoping the Advisor Academy will help with graduate student retention, which is much lower in online programs.

- Graduate Student Workers' Union (GWU) update
    i. Met again this week. Will plan to meet once a week via Zoom over the winter break.
    ii. Have made substantial progress on the proposals that have come forward from the GWU bargaining team. However, the UMS bargaining team still has not received any of the economic proposals.
    iii. Large part of spring will be discussion of financial issues (e.g. stipends, insurance, housing, leaves, etc).
    iv. Note from Nuri: Asked about proposal related to assistantship appointment length. Scott replied that the proposal on appointment length hasn't been finalized yet. The GWU has proposed that no graduate assistantship appointment could be offered unless it was 9 months or longer. The UMS team countered with a proposal that recognized additional appointment lengths.
    v. Alicia Cruz-Uribe -Potential problem with half year TA where the money is constantly fluctuating and for example if an advisor wanted to move a TA to an RA? Scott noted that the current language is flexible enough to allow for this scenario.
    vi. Alicia Cruz-Uribe: What about protections for faculty to remove a student who is not fulfilling their minimum job responsibilities. Are there any protections for faculty to be able to replace a student who isn't meeting the obligations of their appointment? Scott replied that there is a proposed article in the contract on discipline and dismissal that would address this issue.
    vii. Scott noted that there has been substantial discussion with the GWU over the proposed article on academic freedom. What constitutes academic freedom in terms of graduate research assistant's paid role versus what they would have expected to do with the degree requirements of their program. First and foremost means they're a student and so their academic freedom is limited in that respect.
    viii. Jaquelyn Gill - if we hire from NSF with grant deliverables - do the students not need to take the feedback regarding when and how that gets applied? In the past we have had TA gone rogue with curriculum in the past for BIO 100 and this causes an issue for the entire program - their duty is following the established evidence-based curriculum, and not acting as instructor of record - having equal academic freedom would essentially make them mini PIs.
    ix. Laura Rickard said she has raised these objections in the negotiations.
    x. Dan Sandweiss - do you have an out for faculty, and what can we do under this if, say, a TA doesn't go to class, doesn't grade the papers, doesn't do it in a timely way, or an RA simply doesn't do

the work, whatever other work they're under. Scott replied that this would clearly fall under discipline and dismissal article. Assistantship appointment letters will likely be more detailed. regarding specific job responsibilities after the CBA is ratified.

xi. Dylan Dryer – Do we use last year's template for the offer letter? Are we under any obligation to let candidates know about the negotiations? Scott and Kody: Yes, for now, continue to use the same offer letters. You can certainly say that the graduate workers are a recognized union and there is collective bargaining happening. Stipends will not go down, but also have not raised in years - we are falling behind other land grant institutions.

xii. Kody mentioned - I have been in meetings where some of the presidents of some of the UMS campuses were there as well. Without mentioning names, there is one campus that says their assistantship rates usually are not at the level of UMaine, and Scott, since you are at the bargaining table at the front line, do you think we are going to have two rates? Scott agreed that the leadership of other UMS campuses have expressed concerns about a single minimum stipend rate.

xiii. Scott added that there is so much variability across the grad - programs even at UMaine. However, most of GWU bargaining group is from ELH which reflects one specific perspective on assistantships. Financial support varies across programs, including TAs vs RAs: 9 month vs 12 month appointments, etc. Laura noted that a non-STEM perspective is inadequately represented among the graduate students on the bargaining team because there's nobody that represents those (non-STEM) programs. It has become really clear to me that they're bargaining from the perspective of lab scientists.

xiv. The GWU is also very concerned about the rights of international graduate student workers, especially in light of the current presidential administration.

- Graduate School financial awards nominations
    i. Passed the deadline for the first round (Chase Distinguished Research Assistantships and Janet Waldron Dissertation Fellowships). There are a number of highly qualified candidates – always a challenge to pick the few that receive these prestigious rewards.
    ii. Alicia Cruz-Uribe – asked if the Susan Hunter Teaching fellowship would be coming back?
        1. Scott noted because of the structural budget deficit and because of CBO's request of the deans for 25 E&G funded assistantships to be eliminated, in order to soften the impact on the colleges, the Graduate School suspended the Hunter Teaching Fellowships for now. The 4 awards that were up available had not been completely filled in the

past few years. Hopefully, the Hunter awards will be reinstated once the structural deficit in the budget has been resolved, since the awards do help address the issue of faculty being able to add a graduate course to their loads, by releasing one of their undergraduate courses to a graduate student.

2. MaryEllen - shared teaching assistantships will all be in 1 pot?
    a. Shared TA positions are currently available in math, physics, biology, chemistry. Nominating programs can make shared TA nominations at any time. There will just be one review because the teaching departments usuallywish to see the complete pool of nominated students prior to making their recommendations to the Graduate School.
    b. Dan Sandweiss – if a program admits new students each year, and funding sources change, can it really guarantee a certain number of years of funding? Scott replied -I think that the university can make a commitment to do its best to provide continuity of support over a fixed number of years, but, it's going to be hard to absolutely guarantee that. The UMASS and UCONN contracts make similar statements - the university will do its best, but not guaranteed to fund for a certain number of years. Scottt noted that initial offers of financial support should be for no less than 9 months or a year since students are trying to decide where to go to school. They need a firm commitment so they can pay rent, etc.
    c. Rebecca MacAulay asked about the Graduate Mentoring Compact. The current wording is very black and white around the issue of financial support and doesn't reflect current practice in psychology. Can the wording be revised by individual programs? Scott replied that he thought the mentoring task force did build in flexibility for individual programs, by the would take a look and get back to the Graduate Board on this issue.

4. Continued conversation with Vice President and Dean Varahramyan

Scott explained that a discussion about the Strategic Re-envisioning effort (SRE) had prompted the discussion last month. Specifically, how we go about advocating for the resources we need to thrive as an R1 university. Some of the ideas that were tossed around had to do with taking a "Faculty

Five approach" in making the case to the legislature, Tom Schwartz looked up the BOT policy and said that communications with the legislature have to take place through formal channels.

- Kody - excellent questions - SRE notes commitment to learner centered R1 which is being supported by many across campus. We are committed to being R1 not just for the prestige, but also for all the benefits that come with it. Regarding advocating with the State - that is a tricky question. Although our President occasionally meets with the Governor, we have to work with the UM System to make our strongest case. As a Graduate Board, we can make our priorities known to the President
- Mary Ellen Camire - how can we increase awareness with our donors and alumni to fund graduate programs and assistantships?
- Kody - We have started working with them (Alumni Association / UM Foundation) more and more seriously. You may remember the year or so before the Graduate School Centennial, we worked with the UM Foundation and established the Graduate Impact Fund. The Graduate School should also be in partnership with the academic colleges, of course, to raise money for graduate fellowships, as well as endowed chairs and distinguished professorships. We don't have very many.
- Scott – said he was concerned about the CBA's potential impact of graduate assistantships, and particularly graduate teaching assistantships. If teaching assistantships become too costly, and units move to hiring lecturers who are more cost effective, this would be counterproductive to the University's graduate and research missions. We may need to ask the state legislature to step up and help support the University's R1 if we are to retain this ranking. Perhaps the request should be for additional MEIF funds to support graduate research fellowships, which will in the long run be more productive in support of the University's research mission because they'll be dedicated full time to research.
- Kody - This would be a great idea. I think one must assume that when the CBA is ratified, we will have fewer E&G-supported graduate assistantships, so we will need to find alternative ways to support the research and graduate mission of the University.

- Scott also asked about cross listing of undergraduate and graduate courses:
    - How many of your graduate classes are cross-listed with 400 level courses? (show of hands)
    - Most programs indicate that 50 to 90% of graduate lecture courses are cross-listed. Scott will ask the office of institutional research and assessment to perform an analysis.
    - Awareness building regarding faculty instructional capacity is critical if we are to continue to meet the standards for graduate education set forth by NECHE.

- Grant Miles: Cross-listing masks the problem because it looks like we are managing to get by, but we're managing to do this by watering down or doing these things (cross listing).We're offering all these graduate courses, except they're not really graduate-only courses, because they're cross listed!
- Scott added - what happens to an undergraduate student who stays on for a graduate degree, and they are not allowed to take many of the program's graduate courses, because they were already taken by the student as an undergraduate, and can't be counted again for graduate degree credit.

5. **Use of AI in graduate programs**

   Scott noted that he attended the Council of Graduate Schools meeting in early December, and that a full third of the sessions at the meeting had something to do with AI - use of AI in instruction, use of AI in graduate admissions and to streamline the graduate admissions process, use of AI in student retention, and advising students - it's pervasive. Please bring this agenda item to a faculty meeting in your program, so that we can share information on how programs are managing the growing impact of AI. As a reminder, CITL has sent out some guidance about what issues should be considered in course syllabi related to the use of AI in programs.

6. Items arising - none

Meeting Adjourned - 2:07 PM

CURRICULUM COMMITTEE REPORT

The Curriculum Committee met on January 21st, 2025 and is recommending the following courses to the Graduate Board for approval at its February 27th meeting.

New Courses:

ECE 528 Smart Grid and Enabling Technologies

ECE 563 Energy Harvesting and Sensing

ECE 579 Advanced Cybersecurity

EDT 573 Introduction to Web and Dynamic App Development for Educators

Modifications:

FSN 540 Advanced Clinical Topics

MAT 699 Graduate Thesis/Research

CURRICULUM COMMITTEE REPORT

The Curriculum Committee met on February 4th, 2025 and is recommending the following courses to the Graduate Board for approval at its February 27th meeting.

New Courses:

ECO 526 Regional Economics: policy and Practice

Modifications:

MBA 695 MBA Internship

NUR 520 Family Nurse Practitioner Management of Neonate to Adolescent

Please note that this packet also contains the January 2025 report and course proposals for your review and approval. These were recently approved at the Curriculum Committee meeting held on January 21st.

Graduate School Award Recipients January, 2025

Janet Waldron Doctoral Research Fellowship

- Amir Baharvand - Mechanical Engineering
- Kallol Barai - Plant Science, nominated by SBE
- Jordan Miner - Biomedical Engineering
- *(First alternate)* Amelia Sullivan - Food & Nutrition Science
- *(Second alternate)* Maile Sapp - Psychology (Clinical)

Chase Distinguished Research Assistantship

- Eleanor Schuttenberg - Psychology (Clinical)
- Devin Franklin - Education
- Harrison Goldspiel - Ecology & Environmental Science, nominated by WFCB
- Nichole Blackmer - Aquaculture & Aquatic Resources
- Savannah Clark - History
- *(First alternate)* Allie Conner - Microbiology

Online Graduate Degree

Doctor of Engineering (Eng.D.)

in

Engineering Technology (E.T.)

Concentration: Individualized

The University of Maine

December 5, 2024

https://online.umaine.edu/online-doctor-in-engineering-technology/

Table of Contents

I. General Objectives

The Doctor of Engineering (abbreviated Eng.D. for the remainder of this document) in Engineering Technology program meets four objectives: 1) Provide a practice focused doctoral program, 2) Allow doctorate studies entirely on-line by part-time students, 3) Provide opportunities for advanced studies and research in engineering technology, and 4) Provide doctoral degree status for individuals pursuing positions, promotions, and personal achievement.

II. Definitions

As used in this document, abbreviations, words, and phrases have the following meaning:

Advisor – Also known as the Major Advisor. Usually, a School of Engineering Technology (SET) graduate faculty member with a doctorate serves as the primary advisor to the Eng.D. student.

Committee – The doctoral student's program committee is responsible for developing (approving?) a course of study and research leading to a dissertation to assure high and notable attainment of scholarly activity.[1] Five or more individuals, chosen by the doctoral student in consultation with their Advisor, form an academic group responsible for reviewing, advising, counseling, and approving doctoral student academic submissions. The committee oversees the student's program of study, exams, and dissertation. The Committee certifies completion of Doctoral studies.

Comprehensive Exam – Also known as a preliminary exam or 'comps.' A comprehensive exam typically tests knowledge of engineering technology related subject matter. The exam is used to determine a student's eligibility to continue their course of study. The exam ensures the student is familiar enough with an area of research to make original contributions.

Eng.D. – The abbreviation stands for Doctorate in Engineering. In this document the abbreviation refers to the Doctorate in Engineering in Engineering Technology. The doctoral degree is given primarily for high attainment in engineering technology scholarship and for demonstrated ability for independent research in engineering technology, not merely for courses completed or time spent in study.[2]

Dissertation – The term refers to one or more manuscripts comprising a record of the student's studies, research, analysis, and results as part of their Eng.D. program of study and has met the criteria set forth in this document and those of the University of Maine graduate school.

Graduate Faculty – A faculty member that has met graduate school criteria and been approved to be on the University of Maine graduate faculty.[3]

Graduate Policies – Refers to the Graduate School Policies and Regulations.[4]

Manuscript – A document meeting the criteria for publication and intending to be submitted for publication according to the criteria set forth in this document.

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[1] Graduate School Policies and Regulations § 1.1
[2] Graduate School Policies and Regulations § 1.1
[3] https://umaine.edu/graduate/facultystaff-resources/graduate-faculty-membership/
[4] https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/#course-credit

Publication – A manuscript that has been published according to the criteria set forth in this document.

Qualifying Exam – Also known as a final exam or oral examination. The oral exam tests the student's knowledge of the research topic they have chosen in their program of study. Oral exams are used in part to reduce (although not eliminate) the risk of granting a degree to a student who has had their research or dissertation ghostwritten by an expert. The oral exam is also used to determine if a dissertation was written by artificial intelligence.

III. Introduction

3.1 Student Focus - The Eng.D. is designed for professionals looking for advanced studies to become an expert in their respective fields (a target cohort would be engineers with professional licensure and a post-baccalaureate degree).

3.2 Classification of Program - Doctorate programs generally fall into one of two categories: 1) academic (research-oriented) and applied (practicum-based). The University of Maine's Eng.D. degree is a combination of the two philosophies. Students perform advanced studies and research to become an expert in that field (through applied and experiential learning) leading to success in either an academic or professional career requiring particular expertise.

3.2 Pedagogy - The rigors of a full-time resident doctoral degree program are generally not possible for many working professionals that desire an advanced degree.[5] This degree program can be completed 100% online with part-time studies.[6]

[5] See e.g., https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 4.1
[6] However, continuous enrollment is required. See https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 3.8.3

IV. Program Studies Criteria

Each student pursuing an Eng.D. in engineering technology must meet the following criteria to be awarded an Eng.D. degree.

4.1 Graduate School Policies – Students must comply with University of Maine graduate policies such as the standard residence (time spent in doctoral study) requirements,[7] course credit transfer limits, and minimum limit of University of Maine credits.

4.2 Advisor[8] - The student must have an Advisor. The Advisor is typically selected in the advance of or soon after enrollment. The Advisor has a critical role in the student's studies. The Advisor is: 1) responsible for helping the student prepare a program of study, 2) advises the student of the composition of the Committee, 3) overseeing the manuscript prepared by the student, and 4) providing a resource and counsel to the student.

The Advisor must be a member of the SET graduate faculty with a doctorate.

A co-Advisor is allowed. The co-Advisor does not have to be an SET graduate faculty member but must be a graduate faculty at the University of Maine with a terminal degree (e.g., J.D., Ph.D., Ed.D., etc.)

4.3 Committee[9] – Each and every Eng.D. student will have a Committee. Committee members are expected to review and approve the student's coursework (program of study), provide advice, regularly assess the student's progress and accomplishments, and administer the comprehensive and qualifying examinations for the Eng.D.

The creation and approval of the committee is one of the first steps of the student's studies.

The Committee will be composed of at least five members (including the Advisor)

At least two of the committee members will be SET graduate faculty with a doctorate. One member may be a University of Maine graduate faculty external to the University of Maine. An external faculty is recommended but not required.

A change to the Committee must be approved by all remaining committee members and the SET Graduate Coordinator and then forwarded to the Graduate School.

The purpose of the committee is to: 1) Approve and oversee a program of study. 2) Ensure adherence to University of Maine graduate policies and

[7] https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 4.1.2
[8] https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 8.2
[9] https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ §§ 8.2, 8.2.1

SET Eng.D. policies. 3) Administer appropriate examinations.[10] 4) Approval of manuscripts.

4.4 Program of Study[11] – A program of study is prepared by the student with counsel from the Advisor.[12] The program of study is composed of courses accepted and courses to be taken along with areas of research. The program of study is submitted to the Committee and must be approved by the Committee. The program of study is submitted to the School of Engineering Technology (SET) Graduate Coordinator for approval and conveyance to the Graduate School.

Changes to the program of study follow the same process as approval of the program of study submission.

4.5 Credits Required – Each student must complete a minimum of 42 credits of graduate course credits beyond the baccalaureate degree.

The 42 credits include a minimum of 30 graduate course credits as approved by the graduate committee[13] and a minimum of 12 SET thesis credits. Fifty percent of graduate course credits may be transferred from another education institution provided the courses meet the policies of the graduate school and are approved by the Advisor and Committee.[14]

Only credits earned at the post-baccalaureate level may be applied to the 42-credit minimum.

Only credits with a B or better grade will apply.[15]

The graduate course credits cannot exceed 6 credits of courses numbered 400-499 (or equivalent numbering at another academic institution).

Approval by the Advisor and Committee of the proposed minimum of 42 credits must be completed in the first year of the Eng.D. studies.[16]

The one credit course INT 601 – Responsible Conduct of Research (RCR), must be taken to satisfy the graduate school RCR requirements. The course may be substituted for one thesis credit.[17]

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[10] The final examining committee is not the same as the Committee. https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 9.2.2

[11] https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 8

[12] Use the form designated by the Graduate School. https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 8.1

[13] A typical 30 credits are defined in the Master of Science Engineering Technology detailed at https://online.umaine.edu/online-master-of-science-in-engineering-technology/or in the Professional Science Masters in Engineering and Business detailed at https://online.umaine.edu/grad/professional-science-masters-in-engineering-and-business/.

[14] https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 4.5.2

[15] https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 13.1.1

[16] Modifications are possible during the student's studies.

[17] https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 4.7

4.6 Progress Reports - The Committee will be kept informed by the student of progress through committee meetings, individual student meetings with a committee member, or by written reports from the student.

An annual, written, progress report must be provided to the Committee by the student annually.[18] Reports shall be made on a form approved by the graduate program.[19]

The progress reports to the Committee will detail progress and achievements. Plans for future progress should be included in the report. The Advisor is required to respond to the student and committee members regarding the report. Any remedial action will contain a date by which the remedial action must be completed. Summary reports are generally one page.

4.7 Comprehensive Examination[20] – The comprehensive exam is a required examination. The exam may only be taken after the student has completed 1.5 years beyond the bachelor's degree.[21] The exam will meet the requirements set forth in the University of Maine Graduate School policy along with requirements for the Eng.D. set forth in this document.

The exam is administered by the Committee.

The exam is generally oral but may be written or a combination of written and oral. The student will be tested on graduate coursework and the ability to publish in peer-reviewed scholarly publications. In addition, the student must present a manuscript or other Committee approved document to assess success at publication. The purpose is to evaluate quality, determine deficiencies, and possibly determine whether the student should continue.

The exam is undertaken when the student has completed or is nearing completion of required coursework (not counting the thesis credits).

SET requires a minimum of 6 months between the Comprehensive exam and Qualifying exam. A maximum of one negative vote is permitted on a Comprehensive exam.

If the Comprehensive exam is deemed unsatisfactory, 15 weeks (1 semester) must lapse until the exam is re-administered. The Comprehensive exam cannot be attempted more than twice.

An additional component of the comprehensive exam will be a written document defining an outline of the dissertation which will be approved by

[18] Students may submit written reports before annual anniversaries.
[19] https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 13.1.2
[20] https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 9.2.1
[21] https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 9.2.1

the Committee. The required peer-reviewed publications will be required as part of the dissertation outline. The publications cannot be accepted or published prior to the person being accepted into the doctorate program. Submission of a paper can be done prior to being accepted into the doctorate program only if the Committee accepts it. Co-authors are allowed but the doctoral candidate should be the primary author in all publications.

4.8 Dissertation – The Eng.D. student publishes peer-reviewed manuscripts which will serve as the main body of the dissertation. The dissertation should be composed of one or more contributions to the literature in the profession of engineering technology. The style, organization, and standards of the components of the dissertation must meet the criteria for publications in peer-reviewed journals in the engineering technology profession or professional endeavors related to engineering technology (See Appendix D) and policies of the graduate school.[22]

A dissertation is generally the completion of the following process: 1) Topic identification in consultation with Advisor. 2) Topics forwarded and approved by Committee. 3) Manuscript(s) prepared. 4) Manuscript(s) provided to the Advisor for advice, review, and critique. 4) Upon approval of the Advisor, manuscript(s) are sent to the Committee for review, approval and critique. 5) Manuscript(s) are revised and resubmitted to Committee until approved. 6) Publication of manuscript(s). 7) A dissertation meeting the University of Maine graduate school policies is prepared from publication(s). 8) The dissertation is forwarded to the graduate school for review and critique. 9) The dissertation is revised and submitted until approved by graduate school.

One of the following is required to meet the dissertation criteria:

- At least three manuscripts published in peer-reviewed journals[23] converted into a dissertation as defined in University of Maine Graduate School Guidelines Policies and Regulations.[24]
- At least three manuscripts published in peer reviewed conference journals[25] converted into a dissertation as defined in University of Maine Graduate School Guidelines Policies and Regulations
- A traditional dissertation compiling research results.
- A comprehensive published book reviewed by a state professional society and intended to be used as a reference for practice converted into a dissertation as defined in University of Maine Graduate School Guidelines Policies and Regulations.
- Another form of publication approved by the Advisor and Committee.

[22] https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 10.1.6
[23] The Advisor will assist students in locating the appropriate journals to publish.
[24] Under 10.1.6 Guidelines for Using Publications(s)
[25] Students can count both peer reviewed publications and conference journals in their count.

Any manuscript intended to meet all or part of the criteria of the dissertation must be approved by the Advisor and Committee prior to submission and publication. Under no circumstances will a manuscript accepted or published prior to acceptance into the doctorate program be allowed.

Those publications composing the student's dissertation are submitted to the Committee. The dissertation document needs to meet the rules and policies specified by the Graduate School.

The Committee has two weeks to submit concerns, suggested changes, etc. after the draft dissertation has been submitted to the Committee.

4.9 Qualifying Examination - An Eng.D. student must take a qualifying examination. The qualifying exam is administered according to the policies of the graduate school.[26]

The qualifying examination cannot be scheduled until the dissertation has been approved by the major advisor.

A draft of the dissertation document must be submitted to the Committee no less than four weeks before requesting the qualifying examination.

A draft must be submitted to the graduate school no less than 24 hours prior to the defense. [27]

At the qualifying examination, the student will present a review of the work and be prepared to defend the dissertation based upon questions from the Committee.

A unanimous approval of the Committee is required or the qualifying examination will be rescheduled.

[26] The final exam may be administered by an exam committee appointed by the graduate school. https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 9.2.2
[27] https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 4.1.2

V. Timing and Degree Steps

Note: The graduate school has forms to be used at many of the steps noted.

Prior to studies

Step 1: Apply for and be accepted into the Eng.D. program
Step 2: Choose an Advisor
Step 3: Download and read graduate school policy and the graduate student handbook
Step 4: Download graduate school forms and become familiar with them

First Semester

Step 5: In consultation with the Advisor, select members of the Committee

Prior to Completion of the Second Semester

Step 6: With advice and consent of the Advisor, prepare a program of study to submit to and receive approval from the Committee[28]

Prior to Completion of the First Year of Studies

Step 7: Annual written report to the Committee on progress
Step 8: A program of study approved by the Committee

Upon substantial completion of required coursework

Step 9: Present a potential manuscript(s) for publication, a research proposal, a professional report, or other Committee approved manuscript used to assess success at peer-reviewed publication to the Advisor
Step 10: Approval of the Advisor of the manuscript
Step 11: An outline of the dissertation and approval by the Committee
Step 12: Complete and pass a comprehensive exam

No less than six months from the comprehensive exam

Step 13: Eng.D. dissertation draft (i.e., using publications as dissertation) submitted to the Advisor

Upon approval by the Advisor of dissertation draft

Step 14: Completion of a minimum of 42 credits before the qualifying defense
Step 15: Submission of draft dissertation to the Committee

Within two weeks of submission of draft dissertation to the Committee

Step 16: Committee must submit concerns, suggested changes, etc. to the Eng.D. student

No less than four weeks from the submission of the dissertation to the Committee

Step 17: Schedule a qualifying exam (defense of dissertation based on questions from the Committee)
Step 18: Notify the graduate school prior to the examination
Step 19: Qualifying exam administered
Step 20: Unanimous approval of the exam committee or qualifying exam rescheduled

[28] Use appropriate graduate school form

Less than four years from the start of the graduate program

Step 21: Completion of the doctoral program on graduate school form [29]

[29] https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 4.3.2, 13.2

VI. Conflicting Policies

In the event of conflict between this document and the graduate school rules and policies, the graduate school rules and policies shall govern.

Appendix A

Graduate Courses Available at the University of Maine

Current SET and related graduate courses[30] include (but are not limited to):

- ENM 586: Advanced Project Management (3 credits)
- GEE 694: Graduate Engineering Internship and Experiential Learning (6 credits)
- CET 412: Sustainable Building Design and Construction (3 credits)
- EET 405: Fundamentals of Engineering: Electrical and Computer (3 credits)
- EET 422: Power Systems Analysis (3 credits)
- EET 423: Protective Relay Applications (3 credits)
- EET 486: Project Management (3 credits)
- EET 514: Printed Circuit Board Design (3 credits)
- EET 515: Automation and Integration (3 credits)
- EET 560: Renewable Energy and Electricity Production (3 credits)
- EET 584: Engineering Economics (3 credits)
- GIS 400: Geographic Information Systems II (4 credits)
- GIS 420: Remote Sensing and Image Analysis (4 credits)
- MET 440: Lean Six Sigma (3 credits)
- MET 475: Fuel Science and Technology (3 credits)
- SIE 509: Principles of Geographic Information Systems (3 credits)
- SVT 501: Advanced Adjustment Computations (3 credits)
- SVT 511: Geodetic U.S. Public Land Survey Computations (3 credits)
- SVT 512: Survey Business Law and Policy (3 credits)
- SVT 513: Advanced Studies in Boundary Law (3 credits)
- SVT 531: Advanced Digital Photogrammetry (3 credits)
- SVT 532: Survey Strategies in Use of Lidar (3 credits)
- SVT 437: Practical GPS (3 credits)
- SVT 541: Geodesy (3 credits)
- SVT 542: Applied Hydrographic Surveying (3 credits)
- SVT 475: Small Business Management (3 credits)
- INT 601: Responsible Conduct of Research (1 credit)
  Must be taken to satisfy the Graduate School's responsible conduct of research requirements, and it may be substituted for one thesis credit.
- SVT 699: Graduate Thesis/Research

[30] The student should check with their Advisor to determine changes to this list. Other courses may be taken with faculty permission.

Appendix B
Possible Sources for Peer Reviewed Publications

Potential places to publish peer reviewed articles include but are not limited to any peer reviewed journal or conference proceeding approved by the student's advising committee.

Appendix C
SET Graduate Faculty
Major Professors
Potential Graduate Committee Members
(as of 1 September 2024)

John Allen, Doctorate, Professor of Electrical Engineering Technology, Full Graduate Faculty, School of Engineering Technology's Graduate Coordinator

Raymond Hintz, Ph.D., Professor of Surveying Engineering Technology, Full Graduate Faculty, Surveying Engineering Technology, SVT Concentration Graduate Coordinator

Carlton Brown, Ph.D., Associate Professor of Surveying Engineering Technology, Associate Graduate Faculty

Knud Hermansen, Ph.D., J.D., Emeritus Professor of Surveying Engineering Technology, Emeritus Graduate Faculty

Appendix D

Typical Format for Manuscripts

The format for a manuscript should follow what is often called "journal manuscript" or "using publications as dissertation" format. A suggested format for the "journal manuscript" component of a dissertation is:

- Abstract
- Acknowledgments
- Table of Contents
- List of Tables
- List of Figures
- Introduction
- Literature Review
- Manuscripts/Published Papers
- SET Significance or Conclusions
- Appendices

References can be listed as footnotes for each page, at the end of each section, or as a separate section just before the Appendices (endnotes).

Appendices are often important in complete documentation of the work performed. In many cases page limits on published manuscripts will limit complete documentation. Example of possible content in appendices could include

(a) Documentation not provided in manuscripts (due to page limits) or procedures and methodologies not described elsewhere.
(b) Archiving of data and data that forms the basis of presented results in the manuscripts that are not in the manuscripts.
(c) Data management plan(s).
(d) Supplemental information not in the manuscripts.

Note: Variations of manuscript format from the above suggestions should be presented to the Advisor and approved by the Committee.

Format for the dissertation must comply with graduate school requirements that ARE DIFFERENT from manuscript guidance.[31]

[31] https://umaine.edu/graduate/facultystaff-resources/policies-and-regulations/ § 10.2

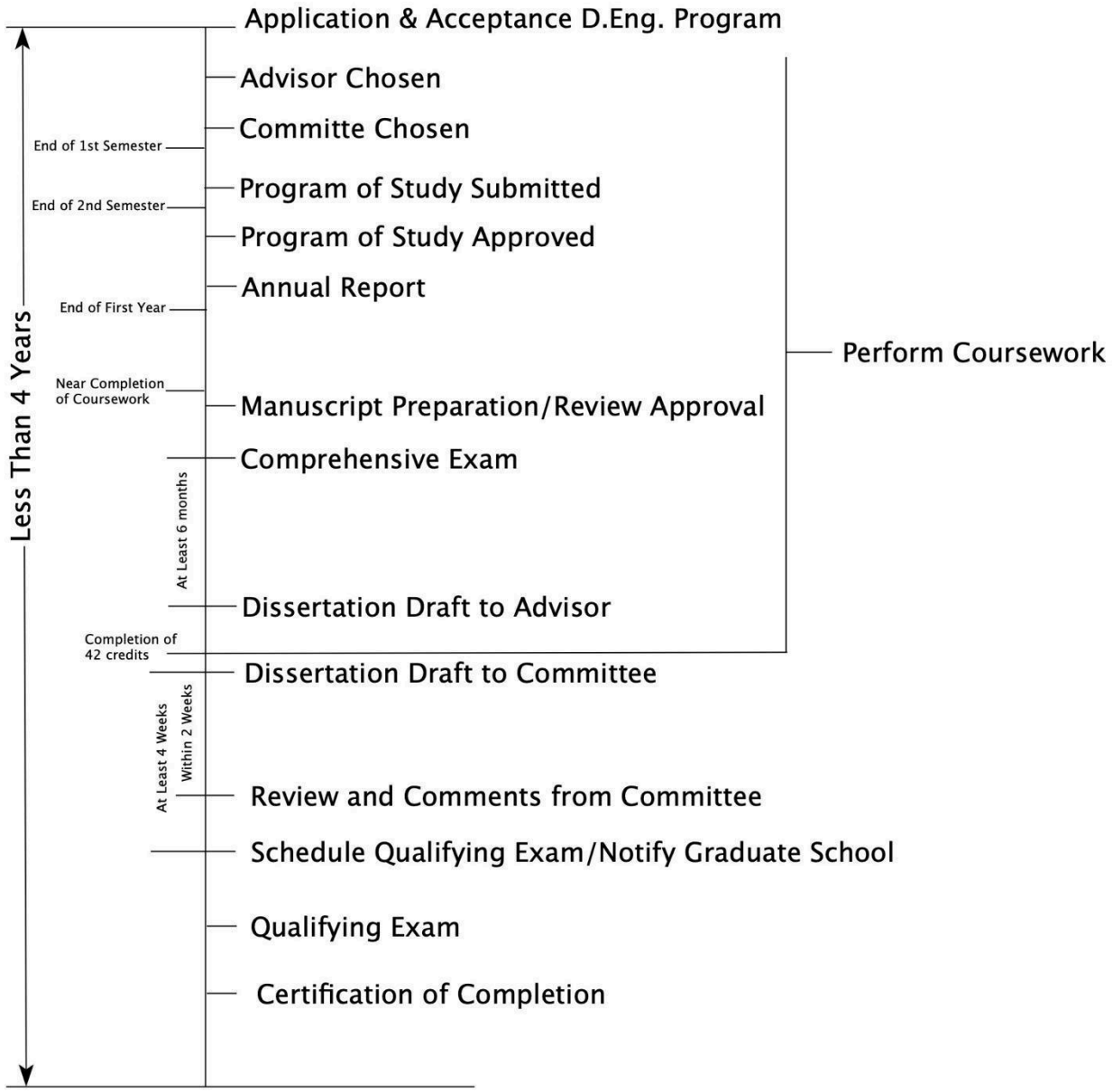
Appendix E

American with Disabilities Act (ADA) Accommodations

The doctorate follows the guidelines presented at the Office of Equal Opportunity for the University of Maine at https://umaine.edu/eo/disability-access/ and more generically defined at https://www.ada.gov/. As this degree is 100% online format many potential disability issues such as building access, parking, etc. have been removed. With the graduate course content being asynchronous all lectures have closed caption ability/access.

Appendix F

Timeline



Four + One Master's Degree ("4+1")

Proposal for EET and SVT Programs to Implement a "4+1" Master of Science Degree Option

School of Engineering Technology (SET), University of Maine

Contact: Prof. John W. Allen, SET Graduate Coordinator

Summary:

The School of Engineering Technology (SET) currently has a Master of Science in Engineering Technology (MS in ET) degree program, and students can choose a concentration in Electrical Engineering Technology (EET) or Surveying Engineering Technology (SVT). This proposal is for SET to implement a "4+1" program so students can choose a five-year program to complete their bachelor's degree (BS) and master's degree (MS) in their program/concentration of choice (EET or SVT). This program is only for current full-time students.

Overview of the program:

Students in the program will take three graduate technical electives during their fourth year of their BS program. These three courses (nine credits) will "double count" towards their BS and MS degrees. Once they finish their fourth year (and graduate with their BS degree), they will take courses (for a total of 21 additional credits) in the following Summer, Fall, and Spring semesters to complete their 30-credit requirement of the MS in ET program. See the sample curriculum below on how this is accomplished.

Sample curriculum:

Below is a sample curriculum for the proposed "4+1" program for both SVT and EET master's degree programs. (*This is only an example curriculum. Students may choose to take two summer courses to lighten their load during the Fall or Spring semester.*)

SVT: "4+1"											
Undergrad	**Credits**		**Summer (post BS)**	**Credits**		**Fall**	**Credits**		**Spring**	**Credits**	
MS SVT Elective	3		MS SVT Elective	3		MS SVT Elective	3		MS SVT Elective	3	
MS SVT Elective	3					MS SVT Elective	3		ENM 586	3	
MS SVT Elective	3					GEE 694	3		GEE 694	3	
											TOTAL GRAD CREDITS
CREDITS	9			3			9			9	**30**

EET: "4+1"											
Undergrad	**Credits**		**Summer (post BS)**	**Credits**		**Fall**	**Credits**		**Spring**	**Credits**	
MS EET Elective	3		MS EET Elective	3		MS EET Elective	3		MS EET Elective	3	
MS EET Elective	3					MS EET Elective	3		ENM 586	3	
MS EET Elective	3					GEE 694	3		GEE 694	3	
											TOTAL GRAD CREDITS
CREDITS	9			3			9			9	**30**

For each program, three courses (or nine total credits) will be taken during the fourth year of the student's BS degree program. When the student completes their bachelor's degree, they will immediately transition into the MS in ET program (assuming they get invited and admitted into the program). During the summer after they graduate with their undergraduate degree, they can take one technical elective. There are enough electives in the MS in ET program to accommodate this. Then, during the Fall semester, they will take three graduate courses. These include two MS electives and the first semester of their graduate capstone course (GEE 694). Finally, during the Spring semester, the student will take their last MS elective, advanced project management (ENM 586), and the final three credits of their graduate capstone course (GEE 694). With the nine graduate credits taken during their undergraduate degree, three graduate credits during the summer, nine graduate credits during the Fall semester, and nine graduate credits during their Spring semester, they will complete the 30 credits required for the MS in ET degree.

Additional notes for potential students:

1. Students must take three graduate classes as their undergraduate technical electives during their fourth year. The current EET and SVT undergraduate curriculums support this plan.
2. Students can "double count" three classes (nine credits) between their bachelor's degree (BS) and master's degree (MS) if these three classes are electives in that MS in ET degree program.
3. This program is designed for full-time students who can take a fifth year of college.
4. The entire SVT program can be taken remotely online.
5. Third, fourth, and fifth years of the EET program can be taken 100% online (remote).
6. For EET students, GEE 694 can be an extension of their undergrad capstone projects if there are major improvements or upgrades to their designs (and with EET faculty approval). This will require an extensive final project report and presentation.
7. For EET students, two of the electives (during year five) must be EET 514 and EET 515.
8. A maximum of three 400-level courses are allowed to count towards a student's MS degree (assuming these courses have not already counted towards their BS degree).
9. If a course is cross listed (400/500 level), then the potential student must take the 500-level version of the course.

Approved graduate technical electives for each program:

<u>Electrical Engineering Technology:</u>

- EET 514: Printed Circuit Boards
- EET 515: Automation and Integration

- EET 598: Selected Graduate Topics in EET
- EET 599: Independent Graduate Study in EET
- CET 412: Sustainable Building Design and Construction
- ECE 450: Power Electronics
- ECE 455: Electric Drives
- ECE 465: Introduction to Sensors
- MET 440: Lean Six Sigma
- MET 475: Fuel Cell Technology
- SIE 507: Information Systems Programming
- SIE 515: Human Computer Interaction
- SIE 555: Spatial Database Systems
- SVT 437: Practical GNSS
- SVT 475: Small Business Management

<u>Surveying Engineering Technology:</u>

- SVT 437: Practical GNSS
- SVT 475: Small Business Management
- SVT 501: Advanced Adjustment Computations
- SVT 511: Geodetic U.S. Public Land Survey Computations
- SVT 512: Survey Business Law and Policy
- SVT 513: Advanced Studies in Boundary Law
- SVT 531: Advanced Digital Photogrammetry
- SVT 532: Survey Strategies in Use of Lidar
- SVT 541: Geodesy
- SVT 542: Advanced Hydrographic Surveying
- SVT 598: Selected Studies in Surveying Engineering Technology
- GIS 400: Geographic Information Systems II
- GIS 420: Remote Sensing and Image Analysis
- SIE 509: Principles of Geographic Information Systems

Alternate graduate courses (in both EET and SVT) may be taken with faculty approval

Both programs have been reviewed, and there are ample electives during each semester to support this “4+1” program. Students will not have a problem finding sufficient courses to complete the program during their fifth year.

Core requirements for a “4+1” at the University of Maine (required section for the Graduate School):

1. *The master's program must have unfilled capacity (seats available in required classes so that the program can be instituted without opening new sections).*

Both the EET and SVT programs have unfilled capacity in their graduate courses and new sections will not need to be implemented. No additional DLL support will be required to offer this program. But it is assumed that current DLL support will remain in place.

2. *This program is intended for non-thesis master's degree programs only.*

The MS in ET program (for both concentrations, EET and SVT) are non-thesis. Both require a graduate capstone (or experiential) learning experience. These can be implanted seamlessly into the proposed "4+1" program.

3. *The sponsoring unit must develop a curriculum that can feasibly be completed in the indicated time frame (15 months following matriculation in master's program). Proposed four + one programs must be submitted to the Graduate School for review and recommendation by the Executive Committee and the Graduate Board. Approved programs will be transmitted to the Provost for final approval.*

Both the EET and SVT graduate (MS in ET) programs can be completed 12 months post baccalaureate. See the above table showing the proposed completion schedule for both programs (sample curriculum). Students will be required to complete their MS degree 15 months after completing their BS degree.

Once the proposal is approved by the SET Graduate Committee, the SET Faculty, and the Dean of the Maine College of Engineering and Computing, the proposal will be submitted to the Graduate School.

4. *Students would be admitted conditionally during the junior year (those who have completed at least 60 but no more than 100 credit hours applicable towards graduation). Students complete an application for the Four + One program supplied by the academic unit and submit it directly to that unit rather than the Graduate School. To be admitted, students must have a GPA of 3.0 or higher to double-count graduate courses towards both their undergraduate and graduate degree programs. Higher GPA requirements may be established by individual programs for admission to Four + One programs. The faculty advisor or graduate coordinator must work with the student to create a plan of study that leads to graduation within 15 months after matriculation in the master's program to double count the credits. The program of study and the provisional admission must be*

communicated to the Graduate School, and the student must make a formal application through the Graduate School during the senior year for admission to the master's degree program.

Students will be invited to apply for the "4+1" program after their third year (around 90 credits). The SET Graduate Coordinator will manage the application process for potential students and get approval from the department's faculty for student admission. All courses that will "double count" will be electives in both SET's MS in ET programs and will be taken during the student's fourth year. Each program has enough electives to accommodate these three electives (that will "double count") (see above list of approved technical electives).

A sample program of study is included above showing how the EET and SVT graduate programs can be completed in five years (after implementation of a "4+1" program).

All invited students will apply to the University of Maine's graduate program through the standard online application process during the end of their third fourth year.

5. *During the senior year, provisionally admitted students would take up to 9 credits of graduate-level courses toward the master's degree. These courses would also count towards the bachelor's degree (joint credits) but must be part of the master's degree Program of Study.*

Each undergraduate program (EET and SVT) has over three technical electives in their current curriculum. Three of these electives can be taken during their fourth year. Students enrolled in this program will take three technical electives that are also electives in the MS in ET program (both concentrations: EET and SVT).

During the application process, a Program of Study will be completed indicating the electives that will be taken during the student's fourth year (i.e., the three courses that will "double count").

6. *Upon graduation with a bachelor's degree, and with satisfactory performance (defined as 3.0 cumulative GPA and no grade below "B" in the courses to be double counted for the master's degree) in courses taken as an undergraduate, the student may be formally matriculated into the master's program. Students who meet these requirements must matriculate in their master's program within 3 months after receiving their bachelor's degree to use the joint credits. Under extraordinary circumstances, a student may petition to delay matriculation for up to an additional 12 months. Credits to be used towards both the undergraduate and master's degree will be transferred after successful completion of the master's degree within 15 months of admission.*

The Graduate Coordinator for SET will work with students and come up with a Program of Study that ensures completion of the MS in ET program one year after completion of their bachelor's degree. The Graduate Coordinator will work closely with EET and SVT faculty to streamline the process for students, while keeping the Graduate School informed of each student’s progress and plan for completion of the program.

MBA 4+1 Proposal

Contents

I. Executive Summary

Although the GSB maintains 4+1 MBA agreements with other system campuses, there is currently no 4+1 degree path for University of Maine students. The reason for this appears to have been a misunderstanding: the GSB assumed that double-counting UMaine credits would not be allowed by the Graduate School, and the Graduate School assumed that the GSB was prevented from participating because of AACSB standards.

It Is my understanding from communications between the MBS and GSB deans that there are no AACSB guidelines that would prevent the creation of a MaineMBA 4+1 pathway for UMaine students.

The University of Maine has been granting 4+1 degrees for the past decade, the guidelines and structures of which are governed by a Graduate School policy (item 3.3.3) on the creation and administration of 4+1 master's degrees.

II. Process for establishing a 4+1 master's degree:

- The academic unit submits a proposal to the Graduate School.
- The Graduate Board Executive Committee reviews the proposal and makes a recommendation.
- The Graduate Board reviews the recommendation and proposal and votes on whether to approve.
- If approved by the Grad Board, the proposal is transmitted to the Provost for final approval.

III. (Internal) Timeline for staff and students:

- Advisors begin messaging about the 4+1 during sophomore year. Interested students are advised to keep 6 to 9 general elective credits free.

- In the fall of their junior year, advisors assist students in determining if they meet the criteria to apply and be admitted and help them plan to meet the criteria by the application deadline. (For example, if students do not meet all 4 foundational subject area prerequisites through coursework, they might elect to complete GSB foundation courses to meet that requirement.)
- **Interested students apply to the 4+1 by February 1 of their junior year**. They will submit their application packet directly to the GSB via email for review.
- The GSB reviews the applications during a 2-month period. All admissions decisions will be complete and communicated to students by April 1.
- The GSB submits a list of provisionally accepted 4+1 students to the Graduate School.
- **At the beginning of their senior year, these students submit their formal application in the Grad School's Target X portal and are officially accepted.**
- In consultation with MBS/GSB advising, students may register for up to 9 credits of MBA coursework during their senior year, which will double-count for general elective credits in their undergraduate degree.
- Upon graduation, students must matriculate into the graduate program within 3 months. Under extraordinary circumstances, a student may petition to delay matriculation up to an additional 12 months at the discretion of the GSB admissions committee and the Graduate School.
- Upon matriculation, the graduate advisor initiates the transfer of their MBA credits to their graduate record.
- Per Grad School policy, 4+1 students must then complete their MBA within 15 months in order to have their credits double-count between undergraduate and graduate degrees. Under extraordinary circumstances, a student may petition to delay matriculation up to an additional 12 months at the discretion of the GSB admissions committee and the Graduate School.

IV. A note on the guidelines:

Our hope was to improve upon the accelerated pathway process by eliminating barriers for UMaine students, specifically so that they could declare their interest in the 4+1 and formally apply at the same time. However, the "double application" process described above (whereby students apply directly to their academic unit in their junior year and then turn around and submit a Grad School application in their senior year) is prescribed by the Graduate School policy on 4+1 master's degrees. To lessen the burden on students, my recommendation (as you will see below) is to tailor the initial department application packet to the Grad School application as closely as possible. This way, students may only need to make minor tweaks, at most, to their application materials before submitting them to the Grad School at the beginning of their senior year.

V. (External) MBA 4+1 Guidelines:

1. Interested UMaine undergraduates should apply by February 1 of their junior year (the year in which they have at least 60 but no more than 100 completed credit hours applicable towards graduation). The application materials shall consist of the following:

- **A transcript** (unofficial is fine).
- A **writing submission** describing your career goals and aspirations to earn your MaineMBA . The submission is evaluated not only for content but also for writing quality and strengths. (No more than 500 words total.)
- **A program of study** prepared in consultation with a Graduate School of Business advisor indicating coursework that will lead to the degree within the required time-frame.
- A current resume with **contact information for 3 references**.
- Minimum **GMAT** score of 550. (GMAT waiver available; see item 5 below).

Application materials should be submitted as PDF attachments to **mba.grad.apps@maine.edu**. The GSB admissions committee will make its decision on provisional admission for each applicant by April 1 of the same year and submit the names and programs of study of all provisionally admitted 4+1 students to the Graduate School.

2. Students must maintain an undergraduate GPA of at least 3.0 from the time of application through graduation.

3. Students must be on track to completing the foundational requirements with a grade of B or higher by the end of junior year. The foundational requirements include:

- ACC 201 – Financial Accounting
- ACC 202 – Managerial Accounting
- ECO 120 – Principles of Microeconomics
- ECO 121 – Principles of Macroeconomics
- FIN 350 – Business Finance
- STS 132 – Principles of Statistical Inference

or equivalent. Students may request permission to substitute one or more of these prerequisites for non-credit-bearing MBA Foundations courses.

4. Before graduation, provisionally admitted students may take up to nine credits of 500/600 level courses towards the MBA degree, which will also count towards the bachelor's degree (joint credits). 400-level courses cannot be double-counted.

5. By the fall of senior year, provisionally admitted students must formally apply for admission to the MaineMBA through the Graduate School. Submission of GMAT scores is required unless students are eligible for a GMAT waiver. For 4+1 students in an

undergraduate business program, this means an overall GPA of 3.25 or higher. For 4+1 students in a non-business undergraduate program, this means an overall GPA of 3.25 or higher and a GPA of at least 3.0 in the foundational business coursework.

5. Upon graduation with a bachelor's degree with satisfactory performance (defined as a 3.0 cumulative GPA and no grade below "B" in the courses to be double counted for the MBA degree), the student may be formally matriculated into the MBA program. Matriculation in the MBA program must occur within three months after receiving their bachelor's degree in order to use the joint credits. Under extraordinary circumstances, a student may petition to delay matriculation up to an additional 12 months at the discretion of the Graduate Committee and the Graduate School.

7. Upon matriculating into the graduate program, the existing MBA program requirements will apply.

8. A limited number of graduate assistantships will be available to matriculated graduate students. Recipients are selected on a competitive basis during a separate application process that takes place in December for the upcoming academic year. Please see the MBA funding page for more information.

9. Any 4+1 student who does not complete the master's degree within 15 months of matriculation (2 semesters + 2 summers) will not be allowed to count toward their master's degree any courses also applied to the Bachelor's degree unless the student's committee petitions the Graduate School for an extension due to extraordinary circumstances and the Graduate School grants the exception.